



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTCSD203D Prepare and maintain beds**

**Release: 1**

## **HLTCSD203D Prepare and maintain beds**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Descriptor**

This unit of competency describes the skills and knowledge required to apply bed making and cleaning practices to a range of 'beds' to ensure that clients can safely occupy a clean bed

### **Application of the Unit**

#### **Application**

Bed making practices may apply to occupied or unoccupied beds

Where beds in an acute setting are occupied, bed making will be usually performed in an assisting role or under the supervision of an appropriate health professional according to organisation policy

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |                                       |   |
|---------------------------------------|---|
| 1. Prepare area for <i>bed</i> making | 1.1 Use personal protective equipment according to organisation policy<br>1.2 Adjust the height of the bed when necessary<br>1.3 Clear the bed and surrounding areas of medical and other equipment before stripping the bed, where necessary<br>1.4 Check bed linen for displaced personal items, aids and <i>equipment</i> , and place aids and equipment in appropriate area/container |
|---------------------------------------|---|

**ELEMENT****PERFORMANCE CRITERIA**

## 2. Make bed

- 2.1 Maintain the client's dignity and privacy
- 2.2 Strip bed linen, where necessary
- 2.3 Remove clinical waste and soiled linen and place in appropriate container
- 2.4 Clean the bed according to established procedures, where necessary
- 2.5 Place clean bed linen on bed in accordance with organisation procedures
- 2.6 Re-position existing bed linen
- 2.7 Ask the client whether they are comfortable, or if they have any specific bed needs
- 2.8 Handle reusable clean bed linen in accordance to with organisation procedures
- 2.9 Clean mattresses and pillows regularly and on discharge, in accordance with organisation procedures

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

- 3.1 Adjust bed height for occupancy and apply brakes according to bed type
- 3.2 Keep bed and equipment/aids accessible and leave the bed ready for occupancy
- 3.3 Report damaged and/or faulty beds, equipment, mattresses, pillows and linen to appropriate personnel
- 3.4 Clean (or dispose of appropriately) and return to storage area all cleaning implements

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level required for this unit.

*Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

## REQUIRED SKILLS AND KNOWLEDGE

This includes knowledge of:

- Bed cleaning procedures
- Bed linen items
- Hygiene policies and procedures
- Infection control policy and procedures
- WHS policies and procedures
- Procedures for safe handling of soiled linen

### *Essential skills:*

It is critical that the candidate demonstrate the ability to

- Prepare, make and leave a bed ready for occupancy in accordance with organisation procedures
- Follow instructions from nursing staff

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Undertake the organisation's cleaning procedures for bed types
- Undertake safe manual handling techniques
- Undertake correct disposal of clinical waste, including taking into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Undertake the correct bed making procedures i.e. hospital corners
- Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation and may include the ability to:
  - understand symbols used in WHS signs
  - read workplace safety pamphlets or procedure manuals
  - read labels
- Use literacy support available in the workplace:
  - support may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available
  - literacy may be required in English or a community language
- Use problem solving skills required including the ability to use available resources and prioritise workload
- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
  - asking questions

## REQUIRED SKILLS AND KNOWLEDGE

- providing clear information
- listening to and understanding workplace instructions
- clarifying workplace instructions when necessary
- competence in English or a community language, depending on client group and organisation requirements
- Use numeracy skills that may range from the ability to complete basic arithmetic calculations such as addition, subtraction, multiplication, division to recording numbers
- Work with others and display empathy with client and relatives

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

*Context of and specific resources for assessment:*

- Bed linen may include sheets, blankets, quilts, pillowcases, doonas, under-blankets, mattress protectors and personal bed linen

## EVIDENCE GUIDE

### *Method of assessment*

- Observation in the work place (if possible)
- Written assignments/projects or questioning should be used to assess knowledge
- Discussion of physical and/or behavioural contingency scenarios involving duty of care
- Recognition - authenticated transcripts of relevant education/training/work or life experiences
- Third Party - authenticated reports of providing client support
- Case studies and scenarios as a basis for discussion of issues and strategies in client support

### *Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

### *Related units:*

This unit can be assessed independently; however holistic assessment practice with other clients and health services units of competency is encouraged

Where beds are made/maintained and the occupant is still in the bed this unit should be assessed in conjunction with:

- HLTCSD305D Assist with client movement

Co-assessment may be also considered with:

- HLTHSE204D Follow safe manual handling practices

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

*Beds may include:*

- Balkan beam
- Cot
- Domestic beds
- Electro-mechanical bed
- Flotation mattress
- Isolettes
- Maternity delivery bed
- Paediatric bed
- Renal chair
- Trolley

*Equipment may include but is not limited to:*

- Bed end note holder
- Bedside table
- Chair lifts
- Commodes
- "Monkey grips"
- Personal aids such as hearing aids, glass eyes, false teeth, breast prosthesis, false limbs
- Pressure care devices e.g. Roho mattress, egg carton mattress, foam mattress
- Slings
- Splints
- Walking frames/sticks



## **RANGE STATEMENT**

*Clearing a client area may involve:*

- Returning items to their correct locations

## **Unit Sector(s)**

Not Applicable