

## **Inpatient Tracheostomy 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)**

While I'm in the hospital, I will be able to show or tell the staff:

- What a trach is.
- Why I have a trach.
- What care I should expect in the hospital
- 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.

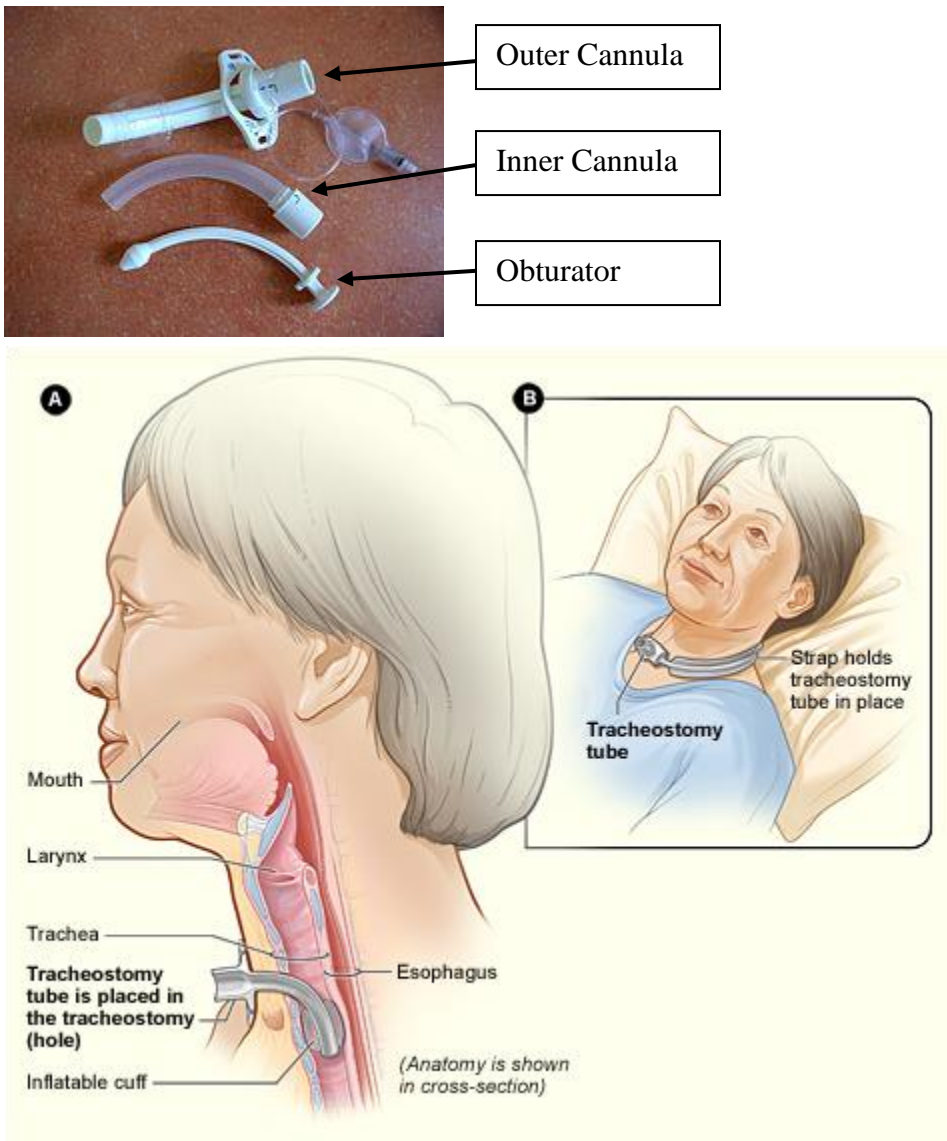


Figure A shows a side view of the neck and the correct placement of a trach tube in the trachea, or windpipe. Figure B shows an external view of a patient who has a tracheostomy.

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 am 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.
  
- Tell staff why I have a trach.

Doctors use tracheostomies for many reasons including:

  - For people who need to be on ventilators (VEN-til-a-tors) for more than a couple of weeks. Ventilators are machines that support breathing.
  - For people who have conditions that interfere with coughing or block the upper airways also may need tracheostomies. Coughing is a natural reflex that protects the lungs. It helps clear mucus from the airways. A trach tube can be used to help remove secretions or mucus from the airways.
  - For people who have swallowing problems due to strokes or other conditions.
  
- Tell staff what I should expect in the hospital.
  - Nursing and Respiratory staff will clean my trach and the area around my trach every day. This is called trach care. It is important to prevent infection.
  - I will have a mist humidifier covering my trach to keep my lungs moist. This will help prevent my secretions or mucus from becoming too thick.
  - I need to keep active by sitting up and walking to improve my strength to keep my lungs healthy.
  - I need to work on coughing and deep breathing to keep my lungs healthy.
  - If I have secretions or mucus I cannot cough out they may be suctioned out using a suction catheter.

- It may be difficult to speak with a trach. I can use paper and pen, a picture chart, or a speaking valve to help me communicate with others. I may be taught how to use a speaking valve.
- I need to contact my nurse right away if:
  - I am having a hard time breathing
  - I am coughing up secretions
  - I am having a hard time speaking
  - I have soreness or wetness around my trach
  - My trach comes out

### **Using a speaking valve.**

My speaking valve helps me to talk with others. I need to take it off when I go to sleep. I need to take it off if I am having trouble breathing.

- To put the valve on, 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.
- I should store my valve in the container provided.
- My valve will need to be replaced if I cannot breath in
- My valve will need to be replaced if it honks like a duck while wearing it.

### **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 my trach will be cared for in the hospital.

As part of my care I have received this education plan.

## Tracheostomy 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

### Teaching Tools:

- Tracheostomy Education Plan
- Tracheostomy Tube Adult Home Care Guide  
<http://www.tracheostomy.com/resources/pdf/adulthcg.pdf>
- What Is a Tracheostomy, National Heart, Lung & Blood Institute  
<http://www.nhlbi.nih.gov/health/health-topics/topics/trach/>

### References:

- Tracheostomy Care: Providing By: Kornusky J, Boling B, Pravikoff D, CINAHL Nursing Guide, May 13, 2016 ; Nursing Reference Center Plus
- BMH Policy: Nursing J-09 Care of the Non-Ventilated Adult with a Tracheostomy Tube Guideline and Suction Procedure
- Patient Education: Teaching the Patient with a Tracheostomy By: Engelke Z, Pravikoff D, CINAHL Nursing Guide, April 8, 2016 ; Nursing Reference Center
- 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>

**Approved by:**

- Patient Education Council November 2013

**Authored by:**

- Kristi Holmes RRT, Respiratory Education Instructor

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Are there any contraindications to this teaching?

Some patients may be resistant to education about their illness. Pt. is in an exacerbated state; it is not the time to learn.

\*These last 2 pages are intended for staff use only. Do not give to the patient. This document is not part of the permanent medical record.