

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 Unoccupied Bed		Standard Not Met
1.	Gather Supplies	
	a. Clean linens including top sheet, bottom sheet, pillowcase	
	b. Blanket	
	c. Waterproof pad if necessary	
	d. Gloves and other personal protective equipment as needed	
2.	Wash Hands	
	a. Before touching any linens or the bed, always wash hands thoroughly	
3.	Prepare the Room	
	a. Ensure the room is adequately lit	
	b. If the resident is in the room ensure the residents privacy as needed	
4.	Ensure Patient Safety	
	a. Ensure the resident is not in the bed or is safely transferred elsewhere	
5.	Remove Dirty Linens	
	a. Remove the used linens carefully to avoid contact with any potential contaminants	
	b. Roll soiled linens away from your body to minimize the risk of exposure	
	c. Do not hold soiled linens against your uniform	
	d. do not throw soiled linens into the floor or place on the residence chair or table. Use an appropriate soiled linen receptacle.	
6.	Inspect the Mattress	
	a. Check the mattress for any signs of soiling, damage, or where	
	b. If needed, place a waterproof pad to protect the mattress. Always follow facility protocol	
7.	Add Clean Linens	
	a. Place the bottom sheet on the bed, ensuring it is tight and free of wrinkles	
	b. Add the top sheet, making sure it is evenly spread and centered on the bed	
	c. If using a blanket, lay it over the top sheet	
8.	Arrange the Pillow	
	a. Place a fresh pillowcase on the pillow and fluff the pillow for added comfort	
	b. Ensure the pillow is centered at the head of the bed	
9.	Tuck and Fold	
	a. Tuck in the edges of the top sheet and blanket at the foot of the bed securely	
	b. Fold the top sheet and blanket neatly over the bed, making sure	

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the edges are even	
10. Personalize the Bed	
a. If the resident has personal belongings like stuffed animals or a special blanket, place them carefully on the bed according to the resident's preference	
11. Dispose of Soiled Linens	
a. Discard soiled linens into the appropriate laundry receptacle	
b. avoid letting soiled linens come into contact with clean surfaces including your clothing	
12. Clean up	
a. Sanitize your hands thoroughly after handling soiled linens	
b. Dispose of any personal protective equipment used during the process according to facility policy	
13. Document	
a. Make a note of the bed change in the patient's chart, including the date and time of the change	

Demonstrated Competency? ___Yes ___No

Comments:

Evaluating Instructor's Name: _____ Date: _____

Evaluating Instructor's Signature: _____