

Examples of one-way valve documentation proformas – S.P.E.A.K

### One-way Valve in line (Drager V500/ V800)

- S -** >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐
- P -** Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐
- E -** Cuff deflated slowly & fully ☐
- A -** Observed leak (Percentage difference in VT<sub>i</sub> and VT<sub>e</sub> or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed ventilator to NIV mode ☐  
 MV and Apnoea alarms turned off in alarm settings ☐  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:
- K-** Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

### One-way Valve in line (Drager Evita XL)

- S -** >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐
- P -** Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐
- E -** Cuff deflated slowly & fully ☐
- A -** Observed leak (Percentage difference in VT<sub>i</sub> and VT<sub>e</sub> or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed ventilator to NIV mode ☐  
 Apnoea alarm turned off in alarm settings ☐  
 Minute Ventilation 'low alarm' limit set to 0.1 l/min ☐  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:
- K-** Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

Examples of one-way valve documentation proformas – S.P.E.A.K

### One-way Valve in line (Servo-I/U)

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐

**E** - Cuff deflated slowly & fully ☐

**A** - Observed leak (Percentage difference in VT<sub>i</sub> and VT<sub>e</sub> or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed ventilator to NIV mode ☐  
 Minute Ventilation 'low alarm' limit set to 0.5 l/min ☐  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

### One-way Valve in line (Hamilton G5/C3/C6)

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐

**E** - Cuff deflated slowly & fully ☐

**A** - Observed leak (Percentage difference in VT<sub>i</sub> and VT<sub>e</sub> or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed ventilator to NIV mode ☐  
 Minute Ventilation 'low alarm' limit set to 0.6 l/min ☐  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

Examples of one-way valve documentation proformas – S.P.E.A.K

### One-way Valve in line (Hamilton T1/C1/MR1) – with Speak Valve function

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO2 < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐  
 Ti observed ☐: sec

**E**- Cuff deflated slowly & fully ☐

**A**- Observed leak (Percentage difference in VTi and Vte or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Speak Valve Mode turned on ☐  
 Ti set 0.2-0.4 sec >observed Ti ☐: sec  
 High Vt (in alarms) set just above observed Vt ☐: mls  
 Low Pressure (in alarms) set just below observed pressure ☐: cmH<sub>2</sub>O  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

### One-way Valve in line (Hamilton T1/C1/MR1) – without Speak Valve function

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO2 < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐  
 Ti observed ☐: sec

**E**- Cuff deflated slowly & fully ☐

**A**- Observed leak (Percentage difference in VTi and Vte or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed to NIV/ NIV-ST mode on ☐  
 Reduced 'low MV' alarm parameter to 0.6 l/min ☐  
 EtCO<sub>2</sub> monitoring turned off ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

Examples of one-way valve documentation proformas – S.P.E.A.K

### One-way Valve in line (NIPPY 3/4/4+)

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐  
 Ti observed ☐: sec

**E**- Cuff deflated slowly & fully ☐

**A**- Observed leak (Percentage difference in VTi and Vte or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 EtCO<sub>2</sub> monitoring turned off? Yes ☐ N/A ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

### One-way Valve in line (NKV-330 NIV)

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for OWV as per guidelines (e.g: FiO<sub>2</sub> < 0.40/ PEEP <10/ PS <+16) ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐  
 Ti observed ☐: sec

**E**- Cuff deflated slowly & fully ☐

**A**- Observed leak (Percentage difference in VTi and Vte or percentage leak (should be >40% to be sufficient to use one way valve) :  
 Placed OWV in line with connector ☐  
 Changed to 'mask with exhalation port' interface on ☐  
 EtCO<sub>2</sub> monitoring turned off? Yes ☐ N/A ☐  
 Ventilation settings changed (PS or PEEP) : No ☐ Yes ☐ If yes, please document changes:

**K**- Time completed with OWV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :

OWV removed, cuff re-inflated after OWV removal & ventilator returned to baseline settings.

Examples of one-way valve documentation proformas – S.P.E.A.K

**Self-ventilating with one-way valve**

**S** - >48hrs post tracheostomy insertion ☐  
 Patient assessed as suitable for PMV as per guidelines ☐

**P** - Subglottic aspirated (mls): N/A ☐  
 Explanation given to patient: Yes ☐ N/A ☐

**E**- Cuff deflated slowly & fully ☐

**A**- Observed audible/ palpable air leak from upper airway ☐  
 If patient ventilated prior to PMV then observed air leak >40% (Vte vs Vti) ☐ N/A ☐  
 Patient tolerates finger tip occlusion Yes ☐ No ☐  
 Placed PMV in situ with humidified O<sub>2</sub> ☐ with High Flow Oxygen ☐

**K**- Time completed with PMV in line (observed or plan):  
 Comments (voice/oral secretions/ tolerance) :