



Competency for Safe Management of Patients with Tracheostomies/ Laryngectomies by HCAs on St. John's Ward.

Performance Criteria	Competent		Date & Sign
	Yes	No	
Can identify the following: <ul style="list-style-type: none"> • Tracheostomy • Inner cannula • Flanges • Cuff • Laryngectomy tube 			
Understands the difference between Shiley and Portex tracheostomy tubes.			
Explains the difference between fenestrated and non-fenestrated tubes.			
Demonstrates an understanding of the differences between cuffed and non-cuffed tubes.			
Lists the beside equipment essential for a patient with a tracheostomy.			
Describes the symptoms that would indicate that a patient with a tracheostomy tube/ laryngectomy is in respiratory distress.			
Discusses potential tracheostomy emergencies that may occur			
Demonstrates an understanding of the equipment required when escorting the patient off the ward.			
Discusses the relevant information to be obtained from the nurse/CNM prior to escorting a patient off the ward.			
Lists three types of humidification commonly used on the ward.			
Lists the communication aids available to patients on the wards.			
Indicates when a patient needs suctioning.			
Demonstrates changing inner cannulas as per hospital guidelines http://www.stjames.ie/intranet/ppgs/clinicalsupport/NG009.pdf			
Demonstrates an understanding of the size of suction catheters to be used.			
Discusses the equipment needed for suctioning.			
Demonstrates safe suctioning via a tracheostomy/ laryngectomy.			
Adheres to Infection Prevention & Control standards during all aspects of procedure.			
Understands the role of the Tracheostomy Safety Facilitator.			

Date attended Tracheostomy Study day: _____

Signature of HCA: _____

Signature of Assessor: _____

Note: Competence can only be assessed on completion of the Tracheostomy Study day and at the discretion of the CNM.