

Nursing Assistant Clinical Skills Checklist and Competency Evaluation

Student Name: _____ Date: _____

For evaluation, a checked step indicates the standard for the step was not met.

SKILL #2: Making an Occupied Bed		Standard Not Met
1.	Gather Supplies	
	a. Clean linens (bedsheets, pillowcases, blankets)	
	b. Waterproof mattress pad (if needed)	
	c. Bedspread or additional blankets.	
	d. Pillow(s)	
	e. Personal protective equipment (PPE) such as gloves.	
2.	Communicate:	
	a. Inform the resident about the bedmaking process and ensure their comfort and cooperation.	
3.	Adjust Bed Height:	
	a. Set the bed to a safe working height and lock the wheels.	
4.	Loosen Linens:	
	a. Gently loosen and roll up the top linens (blanket and bedspread) toward the foot of the bed.	
5.	Remove Soiled Linens:	
	a. If the linens are soiled, remove them gently, rolling them away from the resident. Be respectful of their privacy.	
6.	Dispose of Soiled Linens:	
	a. Place soiled linens in appropriate containers following infection control protocols.	
7.	Prepare Clean Linens:	
	a. Lay out the fresh bottom sheet and tuck it securely under the mattress on one side.	
8.	Position Resident:	
	a. Assist the resident to turn onto their side facing away from you, while maintaining their comfort and privacy.	
9.	Apply Clean Bottom Sheet:	
	a. Smooth the clean bottom sheet over the mattress, tucking it securely on the side where the resident was previously lying.	
10.	Reposition Resident:	
	a. Gently assist the resident to turn onto their back or as per their preference.	
	b. Ensure they are comfortable and well-supported.	
11.	Replace Top Linens:	
	a. Unroll the clean top linens (blanket and bedspread) over the resident.	
	b. Tuck the linens in neatly at the foot of the bed and along the sides.	
12.	Adjust Pillows:	
	a. Adjust or replace pillows as needed to support the resident's comfort.	

Evaluating Instructor's Name: _____ Date: _____

Evaluating Instructor's Signature: _____

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13. Final Adjustments:	
a. Smooth out wrinkles and ensure the linens are evenly spread.	
b. Adjust the bed height if necessary.	
14. Return personal items to the bed within easy reach of the resident.	
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15. Document:	
a. Document the bed change as per facility protocols.	
16. Wash Hands	
a. After completing bedmaking, wash your hands or use hand sanitizer.	

Demonstrated Competency? ___Yes ___No

Comments:

Evaluating Instructor's Name: _____ Date: _____

Evaluating Instructor's Signature: _____