

PERFORMANCE CHECKLIST

Making & Opening A Closed Bed

Name _____

To be completed by instructor during observation of 100%, unassisted mastery of procedure. Date and sign below. Skill mastery must be demonstrated prior to direct patient contact.

Equipment: Mattress pad, 2 flat sheets or 1 flat and 1 fitted sheet, drawsheet, blanket and/or bedspread, pillowcase, or linen as needed

- _____ 1. Wash hands and assemble linens
- _____ 2. Place clean linens on chair in order of use.
- _____ 3. Raise bed to best level for body mechanics.
- _____ 4. Move mattress to head of bed.
- _____ 5. Place mattress pad even with top of mattress.

Using Flat Bottom Sheet

- _____ a. Place flat sheet on top of mattress pad, hem down, with bottom edge of sheet even with bottom edge of mattress and centerfold in middle of bed.
- _____ Tuck in top of sheet over top of mattress and miter corner.
- _____ Keep sheet straight and tuck in side.
- _____ Place drawsheet, if used, across bed and tuck in side.
- 6. Unfold and center, lengthwise, top sheet, wrong side up, hem even with upper edge of mattress.
- _____ 7. Unfold and center blanket and/or bedspread lengthwise to center of bed.
- _____ 8. Miter top sheet and spread or blanket together at bottom of bed.
- _____ 9. Go to other side of bed and fold top linens to center of bed.
- _____ 10. Tuck bottom sheet under head of mattress.
- _____ 11. Pull sheet tight and tuck under side of mattress, working from top to bottom of bed.

Using Fitted Bottom Sheet

- _____ Place fitted sheet on top of mattress and tuck under head of mattress.
- _____ Keep sheet straight and tuck in side and bottom of mattress.
- _____ 12. Straighten top sheet, blanket and/or bedspread, tuck in at foot of bed, and miter corner.
- _____ 13. Fold top sheet back over blanket and/or bedspread at top of bed.
- _____ 14. Insert pillow into pillowcase appropriately and place pillow on bed with open end away from door
- _____ 15. Adjust bed to lowest horizontal position and place call signal under pillow and attach.
- _____ 16. Leave room in neat and orderly condition and wash hands.

Opening a Closed Bed

- _____ 17. Wash hands.
- _____ 18. Locate bed to be opened.

- _____ 19. Raise bed to best level for body mechanics.
- ___ 20. Face head of bed and grasp top sheet, blanket and/or spread and fanfold top linens to foot of bed.
- _____ 21. Lower bed to lowest horizontal position.
- _____ 22. Place over-bed table over foot of bed.
- _____ 23. Place call signal under pillow and attach.
- _____ 24. Leave room in neat and orderly condition.
- _____ 25. Wash hands.

Pass _____ **Instructor's Signature** _____ **Date** _____

The above signature attests that the evaluator did not prompt, give hints, or otherwise assist the individual in the performance of the skills, or allow the individual to study the skill after selection or before demonstration when the individual was being tested for competency **2005**