

Title of Document	Mechanical Cough Assist
Name of Department	Clinical Team

What type of document is this?	Work Instruction (WI)	This is a simple guide to follow in order to complete a particular task	
Which Helping Hands policy/SOP does this WI relate to?	NA	Index number of policy/SOP	NA

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	

Custodian of document	Clinical Team	Committee/Group responsible for this document	Quality & Governance Committee
Approval date and committee chairperson signature	17.11.23	When is its next scheduled review?	17.11.26

Who does it apply to?	Staff working with customers					
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?	No

Purpose of the Work Instruction	To ensure that all applicable staff understand requirements of Mechanical Cough Assist when supporting customers
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Mechanical Cough Assist Work Instruction

1.0 Purpose

Mechanical cough assist is a medical device that can be used to assist coughing effort by a positive pressure breath followed by a rapid change to negative pressure to simulate a cough. It is known as 'manual insufflation-exsufflation' and can be applied via a mask, mouthpiece, endotracheal or tracheostomy tube. It is most useful in patients with an ineffective cough due to muscle weakness, in conditions such as muscular dystrophies, myasthenia gravis, spinal muscular atrophy, spinal cord lesions, Motor Neuron Disease etc. Indications that cough assistance is needed are inability to clear secretions, 'chesty' respirations, audible mouth secretions, non-productive cough and poor inspiratory effort.

2.0 Procedure

- 2.1 Explain the procedure and gain consent from the customer.
- 2.2 Carer washes their hands and dons' disposable gloves and apron, (Check current guidelines for PPE advice on face coverings).
- 2.3 Plug in the cough assist and ensure it is on a flat, stable surface.
- 2.4 Set up the circuit – machine, filter, tubing, mask as per manufacturer's instructions.
- 2.5 Carry out any chest physio techniques prior to cough assist to optimise treatment and position the customer as indicated. The Respiratory Team's guidance notes will advise further on this.

These instructions are generalised. Please refer to the manufacturer's instructions for your customer's specific machine. Settings are usually set and locked into the machine by the customer's respiratory team and should not be changed without their explicit instruction.

Techniques for use;

- 2.6 Encourage patient to cough with the breath out.
- 2.7 5 breaths in and out at a time followed by 30-60 sec rest. Usually, 3-5 'cycles' are enough to produce a cough. Repeat up to 10 times as needed.
- 2.8 Cough assist should not be used for longer than 5 minutes and is for intermittent use only.
- 2.9 Oral suction using a Yankeur suction tube may be required to clear secretions from the mouth. Training and competency sign off with a registered nurse will be required before this can be performed.
- 2.10 Observe the customer throughout for signs of pain, respiratory distress or fatigue. If any of these occur stop the procedure. In the event of emergency assistance needed dial 999 and ask for an ambulance.
- 2.11 Once you have completed the procedure, disconnect the tubing from the mask.
- 2.12 Discard the connector and tubing into a securely tied waste bag. The anti-bacterial filter may be kept and re-used for up to two weeks or unless visibly soiled.

- 2.13 The face mask may be used until it becomes damaged. Use soap and water to clean and dry.
- 2.14 Ensure face mask is dried thoroughly before being stored.
- 2.15 In between treatments, the antibacterial filter and face mask can be stored in a clean, sealed, plastic bag once completely dry.
- 2.16 Clean external surfaces of the cough assist device as per manufacturer's guidelines.
- 2.17 Remove PPE and wash your hands.
- 2.18 Document the procedure in the Daily Log, highlighting the pressure settings, number of cycles and any concerns.
- 2.19 Any concerns must be immediately reported to the Branch Manager or LICM and the customer's Respiratory Team. Any fault with the machine must be immediately reported to the Branch Manager/LICM and the machine should not be used until assessed by the service engineer.

3.0 Training

Training is completed with a Helping Hands Regional Clinical Lead or the customer's Respiratory Nurse or Physiotherapist.

Oral suction training will also be required to gain full competency sign off for mechanical cough assist and would be completed with the Helping Hands Regional clinical lead or the customers Respiratory Nurse or Physiotherapist. All training must be signed off by the clinician training for training records.

Note – Equality Impact Assessments are not required for Work Instructions

What was the previous version number of this document?	Version 01	
Changes since previous version	Review by Clinical team, amendments to 1.0 and 3.0	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Team	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands
Associated Documents	Training & Competency Form – Academy	