



# College of Intensive Care Medicine of Australia and New Zealand

## Work-Based Competency Assessment: Percutaneous Tracheostomy

This assessment is designed to be used as a learning tool and for assessment purposes. Prior to presenting for assessment the trainee should have developed the knowledge, behaviours and skills necessary for safe insertion and management of percutaneous tracheostomy. This competency can be assessed by a Fellow of the CICM. **To be deemed competent (passing) the trainee will demonstrate adequate or good knowledge and skills in all performance indicators.**

<b>Trainee</b>		
<b>Assessor</b>		
<b>Date</b>		
<b>Result</b> (please circle)	<b>Passed</b>	<b>To be repeated</b>

Trainee signature:.....

Assessor signature:.....

Professional Elements of Practice	Performance Criteria	Improvement required	Acceptable	Good	Comments
Preparation	Describes indications for percutaneous and surgical tracheostomy				
	Describes contraindications to tracheostomy				
	Describes potential risk, complications and appropriate process of consent				
	Describes appropriate setting and personnel required for tracheostomy, including roles and responsibilities of each				
	Describes appropriate tracheostomy tube selection				
	Examines patient to establish insertion site and tube size				
	Prepares and positions patient appropriately				
	Ensures appropriate monitoring				
	Describes indications for bronchoscopic & ultrasound guidance				
	Describes safe plan for anaesthesia during tracheostomy including methods to re-secure the airway in emergency				
Insertion technique	Establishes sterile tray immediately prior to procedure				
	Performs appropriate scrub				
	Dons full sterile attire (surgical hat, mask, gown & gloves)				
	Prepares site with appropriate antiseptic & allows drying time				
	Establishes maximal sterile barrier including appropriate drape				

Professional Elements of Practice	Performance Criteria	Improvement required	Acceptable	Good	Comments
	Confirms appropriate anaesthesia established with doctor responsible for anaesthesia				
	Describes safe dose of local anaesthetic				
	Prepares equipment with efficient movement and without compromising sterility				
	Identifies relevant anatomical landmarks and performs appropriate incision/puncture				
	Performs blunt dissection efficiently when required				
	Uses appropriate method to identify tracheal lumen and guide-wire placement				
	Performs safe dilation and tube insertion				
	Confirms intra-tracheal placement				
	Confirms re-establishment of safe ventilation				
	Applies appropriate fixation device				
	Orders and reviews chest x-ray, determines adequacy of tube position and complications.				
	Discusses management of immediate complications (failed insertion, hypoxaemia, brady-arrhythmia, tracheal or vascular injury )				
	Documents insertion appropriately				
Ongoing care	Describes appropriate tracheostomy surveillance				
	Explains indications for and techniques of weaning and decannulation				
	Discusses management of late complications (occlusion, site infection, displacement or erosion including tracheo-innominate fistula)				

Professional Elements of Practice	Performance Criteria	Improvement required	Acceptable	Good	Comments
	Describes appropriate techniques for re-cannulation				
	Discusses appropriate unit practice including accreditation of practitioners & audit of complications				

**Feedback:**