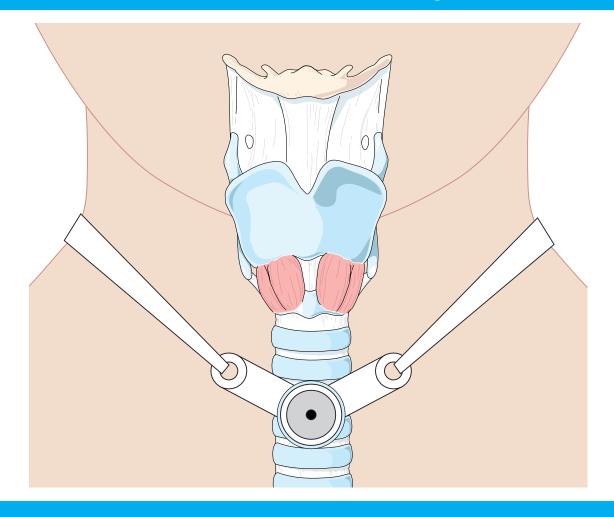
Appendix 4: Staff Competencies for Tracheostomy Care at Home

Great Ormond Street Hospital for Children MHS



Paediatric Tracheostomy Care



Staff Competencies & Discharge Planning

Child's Name:	
Hospital Number:	
Date of birth:	
Consultant:	
Ward:	

Tracheostomy Care Staff Competencies & Discharge Planning

Introduction

This training package is intended to provide a structure and framework for teaching parents/ staff to care for the child with a tracheostomy at home. Additionally it defines competencies that staff need to achieve prior to the child's discharge.

1 st Staff:	Name:		
	Relationship to child:		
2 nd Staff:	Name:		
	Relationship to child:		

Training schedule:

Date & Time	Session	Staff & Trainer	Location
1 October 2004 14:00	Tracheostomy tape changes	Staff to o'serve CNS	Peter Pan Ward
2 October 2004 13:00	Tracheostomy tape changes	Staff to hold tube for tape changes	Peter Pan Ward

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Affix Patient Label

Suctioning					
				Competend	ce Achieved
Performance Cri	teria:				enter initials)
				Staff 1	Staff 2
		ed for suctioning,			
and are aware of p	/				
Remarks:					
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Staff are able to re	cognise when th	neir child needs suc	etioning		
and are able to co			, iioriirig		
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Staff are able to de	emonstrate the c	correct method		/	1
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and technique of s Remarks: Staff are able to sa endently carry out	afely recognise t	he need for suction	ing, are able to inde		
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and technique of second	afely recognise to suctioning apply	he need for suction ying the correct tec	chnique throughout		d out
and technique of s Remarks: Staff are able to sa endently carry out Remarks: Evaluation of Tea When staff and pra	afely recognise to suctioning apply aching: actitioners are sa	he need for suction ying the correct tec	hnique throughout		d out
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and technique of s Remarks: Staff are able to sa endently carry out Remarks: Evaluation of Tea When staff and pra	afely recognise to suctioning apply aching: actitioners are sa	he need for suction ying the correct techniques that the techniques and practice, sign he	hnique throughout		d out
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and technique of s Remarks: Staff are able to sa endently carry out Remarks: Evaluation of Tea When staff and pra competently and a Staff 1:	afely recognise to suctioning apply aching: actitioners are sa	he need for suction ying the correct techniques that the techniques at isfied that the techniques and practice, sign here.	hnique of suctioning ere.		d out

Remarks: Staff are able to carry out a tape change with assist	neir child		staff 2
Staff are aware of the need to change tapes daily, and have observed a tape change and stoma check the staff member demonstrates correct positioning of the staff are able to prepare all equipment. Staff are able to support the tube throughout a tape that the staff are able to carry out a tape change with assistation.	neir child	Staff 1	Staff 2
Staff are able to carry out a tape change with assist	neir child		
Staff member demonstrates correct positioning of the and are able to prepare all equipment. Remarks: Staff are able to support the tube throughout a tape of the angle of th	change.		
and are able to prepare all equipment. Remarks: Staff are able to support the tube throughout a tape Remarks: Staff are able to carry out a tape change with assist	change.		
and are able to prepare all equipment. Remarks: Staff are able to support the tube throughout a tape Remarks: Staff are able to carry out a tape change with assist	change.		
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Staff are able to carry out a tape change independa Remarks:	ntly.		
Evaluation of Teaching:			
When staff and practitioners are satisfied that the to competently and allows independant practice, sign	• / / • /	nges has been ca	rried out
Staff 1:	Date:		
Staff 2:	Date:		
Trainer:	!		

				Compotors	o Achieved
Performance C	ritoria				ce Achieved enter initials)
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Remarks:		[]	0113.		
iemarks.					
	7				
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Staff are able to i	-				
and/or emergend					
Remarks:					
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Staff have obser	ved a tube chan	ge and are able to	o demonstrate		
correct positionir	ng and prepare e	equipment.		/ 	
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Dellary.					/ /
	to perform a tub	e change indeper	ndently.		
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Staff are able to		e change indeper	ndently.		
Staff are able to		e change indeper	ndently.		
Staff are able to		e change indeper	ndently.		
Staff are able to t		e change indeper	ndently.		
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Staff are able to the Remarks:	eaching:	satiisfied that the	technique of tube chang n here.	es has been ca	arried out

Emergency	Care					ce Achieved
) f						enter initials)
Performance Crit					Staff 1	Staff 2
	ootential emergenc					
lemarks:						
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toff are familiar wi	th the emergency	oquipment to be	oarried	/		
and familier on their	\	equipinent to be	carricu	(
Remarks:						
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Staff to be taught a	nd to practice on a	a mannikin.				/
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Basic life support s and the action to ta	session, to include	the action to tak				
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Basic life support s	session, to include	the action to tak				
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Basic life support sand the action to take the action to take the action to take the action of Teal action of Teal	session, to include ake if a tube canno	the action to take t be inserted (se	eldhinger techr	nique).		
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Basic life support s and the action to ta Remarks: Evaluation of Tea When staff and prace	aching:	the action to take the inserted (se	ion to take in a	nique).	ncy has been	n carried out
Basic life support s and the action to ta Remarks: Evaluation of Tea When staff and pracompetently and al	aching:	fied that the actipractice, sign he	ion to take in a	nique).	ncy has been	n carried out

Tracheostomy Care Staff Competencies & Discharge Planning

Communication Record

Date	Communication	Signature (print name and designation)

Staff Competencies & Discharge Planning

Tracheostomy Care

	aining and am now competent to provide care independently.
Staff 1:	
Signature:	Date:
Staff 2:	
Signature:	Date:
agree that the above staff are o	empetent in the care of
agree that the above staff are o	ompetent in the care of Name:
Name:	Name:
Name:	Name:
Name: Signature:	Name: Signature:
Name: Signature:	Name: Signature:

A copy of this document, when complete, must be kept in the child's medical notes.