

NURSE DELEGATION POLICY SPECIFIC TASK

Specific tasks that are delegated are those tasks that the licensed nurse identifies as specific in nature and once learned by a specific Unlicensed Assistive Personnel (UAP) can be performed for a specific resident/s in the same manner. The UAP to whom the task is delegated must demonstrate ability to perform the task as instructed by the nurse. By signing the delegation form, the UAP being delegated agrees to perform the task as taught. The nurse will review the UAP's performance and the resident's response to the delegation every 90 days or as needed to assure continued competency in performance of the task.

SPECIFIC TASK: Subcutaneous injection using a prefilled insulin pen

Purpose:

- Delineate the delegation process for this specific task
- Provide written instructions to perform this specific task.
- Maintain resident safety.

DELEGATION PROCESS:

- Nurse conducts a resident assessment to determine the need, physical stability, and complexity of task with consideration of a potential adverse outcome.
- Actively involves the resident/family in the decision-making process.
- Nurse assesses and evaluates the cognitive and technical skills of the UAP to perform this task.
- Once the nurse determines that the resident, UAP, and task is appropriate and safe to delegate, she may proceed in implementing a care plan and training.
- Training will include verbal and written steps to perform the task and expected outcomes to report and record. Document and validate training by observing UAP perform the skill and demonstrate competency as instructed.
- Nurse will continue to provide ongoing supervision/evaluation of delegated task and expected outcomes.
- Nurse will provide timely intervention on any concerns/problems which may include discontinuing the delegation.

PROCEDURE/STEPS TO FOLLOW TO PERFORM THE TASK:

- Wash your hands before and after assisting with each resident.
- Identify your resident prior to assisting with any medication. You may do this by asking the resident to state their name and date of birth if they are able to do so.
- Prior to assisting, check the label on the insulin pen or container against the order in the resident's MAR. They should match. Perform 6 Rights.
 - Right DRUG.
 - Right DOSE.
 - Right RESIDENT.
 - Right ROUTE.
 - Right TIME.
 - Right DOCUMENTATION.
- Label on medication should be legible and medication should not be expired.
- If there is a discrepancy between the orders in the MAR and the label inform the RN immediately-DO NOT CONTINUE WITHOUT FURTHER INSTRUCTION FROM THE RN.
- Once all 6 Rights have been performed and are all correct, wash hands and don gloves.
- Communicate with the resident how you will be assisting with his insulin pen and ensure privacy.
- Remove cap from insulin pen.
- If insulin is cloudy, gently roll the pen in the palms of your hands 20 times or until mixed well.
- DO NOT USE INSULIN IF YOU SEE VISIBLE CLUMPS OR PARTICLES. Use a new insulin cartridge or disposable pen.
- Open alcohol wipe and wipe the rubber seal at the top of the pen.
- Attach the disposable needle to the pen. Remove the outer needle cap and save it for proper needle disposal. Remove the inner needle cap and discard. You will use a new needle for each injection.
- With the needle pointing upward, tap the insulin cartridge to allow air bubbles to float to the top.
- Prime the pen before each injection by dialing 2 units on the pen dose selector. Point the pen upwards and firmly press the plunger until insulin droplets appear at the tip of the needle. Repeat this step if a droplet does not appear.
- Make sure the dose selector is at 0 and then dial the correct dose as instructed on the MAR. Make sure there is enough insulin to complete the full dose. Check the insulin display to confirm that you have dialed the correct dose.
- Choose the injection site; usually the abdomen, thigh or arm, Be sure to rotate injection sites.

- Clean the injection site with an alcohol wipe allowing the area to dry before the injection.
- Gently pinch the fold of skin at the site. Hold the pen at a 90 degree angle and insert the needle all the way into the skin.
- Let go of the skin and compress the plunger all the way. Keep it pressed for 5-10 seconds before removing.
- Gently apply pressure to the site without rubbing.
- Place the outer cap on the needle and remove from insulin pen. Discard the needle in a biohazardous sharps container.
- Remove gloves and wash hands.
- Ensure resident comfort and safety.
- Store the pen in a locked location.
- Document in the MAR after assisting with the insulin injection.
- Observe for any adverse reaction and promptly report to your delegating nurse.
- **IF AN ERROR HAS BEEN MADE, ACKNOWLEDGE IT IMMEDIATELY. YOU HAVE AN ETHICAL AND PROFESSIONAL RESPONSIBILITY TO REPORT THE ERROR TO YOUR DELEGATING NURSE.**