CLINICAL CHECKLIST · PEDIATRIC COMPLEX CARE PLATFORM

Pre-Tracheostomy Family Meeting Checklist

A structured family meeting to support an informed, shared decision about tracheostomy

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OWNER	**VERSION**	**APPLIES TO**
Pediatric Complex Care Platform	1	Pediatric patients

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Intended for healthcare professionals as a clinical reference. Apply with clinical judgment and in line with local protocols.

Patient: _____ **Date:** _____

Lead clinician: _____ **Interpreter:** ☐ Not required ☐ Name: _____

Attendees (family and team): _____

Team involved: ☐ ENT ☐ PICU ☐ Complex Care ☐ Respiratory therapy ☐ Nursing ☐ Palliative care

1 Understanding tracheostomy and its indications

- ☐ Explain the clinical indication for tracheostomy.
- ☐ Describe the procedure using pictures, diagrams or a tracheostomy model.

2 Benefits, risks and alternatives

- ☐ Discuss the anticipated **benefits** of tracheostomy and the potential impact on the child's **quality of life**.
- ☐ Discuss potential **complications** of tracheostomy, including surgical and anesthesia-related risks, tube obstruction, accidental decannulation, bleeding, infection and airway injury.
- ☐ Discuss whether tracheostomy is expected to be **temporary or long-term**, including the possibility of decannulation.
- ☐ Discuss available **alternatives**, including continued non-invasive respiratory support and comfort-focused care, when clinically appropriate.

3 Postoperative course and hospitalization

- ☐ Explain the expected postoperative course, including PICU admission when indicated.
- ☐ Discuss initial tracheostomy care and the timing of the first tube change.
- ☐ Discuss the anticipated duration of hospitalization and factors that may delay discharge.
- ☐ Explain caregiver training and discharge readiness requirements.

4 Home care requirements and expectations

- [ ] Discuss the need for **continuous availability of a trained caregiver**, including CPR and tracheostomy emergency training.
- [ ] Explain routine tracheostomy care.
- [ ] Review required equipment, supplies, monitoring devices and backup arrangements.
- [ ] Discuss the impact on daily activities, transportation, schooling and family routines.
- [ ] Clarify the availability and limitations of home nursing and community healthcare services.

5 Family readiness and psychosocial considerations

- [ ] Explore the family's understanding, expectations and concerns regarding tracheostomy.
- [ ] Discuss the potential impact on family life, caregiver well-being and siblings.
- [ ] Identify primary caregivers and assess their anticipated capacity to provide the necessary care.
- [ ] Explore available family, social and financial support.
- [ ] Identify anticipated challenges and barriers to caring for the child at home.

6 Shared decision-making and goals of care

- [ ] Explore the family's goals of care.
- [ ] Discuss how tracheostomy aligns with the child's overall goals of care and anticipated prognosis.
- [ ] Involve pediatric palliative care or other relevant specialists when appropriate.
- [ ] Allow sufficient time for questions, reflection and further discussions.

7 Documentation and follow-up

- [ ] Provide written educational materials.
- [ ] Confirm family understanding using **teach-back**.
- [ ] Document the discussion, family's goals of care and any outstanding questions.
- [ ] Identify any required follow-up discussions or consultations.
- [ ] Document the agreed next steps and decision-making status.

? Suggested questions for family discussion

- What is your understanding of why a tracheostomy is being considered for your child?
- What are your hopes and worries about the tracheostomy?
- What matters most to you when considering your child's care and quality of life?
- How do you think a tracheostomy might affect your child's life and your family's daily routine?
- What challenges do you anticipate in caring for your child at home?
- Who would be available to support you in caring for your child?
- What support would you need from the healthcare team?
- What additional information would help you make a decision?

Family decision: ☐ Proceed with tracheostomy ☐ Decline ☐ Undecided: further meeting planned

Outstanding actions / next steps: _____

_____

Formal surgical consent is obtained separately through the appropriate process.

i **Note:** this meeting is not a discharge training session; competency-based caregiver training follows a separate structured pathway. Limited family resources or caregiver capacity should prompt **additional support planning**, not automatic exclusion from tracheostomy.