

<p>Status: Policy - overall statement of the position, intention and direction of the organization anchored in the values and principles of the organization.</p>	<p>Policy No: TRP 01 Revision No: 0 Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Policy on the Management of Tracheostomy Care</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee Joe Wolfe and Associates</p>	
<p>Cross Reference: TRG 02, TRG 03, TRG 04, BPH 02</p>	

1.0 Purpose

The purpose of this document is to describe the policy of Cheshire Ireland in relation to the management of tracheostomy care.

2.0 Scope

All management and staff at all grades employed by or working within Cheshire Ireland services involved in the management of tracheostomy care.

3.0 Definitions

Tracheostomy: A tracheostomy is the creation of an opening into the trachea through the neck. A tracheostomy tube is then inserted to help facilitate breathing and the removal of secretions (O'Toole, 1992).

Tracheostomy Tube: A tracheostomy tube is curved to accommodate the anatomy of the trachea. Tracheostomy tubes are available in different designs. Some have both an outer and an inner cannula. The outer cannula maintains the patency of the airway while the inner cannula, which fits snugly inside the outer cannula, can be removed for cleaning, without disturbing the stoma site (Dougherty & Lister, 2004). Tubes are now manufactured from plastic and some have an inflatable cuff that holds the tube in place. This prevents the flow of air around the outside of the cannula, allowing for more effective ventilation, and prevents the aspiration of fluids into the trachea (O'Toole, 1992).

Training: For the purpose of this document training is a formal training course provided by Cheshire Ireland or by the Respiratory Department of a training hospital approved by Cheshire Ireland.

4.0 Policy Statement

It is the Policy of Cheshire Ireland that:

- All people using Cheshire services will be supported to manage their own tracheostomy care needs. However, in circumstances where this is not possible or the resident chooses not to, Cheshire Ireland will provide support in line with a person centred approach.
- In relation to tracheostomy care and management, staff will respect the rights of people who use Cheshire services to be treated with sensitivity and respect as individuals, and to have wishes and opinions in relation to their tracheostomy care management considered fairly (Cheshire Ireland National Consumer Committee, 2004).
- Nursing staff managing tracheostomy care will adhere to Cheshire Ireland standard procedures and guidelines.
- Care/support staff who have completed approved Cheshire Ireland training, certification and refreshers as necessary may manage tracheostomy care with the ongoing supervision and support of a Tracheostomy Nurse Specialist /Community Physiotherapist. Care staff must have successfully completed three clinical competency assessments following training. Training is most likely provided by the Respiratory Department of a training hospital.
- Care/support staff will adhere to Cheshire Ireland standard procedures and guidelines.
- In line with the Best Possible Health care plan each individual has an up to date tracheostomy assessment care plan, if required. This will be under the supervision of the Tracheostomy Nurse Specialist/Community Physiotherapist and reviewed as required.
- There are agreed criteria for referral - PHN, Dietician, Tracheostomy Nurse Specialist/Community Physiotherapist, Resuscitation team and specialist equipment requirements for individualised service user's needs.
- There is a record of assessment and referral in the BPH Individualised tracheostomy care and support plan.
- All tracheostomy care management details of Cheshire service users will be managed confidentially with respect for the dignity and privacy of the person (Cheshire Ireland National Consumer Committee, 2004).
- Only in exceptional circumstances, should the policy/procedures not be adhered to, for example if a staff member was of the opinion that by following the policy/procedure that a service user would be harmed. In these circumstances the staff member should follow Best Possible Health Guidelines on Managing Risk and Informed Consent. Consult

immediately with the user of the service and his/her doctor and follow any advice given, all actions should be noted.

Important Note

- Service users with a tracheostomy may have swallowing problems and be at risk from aspiration and inadequate nutrition. There are many factors that can affect swallowing and all staff should be familiar with management of Dysphagia and Choking first aid.
- There are agreed criteria for referral to the speech and language therapist, the dietitian and the nurse specialist. There is a record of assessment and referral in the individual Best Possible Health Tracheostomy Care Plan.

5.0 Policy in Relation to Specific Responsibilities

5.1 Cheshire Ireland

Cheshire Ireland is responsible for ensuring that all staff members involved in the management of tracheostomy care receive appropriate training, instruction, supervision and support as the needs of the service users' change.

5.2 Centre/Service Managers

- **Policy Availability:** The centre/service manager is responsible for ensuring that a copy of this document is available to all nursing and care staff, and is available to service users and family members.
Note: All staff must sign the "Policy Read and Understood" sheet in their area.
- **Staff Management:** It is the responsibility of the service/centre manager to ensure the staff in the centre/service managing tracheostomy care have received instruction, training, certification and refreshers as necessary. It is the responsibility of service managers (or delegated staff members) to maintain a record of care/support staff instructed in various clinical skills.
- **Incident Reporting:** In the event of an incident, the manager will ensure staff follow the Health and Safety guidelines for reporting Adverse Events and managers will conduct investigations where appropriate.

5.3 Nursing Staff

In Cheshire Ireland Services where nurses are employed:

- The nurse has an obligation to practice according to the legislation and professional codes of practice governing nursing and midwifery practice, and to the current standards, policies and guidelines of An Bord Altranais (particularly Scope of Practice (2000) and Code of Conduct) and Cheshire Ireland.
- Nursing staff will lead the development, implementation, supervision and support of good practice in the management of tracheostomy care.
- As well as an obligation to practice according to legislation, nurses should have adequate knowledge of tracheostomy care management and should:
 - Ensure their competencies are up to date.
 - Acknowledge any limitations in competence.
 - Be responsible for the regular maintenance of suction and oxygen equipment.
 - Seek support and assistance from the Service, where necessary, for continued professional development in management of tracheostomy.
 - Take responsibility for ensuring their own tracheostomy competencies are up to date and signed off.

5.4 Care/Support Staff

- **Tracheostomy Care Management**
 - Care staff who has received Cheshire Ireland approved training and on-site supervision by local community health team/nursing staff may manage tracheostomy care. This is a delegated function.
 - Be responsible for the regular maintenance of suction and oxygen equipment.
 - During all tracheostomy care procedures care/support staff must adhere to Cheshire Ireland standard procedures and guidelines support.
 - Care staff are responsible for their own practice in regard to tracheostomy care management and for adhering to this policy.
 - Where Care Staff have concerns regarding this document they should discuss those concerns with their line manager.

Note: Policy for responsibilities for tracheostomy care management for Care staff also encompasses Relief/Casual staff.

5.5 Volunteers

Volunteers will not be involved in the management of tracheostomy care.

5.6 Personal Assistants

Cheshire Ireland acknowledges that personal assistants employed by Cheshire service users or by other organizations may work within Cheshire Ireland centres/services. Personal Assistants will be familiar with the Cheshire Ireland policy, standard procedures and guidelines on tracheostomy care management.

6.0 References

Dougherty, L. & Lister, S. (Eds.) (2004) *The Royal Marsden Hospital Manual of Clinical Nursing Procedures*, 6th Ed. Blackwell Pub, Oxford

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Nicol, M., Bavin, C., Bedford-Turner, S., Cronin, P. & Rawlings-Anderson, K. (2004). *Essential Nursing Skills*. Mosby, United Kingdom.

O'Toole, M (ed) (1992) *Miller-Kean Encyclopaedia and Dictionary of Medical, Nursing and Allied Health*, 5th edn. W.B. Saunders, Philadelphia

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6.0 Appendices