#3- MAKING AN UNOCCUPIED BED   (Partner Check-Off)

I acknowledge I have physically practiced and successfully learned the following skill(s):

Student: _____Date: _____

	P1	P2	P3	Comments
1. Performed hand hygiene.				
2. Assessed the environment for safety: checked the room for spills, made sure equipment is working properly, and ensured that the bed is in the locked, low position.Checked the position of the chair for transfer. Pulled the room divider curtain or closed the room door to provide privacy.				
3. Assessed activity orders and mobility restrictions in deciding whether patient can get out of bed for the procedure. Helped patient into a bedside recliner or other chair.				
4. Made sure clean linen is stacked in the order it will be used. Applied gloves to remove the soiled linen.				
5. Lowered the side rails on both sides of the bed, and raised the bed to a comfortable working height. Loosened the top linen at the foot of the bed. Removed the bedspread and blankets separately. Placed soiled linens in a linen bag or linen hamper, holding them away from uniform. If the blanket or bedspread is to be reused, folded it into a square and placed on the chair. Removed the pillowcase and left it on the bed. Placed the pillow on the chair.				
6. Moved to the other side of the bed and lowered the side rail. Removed the soiled linen, holding it away from uniform and placing it in a linen bag or linen hamper.Avoided shaking or fanning the linen.				
7. Repositioned the mattress, and wiped off any moisture using a washcloth moistened with antiseptic solution. Dried thoroughly.				
8. Applied all bottom linen on one side of the bed before moving to the opposite side.				
9. Moved to the opposite side of the bed, and spread the bottom sheet smoothly over the edge of the mattress, from the head to the foot of the bed.				
10. Smoothed the waterproof pad or folded drawsheet over the bottom sheet, and tucked it under the mattress, first in the middle, then at the top, and then at the bottom.				

11. Placed the top sheet over the bed with the vertical centerfold positioned lengthwise down middle of the bed. Opened the sheet out from head to foot, and made sure the top edge of the sheet is even with the top edge of the mattress.

12. Tucked in the remaining portion of the sheet under the foot of the mattress. Placed the blanket over the bed, with the top edge parallel to the top edge of the sheet.

13. Made a cuff by turning the edge of the top sheet down over the top edge of the blanket and bedspread.

14. Lifted the mattress corner slightly, and tucked the top sheet, blanket, and bedspread under the mattress. Made a modified mitered corner with the top sheet, blanket, and bedspread. After making a triangular fold, did not tuck the tip of the triangle.

15. On the other side of the bed, made a horizontal toe pleat: stood at the foot of the bed and fanfolded the sheet 5 to 10 cm across the bed. Pulled the sheet up from the bottom to make the fold approximately 15 cm from the bottom edge of the mattress.

16. Fanfolded the sheet, blanket, and bedspread at the foot of the bed, with the top layer ready to be pulled up.

17. Applied a clean pillowcase. Picked up the center of the closed end of the pillowcase. Opened the pillowcase from the open end and folded the back over the closed end. Picked up the pillow and inverted it for the pillowcase to drape over the pillow. Pulled the pillowcase over the pillow. Did not place the pillow or pillowcase under the chin, in the teeth, or under the arms. Adjusted the corners of the pillow inside the pillowcase. Did not shake the pillow to position the pillowcase.

18. Placed the call light within the patient's reach on the bed rail or pillow, and returned the bed to its lowest position. Helped the patient into bed.

19. Placed the linen bag into an appropriate receptacle. Removed and disposed of gloves. Arranged and organized the patient's room, and performed hand hygiene.

S = Satisfactory   **U** = Unsatisfactory   **NP** = Not Performed *=Must Perform to Pass

By signing below I acknowledge that I witnessed the skill performed and the student successfully passed the skill.

Practice 1: Evaluator:_____ Signature:_____

Practice 2: Evaluator:_____ Signature:_____

FINAL Student Evaluator:_____ Signature:_____