I. CLEANING RE-USABLE INNER CANNULA (Shiley Tracheostomy tubes - LPC, CFS, CFN and FEN)

Purpose: Properly and safely clean and replace inner cannula; Maintain patent tracheostomy tube and minimize risk of infection.

Clinical Considerations: This protocol is followed unless the patient’s physician specifically orders different care for the patient’s re-usable or disposable inner cannula.

Assemble Supplies:

- Spare Inner Cannula (SIC) - designed for short term use while permanent inner cannula is being cleaned. 10 minutes is the suggested time limit for continual usage for the SIC. Secretions may build up on the inside of the outer cannula if SIC is used longer than the recommended time. SIC will need to be ordered separately for your patient if inner cannula is re-usable.
- Clean gloves
- Container with a solution of half hydrogen peroxide and half water
- Small bristle brush
- Pipe cleaners

Preparation:

1. Read physician’s order for detailed instructions specific to the patient.
2. Explain and prepare the patient for the procedure.
3. Prior to performing the procedure, assemble appropriate supplies and plan all actions.
4. Utilize appropriate infection control techniques while preparing, using, and discarding supplies.
5. Position patient to optimize ease of procedure. Use shoulder roll or other positioning device as appropriate.

Procedure:

1. Wash hands and apply clean gloves.
2. Hold the tracheostomy tube flange steady with one hand.
3. Remove ventilator if applicable.
4. With the other hand, grasp the twist-lock inner cannula connector and carefully unlock it using a counter clockwise motion.
5. Pull the inner cannula out of the tracheostomy tube using a downward motion.
6. If you need to use a ventilator during this cleaning procedure, insert a clean SIC into the tracheostomy tube and secure it by gently twisting it clockwise until it locks and re-attach ventilator.
7. Place the soiled inner cannula in a small wash basin containing a solution of half hydrogen peroxide and half water and clean with small, non-abrasive brush or pipe cleaner to gently remove mucous.
8. After cleaning, rinse the inner cannula thoroughly with tap water to remove all hydrogen peroxide and debris.
9. Air-dry the inner cannula by gently shaking it.
Cleaning and Replacing Inner Cannula Protocol

10. Hold the tracheostomy tube flange steady with one hand.
11. Remove the ventilator.
12. Remove the SIC.
13. Reinsert the clean twist-lock inner cannula into the tracheostomy tube and secure it by gently twisting it clockwise until the blue dot on the inner cannula lines up with the blue dot on the tube.
14. Re-attach ventilator if applicable.
15. Clean SIC per above procedure, allow to air dry completely and store in a clean zip lock bag.
16. Properly dispose of or clean all supplies.
17. Document the procedure, including tolerance and use of SIC if applicable.

II. REPLACING A DISPOSABLE INNER CANNULA - (Shiley Tracheostomy tubes - DCFN, DCFS, DCT, DFEN, PERC)

Purpose: Maintain patent tracheostomy tube and minimize risk of infection.

Clinical Considerations: Patient may have a re-usable or disposable inner cannula requiring different care. Disposable inner cannulas are used for 24 hours and discarded.

Assemble Supplies:
- New disposable inner cannula
- Clean gloves

Preparation:
1. Check physician’s order for detailed instructions specific to the patient.
2. Explain and prepare the patient for the procedure.
3. Prior to performing the procedure, assemble appropriate supplies and plan all actions.
4. Utilize appropriate infection control techniques while preparing, using, and discarding supplies.
5. Position patient to optimize ease of procedure. Use shoulder roll or other positioning device as appropriate.

Procedure:
1. Wash hands and apply clean gloves.
2. Hold the tracheostomy tube flange steady with one hand.
3. Remove ventilator if applicable.
4. With the other hand, gently squeeze the snap-lock and pull the inner cannula out of the tube using a downward motion.
5. Throw away the used inner cannula
6. Continue to hold the neck flange steady.
7. Gently squeeze the snap-lock of the new inner cannula and insert it into the tube. Release the snap lock connector when it securely locks onto both sides of the connector rim.
8. Reattach ventilator if applicable.
9. Properly dispose of or clean all supplies.
10. Wash hands.
11. Document the procedure, including tolerance.