**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 hand  sanitizer) |  |  |  |
| 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 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |