

Skills Checklist: Make Closed (Unoccupied) Bed & Surgical Bed

Nursing Assistant's Name:

Reviewer Name:

Procedure Steps	Performed	Performed, but needs improvement	Did not Perform
Carry out Initial Steps			
Feedback			
Raise the bed to a comfortable working height. Move the overbed table to one side			
Feedback			
Lock the bed wheels			
Feedback			
Opening a Closed Bed			
Loosen the top bedding			
Feedback			
Facing the head of the bed, grasp the top sheet and spread and fan-fold the top bedding to the foot of the bed			
Feedback			
Return the bed to the lowest horizontal position. Place the overbed table over the foot of the bed			
Feedback			
Place the call bell near the pillow or within easy reach			
Feedback			
Leave the unit neat and tidy			
Feedback			
Making a Closed Bed			

<p>Assemble/Gather Equipment:</p> <ul style="list-style-type: none"> ● 2 pillowcases ● Pillow ● Spread ● Blankets, as needed ● 2 large sheets (90" × 108") (substitute one fitted sheet, if used) ● Cotton draw sheet or half-sheet (if used) ● Mattress pad and cover, if used 			
Feedback			
Place a chair at the side of the bed, apply a barrier or put linen in plastic bag			
Feedback			
Arrange the linens on the chair in the order in which they are to be used			
Feedback			
Place a fitted sheet on the mattress smoothly. Work entirely from one side of the bed until that side is completed			
Feedback			
Place the draw sheet with upper edge about 14 inches from the head of the mattress and tuck under one side			
Feedback			
Unfold and place the top sheet on the bed, seam up, top hem even with the upper edge of the mattress and the center fold in the center of the bed.			
Feedback			

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Spread the blanket over the top sheet and foot of the mattress.			
Feedback			
Miter the corner at the end of the bed			
Feedback			
Move to the other side of the bed and fix the fitted sheet over the corners and smooth out the draw sheet, top sheet and blanket			
Feedback			
Miter the corner at the end of the bed			
Feedback			
Place the spread with its top hem even with the head of the mattress.			
Feedback			
Pull pillowcase inside out, insert hand in pillowcase and grab corner of pillow, fold the pillowcase over the pillow			
Feedback			
Place the pillow at the head of the bed with the open end away from the door.			
Feedback			
Lower the bed to the lowest horizontal position			
Feedback			

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Apply call light to the bed			
Feedback			
Making a Surgical Bed			
Apply gloves if linens are wet or soiled with blood or other body fluids			
Feedback			
Strip and discard used linens			
Feedback			
Remove and discard gloves			
Feedback			
Sanitize your hands			
Feedback			
Apply fitted sheet			
Feedback			
Place a draw sheet			
Feedback			
Place the top sheet, blanket, and spread in the usual manner. Do not tuck them in			
Feedback			
Fold the linen back at the foot of the bed in the center of the bed and the top corner to center of bed			

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Feedback			
Fan-fold the upper covers and top sheet to the far side of the bed			
Feedback			
Place pillow upright against the headboard			
Feedback			
Arrange the bed so there is adequate room to position a stretcher next to it.			
Feedback			
Check the unit for obvious hazards			
Feedback			
Leave the room neat and tidy			
Feedback			
Carries out final steps			
Feedback			

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