

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skill Domain	Clinical Care
Skill Category	Oral Suctioning and Tracheostomy Care
Skill Standard Title	Perform oral suctioning
Skill Standard Descriptor	Perform oral suctioning for client in line with care plan
Proficiency Level	Level 2 <i>Previously 'Intermediate' under CCSSF</i>
Source Code	CCSSF-CC-OSATC-3001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Communication with client, which may include: ○ Greeting ○ Explaining process ○ Having conversations ○ Checking on client readiness ○ Creating small talk ○ Acquiring information ○ Checking history (e.g. past events, actions, etc.) • Purpose of oral suctioning care, which may include: ○ Provide patent airway ○ Remove excretions ○ Improve ventilation ○ Increase tissue oxygenation • Precautions during Oral Suctioning , which may include: ○ Recent oesophageal or tracheal surgery ○ Upper airway lesions ○ Irritable airways ○ Pulmonary oedema ○ Loose teeth • Contraindications of Oral Suctioning , which may include: ○ Severe bronchospasm ○ Stridor ○ Jaw fracture ○ Soft tissue damage ○ Occluded nasal passage ○ Deranged clotting • Complications of oral suctioning, which may include (not limited to): ○ Bleeding

	○ Respiratory distress ○ Hypoxia ● Factors to consider in relation to suctioning frequency, which may include: ○ Client's ability to cough and clear own secretions ○ Amount and consistency of secretions ○ Oxygen saturation ○ Presence of infection ● Requisites for Oral Suctioning, which may include (not limited to): ○ Portable suction ○ Sterile suction catheter protective sheet distilled water ○ Sterile or clean gallipot / container ○ PPE ○ Oxygen Apparatus (PRN) ● Organisational policies in relation to: ○ Communicating with client in relation to oral suctioning care process ○ Verifying order on oral suctioning ○ Assessing client's need for suctioning ○ Assessing client's respiration rate, pattern and oxygen saturation ○ Preparing requisites for oral suctioning care ○ Performing oral suctioning ○ Completing documentation in relation to oral suctioning care ○ Reinstating environment and all items used ○ Escalating complications to qualified healthcare professionals ● Standard precautions, which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling clients with infection ○ Outbreak ○ Hand hygiene ● Relevant legal and/or industrial requirements in relation to support care functions, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health)
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Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: • Communicate with client in relation to oral suctioning care process in accordance with organisational policies and procedures • Verify order on oral suctioning in accordance with organisational policies and procedures • Assess client's need for suctioning (i.e. Coughing, mucus tenacity, noise of respiration, etc) in accordance with organisational policies and procedures • Assess client's respiration rate, pattern and oxygen saturation in accordance with organisational policies and procedures • Prepare requisites for oral suctioning in accordance with organisational policies and procedures • Position client for conducive oral suctioning or lateral position (if unconscious) • Put on personal protective equipment in preparation for oral suctioning process • Perform oral suctioning in accordance with organisational policies and procedures • Complete documentation in relation to oral suctioning in accordance with organisational policies and procedures • Reinstate environment and all items used in accordance with organisational procedures • Escalate complications to qualified healthcare professionals in accordance with organisational policies and procedures
Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Communicate with client in relation to oral suctioning care process • Assess client's need for suctioning • Maintain sterility during suction process • Put on personal protective equipment • Assess client's need for suctioning • Assess client's respiration rate, pattern and oxygen saturation • Prepare requisites for oral suctioning • Position client for conducive oral suctioning

