

Home Discharge Tracheostomy Teaching

Education Plan

Getting ready to learn about a tracheostomy

Learning something new can be hard. It is even harder if you are not feeling well. The purpose of this education plan is for you and the staff to review this information together. Here are some good things to tell the staff.

- Who you want to learn with you. We would like to have someone who will be helping you at home learn with you.
- The best way for you to learn. Do you learn best by reading a book or pamphlet, or by doing things yourself?
- If you are not feeling well, if you are in pain or you cannot focus right now.

This information is important to your health. We may explain something more than once. We may give small bits of information over several days. If there is something you don't understand It's OK to ask us to explain.

What I need to learn about my tracheostomy (trach)

Before I go home, I will be able to show or tell the staff:

- What a trach is.
- What the parts of a trach are.
- What supplies I will need to care for my trach at home.
- What tips I can use to prevent problems associated with my trach.
- What things I should do for daily living.
- What size trach I have.
- What size suction catheter I need to use.
- How I will suction secretions from my trach tube.
- How I will keep my trach tube clean.
- How I will care for the outer cannula, the stoma (opening) and my skin.
- How I will change my trach ties.
- When I need to call the doctor.
- How I can tell others when I need help in emergencies.
- How to use a speaking valve.

The staff will use three questions to teach me about my tracheostomy:

1. What is my main problem?
2. What do I need to do?
3. Why is this important to me?

The staff will ask me to repeat back important points in my own words, or ask me to show what I have learned. They want to make sure that I know about my breathing and my illness.

What is my main problem?

I am having trouble breathing and need a tracheostomy to breathe better. I need to know about a tracheostomy tube. I need to know how to take care of the tracheostomy tube when I am at home.

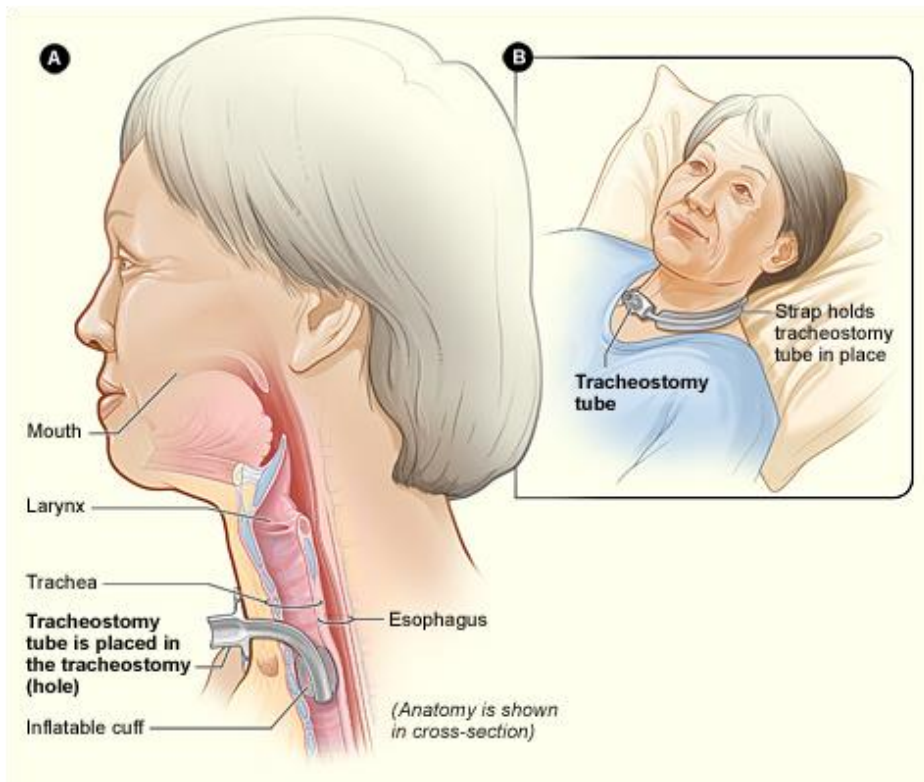


Figure A shows a side view of the neck and the correct placement of a trach tube in the trachea, or windpipe. Figure B shows an external view of a patient who has a tracheostomy.

Source: National Heart, Lung, and Blood Institute; National Institutes of Health; U.S. Department of Health and Human Services. Used with permission.

What do I need to do?

While I'm in the hospital, I will be able to:

Tell staff what a trach is.

- A tracheostomy (TRA-key-OS-to-me) is a surgically made hole that goes through the front of my neck and into my trachea (TRA-key-ah), or windpipe.
- The hole is made to help me breathe.
- A tracheostomy usually is temporary, although you can have one long term or even permanently.
- How long you have a tracheostomy depends on the condition that required you to get it and your overall health.
- I need to learn how to care for my trach at home.
- If my trach comes out I need to contact my nurse right away.

When I go home, I will be able to:

Tell staff what the parts of my trach are.

- Outer cannula
 - Solid
 - Fenestrated (hole in shaft of trach tube)
- Inner cannula
 - Solid
 - Fenestrated
 - Disposable
 - Non disposable
- Flange or neck plate
- Pilot balloon (if applicable)
- Cuff (if applicable)
- Ties
- Obturator
- Speaking valve



Tell staff what supplies I need to care for my trach at home.

- Trach care kit
- Tracheostomy ties
- Extra replacement trach
- Sterile or distilled water
- Suction kits or catheters
- Portable suction machine
- Mist humidifier (if using)
- Hydrogen peroxide (if needed for inner cannula)
- Speaking valve (if using)

Tell staff what tips I can use to prevent problems associated with my trach.

- I need to keep my secretions thin to prevent blockage of my tube.
- I need to drink enough fluids; 6 to 8 ounces of water four to six times a day.
- I will drink more water if I am sweating a lot in the hot weather.
- I will drink more water if the air is very dry outside.
- I may use a humidifier in the room I use most.
- I will use a mist trach mask at home if my doctor orders it. I will place the mask over my trach tube and turn it on.

Tell staff what things I should do for daily living.

- Avoid breathing in cold air, dust, mold, smoke, fumes from chemicals (bleach) or sprays (hairsprays), powders, water, or soaps, etc.
- When bathing, showering or shaving, do not direct water towards trach. Use a shower shield or cap or covering.
- Avoid clothing that blocks the trach opening (except a scarf for cold air) or clothing that shed fibers.

Tell staff what size trach I have, what size suction catheter I need to use and how I will suction secretions from my trach tube.

My trach size: _____

My trach style: _____

My suction catheter size: _____

My suction depth is: _____

Disposable inner cannula

Non-disposable inner cannula

No inner cannula

Supplies needed for suctioning:

- suction catheter or kit
- suction machine
- tubing
- sterile or distilled water

Trach tube inner diameter size	Suction catheter size
4	8 Fr.
4.5, 5, 5.5	10 Fr.
6, 6.5	12 Fr.
7, 7.5, 8, 8.5, 9	14 Fr.

- Wash my hands with soap and water.
- If I have a fenestrated trach tube, I may need to put a solid inner cannula into my trach before suctioning. The catheter can get caught on this opening when suctioning. Otherwise a rolling motion of the catheter between my fingers can be used to insert the suction catheter.
- Assemble suction tubing to machine and turn it on.
- Test to see if it works by placing end of tubing into water. If the machine sucks the water the machine is working.
- Open the suction catheter or kit.
- Remove the catheter and attach to the suction tubing.
- Take 4-5 deep breaths.
- Insert the catheter into my trach until I cough or to a measured depth.
- Start to slowly pull out the catheter. Then apply suction by placing my finger or thumb over hole on catheter connection. Continue to remove the catheter while suctioning secretions. This step should take no more than 10-15 seconds.
- Rolling the tube between my fingers while removing the catheter may help to remove thicker secretions.
- It is normal to cough when I am suctioning my trach tube. This helps to remove secretions.
- Rinse catheter in sterile or distilled water.
- If reusing catheters at home keep them in a clean package.
- Repeat steps if I need to suction again: take 4-5 breaths before I suction.
- I should suction my trach as needed to remove secretions.

- While I am in the hospital, the staff will wear gloves. This is not necessary at home as long as I am using a clean technique.

Tell staff how I will keep my trach tube clean.

Reusable Inner Cannula

- Wash my hands.
- Obtain trach care kit, sterile water & hydrogen peroxide (if needed).
- Suction my trach (if needed-see procedure above).
- Open the kit.
- Remove the supplies in the kit.
- Fill the largest part of the kit with sterile or distilled water. Use this side to do trach care of the tube and skin (see next step: How I will care for the outer cannula, stoma (opening) and my skin).
- If using hydrogen peroxide, fill the smallest part of the kit with half hydrogen peroxide and half sterile or distilled water.
- Carefully unlock the inner cannula using a counter-clockwise motion. Remove it by holding the neck plate with one hand while using the other to grasp the twist-lock inner cannula connector.
- Place the inner cannula in the soaking solution (small area) to soak for a few minutes.
- Use the brush from the kit to scrub the inner cannula to remove secretions.
- Use the pipe cleaners and swabs to get into the small grooves of the inner cannula.
- Rinse the inner cannula thoroughly in the sterile water.
- Shake off excess water.
- Put the inner cannula back into the trach tube.
- Twist the inner cannula clockwise into the outer cannula until it locks into place.

Disposable Inner Cannula

- Wash my hands with soap and water.
- Obtain a new disposable inner cannula.
- Hold the neck plate on the outer cannula with one hand.
- Remove disposable inner cannula by squeezing the cannula connectors and pulling it out of the outer cannula.
- Throw away the used inner cannula.
- Replace with a new disposable inner cannula by squeezing the cannula connectors then inserting it into the outer cannula until it latches into place when I release the connectors.

Tell staff how I will care for the outer cannula, stoma (opening) and my skin.

- Use trach care kit.
- Wash my hands with soap and water.
- Remove the dressing (if I have one).
- Wet one piece of gauze from the kit.
- Cleanse on and around the neck plate of the tube- use care not to pull it out of the stoma.
- Use pipe cleaners and/or swabs to clean debris in the small areas of the outer cannula.
- Dry the skin with a dry piece of gauze.
- Inspect the skin for problem areas-notify your doctor as needed.
- Replace the dressing (if I have one).

Tell staff how I will change my trach ties.

- Obtain supplies.
- Wash my hands with soap and water.
- My assistant should wash their hands.
- The assistant should hold the trach tube in place at all times.
- Remove the trach ties by pulling the Velcro[®] off from both sides of the foam tie.
- Remove the ties from the neck plate.
- Replace with a new trach tie. There are two parts: a small and a long piece.
- Using the small piece insert the Velcro[®] through the neck plate opening on one side.
- Press Velcro[®] onto place on the foam tie.
- Using the long piece insert the Velcro[®] through the neck plate opening on the other side of the neck plate.
- Press Velcro[®] onto place on the foam tie.
- Wrap the long piece around the back of the neck and secure short piece to the long piece using the Velcro[®].
- You may need to cut the long piece if it is too long. Use care not to cut any other parts of the trach tube.

I will call the doctor if:

- I notice swelling, irritation, bleeding or drainage around the stoma (opening).
- I notice a bad odor from the trach tube or stoma site.
- I have other concerns that are not an emergency.

I need help when:

- I have problems breathing.
- The tube becomes plugged and I cannot clear it.
- The tube falls out and I cannot put it back in.
- To prepare for emergencies:
 - I will let 911 know that I have a trach and may be unable to talk.
 - If they receive a call from my number they need to respond immediately.
 - I may also use a recorded voice that can say “I am unable to speak but I can hear you” “I need help”.
- I will use the following table to help me determine what to do if I have trouble:

Solving problems with my trach.

Symptom	Causes	What to do
Tube comes out of the opening in my neck.	Too much pulling or weight at the connector.	Hold the neck plate with one hand while gently pushing the trach tube back in. Don't attach anything extra to my trach.
Difficult to remove or insert inner cannula or fenestrated tube and my breathing is okay.	Tracheal lining may be pushing through fenestration (hole in tube). Mucus may be making it stick.	Call my doctor.
Tube or any part breaks or doesn't work	<ol style="list-style-type: none"> 1. Excessive wear 2. Improper cleaning 3. Items hanging from trach 4. Trach ties are loose 	<ol style="list-style-type: none"> 1. Call doctor & replace trach 2. Only clean with water or peroxide 3. Don't attach anything extra to my trach 4. Re-secure ties
Unable to pass suction catheter	<ol style="list-style-type: none"> 1. Mucus is plugging inner cannula 2. Catheter is too large 3. Tube is not in trachea 	<ol style="list-style-type: none"> 1. Remove inner cannula to clean or replace it 2. Use guide above for proper suction catheter size (see chart on page 5) 3. Reposition or replace tube

How to use and care for my speaking valve.

- My speaking valve helps me to talk with others. To use my speaking valve I need to:
 - Take the air out of the cuff on my trach before I use it.
 - Rinse it off with water and let it air dry once a day.
 - Take it off when I go to sleep. It may prevent me from breathing.
 - Take it off if I am having trouble breathing.
 - Use oxygen if ordered with my valve.
 - Not use my valve if I am giving myself a breathing treatment.

- To care for my speaking valve I will:
 - Wash my hands.
 - Hold the neck plate with one hand while I hold the valve with the other hand.
 - Place the valve onto the trach tube and give it a quarter twist.
 - Remove it by pulling the valve off while giving it a turn with one hand and holding the neck plate with the other hand.
 - Replace my valve if it honks like a duck when I am wearing the valve.

Why is this important to me?

I need a trach to prevent breathing problems. I need to understand what a trach is. It is important for me to know how to care for my trach in the hospital and at home. I will need to care for my trach tubes, skin and myself. It is important for me to keep my trach clear and know how to suction my trach tube. I need to know what to do if breathing problems happen.

As part of my care I have received this education plan and:

- “Caring for Your Tracheostomy” booklet
- “Tracheostomy Care” handout
- Supplies to help care for my trach at home

Discharge Tracheostomy Teaching Education Plan

Resources for staff:

- Policies: Nursing J-09 Care of the Non-Ventilated Adult with a Tracheostomy Tube Guideline and Suction Procedure
- Tracheostomy Care: Providing By: Kornusky J, Boling B, Pravikoff D, CINAHL Nursing Guide, May 13, 2016 ; Nursing Reference Center Plus
- Patient Education: Teaching the Patient with a Tracheostomy By: Engelke Z, Pravikoff D, CINAHL Nursing Guide, April 8, 2016 ; Nursing Reference Center
- Tracheostomy Discharge Equipment [trach discharge equipment checklist](#)
- Trach change guidelines-use if applicable [Trach change guidelines](#)

Teaching Tools:

- Tracheostomy Education Plan
- Krames: Caring for your Tracheostomy booklet
- Home Tracheostomy Care-General Information; handout [Trach care general handout](#)
- Demo of tracheostomy T.O.M.®. <https://store.passy-muir.com/index.php?p=product&id=9>
- What is a Tracheostomy? National Heart, Lung & Blood Institute <http://www.nhlbi.nih.gov/health/health-topics/topics/trach/>
- Tracheostomy Tube Adult Home Care Guide <http://www.tracheostomy.com/resources/pdf/adulthcg.pdf>

References:

- Tracheostomy Care: Providing By: Kornusky J, Boling B, Pravikoff D, CINAHL Nursing Guide, May 13, 2016 ; Nursing Reference Center Plus
- Patient Education: Teaching the Patient with a Tracheostomy By: Engelke Z, Pravikoff D, CINAHL Nursing Guide, April 8, 2016 ; Nursing Reference Center
- BMH Policy: Nursing J-09 Care of the non-ventilated Adult with a Tracheostomy Tube Guideline and Suction Procedure
- Passy Muir website. <http://www.passy-muir.com/>
- Covidien website Shiley tracheostomy products: <http://www.covidien.com/imageServer.aspx/doc224580.pdf?contentID=23689&contenttype=application/pdf>

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Are there any contraindications to this teaching?

- Some patients may be resistant to education about their illness.
- If the patient is in an exacerbated state, it is not the time to learn.

*This page is intended for staff use only. Do not give to the patient. This document is not part of the permanent medical record.