

## CHAPTER 19 PROCEDURE CHECKLISTS

### PROCEDURE 19-1

#### Making an Unoccupied (Closed) Bed

##### Getting Ready

1. Complete the "Getting Ready" steps.\*

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

##### Procedure

2. Place the linens on a clean surface close to the bed (for example, the over-bed table).
3. Make sure that the bed is positioned at a comfortable working height to promote good body mechanics (usually elbow height of the caregiver) and that the wheels are locked.
4. Lower the side rails and move the mattress to the head of the bed (it may have shifted toward the foot of the bed if the occupant of the bed had the head of the bed elevated).

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

*Note: The mattress pad, bottom sheet, and draw sheet are positioned and tucked in on one side of the bed before moving to the other side to complete these actions. This is most efficient in terms of energy and time.*

5. Place the mattress pad on the bed and unfold it so that only one vertical crease remains. Make sure that this crease is centered on the mattress. If the mattress pad is fitted, carefully pull the corners of the near side over the corners of the mattress and smooth down the sides. If the mattress pad is flat, make sure the top of the pad is even with the head of the mattress. Open the mattress pad across the bed, taking care to keep it centered.
6. Place the bottom sheet on the bed. If the bottom sheet is fitted, carefully pull the corners of the near side over the corners of the mattress and smooth down the sides. If the bottom sheet is flat:
  - a. Place the sheet so that when you unfold it, the wide hem will be at the head of the bed and the hem stitching will be against the mattress, away from the person who will be occupying the bed.
  - b. Unfold the sheet so that only one vertical crease remains. Make sure that this crease is vertically centered on the mattress.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

\*It is assumed that the dirty linens have been removed from the bed, and the bed has been cleaned, as per facility policy, prior to beginning this procedure.

- c. Open the sheet across the bed, taking care to keep it centered. The same length of sheet (approximately 12 to 18 inches) should hang over each side of the bed. Make sure that the lower edge of the sheet is even with the foot of the mattress. ☐ ☐ \_\_\_\_\_
- d. Tuck the sheet under the mattress at the head of the bed and miter the corner. ☐ ☐ \_\_\_\_\_
- e. Tuck the near side of the sheet underneath the mattress, working from the head of the bed toward the foot. As you tuck, make sure there are no wrinkles in the sheet and that the mattress pad remains smooth and in place. ☐ ☐ \_\_\_\_\_
7. Place the lift sheet on the bed so that the top of the sheet is approximately 12 inches from the head of the mattress. If you are using a plastic or rubberized lift sheet, place a cotton lift sheet on top of it. Smooth the lift sheet across the bed and tuck the near side under the mattress. ☐ ☐ \_\_\_\_\_
8. Now, move to the other side of the bed and repeat the process of aligning the mattress pad, mitering the corner, and tucking in the bottom sheet and lift sheet. ☐ ☐ \_\_\_\_\_
9. Place the top sheet on the bed so that when you unfold it, the wide hem will be at the head of the bed and the hem stitching will be facing upward, away from the person who will be occupying the bed.
- a. Unfold the sheet so that only one vertical crease remains. Make sure that this crease is centered vertically on the mattress. ☐ ☐ \_\_\_\_\_
- b. Open the sheet across the bed, taking care to keep it centered. The same length of sheet (approximately 12 to 18 inches) should hang over each side of the bed. Make sure that the top edge of the sheet is even with the head of the mattress. Pull the bottom of the sheet over the foot of the bed, but do not tuck it in yet (it will be tucked in with the blanket and bedspread). ☐ ☐ \_\_\_\_\_
10. Place the blanket on the bed and unfold it in the same manner as the sheet, keeping the center crease in the center of the bed. The same length of blanket (approximately 12 to 18 inches) should hang over each side of the bed. Make sure that the top edge of the blanket is approximately 6 to 8 inches from the head of the mattress. Pull the bottom edge of the blanket over the sheet at the foot of the bed, but do not tuck anything in yet. ☐ ☐ \_\_\_\_\_

11. Place the bedspread on the bed and unfold it in the same manner as the sheet, keeping the center crease in the center of the bed. The sides of the bedspread should be even and cover all of the other bed linens. Make sure that the top of the bedspread is even with the head of the mattress, unless the pillow is to be tucked under the bedspread (in which case you will need to allow more length at the top). Pull the bottom of the bedspread over the blanket and sheet at the foot of the bed.
12. Together, tuck the bedspread, the blanket, and the top sheet under the foot of the mattress. Make a mitered corner at the foot of the bed on both sides.
13. Fold the upper 6 inches of the top sheet and blanket down over the spread to make a cuff.
14. Rest the pillow on the bed. Grasping the closed end of the pillowcase, turn the pillowcase inside out over your hand and arm. Grasp the pillow through the pillowcase and pull the pillowcase down over the pillow. Make sure any tags or zippers are on the inside of the pillowcase.
15. Place the pillow on the bed with the open end of the pillowcase facing away from the door.

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

☐ ☐ \_\_\_\_\_

### **Finishing Up**

16. Complete the "Finishing Up" steps.

☐ ☐ \_\_\_\_\_

**PROCEDURE 19-2****Making an Occupied Bed****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
---	---	----------

<input type="checkbox"/>	<input type="checkbox"/>	
--------------------------	--------------------------	--

**Procedure**

- |                                                                                                                                                                                                                                                                                                                                 |                          |                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--|
| 2. Place the linens on a clean surface close to the bed (for example, the over-bed table). Make sure to position the table holding the linens close enough to the bed that you don't have to step away from the bedside to reach it.                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3. Make sure that the bed is positioned at a comfortable working height to promote good body mechanics (usually elbow height of the caregiver) and that the wheels are locked.                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. Disconnect the call light control and any tubes or drains from the bed linens. Check the bed for dentures or any other personal items.                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5. Lower the head of the bed so that the bed is flat (as tolerated).                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6. Put on the gloves (the linens may be wet or soiled).                                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7. Remove the bedspread and blanket from the bed. If they are to be reused, fold and place them on a clean surface, such as a chair.                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8. Loosen the top sheet at the foot of the bed and spread a bath blanket over the top sheet (and the person).                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9. If the person is able, have her hold the bath blanket. If not, tuck the corners under the person's shoulders. Remove the top sheet by pulling it out from underneath the bath blanket, being careful not to expose the person.                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10. Place the top sheet in the linen hamper.                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. Turn the person onto her side so that she is facing away from you. Reposition the pillow under the person's head, and adjust the bath blanket to keep the person covered. | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 12. Loosen the lift sheet, bottom sheet, and (if necessary) the mattress pad.                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 13. Fanfold the bottom linens toward the person's back, tucking them slightly underneath her.*                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |

\*If the linens are wet or soiled, make sure you change your gloves before handling the clean linens.

- 14.** Straighten the mattress pad (if it is not being changed).  
If the mattress pad is being changed, place the clean mattress pad on the bed and unfold it so that only one vertical crease remains. Make sure that this crease is centered vertically on the mattress. If the mattress pad is fitted, carefully pull the corners of the near side over the corners of the mattress and smooth down the sides. If the mattress pad is flat, make sure the top of the pad is even with the head of the mattress. Fanfold the opposite side of the mattress pad close to the patient or resident tucking them underneath the old linens.

☐ ☐


---

- 15.** Place the clean bottom sheet on the bed. If the bottom sheet is fitted, carefully pull the corners over the corners of the mattress and smooth down the sides. If the bottom sheet is flat:

- a.** Place the sheet so that when you unfold it, the wide hem will be at the head of the bed and the hem stitching will be against the mattress, away from the person who will be occupying the bed.
- b.** Unfold the sheet so that only one vertical crease remains. Make sure that this crease is centered vertically on the mattress.
- c.** Open the sheet across the bed, taking care to keep it centered. The same length of sheet (approximately 12 to 18 inches) should hang over each side of the bed. Make sure that the lower edge of the sheet is even with the foot of the mattress. Fanfold the opposite side of the sheet close to the patient or resident tucking it underneath the old linens.
- d.** Tuck the sheet under the mattress at the head of the bed and miter the corner.
- e.** Tuck the near side of the sheet underneath the mattress, working from the head of the bed toward the foot. As you tuck, make sure there are no wrinkles in the sheet and that the mattress pad remains smooth and in place.

☐ ☐


---

☐ ☐


---

☐ ☐


---

☐ ☐


---

☐ ☐


---

- 16.** Place the lift sheet on the bed so that the top of the sheet is approximately 12 inches from the head of the mattress. If you are using a plastic or rubberized lift sheet, place a cotton lift sheet on top of it. Fanfold the opposite side of the lift sheet close to the patient or resident tucking it underneath the old linens. Smooth the lift sheet across the bed and tuck the near side under the mattress.

☐ ☐


---

- 17.** Raise the side rail on the working side of the bed. Help the person to roll toward you, over the folded linens. Reposition the pillow under the person's head and adjust the bath blanket to keep the person covered.

☐ ☐


---

- 18.** Move to the other side of the bed and lower the side rail.

☐ ☐


---

19. Loosen and remove the soiled bottom linens and place them in the linen hamper. Change your gloves if they become soiled. ☐ ☐ \_\_\_\_\_
20. Now, repeat the process of aligning the mattress pad, mitering the corner, and tucking in the bottom sheet and lift sheet. ☐ ☐ \_\_\_\_\_
21. Help the person to move to the center of the bed and position her comfortably. Raise the side rail on the working side of the bed. ☐ ☐ \_\_\_\_\_
22. Change the pillowcase and place the pillow under the person's head. ☐ ☐ \_\_\_\_\_
23. Place the clean top sheet over the person (who is still covered with the bath blanket), being careful not to cover her face. The sheet should be placed so that when you unfold it, the wide hem will be at the head of the bed and the hem stitching will be facing upward, away from the person who will be occupying the bed.
- a. Unfold the sheet so that only one vertical crease remains. Make sure that this crease is centered vertically on the mattress. ☐ ☐ \_\_\_\_\_
- b. Open the sheet across the bed, taking care to keep it centered. The same length of sheet (approximately 12 to 18 inches) should hang over each side of the bed. ☐ ☐ \_\_\_\_\_
- c. If the person is able, have her hold the top sheet. If not, tuck the corners under her shoulders. Remove the bath blanket by pulling it out from underneath the top sheet, being careful not to expose the person. Place the bath blanket in the linen hamper. ☐ ☐ \_\_\_\_\_
24. Place the blanket and then the bedspread over the top sheet. Together, tuck the bedspread, the blanket, and the top sheet under the foot of the mattress. Make a mitered corner at the foot of the bed on both sides. ☐ ☐ \_\_\_\_\_
25. Make a **toe pleat** by grasping the top sheet, the blanket, and the bedspread over the person's feet and pulling the linens straight up. The toe pleat allows the person to move her feet and helps to relieve pressure on the feet from tightly tucked linens. ☐ ☐ \_\_\_\_\_
26. Lower the bed to its lowest position and make sure that the wheels are locked. Raise the head of the bed as the person requests. ☐ ☐ \_\_\_\_\_
27. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ \_\_\_\_\_

## Finishing Up

28. Complete the "Finishing Up" steps. What Did You Learn? ☐ ☐ \_\_\_\_\_