**Delaware Technical Community College**

**Nursing Department**

**Occupied bed checklist**

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|  | **PROCEDURE STEPS** |
| 1. | Perform hand hygiene. |
| 2. | Determines if another staff member is needed to help during the bed change. It is not uncommon for this procedure to take two staff members. |
| 3. | Obtain the necessary supplies: fitted sheet, draw sheet bed protector if in use, flat sheet, blanket or spread, pillowcase, and laundry bag or hamper. (Many facilities may not use draw sheets) |
| 4. | Don protective gloves and other protective gear necessary. |
| 5. | Remove the spread or blanket. If it is not soiled, fold it and places it over the back of a chair to be put back on the bed. If it is soiled, place it in the laundry hamper or bag. |
| 6. | Leave the top sheet in place unless it is soiled. If it is soiled, replace it with a bath blanket and place it in the laundry hamper or bag. |
| 7. | Make sure the side rail on the far side of the bed is up. Then assist the patient to move to the far side of the bed and to turn away from self. |
| 8. | Lower the closest side rail and loosen the bottom linens. Tightly fold the linens toward the patient and tuck them next to him or her. |
| 9. | Unfold the clean fitted sheet and slip the corners over the mattress corners. Unfold the draw sheet and tuck it under the mattress, positioning it from the patient’s shoulders to his or her knees. |
| 10. | Fanfold the fitted sheet and draw sheet toward the patient. Tuck them beneath the tightly folded soiled linens. |
| 11. | Put up the side rail and assist the patient to turn to the other side of the bed. Le the patient know that he or she will be rolling over the “hump” of both clean and used linens. Place the pillow beneath his or her head for comfort. |
| 12. | Go to the other side of the bed and lower the side rail. Pull the soiled linen off the bed and put it in the laundry bag or hamper. |
| 13. | Spread the fitted sheet and draw the sheet across the bed. Slip the corners over the mattress corners. Smooth the draw sheet by grasping the middle and pulling tightly across and down. Tuck it between the mattress and springs. Repeat with the top and bottom edges of the draw sheet. (Some facilities may no longer utilize draw sheets) |
| 14. | Assist the patient to turn onto his or her back in the center of the bed. |
| 15. | Unfold the clean top sheet so it is centered on the bed. Ensure the seams are away from the patient. |
| 16. | Remove the bath blanket or soiled top sheet by pulling it from beneath the clean top sheet. Put it in the laundry bag or hamper and avoid touching it to the scrubs. |
| 17. | Replace the blanket or spread so it is centered on the bed and the top edge is approximately 4 inches lower than the top edge of the sheet. |
| 18. | Tuck the sheet and blanket together at the foot of the bed. Make a mitered corner. Go to the other side of the bed and tuck the sheet and blanket together at the foot of the bed. Make a mitered corner. |
| 19. | Grasp the top linens over the patient’s feet and pull up approximately 3 inches. |
| 20. | Cuff the top sheet over the edge of the blanket and change the pillowcase. |
| 21. | Ensure that the patient is comfortable. |
| 22. | Perform hand hygiene. |

Adapted: Burton, M. & Smith, D (2023). *Davis Advantage for Fundamentals of Nursing Care: Concepts, Connections, and Skills.* Philadelphia, PA: FA Davis