PROCEDURE CHECKLIST
Chapter 28: Placing and Removing a Bedpan

Check (✔) Yes or No

PROCEDURE STEPS	Yes	No	COMMENTS
1. Determines whether patient needs regular bedpan or fracture pan.			
2. Obtains the necessary supplies and proceeds to the patient's room. Leaves clean washcloths, towel, and basin with warm water at the bedside for use during bedpan removal.			
3. If the bedpan is metal, places it under warm, running water for a few seconds; then dries, making sure bedpan is not too hot.			
4. Raises side rail on the opposite side of the bed, if not already up.			
5. Raises the bed to a comfortable working height.			
6. Prepares the patient by folding down the covers to a point that will allow placement of the bedpan.			
7. Dons clean procedure gloves.			
For Patients Who are Able to Move/Turn Independently in Bed			
8. Notes the presence of dressings, drains, intravenous fluids, and traction.			
9. Places patient supine; lowers the head of the bed.			
10a. Asks the patient to lift his hips. The patient may need to raise his knees to a flexed position, place his feet flat on the bed and push up. Slides a hand under the small of the patient's back, as needed, to assist the patient. 10b. Alternatively, places patient in a semi-Fowler's position; asks him to raise his hips by pushing up on raised side rails or by using an over-bed trapeze.			
11. Places the bedpan under the patient's buttocks with the wide, rounded end toward the back. When using a fracture pan, places the wide, rounded end toward the front.			
12. Does not "push" the pan under the patient's buttocks.			
13. Repositions the patient: a. Replaces the covers; raises the head of the bed to a position of comfort for the patient.			
b. Places a rolled towel, blanket, or small pillow under the sacrum (lumbar curve of the back).			
c. Places the call light and toilet tissue within the patient's reach.			
d. Places bed back in its lowest position and raises both upper side rails.			
14. Removes gloves and washes hands.			

For patients Who Are Unable to Move/Turn Independently			
15. Asks for help from another healthcare worker, as needed.			
16. With patient supine, lowers the head of the bed.			
17. Assists patient to a side-lying position, using a turning sheet if necessary.			
18. Places the bedpan up against the patient's buttocks with the wide, rounded end toward the head. When using a fracture pan, places the wide rounded end toward the feet.			
19. Holding the bedpan in place, slowly rolls the patient back and onto the bedpan.			
20. Repositions the patient: a. Replaces the covers; raises the head of the bed to a position of comfort for the patient.			
b. Places a rolled towel, blanket, or small pillow under the sacrum (lumbar curve of the back).			
c. Places the call light and toilet tissue within the patient's reach.			
d. Places bed back in its lowest position and raises both upper side rails.			
21. Removes gloves and washes hands.			
Removing the Bedpan			
22. Dons clean procedure gloves.			
23. Wets the washcloth(s) with warm water and places near the work area.			
24. Lowers head of bed; raises bed to comfortable working height.			
25. Pulls covers down only as far as necessary to remove the bedpan.			
26. Offers the patient toilet paper (assists as needed).			
27. Asks the patient to raise her hips. Stabilizes and removes the bedpan. If the patient is unable to raise her hips, stabilizes the bedpan and assists her to the side-lying position.			
28. Cleanses the buttocks with a warm, wet washcloth; dries with a towel.			
29. Replaces covers and positions patient for comfort.			
30. Offers the second warm, moistened washcloth to the patient to cleanse her hands.			
31. Empties the bedpan in the patient's toilet.			

32. Measures output if I&O is part of the treatment plan.			
33. Cleans bedpan following facility guidelines.			
34. Removes soiled gloves and washes hands.			

<u>Recommendation</u>: Pass _____ Needs more practice _____

Student: _____ Date: _____

Instructor: _____ Date: _____