



College of Intensive Care Medicine
of Australia and New Zealand

Workplace Competency Assessment – Percutaneous Tracheostomy

Trainee Name: _____

CICM ID: _____

Hospital: _____

Date: _____

Assessor Name: _____

CICM ID: _____

Performance type (please select): Simulation
 Clinical performance*

Case complexity (please select): Low
 Medium
 High

Trainees should classify the complexity of the case based upon case features such as:

- Anatomy
- Coagulopathy
- Oxygen requirements
- Restrictions on positioning (e.g. due to ICP or C-spine)

Relevant case information to justify complexity:

*Clinical performance is required for satisfactory completion, simulation may be used for formative purposes.



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Global assessment:

Trainee self-assessment: In order to provide safe, effective and high quality care in similar cases, the entrustment level I would choose is:

<input type="checkbox"/> Direct supervision	<input type="checkbox"/> Proactive supervision	<input type="checkbox"/> Responsive Supervision	<input type="checkbox"/> Oversight	<input type="checkbox"/> Independent
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Assessor: Based on this observation, in order to provide safe, effective and high quality care in similar cases, the trainee's entrustment level would be:

<input type="checkbox"/> Direct supervision	<input type="checkbox"/> Proactive supervision	<input type="checkbox"/> Responsive Supervision	<input type="checkbox"/> Oversight	<input type="checkbox"/> Independent
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Descriptions of levels of entrustment

Level 1	<p>Direct supervision The trainee requires direct observation from a clinical supervisor; prompting is required or the task/activity is performed collaboratively with the clinical supervisor as a coactivity.</p>
Level 2	<p>Proactive supervision The trainee requires the clinical supervisor to be in the clinical unit and physically available within minutes to provide assistance and consultation. Findings or decisions may require consultation.</p>
Level 3	<p>Responsive supervision The trainee requires the clinical supervisor to be in the hospital and available for consultation and assistance; this includes availability by telephone for advice. Findings or decisions may require consultation.</p>
Level 4	<p>Oversight The trainee requires the clinical supervisor to be readily contactable, but the clinical supervisor does not need to be in the hospital. The trainee may require consultation for complex cases, complications or unexpected issues.</p>
Level 5	<p>Independent* The trainee understands risks and performs tasks/activities safely. The trainee is able to provide supervision to and teach junior trainees.</p>

*Although the trainee is able to perform the task/activity independently, as a trainee of the CICM training program the clinical supervisor must assume overall responsibility for the trainee at all times.



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Actionable Feedback

	Elements done well	Elements for development
<p>Safe and effective procedural preparation</p> <ul style="list-style-type: none">• Examines patient and determines appropriate tube type and site• Prepares and positions patient appropriately• Ensures appropriate monitoring• Provides comprehensive information and sensitively obtains informed consent		
<p>Procedure carried out safely and effectively</p> <ul style="list-style-type: none">• Establishes and maintains appropriate infection control management (sterile set up with equipment, appropriate scrub, dons sterile barrier attire, prepares site with antiseptic, establishes sterile barrier)• Ensures adequate anaesthesia (general and /or local)• 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		
<p>Situational awareness</p> <ul style="list-style-type: none">• Demonstrates awareness of changes within patient and environment and acts accordingly• Demonstrates insight into a need for assistance if required		



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<p>Provision of safe ongoing care</p> <ul style="list-style-type: none">• Orders and reviews chest x-ray, determines adequacy of tube position and complications.• Describes appropriate tracheostomy surveillance		
<p>Appropriate professional behaviour</p> <ul style="list-style-type: none">• Demonstrates sensitivity and respect for patient/ family/whānau and colleagues• Maintains patient dignity, privacy and confidentiality		
<p>Effective collaboration with colleagues</p> <ul style="list-style-type: none">• Debriefs the team when necessary• Works efficiently with team during procedure		
<p>Effective communication skills</p> <ul style="list-style-type: none">• Provides comprehensive information and sensitively obtains informed consent• Completes full and accurate documentation• Completes relevant handover to other staff• Uses closed loop communication		



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Trainee reflection, goals and future actions: