

Skill Area: Basic tracheostomy care Competency Assessment Document (CAD)	Ward area/ Service area:
Candidate name:	Post Title:

Statement of Outcome: The practitioner is able to care safely for a patient with a tracheostomy following appropriate assessment of need with the appropriate performance and knowledge criteria.

- **The Assessor** must have a mentorship qualification e.g. mentorship for practice module/ NMC Mentor Stage 2 with sign off status or an accredited teaching and assessing qualification **and** have successfully completed this competency assessment
- All competency standards have been developed from the trust policy for Adult tracheostomy or laryngectomy (neck-breathers) policy v3 2012
- All staff are required to work under supervision until deemed "competent" in all performance and knowledge criteria

Definition of competence levels

Not Competent (NC)	Has not fulfilled all knowledge and performance criteria in order to perform the skill competently in an unsupervised setting.
Competent (C)	Has fulfilled all knowledge and performance criteria on this occasion & has been assessed by a practitioner deemed competent in this skill. Practitioner must be assessed as competent on a minimum of 3 occasions before assessment is complete.
Supervisor (S)	Able to guide the practice of others through role modelling, demonstration and critical analysis. Has been assessed as competent in this skill by a practitioner deemed competent in this skill.
Assessor (A)	Able to assess and analyse the practice of others in this skill area. Has been assessed as competent in this skill by a practitioner deemed competent in this skill.

- The practitioner must be assessed as competent **on a minimum of 3 occasions-** before the assessor can sign off competency in the skill. After completion, the declaration below must be signed.
- The practitioner and assessor must date and complete the appropriate competency level on the Assessment Criteria Form overleaf after each assessment (NC, C, S or A).
- Please retain a copy of this competency assessment document (CAD) as evidence of competency achievement in the KSF dimension 1,2,3,4,5 for portfolio/ PDR/ Module assessment purposes.
- All competencies must be updated annually.

I certify that has successfully reached competency level in both the theory and performance criteria to care safely for a patient with a tracheostomy

	Name	Signature	Date
Assessor			

I hereby agree that I have received adequate instruction in the above procedure & consider myself competent to perform safely airway suction via an artificial airway as indicated above

	Name	Signature	Date
Candidate			

Assessment Criteria

1. Knowledge Criteria	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Evidence of Competency/ Comments
Normal airway <ul style="list-style-type: none"> The practitioner can describe the anatomy and physiology of the normal airway 													
Assessment <ul style="list-style-type: none"> The practitioner can identify the indications for the patients tracheostomy 													
<ul style="list-style-type: none"> The practitioner can describe the anatomy and physiology of the altered airway 													
<ul style="list-style-type: none"> The practitioner can describe the component parts of the tube in use and has a knowledge of the range of commonly used tubes and their appropriate use 													
<ul style="list-style-type: none"> The practitioner can demonstrate the ability to access and utilise appropriate equipment, including the emergency pack 													
<ul style="list-style-type: none"> The practitioner can identify the appropriate infection controls required in the care of a tracheostomy 													
<ul style="list-style-type: none"> The practitioner can demonstrate an understanding of the Trust Policy Adult tracheostomy or laryngectomy (neck-breathers) policy v3 2012 													
<ul style="list-style-type: none"> The practitioner can demonstrate an understanding of the risks for the patient associated with a tracheostomy 													
<ul style="list-style-type: none"> The practitioner can discuss the procedure for BLS on a tracheostomy patient 													

Assessment Criteria

2. Performance Criteria	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Evidence of Competency/ Comments
<ul style="list-style-type: none"> The practitioner correctly identifies the type and size of tube in situ, the date of insertion, and knows when a change is due. 													
<ul style="list-style-type: none"> The practitioner demonstrates the correct procedure of cleansing the inner cannula and can describe the correct frequency of cleansing 													

<ul style="list-style-type: none"> The practitioner demonstrates the correct technique for changing the tracheostomy dressing and holders, and assessing the condition of the stoma, being aware of patient comfort. 														
<ul style="list-style-type: none"> The practitioner identifies the correct humidification device for this patient and can describe all alternatives 														
<ul style="list-style-type: none"> The practitioner recognises the patients' ability to clear secretions and demonstrates appropriate techniques to aid clearance. 														
<ul style="list-style-type: none"> The practitioner correctly identifies the patients' ability to swallow and demonstrates a basic assessment of swallow. 														
<ul style="list-style-type: none"> The practitioner disposes correctly all equipment 														
<ul style="list-style-type: none"> The practitioner communicated effectively with he patient 														
<ul style="list-style-type: none"> The practitioner demonstrates the correct use of infection control procedures 														
<ul style="list-style-type: none"> The practitioner correctly completes the tracheostomy ICP and any other relevant documentation 														

Date for review: _____