**Tracheal Suctioning-Clean Technique Skill Competency Test**

**Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade/Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person trained\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Initials: \_\_\_\_\_\_\_\_**

**Person training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_**

**\*NOTE: This procedure is commonly performed by a licensed registered nurse.**

|  |  |  |
| --- | --- | --- |
| **Skills** | **Initial Demonstration** | **Return Demonstration** |
| **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
| 1. Assemble supplies
 |  |  |  |  |  |  |  |
| 1. Review healthcare provider’s order/ Student’s individual health plan
 |  |  |  |  |  |  |  |
| 1. Wash hands
 |  |  |  |  |  |  |  |
| 1. Perform respiratory assessment
 |  |  |  |  |  |  |  |
| * 1. The respiratory assessment should be an ongoing process to determine:
 |  |  |  |  |  |  |  |
| * + 1. How well the student is tolerating the procedure
 |  |  |  |  |  |  |  |
| * + 1. The amount of time and suction attempts that are clinically indicated
 |  |  |  |  |  |  |  |
| 1. Given the urgency and needs of the student; position the student to provide for the most privacy
 |  |  |  |  |  |  |  |
| * 1. students in wheelchairs or other supportive seating devices can remain sitting upright or reclined up to, but not exceeding, semi-fowlers or 45 degrees
 |  |  |  |  |  |  |  |
| * 1. students who are lying should be turned on their side (this position may be commonly associated with a student experiencing a seizure who may require supplemental oxygen and/or suctioning)
 |  |  |  |  |  |  |  |
| 1. Explain the procedure to the student at a level the student understands
 |  |  |  |  |  |  |  |
| 1. If ordered, place pulse oximeter on student’s finger, toe or ear lobe during and after the procedure
 |  |  |  |  |  |  |  |
| 1. Turn on suction machine and check for function
 |  |  |  |  |  |  |  |
| 1. For suction machines that have suction measurements in mm Hg
 |  |  |  |  |  |  |  |
| * 1. Ensure the suction machine has the appropriate level of subatmospheric pressure:
 |  |  |  |  |  |  |  |
| * + 1. standard maximal pressure for children ranges from 80–100 mm Hg; and
 |  |  |  |  |  |  |  |
| * + 1. standard maximal pressure adolescents ranges 80-120 mm Hg
 |  |  |  |  |  |  |  |
| * + 1. maximal pressure may be determined by turning on suction and occluding extension tubing by folding it in half
 |  |  |  |  |  |  |  |
| * + 1. pressure reading on the gauge when the tubing is completely occluded is the maximal suction pressure
 |  |  |  |  |  |  |  |
| 1. For suction machines that have a dial with numbered suction settings (i.e. 1, 2, 3), use the lowest level of suctioning that will remove the secretions
 |  |  |  |  |  |  |  |
| * 1. Start at the lowest suction level and increase as needed
 |  |  |  |  |  |  |  |
| 1. Put on clean gloves
 |  |  |  |  |  |  |  |
| 1. Attach top of catheter to suction tubing
 |  |  |  |  |  |  |  |
| 1. Hold the suction catheter at the absolute length of catheter insertion, “measured length”
 |  |  |  |  |  |  |  |
| 1. Lubricate the catheter with normal saline
 |  |  |  |  |  |  |  |
| 1. The use of normal saline to lavage the tracheostomy tube is based on the Individualized Health Plan and, if indicated, to assist with the removal of thick secretions, needs to be used judiciously
 |  |  |  |  |  |  |  |
| 1. Remove tracheostomy mask, artificial nose or ventilator connection and promptly insert catheter while gently rotating within the cannula
 |  |  |  |  |  |  |  |
| 1. Advance catheter into tracheostomy tube to the “measured length” with or without suction (based on how the procedure is completed in the home setting and healthcare provider’s order)
 |  |  |  |  |  |  |  |
| 1. Twirl catheter between fingers as it is pulled out of tracheostomy tube, staying in no more than 5 seconds
 |  |  |  |  |  |  |  |
| * 1. When suction catheter is inserted into tracheostomy tube, the student’s airway is occluded, total suction time should not exceed 5 seconds
 |  |  |  |  |  |  |  |
| 1. Suction a small amount of sterile saline with the suction catheter to clear any residual debris/secretions
 |  |  |  |  |  |  |  |
| 1. Allow student to rest and return to normal breathing
 |  |  |  |  |  |  |  |
| * 1. If student was receiving oxygen and humidification by mask before the suctioning, reapplication of the mask between suctioning passes or 3-5 breaths with manual resuscitator bag with oxygen attached, may be warranted
 |  |  |  |  |  |  |  |
| * 1. If student is not on oxygen, give 3 to 5 extra breaths with the resuscitator bag, if needed
 |  |  |  |  |  |  |  |
| 1. Repeat suctioning in above order (10-14) until secretions are removed
 |  |  |  |  |  |  |  |
| * 1. Note the color, presence of odor, and consistency of secretions
 |  |  |  |  |  |  |  |
| 1. Suction nose and mouth with same catheter the same way
 |  |  |  |  |  |  |  |
| * 1. If re-using catheter for tracheotomy suctioning, use a separate catheter to suction the mouth and nose
 |  |  |  |  |  |  |  |
| 1. Complete suctioning
 |  |  |  |  |  |  |  |
| 1. For students on oxygen
 |  |  |  |  |  |  |  |
| * 1. Replace mask, artificial nose or ventilator connection on student
 |  |  |  |  |  |  |  |
| 1. For students without oxygen:
 |  |  |  |  |  |  |  |
| * 1. Give 3 to 5 extra breaths with the resuscitator bag, if needed
 |  |  |  |  |  |  |  |
| 1. Assess respiratory status
 |  |  |  |  |  |  |  |
| 1. Rinse suction catheter with ½ strength hydrogen peroxide or vinegar water; then rinse catheter with sterile water (or procedure used by family)
 |  |  |  |  |  |  |  |
| 1. Place suction catheter in a clean container
 |  |  |  |  |  |  |  |
| * 1. The suction catheter can be used up to 8 hours
 |  |  |  |  |  |  |  |
| 1. Remove gloves
 |  |  |  |  |  |  |  |
| 1. Rinse suction machine tubing with tap water
 |  |  |  |  |  |  |  |
| 1. Wash hands
 |  |  |  |  |  |  |  |
| 1. Document assessment, procedure, and outcomes in student’s healthcare record
 |  |  |  |  |  |  |  |
| 1. Report any concerns to parents/guardian and healthcare provider
 |  |  |  |  |  |  |  |
| 1. Special Considerations:
 |  |  |  |  |  |  |  |

**Plan for monitoring Tracheal Suctioning-Clean Technique:**

**School Nurse Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Nurse’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**