

# 10-STEP GUIDE TO PROPER SUCTIONING IN THE HOME

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ballardathome.com



## 1 PREPARE



- Prepare for the procedure by washing your hands<sup>1</sup>, and then open the package and remove all caps from the catheter.

## 2 CONNECT THE VALVE



- Connect the thumb valve to the suction tubing and verify the correct vacuum setting on the suction machine.<sup>2</sup>

## 3 CONNECT CATHETER



- Attach the catheter to the tracheostomy (trach) tube and reconnect the ventilator circuit.<sup>3</sup>

## 4 ADVANCE CATHETER



- Support the elbow adapter and the trach tube with one hand. Then grasp the catheter through the sleeve and advance the catheter slowly into the airway.

## 5 MATCH DEPTH MARKINGS



- Insert the catheter until the proper number is visible in the dome.<sup>4</sup>

## 6 PERFORM SUCTIONING



- Perform suctioning by pressing the thumb valve.

## 7 WITHDRAW CATHETER



- Supporting the trach tube, pull gently until the catheter tip is visible in the dome or the black marker is visible in the sleeve.

## 8 RINSE



- Rinse the catheter by first opening the irrigation port and inserting a 15 oz. saline vial, then slowly depress the thumb valve while squeezing the vial.<sup>5</sup>

## 9 APPLY STICKERS



- Apply the appropriate day sticker to the thumb valve.

## 10 REPLACE CAPS



- Disconnect the catheter and replace storage caps until next use.<sup>6</sup>

### NOTES:

1. Clean gloves can be used, but are not a substitute for hand washing.
2. The setting on the suction machine will be set by your healthcare provider, and probably will not need to be changed. If it is changed accidentally, then it should be set as follows:
  - Turn on the suction machine, depress the thumb valve on the BALLARD\* Closed Suction System and hold it down.
  - While depressing the thumb valve, adjust the suction machine to the setting instructed by your healthcare provider. If that number is unknown, then set it to between 80 and 100 mmHg on the dial.
3. If the patient is not on ventilatory support, the patient should take some deep breaths before suctioning. If on a ventilator, follow the instructions given to you by your healthcare provider.
4. Follow the instructions given to you by your healthcare provider or refer to the IFU.
5. It is important to rinse the catheter completely by continuing to depress and squeeze until the saline vial is empty.
6. The BALLARD\* Closed Suction System may be stored while attached to the suction tubing, or it may be detached.