

Appendix 11: Tracheostomy Patient Discharge Checklist

The most important factors for a successful patient discharge or transfer include:

- Patient assessment
- Good planning including patient and carer education
- Communication between ward and community services/ other organisations; with a clear shared management plan

Considerations for discharge planning include:

- Long term needs of the patient for airway – ongoing management plan. Complex patients will require referral to the discharge planning team.
- Patients level of independence
 - Level of dexterity (to manage tracheostomy inner tube cleaning)
 - Level of home support
 - Ability to clear secretions independently
 - Ability to communicate for assistance
 - Patient / family education

This should include tube care (including emergency care, individual plans for routine tube change; OPD appointment), infection control, equipment required (ordering process)

Tracheostomy patient discharge checklist

Affix patient label or enter details:

Trust ID No.:

Surname (BLOCK LETTERS):

First name:

D.O.B.:

To be completed when a patient with a tracheostomy is to be discharged home or into community setting

Discharges are to take place during Monday to Thursday; discharges should not take place on a Friday, Saturday or Sunday.

Action	Yes/ No	Date/ Comments
Ambulance proforma complete- call to confirm.		
Loan equipment form for nebuliser & suction form required & complete		
Countrywide registration and first order placed		
Patient has been given green country wide bag		
ENT outpatients department referral form emailed (patients can contact dept. for suction supplies, review and routine tube change Mon-Fri)		
Spare tracheostomy tube (same size as current tube) and one size smaller.		
Spare tracheostomy inner tube		
Patient has passy muir/ speaking valve if applicable		
Patient and one member of family/carer have been given tracheal dilators and education on the use of dilators provided.		
If self-caring the Patient has been provided extensive education on the complete care for the tracheostomy. If unable appropriate family member/carers provided the same education.		
The following 7 day supply of equipment has been given to patient: <ul style="list-style-type: none"> * Suction bags * Suction tubing * Cleaning swabs * Cavilon Lollipops * Yankauers * Tracheostomy masks * Saline nebulisers * Tracheostomy dressings and ties * HME Swedish nose, Bucanon Bib * Optilube 		
If applicable has the patient been reviewed by Dietitian and Nutricia Nurse?		
Where required ensure feed is ordered. Supply the patient with: <ul style="list-style-type: none"> * 10ml and 60ml syringes * pH testing sticks- one pot. 		
Is the district nurse referral complete? Recommended for: <ul style="list-style-type: none"> * Wound dressing * RIG/ PEG care (if applicable) 		