

Step	Procedure	Yes	No	Remarks
1.	<p><u>Perform hand hygiene and collect the equipment:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bedsheets <input type="checkbox"/> Bottom sheet <input type="checkbox"/> Top sheet <input type="checkbox"/> Pillow <input type="checkbox"/> Pillow cover <input type="checkbox"/> Mackintosh/rubber sheet <input type="checkbox"/> Drawsheet <input type="checkbox"/> Blanket <input type="checkbox"/> Laundry bag or laundry Trolley 			
2.	Perform hand hygiene.			
3.	<p><u>Adjust the working area:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Use good body mechanics and make each movement purposeful <input type="checkbox"/> Adjust the height of the bed to a comfortable working position to protect the back <input type="checkbox"/> Pull the trolley near the bedside to dump the dirty linens <input type="checkbox"/> Place two chairs or overbed table near the bed (place the clean linens on the top of it) 			
4.	Don non-sterile gloves			
5.	<ul style="list-style-type: none"> <input type="checkbox"/> Check the bed for personal items and put them on the safe side. <input type="checkbox"/> Start with the pillows: Remove the pillowcase <input type="checkbox"/> Carefully take the dirty sheets (blanket, top sheet, bedsheets) off the bed (without shaking) and dump them in the dirty linen trolley. <input type="checkbox"/> Place the mackintosh on the mattress (if required) <input type="checkbox"/> Place the bottom sheet in the middle of the mattress and spread evenly on the bed <input type="checkbox"/> Start from the top, tuck the sheets under the mattress using enveloped corners. <p>For Envelop corner:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lift the hanging top side of the sheet from the corner of the mattress <input type="checkbox"/> Hold it at the angle away from the mattress and form a triangle <input type="checkbox"/> Pull the triangle with one hand and with a finger from your other hand at the corner <input type="checkbox"/> Rest the part of the sheet with the triangle on the top 			

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Clinical Skills

Name of the Procedure and Rubric: Making Unoccupied Bed

	<p>of the bed. With both hands tuck the sheet hanging near the corner under the mattress.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Let the triangle hang straight on the side and tuck it under the mattress. <input type="checkbox"/> Repeat the above steps for the other corners. <input type="checkbox"/> Ensure the sheets are tight with no creases formed. <input type="checkbox"/> Place a draw sheet across the bed with the upper corner under the edge of the pillow <input type="checkbox"/> Cover Mackintosh with the draw sheet and tuck it in nicely <input type="checkbox"/> Place the top sheet, and cover the top sheet with a blanket <input type="checkbox"/> Fold back the cuff approx 20 inches at the head of the bed with the sheet and blanket <input type="checkbox"/> The sheet is loosely tucked in at the bottom to prevent the restriction of feet. <input type="checkbox"/> Place the bed cover or counterpane loosely over the sheet. <input type="checkbox"/> Tuck in at the bottom end under the mattress using envelope corners. <input type="checkbox"/> Replace the pillow covers on the pillows and place it on the bed (open ends should face away from the door) 			
6.	<p><u>After Care:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Lower and lock the bed <input type="checkbox"/> Take the dirty linens to the laundry area. <input type="checkbox"/> Clean and replace the personal items that were taken away <input type="checkbox"/> Perform hand hygiene 			

Reference:

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