Appendix 4: Staff Competencies for Tracheostomy Care at Home

Great Ormond Street Hospital for Children
NHS Trust

Paediatric Tracheostomy Care

Staff Competencies & Discharge Planning

Staff Member Name:
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.

Staff member: Name: ____________________________________________

Training schedule:

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Session</th>
<th>Staff &amp; Trainer</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 October 2004</td>
<td>Tracheostomy tape changes</td>
<td>Staff to observe CNS</td>
<td>Peter Pan Ward</td>
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<tr>
<td>14:00</td>
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<tr>
<td>2 October 2004</td>
<td>Tracheostomy tape changes</td>
<td>Staff to hold tube for tape changes</td>
<td>Peter Pan Ward</td>
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<td>13:00</td>
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### Suctioning

**Performance Criteria:**
Staff are able to understand the need for suctioning, and are aware of potential complications

Remarks: ___________________________________________________________________________________
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Staff are able to recognise when their child needs suctioning and are able to correctly use the equipment.

Remarks: ___________________________________________________________________________________
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Staff are able to demonstrate the correct method and technique of suctioning

Remarks: ___________________________________________________________________________________
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Staff are able to safely recognise the need for suctioning, are able to independently carry out suctioning applying the correct technique throughout

Remarks: ___________________________________________________________________________________
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### Evaluation of Teaching:

When staff and practitioners are satisfied that the technique of suctioning has been carried out competently and allows independent practice, sign here.

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Tape Changes

Performance Criteria:
Staff are aware of the need to change tapes daily, and have observed a tape change and stoma check.
Remarks: ___________________________________________________________________________________
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____________________________________________________________________________________________

Staff member demonstrates correct positioning of their child and are able to prepare all equipment.
Remarks: ___________________________________________________________________________________
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Staff are able to support the tube throughout a tape change.
Remarks: ___________________________________________________________________________________
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Staff are able to carry out a tape change with assistance.
Remarks: ___________________________________________________________________________________
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Staff are able to carry out a tape change independently.
Remarks: ___________________________________________________________________________________
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Evaluation of Teaching:
When staff and practitioners are satisfied that the technique of tape changes has been carried out competently and allows independant practice, sign here.

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## Tube Changes

### Performance Criteria:

Staff are able to identify tube in use and any specifics relating to it, such as cuff care, duration of use, cleaning directions.

Remarks:  
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Staff are able to identify the need for a routine and/or emergency tube changes.

Remarks:  
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Staff have observed a tube change and are able to demonstrate correct positioning and prepare equipment.

Remarks:  
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Staff are able to carry out a tube change with assistance from medical staff.

Remarks:  
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Staff are able to perform a tube change independently.

Remarks:  
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### Evaluation of Teaching:

When staff and practitioners are satisfied that the technique of tube changes has been carried out competently and allows independent practice, sign here.

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### Emergency Care

**Performance Criteria:**

Staff are aware of potential emergency situations.

Remarks:_________________________________________________________________________________
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Staff are familiar with the emergency equipment to be carried and familiar on their use.

Remarks:_________________________________________________________________________________
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Staff to be taught and to practice on a mannikin.
Basic life support session, to include the action to take on a blocked tube and the action to take if a tube cannot be inserted (seldinger technique).

Remarks:_________________________________________________________________________________
_______________________________________________________________________________________
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**Evaluation of Teaching:**

When staff and practitioners are satisfied that the action to take in an emergency has been carried out competently and allows independent practice, sign here.

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## Communication Record

| Date | Communication | Signature
|------|---------------|------------
|      |               | (print name and designation) |
Statement of competence

I agree that I have received full training and am now competent to provide care independently.

<table>
<thead>
<tr>
<th>Staff member:</th>
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<td>Signature:</td>
<td>Date:</td>
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I agree that the above staff are competent in the care of

<table>
<thead>
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<td>Signature:</td>
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<td>Position:</td>
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Please keep in your personal development records