



Skills Modules 3.0 Checklist: Airway Management Performing Tracheostomy or Endotracheal Suctioning (In-Line Closed System)

INSTRUCTIONS: Use the following checklist to evaluate competency in completing this skill. Select Satisfactory (S) or Unsatisfactory (U) for each step and provide comments as needed.

*Document the relevant information (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.

Step by Step

STEP	S	U	EVALUATOR'S COMMENTS
Gather equipment.	✓		
*Provide privacy as needed.	✓		
*Introduce yourself to the client.	✓		
*Verify client identification.	✓		
*Determine whether the client has allergies.	✓		
*Provide client education.	✓		
*Perform hand hygiene and put on appropriate PPE as indicated.	✓		

STEP	S	U	EVALUATOR'S COMMENTS
Adjust bed height and position client in semi- or high-Fowler's.	✓		
Place towel or drape across the client's chest.	✓		
Using aseptic technique, open the closed-suction catheter package and attach the catheter to the ventilator circuit after removing the swivel adapter. Attach suction catheter to endotracheal or tracheostomy tube and connect the Y on the mechanical ventilator circuit to closed-suction catheter with flex tubing. (This step may have been completed previously, so move to next step if indicated.)	✓		
Connect one end of connecting tubing to suction machine and the other end to the closed system or in-line suction catheter. Turn on the suction device and set the vacuum regulator to its appropriate setting.	✓		
Hyperoxygenate the client with bag-valve mask or adjust the inspired oxygen setting on the mechanical ventilator (usually 100% oxygen).	✓		
Unlock the suction control mechanism and open the saline port. Attach a saline syringe or vial to the saline port.	✓		
Grasp the in-line catheter (in plastic sleeve) with dominant hand.	✓		
As the client inhales, insert the catheter until resistance is felt or the client coughs then withdraw the catheter about 1 cm (0.4 in).	✓		
Encourage the client to cough and apply suction by squeezing the suction-control mechanism as you withdraw the catheter for 10 to 15 seconds. Be sure to withdraw the entire catheter to prevent airway obstruction.	✓		
Assess the client for repeated suctioning. Wait 1 minute before suctioning again.	✓		

STEP	S	U	EVALUATOR'S COMMENTS
Following suctioning push the lavage saline syringe or vial to rinse the inner lumen of the in-line catheter. Rinse the catheter until all secretions have been cleared.	✓		
Turn off suction. Hyperoxygenate the client following same process as done at start of procedure.	✓		
Remove the towel or drape and dispose of PPE in the designated receptacle.	✓		
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.	✓		

References

Potter, P. A., Perry, A. G., Stockert, P., & Hall, A. (2017). *Fundamentals of nursing* (9th ed.). St. Louis, MO: Elsevier. pp 912-913

Perry, A.G., Potter, P.A., & Ostendorf, W.R. (2018). *Clinical nursing skills & techniques* (9th ed.) St. Louis, MO: Elsevier. pp. 852-857.