

**Suctioning - Sterile Technique**  
Skills Checklist

Child's Name: \_\_\_\_\_

Person Trained: \_\_\_\_\_ Position: \_\_\_\_\_ Instructor: \_\_\_\_\_

	Demo Date	Return Demonstration					
		Date	Date	Date	Date	Date	Date
A. States name and purpose of procedure.							
B. Identifies Supplies:							
1. Suction machine with tubing							
2. Sterile catheter kit							
3. Saline							
4. Cup of tap water							
5. Resuscitator bag							
C. Steps:							
1. Assembles supplies							
2. Washes hands							
3. Turns on suction machine and checks for function							
4. Opens package and removes kit							
5. Opens kit without touching inside							
6. Removes glove by holding inside of cuff and pulling glove over other hand							
7. Picks up catheter bag and removes catheter using gloved hand							
8. Attaches top of catheter to suction tubing							
9. Uses resuscitator bag with dirty hand to give 3-5 breaths							
10. Inserts catheter into trach tube without suction							
11. Advances catheter into trach tube without suction							
12. Applies suction by putting thumb on suction catheter adapter							
13. Twirls catheter between fingers as it is pulled out of trach tube, staying in no more than 10 seconds							
14. Gives 3-5 breaths with resuscitator bag after catheter has been removed from trach tube							
15. Repeats suctioning in above order (10-14) until secretions are removed							
16. Places drops of saline or prescribed solution in trach tube (if secretions are thick), follows with extra breaths, then suction							
17. Suctions nose and mouth with same catheter the same way							
18. Completes suctioning, disconnects catheter from suction tubing, wraps catheter around gloved hand and pulls glove off inside out							
19. Rinses suctioning tubing with tap water							

Checklist content approved by:

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Parent/Guardian Signature

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Date