

DELEGATION GUIDANCE VIA TELECONSULTATION FOR CHILD CARE HEALTH CONSULTATION

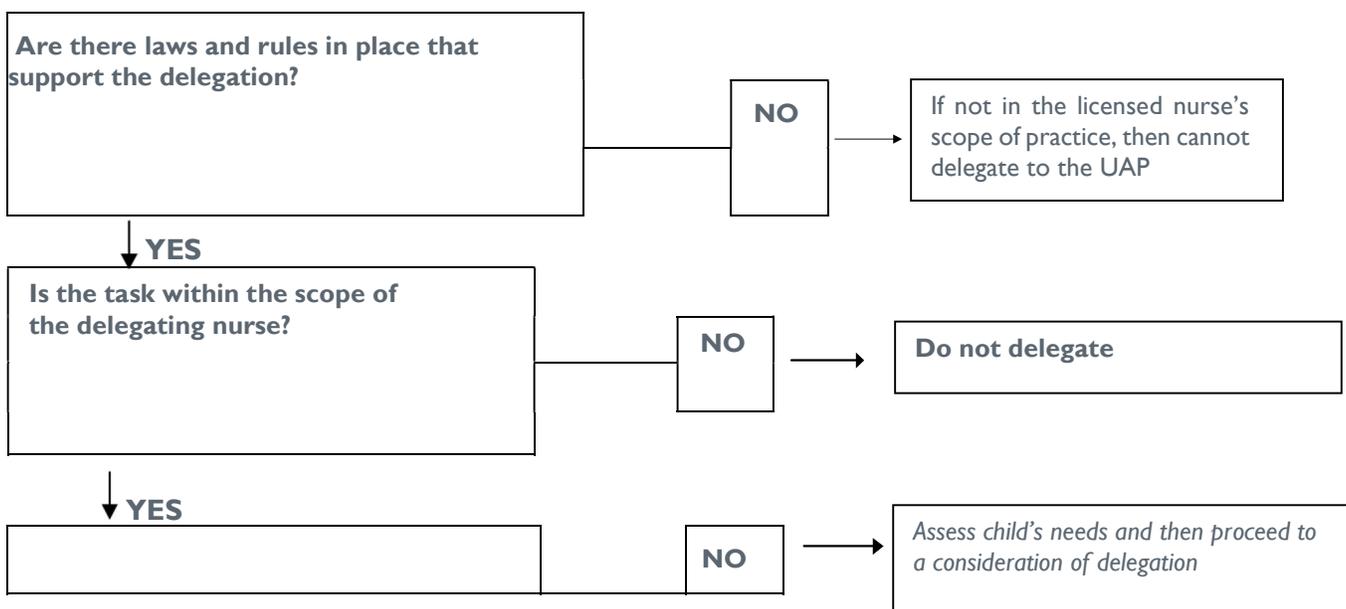
This temporary guidance is provided to child care health consultants in Colorado who may choose to provide for emergency delegation to unlicensed assistive personnel (UAP) during the COVID-19 pandemic. This is an addendum to the Colorado Department of Education's [Guidance on Delegation for Colorado School Nurses & Child Care Consultants](#)

INTRODUCTION

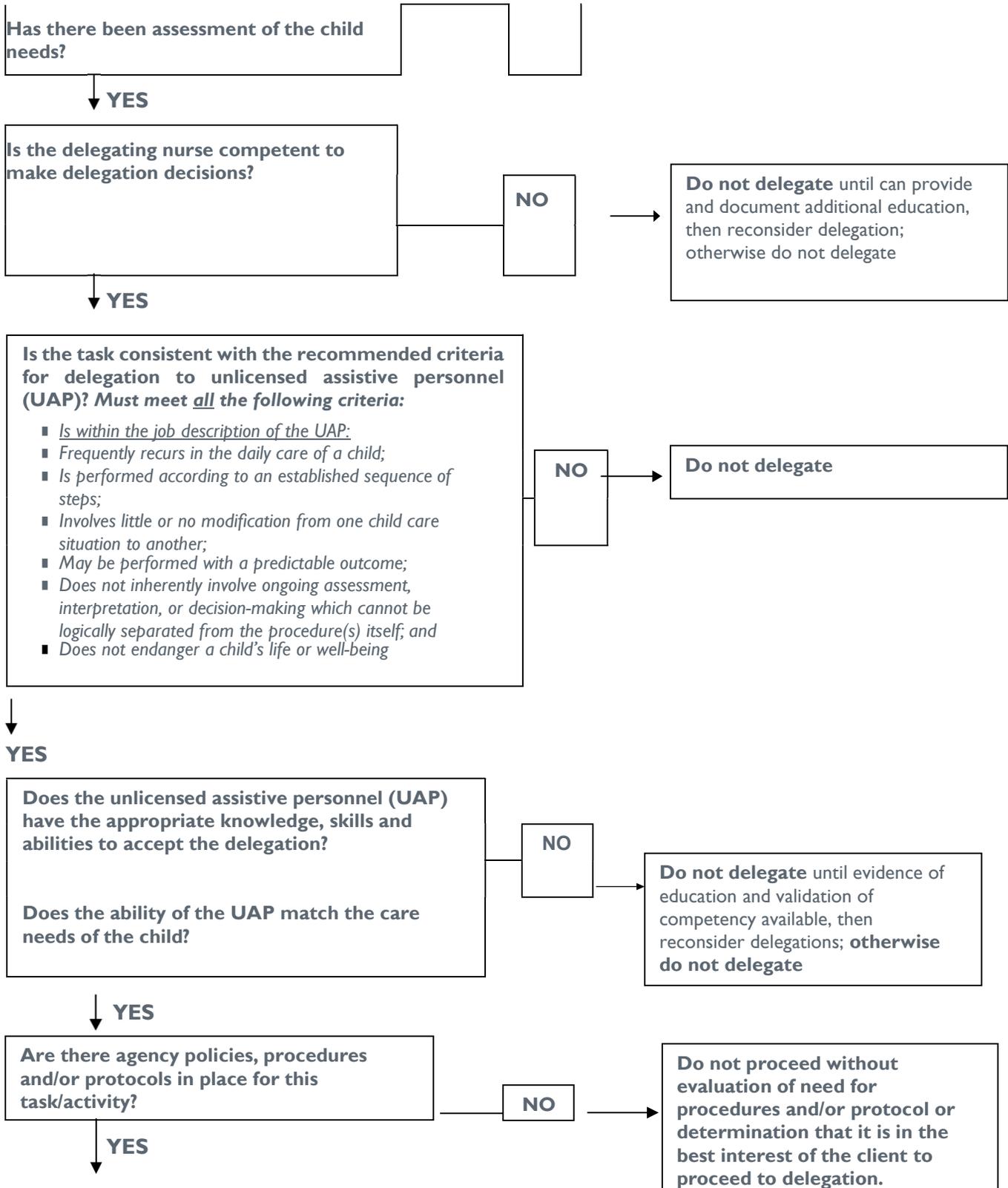
Addendum specific changes to be noted:

- Delegation through teleconsultation is for temporary use for child care delegation during COVID-19 pandemic
- Delegation through teleconsultation may be considered in the event the child care health consultant is unable to delegate in-person
- Delegation must occur based on the Colorado Nurse Practice Act
- Delegation through teleconsultation should only be used if the child care health consultant can:
 - Assess the UAP's understanding of the task and expectations
 - Verify competency of the UAP
 - Gain written confirmation that the UAP accepts delegation and accompanying responsibility

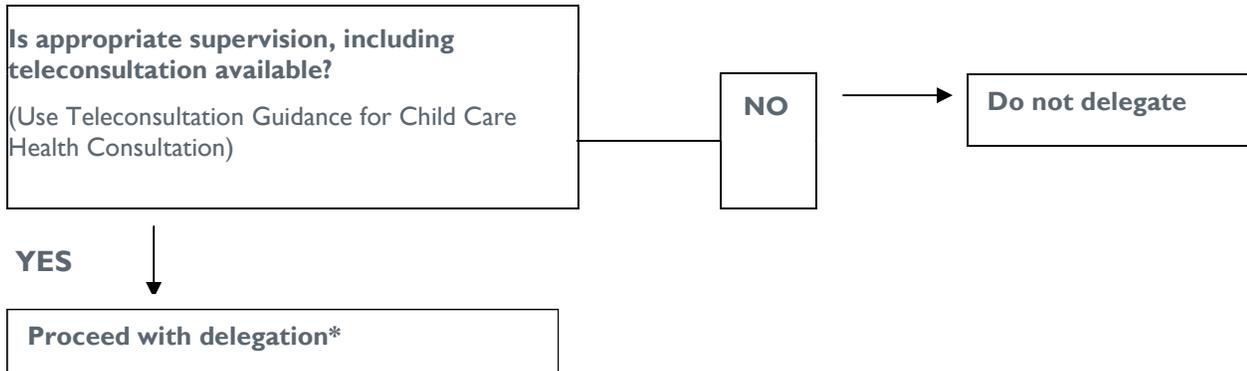
STEP ONE – ASSESSMENT AND PLANNING*



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STEP TWO – COMMUNICATION*

Communication must be a two-way process

<p>The nurse:</p> <ul style="list-style-type: none"> ■ Assesses the UAPs understanding <ul style="list-style-type: none"> ○ How the task is to be accomplished ○ When and what information is to be reported, including <ul style="list-style-type: none"> ✓ Expected observations to report and record ✓ Specific child/student concerns that would require prompt reporting. ■ Individualizes for UAP and child’s situation ■ Addresses any unique child requirements, characteristics, and clear expectations ■ Assesses assistant’s understanding of expectations, provide clarification if needed ■ Communicates his or her willingness and availability to guide and support assistant ■ Assures appropriate accountability by verifying that the receiving person accepts the delegation and accompanying responsibility 	<p>The unlicensed assistive personnel:</p> <ul style="list-style-type: none"> ■ Ask questions regarding the delegation and seek clarification of expectations if needed ■ Inform the nurse if the UAP has not done a task/function/activity before, or has only done infrequently ■ Ask for additional training or supervision ■ Affirm understanding of expectations ■ Determine the communication method between the nurse and the UAP ■ Determine the communication and plan of action in emergency situations 	<p>Documentation:</p> <ul style="list-style-type: none"> ■ Facilitates communication with other members of the healthcare team ■ Timely, complete, and accurate documentation of provided care ■ Records the care provided
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STEP THREE – SURVEILLANCE AND SUPERVISION*

The purpose of surveillance and monitoring is related to nurse’s responsibility for client care within the context of a client population. The nurse supervises the delegation by monitoring the performance of the task or function and assures compliance with standards of practice, policies and procedures. Frequency, level and nature of monitoring vary with needs of client and experience of assistant.

The nurse considers the:	The nurse determines:	The nurse is responsible for:
<ul style="list-style-type: none"> ■ Client’s health care status and stability of condition ■ Predictability of responses and risks ■ Setting where care occurs ■ Availability of resources and support infrastructure ■ <u>Complexity of the task being performed</u> 	<ul style="list-style-type: none"> ■ The frequency of onsite supervision and assessment based on: <ul style="list-style-type: none"> ○ Needs of the child ○ Complexity of the delegated function/task/activity ○ Proximity of nurse’s location 	<ul style="list-style-type: none"> ■ Timely intervening and follow-up on problems and concerns. Examples of the need for intervening include: <ul style="list-style-type: none"> ■ Alertness to subtle signs and symptoms (which allows nurse and UAP to be proactive, before a child’s condition deteriorates significantly) ■ Awareness of UAP difficulties in completing delegated activities. ■ Providing adequate follow-up to problems and/or changing situations is a critical aspect of delegation.

STEP FOUR – EVALUATION AND FEEDBACK*

The purpose of evaluation is often the forgotten step in delegation. In considering the effectiveness of delegation, the nurse addresses the following questions:

1. Was the delegation successful?
 - Was the task/function/activity performed correctly?
 - Was the client’s desired and/or expected outcome achieved? Was the outcome optimal, satisfactory, or unsatisfactory?
 - What went well? What was challenging? Were there any problems or concerns? If so, how were the addressed?
2. Is there a better way to meet the child’s needs?
3. Is there a need to adjust the overall plan of care, or should this approach be continued?
4. Were there any “learning moments” for the UAP and/or the nurse?
5. Was appropriate feedback provided to the UAP regarding performance of the delegation?
6. Was the assistant acknowledged for accomplishing the task/activity/function?

* The Decision Tree and process is an adaptation of Appendix B Joint Statement on Delegation American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN)
<https://www.cde.state.co.us/healthandwellness/anancsbnjointstatementondelegationprincipalsanddecisiontree>
 retrieved 3/25/2020.

