

Percutaneous Tracheostomy Checklist

Sign-in: Pre-procedure (BEFORE OPERATOR SCRUBS)

- Patient I.D. and Consent? (Crosscheck wristband and consent form. Are relatives aware?)
- Contraindications/complications considered? (C-spine, coagulopathy, anatomy, difficult airway)
- Feed? STOP INSULIN? (stopping feed, aspirate NG)
- Role allocation? (introduce team: who is operator? anaesthetist? nurse?)
- Tracheostomy type? (correct type and size available - consider adjustable flange)
- Check kit? (procedure trolley complete and airway kit available)
- Check bronchoscope? (light, suction, side-port occluder, airway connector)
- Alternative airway kit available? (bougie, LMA, laryngoscope, extra ETT)
- Aseptic kit and PPE? (gown/gloves/mask/hat/chlorhex/drape/eye protection)
- Where can we get further help if required?

Time-out: Prior to "incision" (OPERATOR SCRUBBED)

- Is the patient anaesthetised, paralysed, and ventilated with 100% oxygen?
- What monitoring is attached ? (ECG, SPO2, BP, ETCO2)
- Patient position optimised? (head-up tilt, height of bed, bolster under shoulders)
- Are there any other concerns or anticipated complications?
 - anaesthetist?
 - operator?
 - nurse and runner?

Sign-out: Post-procedure (OPERATOR CONFIRMS AIRWAY SECURE)

- Do we need a BAL for microbiology?
- Is the inner tube in place?
- Have we turned FiO₂ back to previous level & reviewed ventilator settings?
- Has enteral feed restarted?
- What time should we begin the sedation hold?
- Do we need a CXR? If so, who is ordering and checking CXR?
- Who is completing audit form?
- Who is cleaning bronchoscope according to SOP?
- Does anyone have any other concerns?