

Congratulations! You have just been hired to be the Registered Nurse for a residential care center in Idaho. A significant part of your role will be to delegate nursing care services to Unlicensed Assistive Personnel. Use this "check list" to gather the tools you will need in order to function in this new setting. This may serve as the beginning of a gap analysis to identify opportunities to improve the current delegation process in the assisted living center. Gather the following documents and maintain in a central location accessible to the licensed nurses.

\_\_\_ Current set of Idaho Assisted Living IDAPA Rules (or rules from applicable setting)

\_\_\_ Current set of Idaho Board of Nursing IDAPA Rules and Standards of Practice

\_\_\_ Current Delegation Modules prepared by the BON, Community Colleges and Professional Technical Education, IDHW workgroup (2015)

\_\_\_ Facility policy and procedure for nurse delegation and associated forms

\_\_\_ Facility policy and procedure for

- assessing residents and developing plan of care;
- communicating plan of care to staff ;
- communication processes for staff to alert nurse and administrator to changes of condition;
- guidelines for communicating with health care providers and pharmacy.

\_\_\_ Medication delivery system policies and procedures

\_\_\_ Basic care policies and procedures (transfers, toileting, catheter care, bathing etc...)

\_\_\_ RN Job Description outlining role and responsibility related to delegation to LPN and UAP staff

\_\_\_ LPN Job Description outlining their duties in the community and their role and responsibility related to accepting of delegated task from the RN and performance of delegation of nursing tasks to the UAP staff

\_\_\_ UAP (Unlicensed Assistive Personnel) Job Description outlining their role and responsibilities related to accepting delegation

\_\_\_ Up-to-date drug resource book or online pharmacy resource for information about medications, uses, doses and side effects

\_\_\_ Training plans and materials (current nursing manual, MAR, supplies) for delegation exercises.

\_\_\_ Forms to document attendance in training sessions.

\_\_\_ Current roster of staff and capabilities (Med certified, CPR, C.N.A.)

\_\_\_ Current roster of residents and report on current care needs (Do you have diabetics with insulin; those on dialysis; those receiving oxygen/nebs/CPAP, those on blood thinners and other medications requiring additional monitoring).

\_\_\_ In addition, have you taken a look at the medication room, medication cart, medication administration record and physician orders? Are you familiar with how medication orders are processed through the pharmacy and transcribed onto the MAR and delivered in the facility? Have you tried it?