



CLINICAL POLICY & PROCEDURE – TRACHEOSTOMY CHANGES

POLICY

ePeople Health Care will provide skilled nursing services to patients in their homes by qualified nurses whose skills have been assessed by utilizing the eKidzCare “self-evaluation checklist”, as well as by their ability to pass the written competency exams with a passing score of 80% on each applicable exam, and additionally by hands-on competency testing to validate their level of knowledge and ability to perform specific high-tech skills that have been identified. All nurses hired by eKidzCare to provide skilled nursing services must pass competency testing in the specific skills appropriate to the patient they have been hired to care for, before being authorized to independently care for that patient.

Care for patients with Tracheostomies – and the ability to perform a tracheostomy change is one such Nursing Skill that is included in this process.

PROCEDURE

The following Procedure is the expected standard for all eKidzCare nurses who are caring for a patient with a Tracheostomy – requiring a change of device, whether routine or emergent:

Tracheostomy Care – Tracheostomy Changes
1. Assemble needed equipment: Prescribed type and size of tracheostomy tube, Size smaller trach tube, Twill tape or other ties, Obturator, Blunt scissors, Resuscitation bag (Ambu bag), Oxygen if ordered, Suction machine and supplies, Syringe if trach tube is cuffed, Sterile water-soluble lubricant or sterile saline (never use Vaseline or oil-based lubricant), Blanket roll, Gloves.
2. Position the patient.
3. ** Wash hands (CDC recommendations).
4. Open tracheostomy tube package (do not touch curved part of tube and keep tube clean).
5. Put on gloves (sterile if available).
6. Put Obturator into clean tracheostomy tube.
7. Lubricate end of tracheostomy tube with water-soluble lubricant or sterile saline.
8. Have assistant, if available, hold trach tube in place while removing ties.
9. Insert the new tube at a right angle into the stoma, rotating it downward. If an Obturator is present, insert tube straight into stoma. Changing the trach will cause coughing; if an Obturator is used, immediately remove it after the tube is inserted. Insert inner cannula at this time, if applicable.
10. Have assistant hold the new trach tube in place while securing trach . Ties should be secure but loose enough to insert one finger between the ties and neck.
11. Place split/drain sponge around tracheostomy tube, if available.

12. Discard used equipment.
13. Document procedure and any problems encountered.
14. ** Emergency Care -If accidental decannulation occurs what should be done:
1. Attempt to reinsert same trach into stoma.
2. If unable, reposition head and neck, attempt again.
3. If unable, size down and attempt again.
4. If unable, use suction catheter as guide wire for sized down trach.
5. If unable, contact 911/EMS and begin CPR as necessary.
6. Notify Supervisor.