

**PERFORMANCE CHECKLIST 22-9B**

**TRACHEOSTOMY CARE**

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	<b>S</b>	<b>U</b>	<b>Comments</b>
1. Refer to standard pre-procedure steps 1-9	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Assemble equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Check patient's tracheostomy for sanguineous exudate, edema, and respiratory obstruction	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Perform suctioning if it is needed before performing tracheostomy care	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Position patient in semi-Fowler's position	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Perform hand hygiene	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Position self at head of bed facing patient	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Don clean glove on nondominant hand; remove old dressing from around tracheostomy stoma, and discard it in appropriate receptacle	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Prepare equipment and supplies on overbed table			
a. Open tracheostomy cleaning kit with aseptic technique	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. If basins are packed with sterile gloves, apply one sterile glove to dominant hand; separate basins with dominant hand; use nondominant hand to pour cleansing solution (hydrogen peroxide) in one basin and rinsing solution (normal saline) in another basin	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. With nondominant hand, unlock and remove inner cannula; place in hydrogen peroxide cleansing solution; never remove outer cannula—if it is expelled by patient, use hemostat to hold tracheostomy open, and call for assistance	<input type="checkbox"/>	<input type="checkbox"/>	_____

	S	U	Comments
11. Apply second sterile glove, or apply new pair of sterile gloves; clean inner cannula			
a. Use brush to clean inside and outside of inner cannula	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Place inner cannula in sterile normal saline solution; rinse thoroughly	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Inspect inner and outer areas of inner cannula; remove excess liquid	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Insert inner cannula and lock in place	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Clean skin around tracheostomy and tabs of outer cannula with hydrogen peroxide and cotton-tipped swabs; clean away from opening using wipes that are free of lint around the tracheostomy opening	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. It may be necessary to rinse cleansing solution from skin; if so, use sterile 4 × 4 gauze pads; place dry, sterile dressing around tracheostomy faceplate	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Change cotton tapes			
a. If assistance is not available, thread clean tie through opening in flange of outer cannula alongside old tie; if assistance is available, untie one side of cotton tape from outer cannula and replace with clean one	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Bring clean tape under back of neck	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. If assistance is not available, thread tie through opening in opposite flange of outer cannula alongside old tie; if assistance is available, remove other side from outer cannula and replace with clean tape	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Tie ends of two clean cotton tapes together and position knot appropriately	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Auscultate lung sounds; monitor oxygen saturation	<input type="checkbox"/>	<input type="checkbox"/>	_____

	<b>S</b>	<b>U</b>	<b>Comments</b>
16. Provide mouth care	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Place paper and pencil within easy reach of patient	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Document per facility policy	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Refer to standard post-procedure steps 12-17	<input type="checkbox"/>	<input type="checkbox"/>	_____