

Tracheostomy Support

As an NDIS provider, Life Without Barriers (LWB) must comply with the NDIS Practice Standards and Quality Indicators to deliver high quality and safe High Intensity Daily Personal Activities (HIDPA) support. In addition, trainers should use the [High Intensity Support Skills Descriptors](#) to ensure the training they offer equips LWB staff with the skills and knowledge expected to provide high-intensity supports.

To support this, on the next page is a table to guide Appropriately Qualified Health Practitioners (AQHP) in the training requirements regarding the provision of tracheostomy support.

When training LWB staff in tracheostomy support, please include ALL the essential elements relevant to the person's plan and support task.

You will be asked to complete an endorsement following training to confirm the following:

- you have accessed the NDIS LWB 5653 HIDPA Tracheostomy Support - Training Essentials (this document)
- you have accessed the relevant LWB HIDPA Support Procedure
- names of staff member/s you trained in the person's plan and support task
- that the staff member/s were assessed as competent and effectively demonstrated skills, knowledge and understanding associated with the plan, or whether further training is required.

If you have any additional questions regarding the training and requirements of our staff, please contact our Professional Learning Team at LearningDMH@lwb.org.au.

Thank you for working in partnership with LWB to maintain the safety and wellbeing of the people we support and for assisting us in complying with the [NDIS Practice Standards and Quality Indicators](#) related to the provision of Tracheostomy Support.

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
Understands the basic anatomy of the respiratory tract, the purpose and complications associated with the procedure	An understanding of the basic anatomy of the respiratory tract
	An understanding of the need and purpose for tracheostomy support
	An understanding of the person’s Tracheostomy Support Plan, including when and what action is required
	An understanding of the importance of emergency / manual resuscitation bag and how to use manual resuscitation bag
	An understanding of complications associated with the administration of tracheostomy support
	An understanding of the process of changing Tracheostomy ties and the need for two people to undertake this task
Emergency Response	How to use a manual resuscitation bag to respond if the tracheostomy tube displaces (partially or wholly falls out), when to stop the procedure and what action to take
Administration of tracheostomy support according to the person’s tracheostomy support plan	How to check the person’s Tracheostomy Support Plan
	How to wash hands and put on appropriate PPE
	How to gather equipment and prepare the area
	How to check that all emergency equipment is available and working
	Changing Tracheostomy Ties
	If using twill ties, how to cut the ties to an appropriate length
	How to thread new ties through the neck plate on the tracheostomy tube
	How to pull the ties around the back of the person’s neck and insert them through the opposite side of the neck plate

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
	<p>If using twill ties, how to tie the ends together using a flat knot</p> <p>If using velcro ties, how to secure the ties using the Velcro strip</p> <p>How to check the tension of the ties by inserting a finger between the tie and the person’s neck</p> <p>How to monitor the person for distress and complications throughout the procedure</p> <p>Clean Trachostomy Stoma</p> <p>An understanding of the level of care required to ensure the tube is not dislodged</p> <p>How to clean the tracheostomy neck plate</p> <p>How to check the skin integrity for pressure injury and breakdown</p>
Shows respect for the individual and works with them to make the process comfortable	<p>Ensuring support practice respects the person throughout the process.</p> <p>An explanation to the person of each step to be taken and seek their consent before performing any tasks</p> <p>Actively involving the person in their support, as outlined in their plan, and to their chosen level</p> <p>How to assist the person into the correct position for the procedure and reassuring them throughout the process</p>
Health, Safety and Environment	<p>How to follow hygiene and infection control procedures. For example, they wash their hands and put on appropriate PPE before commencing activities</p> <p>How to clean and dispose of all equipment and waste appropriately</p>

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
	Appropriate and accurate documentation, and when it is completed