

Acute Training Solutions

Tracheostomy Care Competency Framework Guideline

| Candidate name | Job title | Manager | Unit / ward |
|----------------|-----------|---------|-------------|
| | | | |
| Unit address | | | |
| | | | |

| Education / training required | Date | Signature of trainer / supervisor |
|---|------|-----------------------------------|
| A) Attended in house Tracheostomy Care training session | | |
| or | | |
| B) Equivalent training (Please specify) | | |
| Place where equivalent training undertaken | Date | Signature of line manager |
| | | |

| Record of Supervised Practice |
|---|
| Minimum times skill to be performed under supervision: 4 |
| Minimum competency level : 2 - can perform activity without assistance and/or direct supervision |

| Assessment no. | Date | Self assessment by practitioner | Competent practitioner acting as Supervisor |
|----------------|------|---------------------------------|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| Final assessor's name | Job title | Manager | Unit |
|-----------------------|-----------|---------|------|
| | | | |

| Component | Performance evidence source | Statement of competence | 1 st | 2 nd | 3 rd | 4 th | 5 th |
|---|---|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Interpersonal skills / behavioural | Policy for Patient Identification (2009) Privacy, Dignity & Respect Policy and Procedures for Patient Care (2008) Mental Capacity Act (DH, 2005) | Introduces self to patient. | | | | | |
| | | Positively identifies patient by asking patient to identify him/herself and by checking name band. | | | | | |
| | | Thoroughly explains procedure to patient and considers individual, cultural and diversity needs. | | | | | |
| | | Ensures patients understanding / awareness and gains informed verbal consent. | | | | | |
| | | Ensures patients comfort and dignity prior to, during and after the procedure. | | | | | |
| | | Recognises own limitations and asks for assistance as required. | | | | | |
| Performance of procedure (skill) | Guidelines for the Care of Patients with Tracheostomy Tubes Relevant Policies | Demonstrate preparation of bed area. | | | | | |
| | | Demonstrate different types of tracheostomy tubes available and what considerations are made when selecting a tube. | | | | | |
| | | Demonstrate different methods of delivering humidification and oxygen. | | | | | |
| | | Demonstrate competency in performing stoma care, including management of inner tubes. | | | | | |
| | | Demonstrate ability to safely secure tracheostomy tube, select and change tracheostomy dressing. | | | | | |
| | | Demonstrate correct equipment, suction pressure to be used and when it is necessary to perform suction. | | | | | |
| | | Demonstrate competency in tracheal suctioning, understanding complications that can occur and what action to take if necessary. | | | | | |
| | | Demonstrate importance of recording tracheal secretions and refer appropriately to multi disciplinary team member. | | | | | |
| | | Demonstrate awareness of when and how a first tube change should take place, selecting correct equipment. | | | | | |
| | | Demonstrate competency in performing safe tracheostomy tube change. | | | | | |
| | | Understand potential risks associated with tracheostomy tube changes. | | | | | |
| | | Demonstrate awareness of complications that can arise from obstructed / misplaced tubes. | | | | | |
| Demonstrate awareness of resuscitation procedure of patient with tracheostomy, including necessary equipment. | | | | | | | |

| Component | Performance evidence source | Statement of competence | 1 st | 2 nd | 3 rd | 4 th | 5 th |
|---|---|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Performance of procedure (skill) | | Demonstrate safe discharge / transfer of a patient with a tracheostomy, considering training needs of patient and carers, equipment obtained and patient and carer educated in its use, dressings supplied and necessary referrals made in a timely manner. | | | | | |
| | | Demonstrate competency in decannulating tracheostomy with multi disciplinary team support. | | | | | |
| Related knowledge | The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC, 2008). Standards of conduct performance and ethics (2008) | Identifies own accountability in relation to performance of procedure. | | | | | |
| | | Infection control and prevention guidelines including hand hygiene, universal precautions and bare below the elbow. | | | | | |
| | | Correct use and disposal of waste including single use items such as equipment. | | | | | |
| | | Demonstrate understanding of the NMC Code of Professional Conduct. | | | | | |
| | | Have awareness of anatomy, physiology and pathophysiology related to upper respiratory system. | | | | | |
| Performance of procedure (skill) | Policy on Clinical Note-keeping within Patient Health Records (EKHUFT, 2009) | Keep accurate notes in nursing care records | | | | | |
| | | Tracheostomy care records / charts | | | | | |
| Approval of competency | | | Y/N | Y/N | Y/N | Y/N | Y/N |
| If NO please give date for reassessment | | | | | | | |
| Comments | | | | | | | |

- Once completed, please take a copy for your records & send original to Acute Training Solutions Ltd.
- Acute Training Solutions Ltd. will provide a certificate of competency & retain original record for a period of one year.