

## To Delegate, Use the Nursing Process Model

**Assess** — Before delegating a task, assess the patient and the situation, as well as the preceptee's competency level for performing the task.

**Plan** — Identify the specific task that will be delegated. Communication plays a key role in the preceptor's expectations and patient outcomes. Preceptors should be available to answer any questions from preceptees.

**Implement** — Verify that the preceptees accept and understand the delegated task. Monitor that the task was completed, and intervene if necessary. Ensure that the appropriate documentation occurred.

**Evaluate** — Evaluate the patient and the outcome, as well as the preceptee's performance. Obtain and provide feedback to and from preceptees. The evaluation helps determine the success of future performance and delegation, as well as interactions with co-workers.

### Recommendation

Know your Nurse Practice Act in relationship to where you are precepting.

Kansas — [www.KSBN.org](http://www.KSBN.org)

Missouri — [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

### References

American Nurses Association. (1995). *The ANA Basic Guide to Safe Delegation*. Washington, D.C.: American Nurses Publishing.

National Council of State Boards of Nursing. (1997). *Five Rights of Delegation*. [www.ncsbn.org](http://www.ncsbn.org)

## The 'Art' of Delegation

Delegation is the process of preceptors directing preceptees to perform nursing-related tasks and activities. It is a planned and organized sharing of responsibility that requires careful structuring.

Delegating responsibilities to preceptees during their orientation requires trust, timing and training. Preceptors must be able to trust that their preceptees are competent to perform a specific task, the timing of the request must be appropriate and the preceptors should be trained to delegate effectively.

Preceptors are ultimately responsible for the care that preceptees provide to patients, and both want to ensure safe patient care. A joint statement from the National Council of State Boards of Nursing and the American Nurses Association outlines key delegation principles.

- The R.N. is responsible and accountable for providing patient care through the nurse's practice act.
  - The R.N. directs care and determines the appropriate use of any assistant providing direct patient care.
  - The R.N. may delegate components of care but not the nursing process itself, such as assessment, implementation, planning and evaluation.
  - Communication must be a two-way street.
  - The R.N. uses critical thinking and professional judgment when following the "Five Rights of Delegation."
- ✓ Right Task — Assign a nurse who is appropriate to perform the specific task.
  - ✓ Right Circumstances — Consider the patient's setting, available resources and other relevant factors.
  - ✓ Right Person — Delegate the right task to the right person to be performed on the right patient.
  - ✓ Right Direction and Communication — Provide a clear, concise description of the task, including the objective, limits and expectations.\*
  - ✓ Right Supervision and Evaluation — Give an appropriate amount of monitoring, evaluation, feedback and intervention.\*
- \*key when using delegation with precepting*