

<b>Skill Area: Advanced tracheostomy care Competency Assessment Document (CAD)</b>	<b>Ward area/ Service area:</b>
<b>Candidate name:</b>	<b>Post Title:</b>

**Statement of Outcome:** The practitioner is able to develop a weaning plan, undertake a tracheostomy change and identifies a patient ready for decannulation from 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
- The basic tracheostomy competency has been completed
- 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**

<b>Not Competent (NC)</b>	Has not fulfilled all knowledge and performance criteria in order to perform the skill competently in an unsupervised setting.
<b>Competent (C)</b>	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.
<b>Supervisor (S)</b>	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.
<b>Assessor (A)</b>	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 to develop a weaning plan, undertake a tracheostomy change and identify a patient ready for decannulation**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Assessor</b>			

**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**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Candidate</b>			

### Assessment Criteria

1. Knowledge Criteria	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Level	Date	Evidence of Competency/ Comments
Altered airway <ul style="list-style-type: none"> <li>The practitioner can describe the anatomy and physiology of the altered airway</li> </ul>													
Assessment <ul style="list-style-type: none"> <li>The practitioner can identify the indication for the patients tracheostomy</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can describe the component parts of the tube in use and has a knowledge of the range of tubes available and their appropriate use</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can demonstrates the ability to access and utilise appropriate equipment, including the emergency pack</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can describe the stages of weaning and identify any limitations on weaning and decannulation for tracheostomy patients</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can identify the appropriate infection control required in the care of a tracheostomy during weaning, tracheostomy change and decannulation</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can demonstrate an understanding of the Trust Policy Adult tracheostomy or laryngectomy (neck-breathers) policy v3 2012</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can demonstrate an understanding of the risks for the patient during weaning, tracheostomy change and decannulation</li> </ul>													
<ul style="list-style-type: none"> <li>The practitioner can discuss the procedure for ALS for a tracheostomy patient</li> </ul>													

### 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"> <li>The practitioner correctly demonstrates cuff deflation and provides plans for the safe</li> </ul>													

progression of this process														
<ul style="list-style-type: none"> <li>The practitioner correctly demonstrates the use of a speaking valve and provides plans for the safe progression of this process</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner correctly demonstrates the use of a decannulation cap and puts a plan in place for its use.</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner identifies a patient ready for decannulation and demonstrates the safe decannulation of a patient and the correct dressing technique</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner identifies the patients need for a tracheostomy change, identifies the most appropriate tube and undertakes a safe exchange</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner communicates effectively with the staff identifying an ongoing plan of care.</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner disposes correctly all equipment</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner communicates effectively with the patient</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner demonstrates the correct use of infection control procedures</li> </ul>														
<ul style="list-style-type: none"> <li>The practitioner correctly completes the tracheostomy ICP and any other relevant documentation</li> </ul>														

**Date for review:** \_\_\_\_\_