

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skill Domain	Clinical Care
Skill Category	Oral Suctioning and Tracheostomy Care
Skill Standard Title	Assist with the delivery of tracheostomy care*
Skill Standard Descriptor	Assist with performing tracheostomy care, prepare equipment and position client appropriately, where client is unable to self-administer (e.g. bed bound, etc.)
Proficiency Level	Level 3 <i>Previously 'Advanced' under CCSSF</i>
Source Code	CCSSF-CC-OSATC-4002-1
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.) • Types of tracheostomy tube which may include (not limited to): ○ Cuff ○ Fenestrated / non-fenestrated ○ Single / double lumen • Purpose of inserting tracheostomy tube, which may include: ○ Long term weaning from mechanical ventilation ○ Protection of tracheobronchial tree ○ Conditions leading to respiratory insufficiency ○ Relief of respiratory obstruction • Requisites for tracheostomy care, which may include (not limited to): ○ Sterile dressing set ○ Saline solution ○ Protective sheet ○ Scissors ○ Receptacle for disposal ○ PPE ○ Q tips

	• Complications during tracheostomy care, which may include: ○ Trach tube dislodge ○ Breathless ○ Obstruction ○ Bleeding • Organisational policies in relation to: ○ Communicating with client in relation to change of dressing Assessing client's need for change of dressing ○ Preparing requisites for change of dressing ○ Preparing environment (i.e. Draw curtains, switch on lights, turn off fans, adjust bed, etc.) for effective change of dressing ○ Positioning client comfortably ○ Performing tracheostomy care based on client's condition ○ Escalating complications to qualified healthcare professionals ○ Reinstating environment and all items used • Standard precautions, which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling patients 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)
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 change of dressing in accordance with organisational policies and procedures • Assess client's need for change of dressing in accordance to order • Assess client's need for change of inner cannula • Prepare requisites for change of dressing in accordance with organisational policies and procedures Position client comfortably • Put on personal protective equipment in preparation for change of dressing • Prepare environment (i.e. Draw curtains, switch on lights,

	turn off fans, adjust bed, etc.) for effective change of dressing in accordance with organisational policies and procedures • Position client comfortably in accordance with organisational policies and procedures • Perform tracheostomy care based on client's condition in accordance with organisational policies and procedures • Escalate complications to qualified healthcare professionals in accordance with organisational policies and procedures • Reinstate environment and all items used 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: • Assess client's need for change of dressing • Perform tracheostomy care based on client's condition • Escalate complications to qualified healthcare professionals • Reinstate environment and all items used