PERFORMANCE CHECKLIST FOR PERFORMING NASOTRACHEAL SUCTIONING

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<td>1. Assessed for any contraindications to the procedure.</td>
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<td>2. Gathered the necessary equipment and supplies.</td>
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<td>3. Performed hand hygiene, and provided for the patient’s privacy. Introduced self to the patient and family.</td>
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<td>4. Identified the patient using two identifiers. Compared the identifiers on the MAR with information on the patient’s identification bracelet.</td>
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<td>5. Placed a pulse oximeter on the patient.</td>
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<td>6. Helped the patient sit up or placed the patient in a semi-Fowler’s position.</td>
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<td>7. Performed hand hygiene, and put on a mask, goggles, or face shield if splashing is likely.</td>
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<td>8. Connected one end of the connecting tubing to the suction machine, and placed the other end in a convenient location near the patient. Turned on the suction device, and set the suction pressure as low as possible. Occluded one end of the connecting tubing to check the pressure.</td>
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<td>9. Prepared the one-time-use suction catheter: A. Using aseptic technique, opened the suction kit or catheter. If a sterile drape is available, placed it across the patient’s chest or on the overbed table. Did not</td>
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allow the suction catheter to touch any nonsterile surfaces.

B. Unwrapped or opened the sterile basin, and placed it on the bedside table. Did not touch the inside of the basin. Filled the basin with 100 mL of sterile normal saline solution or water.

C. Opened the lubricant. Squeezed a small amount of the lubricant onto the open sterile catheter package without touching the package.

10. Applied a sterile glove to each hand.

11. Picked up the suction catheter with dominant hand without touching any nonsterile surfaces. Picked up the connecting tubing with nondominant hand. Secured the catheter to the tubing.

12. Checked that the equipment is functioning properly.

13. Suctioned the airway:

A. Nasopharyngeal and nasotracheal suctioning:
   (1) Increased the oxygen flow rate for face masks, as ordered by the health care provider. Had the patient take slow, deep breaths.
   (2) Lightly coated the distal end of the catheter 6 to 8 cm with the water-soluble lubricant.
   (3) Removed the oxygen delivery device, if applicable, with nondominant hand. Without applying suction, and using dominant thumb and forefinger, gently but quickly inserted the catheter into one of the patient’s nares. Instructed the patient to inhale deeply.
while they inserted the catheter following the natural

course of the nares. Slightly slanted the catheter
downward. Did not force the catheter through the nare.

(4) Positioned the catheter according to

nasopharyngeal or nasotracheal guidelines. Pulled the
catheter back 1 to 2 cm before applying suction.

(5) Applied continuous suction by placing

nondominant thumb over the vent of the catheter for 15
seconds or less and slowly withdrawing the catheter
while rotating it back and forth between dominant

thumb and forefinger. Encouraged the patient to cough.

Replaced the patient’s oxygen device, if applicable, and

had the patient breathe deeply.

(6) Assessed the need to repeat the suctioning

procedure. Watched for alterations in the patient’s

cardiopulmonary status. When possible, allowed

adequate time between suction passes for ventilation

and oxygenation. Encouraged the patient to breathe

deeply and cough with the oxygen mask in place.

(7) Rinsed the catheter and connecting tubing with

normal saline or water until it is cleared.

14. Disconnected the catheter from the connecting tubing.

Rolled the catheter around the fingers of dominant

hand. Pulled the glove off inside out so that the catheter

remained coiled inside of the glove. Pulled off the other
glove over the first glove in the same way. Discarded

the gloves with the used catheter and other supplies in

the appropriate receptacle. Turned off the suction
15. Removed the towel, placed it in the laundry or appropriate receptacle, and repositioned the patient.

16. If indicated, readjusted the patient’s oxygen to the original level.

17. Discarded the remainder of the normal saline in the appropriate receptacle. If the basin is disposable, discarded it into the appropriate receptacle. If the basin is reusable, rinsed it and placed it in the utility room.

18. Placed an unopened suction kit on the suction machine table or at the head of the bed.

19. Positioned the patient, and provided oral hygiene as needed.

20. Helped the patient into a comfortable position, and placed toiletries and personal items within reach.

21. Placed the call button within easy reach, and made sure the patient knows how to use it to summon assistance.

22. Raised the appropriate number of side rails and lowered the bed to the lowest position.

23. Performed hand hygiene

24. Documented and reported the patient’s response and expected or unexpected outcomes.