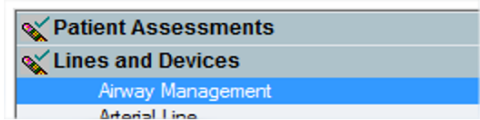# Recording Tracheostomy Observations on Electronic Patient Records (EPR)
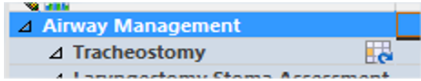
Tracheostomy (Airway Management)

How to record Tracheostomy Care

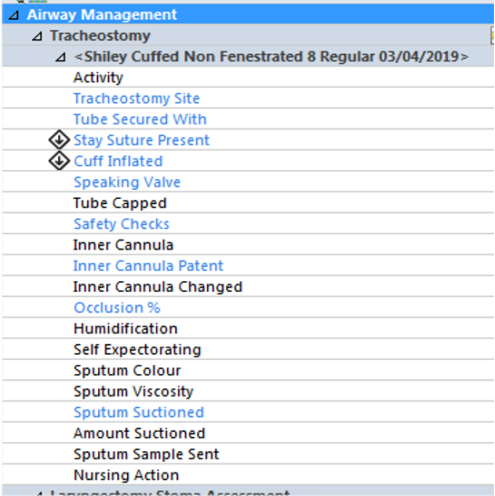Open up **iView** and go to **Lines & Devices** then click on **Airway Management**.

To record a patient's tracheostomy for the first time. Click on the small grid (repeatable group symbol).

In the box that appears, document the type, size, length and date of insertion and click OK.

Answer the questions as they appear in the iView.

Once you have documented all the questions. Click on the green tick to save your answers.
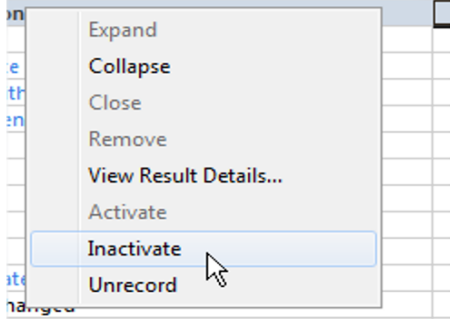

NOTE: The tracheostomy will appear in SBAR and Patient Summary once you refresh your page.

Occlusions %: if you record 25% – 75% or >75% as a response, a task will go to care compass to check the tracheostomy within 1 hour.

If the patient has been downsized or removed, inactivate the tracheostomy so that it no longer appears in SBAR or Patient Summary.

Right click on the title of the tracheostomy and select Inactivate.

The section of iView for the Tracheostomy is now greyed out.