

PROCEDURE CHECKLIST
Chapter 22: Making an Occupied Bed

Check (✓) Yes or No

PROCEDURE STEPS	Yes	No	COMMENTS
NOTE: This checklist is designed to evaluate making an occupied bed separately from giving a bed bath. If linen change is done at the same time as the bed bath, some of these steps will vary.			
1. Positions bed flat if possible, and raises to appropriate working height. Lowers the side rail nearest the nurse.			
2. Loosens all the bedding. Disconnects call device and removes the patient's personal items from the bed.			
3. Checks that no tubes are entangled in the bed linens.			
4. Removes blanket and/or bedspread; if clean, folds and places on a clean area. Does not place clean linen on another patient's bed or furniture.			
5a. Slides patient to far side of the bed, places in side-lying position facing the side rail.			
5b. Places pillow under patients head; if needed, places a pillow between patient and side rail.			
6a. Rolls or tightly fan-folds the soiled linens toward patient's back; tucks the roll slightly under the patient.			
6b. Covers any moist areas of the soiled linen with a waterproof pad.			
7a. Places clean bottom sheet and drawsheet on near side of the mattress, with the center vertical fold at the center of the bed.			
7b. Fanfolds the half of the clean linen that is to be used on the far side, folding it as close to the patient as possible and tucking it under the dirty linen.			
7c. Tucks the lower edges of clean linen under the mattress. Smooths out all wrinkles.			
8a. Explains to patient that he will be rolling over a "lump."			
8b. Rolls patient over dirty linen and gently pulls patient toward her so the patient rolls onto the clean linen.			
9. Raises side rail on "clean" side of the bed.			
9a. Moves pillows to the clean side of the bed; positions patient side-lying near the bed rail on the clean side.			
10. Moves to opposite side of bed; lowers bedrail.			
11. Pulls soiled linen from away from patient.			

Removes from bed and places in laundry bag or hamper without contaminating uniform.			
12. Does not put soiled linen on the floor or other surfaces.			
13. Pulls clean linens through to the unmade side of the bed, and tucks them in.			
14. Pulls linens taut, starting with the middle section.			
15. Assists patient to a supine position close to the center of the mattress.			
16. Places top sheet and bedspread along one side of the mattress; tucks them in at the same time, then moves to opposite side of the bed.			
17. After making both sides of the bed, at the head of the bed, folds sheet down over bedspread.			
18. At foot of the bed, makes a small pleat in the top sheet and bedspread; then tucks in bottom of sheet and bedspread at the same time.			
19. Miter corners neatly.			
20. Changes pillowcases: grasps middle of closed end of pillowcase; reaches through pillowcase and grasps end of pillow; pulls pillow back through pillowcase. Does not hold pillow under arm or chin.			
21. Returns bed to low position, raises side rails, and attaches call light within patient's reach.			
22. Positions bedside table and over-bed table within patient's reach.			

Recommendation: Pass _____ Needs more practice _____

Student: _____

Date: _____

Instructor: _____

Date: _____