

Read before changing any tube



Caution: Frequent and routine changes of the trach tube are recommended. Shiley™ trach tubes should not be used more than 29 days and should be replaced and discarded per your doctor's instructions.

Note: Always follow your doctor or hospital's directions, if they differ from the directions in this handbook. Do not attempt to change your trach tube unless you have been trained to do so. Contact your doctor or hospital with any questions you may have.

Note: Always keep complete, sterile replacement trach tubes handy (one the same size and one smaller) in case of an emergency.

Note: Shiley™ trach tubes are designed for single-patient use only and cannot be resterilized by any method.

Caution: Carefully read and understand the Instructions for Use packaged with each trach tube before using it.

Changing your trach tube at the recommended intervals helps to ensure proper operation of your Shiley™ trach tube. Your tubes should not be used more than 29 days and should be replaced and discarded per your doctor's instructions.

How to change a cuffed tube

1. Wash hands. Put on gloves.
2. Take the replacement trach tube out of its container. Take care to avoid damaging the cuff, inflation line, or pilot balloon. Remove the inner cannula, if it is in place.
3. Use a clean, dry syringe to inflate the cuff to the proper leak test volume. The markings on the syringe show air volume. The following are test volumes only. Your doctor will tell you the appropriate inflation volume to use when the tube is in your trachea.
4. Place the entire tube, including inflation line, in a small wash basin with enough sterile water to cover it, and watch for bubbles indicating an air leak.



2



4

Read before changing a cuffed tube



Note: During the leak test, if you see any air leaks, do not use the tube.

Caution: Carefully air-dry the inflation line before inflating to ensure no water enters when you inflate the cuff.

Caution: Do not use anything sharp while handling the cuff to avoid causing damage to it.

Note: Do not use petroleum-based products, such as Vaseline™ jelly, to lubricate your tube.

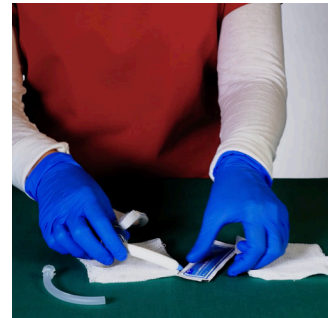
Note: If you have a fenestrated tube, insert the inner cannula before inflating the cuff.

Note: If you use a fenestrated tube, make sure the cuff is fully deflated prior to using a decannulation plug.

5. Deflate the cuff completely using a syringe. As you are doing this, gently push the cuff away from the end of the tube. Be sure to remove all air. (This makes it easier to insert the tube.)
6. Insert the ties through one neck flange hole (under the old ones). Insert the obturator into the cannula. (Do this before inserting the tube.)
7. Lubricate the tube using a thin layer of water-based lubricant.
8. Place the tube on a sterile surface.
9. If required, suction secretions that might have pooled above the cuff of the old tube. Follow your doctor's or hospital's directions for this procedure.
10. Deflate the cuff completely using the syringe, cut the ties, and remove the old tube.
11. As you breathe in, gently insert the new tube, pushing back and then down in an arcing motion.



6



8

What you will need

- Blunt-nose scissors
- Disposable gloves
- Precut trach dressing
- Replacement trach tube
- Small wash basin
- Sterile 4 x 4 in. gauze
- 10 cc syringe (for cuffed tubes)
- Twill tape or Shiley™ trach tube holder
- Water-based lubricant

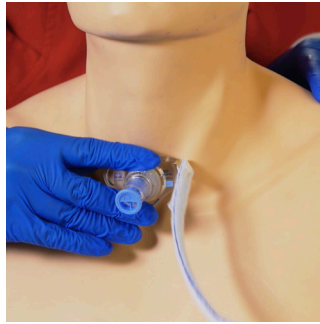


10

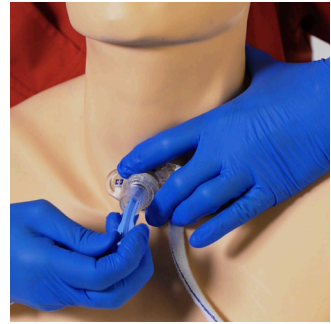


11

12. Immediately remove the obturator, while holding the tube in place with your fingers.
13. Insert the new inner cannula making sure that it is properly secured in place. If you use a twist-lock inner cannula, it is secure when you feel it lock into place and the blue dots on the inner and outer cannulae are lined up. If you are using a disposable inner cannula, make sure that both sides of the winged flange are snap-locked securely in place.
14. Inflate the cuff to the proper volume using a syringe. (Your doctor will tell you what volume to use.)
15. Finish fastening the ties as described on page 9.
16. Throw away the old tube.



12



13



13



13