

## Behavioral Skills Checklist for School/Community Nurse Clinical Day

Hospital for Special Care

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Skill:</i>	<i>Completed:</i>	<i>Comments:</i>
<b>Pediatric Pulmonary Assessment</b>		
1. Evaluates rate, rhythm, and quality of respiration.		
2. Evaluates patient's ability to maintain effective airway.		
3. Describes color, consistency, odor, and amount of sputum.		
4. Describes lung sounds in patient.		
5. Identifies signs and symptoms of respiratory distress.		

<b>Tracheostomy Suctioning</b>		
1. Assesses need for suction.		
2. Informs patient of procedure.		
3. Washes hands, uses personal protective equipment (standard precautions).		
4. Properly positions patient for effective suctioning.		
5. Turns on suction machine and keeps pressure less than 120 mg Hg.		
6. Opens catheter/suction equipment using proper clean technique.		
7. Advances catheter gently down trach tube without applying suction.		
8. Withdraw catheter 2-3 mL. Apply suction.		
9. Maintains suction no longer than 10 seconds.		
10. Rinses tubing.		
11. Discards equipment appropriately.		
12. Washes hands.		

<b>Skill:</b>	<b>Completed:</b>	<b>Comments:</b>
<b>Trach Care</b>		
1. Assesses patient for need to perform tracheostomy care.		
2. Informs patient of procedure.		
3. Washes hands, observes standard precautions.		
4. Properly positions patient.		
5. Prepares equipment using clean technique.		
6. Performs suctioning correctly as needed.		
7. Removes inner cannula as appropriate.		
8. Cleanse stoma and performs site care.		
9. Applies trach bib appropriately.		
10. Replaces trach ties with appropriate technique and tension.		
11. Documents procedure appropriately.		

<b>Tracheostomy Change</b>		
1. Checks documentation for correct type, size, and time of last trach change.		
2. As appropriate, inform child of need for trach change.		
3. Wash hands, observe standard precautions.		
4. Assemble equipment, including appropriate size and type of trach.		
5. Sets up clean field, 10mL syringe, and 1mL water soluble lubricant.		
6. Cuffed trachs: Inflate cuff with 10mL syringe, place in clean cup with water to check pilot balloon, one-way valve and cuff. Deflate cuff.		
7. Remove inner cannula, if present, and insert obturator.		
8. Apply water-soluble lubricant to end of tube.		
9. Properly position patient to maximize access to stoma.		

<b><i>Skill:</i></b>	<b><i>Completed:</i></b>	<b><i>Comments:</i></b>
10. Second person will: <ul style="list-style-type: none"> <li>➤ Remove oxygen delivery system</li> <li>➤ Suction if necessary.</li> <li>➤ If present, deflate cuff/suction again if necessary.</li> <li>➤ Remove trach bib.</li> <li>➤ Size trach ties.</li> <li>➤ Remove old trach, noting bot the angle of the extubation, and any difficulty assoc. with the procedure.</li> </ul>		
11. First person will insert trach into stoma.		
12. Removes obturator and inserts inner cannula (if appropriate).		
13. Inflates cuff and reconnects patient to ventilator if appropriate.		
14. Holds trach tube in place while second person inserts trach tie and secures trach (should only be able to fit one finger between tape and neck.)		
15. Applies new trach bib and replaces oxygen source if other than a ventilator.		
16. Assesses patient and suctions as needed.		
17. Documents procedure including size of trach tube, tolerance to change, including evidence of problems.		

<b>Bag Ventilation</b>		
1. Puts on gloves.		
2. Positions patient to maximize airway access.		
3. Attaches manual resuscitator appropriately.		
4. Maintains adequate seal.		
5. Squeezes the bag to ventilate.		
6. Maintains proper ratio and rate.		
7. Watches for adequate rise and fall of chest.		
8. Checks for gastric distention (or instructs someone to do so).		
9. Can attach supplemental oxygen to inlet as needed.		

<b>Skill:</b>	<b>Completed:</b>	<b>Comments:</b>
<b>Emergency Measures</b>		
1. Describes what to do in an emergency situation: e.g. decannulation, mucous plugging, respiratory distress, and respiratory arrest.		

<b>Documentation/Care Planning</b>		
1. States the necessary interventions for the child with a tracheostomy at school and what should be documented.		

<b>Gastrostomy/Jejunostomy Tube</b>		
1. Describes the routine care and maintenance of specific type of gastrostomy/jejunostomy tube.		
2. Describes the process to follow if the child's gastrostomy or jejunostomy tube becomes dislodged.		
3. Describe some of the complications of feeding tube therapy and actions to take in the event of intolerance of feeding, signs of infection, tube migration, etc.		



*We Rebuild Lives.*

<b>Ventilator: (type)</b>		
1. Identifies ventilator functions on front panel.		
2. Identifies significance of alarms.		
3. Able to initiate alarm silence.		
4. Describe emergency procedure during power or equipment failure.		

**Other Skills: (Describe skills observed/discussed below or on back)**

**Skill Validator(s):**

**Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_