### ICU Percutaneous Tracheostomy Insertion Checklist

**B@EASE**

#### Equipment
- **Bedside airway kit**
  - Video & Direct Laryngoscopes
  - Suction, Facemask, Adjuncts
  - Bougie, Bag-valve-mask
- **Bedside bronchoscopic kit**
  - Bronchoscope adapter / port
  - Monitor visible to all
- **Bedside tracheostomy kit**
  - Percutaneous insertion kit
  - Limited surgical kit
  - Sutures & dressings
- **Available equipment & staff**
  - Advanced airway & FONA
  - Surgeon (who, how to call)
  - Diathermy, light, haemostasis
- **Drugs & IV access**
  - Local Anaes +/- adrenaline
  - Sedation / analgesia / paralysis
  - Emergency drugs available
- **Monitoring**
  - End-tidal CO₂
  - BP / IABP, ECG, SpO₂ with sound
  - Timer visible

#### Airway / Anaesthesia

**Prepare the patient**
- **Positioning**
  - Elevate shoulders
  - Extend neck
  - Support head
- **Ultrasound neck**
  - Identify trachea, vessels, depth
- **Feeding**
  - Stop / aspirate enteral feed
- **Ventilation**
  - 100% Oxygen
  - Adjust settings and alarms
  - Consider: VCV, increase P insp, 1:1
- **Haemodynamics**
  - Agree upper & lower BP limits
  - Agree who will monitor
  - Agree actions if BP high/low
- **Check**
  - Clotting result
  - Anticoagulants & Antiplatelet Rx
  - Consent completed appropriately
  - Relatives aware

#### Staff

**Prepare the team**
- **Introductions & roles**
  - Team leader
    - Ideally not operator
    - Situational awareness:
      - Vital signs monitor
      - Directs staff
      - Notes the time
  - Airway operator
  - Airway assistant
  - Tracheostomy operator
  - Runner
  - Additional staff
    - Second tracheostomy operator
    - Second airway operator
    - Tracheostomy surgeon
- **Check**
  - Ensure contact methods are clear

#### Emergency Plan

**Prepare for difficulty**
- Known / anticipated difficult airway
- **Verbalise airway plan**
  - Re-position or replace tracheal tube
  - VL or DL
  - Hyperinflate cuff and secure tube
  - Verbalise re-intubation plan
  - Verbalise failed re-intubation plan
  - Plan B/C
  - Plan D FONA / tracheostomy
  - Tracheal tube insertion may require digital guidance via the stoma following tracheotomy
- **Verbalise tracheostomy plan**
  - Key steps
    - Bronchoscopic / ETCO₂ confirmation
    - Suction prior to first ventilation
  - **Verbalise failed tracheostomy plan**
    - How many attempts
    - When / who to call for help
    - Plan for bleeding
    - Plan for failure to insert trachy tube
Complete the sections on both sides. Each checklist statement requires a Yes, No, Not Applicable, or Discussion within the team.

**Sign In**
- Patient details (check ID)
  - Name:
  - Hospital number:
  - Date & Time:
- Indication for tracheostomy
- Baseline:
  - FiO2
  - PEEP
  - P insp
  - Tidal Volume
- Check allergies:
  - Local anaesthetic
  - Cleaning (iodine / chlorhexidine)

**Time Out**
- Complete B@EASE checklist overleaf
- Team leader
- Tracheostomy operator
- Airway operator
- Responsible clinician name / sign

**Sign Out**
- Return patient to standard post-procedural position
- Describe tracheostomy tube tip position
  - Distance from carina
  - Adjustable flange (if applicable)
  - Orientation
- Describe any complications
- Securing the tube:
  - Ties
  - Sutures (with removal plan)
- Inner cannula inserted
- Cuff pressure checked
- Review vent settings
- Sedation plan
- Thromboprophylaxis or Anticoagulation plan
- Bedhead sign complete
- Chest X-Ray? Add notes

**Notes**