

Procedural Competency Evaluation

STUDENT:

DATE:

TRACHEOSTOMY CARE		PERFORMANCE LEVEL	PERFORMANCE RATING
Evaluator: <input type="checkbox"/> Peer <input type="checkbox"/> Instructor	Setting: <input type="checkbox"/> Lab <input type="checkbox"/> Clinical Simulation		
Equipment Utilized:	Conditions (Describe):		
Performance Level: S or ✓ = Satisfactory, no errors of omission or commission U = Unsatisfactory error of omission or commission NA = Not applicable			
Performance Rating: 5 Independent: Near-flawless performance; minimal errors; able to perform without supervision; seeks out new learning; shows initiative; A = 4.7–5.0 average 4 Minimally Supervised: Few errors, able to self-correct; seeks guidance when appropriate; B = 3.7–4.65 3 Competent: Minimal required level; no critical errors; able to correct with coaching; meets expectations; safe; C = 3.0–3.65 2 Marginal: Below average; critical errors or problem areas noted; would benefit from remediation; D = 2.0–2.99 1 Dependent: Poor; unacceptable performance; unsafe; gross inaccuracies; potentially harmful; F = < 2.0 <i>Two or more errors of commission or omission of mandatory or essential performance elements will terminate the procedure, and require additional practice and/or remediation and reevaluation. Student is responsible for obtaining additional evaluation forms as needed from the Director of Clinical Education (DCE).</i>			
EQUIPMENT AND PATIENT PREPARATION			
1. Common Performance Elements Steps 1–8 (Refer to Appendix B)			
ASSESSMENT AND IMPLEMENTATION			
2. Common Performance Elements Steps 9 and 10 (Refer to Appendix B)			
3. Verifies the size and type of airway			
4. Opens and prepares the tracheostomy care kit; fills basins with hydrogen peroxide and sterile normal saline; applies a sterile drape			
5. Suctions the trachea			
6. Removes and discards old tracheostomy dressing			
7. Removes the inner cannula and replaces with a spare cannula if available; discards if cannula is disposable			
8. Scrubs the inner cannula with peroxide; rinses with saline if a nondisposable cannula is being used			
9. Replaces the inner cannula; if disposable, replaces inner cannula with new one			
10. Cleans the stoma site and exterior portions of the tube using peroxide, sterile cotton-tipped applicators, and pipe cleaners			
11. Replaces the dressing with a sterile precut 4×4 gauze			
12. Removes the old ties or commercial tube holder and replaces with clean ones			
13. Ensures that the tube is secured in the proper position; verifies airway patency, ventilation, and oxygenation			
FOLLOW-UP			
14. Common Performance Elements Steps 11–16 (Refer to Appendix B)			

SIGNATURES

Student:

Evaluator:

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TRACHEOSTOMY TUBE CHANGE		PERFORMANCE LEVEL	PERFORMANCE RATING
Evaluator: <input type="checkbox"/> Peer <input type="checkbox"/> Instructor	Setting: <input type="checkbox"/> Lab <input type="checkbox"/> Clinical Simulation		
Equipment Utilized:	Conditions (Describe):		
Performance Level: S or ✓ = Satisfactory, no errors of omission or commission U = Unsatisfactory error of omission or commission NA = Not applicable			
Performance Rating: 5 Independent: Near-flawless performance; minimal errors; able to perform without supervision; seeks out new learning; shows initiative; A = 4.7–5.0 average 4 Minimally Supervised: Few errors, able to self-correct; seeks guidance when appropriate; B = 3.7–4.65 3 Competent: Minimal required level; no critical errors; able to correct with coaching; meets expectations; safe; C = 3.0–3.65 2 Marginal: Below average; critical errors or problem areas noted; would benefit from remediation; D = 2.0–2.99 1 Dependent: Poor; unacceptable performance; unsafe; gross inaccuracies; potentially harmful; F = < 2.0 <i>Two or more errors of commission or omission of mandatory or essential performance elements will terminate the procedure, and require additional practice and/or remediation and reevaluation. Student is responsible for obtaining additional evaluation forms as needed from the Director of Clinical Education (DCE).</i>			
EQUIPMENT AND PATIENT PREPARATION			
1. Common Performance Elements Steps 1–8 (Refer to Appendix B)			
2. Sedates the patient if needed; allows adequate time for sedation to take effect			
ASSESSMENT AND IMPLEMENTATION			
3. Common Performance Elements Steps 9 and 10 (Refer to Appendix B)			
4. Suctions the patient’s trachea			
5. Performs stoma care; visually inspects for bleeding, erosion, or signs of infection			
6. Positions the patient in semi-Fowler’s position with the head slightly extended			
7. Opens a new tracheostomy tube box; places the tube on sterile field			
8. Checks the cuff for leaks if applicable; deflates the cuff			
9. Attaches new ties or commercial tube holder			
10. Lubricates the tip of obturator with a sterile, water-soluble lubricant			
11. Removes the inner cannula and inserts the obturator into a new tube			
12. Loosens or unties the old tracheostomy ties and deflates the cuff if applicable			
13. Removes the oxygen or humidity device			
14. Removes the old tracheostomy tube			
15. Inserts a new tube			
16. Removes the obturator and inserts the inner cannula; inflates the cuff, if necessary			
17. Ensures correct tube placement; verifies patent airway; assesses the patient’s ventilation and oxygenation			
18. Reapplies the oxygen or humidity device			
19. Secures the tube in place			
20. Replaces the soiled tracheostomy dressing with a sterile, precut dressing if needed			
FOLLOW-UP			
21. Common Performance Elements Steps 11–16 (Refer to Appendix B)			
22. Ensures that a spare tracheostomy tube of the same size and type is available at the patient’s bedside			
23. Soaks the old tracheostomy tube in peroxide for 20 minutes			
24. Uses pipe cleaners and brushes to remove organic debris from the inner and outer cannula			
25. Soaks the tracheostomy tube in soapy water			
26. Rinses, disinfects, or sterilizes the tracheostomy tube according to department policy			

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