

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Functional Area - Clinical Care

Title	Perform Tracheostomy Suction
Code	106044L4
Range	This Unit of Competency is applicable to employees in the elderly care services industry who provide clinical care to elderlies. This Competency involves the ability of analysis and making judgment. Employees are required to assess elderlies' airways condition and their ability to cough out phlegm on their own; and perform tracheostomy suction according to the guidelines and standard laid down by the institution, in order to keep their airways clear
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge on tracheostomy suction</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• understand the anatomy of the nose, mouth, pharynx and airway</li> <li>• understand the preparations of tracheostomy suction</li> <li>• understand the method of tracheostomy suction</li> <li>• Understand the supplies and tools used in tracheostomy suction and how they are assembled, including suction device, sterile suction catheter, water for irrigation, disposable gloves, personal protective equipment, suction connection tubing, water-soluble lubricant, oxygen supply, oximeter and stethoscopes.</li> <li>• understand ways to assess airway condition, including: <ul style="list-style-type: none"> <li>○ interpretation of medical records</li> <li>○ assess respiratory parameters accurately, such as breathing rate, blood oxygen saturation</li> <li>○ volume of airway secretions</li> </ul> </li> <li>• understand the guidelines and protocol of the institution regarding tracheostomy suction</li> <li>• understand the guidelines, protocol and implementation skills on infection control measures</li> </ul> <p>2. Perform tracheostomy suction</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• assess elderlies' need for tracheostomy suction</li> <li>• prepare for tracheostomy suction properly, for example: <ul style="list-style-type: none"> <li>○ explain to elderlies the purpose of tracheostomy suction and the procedures; obtain their consent and ease their fear</li> <li>○ protect elderlies' privacy; help them in stay in proper posture</li> <li>○ prepare and assemble the necessary equipment and devices; place them in appropriate position</li> <li>○ perform infection control measures, including washing hands, donning personal protective equipment</li> <li>○ if elderlies are undergoing oxygen therapy, increase oxygen concentration before tracheostomy suction</li> </ul> </li> <li>• perform tracheostomy suction appropriately <ul style="list-style-type: none"> <li>○ select the suction catheter of the right size</li> <li>○ adjust to appropriate suction pressure</li> <li>○ insert 10-15 cm of suction tubing into the tracheostomy stoma</li> <li>○ press the suction vent intermittently and roll the suction tubing gently; do not perform suction continuously for more than 15 seconds each time</li> <li>○ perform the procedure using aseptic technique</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ perform tracheostomy suction according to relevant guidelines, amount and viscosity of phlegm, and elderlies' tolerance level towards to procedure; repeat the suction if indicated to remove phlegm from their airways</li> <li>○ allow enough time to rest between each suction</li> <li>● monitor face complexion and breathing rate of elderlies during tracheostomy suction, and take appropriate measures if necessary</li> <li>● handle used equipment properly and take care of elderlies after tracheostomy suction</li> <li>● Assess the breathing condition of the elderly, including the breathing rate, lung sounds and blood oxygen saturation</li> <li>● document accurately the details of the tracheostomy suction, including the amount, colour and nature of the phlegm, for follow-up actions</li> </ul> <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>● Protect the privacy of elderlies when performing tracheostomy suction</li> <li>● Perform tracheostomy suction safely and minimize the discomfort caused</li> <li>● Be mindful of the anxiety and discomfort that elderlies may experience; offer comfort and support</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Ability to assess elderlies' breathing condition and amount of trachel secretion; exercise judgment on their need for tracheostomy suction; and</li> <li>● Ability to perform tracheostomy suction correctly; monitor elderlies' respiratory condition after the procedure; ensure secretion is removed to keep airways clear and prevent complications</li> </ul>
Remark	<p>This Unit of Competency is performed by enrolled or registered nurses, and registered physiotherapists.</p>