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### **PURPOSE:**

1. To provide a clean, comfortable sleeping and resting environment for the patient.
2. To eliminate irritants to skin by providing wrinkle free sheets and blankets.
3. To enhance patient's self-image by providing a clean, neat and comfortable bed.
4. To avoid patient exertion by making bed while occupied (do not move more than necessary).
5. To properly dispose of soiled linens and not allow cross contamination.
6. To correctly align patient to assist in promoting a physically and emotionally safe and comfortable position.
7. To prevent stress to the nurse's back or limbs during the performing of procedures.

### **SCOPE:**


Applies to all Nursing Service Division Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **PERSON RESPONSIBLE:**

Registered Nurses, Nursing Attendants, Student Nurses and Clinical Instructors

### **GENERAL GUIDELINES:**

- 1 For the purpose of this Standard Operating Procedure, the following terms are defined:
  - 1.1 Bed Stripping - Removing soiled linens from the bed.
  - 1.2 Close Bed or Unoccupied Bed - A close bed is one that is unoccupied. The whole bed, including pillow, is covered with a top sheet or bed cover.
  - 1.3 Occupied Bed - An occupied bed is one in which the occupant remains constantly on bed even while the linens are being changed and the bed is made.
  - 1.4 Open Bed - An open bed is one assigned to be occupied or currently being used with the occupant out of bed.
- 2 Patients shall be provided with wrinkle free sheets and blankets everyday.

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- 3 Correct alignment of patient and promoting a physically and emotionally safe and comfortable position while changing linens shall be done.
- 4 Proper disposal of soiled linens shall be done to avoid cross contamination in accordance to the Infection Control Standards.


### **BED STRIPPING**

1. Nurse/Nursing Attendant places chair at the foot of bed.
2. Nurse/Nursing Attendant gets pillow from bed and remove pillow case.
3. Nurse/Nursing Attendant places pillow on chair and hang pillowcase at the back of chair.
4. Nurse/Nursing Attendant loosens bedding starting from the head to foot part beginning at the opposite side if the chair.
5. Nurse/Nursing Attendant raises mattress with one hand when pulling out bedding with the other hand.
6. Nurse/Nursing Attendant folds top sheet from head to foot part, Grasp center hemmed edge and fold towards the center in alternate method (pulling sheet towards the worker).
7. Nurse/Nursing Attendant grasps loose end of cotton draw sheet and fold at center. Use folded cotton draw sheet and wipe the rubber draw sheet (from farther to nearer in one direction only-starting from head to foot part).
8. Nurse/Nursing Attendant folds rubber sheet at center. Roll to form a scroll and place on chair.
9. Nurse/Nursing Attendant removes bottom sheet in same manner like that of the top sheet.
10. Nurse/Nursing Attendant discards, soiled linen in the hamper (found at the soiled linen room).


### **CLOSE BED OR UNOCCUPIED BED**

- 1 Nurse/Nursing Attendant performs hand hygiene.
- 2 Nurse/Nursing Attendant gathers and prepares things needed.
- 3 Nurse/Nursing Attendant pre-fold sheet into 4 parts at linen room.




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- 4 Nurse/Nursing Attendant makes sure that the right or smooth side of the sheet should touch the patient.
- 5 Folding of linens:
  - 5.1 Top sheet-fold into 4 part; crosswise; right side out; bigger hem outside;
  - 5.2 Pillow case- wrong side out, folded into 2 parts
  - 5.3 Cotton draw sheet- fold into 2 parts, wrong side out
  - 5.4 Rubber draw sheet- fold into 2 parts, wrong side out
  - 5.5 Bottom sheet- fold into 4 parts; crosswise wrong side out, smaller hem outside
- 6 Bring all needed equipment at bedside. Place a chair at the foot of the bed.
- 7 Arrange linens at the back of the chair according to use; first item to be used on top and last item to be used at the bottom. Place pillow at the chair.
- 8 Nurse/Nursing Attendant place bed flat. If working on a bed with a high and low adjustment, place bed on high position.
- 9 Nurse/Nursing Attendant turn over mattress as necessary.
  - 9.1 Check for tear or stain.
- 10 Change if necessary.
  - 10.1 Move mattress to head part of the bed.
- 11 Nurse/Nursing Attendant places bottom sheet on the mattress with the edge of the sheet approximately at the edge of the bottom and the mattress. Centerfold should be located at the lengthwise center of the mattress.
  - 11.1 Unfold the sheet away from you.
  - 11.2 Gather the top end of the sheet and pull it to top, smaller hem of the sheet should be at the bottom part. Face the direction where you are working.
  - 11.3 Right side (smooth side) of the sheet touching the patient.
  - 11.4 Tuck in the excess length of the sheet under the mattress at the head part.
  - 11.5 Miter corner, tuck in the excess material smoothly and evenly at the sides.
  - 11.6 Work at one side of the bed entirely first. If your facility uses sheet, first fit diagonal corners over the mattress. If your facility does not use fitted sheet,

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- use mitered corners. Sheets with mitered corner remain tucked better and appear neater than sheets that are simply tucked under the mattress.
- 12 Nurse/Nursing Attendant places rubber sheet at the center area approximating the buttocks of occupant with centerfold along the center.
  - 13 Nurse/Nursing Attendant places cotton draw sheet in the same manner as the rubber draw sheet, smooth side up. Tuck in excess end of both rubber and cotton draw sheet together on the side.
  - 14 Nurse/Nursing Attendant flaps pillow, inspect for tear and stain. Replace, if necessary. Keep the pillow case away from your uniform as you apply the case.
    - 14.1 Grasp the pillow case at the corner of the close end of the case.
    - 14.2 Gather the case up over the hand and grasp the zipper, on open end of the pillow cover, with same hand, pulling the case down over the pillow with the other hand.
    - 14.3 Fold in extra material.
    - 14.4 Gently pat the pillow to even up contents.
    - 14.5 To place dressed pillow in place at the head part of the bed with the open end away from the door.
  - 15 Nurse/Nursing Attendant places top sheet with the top hem edge at the head part of the bed adequately enough to cover pillows.
    - 15.1 Centerfold at the center. Spread across. Pull down the top half towards the foot part. Smooth side touching occupant.
    - 15.2 Tuck neatly and miter corner of foot part.
    - 15.3 Leave sides hanging.
  - 16 Nurse/Nursing Attendant proceeds to work on the other side of the bed starting with bottom sheet to the top sheet and bed cover layer by layer. Work from head part to foot part.
  - 17 Nurse/Nursing Attendant pulls sheets tightly by grasping loose ends of sheet, with both hands with knuckles up, palms down, before tucking the sheet smoothly and firmly under the mattress.



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- 18 Nurse/Nursing Attendant miters corner as necessary
- 19 Nurse/Nursing Attendant inspects made bed, make the necessary adjustments.
- 20 Nurse/Nursing Attendant arranges bed, table and chairs.
- 21 Nurse/Nursing Attendant leaves room/ward tidy, neat, clean.


### **OCCUPIED BED**

#### **ARTICLES NEEDED:**

1. Top sheet
2. Pillow cases
3. Cotton draw sheet
4. Bottom sheet

#### **GENERAL CONSIDERATIONS**

- 1 Nurse/Nursing Attendant shall recall and consider notes in making a Close Bed.
  - 1.1 Body alignment
  - 1.2 Direction of work
  - 1.3 Mitering corners of linens (bed sheets)
  - 1.4 Folding: outward motion
  - 1.5 Minimize shaking, flapping of linens
  - 1.6 Washing of hands before the procedure
- 2 Changing of linens shall be done or as necessary when it becomes soiled
- 3 When changing linens, pay attention to body tubing (drainage or parenteral) where it is attached. Avoid accidental removal, dislodgement or kinking.
- 4 Precautions posted in places near the bed or headboard shall be noted. Example: "Do not use pins. Air mattress in use."
- 5 All bed linens shall be free from creases and other foreign materials to help prevent bedsores.
- 6 After care of linens shall be followed for proper treatment and disposal by linens personnel.

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#### 6.1 CD Cases:

- 6.1.1 Classify and count linens. Ask co-worker to list in a piece of paper outside the door.
- 6.1.2 Provide a chair outside the door or a co worker could hold a linens hamper (soiled pillow case from a non-CD case or a clean pillow case where soiled linens could be put in. Close opening of soiled pillowcase well, place a label, "CD", with a list of soiled linens discarded.
- 6.1.3 Both workers should wash hands thoroughly after handling linens.


#### 6.2 Linens Soiled with Feces or Blood:

- 6.2.1 Place in a separate bundle. LABEL, "WITH FECES" OR, "WITH BLOOD".

- 7 In cases where there is shortage of clean linens, the linen department shall be informed.
- 8 Use smooth coordinated movements in working to avoid jarring patient and cause discomfort.
- 9 For patients with strictly restricted movement, Nurse/attendant shall ask for help (nurse or auxiliary).

#### PROCEDURE:


- 1 Nurse/Nursing Attendant explains procedure to the patient
- 2 Nurse/Nursing Attendant screens patient or pull curtains around. Close door in private rooms.
- 3 Nurse/Nursing Attendant secures things needed except rubber sheet (if already available) and place a chair at the foot of the bed
  - 3.1 Pre-fold lines as necessary (linen room of the station).
  - 3.2 Arrange materials according to use at the back of the chair.
  - 3.3 Top sheet- folded into 4 parts, lengthwise (right side out; smaller hem on top).
  - 3.4 Pillow case- folded into 2 parts crosswise (wrong side out).

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- 3.5 Cotton draw sheet- folded into 2 parts crosswise (wrong side out).
- 3.6 Bottom sheet- folded into 4 parts, lengthwise (wrong side out; bigger hem on top).
- 3.7 Utilize help (watcher or co staff) I making the bed. Ask watcher or co-staff to stay at the opposite side.
- 3.8 In the absence of help, elevate side rails of the bed opposite the side where you will be working.
- 4 Nurse/Nursing Attendant lifts head of patient and move pillow to the opposite side. Turn patient on one side, away from you.
  - 4.1 In cases where there is an extra pillow, change first the pillowcase of the extra pillow. Then lift head of patient (Placing pillow farther to the opposite side, and turn patient away from you.)
- 5 Starting at the side nearest to you, Nurse/Nursing Attendant loosens the sheets from the head part to the foot part.
- 6 Nurse/Nursing Attendant pushes mattress up toward head part (call for assistance, if needed).
- 7 Nurse/Nursing Attendant fan-folds or roll top sheet, cotton draw sheet, rubber draw sheet, and bottom sheet towards the patients back separately.
  - 7.1 Tuck linens slightly and gently under the patient's side.
  - 7.2 (You may rub the patient's back. Massage it firmly and gently with lotion and alcohol or powder).
- 8 Nurse/Nursing Attendant places the bottom sheet at the center of the bed (folded into 4 parts, larger hem on top)
  - 8.1 Spread bottom sheet towards the head part. Face the direction where you are working.
  - 8.2 Unfold the upper folds toward opposite side (maybe rolled or unfolded). Tuck slightly under patient's side.



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- 9 Nurse/Nursing Attendant tucks head part and miter the corner. Tuck in sides neatly and smoothly (from head to foot).
- 10 Nurse/Nursing Attendant unrolls rubber sheet. See to it that it is dry (if wet: wipe with a soiled towel or end of the cotton draw sheet).
- 11 Nurse/Nursing Attendant places cotton draw sheet (folded crosswise, wrong side out) along the center, spread upper portion and roll towards the patient's side.
- 12 Nurse/Nursing Attendant tucks rubber sheet together with the cotton draw sheet.
- 13 Nurse/Nursing Attendant removes pillow (if not changed with clean pillow yet), change soiled pillowcase by a clean one. Place pillow under the patient's head (this time at the center of the bed).
- 14 Nurse/Nursing Attendant place top sheet at the center of the bed. (Folded into 4 parts, lengthwise, wrong side out).
  - 14.1 Spread top sheet toward the foot part. Face the direction where you are working.
  - 14.2 Unfold the upper folds towards the opposite.
- 15 Nurse/Nursing Attendant assists patient to turn towards you, while grasping the edge of the top sheet (be sure to cover the body of the patient). Avoid contamination of clean top sheet with the soiled one.
- 16 Nurse/Nursing Attendant tucks foot part of the top sheet and miter the corner.
  - 16.1 Request watcher/co-staff to transfer at your side, or raise side rails if none is available.
- 17 Nurse/Nursing Attendant transfers to the other side of the bed.
- 18 Nurse/Nursing Attendant removes soiled linens
  - 18.1 Loosen linens from head to foot part.
  - 18.2 Fold soiled top sheet starting from head part to foot part.
  - 18.3 Remove cotton draw sheet; wipe the rubber draw sheet (horizontal direction-from head part to foot part in one direction; farther to nearer).
  - 18.4 Roll rubber draw sheet and insert carefully at the side of the patient.



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- 18.5 Fold soiled bottom sheet from head to foot.
- 19 Nurse/Nursing Attendant unrolls clean bottom sheet from head part to foot part (with knuckles up; pull sheet to smoothen linens)
  - 19.1 Tuck head part and miter the corner.
  - 19.2 Tuck bottom sheet from head part to foot part.
- 20 Nurse/Nursing Attendant unrolls rubber draw sheet, followed by cotton draw sheet, then tuck together.
- 21 Nurse/Nursing Attendant turns patient to the center of the bed.
  - 21.1 Adjust pillow and top sheet.
  - 21.2 Tuck foot part of top sheet and miter corner.
  - 21.3 Loosen top linens over the patient's feet by grasping them in the area of the feet and pulling gently toward the foot of the bed.
- 22 Nurse/Nursing Attendant proceeds with other required physical care.
- 23 Nurse/Nursing Attendant puts both side rails up, place call button near the patient before leaving the patient.
- 24 Nurse/Nursing Attendant performs after care.
- 25 Nurse/Nursing Attendant performs hand hygiene


### **OPEN BED**

#### **ARTICLES NEEDED:**

Linens same as for closed bed. Additional linens as may be required depending on the patient's need such as cardiac gown, pair of pajamas, etc.

#### **GENERAL CONSIDERATIONS:**

1. Patient's condition shall be determined to help assess other requirements for care to provide a complete set up.
2. Additional linen shall be provided as necessary.

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3. During chilly day or whenever indicated, a woolen blanket shall be needed. Place on the top of the right side out just as you would a bed cover except that the upper edge is under the folded edge of the top sheet. It will approximately be under the patient's chin and adequate enough to cover shoulders. Bottom part should be tucked in.

#### PROCEDURE:

- 1 Nurse/Nursing Attendant proceeds to steps in making a close bed no. 1-10
- 2 Nurse/Nursing Attendant folds the top sheet as to expose pillow, from head part of the bed to center of the bed about 18 inches or 1-1/2 feet.
- 3 Nurse/Nursing Attendant goes to the other side of the bed. Adjust folded sheet so as to look neat and tidy.
- 4 Nurse/Nursing Attendant places the patient's signal light to head part of the bed, pillow or wherein it will be conveniently within reach.
- 5 For new admission, Nurse/Nursing Attendant determines what additional items are needed for his care and personal use.
- 6 Nurse/Nursing Attendant arranges furniture accordingly considering convenience, neatness and safety.
  - 6.1 Footstool maybe placed in the middle near the bed.
  - 6.2 Over bed table maybe placed across the foot part.
- 7 If bed is with a high and low adjustment, Nurse/Nursing Attendant places bed in a low position.
- 8 Nurse/Nursing Attendant draws the window curtains open during daytime
- 9 If windows are opened previously, Nurse/Nursing Attendant determines need for ventilation.
  - 9.1 Close if air conditioner will be used.
  - 9.2 Close if during wet or rainy or drafty weather.
- 10 Nurse/Nursing Attendant checks bed and room for readiness before leaving the room.





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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/23/22

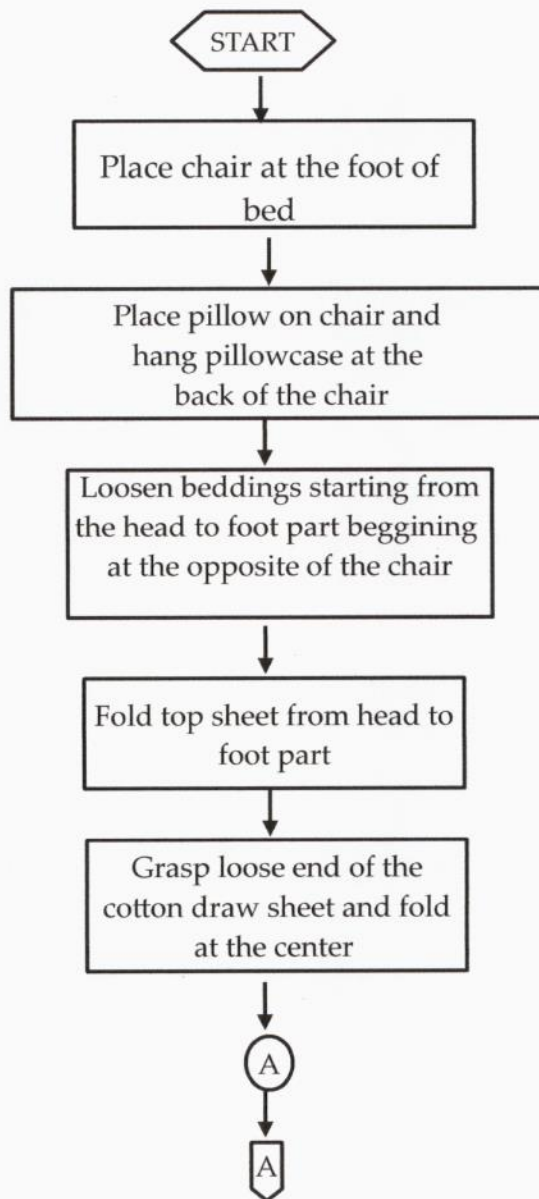


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### FLOWCHART (Bed Stripping)



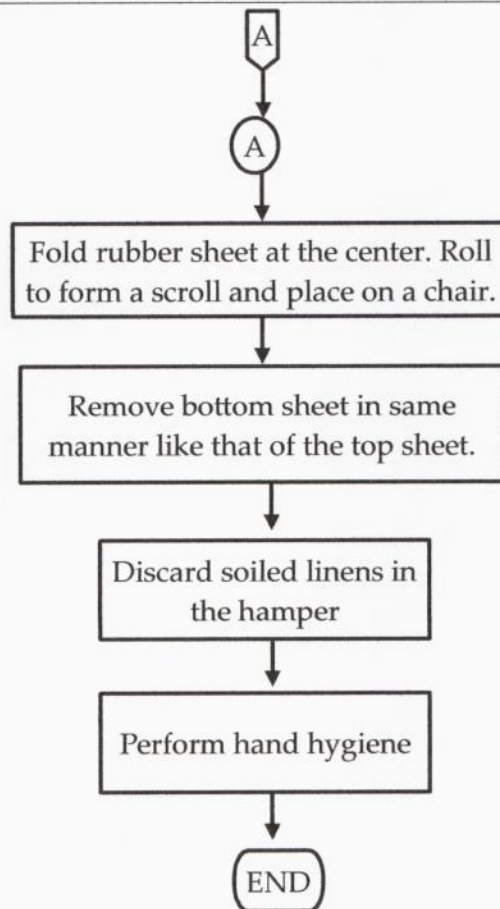




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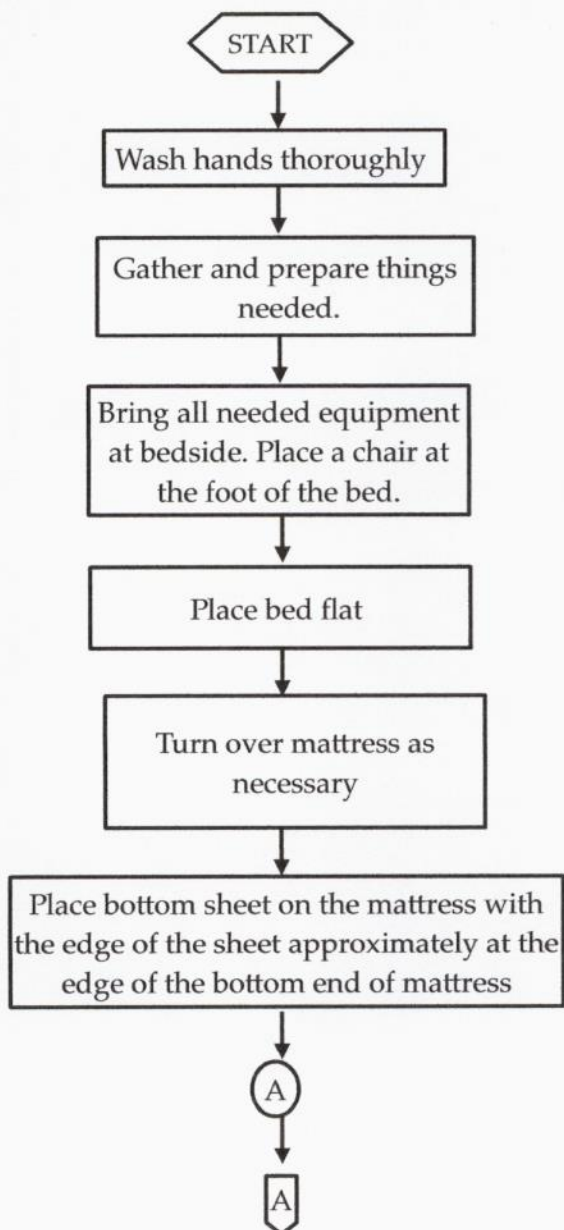


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### FLOWCHART (Close Bed or Unoccupied Bed)



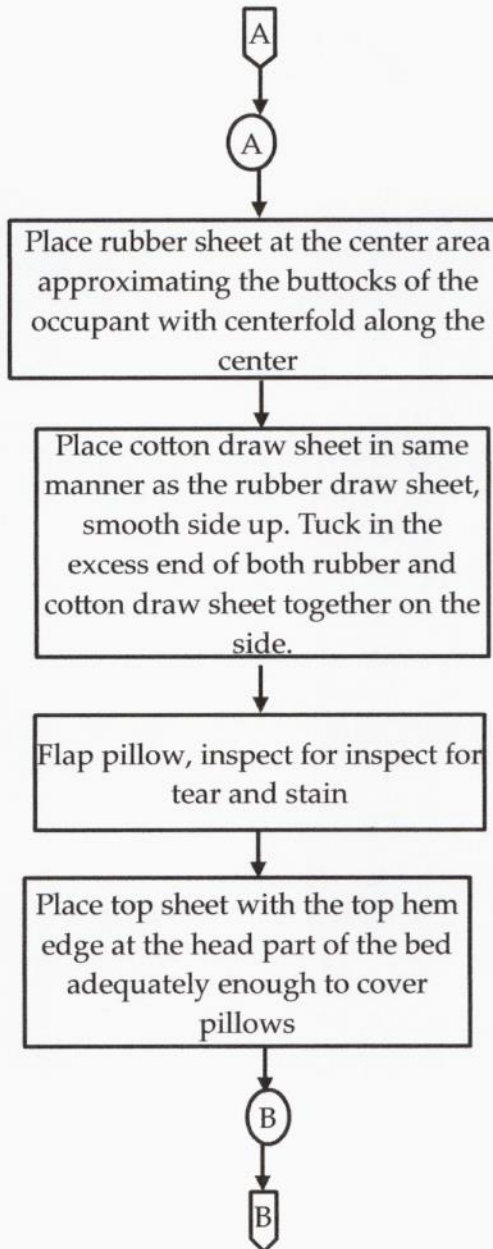




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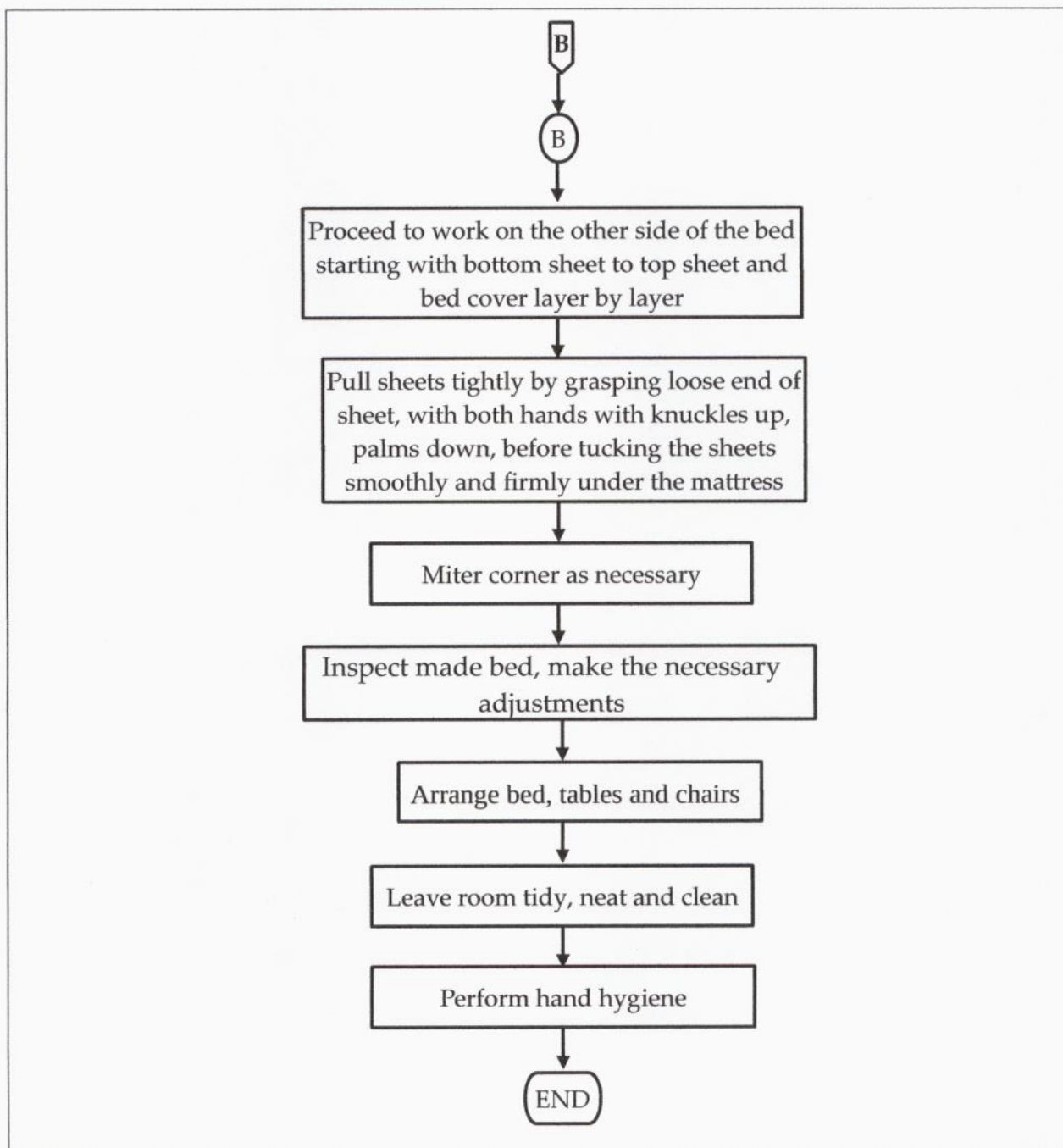




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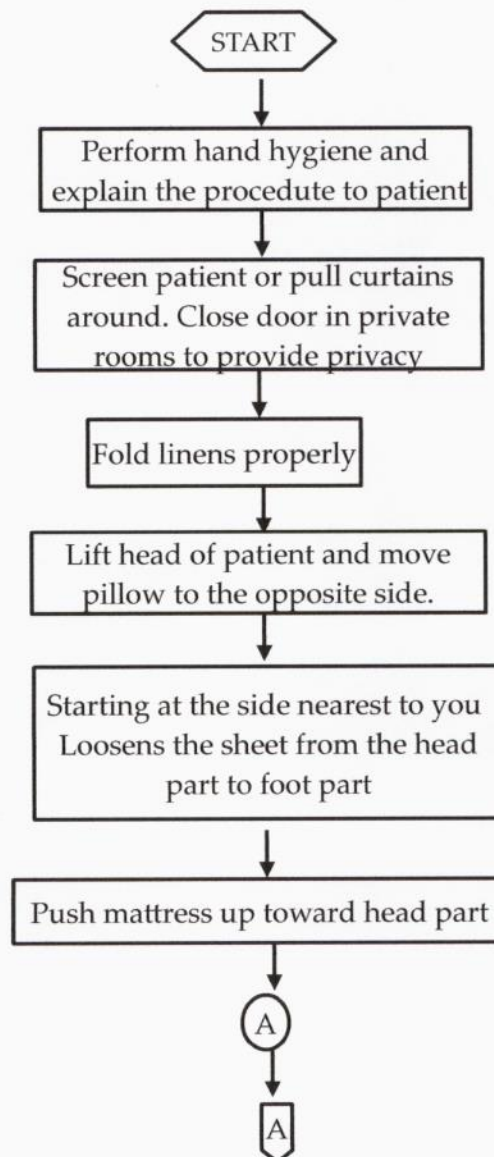


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### FLOWCHART (Occupied)



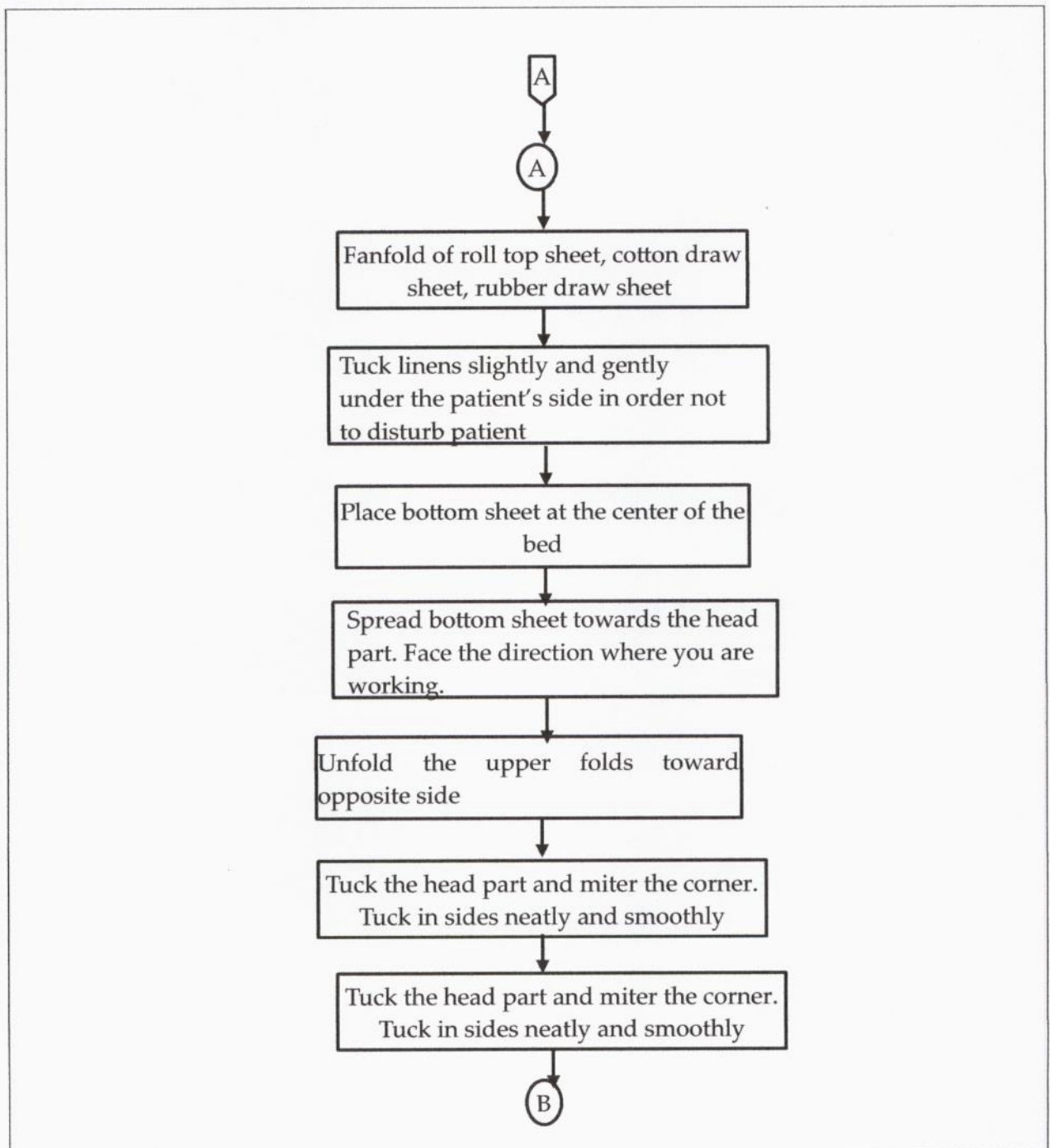




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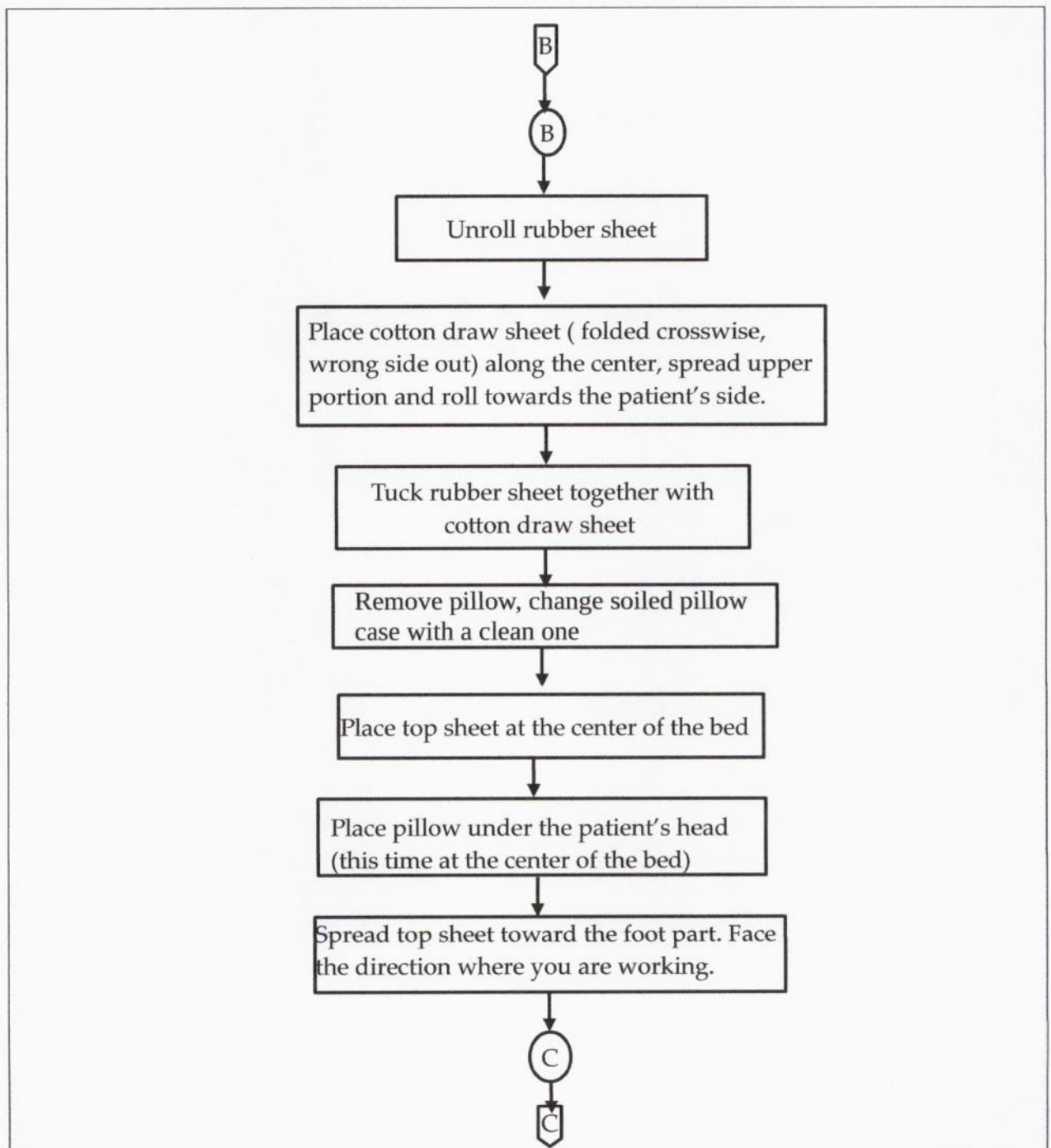




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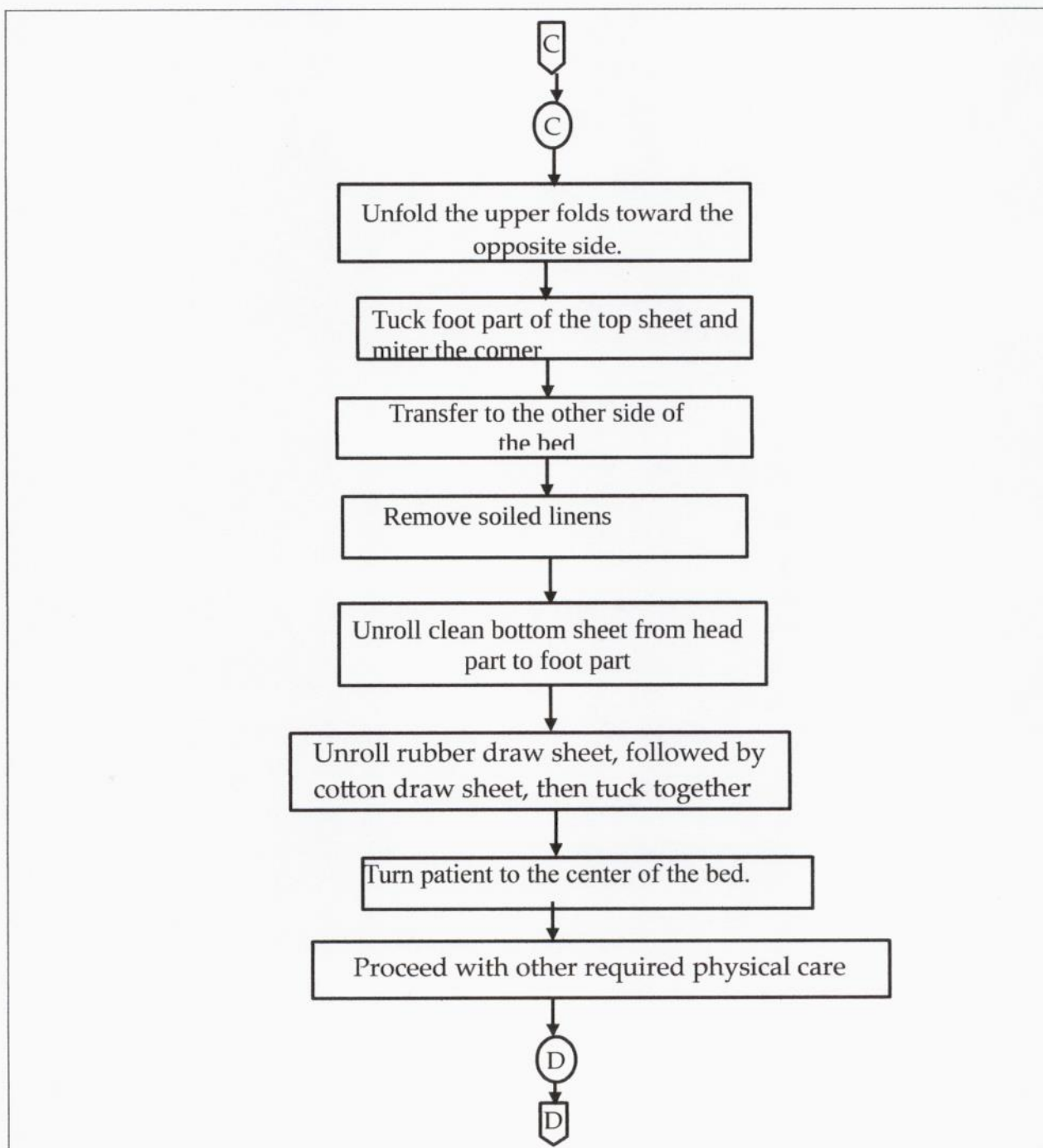




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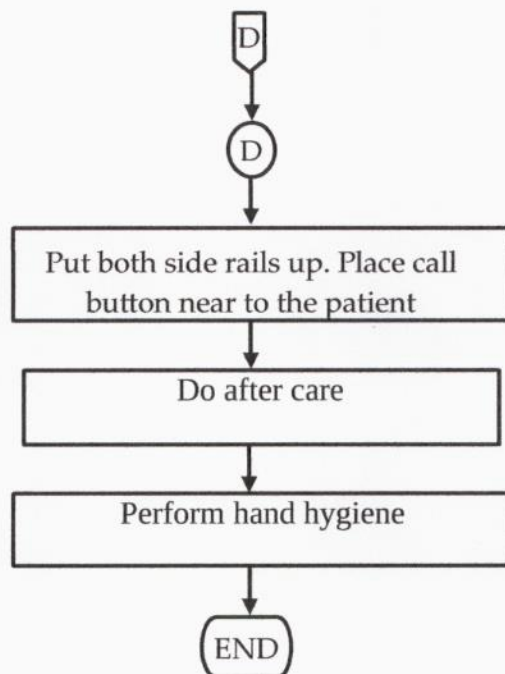




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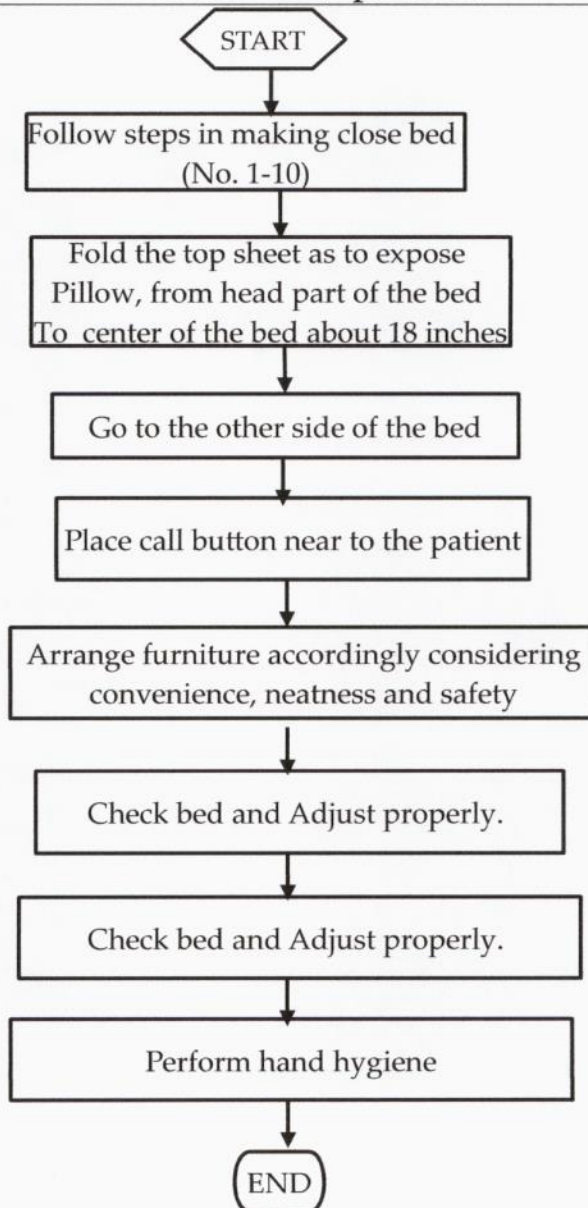



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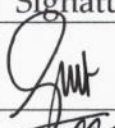
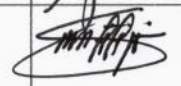



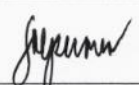

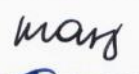

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### FLOWCHART ( Open Bed)



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**APPROVAL:**

	Name/Title	Signature	Date
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Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC-Policy Development		5/31/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		06/02/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		06/02/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		06/2/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC-Total Quality Division		6/9/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-13-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/23/22





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KEY TASKS	PERSON RESPONSIBLE
1. Performs bedmaking in the ward.	Staff Nurse
2. Prepares materials needed for bedmaking	
1. Performs bedmaking in the ward.	Nursing Attendant
2. Prepares materials needed for bedmaking	
1. Performs bedmaking in the ward.	Student Nurses and Clinical Instructors



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>KAREN JOY GUMBAN, RN</b> Staff Nurse		5/31/2022
Verified by:	<b>RICHARD S. MONTILIJAO, RN</b> OIC-Policy Development		5/31/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/1/2022
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Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		6/2/2022
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/23/22