

Mosby's Nursing Video Skills

Procedural Guideline for Making an Occupied Bed

1. Perform hand hygiene.
2. Verify the health care provider's orders. Assess any activity or mobility restrictions that might affect patient position as the patient safety and comfort are of the utmost priority.
3. Assemble the necessary equipment and supplies on the bedside table.
4. Provide for the patient's privacy.
5. Introduce yourself to the patient and family if present.
6. Identify the patient using two identifiers, such as name and date of birth or name and account number, according to agency policy. Compare these identifiers with the information on the patient's identification bracelet.
7. Explain the procedure to the patient. Check the floor for spills. Make sure the bed is in locked position. Assemble the linen on a clean, dry bedside table and in order of use.
8. Raise the bed to a comfortable working height, and lower the head of the bed as much as the patient can comfortably tolerate. If the patient is on aspiration precautions, keep the head of the bed no lower than a 30-degree angle.
9. Apply a clean pair of gloves.
10. Loosen the top linen at the foot of the bed.
11. Remove the bedspread and blanket separately. If they are soiled, place them in the linen bag. If either is to be reused, fold the item into a square and place it over the back of a chair.
12. Cover the patient with a bath blanket, placing it over the topsheet. Have the patient hold the top edge of the bath blanket, or tuck the blanket under the patient's shoulders. Reach beneath the blanket and remove the topsheet. Discard the topsheet in the linen bag.
13. Lower the side rail on your side of the bed. Help the patient into a side-lying position, facing away from you. Encourage the patient to use the side rail to turn. Then adjust the pillow under the patient's head.
14. Make sure no tension has been placed on any external medical devices, such as indwelling urinary catheters, wound drains, or intravenous tubing.
15. Stand on one side of the bed. Loosen the bottom linens, moving from the head to the foot of the bed. Fanfold or roll the bottom sheet and drawsheet or waterproof pad toward and under the patient. Tuck the edges of old bottom linen alongside the patient's buttocks, back, and shoulders. Clean, disinfect, and dry the mattress surface, if necessary.
16. Remove gloves and perform hand hygiene.
17. Apply clean linens to the exposed half of the bed in separate layers. Place the fitted bottom sheet on the bed lengthwise. Secure the top and bottom corners on the near side with the center crease in the middle of the bed. Fanfold this layer of bedding to the center of the bed alongside the patient's torso. Repeat this process with the bottom sheet and the drawsheet or waterproof pad.

18. If you are using a fitted sheet, pull the sheet smoothly over the mattress corners at the top and the bottom of the bed. If you are using a flat sheet, allow the edge of the sheet to hang about 25 cm (10 inches) over the edge of the mattress. Be sure that the lower hem of the bottom sheet lies seam down and even with the bottom edge of the mattress.
19. If the bottom sheet is flat, miter the top corner at the head of the bed. To do so, face the head of the bed in a diagonal position. With your hand that is farther away from the head of the bed, lift the top corner of the mattress. With your other hand, tuck the top edge of the bottom sheet smoothly under the mattress, so that the side edge of the sheet above and below the mattress meets when brought together.
20. Next, pick up the top of the sheet about 45 cm (18 inches) from the top of the mattress. Lift the sheet, and lay it on top of the mattress to form a triangular fold. Tuck in the lower, free-hanging edge of the sheet under the mattress. With palms down, tuck this portion of the sheet under the mattress. The lower base of the triangle should be even with the side edges of the mattress.
21. With one hand, hold in place the portion of the sheet that covers the side of the mattress. With the other hand, pick up the triangular linen fold and bring it down over the side of the mattress.
22. Tuck the remaining portion of the sheet under the mattress, moving toward the foot of the bed and keeping the linen smooth as you go.
23. Place the open drawsheet or waterproof pad lengthwise along the middle of the bed, and tuck the remainder under the patient's buttocks and torso. The drawsheet or waterproof pad should be fanfolded or rolled on top of the bottom sheet. Keep the linen under the patient as flat as possible, because the patient will need to roll over the new layers of linen when you are ready to make the other side of the bed. You may also place a waterproof pad under the drawsheet.
24. Raise the side rail, and ask the patient to turn toward you. Tell the patient that he or she will be rolling over layers of linen. Help him or her do so if necessary. Make sure the patient turns slowly, keeping the body in correct alignment.
25. Move to the opposite side of the bed and lower the side rail. Help position the patient over the fanfolded linen on the other side of the bed.
26. Loosen the edges of the soiled linen from beneath the mattress, and remove it by folding it into a bundle or square.
27. Hold the linen away from your body, and place the soiled linen in the linen bag.
28. Clean, disinfect, and dry the other half of the mattress as needed.
29. Remove and dispose of gloves.
30. Raise the side rails and perform hand hygiene.
31. Lower the side rails and pull the clean, fanfolded or rolled linen, as well as the mattress pad and drawsheet or waterproof pad, over the edge of the mattress from the head to the foot of the bed. If the bottom sheet is fitted, pull the corners over the edges of the mattress. If you are using a flat sheet, unfold and pull the sheet toward you. Miter the top corner of the bottom flat sheet (see steps 14 to 16).
32. Facing the side of the bed, grasp the remaining edge of the bottom flat sheet. Lean back, keeping your back straight, and pull the sheet, tucking the excess linen under the mattress from the head to the foot of the bed.
33. Make sure the sheets and the pad are smooth and wrinkle free.

34. Help the patient roll back into a supine position.
35. Cover the patient with a topsheet, placing the vertical center fold lengthwise down the middle of the bed. Open the sheet out from head to foot as you unfold it over the patient. Be sure the top edge of the sheet is even with the top edge of the mattress.
36. Have the patient hold on to the sheet and blanket as you remove the bath blanket.
37. Place a clean or reused bed blanket over the patient. Make sure the top edge of the blanket is parallel with the top edge of the sheet and 15 to 20 cm (6 to 8 inches) from the edge of the topsheet.
38. Go to the other side of the bed, and spread out the sheet and the blanket evenly.
39. Make a cuff by turning the edge of the topsheet down over the top edge of the blanket.
40. Standing at the side of the bed, tuck the remaining portion of the sheet and blanket under the foot of the mattress. Tuck the topsheet and blanket together, being careful not to pull out the toe pleat.
41. Make a modified mitered corner with the topsheet and blanket simply by leaving the tip of the triangle hanging, rather than tucking it in, after you make the triangular fold.
42. Go to the other side of the bed, and repeat Steps 37 and 38.
43. Make a horizontal toe pleat by standing at the foot of the bed and fanfolding the sheet and blanket 5 to 10 cm (2 to 4 inches) across the bed. Pull the sheet and blanket up from the bottom to make a fold about 15 cm (6 inches) from the bottom edge of the mattress.
44. Apply a clean pillowcase. Pick up the center of the closed end of the pillowcase. Hold the pillowcase with a firm grip in one hand. With the other hand, open the pillowcase from the open end and fold the back over the closed end (inside-out). Pick up the pillow with the hand holding the pillowcase. Invert the pillow for the pillowcase to drape over the pillow. Pull the pillowcase over the pillow with the other hand. Do not place pillow or pillowcase under the chin, in the teeth, or under the arms. Adjust the corners of the pillowcase with your hands between the pillowcase and the pillow. Do not shake the pillow to position the pillowcase.
45. Help the patient into a comfortable position. To ensure the patient's safety, raise the appropriate number of side rails and lower the bed to the lowest position.
46. Place the call light within easy reach, and make sure the patient knows how to use it to summon assistance.
47. Place the linen bag in an appropriate receptacle. Dispose of used supplies and equipment. Remove and dispose of gloves, if used.
48. Arrange and organize the patient's personal items so they are within reach.
49. Perform hand hygiene.
50. Document and report the patient's response and expected or unexpected outcomes.