

Please attach patient sticker here

Complete for new patient
CRITICAL CARE BED SPACE CHECKLIST (please circle)

To be completed by clinical staff preparing the bed space after discharge

- Liaise with Sodexo/Domestic staff where required
- Completed form to be placed in the patient notes of the patient being admitted as confirmation that the bed space was adequately prepared

Site: Royal Stoke

Ward:


Print Name.....

Job title:

Bed space.....

Type of Clean: Discharge/Terminal (please circle)

Date of bed side clean.....

| ACTION REQUIRED | ✓ | COMMENTS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------|
| Ensure correct PPE is used for the task undertaken. Clean hands before donning and doffing PPE and after task. Use disposable paper /blue/white roll/wipe and change between each surface | | |
| Take Trust approved cleaning products and linen skip to the bed side | | |
| Strip bed sheets and pillow case | | |
| Empty bedside locker and over bed table ensure all items have been transferred with the patient | | |
| Dispose of any used disposable items within bed space, drawers or trolleys | | |
| Clean locker inside and out | | |
| Clean bedside trolleys, drawers, shelves | | |
| Clean over bed table, top, underneath and frame work | | |
| Clean oxygen and suction ports and ensure working by briefly switching on (switch off after) | | |
| Clean any medical equipment within the bed space such as ventilator, IV stands, pumps, monitoring equipment. Clean and remove to storage any equipment that is not required for patient admission such as filter machines, cooling devices, physio aids, flotron pumps and tubing, TV, ratio, etc. | | |
| Visibly check bedside curtains and window curtains (if present) for any stains or soiling. Replace if soiled and as part of a terminal clean | | |
| Check and confirm integrity of mattress cover and mattress by visibly checking the outside of mattress and by unzipping mattress cover and checking for fluid ingress or if bottomed out*. Check pillows for any damage and tears | | |
| Clean bed mattress, bed base directly under the mattress (if possible remove bed base panels and check underside).Clean bed frame, bed side rails, head and foot boards including the insertion holes and electronic bed control and cord. Clean air mattress box and foot plate. Clean the surface of the bed rail side hinge joint cover check around the hinge (if present). The hinge cover may need removing and cleaning if joint appears visibly soiled or ingress of dirty bodily fluids are present Clean pillows. | |  Example of hinge joint cover cot side |
| Check and visually clean all parts of bed side chair (if present) including underside of seat and underside of arms and any pressure relieving cushions if present (inspect cushions inside and out for ingress and tears). Visually inspect and clean foot stools | | |
| Clean patient call bell | | |
| Ensure adequate alcohol hand gel is available within the bed space. If risk of ingestion by patient ensure staff carriage of alcohol hand gel | | |
| Prepare bed space for the next patient. Make up bed with clean linen and 2 new slide sheets. This form is for use for incoming patient; please ensure patient label is applied when new patient arrives. If bed empty leave completed form on bed and fix label when new patient arrives | | |
| Re-stock bed space, emergency drawer and trolley for admission | | |
| Set up ventilator and suction equipment | | |

Please note that cleaning of the upper bed frame including the bed base is the responsibility of clinical staff even in the event of a terminal clean A terminal clean will also include further item such as curtain change, high and low level cleaning, bin bag change, toilet brush change