

Critical Care, Percutaneous Tracheostomy Checklist

Authors M Dunn, S Moultrie, R Baruah March 2019

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1 Preparation

- Adults with Incapacity Act form complete
- Documented discussion with next of kin
- BTS sample sent for G&S OR suitable for electronic release
- NG aspirated +/- fasted
- No unfractionated heparin for >6h or prophylactic LMWH for >12h
- Patient Optimisation
FiO₂ < 0.6
PEEP < 10
Plt > 100
INR < 1.4
Fib > 1.5

2 Equipment

- Airway trolley
- Bronchoscope and screen
- Perc. Tracheostomy box
- Perc. Tracheostomy kit Adjustable flange?
- Sedation/analgesia
- NMB drugs
- Vasopressors
- 2% lidocaine with adrenaline
- Routine monitoring incl. capnography
- Re-intubation plan - prev. Intubation grade

3 Procedure

- Surgical pause
 - Patient wrist band
 - Confirm checklist stages 1&2
 - Team introductions
 - PPE
 - Back up plan for failed tracheostomy
- Pre-oxygenate
- Change ventilator to mandatory mode
- Sedate and NMB drug
- Adequate lighting
- Allocate roles
- Consider re-intubation with fresh uncut ETT
- PROCEED

4 Post procedure

- Confirm sedation and ventilatory weaning plan with nurse
- Document procedure on TRAK (EPR, Clinical notes, New, Note type, Operation note) \perctrach then SPACE
- Invasive devices sheet
- Place Alert on TRAK (EPR, Alerts, New, Clinical, Airway Alert – Tracheostomy)
- CXR
- Bedhead signs & box
- Spare inner tube at bedside