

Tracheostomy Transfer of Care Checklist

Patient Label	Type of tube		Reason for tracheostomy
	Size		
	<input type="checkbox"/> Cuffed	<input type="checkbox"/> Uncuffed	
	<input type="checkbox"/> Fenestrated	<input type="checkbox"/> Unfenestrated	
			<input type="checkbox"/> Respiratory support
			<input type="checkbox"/> Secretion clearance
			<input type="checkbox"/> Maintenance of airway
			<input type="checkbox"/> Other

Tracheostomy performed:	Date of last change:	Date of next review:

Tracheostomy emergency box check list
<input type="checkbox"/> Cuffed tracheostomy tube* (patients own size)
<input type="checkbox"/> Cuffed tracheostomy tube* (one size smaller than above)
<input type="checkbox"/> Inner tube (x1) to fit tracheostomy tube on discharge
<input type="checkbox"/> Size 14, 12 and 10 suction catheters
<input type="checkbox"/> 20ml syringe
<input type="checkbox"/> Gloves
<input type="checkbox"/> Packet of sterile gauze
<input type="checkbox"/> Water soluble lubricant jelly
<input type="checkbox"/> Scissors

Baseline information	
Humidified O ₂ percentage	
Humidified O ₂ at time of transfer	
Cuff inflation pressure on discharge if indicated	
Suction requirement	
Size of suction catheter	
Frequency of suctioning	
Saline nebulisers required	

**In case of patient discharged with Portex UniPerc variable flange please use standard Portex, Cook or Tracoe PLUS equivalent size*

Position of patient	
Swallow ability	
Assessment & care of site	
Nil by mouth	
Cuff deflation tolerance	

Additional Information:

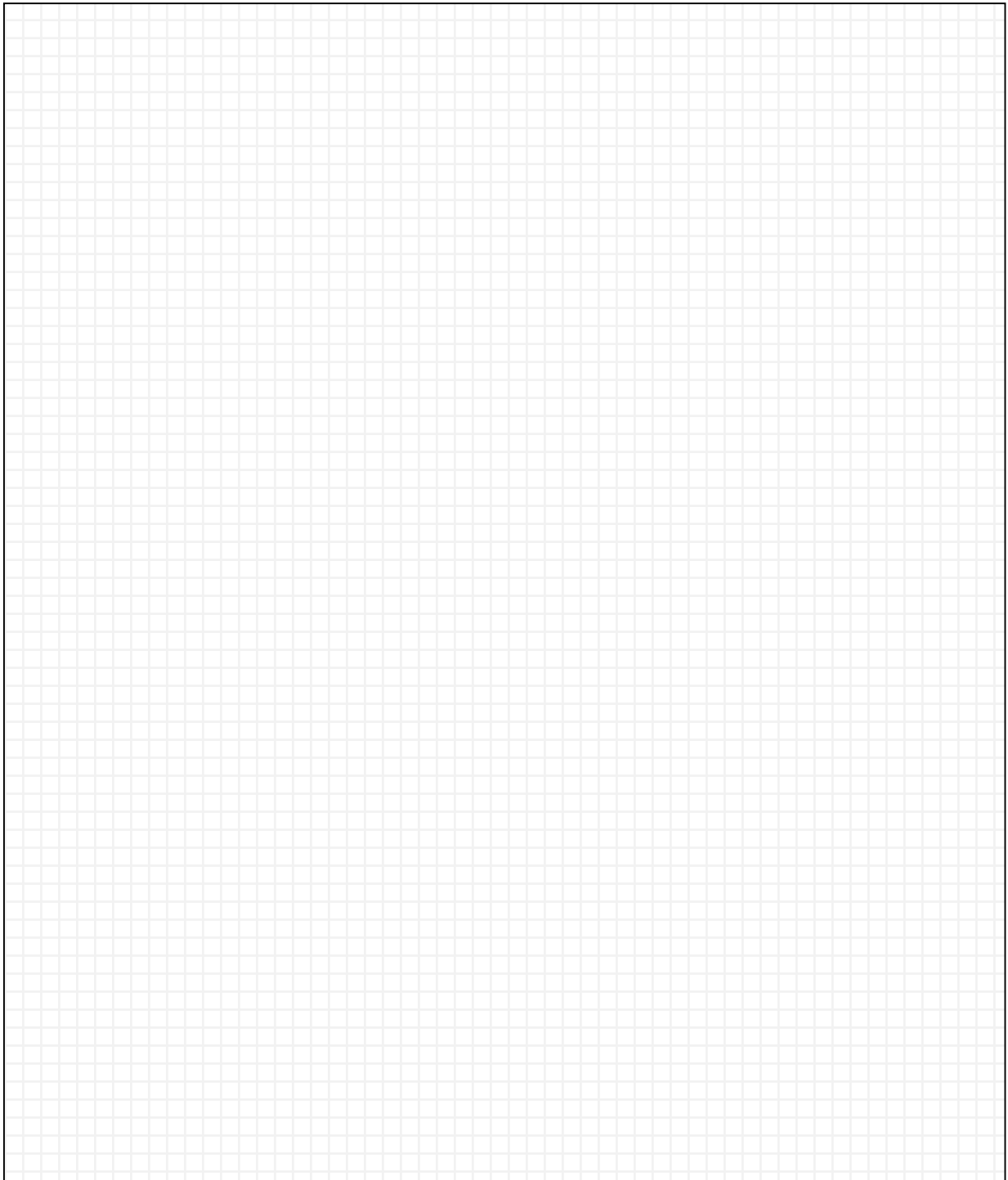
- | |
|---|
| <input type="checkbox"/> Tracheostomy emergency box checked
<input type="checkbox"/> Tracheostomy emergency box with patient
<input type="checkbox"/> Tracheostomy awareness form filled
<input type="checkbox"/> Tracheostomy observation chart commenced |
|---|

**Contact for advice and support
Critical Care Services:**
 CCOT bleep: 784 ICU: 64011

ICU nurse signature	Print name	Date	Time
Ward nurse signature	Print name	Date	Time

Return all tracheostomy safety boxes after use to ICU (FAO Sisters Office)

NOTES



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