

CLINICAL POLICY & PROCEDURE – TRACHEOSTOMY SUCTIONING

POLICY

ePeople Health Care will provide skilled nursing services to patients in their homes by qualified nurses whose skills have been assessed by utilizing the eKidzCare “self-evaluation checklist”, as well as by their ability to pass the written competency exams with a passing score of 80% on each applicable exam, and additionally by hands-on competency testing to validate their level of knowledge and ability to perform specific high-tech skills that have been identified. All nurses hired by eKidzCare to provide skilled nursing services must pass competency testing in the specific skills appropriate to the patient they have been hired to care for, before being authorized to independently care for that patient.

Care for patients requiring Tracheostomy Suctioning is one such Nursing Skill that is included in this process.

PROCEDURE

The following Procedure is the expected standard for all eKidzCare nurses who are caring for a patient who requires Tracheostomy Suctioning:

Tracheostomy Suctioning Care	
1.	Gather/Prep the following equipment and supplies: Suction machine, Connecting tubing, Disinfected suction catheter, One non-sterile, clean glove, Distilled water, Clean, small paper cup, Clean basin.
2.	Position the patient.
3.	**Wash Hands (CDC recommendations).
4.	If the patient has a cuffed tracheostomy tube, check to see if the cuff is properly inflated.
5.	Open the suction catheter package.
6.	Attach tubing to catheter, try to remain clean/aseptic.
7.	Wrap the catheter around your gloved hand when not in use to avoid contamination of the catheter.
8.	Turn on the suction machine with your ungloved hand.
9.	Expose the patient's tracheostomy opening.
10.	With your finger off the suction vent (so that you are <i>not</i> applying suction), gently insert the suction catheter into the tracheostomy opening. Slowly advance the catheter to a maximum of 6 inches or until you feel resistance. (See step 12).

11. Suction while withdrawing the catheter and rotate, using a slow and even motion. Roll the catheter between the thumb and forefinger of your gloved hand.
12. **Do not apply suction for longer than 10 seconds.
13. Clean the catheter and connecting tubing between each suction pass.
14. **Allow the patient 20 to 30 seconds to rest between suction passes.
15. When the patient's airway is clear and you are finished suctioning, fill a clean basin with distilled water. Thoroughly flush the distilled water through the catheter and connecting tubing.
16. Turn off the suction machine.
17. If Multiuse suction catheter is being used - Slide the catheter back into the package and disconnect it from the connecting tubing, Hang the connecting tubing on the suction machine with the tip pointing up. Rinse the suction catheter and store it with the other equipment to be disinfected.
18. Wash the basin with soap and warm water. Dry it with a clean towel and put it away.
19. Take off your glove and discard it properly, along with the paper cup.