



# **NURSING LEVEL III**

**NTQF Level III**

## **LEARNING GUIDE- 13**

**Unit of Competence: Prepare and Maintain Beds**

**Module Title : Preparing and Maintaining Beds**

**LG Code : HLT NUR3 M03 LO3- LG-11**

**Module Code : HLTNUR3 M03 0919**

**TTLM Code : HLT NUR3 TTLM 0919v1**



## LO3. Leave bed ready for occupancy or continued occupancy

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### Instruction sheet # 3

### learning guide # 3

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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Adjusting bed height for occupancy
- Applying brakes according to bed type.
- Keeping bed and equipment/aids accessible
- leaving bed ready for occupancy
- Appropriate personnel
- Reporting damaged and/or faulty beds, equipment, mattresses, pillows and lines.
- Cleaning /disposing all cleaning implements and returned to storage area

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Adjust bed height for occupancy and applies brakes according to bed type.
- Kept equipment/aids accessible and ready bed for occupancy.
- Report damaged and/or faulty beds, equipment, mattresses, and pillows to appropriate personnel.
- All cleaning implements are cleaned (or disposed of appropriately) and returned to storage area

### Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 2 to 28.



3. Read the information written in the “Information Sheets 3”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1” in page 26.
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work.
6. If you earned a satisfactory evaluation proceed to “Information Sheet 4”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #10.
7. Submit your accomplished Self-check. This will form part of your training portfolio.
8. Do the “LAP test” in page 24-26 (if you are ready). Request your teacher to evaluate your performance and outputs. Your teacher will give you feedback and the evaluation will be either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advise you on additional work. But if satisfactory you can proceed to Learning Guide # 4.

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### Information Sheet-14

### Applying brakes according to bed type

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#### 3.2. Applying brakes according to bed type

Bed making - is a technique, which provides enough area to the patient on which he can be comfortable. It is the techniques of preparing different types of bed in making patients/clients comfortable or his/her position suitable for a particular condition. This requires frequent inspections to be sure that linen is clean, dry, and wrinkle free. Throughout the day, the health care giver straightens linen that becomes loose or wrinkled. The bed linen should also be checked for food particles after meals and for wetness or soiling. Linen that becomes wet or soiled should be changed. There are different types of methods to make a bed in a hospital. The bed making methods are



designed for different situations revolving around the patient. The methods also send a message to the hospital staff on how to plan and schedule the direction of care for the patient's treatment.

All hospital bed-making starts with the bottom cover of the bed; it may be fitted or flat. A flat sheet will be flush to the head of the bed with the edge swooped under and out the side one time, the edge brought by one finger up over the top corner to form a 90 - degree angle. The remaining hanging edge is swooped under the mattress again and then the 90-degree, triangle edge tucked under the mattress to create a mitered corner or a hospital corner. The other top bedding varies in position depending on what type of bed is to be made.

### 3.2.1. Closed bed

**Definition:** Closed bed is a smooth, comfortable and clean bed, which is prepared for a newly admitted patient.

In closed bed: the top sheet, blanket and bed spread are drawn up to the top of the bed and under the pillows.

#### **Purpose**

- ❖ To receive new patient
- ❖ To keep the bed neat and clean until a new patient is admitted
- ❖ To provide comfort and rest for the client
- ❖ A welcome sign for the patient

## II. . Equipment

- |              |                                |
|--------------|--------------------------------|
| ✓ Linens     | - Bed spread                   |
| ✓ blanket    | - Trolley                      |
| ✓ Bed        | - pillow                       |
| ✓ Draw sheet | - pillow case and Rubber sheet |



### 3.2.2. Open bed

**Definition:** Open bed is one which is made for an ambulatory patient are made in the same way but the top covers of an open bed are folded back to make it easier of a client to get in.

#### I. PURPOSE

- ❖ - To provide clean and comfortable bed for the patient
- ❖ To reduce the risk of infection by maintaining a clean environment
- ❖ To prevent bed sores by ensuring there are no wrinkles to cause pressure points

#### II. EQUIPMENT

- Linens                      - Chair
- Blanket                    - Bed Spread
- Bed                        - Trolley
- Draw Sheet               - Pillow
- Rubber Sheet            - Pillowcase

### 3.2.3. Occupied Bed

An occupied bed is made while the patient is still in the bed. The patient may not be able to move him or herself out of the bed. The bed linen must be changed to provide cleanliness and decrease the risk of infection to the patient. With the least stress possible to patient and worker, the patient is rolled to one side while the other side of the bed is made. Then the patient is rolled onto the made side while the remaining opposite side is completed. The top bedding is fan -folded to the desire of the patient.

#### I. PURPOSE



Preparing a clean, unwrinkled bed surface with a minimum of energy expenditure while a patient remains in bed.

## II. EQUIPMENT

- Linens            - Bed spread
- Blanket           - Pillow
- Bed                   - Pillowcase
- Draw sheet       - Chair
- Rubber sheet     - Trolley

### 3.2.3. Unoccupied Bed

The unoccupied bed is both like a closed bed and an open bed. The fanfold of a closed bed is turned down three-quarters of the way towards the foot of the bed, so that it almost looks like an open bed. The unoccupied bed is made while a patient is in the shower or sitting up in a chair.







\* when bed make is done by two nurses, sponge cloth is needed two each.

10. Kidney tray or paper bag (1)

11. Laundry bag or Bucket (1)

12. Trolley (1)

### 3.2.3. Making a Post-operative Bed

Definition: It is a special bed prepared to receive and take care of a patient returning from surgery.

#### **Purpose:**

1. To receive the post-operative client from surgery and transfer him/her from a stretcher to a bed
2. To arrange client's convenience and safety





Equipment required:

Bed sheets: Bottom sheet (1)

2. Draw sheet (1-2)

Top sheet (1)

3. Mackintosh or rubber sheet (1-2)

\* According to the type of operation, the number required of mackintosh and draw sheet is different.

4. Blanket (1)

5. Hot water bag with hot water (104- 140 °F ) if needed (1)

6. Tray1 (1)

7. Thermometer, stethoscope, sphygmomanometer: 1 each

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- |                       |                     |
|-----------------------|---------------------|
| 8. Spirit swab        | 13. Trolley (1)     |
| 9. Artery forceps (1) | 14. IV stand        |
| 10. Gauze pieces      | 15. Client's chart  |
| 11. Adhesive tape (1) | 16. Client's kardex |
| 12. Kidney tray (1)   |                     |

17. According to doctor's orders:

- |   |                               |
|---|-------------------------------|
| Oxygen cylinder with flow meter         | - Tongue depressor            |
| - O <sub>2</sub> cannula or simple mask | - SpO <sub>2</sub> monitor    |
| - Suction machine with suction tube     | - ECG                         |
| - Airway                                | - Infusion pump, syringe pump |

### 3.2.4. Surgical Bed/ ANESTHETIC BED/

**Definition:** Anesthetic bed is a bed especially prepared to receive a patient after surgery and major recovery from general anesthesia.

#### I. PURPOSE

- To facilitate easy transfer of the patient from stretcher to bed.
- To facilitate removal of secretion
- To protect the mattress and bedding from bleeding, vomiting, drainage or discharges.
- To protect the patient from becoming chilled or give warmth.

#### ii. Equipment

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- Bandage        -
- Linens        - Chair
- Blanket        - Trolley
- Bed        - Protective Rubber sheet (2)
- Draw sheet        - Small draw sheet (2)
- Rubber sheet        - Emesis basin
- Bedspread        - Tissue paper
- Pillow        - I/V stand
- Pillowcase        - Pencil and paper
- Hot water bag

### 3.2.5. Cardiac bed

**Definition:** Cardiac bed is a bed prepared for a patient with heart disease or dyspnea and to provide easy breathing for patient with minimum strain.

#### Purpose

- In order to ease difficulty in breathing
- To Provide comfort and safety
- To relieve dyspnea
- To prevent complication

### ii. EQUIPMENT

- Linens        - Bed spread

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- Blanket      - Trolley
- Bed      - Extra pillows (4 – 6 Pillows)
- Draw Sheet      - Footrest
- Rubber sheet      - Over bed table
- Pillow      - Cylinder with oxygen
- Pillowcase

### 3.2.6. Making an amputation bed

- A. Amputation: - is the surgical removal of a part of the body or a limb, performed to treat recurrent infections or gangrene in peripheral vascular disease, to remove malignant tumors, & in severe trauma.
- B. Amputation bed/ stump bed is a regular bed with cradle, which is prepared for amputated patient.

#### Purpose

- To give extra warmth
- To leave the part open for observation.
- To ensure more safety and comfort by preventing soiling and staining.
- To keep the stump in a good position
- To prevent jerky movements for the amputated leg
- To prepare for emergency, to have easy access and economy of time and energy

#### ii. EQUIPMENT

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- Linens    - Pillow    - Extra blanket
- Blanket    - Pillow case    - Bed cradle
- Bed    - Chair    - Bath blanket
- Draw sheet    - Trolley    - Tourniquet
- Rubber sheet - Plastic cover    - Small rubber sheet with cover
- Dressing set    - Sand bags with cover

### 3.2.7. MAKING FRACTURE BED

**Definition:** Fracture bed is a hard firm bed designed for a patient with fracture.

#### Purpose

- ⇒ To give firm, even support to the broken limbs and back.
- ⇒ To maintain position.
- ⇒ To make the patient comfortable.
- ⇒ To provide a flat, unyielding surface to support the fractured limb.

#### II. EQUIPMENT

- Linens    - Pillow    - Fracture board
- Blanket    - Pillow case    - Bed cradles
- Bed    - Chair    - Sand bags with cover
- Draw sheet    - Bed spread    - Softy pin
- Rubber sheet - Small blankets    - Small rubber sheet &
- Draw sheet



### **Precautions in handling the Patient:**

- Avoid further movement to prevent further damage.
- Adequate splinting is essential to prevent damage to the soft tissue by the bony fragments.

In an open fracture, the wound is covered with a clean (sterile) dressing to prevent contamination of deeper tissues.

- No attempt is made to reduce the fracture, even if one of the bone fragments is protruding through the wound.
- Clothes are gently removed first from the uninjured side of the body and then from the injured side.
- The Patient's clothing may have to be cut away on the injured side.
- The fractured extremity is moved as little as possible to avoid more damage.

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### **Operational Sheet 2**

### **making closed bed**

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#### **Procedure**

**Step -1** Wash your hands

**Step- 2** assemble the necessary equipment and carry to bedside

**Step -3** Place chair at the foot of the bed

**Step -4** arrange the linen on chair in the order that it will be used

**Step -5** Turn mattress and arrange on the bed.

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**Step -6** put on mattress cover if available

**Step- 7** Place bottom sheet with right side up, center of sheet on center of bed and wide hem at the head of the bed

**Step -8**-Tuck sheet under mattress at head of bed and miter the corner.

**Step-9** Remain on one side of bed until you has completed making the bed on that side.

**Step -10**Tuck sheet on the sides and foot of bed mitering the corners.

**Step -11**Tuck sheets smoothly under the mattress. There should be no wrinkles.

**Step -12** Place rubber draw sheet in the center of the bed and tuck tightly.

**Step -13** Place cotton draw sheet on top of rubber draw sheet and tuck, Rubber draw sheet should be covered completely.

**Step -14** Place top sheets with wrong side up, center fold sheet at center of bed and wide hem at foot of bed. Top edge of sheet should be even with top edge of mattress

**Step 15-** Tuck sheet at foot of bed and mitering the corner.

**Step 16-** Place blanket 2.5 cm below the edge of top sheet with center of blanket on center of bed and tuck at the foot of bed and miter corner. Fold top sheet over blanket.

**Step 17-** Put pillow cases on pillows and place at head of bed.

**Step 18-** Place bed spread with right side up with top edge even with head of mattress. Tuck at the foot of bed, miter corners and cover top bedding.



**Step 19-** Go to other side of bed fanfold the top covers at the center of bed and tuck in bottom sheet and draw sheet mitering corners, smoothing out all wrinkles, continue with blanket and spread the same with the opposite side.

**Step 20-** See that bed is neat and smooth

**Step 21-** Leave bed in place and furniture in order

**Step 22-** Place call light within clients reach

**Step 23-**Wash your hands

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### Operational Sheet 3

### Making an opened bed

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#### iii. Procedure

**Step 1-**Wash your hands

**Step 2-** Assemble the necessary equipment and carry to bedside

**Step 3-**Place chair at the foot of the bed

**Step 4-** Arrange the linen on chair in the order that it will be used

**Step 5-** Turn mattress and arrange on the bed.

**Step 6-** Put on mattress cover if available

**Step 7-** Place bottom sheet with right side up, center of sheet on center of bed and wide hem at the head of the bed.

**Step 8-** Tuck sheet under mattress at head of bed and miter the corner.





**Step 9-** Remain on one side of bed until you have completed making the bed on that side.

**Step 10-** Tuck sheet on the sides and foot of bed mitering the corners.

**Step 11-** Tuck sheets smoothly under the mattress. There should be no wrinkles.

**Step 12-** Place rubber draw sheet in the center of the bed and tuck tightly.

**Step 13-** Place cotton draw sheet on top of rubber draw sheet and tuck Rubber draw sheet should be covered completely.

14. Place top sheet with wrong side up, center fold sheet at center of bed and wide hem at foot of bed. Top edge of sheet should be even with top edge of mattress.

**Step 15-** Tuck sheet at foot of bed mitering the corner.

**Step 16-** Place blankets 2.5 cm below the edge of top sheet, with center of blanket on center of bed and tuck at the foot of bed and miter corner. Fold top sheet over blanket.

**Step 17-** Place pillow at head of bed

**Step 18-** Place bed spread with right side up. Tuck at the foot of bed miter corners and cover top bedding.

**Step 19-** Go to other side of bed fanfold the top covers at the center of bed and tuck in

bottom sheet and draw sheet mitering corners, smoothing out all wrinkles, continue with blanket and spread the same with the opposite side.

**Step 20-** See that bed is neat and smooth



**Step 21 -** Fanfold top bedding (top sheet, blanket, and bed spread down to the middle or foot of the bed).

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## Operational Sheet 2

## Making an occupied bed

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### III. PROCEDURE

If bath is not given this time, the back of the helpless patient should be washed and back care given. Explain the procedure to the patient.

**Step -1** Carry all equipment to bedside at one time and arrange in order of its use. Make sure the windows and doors are closed.

**Step - 2** Remove all pillows but one under patients head, have bed flat if possible.

**Step -3** Loosen all beddings, beginning at head of bed. Place dirty pillowcase on chair to receive dirty linen.

**Step -4** Have patient flex – knees, or assist patient to do so. With one hand over patient's shoulder and the other over patient's knees, turn patient towards you.

(Never turn a helpless patient away from you as this may cause him to fall out of bed). Place pillow in front of patient for support as needed.

**Step -5** When you have made the patient as comfortable and secured as possible, go to other side, carrying your equipment with you.

**Step -6** Loosen bedding on that side

**Step -7** Fold spread down from head half – way, then fold sideways in half. Place it on the chair. Do the same thing with the blanket.





**Step -20** when room is cool; leave blankets on bed instead of top sheet.

**Step -21** Straighten top sheets, replace or straighten blankets. Replace spread. Miter corners. Tuck in along sides for low bed. Leave sides hanging on high beds. Fold spread under top of blankets, and top sheet down over blanket at the head of bed.

**Step -22** Loosen top bedding over patient's toes. Be sure patient is comfortable. Wash bedside table. Remove dirty linen, leaving room or ward unit in order.

**Step -23** Place call light with in patient" s reach.

**Step -24** Wash hands after changing soiled beds.

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## Operational Sheet 2

## Making surgical bed

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### iii. PROCEDURE

**Step-1** Wash your hands

**Step -2** Prepare bottom sheet same as closed bed.

**Step-3** Place protective rubber sheet with cover one at the operation site and 2nd at the head of bed, tuck in the two rubber sheets with cover on both sides

**Step-4** Place the top bedding (top sheet, blanket, spread) in their order but don't tuck or miter corner.

**Step -5** Fold the top bedding back toward the head of the bed. The edge of the bedding even with the edge of the mattress

**Step -6** Fun folds the top bedding to the side of the bed.



**Step -7** Place the pillow upright at the head of the bed between bed and mattress and tie it back with a piece of bandage to protect head of patient.

**Step-8** Place pencil and paper, emesis basin and mouth wipes at bedside table.

**Step-9** Place bedside table and chairs so they will not be in the way for the stretcher.

**Step-10** Close the windows leave room clean and in order.

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## Operational Sheet 2

## Making cardiac bed

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### iii. Procedure

**Step-1** Wash your hands

**Step -2** Assemble the necessary equipment and carry to bed side

**Step-3** Place chair at the foot of the bed

**Step-4** Arrange the linen on chair in the order that it will be used

**Step-5** Turn mattress and arrange on the bed.

**Step-6** Put on mattress covers if available

**Step-7** Place bottom sheet with right side up center of sheet on center of bed and wide hem at the head of the bed

Tuck sheet under mattress at head of bed and miter the corner.

**Step-8** Remain on one side of bed until you has completed making the bed on that side.

**Step-9** Tuck sheet on the sides and foot of bed mitering the corners

**Step -10** Tuck sheets smoothly under the mattress. There should be no wrinkles.

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**Step-11** Place rubber draw sheet in the center of the bed and tuck tightly.

**Step-12** Place cotton draw sheet on top of rubber draw sheet and tuck. Rubber draw sheet should be covered completely.

**Step-13** Place top sheet with wrong side up, center fold sheet at center of bed and wide hem at foot of bed.

**Step-14** Tuck sheet at foot of bed mitering the corner

**Step-15** Place blankets with center of blanket on center of bed and tuck at the foot of bed and miter corner. Fold top sheet over blanket.

**Step-16** Place bed spread with right side up. Tuck at the foot of bed miter corners and cover top bedding.

**Step-17** Go to other side of bed fanfold the top covers at the center of bed and tuck in bottom

sheet and draw sheet mitering corners, smoothing out all wrinkles, continue with blanket and spread the same with the opposite side.

**Step-18** See that bed is neat and smooth

**Step-19** Put bed in semi fowler's position by raising the head of bed, If bed is gatched raise at the head of bed if bed is normal bed put extra pillows.

**Step-20** Put footrest to prevent the patient from sliding down.

**Step-21** Place over bed table over the bed and a pillow over it to allow the patient's hands to rest on it.

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## Operational Sheet 2

## Making an amputation bed

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### iii. Procedure

**Step -1** Clean mattress, similar with open bed.

**Step -2** Cover mattresses with fresh cover and tuck firmly.

**Step -3** Spread long mackintosh length and top to bottom covering mattress.

**Step -4** Spread bottom sheet and tuck neatly.

**Step -5** Top sheet, draw mackintosh and draw sheet will be received along the patient which should be firmly tucked

**Step -6** To make the lower half, use one sheet and blanket, for upper also, one top sheet and blanket.

**Step -7** Keep the lower half of the bed overlapped with the upper half as, in this way, we can easily separate the two halves and observe the stump.

**Step -8** Elevate the stump over the soft pillow covered with mackintosh

**Step -9** Place the sand bags on either side of the stumps to prevent it from jerking, sand bags help prevent bleeding from jerking.

**Step -10** Bed cradles are used to take up the weight of the bed linen.

**Step -11** Cover the patient and make the unit tidy.

**Step -12** Wash the hand thoroughly.

**Step -13** Document in the nurse's order of any observation made on the patient



## **II. PROCEDURE**

**Step -1**Place the fracture board on the springs with the mattress on it.

If the mattress is thin, an extra mattress must be added to prevent pressure sore due to pressure on the hard surface.

**Step -2**Make the bottom bed as usual and then place the small rubber sheet covered with draw sheet at the place where the injured part will be resting.

- The small rubber and draw sheet are easier to change than the whole bed.

This applies specially to an arm or a leg, which is bleeding or has discharge.

**Step -3** Fold back the bed cloths at foot of the bed for leg fracture.

- Cover the uninjured limb with a small blanket.
- On draw sheet placed the cradle over the linen to adjust the cover over it.
- Extra blanket and spreads may be necessary.

**Step -4** Be sure that the covers come high enough on the shoulder.

**Step -5** Do after care and Comfort the patient after procedure.

**Step -6** Returns used equipment to utility room and wash your hand.

**Step -7** Proper documentation





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### Information Sheet-15

**Reporting damaged and/or faulty beds, equipment, mattresses, pillows and lines.**

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#### **3.6. Reporting damaged and/or faulty beds, equipment, mattresses, pillows and lines:**

Damaged items are mended by stitching or darning. Alteration of uniforms is usual and



Condemned linen is converted into useful items called cut-downs/ makeovers. It is important to maintain a record of the condemned articles and the makeovers, so that they can be adjusted in the stock record

## Information Sheet-16

## Cleaning /disposing all cleaning implements and returned to storage area.

### 3.7. Cleaning /disposing all cleaning implements and returned to storage area.

Clean linen should always be stored in a clean, designated area, preferably a purpose built cupboard, off the floor to prevent contamination with dust and/or aerosols. If a linen trolley is used for the storage of linen it should be enclosed. Ideally, linen should not be decanted onto different trolleys, or stored in corridors when delivered, as this may result in contamination.

<b>LAP Test</b>	<b>Perform Open bed</b>
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

<b>LAP Test</b>	<b>Perform Closed bed</b>
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

LAP Test	Perform Occupied bed
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

LAP Test	Perform Surgical bed
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

LAP Test	Perform Fractured bed
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

<b>LAP Test</b>	<b>Perform Amputation bed</b>
-----------------	-------------------------------

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Task -1
2. Task -2
3. Task -N

<b>Self-Check-8</b>	<b>Written Test</b>
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**I- Multiple Choices: Choose the best answer**

1. ----- Is a bed prepared for a patient with dyspnea and minimum strain?
 

A. Anesthetic bed	C. Amputation bed
B. Cardiac bed	D. Closed bed
2. W/C part of bed is used to open for observation
 

A. Fracture bed	C. Amputation bed
B. Open bed	D. None of the above
3. ----- Is unwrinkled bed surface with a minimum of energy expenditure

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- A. Unoccupied bed
- B. Surgical bed
- C. Occupied bed
- D. Fracture bed

## ANSWER SHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### I - Multiple choices

1. \_\_\_\_\_

2. -----

3. -----



## References:

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2. Joyce, M.B.&Jane, H.2005.**Medical-Surgical Nursing. A Clinical Management**

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