

Nurses International

Clinical Skills

Name of the procedure/Rubric/ *Rationale*: Tracheostomy Care: Changing Tracheostomy Ties

Step	Procedure	Yes	No	Remarks
1.	Verify physician orders for tracheostomy care			
2.	<u>Perform hand hygiene and Gather equipment:</u> ☐ Twill ties or Velcro ties. ☐ Tape			
3.	Greet and identify the client (using two identifiers; name and date of birth), explain the procedure and obtain informed consent if the client is conscious, or implied consent if unconscious. (Inform about what, why, and how of the procedure)			
4.	Perform hand hygiene			
5.	Ensure privacy by pulling curtains or closing the door as per the client's comfort			
6.	<u>Adjust the working area:</u> ☐ Raise the position of the bed to the comfortable working height ☐ Lower the head of the bed slightly as per the client's comfort ☐ Lower the side rails on the side you are working if raised			
7.	<u>Preparation:</u> ☐ Perform hand hygiene ☐ Ask an additional health care provider to assist in the tracheal tie change Rationale: Additional health care provider is needed in case the client is agitated and the tracheostomy tube is dislodged. Make sure you have an extra tube at the bedside just in case.			
8.	Changing The ties with two methods: ☐ Apply non-sterile gloves. <u>Secure the tracheostomy tube with Velcro ties:</u>			

	☐ Instruct the other health care provider to hold the flange of the tracheostomy tube with gloved hands. ☐ Thread the narrow Velcro tab through the slit in the flange (flat rim) of the tracheostomy tube and fold it back to adhere to the main tube holder ☐ Repeat the same on the other side. ☐ Overlap the shorter length of the collar with the longer length of the collar and secure with the wider Velcro tab. Trim any excess length of the collar to fit the size of the client's neck. ☐ Ensure the tie is secure; it should be snugly if you insert one little finger between the collar and the client. <u>Secure the tracheostomy tube with ribbon/twill tape:</u> ☐ Cut two pieces of cotton tape, each approximately 50 cm in length (depending on neck size). ☐ Divide the tape into thirds and fold the first third over the remaining two-thirds of the ribbon. ☐ Thread the folded edge through one flange hole, forming a loop. ☐ Thread the loose tape ends through this loop and pull until tight and secure. ☐ Repeat the process for the other side, securing the tapes with square knots on each side of the neck.			
9.	<u>Post Care:</u> ☐ Reassess respiratory status, oxygen saturation for improvements. ☐ Reoxygenate the client if needed. ☐ Call for help if any abnormal signs and symptoms appear.			
10.	<u>Provide for the client's comfort and safety.</u> ☐ Lower the bed ☐ Ensure the bed is locked ☐ Assess to determine need for side rails ☐ Position the call bell within clients' reach ☐			
11.	Clean the supplies, discard the waste as per the hospital's policy.			

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12.	Remove gloves and perform hand hygiene			
13.	<u>Documentation:</u> Document the details of the procedure and response of the client before and after the procedure			

Note:

- ☐ Reassess your client's tolerance for tracheostomy care and watch for signs of respiratory distress.
- ☐ Ensure the access of oxygen supply in case the client needs reoxygenation.

Reference:

Doyle. G. R., McCutcheon. J. A. (2015). Clinical Procedures for Safer Patient Care: Tracheostomies (CH. 10.5). Victoria, BC: BCcampus. Retrieved on 5th of January 2020 from <https://opentextbc.ca/clinicalskills/chapter/10-6-tracheostomies/>