

OKLAHOMA BOARD OF NURSING
2915 North Classen Boulevard, Suite 524
Oklahoma City, Oklahoma 73106
(405) 962-1800

Delegation of Nursing Functions to Unlicensed Persons

- I. Purpose: To provide guidance to licensed nurses who may be delegating nursing functions to unlicensed personnel by establishing criteria for delegation of tasks and for identifying nursing tasks inappropriate for delegation.

- II. Definitions:
 - A. Delegating means entrusting the performance of selected nursing duties to individuals qualified, competent and legally able to perform such duties. [OAC 485:10-1-2]
 - B. Supervising means providing guidance by a qualified nurse for the accomplishment of the nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing a task or activity. [OAC 485:10-1-2]
 - C. Unlicensed Person means a trained, responsible individual other than a licensed nurse, who functions in a complementary role to the licensed nurse in providing direct patient care or carrying out common nursing tasks to a level of competence and safety that meets the objectives of the training.

- III. Policy:
 - A. Licensed nurses (Registered Nurse/Licensed Practical Nurse) within the scope of their practice are responsible for all nursing care that a patient receives under their direction. Determining the nursing needs of a patient, the plan of nursing actions, implementation of the plan, and evaluation of the plan are essential components of nursing practice. Unlicensed personnel may be used to complement the licensed nurse in the performance of nursing functions, but such personnel cannot be used as a substitute for the licensed nurse.
 - B. Delegation by Registered Nurses and Licensed Practical Nurses must fall within their respective scope of practice as defined in 59 O.S. §567.3a., 3. and 4. Said delegation must occur within the framework of the job description of the delegatee, organizational policies and organizational procedures. In addition, the delegation must be in compliance with the Oklahoma Nursing Practice Act. The following sections govern the licensed nurse in delegating and supervising nursing tasks to unlicensed personnel.

- C. General Criteria for Delegation. Delegation of nursing tasks to unlicensed persons shall comply with the following requirements:
1. The licensed nurse delegating the tasks is responsible for the nursing care given to the patient. The licensed nurse must use professional judgment to determine whether the nursing task can be delegated in the specific situation;
 2. The licensed nurse must make a determination of the patient's nursing care needs prior to delegating the nursing task;
 3. The nursing task must be one that a reasonable and prudent licensed nurse would assess to be appropriately delegated; would not require the unlicensed person to exercise nursing assessment, judgment, evaluation or teaching skills; and, can be properly and safely performed by the unlicensed person involved without jeopardizing the patient's welfare;
 4. The unlicensed person shall have on file with the employer documented competencies necessary for the proper performance of the task. Written procedures shall be made available for the proper performance of each task; and
 5. The licensed nurse shall adequately supervise the performance of the delegated nursing task in accordance with the requirements of supervision as found in 59 O.S. §567.1, *et seq.*
- D. Supervision. The degree of supervision required shall be determined by the licensed nurse after an evaluation of appropriate factors involved, including, but not limited to, the following:
1. stability of the condition of the patient;
 2. training and capability of the unlicensed person to whom the nursing task is delegated;
 3. nature of the nursing task being delegated; and
 4. proximity and availability of a licensed nurse to the unlicensed person when performing the nursing task.
- E. Delegation of Nursing Tasks. By way of example, and not in limitation, the following nursing tasks may be considered within the scope of nursing practice to be delegated, and may be delegated provided the delegation is in compliance with 59 O.S. §567.1, *et seq.*
1. Nursing tasks that may be delegated are those which do not require nursing assessment, judgment, evaluation and teaching during implementation; such as,
 - a. the collecting, reporting, and documentation of simple data; and
 - b. tasks which meet or assist the patient in meeting basic human needs, including, but not limited to: nutrition, hydration, mobility, comfort, elimination, socialization, rest and hygiene.

2. The Five Rights of Delegation provide an additional resource to facilitate decisions about delegation, in accordance with National Council of State Boards of Nursing's *The Five Rights of Delegation, 1997*, as listed below:
 - a. **Right Task:** One that is delegable for a specific patient.
 - b. **Right Circumstances:** Appropriate patient setting, available resources, and other relevant factors considered.
 - c. **Right Person:** Right person is delegating the right task to the right person to be performed on the right person.
 - d. **Right Direction/Communication:** Clear, concise description of the task, including its objective, limits and expectations.
 - e. **Right Supervision:** Appropriate monitoring, evaluation, intervention, as needed, and feedback.
- F. Nursing Tasks That May Not Be Delegated. By way of example, and not in limitation, the following are nursing tasks that are not within the scope of sound nursing judgment to delegate:
 1. Nursing tasks which require nursing assessment, judgment, evaluation and teaching during implementation; such as,
 - a. physical, psychological, and social assessment which requires nursing judgment, intervention, referral or follow-up;
 - b. formulation of the plan of nursing care and evaluation of the patient's response to the care provided;
 - c. administration of medications except as authorized by state and/or federal regulations.
- G. Transference of Delegated Nursing Tasks. It is the responsibility of the licensed nurse to assess each patient prior to delegation of a nursing task and determine that the unlicensed person has the competency to perform the nursing task in that patient's situation.
- H. The nurse and unlicensed person must function within the policies of the employing institution.

IV. Selected References

Massachusetts Nurses Association (2012). *Accepting, rejecting & delegating a work assignment: A guide for nurses*. Retrieved March 2, 2012, from: <http://www.massnurses.org/nursing-resources/nursing-practice/accept-reject>

National Council of State Boards of Nursing (1997). *The five rights of delegation*. Retrieved March 2, 2012, from: <https://www.ncsbn.org/fiverights.pdf>

National Council of State Boards of Nursing (2005). *Working with others: A position paper*. Chicago: Author

V. **Regulatory Authority**

59 O.S. §567.1, *et. seq.*, and OAC 485:10-1-2

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