

Appendix 15

Competencies for staff caring for patients with tracheostomies or laryngectomies on dedicated wards

Competency Assessment Criteria

COMPETENCY STATEMENT
Demonstrates safe practice for patient requiring a tracheostomy/Laryngectomy and dealing with Tracheostomy/ Laryngectomy emergencies

Key Skills	Assessment Criteria	DATE ACHIEVED	SIGNED
1. Demonstrates an understanding of the anatomy and physiology of the respiratory system	<ul style="list-style-type: none"> Identify the main structures of the respiratory system. Discuss the position of these structures in relation to their function. Discuss the mechanics of respiration Discuss the process of oxygen delivery 		
2. Describes indications for tracheostomy	<ul style="list-style-type: none"> Identify reasons for the insertion of a tracheostomy tube Discuss the benefits to the patient 		
3. Demonstrates and discuss choice of tube (Fenestrated/non-fenestrated and Cuffed/Un-Cuffed)	<ul style="list-style-type: none"> Identify the different tubes available and the reason for the choice of tube Discuss the principles of cuff safety (no cuffed tubes to be used in ward areas) 		
4. Demonstrates the ability to perform tracheal suctioning safely and correctly.	<ul style="list-style-type: none"> Identify the need for suction Assemble the correct equipment - including correct size catheters Explain the procedure to the patient Discuss complications and interventions to reduce risk Demonstrate good suction technique Evaluate effectiveness of suctioning Demonstrate correct documentation and reporting as necessary 		
5. Demonstrates and discuss the nursing care for a patient with a tracheostomy tube	<ul style="list-style-type: none"> Discuss the importance of humidification Demonstrate the ability to care for tracheostomy tube, including cleaning of inner tube Discuss the care of the stoma, including appropriate selection of dressings and tapes Patient positioning and comfort Discuss issues with communication Discuss the role of speech therapy in assessing the swallow reflex 		
6. Demonstrates the	<ul style="list-style-type: none"> Describe the routine respiratory 		

ability to perform an accurate respiratory assessment.	<p>observations and their significance in patient assessment</p> <ul style="list-style-type: none"> • Discuss how these observations alter in respiratory failure 		
7. Discuss the 'RED FLAG' indicators that represent tracheostomy problems	<ul style="list-style-type: none"> • Discuss red flag indicators that represent tracheostomy problems e.g. inability to pass suction catheter, added sounds, increasing respiratory distress 		
8. Discuss and demonstrate the use of the emergency equipment needed for a tracheostomy emergency	<ul style="list-style-type: none"> • Assemble the equipment required at the bed side and describe the use • Discuss the emergency equipment required at the bedside and describe its use • Discuss their role in an emergency situation • Demonstrates understanding of the use of all equipment 		
9. Demonstrate the emergency algorithm for tracheostomy patients	<ul style="list-style-type: none"> • Able to discuss the algorithm • Understands the importance of each step • Demonstrates the need to get help immediately 		
10. Demonstrate the emergency algorithm for Laryngectomy patients	<ul style="list-style-type: none"> • Able to discuss the algorithm • Understands the importance of each step • Demonstrates the need to get help immediately 		
11. Discuss and demonstrate the use of the emergency equipment needed for a Laryngectomy emergency	<ul style="list-style-type: none"> • Assemble the equipment required at the bed side and describe the use • Discuss the emergency equipment required at the bedside and describe its use • Discuss their role in an emergency situation • Demonstrates understanding of the use of all equipment 		
12. Demonstrates correct documentation and reporting as necessary	<ul style="list-style-type: none"> • Refers to local policy / guidelines • Use of nursing documentation • Use of bed head signs • Clear legible timely documentation 		

<p>Name of Nurse _____</p> <p>Signature _____</p> <p>Name of Assessor _____</p> <p>Signature _____</p> <p>Date of assessment _____ Ward _____</p>
