

		<b>ACTION</b>	<b>FREQUENCY (HOURS)</b>	<b>ADDITIONAL INFORMATION AND RECOMMENDATION</b>
<b>T</b>	<b>Tube care</b>	<ul style="list-style-type: none"> <li>• Inner cannula (check/clean)</li> </ul>	4	More frequently if secretions thick and sticky.
		<ul style="list-style-type: none"> <li>• Cuff check (pressure)</li> </ul>	8	Normal range ( 25-32 cm H <sub>2</sub> O)
		<ul style="list-style-type: none"> <li>• Sub-glottic port secretions (aspirates)</li> </ul>	4	More frequently if high aspirates retrieved.
<b>R</b>	<b>Resuscitation</b>	<ul style="list-style-type: none"> <li>• Familiarise with head of bed safety sign</li> <li>• Follow algorithm</li> </ul>	Immediately	Tracheostomy/Laryngectomy bed signs placed on the door and head end of the bed.
<b>A</b>	<b>Airway</b>	Suction to keep airway clear	PRN	Catheter size calculation Add 4 to the size of tube. Eg. size 8 tube + 4= 12 Size 12 suction catheter used.
<b>C</b>	<b>Communication</b>	<ul style="list-style-type: none"> <li>• Non-verbal communication aids</li> <li>• Augmentative and alternative communication</li> </ul>	Per Shift PRN	Speech and Language therapy referral
<b>H</b>	<b>Humidification</b>	Use humidification ladder <ul style="list-style-type: none"> <li>• <u>Active</u>: Adding heat or water, Airvo heated humidifier, Nebuliser</li> <li>• <u>Passive</u>:Heat moisture exchange filters, Soft shield humidification bibs</li> </ul>	PRN	Airvo settings Temperature ideally 37 <sup>o</sup> C Flow of 30 lpm unless prescribed higher by medical team and % Oxygen set at 21% (room air) or supplemental oxygen as required.
<b>E</b>	<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Bedside care equipment</li> <li>• Emergency equipment</li> </ul>	Per Shift	As per guidelines
<b>O</b>	<b>Organised care of stoma</b>	<ul style="list-style-type: none"> <li>• Assess stoma site for skin integrity</li> <li>• Protective dressing below flange</li> </ul>	Per shift	Cavilon advanced skin protector or wand PolyMem or Aquacel foam non-adhesive.
<b>S</b>	<b>Swallowing and nutrition</b>	<ul style="list-style-type: none"> <li>• Swallow assessment</li> <li>• Adequate nutrition</li> </ul>	PRN Daily	Speech and Language therapy referral Dietician referral
<b>T</b>	<b>Tube security</b>	<ul style="list-style-type: none"> <li>• Check tube(tapes/ties)</li> <li>• Changed weekly unless solid with secretions</li> </ul>	4	Changing ties is always a two person technique
<b>O</b>	<b>Oral care</b>	<ul style="list-style-type: none"> <li>• Oral secretion management</li> </ul>	8	Follow oral care bundle
<b>M</b>	<b>Mobilisation</b>	<ul style="list-style-type: none"> <li>• Adequate mobilisation is encouraged-sitting upright position unless otherwise contraindicated.</li> </ul>	PRN	Physiotherapy referral for dependent patients
<b>Y</b>	<b>Yourself</b>	<ul style="list-style-type: none"> <li>• Document your findings</li> </ul>	Per Shift / PRN	On EPR

