



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Tracheostomy Care and Suctioning

INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:	How Met	Level of Competency 1 2 3	Evaluated by:
1. Gather all necessary supplies including: <ul style="list-style-type: none"> • Tracheal cleaning tray • Sterile gloves • Suction equipment • Complete tracheal tube set (for emergency use) • Disposable inner cannula of same size • Sterile normal saline • Sterile nonraveling presplit dressing • Clean tracheal ties or commercial tube holder 			
2. Introduce self, identify patient with ID band and explains procedure			
3. Follows standard precautions, washes hands according to CDC guidelines			
4. Open trach tray and put on one sterile glove			
5. With gloved hand separate basins; with ungloved hand, pour saline into basin			
6. Donned second sterile glove. Secured outer cannula neck plate with index finger and thumb. Unlocked inner cannula by turning left about 90°.			
7. Gently pulled the inner cannula slightly upward and out toward you.			
8. Soaked nondisposable cannula in sterile basin with saline to remove dried secretions.			
9. Cleansed the lumen and outer surface of the cannula with pipe cleaners or brush moistened with saline.			
10. Rinsed cannula thoroughly with saline.			
11. Placed clean tube on sterile 4 × 4 gauze pad and dried tube thoroughly.			
12. Replaced inner cannula carefully, stabilizing outer flange of the cannula, with your other hand.			
13. Locked the inner cannula by turning the lock to the right so that it was in an upright position.			
14. Cleansed around tracheostomy site with applicator soaked in normal saline.			

15. Cleansed outer cannula with separate applicator.			
16. Applied precut, nonraveling trach dressing around insertion site (flaps pointing up), and changed tracheal ties if needed.			
17. Discarded soiled dressings, tapes, cleaning equipment, and gloves.			
18. Performed hand hygiene.			
19. Ensured patient safety			
20. Document care provided			

- o Employee is competent to perform the above tasks independently and without supervision
- o Employee's level of competence is below 2. Reassess competency on: _____

Employee's Signature	
Evaluator's Signature	