Morrow County Health Department

Nursing Delegation Process Protocol

Definitions:

*Delegation* is authorizing a competent individual to perform a task of nursing, while the RN retains accountability. Only RNs have the authority to delegate.

*UAP* is an unlicensed assistive personnel; a person who may have training which documents their knowledge and competency but they do not have a scope of practice or authorized nursing tasks. This includes Medical Assistants, Lab technicians or community health workers.

I. Ensure client care can be delegated; client must be stable and the outcomes for delegation predictable.
   A. It is within the scope of nursing practice for RNs to delegate the task of Vaccine Administration to Unlicensed Assistive Personnel (UAP). See Reference “Licensed Nurse Supervision in Settings other than Community-Based Care”.
      1. The task of vaccine administration will be delegated through the Morrow County Public Health Department RNs to UAP.
         a. The primary RN delegating this duty will be the MCHD Director, with other MCHD staff RNs providing supervision in her absence.
      2. All RNs providing supervision of the UAP will need to understand the delegation process in Division 45 of the Nurse Practice Act. See Appendix A attached to this protocol.

II. Teach the task
   A. UAP will complete one training session (suggestions listed below).
      1. Texas DSHS – “Don’t Miss One” video
         [www.immunizetexas.com](http://www.immunizetexas.com)
      2. Pennsylvania’s America Academy of Pediatrics – Immunization Curriculum Slides
         [www.paiep.org/section.cfm?sectionID=2](http://www.paiep.org/section.cfm?sectionID=2)
      3. California’s Medical Assistant training modules and California’s Immunization Techniques CD and Videos
         [www.eziz.org](http://www.eziz.org)
      4. Philadelphia Immunize Coalition Modules
         [www.phillyimmunize.org/modulestart.html](http://www.phillyimmunize.org/modulestart.html)
III. Check for competency (See Competency Checklist)
   A. Understand model standing orders for all vaccines offered at Influenza clinics.
      1. Tdap and Td, Influenza (inactivated)
      2. Live Attenuated Influenza Vaccine (LAIV)
      3. H1N1 monovalent Live influenza vaccine
      4. H1N1 monovalent inactivated influenza vaccine
      5. Pneumococcal Polysaccharide (23-valent)
   B. Training Modules as listed above. UAP must bring proof of successful completion
   C. Competency will be re-evaluated annually.

IV. Documentation
   A. Delegation Process Protocol – Have RNs and UAPs understand delegation protocol.
   B. Delegation Order – To be filled out and signed by the supervising RN and the UAP.
   C. Competency Checklist
   D. Vaccine Administration Procedure – UAP must be familiar with this procedure.

V. Re-evaluate client if necessary
   A. All delegating RNs working with UAP will be responsible for re-evaluating the client as needed

VI. Re-evaluate UAP delegated nursing task
   A. All delegating RNs working with UAP will be responsible for supervision; re-evaluating the UAP, intervening immediately as appropriate and/or indicated.
      1. All incidents will be reported by the supervising RN, if Director is not present at the time of occurrence.

References for Delegation Authority of Registered Nurses:
OR State Board of Nursing:
- Licensed nurse supervision in setting other than community based care <www.oregon.gov/OSBN/pdfs/policies/LNsupervision.pdf>
- Registered nurse delegation in settings other than community based care <www.oregon.gov/OSBN/pdfs/policies/NurseDelegation.pdf>
See Appendix A (included in this document)

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