



BEFORE PROCEDURE

THINGS TO DO		✓
Communicate with family/EPOA, primary team & inform ACNM		
Review coagulation (INR/APTT/Platelets/R _x dose Enoxaparin)		
Ensure capnography is attached and functioning		
Stop feed & aspirate NG tube		
Pre-oxygenate (set ventilator FiO ₂ to 100%) & ensure adequate minute volume; consider increasing ASV pressure limit		
Tape patient's eyes shut		
DRUGS DRAWN UP		✓
Sedation: usually Propofol infusion		
Analgesia: usually Fentanyl 500mcg (neat in 10 ml syringe)		
Relaxant: usually Atracurium 50mg (neat in 5 ml syringe)		
Metaraminol (premix 10 mg in 10 ml syringe) left in package		
Local anaesthetic with adrenaline left in sterile package		



GATHER EQUIPMENT

Turn over for list & location



AFTER PROCEDURE

THINGS TO DO (MEDICAL STAFF)		✓
Change ventilator compensation to 'Tracheostomy' setting & reduce FiO ₂ as appropriate (see over for correct inner tube size compensation values) (Additions ⇒ Trach tube ⇒ Tube size (I.D.))		
Chart all administered drugs on patient's National Medication Chart		
Document procedure in patient's clinical notes		
Enter procedure into ICU Database (Reports/Forms ⇒ Tracheostomy Reports ⇒ Add new Trache)		
Order chest X-ray & review it to exclude collapse/pneumothorax/complication		
Clean & return all equipment to their original locations		
Place a copy of the Tracheostomy Emergency Flowsheet in the bedspace		

EQUIPMENT LIST

LOCATION	ITEM	✓
Behind X-ray machine	Disposable (white) bronchoscope with small monitor on stand	
North or South base	Emergency airway trolley - video laryngoscope/i-gel/ETT/gel sachet	
Store room	Swivel elbow with bronchoscopy port (green & white)	
	Suction tubing (with blue tip cut off)	
	Percutaneous tracheostomy set (Cook Blue Rhino or other)	
	Portex tracheostomy tube (usually 8.0 or 9.0 mm size) left in sterile package	
Respiratory area	Lyof foam tracheostomy dressing & tracheostomy securing tapes	
	In-line suction (30.5cm length for tracheostomy tubes)	
Doctor's area	CLAB pack (from CVL insertion area) & sterile gloves	
	22G (black) needle left in sterile package	
	Swabstick (2% chlorhexidine gluconate & 70% isopropyl alcohol)	
Bedspace	Protective face shield or goggles	
Stock trolley	Yankauer sucker	
Bedside trolley	10 ml syringe	
	Blunt 18g draw-up needle	
	10 ml 0.9% sodium chloride x2 (for Rhino lubrication)	

TRACHEOSTOMY VENTILATOR COMPENSATION SETTINGS	TRACHEOSTOMY TUBE SIZE ID (mm) (written on Portex tracheostomy)	INNER CANNULA ID (mm) (set this trache size on ventilator)
The inner cannula of the Portex Blue Line Ultra Tracheostomy is 1.0 mm smaller than the diameter of the tracheostomy tube. All tracheostomy patients in Wellington ICU must always have an inner cannula inserted. The ventilator 'tube compensation' must be set for the size of this inner cannula, not the size of the trache it sits within.	6.0	5.0
	7.0	6.0
	7.5	6.5
	8.0	7.0
	8.5	7.5
	9.0	8.0

These settings **do not** apply to Shiley tracheostomies (usually surgically placed)