

## Skills Checklist: Making an Occupied Bed

**Nursing Assistant's Name:**

**Reviewer Name:**

Procedure Steps	Performed	Performed, but needs improvement	Did not Perform
Carry out Initial Steps			
Feedback			
Gathers / transports linen correctly without touching uniform			
Feedback			
<b>Places linen on a clean barrier, such as a cloth towel or chux pad</b>			
Feedback			
Explains procedure to resident			
Feedback			
Provides privacy for resident: drapes with bath blanket / pulls privacy curtain			
Feedback			
<b>Directs RN Test Observer to stand on opposite side of bed to provide for safety</b>			
Feedback			
Raises bed to a comfortable working height			
Feedback			
Resident is to remain covered at all times			
Feedback			
<b>Assists resident to roll onto side toward RN Test Observer</b>			
Feedback			

Rolls or fan folds soiled linen, soiled side inside, to the center of the bed			
Feedback			
Places clean bottom sheet along the center of the bed and rolls or fan fold linen against resident's back and unfolds remaining half			
Feedback			
Secures two fitted corners			
Feedback			
<b>Candidate directs the RN Test Observer to stand on the opposite side of bed</b>			
Feedback			
Assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident			
Feedback			
Removes soiled linen without shaking			
Feedback			
Avoids placing dirty linen on the over bed table, chair or floor			
Feedback			
Avoids touching linen to uniform			
Feedback			
Places soiled linen in designated laundry hamper			
Feedback			
Pulls through and smooths out the clean bottom linen			

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Feedback			
Secures the other two fitted corners			
Feedback			
Resident's body never touches the bare mattress			
Feedback			
Places clean top linen and blanket or bed spread over covered resident			
Feedback			
Removes soiled linen keeping resident unexposed at all times			
Feedback			
Tucks in top linen and blanket or bedspread at the foot of bed			
Feedback			
Makes mitered corners at the foot of the bed			
Feedback			
Applies clean pillow case, with zippers and/or tags to inside			
Feedback			
Gently lifts resident's head while replacing the pillow			
Feedback			
Lowers bed			
Feedback			
Carries out final steps			

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Feedback