

1. These guidelines apply when a nurse delegates a task to someone with a different level of training, such as APRN to RN, LPN, or assistive personnel, RN to LPN or assistive personnel, and LPN to assistive personnel (if allowed by the state)

2. They do not apply when care is transferred between nurses with the same license level (RN to RN or LPN to LPN). This is a handoff, not delegation.

3. Delegation vs. Assignment

Delegation is Giving a nursing task to someone else while the nurse stays responsible for the patient.

Assignment is giving routine tasks that are already part of someone's job.

Supervision and delegation require supervision by the licensed nurse who delegates the task.

4. Responsibilities Delegator (licensed nurse):

- Decide what can be safely delegated
- Make sure the task does not require nursing judgment
- Give clear instructions
- Supervise and follow up

Delegatee:

- Accept only tasks they are trained to do
- Perform the task safely
- Report changes or concerns
- Document the task

5. Five Rights of Delegation

- **Right Task** – The task is appropriate to delegate
- **Right Circumstance** – The patient is stable
- **Right Person** – The person is trained and competent
- **Right Directions** – Clear instructions are given
- **Right Supervision** – The nurse monitors and evaluates