

Pediatric Open Tracheotomy Evaluation Sheet.

Date: (MM/DD/YY) _____
 Trainee Name: (Last) _____ (First) _____
 Level of Training: _____
 Evaluator Name: (Last) _____ (First) _____

Task-Specific Items	Not Done or Done Incorrectly	Done Correctly	Not Observed
Surgical goals, preparation, and potential challenges			
1. Assesses anatomy, physical limitations, and ventilator settings to determine feasibility, potential challenges, and concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of instruments			
2. Selects appropriate surgical instruments and tracheostomy tube (diameter, length, cuff) and verifies availability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with operative team			
3. Discusses roles in shared airway with anesthesiologist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient position and exposure			
4. Brings head of patient to top of bed and uses appropriately sized shoulder roll and extension if not contraindicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracheotomy			
5. Marks appropriate landmarks and incision, taking into account cervical collar if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Identifies and dissects midline between strap muscles avoiding or ligating anterior jugular veins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Safely manages thyroid gland, where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Palpates cricoid cartilage and considers need for cricoid hook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensures suction, tracheostomy tube, and smaller tracheostomy tube are prepared prior to entering airway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Places retention sutures that expose the airway and do not pull through cartilage. Considers taping these to the chest and labeling them as "right" and "left."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Communicates with anesthesiologist prior to entering the airway about decreasing the F _i O ₂ , deflating the endotracheal tube cuff, where necessary, and pulling back the endotracheal tube, where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Inserts tracheostomy tube atraumatically, removes obturator, and reconnects circuit while holding tracheostomy tube in place the entire time without long delay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ensures ties prevent tracheostomy from falling out but do not obstruct venous flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of items performed correctly: _____
 Was this a standard case? Yes No If not, why? _____
 Is this resident competent to perform this procedure? Yes No

Global Rating Scale					
	1	2	3	4	5
1. Respect for tissue	Frequently used unnecessary force on tissue or caused damage by inappropriate use of instruments		Carefully handled tissue but occasionally caused inadvertent damage		Consistently handled tissues appropriately with minimal damage
2. Time and motion	Many unnecessary moves		Efficient but some unnecessary moves		Clear economy of movement and maximum efficiency
3. Instrument handling	Repeatedly made tentative or awkward moves by inappropriate use		Competent use of instruments but occasionally appeared stiff or awkward		Fluid moves and no awkwardness
4. Knowledge of instruments	Frequently asked for wrong instrument or used inappropriate instrument		Knew names of most instruments and used appropriate instruments		Obviously familiar with instruments and their names
5. Use of assistants	Consistently placed assistants poorly or failed to use assistants		Appropriate use of assistants most of the time		Strategically used assistants to the best advantage at all times
6. Flow of operation and forward planning	Frequently stopped operating or unsure of next move		Some forward planning with reasonable progression of procedure		Obviously planned course of operation with effortless flow from one move to the next
7. Knowledge of specific procedure	Deficient knowledge. Needed specific instruction at most steps		Knew all important steps of operation		Demonstrated familiarity with all aspects of operation

Total score (sum all numbers): _____
 Was this a standard case? Yes No If not, why? _____
 Is this resident competent to perform this procedure? Yes No