



## On the ward

### Rooms and bed bays

This audit module is designed to look at patient rooms or bed bays.

The audit module is designed to be used when you have some resources available. Most suggestions would take some budget and/or timeframe to implement. Please note – there is a separate rooms/bed bays audit module designed to be used when you have a small budget and short timeframe. Neither are intended for major refurbishments or new builds.

You may use this audit module on its own or as part of an audit of other parts of the ward.

This audit module contains 24 questions and will take approximately 25 – 30 minutes to complete. It contains questions about orientation, safety and comfort.

Some questions may be relevant in some rooms/wards but not in others. Where questions are not relevant, there is an option to select 'not applicable', however please complete as many questions as possible to conduct a thorough audit.

A notes section is provided underneath each question to record any additional information or prompts for action that you identify while carrying out the audit.

Information, recommendations and suggested strategies to address any issues are provided below each question.

When you have completed the audit, please keep it for your reference. You may wish to use it to create your own action list, or to use the information to educate staff about the role of the environment in patient care.

If you want to audit more than one room or bed bay, please print a new copy of this module and complete the audit again for the new location.



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

Hospital and ward \_\_\_\_\_

Room and/or bed number \_\_\_\_\_

**Orientation**

**1. Are patient rooms and/or beds clearly marked using colour or number cues to promote orientation and wayfinding?**

- Yes** - *Correct* - It is important for orientation to be able to easily recognise one's room or bed.
- No** - It is important for orientation to be able to easily recognise one's room or bed. Consider providing large signs at eye level both outside and inside the room. Installing colour or number cues on the bed or wardrobe can also assist with orientation.
- N/A**

**Notes**

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**2. Is there space to display personal items e.g. photos of family?**

- Yes** - *Correct* - Having familiar things around, especially photos, has been shown to reduce stress and provide comfort. Ensure patients and their family or carers know that they are able to display photos/personal items, what can be brought and where best to place them (for example, on the bedside table or on a noticeboard).
- No** - Having familiar things around, especially photos, has been shown to reduce stress and provide comfort. Ensure patients and their family or carers know that they are able to display photos/personal items, what can be brought and where best to place them (for example, on the bedside table or on a noticeboard).
- N/A**

**Notes**

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**No** - Being able to see the toilet or clear signposting is important for orientation and to maintain independent toileting wherever possible. Patients are in an unfamiliar environment and visual reinforcement of location is needed. Consider providing signs on bathroom doors and toilets. Signs should include a picture of a toilet.

**N/A**

**Notes**

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**Safety**

**6. Are all doors and drawers positioned so they do not have the potential to strike other objects when in the open position?**

**Yes** - *Correct* - Consider checking this by opening and closing doors and drawers.

**No** - Test this by opening and closing doors and drawers. Consider how furniture might be rearranged to avoid this occurring, or whether new furniture is needed.

**N/A**

**Notes**

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**7. Are light switches visible in the dark and /or are nightlights positioned in each room/bed bay for night time safety?**

**Yes** - *Correct* - This is important for safety, especially night toileting.

**No** - This is important for safety, especially night toileting. Consider installing illuminated light switches and/or nightlights outside bathrooms 300mm from the floor. As an alternative, glow in the dark paint or stickers could be used to highlight light switches.

**N/A**

**Notes**

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**8. Is the room free of clutter?**

- Yes** - *Correct* - Maintaining a clutter free room is important for safety. Items not in use should be stored in an accessible but out of the way location.
- No** - Maintaining a clutter free room is important for safety. Items not in use should be stored in an accessible but out of the way location.
- N/A**

**Notes**

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**9. Are beds height adjustable?**

- Yes** - *Correct* - Bed heights should be able to be adjusted so the patient can safely rest or mobilise and carers can perform their care work without injury. Lower bed heights may reduce falls and/or injury from falls.
- No** - Bed heights should be able to be adjusted so the patient can safely rest or mobilise and carers can perform their care work without injury. Lower bed heights may reduce falls and/or injury from falls. Consider purchasing electric beds that are adjustable down to 450mm.
- N/A**

**Notes**

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**10. Is there a dedicated space for nursing and allied health staff to write their notes while in the room/bed bay?**

- Yes** - *Correct* - Writing notes while in the room means there is more opportunity for interaction with patients and more time that patients are being observed.



**No** - Writing notes while in the room means there is more opportunity for interaction with patients and more time that patients are being observed. Consider how to create a dedicated space for this, for example by rearranging and/or purchasing suitable furniture.

**N/A**

**Notes**

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**11. Are pressure reducing mattresses available for all beds?**

**Yes** - *Correct* - Pressure reducing mattresses help minimise the risk of pressure ulcers.

**No** - Pressure reducing mattresses help minimise the risk of pressure ulcers. Consider purchasing one for each bed.

**N/A**

**Notes**

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**12. Are pressure reducing chairs or cushions available for every patient?**

**Yes** - *Correct* - Pressure reducing chairs and cushions help minimise the risk of pressure ulcers.

**No** - Pressure reducing chairs and cushions help minimise the risk of pressure ulcers. Consider purchasing enough for every patient to have access to one.

**N/A**

**Notes**

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**13. Is there a sturdy, height adjustable chair with arms for every patient?**

- Yes - Correct** - Each patient should have a chair next to their bed to enable them to sit out of bed as much as possible, to reduce the risk of functional decline and pressure injuries. Chairs with armrests support independence. Patients should be able to sit with their feet flat on the floor and legs at right angles.
- No** - Each patient should have a chair next to their bed to enable them to sit out of bed as much as possible, to reduce the risk of functional decline and pressure injuries. Chairs with armrests support independence. Patients should be able to sit with their feet flat on the floor and legs at right angles. Consider purchasing suitable chairs if necessary.
- N/A**

**Notes**

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**Comfort**

**14. Are all patient controllers (e.g. call bell, television remote) easily reached from the bed?**

- Yes - Correct** - This is important for comfort and stress reduction, as well as safety. If appropriate, check with the patient that they are able to reach all of these items easily.
- No** - This is important for comfort and stress reduction, as well as safety. If appropriate, check with the patient that they are able to reach all of these items easily. If not, move them to within reach. If this is not possible, consider contacting engineering/maintenance for options.
- N/A**

**Notes**

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**15. Is a bedside table and/or an over-bed table available at each bed and in easy reach?**

- Yes - Correct** - Having places to store personal items and necessary amenities like a cup and water jug is important for comfort and helps reduce stress. Make sure that they can be used easily, are sturdy and can be locked in position when necessary.



**No** - Having places to store personal items and necessary amenities like a cup and water jug is important for comfort and helps reduce stress. If the room/bed doesn't have one, try to source or purchase one that can be used easily, is sturdy and can be locked in position when necessary.

**N/A**

**Notes**

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**16. If there is a view to outside, can the patient see it if they wish?**

**Yes** - *Correct* - Views of nature have been shown to reduce stress in patients and being able to see outside can assist with orientation.

**No** - Views of nature have been shown to reduce stress in patients and being able to see outside can assist with orientation. Ensure curtains or blinds are open as appropriate. Reposition bedside chairs if necessary and possible to allow patients to see outside.

**N/A**

**Notes**

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**17. Is there decoration in the room e.g. paintings on the walls?**

**Yes** - *Correct* - Artwork and plants have been shown to reduce stress in patients. Artwork showing nature is the most liked and may reduce stress.

**No** - Artwork and plants have been shown to reduce stress in patients. Artwork showing nature is the most liked and can reduce stress. Consider purchasing decoration, or moving existing pieces.

**N/A**

**Notes**

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**18. Are paintings on the walls positioned so they don't create glare for the patient?**

- Yes - Correct** - Reducing glare and shadows within the room is important. It is worth viewing wall decoration from the bed position and bedside chair position at different times of day to gauge this and adjust if necessary.
- No** - Reducing glare and shadows within the room is important. It is worth viewing wall decoration from the bed position and bedside chair position at different times of day to gauge this and adjust if necessary.
- N/A**

**Notes**

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**19. Is a television provided for each patient, in a position that is easy to view comfortably from the bed or a bedside chair, and with easy-to-use controls?**

- Yes - Correct** - Where a television is provided, the appropriate design and placement of it in the patient's room enhances the older person's comfort. This includes positioning for easy viewing and listening, and easy-to-use controls.
- No** - Where a television is provided, the appropriate design and placement of it in the patient's room enhances the older person's comfort. This includes positioning for easy viewing and listening, and easy-to-use controls.
- N/A**

**Notes**

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**20. Are clear instructions available for accessing the television and using the controls?**

- Yes - Correct** - Patients need to be given clear instructions on accessing the television (e.g. payment systems) and using controls.
- No** - Patients need to be given clear instructions on accessing the television (e.g. payment systems) and using controls. Provide this information on admissions and at the bedside.



N/A

**Notes**

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**21. Are a patients provided with a bedside telephone?**

**Yes** - *Correct* - Access to a bedside telephone is important for older people confined to bed and people who do not have a mobile phone. It has been shown to reduce patient stress.

**No** - Access to a bedside telephone is important for older people confined to bed and people who do not have a mobile phone. It has been shown to reduce patient stress.

N/A

**Notes**

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**22. Is a patient reading light mounted at each bed head?**

**Yes** - *Correct* - Control over personal lighting is important for comfort and sense of control.

**No** - Control over personal lighting is important for comfort and sense of control. Consider installing a reading light for each bed.

N/A

**Notes**

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**23. Are there chairs available near the bed for visitors and space for them to sit?**

**Yes** - *Correct* - Providing a place for visitors to sit near the bed is important for their comfort and enables them to provide support and comfort to the patient.



**No** - Providing a place for visitors to sit near the bed is important for their comfort. If this is not possible, store them nearby and ensure they are easily available.

**N/A**

**Notes**

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**24. Is noisy equipment located away from patient rooms?**

**Yes** - *Correct* - This is important for patient comfort and rest.

**No** - This is important for patient comfort and rest. Consider moving noisy equipment.

**N/A**

**Notes**

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