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**

Are there laws and rules in place that support the delegation?

- **Yes**
  - Is the task within the scope of the delegating nurse?
    - **Yes**
      - **NO**
        - If not in the licensed nurse’s scope of practice, then cannot delegate to the UAP
    - **NO**
      - **DO NOT DELEGATE**
  - **NO**
    - Assess child’s needs and then proceed to a consideration of delegation
Has there been assessment of the child needs?
- **YES**

Is the delegating nurse competent to make delegation decisions?
- **NO**
  - Do not delegate until can provide and document additional education, then reconsider delegation; otherwise do not delegate
- **YES**

Is the task consistent with the recommended criteria for delegation to unlicensed assistive personnel (UAP)? Must meet all the following criteria:
- Is within the job description of the UAP;
- Frequently recurs in the daily care of a child;
- Is performed according to an established sequence of steps;
- Involves little or no modification from one child care situation to another;
- May be performed with a predictable outcome;
- Does not inherently involve ongoing assessment, interpretation, or decision-making which cannot be logically separated from the procedure(s) itself; and
- Does not endanger a child’s life or well-being
- **NO**
  - Do not delegate
- **YES**

Does the unlicensed assistive personnel (UAP) have the appropriate knowledge, skills and abilities to accept the delegation?
- **NO**
  - Do not delegate until can provide and document additional education, then reconsider delegation; otherwise do not delegate
- **YES**

Does the ability of the UAP match the care needs of the child?
- **NO**
  - Do not delegate until evidence of education and validation of competency available, then reconsider delegations; otherwise do not delegate
  - **YES**

Are there agency policies, procedures and/or protocols in place for this task/activity?
- **NO**
  - Do not proceed without evaluation of need for procedures and/or protocol or determination that it is in the best interest of the client to proceed to delegation.
- **YES**
Is appropriate supervision, including teleconsultation available?
(Use Teleconsultation Guidance for Child Care Health Consultation)

NO  →  Do not delegate

YES  →  Proceed with delegation*

STEP TWO – COMMUNICATION*
Communication must be a two-way process

The nurse:
- Assesses the UAPs understanding
  - How the task is to be accomplished
  - When and what information is to be reported, including
    - 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

The unlicensed assistive personnel:
- 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

Documentation:
- Facilitates communication with other members of the healthcare team
- Timely, complete, and accurate documentation of provided care
- Records the care provided
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.

<table>
<thead>
<tr>
<th>The nurse considers the:</th>
<th>The nurse determines:</th>
<th>The nurse is responsible for:</th>
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</thead>
<tbody>
<tr>
<td>Client’s health care status and stability of condition</td>
<td>The frequency of onsite supervision and assessment based on:</td>
<td>Timely intervening and follow-up on problems and concerns. Examples of the need for intervening include:</td>
</tr>
<tr>
<td>Predictability of responses and risks</td>
<td>o Needs of the child</td>
<td>o Alertness to subtle signs and symptoms (which allows nurse and UAP to be proactive, before a child’s condition deteriorates significantly)</td>
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<tr>
<td>Setting where care occurs</td>
<td>o Complexity of the delegated function/task/activity</td>
<td>Awareness of UAP difficulties in completing delegated activities.</td>
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<tr>
<td>Availability of resources and support infrastructure</td>
<td>o Proximity of nurse’s location</td>
<td>Providing adequate follow-up to problems and/or changing situations is a critical aspect of delegation.</td>
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<td>Complexity of the task being performed</td>
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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 they 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/anancsbjointatementondelegationprincipalsanddecisiontree retrieved 3/25/2020.