

## Steps of Delegation

### Summary

This document is intended as a resource for implementing the delegation process in the school setting. The Oregon-licensed Registered Nurse (RN) retains the responsibility to be competent in the delegation process before engaging in the practice of delegation in a Community-Based Care setting. The steps are pulled directly from Division 47 of the Oregon Nurse Practice Act.

The Registered Nurse shall use the following process to delegate a nursing procedure:

1. Perform a nursing assessment of the client's condition;
  - *"Nursing Assessment" means the systematic collection of data about an individual client for the purpose of judging that person's health/illness status and actual or potential health care needs. Nursing assessment involves collecting information about the whole person including the physical, psychological, social, cultural and spiritual aspects of the person. Nursing assessment includes taking a nursing history and an appraisal of the person's health/illness through interview, physical examination and information from family/significant others and pertinent information from the person's past health/medical record. The data collected during the nursing assessment process provides the basis for a diagnosis(es), plan for intervention and evaluation.*
2. Determine that the client's condition is stable and predictable prior to deciding to delegate;
  - *"Stable/Predictable Condition" means a situation where the client's clinical and behavioral state is known, not characterized by rapid changes, and does not require frequent reassessment and evaluation. This includes clients whose deteriorating condition is predictable.*
3. Consider the nature of the procedure, its complexity, the risks involved and the skills necessary to safely perform the procedure;
4. Determine whether or not an unlicensed person can perform the procedure safely without the direct supervision of a Registered Nurse;
5. Determine how often the client's condition needs to be reassessed to determine the appropriateness of continued delegation of the procedure to the unlicensed persons;
6. Evaluate the skills, ability and willingness of the unlicensed persons.
7. Provide initial direction by teaching the nursing procedure:
  - Teaching plan shall include:
    - (A) The proper procedure/technique;
    - (B) Why the nursing procedure is necessary;
    - (C) The risks associated with;
    - (D) Anticipated side effects;
    - (E) The appropriate response to untoward or side effects;
    - (F) Observation of the client's response; and
    - (G) Documentation of the nursing procedure.

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8. Observe the unlicensed person(s) performing the procedure to ensure that they perform the procedure safely and accurately.
  - The RN may need to observe the performance of the procedure multiple times for each unlicensed person before determining that the unlicensed person can perform the procedure safely and accurately.
9. Leave procedural guidance for performance of the procedure for the unlicensed persons to use as a reference.
  - Based on the teaching plan from #7, these written instructions shall include:
    - (A) A specific outline of how the nursing procedure is to be performed, step by step;
    - (B) Signs and symptoms to be observed; and
    - (C) Guidelines for what to do if signs and symptoms occur.
10. Instruct the unlicensed persons that the procedure being taught and delegated is specific to this client only and is not transferable to other clients or taught to other care providers.
11. Document
  - The Delegation Process has specific documentation requirements. Make sure to include the following:
    - (A) The nursing assessment and condition of the client;
    - (B) Rationale for deciding that this nursing procedure can be safely delegated to unlicensed persons;
    - (C) The skills, ability and willingness of the unlicensed persons;
    - (D) That the nursing procedure was taught to the unlicensed persons and that they are competent to safely perform the nursing procedure;
    - (E) The written instructions left for the unlicensed persons, including risks, side effects, the appropriate response and that the unlicensed persons are knowledgeable of the risk factors/side effects and know to whom they are to report the same;
    - (F) Evidence that the unlicensed person(s) were instructed that the procedure is client specific and not transferable to other clients or providers;
    - (G) How frequently the client should be reassessed by the registered nurse regarding continued delegation of the procedure to the unlicensed persons, including rationale for the frequency based on the client's needs;
    - (H) How frequently the unlicensed persons should be supervised and reevaluated, including rationale for the frequency based on the competency of the caregiver(s); and
    - (I) That the Registered Nurse takes responsibility for delegating the procedure to the unlicensed persons and ensures that supervision will occur for as long as the Registered Nurse is supervising the performance of the delegated procedure.
12. The Registered Nurse shall provide periodic inspection, supervision, and re-evaluation of a delegated nursing procedure.