

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: September 2nd, 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. ***Updated information added in italics.***
 - ***RNs cannot delegate a nursing procedure to anyone that will not be routinely performing the nursing procedure for the resident. For the purpose of OSBN rule, substitute caregivers are those filling in on a short-term basis, not to be confused with the AFH substitute caregiver definition.***
 - ***Caregivers that do not provide direct care to the resident cannot be delegated just in case they need to provide care. If a caregiver is expected to provide resident care for a short time (maybe due to an emergency) an RN can delegate for the time frame they are working with clients but, the caregiver must be delegated before performing the nursing procedures and the delegation must be rescinded no later than the day they will not be providing care.***

- 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 - A caregiver cannot continue to perform a delegated nursing service if the RN has rescinded their delegation.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.