

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 Cook, Portex 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 with patient
<input type="checkbox"/> Tracheostomy observation chart commenced |
|---|

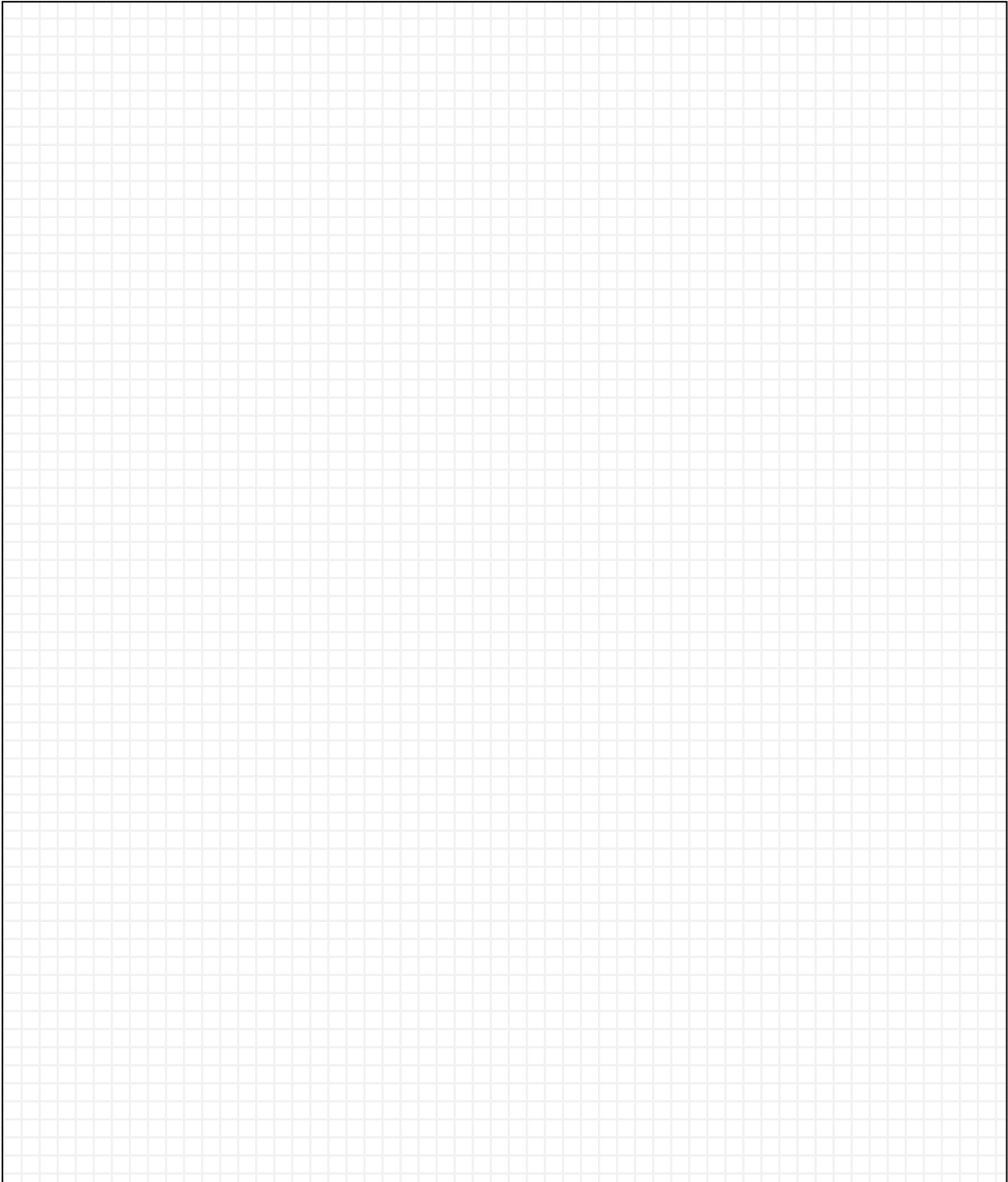
**Contact for advice and support
Critical Care Services:**

ICU/HDU: 52680, 54539, 54898
CCOT bleep: 7000, 7001

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

Return all tracheostomy safety boxes after use to ICU CC Outreach Office

NOTES



Return all tracheostomy safety boxes after use to ICU CC Outreach Office

Tracheostomy Discharge Critical Care Checklist June 2016

Critical Care Services