

# Nursing in Community IDD Programs, Part II RN Delegation

February 26, 2015



# Mission of the Texas Board of Nursing

To protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely



# Delegation Defined

A registered nurse authorizes an unlicensed person to perform tasks of nursing care in selected situations and indicates that authorization in writing.

Delegation is a process that includes the nursing assessment of a client in a specific situation, evaluation of the ability of the unlicensed persons, teaching the task, ensuring supervision of the unlicensed persons and re-evaluating the task at regular intervals.

*Rule 225.4 (6)*



# Supervision Defined

A process of directing, guiding, and influencing the outcome of an individual's performance of an activity



# Assign Defined

Describes the distribution of work that each staff member is responsible for during a given shift or work period

- NCSBN



# Training Defined



# Independent Living Environment Defined

- Home
- Group Home
- Foster Home
- Assisted Living Facilities
- Adult Day Care Centers
- Day Habilitation Programs
- Schools

*Rule 225.4 (9)*





# Administrator's Role

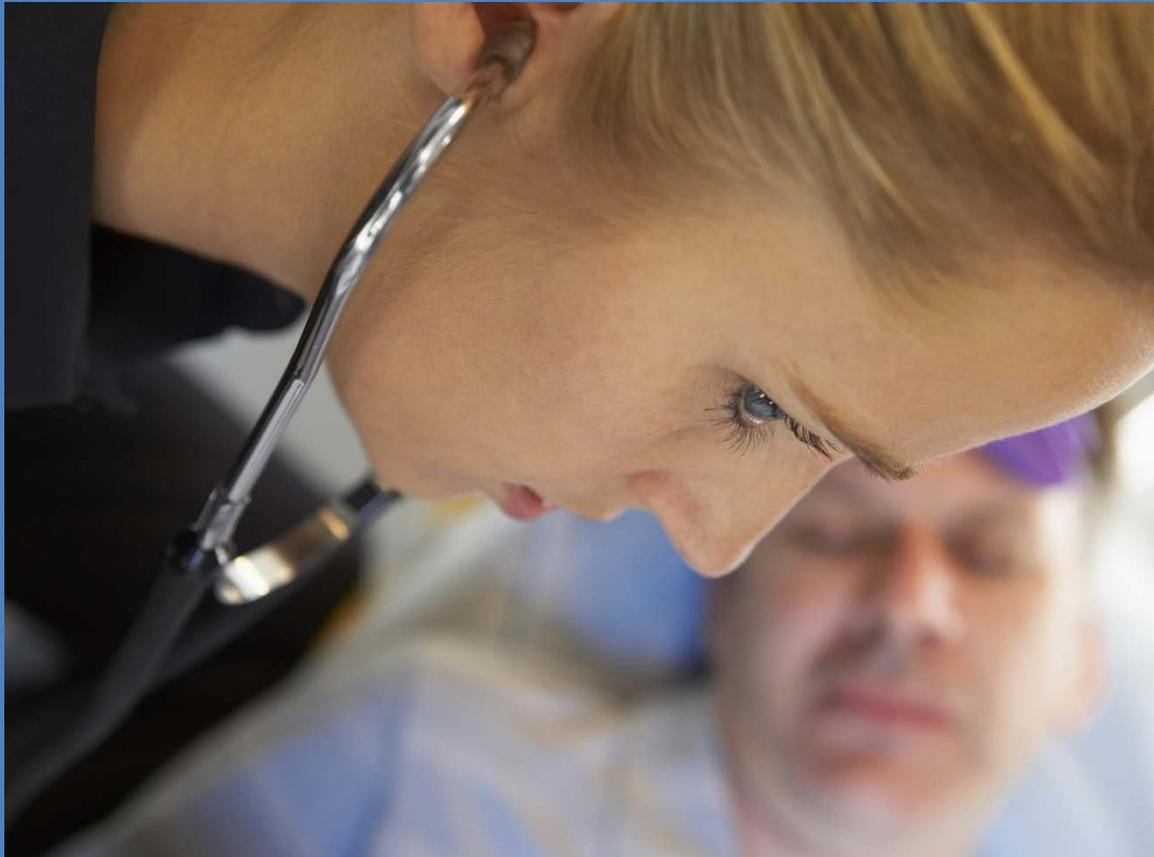
- Build an infrastructure
- RN delegation rules
- RN scope of practice
- Collaborate
- Conflict resolution model
- Policies and procedures
- Staffing
- Competency verification system



# RN's Role

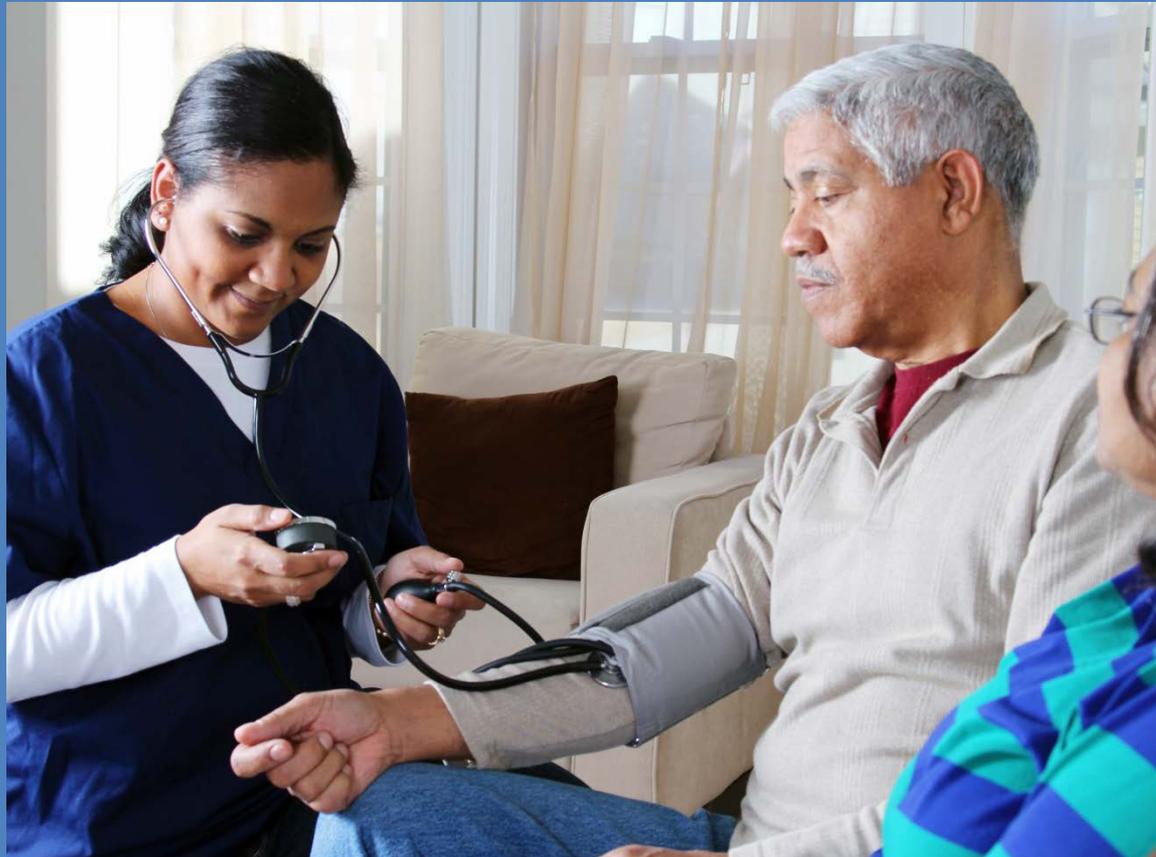
- Follow the laws and rules
- Task within your scope of practice
- Be accountable
- Follow policies and procedures
- Collaborate with administrators
- Carry out the delegation
- Develop the nursing care plan





# LVN's Role





## UAP's Role

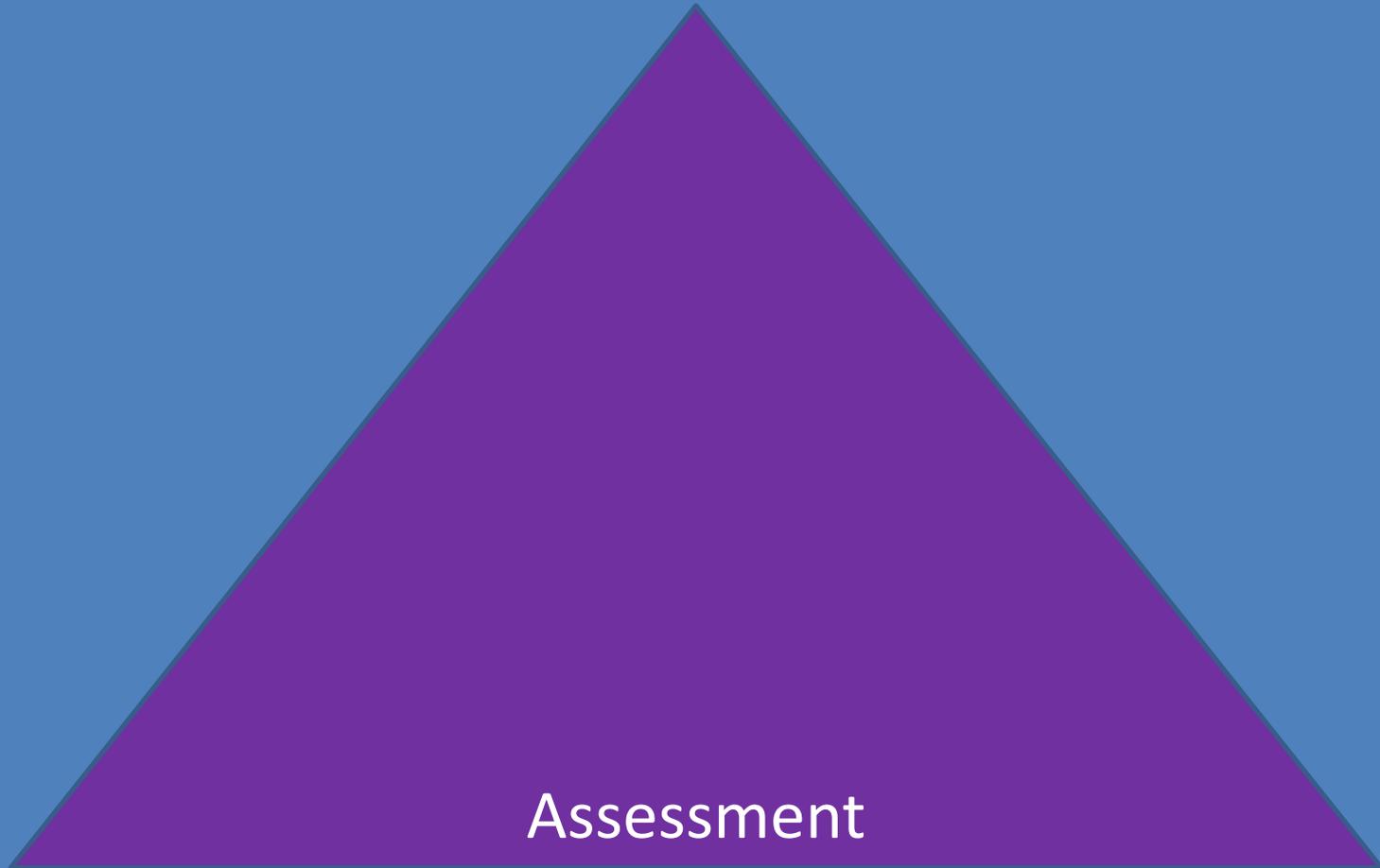




# Client's Role



# Delegation Decision-Making Process



# 3 Choices

- Delegate a task because it can safely performed by the UAP
- Not delegate a task because only a nurse can safely perform the task
- Task is a ADL or HMA that does not require delegation and can be exempted from delegation because the client or CRA can direct and supervise the UAP

*Rule 225.6 – 225.8*



# Activities of Daily Living

- Bathing
- Dressing
- Grooming
- Routine hair and skin care
- Meal preparation
- Feeding
- Exercising
- Toileting
- Transferring
- Ambulation
- Positioning
- Range of motion
- Assistance with self-administered medications

*Rule 225.4 (1)*



# Health Maintenance Activities

- Oral medications
- Topical medications
- Insulin administration
- Medications thru a permanently placed feeding tube
- Bowel or bladder program
- Metered dose inhalers
- Nebulizer treatments
- Oxygen administration
- Noninvasive ventilation
- CPAP
- BiPAP
- Routine preventive skin care
- Care of Stage 1 pressure ulcer
- Feeding and irrigation thru a permanently placed feeding tube

*Rule 225.4 (8)*



assistant

business

skills

help

manage

teaching

develop

time

career

delegate

transfer

personal

appoint

work

entrust

structure

# DELEGATING

tasks

strategy

leader

## *Criteria*

work

mentoring

jobs

meetings

approach

coaching

effective

system

goals

person

powers

responsibility

others

functions

assign

authority

time management

# 5 Rights of Delegation

Right Task

Right  
Circumstance

Right Person

Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Right Task

Right Task

Right  
Circumstance

Right Person

Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Right Circumstance

Right Task

Right  
Circumstance

Right Person

Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Right Person

Right Task

Right  
Circumstance

Right Person

Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Right Direction or Communication

Right Task

Right  
Circumstance

Right Person

Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Right Supervision

Right Task

Right  
Circumstance

Right Person

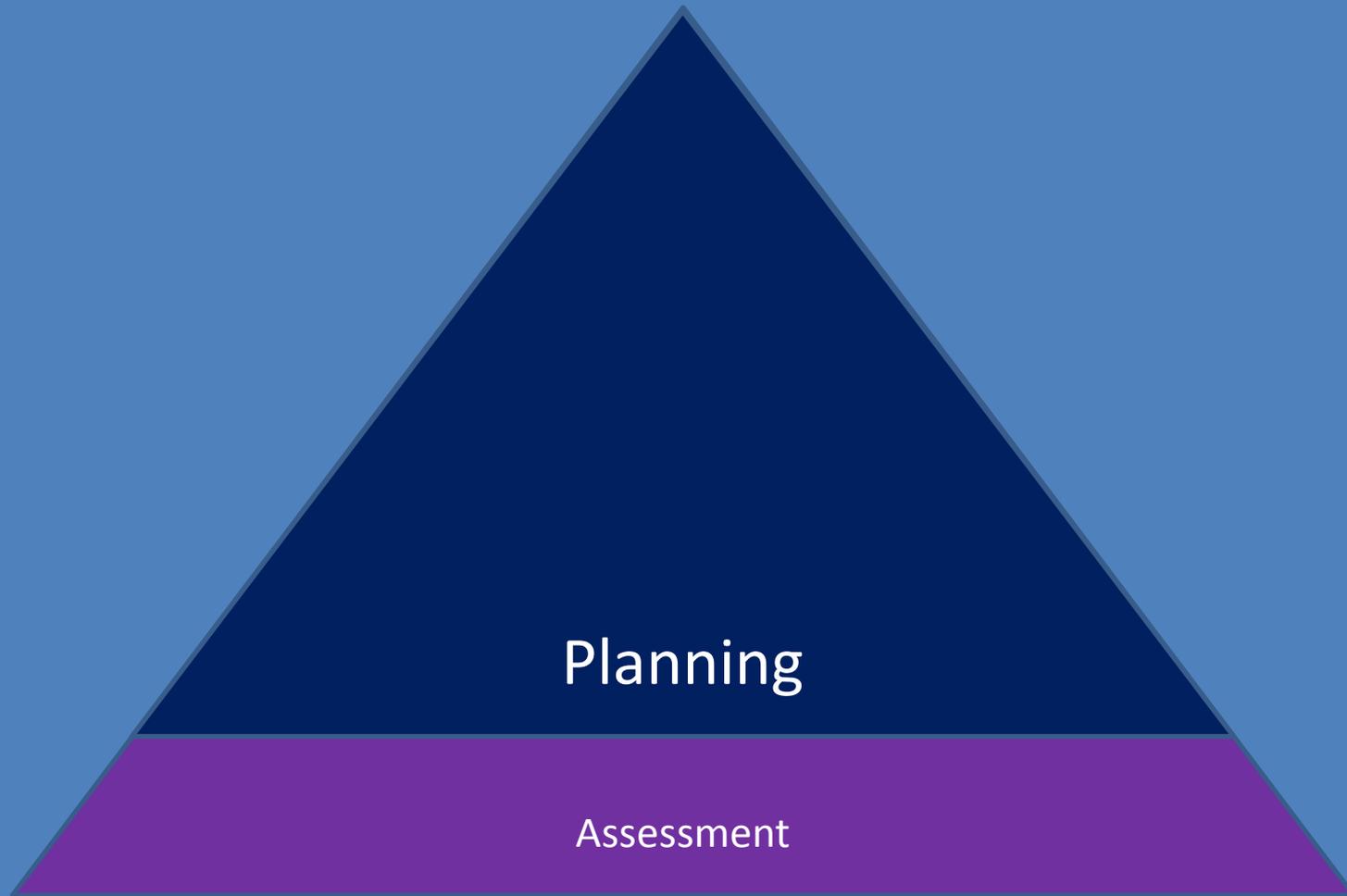
Right  
Direction

Right  
Supervision

*Rule 225.9(a)(4)*



# Delegation Decision-Making Process

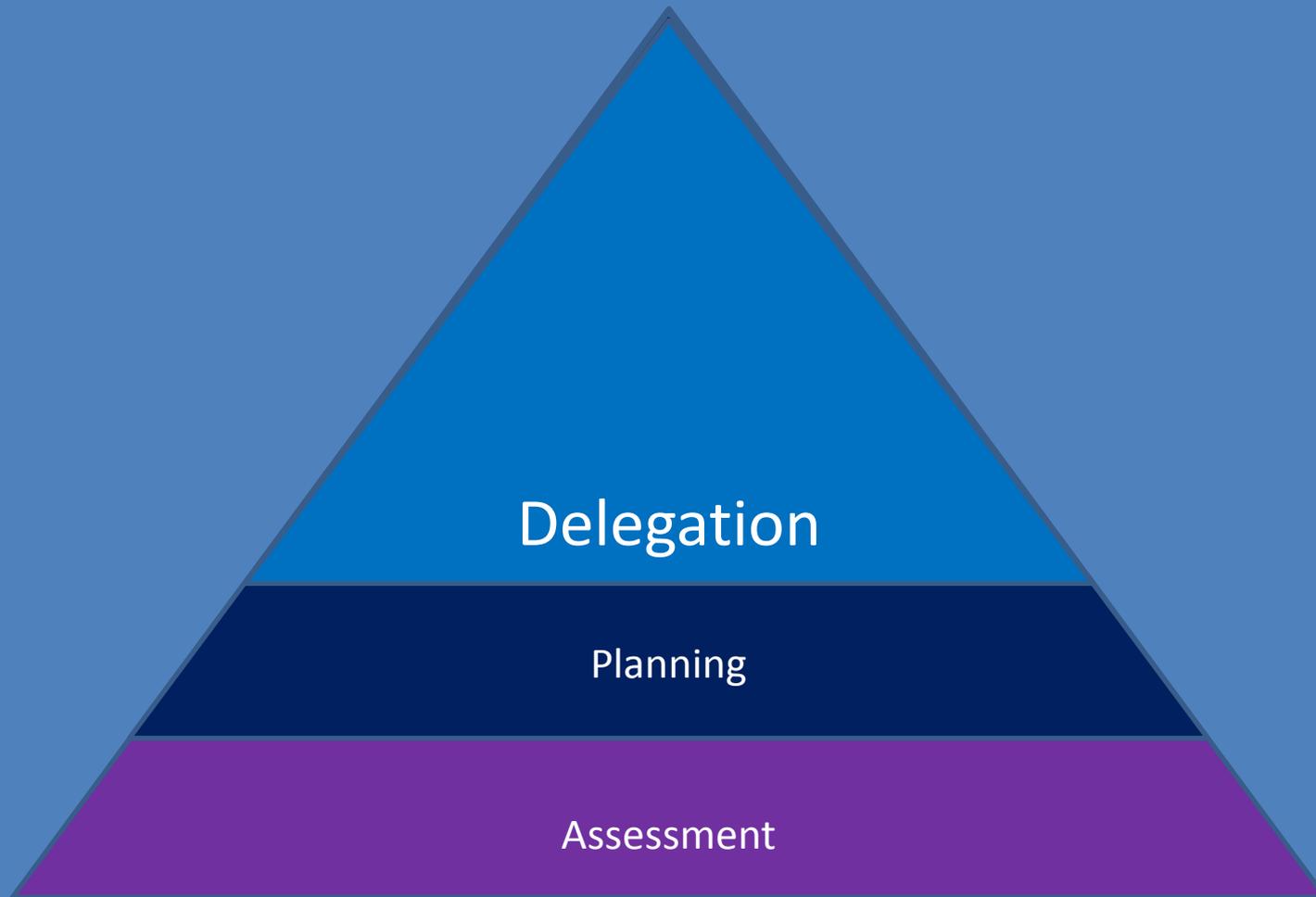


# Planning for Delegation

- Qualifications
- Competency
- Knowledge
- Skills
- Training
- Policies & procedures
- Job descriptions
- Orientations
- Skill check-offs



# Delegation Decision-Making Process



# Delegation Instructions



**REMEMBER  
TO  
DELEGATE!**

- Priority of tasks
- Expected timelines
- Checkpoints
- Conditions to report
- Completion of tasks
- Your role
- Documentation



# 5 – Ws and H

- Who will perform the task?
- What task will be delegated?
- When should task be performed?
- Where will UAP perform task?
- Why is task being performed?
- How will the UAP perform the task?



# Delegable Tasks

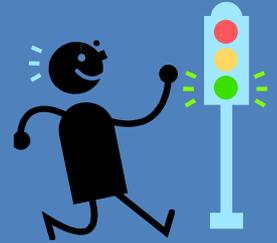


- ADLs or HMAs that require delegation
- Non-invasive and non sterile treatments
- Collecting, reporting and documenting certain data
- Reinforcement of health teaching provided by the RN
- Insertion of an I & O catheter
- Irrigation of indwelling tubes, i.e.: Foleys or g-tubes

*Rule 225.10*



# More Delegable Tasks



- Ventilator care or tracheal care including the instillation of normal saline and suctioning with oxygen
- Care of broken skin with a low infection risk
- Sterile procedures involving a wound or an anatomical site that could become infected

*Rule 225.10*



# More Delegable Tasks

- Administration of Medications:
  - Oral or via permanently placed feeding tube
  - Sublingual
  - Topical
  - Eye, ear and nose drops or sprays
  - Vaginal or rectal gels and suppositories
  - Unit dose inhalation prophylaxis/maintenance
  - O2 (routine)
  - Use of pill reminder container
  - Insulin



*Rule 225.10*



# Use Of Pill Reminder Container



- Ensure the unit dose medication is from a properly dispensed Rx bottle and placed in the container by the RN or a mutually agreed upon person
- Provide instructions about each medication
- Emphasize the importance of communications between the UAP and the RN
- Arrange supervisory visits to assure safe and effective nursing services
- Documentation and acknowledgment of delegation process

*Rule 225.11*



# Administration of Insulin

- Availability of RN at all times
- Provide instruction
- Client specific delegation
- Limit the UAPs
- Supervisory visit schedule
- Additional supervisory visits
- Documentation



*Rule 225.12*



# Emergency Measures



Does **NOT** require professional nursing judgment, clear policies & procedures, physician orders, client has received a diagnosis that requires:

- Glucagon injections for treatment of severe hypoglycemia in unconscious clients or clients who are unable to swallow oral glucose
- Epinephrine injections from a single-dose pre-filled automatic injection device for severe allergic anaphylactic reactions
- Diazepam rectal gel in a pre-filled syringe for episodes of increased seizure activity
- Nitroglycerin tablet(s) administered sublingually for the acute relief of an attack of angina pectoris
- Use of a hand held magnet to activate a vagus nerve stimulator to prevent or control seizure activity
- Metered dose inhalers or nebulizer treatments for the relief of acute respiratory symptoms
- Oxygen administration for the relief of acute respiratory symptoms

*Rules 224.6 (4) and 225.10 (13)*



# Tasks Prohibited from Delegation

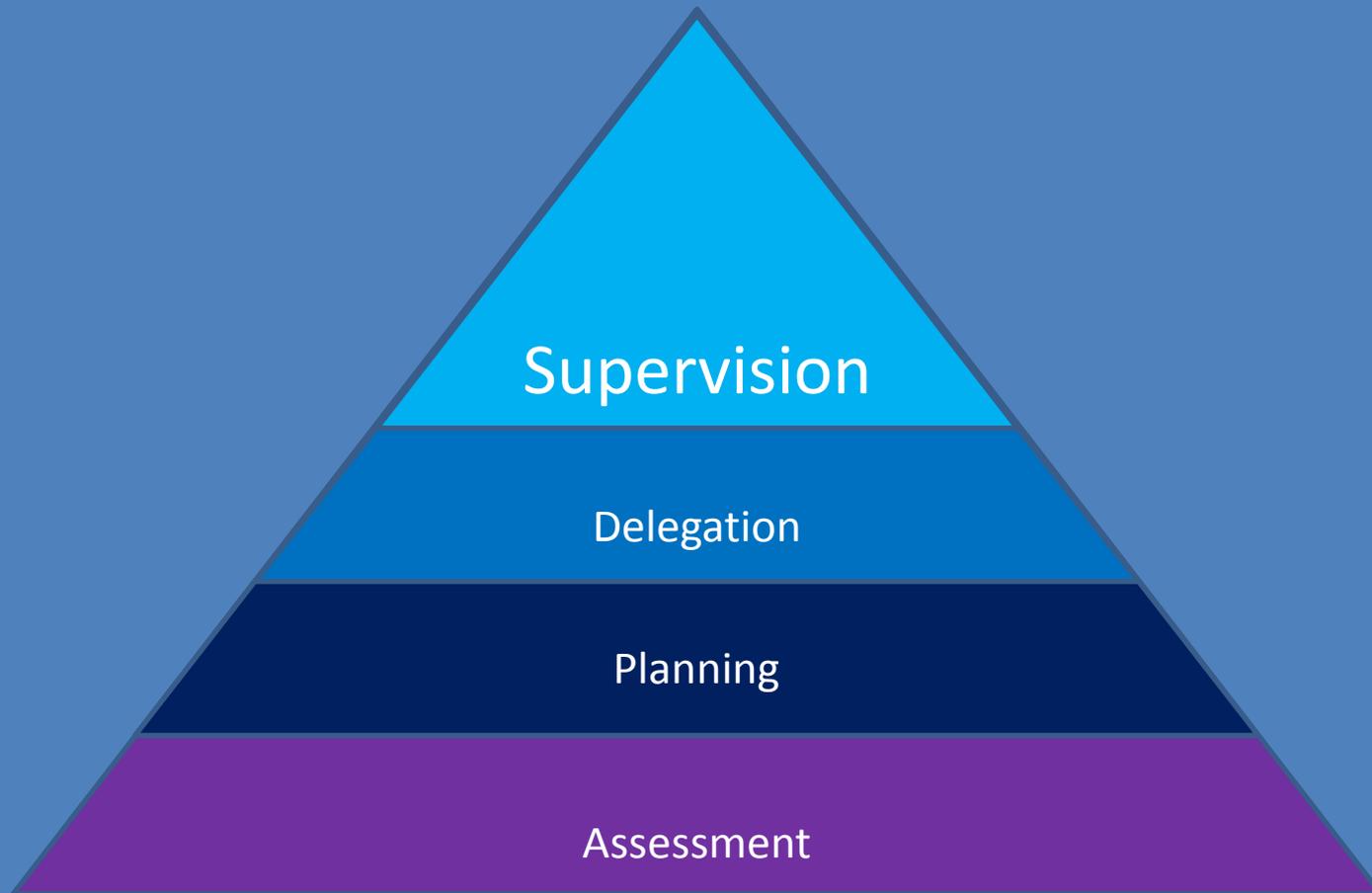
- Your assessment
- Formulation of a nursing care plan
- Implementation of parts of the nursing care plan
- Responsibility and accountability of health education
- Dose calculation
- Injectable medications [except insulin]
- Medications via a non-permanent tube
- Verbal and telephone orders
- Initial dose



*Rule 225.13*



# Delegation Decision-Making Process



# Supervision Continued

- Vigilance
- Ensure competency
- Level and frequency of supervision
- Checkpoints
- Monitor UAP's documentation
- Physically or telephonically present
- Timely intervention



# Corrective Action Plans

- Prompt intervention and assistance
- Identify problem
- Develop a corrective action plan:
  - Education
  - Clarification
  - Return demonstration
  - New checkpoints
- Evaluate plan



# Rescinding Delegation

- No longer able to supervise
- Client no longer requires task to be preformed
- Client no longer in independent living environment
- Client's condition changes
- UAP no longer willing and able
- No longer employed
- Documentation



# Group Home Scenario

- Button style gastrostomy tube feeding via gravity at noon – 8 oz. of Jevity
- Physician orders and parent permission obtained
- Assessment performed and care plan developed
- Unlicensed person was willing and able; received training
- Unlicensed person re-delegated task to another unlicensed person and task was performed an hour early



Should the RN rescind her  
delegation to the unlicensed  
person?



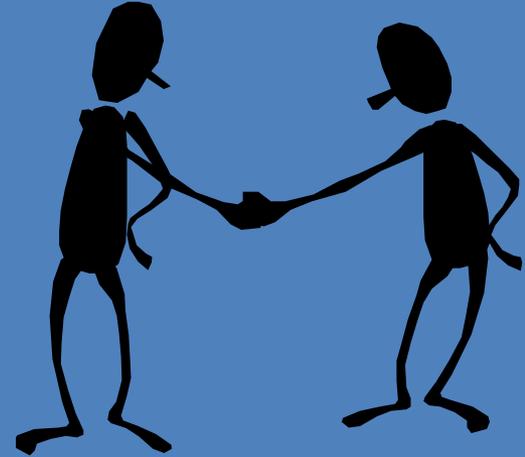
# Possible Solution

- Provide more instruction
- “Right Time”
- Re-delegation prohibited
- Train an alternate UAP
- Anticipate and plan for challenges
- Develop an alternate plan



# Transferring Delegation

- Preferred method
- Review the:
  - Client's condition
  - Teaching plan
  - UAP qualifications
  - Written instructions
  - Supervisory plan and schedule of visits
  - Next reassessment
- Update care plan with rationale for transfer and effective date
- Sign documentation



# Transferring Delegation in a Group Home Scenario

- 4 person group home
- RN hands in resignation and gave her employer a 30 day notice
- Delegation of insulin administration
- Comprehensive nursing assessment and delegation plan included in nursing service plan was up-to- date
- New RN hired and would orient for a week with resigning RN



Should the RNs consider transferring the delegation of insulin administration?



# Possible Solution



## Review:

- Assessment, nursing service plan and delegation documentation
- Client condition
- Verify UAP competency
- Update assessment, nursing service plan and delegation documentation
- Sign and date delegation form



# RN with Supervisory Responsibilities

- Available in person or by phone
- Verify competency of UAP
- Understand supervisory responsibilities
- Intervene if UAP is not performing task competently
- Communicate with delegating RN or physician if UAP is not able to perform task competently
- Document your supervision



# RN Supervising UAPs while Delegating RN is Off Duty Scenario

- RN supervising UAPs during the delegating RN's two week vacation
- Off-duty RN delegated medication administration to one UAP for 4 individuals

What is the RN's responsibility  
in supervising the UAP in this situation?



# RN's Supervisory Responsibilities

- Competency verification
- In person or by phone supervision
- Ready to intervene
- Ready to stabilize a condition
- Ready to prevent a complication
- Communicate back with delegating RN or physician
- Document your actions



# Delegation Decision-Making Process





# Evaluation Questions

- Do you and the client think the delegated task was performed correctly? Outcome achieved?
- Best possible outcome? Or just satisfactory? Or unsatisfactory?
- Should you rescind your delegation?
- Was communication timely?
- What went well? Did you encounter challenges?
- Do I need to reassess the client? Should the plan of care change?
- What did you learn?
- Did you document your evaluation?



# Conflict Resolution

- Work to establish a “win – win” goal
- Listen
- Concentrate on understanding client
- Use factual statements
- Final decision is yours
- Education
- Dispute resolution model



# Benefits of Delegation

- Maximizes nursing care
- Time management
- Prioritizes workload
- Focus on complex health conditions
- Cost saving
- Develops team of caregivers
- Increases job satisfaction



# Keys to Effective Delegation

- Focus on safety first
- Education and training
- Competent and confident
- Clear, concise, correct and complete communication
- Communicate early and often
- Recognize team's contribution
- Trust and respect
- Mentor
- Practice



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Thank-you

What Questions Do You Have?

