

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
CARDIOPULMONARY  
TRACHEOSTOMY CARE**

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**Effective Date: March 2010**

**Policy No: 3B.024**

**Cross Referenced:**

**Origin: Cardiopulmonary**

**Reviewed Date: 3/2010**

**Authority: Cardiopulmonary Manager**

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**SCOPE**

All members of the Cardiopulmonary Department

**PURPOSE**

To care for the patient and maintenance of a tracheostomy.

- Trach care is a joint responsibility between Respiratory Care and Nursing.
- Perform trach care once per shift, and whenever needed.
- Change trach ties whenever wet, soiled or insecure.
- Change pre-cut dressing whenever wet or soiled.

**PROCEDURE**

- Gather supplies
- Wash hands well
- Put on gloves
- Suction patient (if needed) (reference Cardiopulmonary Policy and Procedure Manual, section 3B, policy 17)
- Clean around trach with sterile water
- Change pre-cut dressing
- Change trach tie (collar)  
(have second person assist to hold trach in place in case patient coughs while changing trach collar)
- Change inner cannula, if needed.

Bedside supplies:

-Always have the following supplies at the bedside and readily accessible when a patient has a trach:

- Manual resuscitation bag and mask
- Suction catheter kits
- Sterile water or normal saline
- Suction set-up
- Replacement trach kit (same type and size) with obturator, inner cannula and trach ties
- 10 ml syringe