

Competency 2: Cleaning the tracheostomy inner tube



Trainee

Name: -----

Title: -----

Ward or department: -----

Clinical assessor

Name: -----

Title: -----

Method of assessment: -----

Supervision Record

Please detail your clinical supervision activity.

Date	Activity	Suggested learning activities	Clinical assessors signature

Skill criteria

No errors observed	5
Occasional errors, corrected by trainee	4
Frequent errors, corrected by trainee	3
Frequent errors, not corrected by trainee	2
Trainee unable to proceed without instruction/prompting	1

Knowledge criteria

Evaluation: <i>articulates response, what, when how and why</i>	5
Synthesis: <i>articulates the connections between the parts</i>	4
Analysis: <i>able to examine how parts relate to the whole</i>	3
Application: <i>can relate facts to another situation</i>	2
Knowledge and understanding: <i>provides examples and distinguishes differences between examples</i>	1

K= knowledge (minimum level indicated in box *)

S= skill (minimum level 4)

Observable criteria	Minimum level	Tick level of achievement					Assessment Outcome		Assessors Signature and Date
		1	2	3	4	5	Pass ✓	Fail ✓	
	* State required level i.e. S4, K5								
1. Explain the reason for an inner tube	K4								
2. Explain the measures that can be taken to prevent tube occlusion	K5								
3. Set up the essential bedside equipment	S5								
4. Discuss how to determine the frequency of tracheal suctioning	K4								
5. Demonstrate how to remove the inner tube	S5								

Observable criteria	Minimum level	Tick level of achievement					Assessment Outcome		Assessors Signature and Date
		1	2	3	4	5	Pass ✓	Fail ✓	
	* State required level i.e. S4, K5								
6. Demonstrate how to clean an inner tube	S5								
7. Demonstrate how to replace the inner tube	S5								
8. Discuss the <i>specific</i> infection control measures related to this procedure	K5								

Competency Statement

Practitioner's signature and date:

I am competent in this procedure at this time and understand the standard statement, action and outcome. Having received appropriate training, I accept full responsibility for the maintenance my own competence and have discussed this role as part of my job description with the person to whom I am managerially accountable.

Signature:

Date:

Printed name:

Date:

Clinical Assessor's signature and date:

I confirm that the above practitioner has achieved the required competency level and is now able to work autonomously in an unsupervised capacity.

Signature:

Date:

Printed name:

Date:

Job role:

Please place one copy of this record in your professional portfolio and give a second copy to your line manager

Assessors Guidelines

Assessment Criteria	Required knowledge and/or skill
1. Explain the reason for an inner tube	<ul style="list-style-type: none"> - The inner tube provides a vital safeguard against the life threatening complication of tube obstruction. It can be removed for cleaning purposes or if the tube is occluded.
2. Explain the measures that can be taken to prevent tube occlusion	<ul style="list-style-type: none"> - Effective humidification - Effective suctioning - Regular inner tube cleaning - Ensure the patient is well hydrated - Securing the tube
3. Set up the essential bedside equipment	<ul style="list-style-type: none"> - Spare sterile tracheostomy tube – same type, size and 1 size smaller - Sterile tracheal dilators - Sterile gloves - 10 ml syringe for cuffed tube - Lubricating gel - System for suctioning - Humidification system - Oxygen should be available
4. Discuss how to determine the frequency of tracheal suctioning	<ul style="list-style-type: none"> - Reference to the sputum grading
5. Demonstrate how to remove an inner tube	<ul style="list-style-type: none"> - Explains the procedure to the patient - Places the patient's head in a neutral or slightly extended position - Removes the inner tube with one hand and supports the tracheostomy tube with the other
6. Demonstrate how to clean an inner tube	<ul style="list-style-type: none"> - Wears an apron and gloves - Suctions before removing tube - Uses sterile water - Uses the correct brush - Cleans from both ends to avoid micro fractures of the tube

Assessment Criteria	Required knowledge and/or skill
7. Demonstrate how to replace the inner tube	<ul style="list-style-type: none"> – Explains the procedure to the patient – Replaces the inner tube with one hand and supports the tracheostomy tube with the other – Locks the tube securely (Shiley)
8. Discuss the <i>specific</i> infection control measures related to this procedure	<ul style="list-style-type: none"> – Face masks and eye protection must be worn where there is a risk of blood, body fluids, secretions or excretions splashing into the face and eyes i.e. during suctioning, dressing and tape change – Discard brush after each use – Disposes of brush in yellow bag – Disposes of the water down the sluice or toilet if in sideward – Rinses and dries the jug – Change jug every 24 hours and label