

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: August 12th, 2021
To: APD Adult Foster Home Providers
From: Safety, Oversight and Quality Unit
Topic: **Nursing Delegation – Understanding Your Responsibility**

Nursing delegation is an essential part of long-term care services and supports in adult foster homes (AFH). Although the RN has most of the responsibilities of delegating a nursing procedure, there are critical licensee responsibilities as well.

Licensees are responsible for ensuring:

- The resident has a valid and current medical order.
- All supplies for the nursing procedure are available.
- All caregivers have been delegated by the RN before performing the nursing procedure:
 - Delegating a nursing procedure is limited to staff that will be regularly performing the nursing procedure. Delegation cannot occur for substitute/backup caregivers.
 - New caregiving staff do not perform a nursing procedure until they have been delegated.
 - Delegated caregiving staff must use the step-by-step instructions every time they perform the nursing procedure. Performance of the procedure cannot be done by memory.
 - A caregiver cannot continue to perform a delegated nursing service if the RN has rescinded their delegation.
 - Ensuring caregivers that have been delegated to do not provide training to other staff on how to perform a nursing procedure.
 - Multiple residents with nursing procedures that need delegated must be delegated one at a time for each resident and for each caregiver.

- The AFH must contact the RN when:
 - Orders related to a delegated nursing procedure have changed.
 - The resident with a delegation has been hospitalized.
 - Directed by the RN in their step-by-step instructions or other documentation.
 - A delegation is near its expiration date or has expired and the RN has not contacted the AFH to make arrangements to reauthorize the delegation:
 - The RN must reauthorize an initial (new) delegation within 60 days and subsequent reauthorizations not to exceed every 180 days per OSBN rules.
 - If the RN has not returned as expected it is the responsibility of the AFH owner/licensee to contact the local office immediately. After hours or holidays call and leave a message.

- An RN cannot delegate a nursing procedure for multiple caregivers at the same time. Each caregiver must demonstrate how to perform the procedure, and this must occur when the nursing procedure is scheduled:
 - The RN can provide basic training and education to multiple caregivers on the same day however, the demonstration can only occur with one caregiver at a time at the scheduled time. For example, if a resident has 10 units of insulin the RN *cannot* divide the insulin and have two staff administer 5 units of insulin at the same scheduled time.