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 1/12/2026.

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

   The National Guidelines for Nursing Delegation can be applied in all healthcare practice settings. When a nurse delegates a task, the delegate must be an LPN or UAP. Unlicensed assistive personnel can include CNA's, patient care technicians, medical assistants or health aids. Depending on the facility, the UAP may have a different and specific title. Listed below are some examples of tasks that can be delegated to specific delegates.

   UAP: intake and output, ambulation, assisting with activities of daily living, collecting specimens, and taking vital signs.
   LPN: reinforcing patient teaching, administering specific medications, performing wound care, and monitoring.

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

   The National Guidelines for Nursing Delegation do not apply when a task is assigned, when the responsibility is transferred, or when the task is prohibited by rules and regulations. A task must be delegated not assigned to a UAP or another staff member. Along with the task needing to be delegated and not assigned, the nurse remains responsible for the task being pursued. The nurse remains responsible for proper communication, task completion, follow-up, and documentation. It is also essential that the task can be delegated. There are tasks that only the nurse can complete and other personnel. This is based on each staff member's scope, job description, and the Nurse Practice Act.

3. In your own words, respond to the following:
    a. Define delegation.
    The process by which a nurse has an authorized personnel member carry out an appropriate task while staying responsible for the patient's safety and overall outcome.
    b. Explain how delegation differs from assignment.
    Delegation is different from assignment because with delegation the delegator stays responsible for the patient and the delegate. This includes staying responsible for the proper task, communication, follow up, and outcomes. With an assignment, it is then the individual that performs the tasks responsibility for the task, entire action plan, follow up, and aftermath. Being accountable for the entire task process.
    c. Does either delegation or assignment require supervision? If so, by whom?
    Delegation does require supervision while an assignment does not require any supervision. Delegation requires supervision and regulation by the nurse who delegates the tasks. The delegator (nurse) remains responsible for the delegate by supervising during the task process. They do this by providing proper direction, communication, supervision, evaluation, follow up, and outcome monitoring. While an assignment can require some collaboration, it is not supervision when compared to 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).

    Delegator (licensed nurse):

    - Assessing patient, task, and delegate
    - Providing proper communication/direction, supervision, intervention, and follow up

    Delegate (ex. UAP or LPN)

    - Knowing limits and scope/job description
    - Asking questions and seeking clarification if needed
    - Ensuring task safety and proper completion
    - Reporting back to delegator properly

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

1. **Right Task:** The task that is being delegated needs to be a task that can be performed by staff members. Ensuring that the staff member who completes the task is legally able too within the job description/scope.

2. **Right Circumstance:** If a task is being delegated by the nurse, the patient and environment need to be appropriate. The nurse needs to reassess the task and situation to ensure that it is still able to be delegated. The patient, environment, and all staff members need to be and remain stable and safe.
3. **Right Person:** Ensuring that as the nurse, the task is being delegated to the correct personnel/staff member. The task needs to be performed by an individual that is able to complete the task legally and appropriately.
4. **Right Directions and Communication:** The task that is being delegated needs to be communicated appropriately to the individual carrying out the task. The task needs to be explained fully in an understandable and clear manner. The individual that the task is being delegated to needs to repeat/demonstrate the expected task with the correct understanding.
5. **Right Supervision and Evaluation:** If the nurse delegates a task to another personnel, they then need to ensure to follow up. Ensuring that the personnel communicate all information back to the nurse. The nurse will also be responsible for returning to the staff member that carried out the task to communicate the situation. Ensuring that the task has been completed appropriately and then documented.

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.