



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: SUCTIONING	Policy No.: 604.3 Revised: Jan 2016 Supersedes: June 2013 Page: 1 of 2
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PURPOSE:

To communicate occupational therapy and recreation therapy treating staff's responsibilities related to suctioning and the maintenance of the suction machine and supplies.

POLICY:

All Occupational Therapy and Recreation Therapy Personnel who work with patients who have difficulty handling secretion will be trained in clean suctioning procedures. All treatment areas will be equipped with a suction machine and the established procedure will be followed for its maintenance.

PROCEDURE:

A. Training

1. Treating staff (Occupational Therapists, Occupational Therapy Assistants, Recreation Therapists) who work with at-risk patients, will be trained according to the Nursing Department's clean suctioning procedure and will be checked for their competency annually.
2. Training will consist of instructions and demonstration followed by return demonstration and check-out.

B. Equipment and Supplies

1. Staff should check that patients have proper suction catheters (and, if needed, ambu bag) prior to beginning treatment or taking them off the unit.
2. Suction machines should be equipped at all times with the following supplies:
 - a. Disposable collection canister
 - b. Disposable sterile catheters and collecting tubing
 - c. Sodium chloride solution (normal saline 0.9%)

- d. Disposable gloves
 - e. Paper cups
 - f. Paper bags for disposal of used supplies
 - g. Tissue
3. Write date and time when new solution containers are opened. Any solution bottle found with cap off or not properly dated will be discarded. Discard used containers after 24 hours.
 4. Disposable collection containers are replaced every 24 hours Q! when % full, sealed and disposed of in plastic lined trash containers.
 5. Suction canisters are for single patient use only.
 6. The Bio-Medical Department, at extension 6328, will service the suction machine routinely, per Nursing Policy and Procedure.
- C. For detailed procedure:
1. Refer to Nursing Procedure on suctioning techniques: Tracheostomy (Policy No. C142) found in the Nursing Procedure Manual on each unit.

Director, Occupational Therapy and Recreation Therapy Department

Signature (s) On File