|  |  |  |
| --- | --- | --- |
| POLICY: | Delegation of Unlicensed Assistive Person | |
| Effective Date: | 4/20/2009 |  |
| Revision Date: |  |  |
| Review Date: |  |  |
| Approved: |  |  |

PURPOSE:

The delegation policy is to provide guidance to those individuals that are supervising unlicensed assistive personnel

POLICY:

DEFINITIONS:

Delegatee: The UAP receiving delegation.

Delegations: The act of authorizing and directing a UAP to perform a specific nursing task in a specific situation in accordance with the State Board of Nursing (SBON) delegation rules.

Delegator: The nurse who makes the decision to delegate and thereby assumes accountability as defined in this policy. The term delegator has the same meaning as the term delegating nurse Direct Supervision: The nurse delegator is on the premises, and is quickly and easily available to the UAP.

Fundamentals of Nursing Course: A nursing course that provides an introduction to the art and science of nursing practice and human care. Introduction to the concepts of clinical judgment, nursing principles, nursing process, communication skills, and the role of the nurse are included

Good academic standing: A student nurse who is currently enrolled and not on academic probation

Immediate Supervision: The nurse delegator is on the premises and is within audible and visual range of the patient that the UAP is attending.

Indirect Supervision: Nurse delegator is not on the premises but has previously given written instructions to the UAP for the care and treatment of the patient and is readily available to the delegatee either in person or by telecommunication.

Nursing Assessment: An ongoing process of determining nursing care needs based upon collection and interpretation of data relevant to the health status of the patient.

Nursing Judgment: The intellectual process that a nurse exercises in forming an opinion and reaching a clinical decision based upon analysis of the evidence or data.

Nursing Student: A person currently enrolled and studying in a state nursing board-approved of state nursing commission-approved nursing education program.

Nursing Task: An activity that requires judgment, analysis, or decision-making based on nursing knowledge or expertise and one that may change based on the individual client or situation.

Pharmacology Course: A nursing course that introduces the student to the basic principles of the pharmacology in nursing practice and the skill necessary to safely administer medications. Students will be able to demonstrate accurate dosage calculations, correct medication administration, knowledge of the drug classifications, and therapeutic and nursing implications of medication administrations.

Supervision: The provision of guidance or direction, evaluation, and follow up by the licensed nurse for accomplishment of a nursing task delegated to a UAP

Unlicensed Assistive Person (UAP): Any person, regardless of title, who is not a licensed nurse and who functions in assistive role to the nurse and receives delegation of nursing tasks and assignment of other tasks from a nurse.

POLICY STATEMENTS:

Delegation:

1. A licensed nurse may only delegate nursing tasks to UAPs in accordance with the SBON delegation rules. Delegation of a nursing task to a UAP shall be based solely on the determination of the patients nurse who has personally assessed the patient’s condition, tat delegation can be performed without jeopardizing the patients welfare.
2. Delegation shall be task specific, patient specific, and UAP-Delegatee specific.
3. Delegation may only be performed in a setting which has a designated chief nursing officer.
4. The delegating nurse should:
   * Personally make a nursing assessment of the patient’s care needs before delegating
   * Verify the UAP’s competency to perform the specific task for the specific patient and provide instruction as necessary followed by re-verification of competency before delegating
   * Provide supervision
   * Inform the patient of the decision to delegate
   * The nursing task to be delegated must be within the area of responsibility, scope of practice, and competency of the nurse delegating the task
     + one which does not require complex observations, critical decision making, exercise nursing judgment, or repeated nursing assessments
     + one which if frequently performed and is generally considered technical in nature
     + one for which results are reasonably predictable and which has minimal potential risks
     + one which can be safely performed according to exact unchanging directions
5. The degree of required supervision of the UAP by the delegating nurse shall be determined by the delegating nurse after evaluation of the following:
   * + Stability of the patient’s condition
     + Training and capability of the specific UAP delegate
     + Nature of nursing task being delegated
     + Proximity and availability of the nurse to the UAP when the nursing task will be performed
6. General nursing functions and tasks that may not be delegated:
   * Nursing assessment
   * Development of nursing diagnosis
   * Establishment of nursing care goals
   * Development of the nursing care plan
   * Evaluation of the patient’s progress or lack of progress toward goal achievement
   * The authority to receive verbal orders

* Teaching or counseling patients or a patient family related to nursing and nursing services

1. Task which may be routinely assigned to a UAP in any setting when a nurse-patient relationship exists:
   * Non-invasive and non-sterile treatments unless otherwise prohibited the this policy
   * The collecting, reporting, and documentation of data including but not limited to:
     + Vital signs, height, weight, intake and output
     + Changes from baseline data established by the nurse
     + Environmental situations
     + Patient or family comments related to the patient’s care
     + Ambulation, positioning, and turning
     + Personal hygiene and elimination
     + Oral feeding, cutting up food, or placing of meal trays
     + Socialization activities
     + Activities of daily living

Advanced Delegation:

1. Delegation of advanced nursing task must be from a nurse authorized to delegate the specified advanced nursing task, in settings and populations congruent with the UAP’s respective specialized training and education.
2. Advanced delegation to UAP nursing students
   * A nursing student who is working as a UAP in any setting may receive delegation of the advance nursing tasks, identified if:
     + The UAP nursing student is supervised at the level determined by the delegating nurse
     + The nursing student is currently enrolled in a state nursing board-approved nursing education program or a state nursing commission-approved nursing education program
     + The nursing student is in good academic standing
     + The nursing student has satisfactorily completed the fundamentals of nursing course and this has been verified by the facility’s chief nursing officer
     + As a condition of receiving delegation of medication administration, has satisfactorily completed a pharmacology course and completion has been verified by the facility’s chief nursing officer
   * A UAP nursing student may receive delegation of the following advanced nursing tasks:
     + Calculation of medication dose
     + Administration of medications
       - by mouth
       - per tube
       - by suppository
     + insertion of peripheral IV catheters
     + hanging without additives IV fluids including:
       - lactated ringers
       - normal saline
       - 5% dextrose in sterile water
       - 5% dextrose in normal saline
       - 5% dextrose in .45% normal saline
       - 5% dextrose in lactated ringers
     + adjusting IV flow rates
     + any other nursing tasks for which the student has received instructions within the nursing program as confirmed by official transcript and course description, and allowed by facility job description
   * The UAP nursing student may not receive delegation of:
     + The nursing assessment
     + Development of the nursing diagnosis
     + Establishment of the nursing plan of care
     + Evaluation of the patient’s progress, or lack of progress, toward goals
     + Patient triage
     + Medication administration of intravenous injection ofdrip
     + Administration of
       - Blood products
       - Chemotherapeutic agents
       - Total parenteral nutrition (TPN),hypertonic solutions or IV additives
     + Insertion of
       - Central IV catheters
       - Nasogastric or other feeding tubes
     + Removal of
       - endotracheal tubes
       - Chest tubes
       - Jackson Pratt drain tubes
       - Arterial of central catheters
       - Epidural catheters
     + Teaching or counseling a patient or a patient’s family relating to nursing or nursing services
     + Ability to receive verbal orders from providers

Summer Unlicensed Assistive Person (UAP)

Letter of Good Standing Request Form

Submit this form to the Nursing Administrative Assistant soon as you know you have been hired for a UAP position

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Don’t Forget to**:

Turn in a Release of information request form to Student Services (allows college to write a letter of good standing as required by many facilities)

Turn in a Transcript Request form to the Registrar’s office (if transcripts are required by your hiring facility)

Turn in your original Invasive Skills Checklist form that has been dated and initialed by your theory and clinical instructors to the Sophomore Nursing Advisor (she will make a copy for you to keep for updates made over the summer)

If your hiring facility has never hired a UAP before and wishes to have examples of documents used by another facility, please have your facility contact the MCC Nursing Administrative Assistant for more information.