

Step-by-Step: Changing Your Tracheostomy

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Collect your supplies on clean cloth: correct size trach tube with obturator, next smaller size trach tube, gauze pads, cotton swabs, split gauze pad, premeasured and cut new ties; disposable gloves; lubricant jelly; sterile saline solution.

Emergency supplies: manual ventilator bag, suctioning device with catheter.

Wash your hands with soap and water for at least 20 seconds.

Put on clean disposable gloves.

Open the new trach tube package.

Prepare the new trach tube. Insert the obturator into the trach tube. Move the obturator back and forth to make sure it can slide out easily.

Lubricate the tip of the obturator with water-based lubricating jelly. Return the prepared trach tube to the opened package.

Detach the old ties while holding the trach tube in place.

Remove the old gauze and clean under the neck plate. Using clean gauze or cotton swabs moistened in a sterile solution, wipe in a clockwise direction around the trach tube.

Use a new gauze pad or cotton swab for each quadrant. Pat dry.

Take several deep breaths.

Pull out the old trach tube.

Immediately insert the new trach tube at an angle. Push down into place.

Hold the edges of the tube and remove the obturator right away.

Insert the new inner cannula and turn counterclockwise to lock into place.
Attach new ties leaving enough space to insert one finger.

Place clean split gauze under the neck plate.

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Dispose of the sterile saline solution. Dispose of the old trach tube, old ties and gloves.

Wash your hands with soap and water for at least 20 seconds.