



# Skills Modules 3.0 Checklist: Personal Hygiene Replacing Linens on an Occupied Bed

**INSTRUCTIONS:** Use the following checklist to evaluate competency in completing this skill. Select Satisfactory (S) or Unsatisfactory (U) for each step and provide comments as needed.

\*Document the relevant information (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.

## Step by Step

STEP	S	U	EVALUATOR'S COMMENTS
Gather needed supplies.			
*Verify client identification.			
*Perform hand hygiene and put on appropriate PPE if indicated.			
*Provide client education.			
Place supplies on a surface within reach.			
Provide for privacy.			
Ask a second person for assistance if needed.			

Copyright ©2022 Assessment Technologies Institute, L.L.C. All rights reserved. This resource is copyright protected material of ATI and is provided for use solely under license by ATI. Copying, distributing, or posting this material on the internet or social media is strictly prohibited. Posting on institution LMS requires ATI's prior written permission.

STEP	S	U	EVALUATOR'S COMMENTS
Disconnect any call bell or equipment from linens.			
Apply clean gloves.			
Raise the bed to a comfortable working height.			
Lower the siderail on the side of the bed that you are working on.			
Remove all of the top linens except for the top sheet or bath blanket, which should cover the client.			
Assist client to turn towards the opposite side of the bed. Use a second person if necessary.			
Loosen all bottom linens from the bed on the side that you are on.			
Roll or fold bottom linens toward the client's back, getting the linens as close to the client as possible.			
Place the clean fitted sheet on the bed and place the corners on the head and foot of the bed on the side that you are on.			
Push the rest of the clean sheet toward the middle of the bed and tuck it under the dirty linens.			
If using a draw sheet or water-absorbent pad, place it on the bed with the vertical fold tucked in with the bottom sheet, against the client's back.			

STEP	S U EVALUATOR'S COMMENTS
Tuck the excess draw sheet under the mattress.	
Raise the siderail.	
Assist the client to roll over the tucked linens an on to their opposite side.	
Move to the other side of the bed and lower the siderail.	
Gently pull out the clean linens. Secure the corners of the fitted sheet at the head and foot of the bed.	
Pull the draw sheet or water-absorbent pad taut and tuck under the mattress if necessary.	
Assist the client back to their back.	
Apply clean pillowcases to any pillows.	
Apply clean top sheet and blanket.	
Tuck in the sheet and blanket at the foot of the bed and miter each corner.	
Cuff the top sheet and blanket at the client's shoulders.	

STEP	S	U	EVALUATOR'S COMMENTS
Raise siderail.			
Remove gloves and perform hand hygiene.			
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.			

## References

- Lynn, P. (2019). *Taylor's clinical nursing skills* (5th ed.) Philadelphia: Wolters Kluwer.
- Perry, A.G., Potter, P.A., & Ostendorf, W.R. (2018). *Clinical nursing skills & techniques* (9th ed.) St. Louis, MO: Elsevier.
- Potter, P. A., Perry, A. G., Stockert, P., & Hall, A. (2017). *Fundamentals of nursing* (9th ed.). St. Louis, MO: Elsevier.