TRACHEOSTOMY TUBE CHANGE

1. Seven days post placement
   a. Should not change tracheostomy tube before seven days unless emergency e.g. plugged, broken balloon, tube has slipped out, etc.
   b. Cut ties
   c. Clean and change inner cannula
   d. Replace trach ties

2. First tracheostomy tube change
   a. First change should be performed at 14 days post placement
   b. There should be two person present at the tracheostomy tube change – should not be single resident
   c. Who should do the first tracheostomy tube change:
      • Attending surgeon, Senior Resident or experienced APP
      • Senior Resident and APP should have performed tracheostomy change with faculty surgeon before doing change by himself or teaching Junior Resident

3. Equipment
   • Respiratory service by bedside
   • Nurse in room
   • Tracheotomy tray near bedside (or nearby)
   • Endotracheal tube stylet (obtained from anesthesia)
   • Replacement tracheostomy tube
   • Smaller size tracheostomy tube by bedside e.g. if tracheostomy tube size is 8.0 then have 6.0 by bedside
   • Endotracheal tube by bedside – should have equipment necessary to place endotracheal tube – this could be crash cart by door
   • Tracheostomy tube obturator by bedside
   • New Velcro tracheostomy tube tie by bedside
   • Ambu bag by bedside
   • Make sure there is adequate lighting
   • Suction and suction catheter
   • Scissors at bedside to remove skin sutures
   • Oxygen source

4. Technique
   • Turn oxygen up to 100% for several minutes
   • Check balloon on new tracheostomy tube
   • Milk balloon back on to tracheostomy and remove all air
   • Make sure obturator is in tracheostomy tube
   • Wet balloon with saline
   • Suction old tracheostomy tube with suction catheter
   • Remove skin sutures that held old tracheostomy tube
   • Make sure labeled retention sutures are not crossed – the retention sutures are used to open tracheotomy incision in case tracheostomy tube has slipped out – do not pull hard on the 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 in tracheostomy tube site
• Deliver oxygen to tracheostomy opening
• Mask ventilation if necessary
• Call for help
• Begin opening up equipment
• Consider endotracheal intubation
• Consider passing endotracheal stylet IF tracheotomy incision opening can be visualized

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