

# Competency document to support the care of the patient with a tracheostomy or laryngectomy

The practitioner will be able to fully demonstrate the knowledge and skills required for becoming a safe and effective practitioner in the care of a patient with a tracheostomy or laryngectomy

Each practice area has speciality competencies particular to the care of their patients. The tracheostomy care competency is considered a speciality competency as it is not carried out in all areas of the trust.

## Guidelines for Completion

This competency is designed for you to provide evidence of continuing competence and ongoing development required for your current practice. This should form part of your professional portfolio, to evidence achievement to be demonstrated in staff development review (SDR).

## Assessment

You should seek assessment from a practitioner already competent in tracheostomy care. Together you should complete the WASP competency assessment framework below.

## How will I be assessed?

This document contains competency elements that must be achieved in order that you achieve to a state of 'competence'. These competencies represent the minimum standard expected for a registered practitioner in this organisation. Completion of these competencies along with your reflective accounts of learning in practice will provide evidence for demonstrating the achievement supporting the staff development review process and your professional requirements for the various health regulating bodies.

The WASP framework has been used to host the required competencies, identifying the process of achievement of proficiency for every skill through measuring competency for each individual element of the skill. It uses the scoring system below to provide a robust assessment of each element at every stage of learning. All steps may be revisited as necessary until proficiency is achieved and agreed by the assessor. To ensure that healthcare professionals are assessed at the same standard, each competency has specific criteria that must be met.

**Witnessed** – Observe or witness the skills required prior to being supervised.

**Assimilated** – Demonstrate sound knowledge base for the competency element, including Trust Policies, Nursing & Midwifery Strategy, and professional and legal issues relating to it. Assimilation of knowledge can be assessed through observation of practice, and through questioning / discussion / simulation of situations relating to the competency element. This is scored in order to evidence the development of the acquisition of the underpinning knowledge that is required to support the competency element.

The scores to support the acquisition of knowledge are as follows:

1 = Demonstrates fundamental knowledge and understanding of this element of the competency.

2 = Demonstrates broad knowledge and understanding

3 = Demonstrates an in-depth knowledge and understanding of the issues supporting the element of the competency / skill.

Supervised – Practice the skill under supervision to demonstrate understanding and competence.

The scores to support the acquisition of the skill are as follows

1 = Needs further practice

2 = Shows aptitude

3 = Demonstrates skilled and professional practice

Understanding and competence can be assessed through observation of practice, and through questioning / discussion / simulation of situations relating to the competency elements.

**Supervised** - The supervision element of the competency may be continuous observation by the assessor until he or she is assured that skilled confident and professional practice has been achieved by the candidate and can be signed of as **Proficient**.

**Proficient** - Competent in both knowledge and skill elements of the competency.

Both the **Assimilated** and **Supervised** aspects of the competency can be assessed more than once as necessary, and the combination of in-depth knowledge and understanding, coupled with skilled professional practice equals proficiency.

## Competency document to support the care of the patient with a tracheostomy or laryngectomy

Competency Standard Statement		The practitioner will be able to fully demonstrate the knowledge and skills required for the safe care of a patient with a tracheostomy or laryngectomy.
<b>W</b>	WITNESSED	Observe or witness the competency – it is considered good practice that the HCP will have had the opportunity to observe the procedure prior to being supervised.
<b>A</b>	ASSIMILATED	Understands the underpinning knowledge associated with each element of the competency 1 = Demonstrates fundamental knowledge and understanding 2 = Demonstrates broad knowledge and understanding 3 = Demonstrates in depth knowledge and understanding
<b>S</b>	SUPERVISED	Practice under supervision to demonstrate understanding, score as follows: 1 = Needs further practice 2 = Shows aptitude 3 = Demonstrates skilled and professional practice
<b>P</b>	PROFICIENT	Competent in both knowledge and skill elements of the competency

ACTION	RATIONALE	W	A (Score)	S (Score)	P
<p>1. Describe the indications for a tracheostomy.</p> <ul style="list-style-type: none"> <li>a) Identify reasons for insertion of a tracheostomy tube.</li> <li>b) Discuss the different insertion techniques.</li> <li>c) State which surgical procedures require a tracheostomy tube post-operatively.</li> <li>d) Identify anatomical structures in the respiratory tract.</li> <li>e) Demonstrate understanding of the physiology of the respiratory tract</li> <li>f) Discuss anatomical dead space and the concept of "neck breathers"</li> </ul>	<p>To ensure understanding of the reasons why tracheostomy tubes are inserted.</p>				
<p>2. Demonstrate and discuss choice of appropriate tube for the tracheostomy patient</p> <ul style="list-style-type: none"> <li>a) List the different tubes available and the reason for the choice of tube.</li> <li>b) Discuss the principles of cuff safety.</li> <li>c) Demonstrate cuff inflation and deflation.</li> </ul>	<p>To ensure understanding of the various types of tube and their use and enable the practitioner to manage them safely.</p>				

ACTION	RATIONALE	W	A (Score)	S (Score)	P
<p>3. Discuss the nursing care of a patient with a tracheostomy or laryngectomy</p> <ul style="list-style-type: none"> <li>a) List the essential emergency equipment that should be available, discuss and demonstrate its use.</li> <li>b) Discuss the importance of humidification identifying different humidification requirements for patients with a tracheostomy or laryngectomy.</li> <li>c) Discuss the significance of correct cuff pressures and identify the safety equipment required to perform the cuff inflation and deflation.</li> <li>d) Demonstrate the ability to care for the tracheostomy - cleaning and correct changing of inner tube.</li> <li>e) Discuss and demonstrate the care of the stoma including appropriate dressings and tapes.</li> <li>g) State the potential impact on the functions of breathing, swallow and voice.</li> <li>h) Identify common potential complications that can arise for patients with a tracheostomy/laryngectomy.</li> </ul>	<p>To ensure that the practitioner can identify signs of respiratory distress and identify the equipment required to manage the patient in an emergency situation. Routine care of the patient with a tracheostomy can be performed within the tracheostomy care bundle.</p>				

ACTION	RATIONALE	W	A (Score)	S (Score)	P
i) Describe the nursing interventions to minimise risk of these complications. k) Demonstrate emergency resuscitation measures identifying appropriate algorithms and equipment. l) Prepare the patient and explain immediate and on-going care.					
4 Demonstrate the ability to assist with re-insertion of tracheostomy tubes. a) Assemble the correct equipment and perform safety checks prior to procedure. b) Assist medical staff as indicated. c) Ensure chest x-ray is ordered and reviewed post insertion. d) Discuss the possible complications following the procedure	To enable prompt assessment and management of the patient who requires the tracheostomy tube changing.				
5 Demonstrate safe practice for a patient requiring suction. a) Identify the need for suction. b) Assemble the correct equipment.	To enable the appropriate assessment for suction and ensure a safe suction technique is used.				

ACTION	RATIONALE	W	A (Score)	S (Score)	P
<ul style="list-style-type: none"> <li>c) Demonstrate and discuss the need for a clean technique throughout the procedure.</li> <li>d) Explain the procedure to the patient.</li> <li>e) Discuss complications and interventions required to reduce risk.</li> <li>f) Demonstrate good suction technique.</li> <li>g) Assess the patients' respiratory function to evaluate the effectiveness of suction manoeuvre.</li> <li>h) Demonstrate correct documentation and reporting as necessary.</li> </ul>					
<p>6 Demonstrate an understanding of the weaning process.</p> <ul style="list-style-type: none"> <li>a) Discuss the weaning process.</li> <li>b) Discuss the different methods used to assess that the patient's respiratory system is not compromised during the procedure.</li> </ul>	To promote patient weaning.				
7 Demonstrate an understanding of the psychosocial needs of the patient with a tracheostomy or laryngectomy.					

ACTION	RATIONALE	W	A (Score)	S (Score)	P
<ul style="list-style-type: none"> <li>a) Assess the patients' ability to see, hear, touch, write, and understand use facial expressions, mouth words or lip read.</li> <li>b) Refer to speech therapist.</li> <li>c) Discuss the use of communication aids.</li> <li>d) Discuss the use of speaking valves.</li> <li>e) Demonstrate clear explanation to the patient about any procedures in order to gain informed consent.</li> </ul>	<p>To promote clear communication and enable patient understanding of the implications of having a tracheostomy.</p>				
<p>8 Demonstrate correct documentation and reporting as necessary.</p> <ul style="list-style-type: none"> <li>a) Refer to local policies and guidelines</li> <li>b) Use of local observation charts.</li> <li>c) Use of nursing documentation.</li> <li>d) Clear legible timely documentation.</li> <li>e) Knowledge of algorithms for emergency resuscitation measures and escalation plans.</li> <li>f) Use of bedhead signs.</li> <li>g) Discuss local and national guidance</li> </ul>	<p>To comply with The Code (2015) and relevant policies.</p>				

			W	A (Score)	S (Score)	P
Staff Member/Preceptee _____ (Print Name)	NMC/GMC/HCPC Number _____	Staff Member/Preceptee (Signature)				
Assessor/Preceptor _____ (Print Name)	NMC/GMC/HCPC Number _____	Assessor/Preceptor (Signature)				
			Competency Achieved	Yes/No		
			Date			

## Record of Learning and Achievement - Evidence Log Sheets

	<p>Competency Element (Add text as appropriate)</p> <p>Use these ROLA sheets to keep an ongoing record of your learning and development. Reflect upon anything you see as relevant or significant, where possible use a reflective approach in your entries and make reference to current evidence to underpin your work.</p>
Date	

	<p>Competency Element (Add text as appropriate)</p> <p>Use these ROLA sheets to keep an ongoing record of your learning and development. Reflect upon anything you see as relevant or significant, where possible use a reflective approach in your entries and make reference to current evidence to underpin your work</p>
Date	

## Reflection on Learning in Practice

You should now reflect on what you have learnt by completing this competency and identify any future learning needs.

Describe the learning activity?
How many hours was the session?
What have you learnt?
How will this influence your practice?
What further learning needs has this identified?