

Percutaneous Tracheostomy Checklist

Prepare Patient (Call in advance)	Prepare Equipment	Post Procedure
<p>Review:</p> <ul style="list-style-type: none"> ▫ Name/ DOB/ Code status ▫ Intubation records ▫ Indication for Percutaneous tracheostomy ▫ Check allergies ▫ Consent ▫ Gastric Tube feeds appropriately withheld ▫ Therapeutic anticoagulation withheld. ▫ Coagulation status (check PT, INR, aPTT, Plt count if unknown) <p>Personnel:</p> <ul style="list-style-type: none"> ▫ Surgeon (resident, fellow, or attending) ▫ Bronchoscopist/ Airway (fellow or attending not performing surgery) ▫ Optional Sedation Director (resident/NP, fellow or attending) ▫ RT ▫ RN <p>Airway Assessment</p> <ul style="list-style-type: none"> ▫ Verbalize plan to team if loss of airway during procedure ▫ Check ETT position and ETT size ▫ Consider DL for difficult airway ▫ Consider tube exchanger placement with DL while ETT remains in place <p>Pre-oxygenation</p> <ul style="list-style-type: none"> ▫ Place patient on 100% FiO2 15 minutes prior to procedure ▫ Adjust ventilator alarms/settings <p>Position</p> <ul style="list-style-type: none"> ▫ Ensure patient tolerates being laid flat ▫ Adjust bed height ▫ Restraints as needed ▫ Hyperextension of neck with shoulder roll if no contraindication <p>Monitors</p> <ul style="list-style-type: none"> ▫ Set non-invasive BP cuff q3 minutes unless monitoring by arterial line ▫ Audible pulse oximetry ▫ Continuous EtCO2, 5-lead EKG 	<p>Equipment Required</p> <ul style="list-style-type: none"> ▫ PPE: Sterile gowns, gloves, hat, mask, eyewear – for all ▫ Percutaneous Tracheostomy Kit x 2 (#6 and #8 Cook percutaneous tracheostomy kits) ▫ Red Airway Box (LMA, oral airways and 6.0 ETT, Cook Cric kit) ▫ Bronchoscopy cart ▫ CMAC ▫ Ambu bag with PEEP valve connected with O2 flowing ▫ Yankaeur with wall suction ▫ Soft tracheostomy tube ties ▫ Procedure Cart <p>Equipment Available</p> <ul style="list-style-type: none"> ▫ Crash cart immediately available. Can remained locked (Open Tracheostomy tray in bottom drawer with 6 cuffed Shiley DCT) ▫ Yellow difficult airway box (Contains Bougie and Cook airway exchange catheter) <p>Drugs</p> <ul style="list-style-type: none"> ▫ Sedative agents ▫ Analgesic agents ▫ Pre-mixed vasopressors ▫ IV Fluids ▫ Paralytic (optional) ▫ Post-tracheostomy sedation discussed and ordered 	<p>Post Procedure</p> <ul style="list-style-type: none"> ▫ Obtain end tidal CO2 and oximetry ▫ Perform bronch to verify trach position ▫ Confirm tracheostomy is secured with sutures/soft trach ties ▫ Check trach cuff pressure ▫ Order CXR. (All patients) ▫ Document procedure, type/size trach and medications delivered ▫ Clarify post-op orders ▫ Communicate results and orders with the ICU team ▫ Complete trach order set ▫ If NMB used – IV continuous sedation and monitor BIS until TOF 4/4 ▫ Remove shoulder roll if present ▫ Contact family if not done