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Bedmaking and Unit Care

Module 6

Part 4



Bedmaking and Unit Care

1. Define important words in this chapter

biorhythms

natural rhythms or cycles related to bodily functions.

circadian rhythm

the 24-hour day-night cycle.

closed bed

bed completely made with the bedspread and blankets in place.

depressant

a substance that causes calmness and drowsiness.



Bedmaking and Unit Care

1. Define important words in this chapter

disposable

only to be used once and then discarded.

draw sheet

an extra sheet placed on top of the bottom sheet; used for moving residents.

incontinence

the inability to control the bladder or bowels, which leads to an involuntary loss of urine or feces.

insomnia

the inability to fall asleep or remain asleep.



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Bedmaking and Unit Care

1. Define important words in this chapter

occupied bed

a bed made while the person is in the bed.

open bed

bed made with linen folded down to the foot of the bed.

parasomnias

sleep disorders.

sleep

natural period of rest for the mind and body during which energy is restored.



Bedmaking and Unit Care

1. Define important words in this chapter

stimulant

a drug that increases or quickens actions of the body.

surgical bed

bed made so that a person can easily move onto it from a stretcher.

unoccupied bed

a bed made while no person is in the bed.



Bedmaking and Unit Care

2. Discuss the importance of sleep

Define the following terms:

sleep

natural period of rest for the mind and body during which energy is restored.

biorhythms

natural rhythms or cycles related to bodily functions.

circadian rhythm

the 24-hour day-night cycle.



Bedmaking and Unit Care

2. Discuss the importance of sleep

Remember these important points about sleep:

- The human body cannot survive for long without sleep.
- Sleep is needed to replace old cells with new ones and provide energy to organs.
- Sleep is vital to proper physical and mental development.



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Bedmaking and Unit Care

3. Describe types of sleep disorders

Define the following terms:

insomnia

the inability to fall asleep or remain asleep.

parasomnias

sleep disorders.



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Bedmaking and Unit Care

3. Describe types of sleep disorders

Remember some of the reasons that people develop sleep disorders:

- Illness
- Anxiety
- Fear
- Stress
- Medications
- Trouble breathing
- Noise
- Hunger
- Thirst



Bedmaking and Unit Care

3. Describe types of sleep disorders

Types of sleep disorders, or **parasomnias**, include the following:

- Somnambulism--sleepwalking
- Sleepwalking--talking during sleep
- Bruxism--grinding and clenching the teeth during sleep
- REM sleep behavior disorder--talking, often along with violent movements, during REM (dreaming) sleep



Bedmaking and Unit Care

4. Identify factors affecting sleep

Define the following terms:

incontinence

the inability to control the bladder or bowels, which leads to an involuntary loss of urine or feces.

anxiety

uneasiness or fear, often about a situation or condition.

depressant

a substance that causes calmness and drowsiness.

stimulant

a drug that increases or quickens actions of the body.



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4. Identify factors affecting sleep

Remember these factors that may affect residents' sleep:

- Environment
- Noise level and lighting
- Problems with odors and inadequate ventilation
- Temperature problems



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4. Identify factors affecting sleep

Factors that may affect residents' sleep (cont'd.):

- Anxiety
- Illness
- Aging changes
- Dietary habits
- Medications, alcohol, and cigarettes



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4. Identify factors affecting sleep

Know some of the problems that can be caused by not sleeping well:

- Decreased mental function
- Reduced reaction time
- Decreased immune system function
- Irritability



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4. Identify factors affecting sleep

Think about this question:

Think about a time when you could not sleep well. Did you use any special methods to help you sleep?



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Bedmaking and Unit Care

5. Describe a standard resident unit and equipment

REMEMBER:

Residents' units are their homes and residents have a right to privacy. You must always knock and wait for permission before entering a resident's room.



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5. Describe a standard resident unit and equipment

Think about this question:

Why should residents' personal items always be respected and handled carefully? How would it feel to have someone handling your personal belongings?



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5. Describe a standard resident unit and equipment

Here is a list of some of the standard equipment that is found in residents' rooms:

- Bed
- Bedside stand
- Overbed table
- Chair
- Bath basin



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Bedmaking and Unit Care

5. Describe a standard resident unit and equipment

Standard equipment found in residents' rooms (cont'd.):

- Emesis basin
- Bedpan
- Urinal for males
- Water pitcher and cup
- Privacy screen or curtain
- Call light



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5. Describe a standard resident unit and equipment

These items are usually stored in the bedside stand:

- Emesis basins
- Bath basins
- Urinals
- Bedpans
- Soap
- Toothbrushes and toothpaste
- Combs and brushes



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5. Describe a standard resident unit and equipment

Think about this question:

Personal articles are usually kept in the top drawer. Why must they must be kept separate from basins, urinals, and bedpans?



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Bedmaking and Unit Care

5. Describe a standard resident unit and equipment

REMEMBER:

The overbed table is used for meals and personal care, and it must be kept clean. Bedpans, urinals, and soiled linen should never be placed on it. It should be kept free of clutter.



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Bedmaking and Unit Care

6. Explain how to clean a resident unit and equipment

Define the following term:

disposable

only to be used once and then discarded.



Bedmaking and Unit Care

6. Explain how to clean a resident unit and equipment

Disposable equipment is used to prevent the spread of microorganisms. Know the types of disposable equipment found in facilities:

- Cups
- Tissues
- Gloves
- Paper gowns
- Masks
- Disposable razors
- Pads



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6. Explain how to clean a resident unit and equipment

Remember these guidelines for residents' units:

- Keep residents' units neat and clean.
- Keep call lights within resident's reach.
- Straighten bed linens and remove crumbs before leaving the room.
- Re-stock resident supplies daily.
- Notify housekeeping department if bathroom needs cleaning.



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6. Explain how to clean a resident unit and equipment

Guidelines for residents' units (cont'd.):

- Check equipment to make sure it is working and not damaged.
- Refill water pitchers regularly.
- Remove anything that might cause odor or safety hazards.
- Report signs of insects or pests immediately.
- Leave residents' personal items where you found them.



Bedmaking and Unit Care

6. Explain how to clean a resident unit and equipment

Remember these guidelines for cleaning a unit after a transfer, discharge, or death:

- Wash hands.
- Wear gloves and proper PPE.
- Remove and dispose of equipment and supplies carefully.
- Raise bed to safe working level and remove soiled linen.



Bedmaking and Unit Care

6. Explain how to clean a resident unit and equipment

Guidelines for cleaning a unit after a transfer, discharge, or death (cont'd.):

- Make sure area is well-ventilated when using strong cleaning solutions.
- Write repair orders for damaged or broken furniture.
- Remove PPE and wash hands.
- Place new equipment and supplies in room for new resident.



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Proper bedmaking is important for a number of reasons:

- The resident will spend a great deal of time in bed.
- Neat, well-made beds help the resident sleep better.
- Careful bedmaking prevents infection.
- A clean, neat, and dry bed helps prevent skin breakdown and odors and promotes good health.



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Know the different kinds of beds and features that may be found in a facility:

- Electric beds
- Beds with built-in weight scales
- Alternating pressure mattresses
- Bariatric beds



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Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

REMEMBER:

Beds should remain locked in their lowest positions whenever residents are in the beds.



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Remember these guidelines for bedmaking:

- Change bed linens when they are wet, soiled, or wrinkled.
- Wash hands and use proper infection prevention methods. Wear gloves when removing soiled linens.
- Gather linen in order of placement on the bed.
- Carry clean linen away from uniform.
- Bring linen into one resident's room at a time.
- Never transfer linen from one room to another.
- Place clean linen on a facility-approved spot.



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Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Guidelines for bedmaking (cont'd.):

- Use proper body mechanics.
- Look for personal items.
- Roll dirty linen away from you.
- Do not shake linen.
- Place used linen in proper container.
- Make one side of bed first to save energy.
- Keep beds free of wrinkles and crumbs.
- Wash hands after handling linens.



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

There are four basic types of beds: **closed**, **open**, **occupied**, and **surgical** (also called postoperative, post-op, recovery, gurney, or stretcher bed).



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Define the following terms:

closed bed

bed completely made with the bedspread and blankets in place.

open bed

bed made with linen folded down to the foot of the bed.

draw sheet

an extra sheet placed on top of the bottom sheet; used for moving residents.



Bedmaking and Unit Care

7. Discuss types of beds and demonstrate proper bedmaking

Define the following terms:

occupied bed

a bed made while the person is in the bed.

unoccupied bed

a bed made while no person is in the bed.

surgical bed

bed made so that a person can easily move onto it from a stretcher.



*Equipment: clean linen—
mattress pad, fitted or flat
bottom sheet, waterproof bed
protector if needed, cotton draw
sheet, flat top sheet, blanket(s),
bedspread (if used),
pillowcase(s), gloves*

1. Wash your hands.
2. If resident is in the room,
identify yourself by name.
Identify the resident. Greet
the resident by name.
3. Explain procedure to the
resident. Speak clearly,
slowly, and directly.
Maintain face-to-face
contact whenever possible.



4. Place clean linen on clean surface within reach (e.g., bedside stand, overbed table, or chair).
5. Adjust bed to safe working level, usually waist high. Put bed in flattest position. Lock bed wheels.
6. Put on gloves.
7. Loosen soiled linen and roll soiled linen (soiled side inside) from head to foot of bed. Avoid contact with your skin or clothes. Place it in a hamper or linen bag. Do not place on overbed table, chair, or floor.

8. Remove and discard gloves. Wash your hands.
9. Remake the bed. Place the mattress pad (if used) on the bed, attaching elastic at corners as necessary.



10. Place bottom sheet on bed without shaking linen. If using a flat sheet with seams, this sheet must be placed with the crease in the center of the mattress. The seams on both ends must be placed down. If using a fitted bottom sheet, place right-side up and tightly pull over all four corners of the bed.



11. Make hospital, or mitered, corners to keep bottom sheet wrinkle-free.
12. Put on waterproof bed protector and then the draw sheet, if used. Place them in the center of the bed on the bottom sheet. Smooth, and tightly tuck the bottom sheet and draw sheet together under the sides of bed. Move from the head of the bed to the foot of the bed.
13. Place the top sheet over the bed and center it. The seam must be up.



14. Place blanket over the bed and center it.
15. Place the bedspread over the bed and center it.
16. Tuck top sheet and blanket under the foot of the bed and make hospital corners.
17. Fold down the top sheet to make a cuff of about six inches over the blanket.



18. Take a pillow, and with one hand, grasp the clean pillowcase at the closed end. Turn it inside out over your arm. Next, using the hand that has the pillowcase over it, grasp the one narrow edge of the pillow. Pull the pillowcase over it with your free hand. Do the same for any other pillows. Place them at the head of the bed with open end away from the door. Make sure zippers or tags are on the inside.



19. Return bed to lowest position.
 20. Leave call light within resident's reach.
 21. Wash your hands.
 22. Take laundry bag or hamper to proper area.
 23. Document procedure using facility guidelines.
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*Equipment: clean linen—
mattress pad, fitted or flat
bottom sheet, waterproof bed
protector if needed, cotton
draw sheet, flat top sheet,
blanket(s), bedspread (if
used), pillowcase(s), gloves*

1. Wash your hands.
2. Make a closed bed, as described in previous procedure.
3. Stand at the head of the bed. Grasp the top sheet and blanket, and bedspread, and fold them down to the foot of the bed. Then bring them back up the bed to form a large cuff.

4. Bring the cuff on the top linens to a point where it is one hand-width above the linen underneath.
This way, when the resident gets into bed, he will not pull all the linen out at the foot of the bed.
 5. Make sure all linen is wrinkle-free.
 6. Wash your hands.
 7. Document procedure using facility guidelines.
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*Equipment: clean linen—
mattress pad, fitted or flat
bottom sheet, waterproof bed
protector if needed, cotton
draw sheet, flat top sheet,
blanket(s), bedspread (if
used), bath blanket,
pillowcase(s), gloves*

1. Wash your hands.
2. Identify yourself by name.
Identify the resident.
Greet the resident by
name.
3. Explain procedure to the
resident. Speak clearly,
slowly, and directly.
Maintain face-to-face
contact whenever
possible.

4. Provide for the resident's privacy with a curtain, screen, or door.
5. Place clean linen on clean surface within reach (e.g., bedside stand, overbed table, or chair).
6. Adjust bed to safe working level, usually waist high. Lower head of bed. Lock bed wheels.
7. Put on gloves.
8. Loosen top linen from the end of the bed on the working side.

9. Unfold the bath blanket over the top sheet and remove the top sheet. Keep resident covered at all times with the bath blanket.
10. You will make the bed one side at a time. Raise side rail (if bed has them) on far side of bed. After raising side rail, go to the other side of the bed. Gently help resident to turn onto her side slowly, moving away from you, toward raised side rail (see Procedure: Turning a Resident in Chapter 11).



11. Loosen bottom soiled linen, mattress pad, and protector, if present, on the working side.
12. Roll bottom soiled linen toward resident and center of bed, soiled side inside. Tuck it snugly against resident's back.
13. Place the mattress pad (if used) on the bed, attaching elastic at corners on working side.



14. Place clean bottom linen or fitted bottom sheet with the center crease in the center. If flat sheet is used, tuck in at top and on working side. Make hospital corners to keep bottom sheet wrinkle-free. If fitted sheet is used, tightly pull two fitted corners on working side.



15. Smooth the bottom sheet out toward the resident. Be sure there are no wrinkles in the mattress pad. Roll the extra material toward the resident. Tuck it under the resident's body.



16. If using a waterproof bed protector, unfold it and center it on the bed. Smooth it out toward the resident.
17. If using a draw sheet, place it on the bed. Tuck in on your side, smooth, and tuck as you did with the other bedding.



18. Raise side rail nearest you. Go to the other side of the bed. Lower side rail on the working side. Help resident roll or turn onto clean bottom sheet. Explain that he will be moving over a roll of linen. Protect the resident from any soiled matter on the old linens.

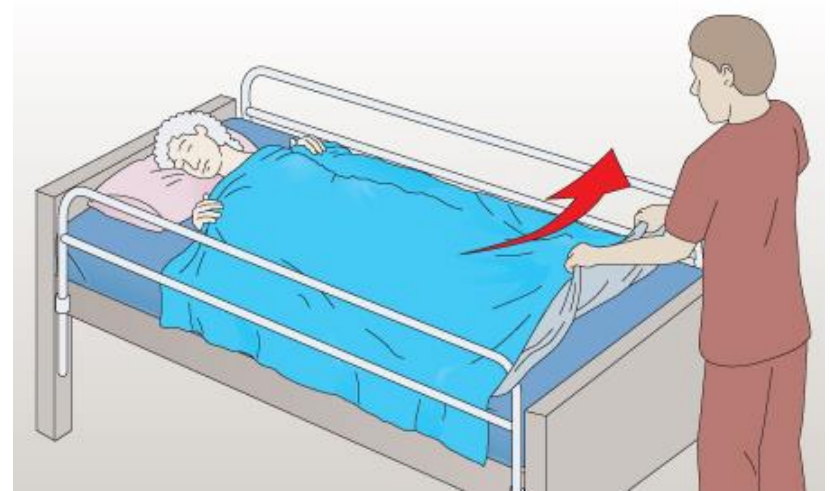


19. Loosen soiled linen. Look for personal items. Roll linen from head to foot of bed, avoiding contact with your skin or clothes. Do not shake soiled linen. Place it in a hamper or linen bag. Do not place on overbed table, chair, or floor.



20. Pull the clean linen through as quickly as possible. Start with the mattress pad and wrap around corners. Pull and tuck in clean bottom linen, just like the other side. Pull and tuck in waterproof bed protector and draw sheet, if used. Make hospital corners with bottom sheet. Finish with bottom sheet free of wrinkles.
21. Place resident on his back. Keep resident covered and comfortable, with a pillow under his head.

22. Unfold the top sheet.
Place it over the resident and center it. Ask the resident to hold the top sheet and pull the bath blanket out from underneath. Put it in the hamper/bag.
23. Place the blanket over the top sheet and center it.
Place the bedspread over the blanket and center it.
Tuck the top sheet, blanket and bedspread under the foot of the bed and make hospital corners on each side. Loosen the top linens over the resident's feet.



24. At the top of the bed, fold down the top sheet to make a cuff of about six inches over the blanket.
25. Gently hold and lift resident's head and remove pillow. Do not hold it near your face. Remove the soiled pillowcase by turning it inside out. Place it in the hamper/bag.
26. Remove and discard gloves. Wash your hands.



27. With one hand, grasp the clean pillowcase at the closed end. Turn it inside out over your arm. Next, using the hand that has the pillowcase over it, grasp the center of the end of the pillow. Pull the pillowcase over it with your free hand. Do the same for any other pillows. Place them gently under resident's head with open end away from the door. Make sure zippers or tags are on the inside.



28. Make sure bed is wrinkle-free. Make resident comfortable.
29. Return bed to lowest position. Return side rails to ordered position. Remove privacy measures.
30. Leave call light within resident's reach.
31. Be courteous and respectful at all times.
32. Wash your hands.

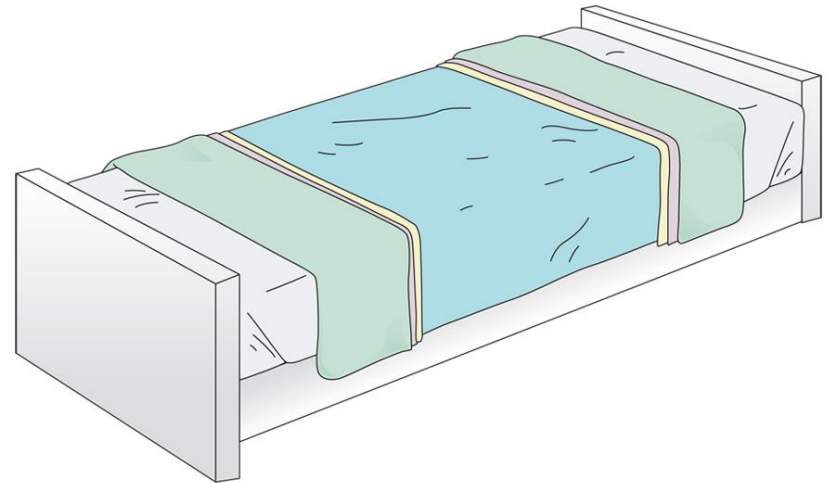


33. Take laundry bag or hamper to proper area.
 34. Report any changes in the resident to the nurse. Document procedure using facility guidelines.
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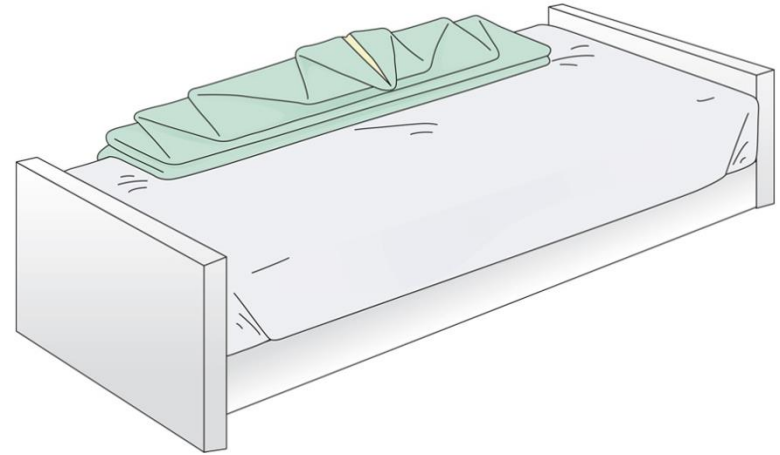
Equipment: clean linen (see Procedure: Making a closed bed), gloves

1. Wash your hands.
2. Place clean linen on clean surface within reach (e.g., bedside stand, overbed table, or chair).
3. Adjust bed to safe working level, usually waist high. Lock bed wheels.
4. Put on gloves.

5. Remove all soiled linen, rolling it (soiled side inside) from head to foot of bed. Avoid contact with your skin or clothes. Place it in a hamper or linen bag.
6. Remove and discard gloves.
7. Wash your hands.
8. Make a closed bed. Do not tuck top linens under the mattress.
9. Fold top linens down from the head of the bed and up from the foot of the bed.



10. Form a triangle with the linen. Fanfold the linen triangle into pleated layers and position opposite the stretcher side of the bed. Fanfolding means folding several times into pleats. After fanfolding, form a tiny tip with the end of the linen triangle. The tip can be grasped quickly and pulled over the returning resident. This step quickly provides much-needed warmth to the resident.



11. Put on clean pillowcases.
Place the clean pillows
on a clean surface off
the bed, such as on the
bedside stand or chair.
12. Leave bed in its locked
position. Leave both side
rails down.
13. Move all furniture to
make room for the
stretcher.
14. Do not place call light on
bed. That is placed after
the resident returns to
bed.
15. Wash your hands.



16. Take laundry bag or hamper to proper area.
 17. Document procedure using facility guidelines.
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