

1. State **each** example provided of when the National Guidelines for Nursing Delegation may be applied? (**HINT**: 3 examples were given in the document)
 - ARPNs when delegating to RNs, LPN/VNs, and assistive personnel (AP)
 - RNs when delegating to LPN/VNs and AP
 - LPN/VNs when delegating to AP (as their state/jurisdiction allows)

2. When do the National Guidelines for Nursing Delegation **not** apply?

These guidelines do not apply to the transfer of responsibility for care of a patient between licensed healthcare providers such as RN to RN or LPN to LPN.

3. In your own words, respond to the following:

- a. Define delegation.

Delegation is allowing a delegatee to perform a specific nursing activity, skill, or procedure that is beyond the delegatee's traditional role and not routinely performed.

- b. Explain how delegation differs from assignment.

An assignment pertains to routine care activities that are within the authorized scope of practice of the RN, LPN, or AP while a delegation is a care activity or skill that is outside of the traditional role and basic responsibilities of the delegatee's current job.

- c. Does either delegation or assignment require supervision? If so, by whom?

Delegation needs supervision by the nurse that delegated the task.

4. Discuss the responsibilities of the delegator (licensed nurse) and the delegatee as they relate to delegation. (**HINT**: both the delegator and delegatee have several responsibilities).

Responsibilities of the Licensed Nurse

- Determining when and what to delegate based on the practice setting, patient needs, the state's provision for delegation, and the employer's policies regarding the delegation of a certain task as the nurse is in the best position to assess the patient and determine what can or cannot be delegated in a certain situation.
- Communicating with the delegatee who will be assisting in providing patient care as good communication between the nurse and the delegatee can mean more optimal outcomes.
- Being available for the delegatee to ask for guidance and questions. The nurse may be responsible in assisting with the delegated task or performing the task themselves if the patient's condition calls for it.
- Following up with the delegatee and the patient after the delegated task is complete as the nurse still holds accountability for the patient.

- Providing feedback about the delegation process and any issue regarding the delegatee's competency level to the nurse leader so that the nurse leader responsible for delegation can develop a plan to address the situation.

Responsibilities of the Delegatee

- Accepting only delegated responsibilities that they are appropriately trained for and feel comfortable doing in a given situation to help keep the patient safe.
 - Maintaining competency for the delegates responsibility. The delegatee may have been trained to do a specific task but unless they perform the task frequently, they may not remain competent.
 - Communicating with the licensed nurse in charge of the patient such as asking questions and reporting any unusual incidences that may have occurred. Communicating with the nurse is important for creating optimal patient outcomes.
 - Verifying acceptance of the task and carrying it out correctly and timely and providing accurate documentation.
5. List **and** define (in your own words) the five rights of delegation.
- **Right task-** The delegated task is within the delegatee's scope of practice or is part of a written policy.
 - **Right circumstance-** The patient's condition must be stable for a task to be delegated. If the patient's condition changes or worsens, the nurse must reassess the patient and determine if delegation can be done or not.
 - **Right person-** The nurse, employer, and delegatee are all responsible for knowing the delegatee's scope of practice and whether or not the delegated task is appropriate for them to perform.
 - **Right direction and communication-** The nurse should give clear and specific instructions to the delegatee and in return, the delegatee should ask questions to clarify their own understanding of the task.
 - **Right supervision and evaluation-** The nurse should supervise the delegated activity and evaluate the delegatee's performance of the task as well as the patient outcomes. The nurse should then ensure that the task was documented correctly upon completion.