DOWNSIZING TRACHEOSTOMY TUBE

1. Criteria to downsize tracheostomy tube
   a. After seven days – do not down size tracheostomy tube prior to seven days post placement
   b. Mental status appropriate to protect air way
   c. Secretions less than every two hours
   d. No active pneumonia
   e. No aspiration of feedings

2. Procedure
   a. There should be two persons present at the tracheostomy tube change
   b. Who should do the first tracheostomy tube change?
      - Attending Surgeon, Senior Resident or experienced APP
      - Senior Resident and APP’s should have performed tracheostomy tube change with faculty surgeon before doing change by himself or teaching Junior Resident
   c. Equipment
      - Respiratory service by bedside
      - Tracheostomy tray near bedside
      - Smaller size tracheostomy tube set by bedside e.g. if tracheostomy tube size is 8.0 then have six 6.0 by bed side
      - Endotracheal tube by bedside – should have equipment available for placement of endotracheal tube
      - Tracheostomy tube obturator by bedside
      - Velcro tracheostomy tube tie by bedside
      - Ambu bag by bedside
      - Make sure there is adequate lighting
      - Suction and suction catheter
      - Endotracheal stylet
   d. Technique
      - Turn oxygen up to 100% for several minutes
      - Check balloon on new tracheostomy tube
      - Milk balloon back on the tracheostomy tube and remove all air
      - Make sure obturator is in tracheostomy tube
      - Wet balloon with saline
      - Suction old tracheostomy tube with suction catheter
      - Remove sutures hold tracheostomy tube to skin if still in place hopefully the will have been removed at seven days
      - Make sure label retention sutures are not crossed – the retention sutures are used to open tracheostomy incision in case tracheostomy tube has slipped out of trach – do not pull hard on the sutures. If tracheostomy has been in place for two weeks or more remove retention sutures.
      - If tracheostomy tube does not go in easily mask patient by mouth and open tracheostomy set – do not jab tracheostomy tube or stylet wildly into tracheostomy site
      - Deliver oxygen to tracheostomy opening

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