

Unit 1: Delegation
Z-Chapter 14
ONLINE CONTENT (1 H)

Unit Objectives:

- Discuss personal accountability when delegating. (5,7)*
- Explain and apply the five rights of delegation in nursing practice. (3,5,6,7)*

*Course Objectives

Review Chapter 14 in your textbook and read the “National Guidelines for Nursing Delegation” document. Place your answers to the questions below in the Z-Chapter 14 dropbox by 0800 on 1/13/2025.

1. State **each** example provided of when the National Guidelines for Nursing Delegation may be applied?

Delegation of specific nursing responsibilities: When a nurse is determining which responsibilities can be delegated, to whom, and under what circumstances. Oversight by a designated nurse leader: A nurse leader is responsible for overseeing the delegation process, ensuring the delegation is within the legal and regulatory frameworks, and evaluating the competencies of staff. Development of policies and procedures: The guidelines apply when the nurse leader creates formal policies and procedures that define what responsibilities can be delegated and to who, as well as what cannot be delegated. Ongoing education and competency validation: When training and competency evaluations are provided for delegates, including ensuring that all involved have the knowledge and skills to perform delegated responsibilities safely. Evaluation of the delegation process: When nurse leaders periodically evaluate the effectiveness of delegation, including assessing whether staff need additional education or whether corrective action is necessary.

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

Tasks requiring professional judgment: When a task requires the clinical judgment, assessment, or evaluation that is within the scope of the licensed nurse’s responsibilities. This includes anything related to the nursing process. Incompetent delegatee: If the delegatee is not competent or trained to perform the task, delegation is not appropriate. Emergent or critical situations: In an emergency where the nurse must provide immediate intervention and cannot delegate. Violations of state laws or the Nurse Practice Act: If the delegation goes against state laws or regulations or exceeds the scope of practice for the licensed nurse or the delegatee, it is not allowed. Tasks outside the scope of the facility's policies: If the delegation goes against the institution's policies or fails to follow the guidelines and procedures set by the employer or nurse leader, it should not happen.

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

- a. Define delegation.

Delegation is when a nurse assigns specific tasks or responsibilities to another qualified individual while maintaining accountability for the overall care. The nurse must make sure the delegate is competent and has the resources to complete the task safely, but the nurse remains responsible for the outcome.

- b. Explain how delegation differs from assignment.

Delegation is asking another qualified individual to complete a specific task but taking accountability for the task's outcome. The nurse makes sure that the delegatee has the proper training, skill, and knowledge to complete the task. Assignment is giving specific duties that fall within an individual's job description. In an assignment, the person assigned the task is responsible for completing it and there is not as much oversight from the nurse. The focus in assignment is on routine responsibilities that the staff member is already trained to perform as part of their role.

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

Delegation requires ongoing supervision by the nurse. The nurse is accountable for ensuring that the task is performed correctly and safely and may need to provide guidance, direction, or correction as needed. The nurse also has the responsibility to assess the competence of the delegatee. Assignment typically requires less direct supervision. However, supervision is still necessary, and it is usually provided by a nurse manager or another supervisor. The supervising nurse may oversee the completion of the assigned tasks but is not as hands-on as with delegation.

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 delegator:

1. Assess competence: The nurse must ensure that the delegatee is capable of performing the delegated task safely and correctly.
2. Provide clear directions: The nurse should communicate the specific task, expected outcomes, and any relevant information about the patient or procedure.
3. Monitor and evaluate: The nurse must check the completed task and provide feedback on the performance of the delegatee.
4. Ensure safety: The delegating nurse remains responsible for patient safety and must intervene if the task is not being performed correctly or if concerns arise.
5. Provide education and training: The nurse leader must ensure that the delegatee receives the appropriate education, training, and competency testing before performing delegated tasks.

Responsibilities of the delegatee:

1. **Accept responsibility:** The delegatee must be willing to accept the task and acknowledge that they are qualified to perform it.
2. **Follow instructions:** The delegatee must carry out the task according to the instructions provided by the delegator.
3. **Ask for clarification:** If the delegatee is unsure about any part of the task, they must seek clarification from the delegator.
4. **Report any issues:** If the delegatee encounters any problems or complications, they must inform the delegator immediately.
5. **Maintain competency:** The delegatee must keep their skills and knowledge up-to-date through training and competency evaluations.

5. List **and** define (in your own words) the five rights of delegation.

1. **Right Task:** The task must be appropriate for delegation and within the scope of practice of the delegatee. The task should not require professional judgment or nursing assessment.
2. **Right Circumstances:** The patient's condition should be stable, and the task should be simple enough for delegation.
3. **Right Person:** The delegatee must be competent and qualified to perform the task. The nurse should evaluate the delegatee's knowledge, skills, and experience before assigning the responsibility.
4. **Right Direction/Communication:** The nurse must provide clear, specific instructions regarding how to perform the task, expected outcomes, and any potential risks.
5. **Right Supervision/Evaluation:** The delegating nurse must ensure that the task is being carried out properly by monitoring the progress and assessing the final outcome. Any problems or deviations should be addressed immediately, and corrective actions should be taken if necessary.

In order to receive full credit (1 H class time) for this assignment, it must be completed in its entirety by the due date/time assigned. Any assignments not completed in its entirety by the due date and time will result in missed class time and must be completed by the end of the semester to pass the course.