

## PROCEDURE CHECKLIST

### Tracheostomy Care Using Modified Sterile Technique

Check (✓) Yes or No

PROCEDURE STEPS	Yes	No	COMMENTS
Before, during, and after the procedure, follows “Principles-Based Checklist to Use with All Procedures,” including: Identifies the patient according to agency policy; attends appropriately to standard precautions, hand hygiene, safety, privacy, and body mechanics. All steps in <b>bold</b> are critical requirements. The student must perform the skill within 15 minutes to be satisfactory.			
1. Places patient in semi-Fowler’s position.			
<b>2. Perform hand hygiene, and apply gloves and face shield if applicable.</b>			
3. Suction the tracheostomy			
4. Removes and discards the soiled tracheostomy dressing in a biohazard receptacle; then removes and discards gloves and washes hands.			
<b>5. Places the tracheostomy care equipment on the overbed table and prepares the equipment using sterile technique:</b>			
b. Opens sterile tracheostomy kit. Open two 4 in. × 4 in. gauze packages; pours normal saline on one package; keeps the other package dry.			
c. Opens two cotton-tipped applicator packages. Wets one applicator package with normal saline solution.			
<b>6. Set up sterile basin, and pour ½ to 1 inch normal saline into it.</b>			
7. Place brush in sterile basin			
8. Lay twill ties in dry area			
<b>9. Keeps the glove on the dominant hand sterile throughout procedure.</b>			
<b>10. Unlocks and removes the inner cannula with the nondominant hand and cares for it accordingly:</b>			
<b>a. Places inner cannula into basin with hydrogen peroxide. Picks it up with the nonsterile hand. With sterile hand, uses the sterile nylon brush to scrubs the cannula.</b>			
<b>b. Hold inner cannula over basin, and rinse with normal saline, using nondominant hand to pour normal saline.</b>			
c. Taps the inner cannula against the side of the container to remove excess saline.			
<b>d. Reinserts the inner cannula into the tracheostomy, in the direction of the curvature.</b>			
e. Following manufacturer’s instructions, locks the inner cannula in place securely.			

PROCEDURE STEPS	Yes	No	COMMENTS
<p>11. Cleans the stoma under the faceplate with cotton-tipped applicators saturated with normal saline. Or uses the gauze pads, if contained in the tracheostomy kit.</p> <p>a. Uses a circular motion from the stoma site outward.</p>			
<p>b. Uses each applicator only once, then discards.</p>			
<p>12. Cleans the top surface of faceplate and surrounding skin with gauze pads with saline solution. Uses each pad only once, then discards it.</p>			
<p>13. Dries the skin and outer cannular surfaces by patting them lightly with the remaining dry gauze pad.</p>			
<p>14. When an assistant is not available, leave old tracheostomy tube ties in place until new ties are secure.</p>			
<p>15. Cut ends of twill tape on diagonal. Take prepared tie and insert one end through faceplate eyelet, and pull ends even. Slide both ends of tie behind the head and around the neck to the other eyelet, and insert one tie through second eyelet. Pull snugly.</p>			
<p>16. Tie ends securely in a double square knot, allowing space for only one loose or two snug finger widths in tie.</p>			
<p>17. Inserts a precut, sterile tracheostomy dressing under the face plate and clean stabilizers (or folds a 4 in. x 4 in. gauze into a V-shape). Does not cut gauze.</p>			
<p>18. Disposes of used equipment in the appropriate biohazard receptacle according to agency policy.</p>			

Recommendation: Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

**Unsatisfactory** (Must document how the student was unsatisfactory on the reverse side of this form)

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_