**Staff Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Children’s Validator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tracheostomy Cleaning**

**Enterprise Care Management Community–Trach Care Rubric**

**ECM Project Team, GN, 6/2020**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Did not complete | Completed Correctly | Notes /Suggestions |
| Hand Hygiene (wash with Soap/Water or handsanitizer) |  |  |  |
| Gathers supplies and lay on a clean surface* Shoulder Roll
* Wet Q Tips; Dry Q Tips
* 3 wash cloths (wet, soap, dry)
* trach dressing, if needed
* trach ties, cut to correct length
 |  |  |  |
| 2 caregivers available |  |  |  |
| Swaddle child if needed; place on flat surface |  |  |  |
| 1st caregiver supports trach by flanges and lift child up  |  |  |  |
| 2nd caregiver puts shoulder roll under shoulder |  |  |  |
| 2nd caregiver * removes trach tie
* removes dressing
* cleans at stoma with Q tips; one area per Q tip
* dries stoma with Q tips; one area per Q tip
* checks skin integrity
* cleans skin at neck (3 wash cloths)
* places barrier under flanges of trach
* attaches new trach ties; measure 1 finger

between tie and neck |  |  |  |
|  1st caregiver can now let go of the trach |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

**Tracheostomy Tube Change**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Did not complete | Completed Correctly | Notes /Suggestions |
| Hand Hygiene |  |  |  |
| Gather Supplies and lay out on clean Surface* Shoulder Roll
* Wet Q Tips; Dry Q Tips
* 3 wash cloths (wet, soap, dry)
* trach dressing, if needed
* trach ties, cut to correct length
* disconnecting wedge
* clean trach tube
* syringe
* sterile water
* lubricating jelly
 |  |  |  |
| Inspect the trach tube to ensure good working condition |  |  |  |
| Checks clean trach tube with current |  |  |  |
| Draws up 5ml sterile water and checks cuff on clean trach tube |  |  |  |
| Places trach tube in lubricating jelly |  |  |  |
| Swaddle child if needed; place on flat surface |  |  |  |
| 2 caregivers required for routine change |  |  |  |
| Cleans trach tube as above |  |  |  |
| Suction as needed  |  |  |  |
| Remove water from trach tube |  |  |  |
| Use disconnecting wedge |  |  |  |
| One caregiver removes the trach tube and other caregiver places the new trach tube (using 90-degree angle); removes obturator |  |  |  |
| Inflate cuff with sterile water |  |  |  |
| Place barrier under trach tube |  |  |  |
| Attach trach ties; check for fit |  |  |  |
|  |  |  |  |

**Tracheostomy Emergencies**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Did not complete | Completed Correctly | Notes /Suggestions |
| Caregiver aware of supplies required in Emergency bag:* Current size clean trach
* Smaller size clean trach
* Trach ties
* Lubricating jelly
* Scissors
* Syringe
* Sterile water
* Bag
* Mask
* Suction and Suction Supplies
* Oxygen supply
 |  |  |  |
| Caregiver can verbalize emergency situation response* Mucous plugging
* Bleeding
* Accidental decannulation
 |  |  |  |
| Bag ventilation via trach |  |  |  |
| Bag mask ventilation covering stoma |  |  |  |
| DOPE |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |