



TRACHEOSTOMY REPLACEMENT

Skills Checklist

Person Trained _____ Date of Training _____

Instructor _____

<i>Explanation/Return Demonstration</i>	<i>Expl./Demo. Date</i>	<i>Expl./Demo. Date</i>	<i>Expl./Demo. Date</i>
A. In a school setting, this procedure should be done only in an emergency situation. States name and purpose of procedure.			
B. Preparation			
1. Identifies student's ability to participate in procedure.			
2. Reviews universal precautions.			
3. Identifies where/when procedure is done.			
4. Identifies possible problems and appropriate actions.			
C. Identifies needed supplies.			
D. Procedure			
1. Washes hands.			
2. Assembles equipment.			
3. Reassures student.			
4. Opens package.			
5. Puts on gloves.			
6. Puts obturator into tracheostomy tube.			
7. Attaches ties, lubricates tube if necessary.			
8. Positions student appropriately.			
9. Standing in front of stoma, inserts tube using a downward arc.			
10. Holds tube, removes obturator. Inserts inner cannula if needed.			
11. Listens and feels for air movement through tube.			
12. Secures tube in place.			
13. Performs necessary skin care, applies gauze as needed.			
14. Discards used equipment appropriately (saving tracheostomy tube in bag for parents if desired).			
15. Documents procedure and notifies parent/caregiver.			