

# Nurse Delegation Policy (Example)

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# Nurse Delegation Policy (Example)

## **Purpose:**

Unlicensed Assistive Personnel (UAP) may be delegated to perform nursing care services beyond their usual and customary roles under the direction and supervision of licensed nurses.

Unlicensed Assistive Personnel are prohibited from performing any licensed nurse functions that are specifically defined in the Board of Nursing Rules and those that require nursing assessment or diagnosis, establishment of a plan of care or teaching, the exercise of nursing judgement, or procedures requiring specialized nursing knowledge, skills or techniques.

## **Procedure**

1. The Licensed Registered Nurse (RN) will become familiar with the organization's policies, procedures as well as rules and regulations governing nurse delegation.
2. The RN will assess the nursing care needs of the resident.
3. The RN will review the nursing care services that may be delegated to UAPs in this care setting.
4. Decisions concerning delegation will be determined in accordance with the provisions outlined in the Florida Board of Nursing Rules.
5. The RN will ensure validation and ensuring competency is performed for all delegated tasks and documented.
6. The RN will monitor the UAP for competence in the performance of specific tasks being considered for delegation and provide additional training as needed.
7. The RN will monitor the condition of the resident, update the plan of care and modify delegated tasks as needed to meet the needs of the patient. Changes in care will be communicated to the UAP and further education and instruction provided, as needed. This information will be documented in the patient's chart.
8. The UAP will be instructed about who to contact and how to reach them should the UAP be unable or unwilling to complete delegated tasks.
9. The UAP will be instructed in the limitations and parameters for care and when to notify the RN supervisor. This will be documented in the patient chart.
10. The RN will document the delegation, supervision, corrective actions and rescission of delegation in the personnel file for the UAP when needed.

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11. The qualified UAP may perform activities taught by a licensed health professional for a specific client and are restricted to the following:

- Assisting with reinforcement of dressing.
- Applying and removing anti-embolism stockings
- Assisting with tasks associated with elimination:
- (Toileting, use of bed pan/urinal, catheter care and changing bag, collecting specimens, Emptying ostomy bags/changing bags that do not adhere to the skin, assisting with the placement and removal of colostomy bags, excluding the removal of the flange or manipulation of the stoma's site.)
- Assisting with the use of devices for daily living, such as a wheelchair or walker
- Range of motion exercises
- Assisting with prescribed ice cap or collar
- Simple urine tests for sugar, acetone or albumin
- Assisting with the use of a glucometer to perform blood glucose testing
- Measuring and preparing special diets
- Measuring intake and output of fluids
- Measuring vital signs including temperature, pulse, respiration or blood pressure.
- Assisting with oxygen nasal cannulas and continuous positive airway pressure (CPAP) devices, excluding the titration of the prescribed oxygen levels.

## **Delegation With Self Assistance with Medications**

It is the responsibility of the licensee and the Director of Nursing to ensure that any home health aide or CNA administering medication to patients meets the requirements of the state of Florida.

Unlicensed assistive personnel (UAP) may be delegated to assist with medications under the direction and supervision of licensed nurses if the UAP has passed the Florida 2 hours Assistance with Self Administration of Medication course.

The RN must perform medication reconciliation and assessments prior to assignments and document that this was completed.

The patient, or the patient's caregiver, must give written consent for this arrangement with date and signature prior to delegation.

A home health aide or CNA may administer oral, transdermal, ophthalmic, otic, rectal, inhaled, enteral, or topical prescription medications, including over the counter products prescribed to the patient by a health care provider, that are not Schedule II, III, or IV controlled substances.

The qualified UAP may perform the following:

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- Prepare necessary items such as juice, water, cups, or spoons
- Open and close the medication container or tear the foil of prepackaged medications.
- Assist the patient in the self-administration process. Examples of such assistance include the steadying of the arm, hand, or other parts of the patient's body.
- Assist patient by placing unused doses of solid medication back into the container.
- Nebulizer treatment assistance
- Assist patient with insulin syringes prefilled by the pharmacy or insulin pens prefilled by the manufacturer
- Apply topical medications to skin, stable surface wounds, which includes providing routine preventative skin care or applying transdermal patches on unbroken skin only.

*The RN must assess anatomic location, degree of skin and tissue damage, type of tissue in the wound if applicable, and wound size first.*