

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0417 (MD)
Effective Date: 08-30-94
Person Responsible: Registered Nurse
Children's Services Nurse

Subject: Delegation of Nursing Tasks
Last Revision: 06-13-2024

Approvals/Date:

 6/14/24
Superintendent, WCBDD Date

 6/14/24
Department Director/Coordinator Date

The following definitions will apply:

Administration of Medications/Feedings – Providing medications or nutrition to enrollees per physician's orders and established procedures by a licensed nurse or trained unlicensed WCBDD employee with nurse delegation.

Certified Employee- A Wood County Board of Developmental Disabilities (WCBDD) employee who has been trained and certified by a **ODODD** approved RN Trainer and has received a **ODODD** approved certification (I, II, III).

Delegated Nursing Tasks (Task) - A task that is within the scope of practice of a nurse pursuant to Chapter 4723 of OAC and is delegated by a licensed nurse to a Wood County Board of DD Board employee. Include but are not limited to: Administration of oral/topical/inhaled/oxygen medication, administrations of medications through G/J tube, G/J tube feedings, Insulin and metabolic glycemc disorder medication administration, glucometer check, ostomy care, external catheter care, basic measurement of intake and output, oral suctioning, taking vital signs, applying compression hose, etc.

Delegation - The transfer of responsibility for the performance of a selected nursing activity or task from a licensed nurse to a trained unlicensed person working under nursing supervision in a selected situation.

Designated Site - A Wood County Board of Developmental Disabilities (WCBDD) where the primary purpose is other than health care or nursing care; or a Wood County Board of Developmental Disabilities facility or program of any size in which an individual attends for a portion of the day if that **facilities** or program's primary purpose is other than health care or nursing care. A designated site may also include all vehicles, all activities, field trips, medical, and business appointments.

Employee - An employee of the Wood County Board of Developmental Disabilities, a person under contract with the board, or a volunteer, when such persons do not have a license as a health care professional acting within their scope of practice.

Health Care Professional – Registered Nurse or Licensed Practical Nurse; Optometrist; Pharmacist; Doctor of Medicine, Osteopathic Medicine, Podiatrist, Nurse Practitioner; Physician's Assistant; Physical Therapist; Occupational Therapist or OT assistant; Registered Dietician; etc.

Licensed Nurse - A Registered Nurse or a Licensed Practical Nurse that has been licensed by the state of Ohio and has met all requirements set forth by OAC 4723.

Nursing Tasks That Are NOT Delegable - Include but are not limited to: any venipuncture procedures or the maintenance of IV lines; clean/sterile catheterization; the giving of meds via Nasogastric tube or any unstable tube; any tasks requiring specialized knowledge or nursing knowledge, complex observations, judgment of skills; or tasks that significantly jeopardize the enrollee's safety. Assistance with activities of daily living does not require delegation which includes but is not limited to: application of clean dressings/band-aid using first aid training; simple observations, assistance with hygiene including toileting, monitoring therapeutic diets, etc.

OAC – Ohio Administrative Code.

OBN - The Ohio Board of Nursing.

ODODD- Ohio Department of Developmental Disabilities.

ORC – Ohio Revised Code.

Oral Medication - Any medication that can be ingested through the mouth or a stable G/J tube, other than a Nasogastric tube.

Over the Counter – Nonprescription medication taken orally or applied topically which is not described in ORC 4729.02 and is not required to be taken pursuant to the instructions of health care professional who is authorized by law to prescribe drugs.

OTC Topical/Musculoskeletal Topical medications - OAC 5123-6-01 chapter grants the authority for OTC Topical/ Musculoskeletal topical medication could be given by unlicensed employees without prescription with training and/or certification.

Prescription – A written, electronic, or oral order for drugs or combinations or mixtures of drugs to be used by a particular individual and is issued by a licensed health professional **pharmacy order/label** authorized by law to prescribe drugs, and as described in ORC 4729.02.

RN Trainer – A registered nurse who has met the requirements set forth in OAC 5123-6-01, has successfully completed a "Train the Trainer Program" and has been certified from **ODODD** to instruct unlicensed DD personnel how to administer medications and perform health related activities listed in **ODODD** approved curriculum.

Self-Administration of Medications (Self-Med) -. The enrollee is responsible for the administration of his/her own medications without assistance from certified employees.

Self-Administration of Medications with Assistance - The enrollee is responsible for the administration of his/her own medications but has determined a need for assistance.

Topical Medication - Any medication that is applied to the skin, or eye, ear or nose or mucous membranes. Topical medication may include trans-dermal, vaginal or rectal suppositories/medication.

1. Prescribed medications, Over-the-counter medications and/or delegated nursing task will only be delegated for administration/performance with a current order signed by a licensed health care professional **and/or pharmacy order/label** who is

<p>authorized by law to prescribe drugs excluding all OTC Topical/Musculoskeletal Topical medication that is covered in OAC 5123-6-01 chapter. A faxed copy of the signed prescription/order will be accepted. The registered nurse maintains all current physician orders in appropriate nursing department.</p>
<p>2. The Registered Nurse will follow the rules set forth in OAC 4723-13 and OAC 5123-6-01 chapters prior to the delegation of any nursing task to employee(s) which includes but is not limited to:</p> <ul style="list-style-type: none"> A) Review current orders signed by a licensed health care professional to identify if the task is appropriate to delegate. B) Complete an assessment of the individual to determine the stability of the individual, if applicable. C) A review of any medical records/assessment/evaluations performed by other licensed health care professionals. D) Identify the training and skills of the employees to whom the task will be delegated too. <p>An assessment will be completed annually, and that fact reflected on the Statement of Delegation form 03-ALL-ALL-0202. The registered nurse maintains completed annual assessments performed by RN in appropriate nursing department.</p>
<p>3. If medication/feeding administration, performance of health-related activity or ordered nursing task is to be or can be delegated, the Registered Nurse completes and signs a Statement of Delegation form 03-ALL-ALL-0202.</p> <p>By completing a Delegation Statement, the Registered Nurse is indicating that:</p> <ul style="list-style-type: none"> A) An annual assessment was completed by means of observation, and/or review of medical records, and/or assessment and/or reviewing assessments completed by other licensed health care professionals. B) The enrollee is stable, and the delegation is appropriate for the enrollee and employee following the OBN Chapter 4723-13 and OAC Chapter 5123-6-01. <p>The registered nurse maintains Statement of Delegation Form in appropriate nursing department.</p>
<p>4. The registered nurse will transcribe each written/signed order from a licensed health care professional onto medication administration record (MAR). The registered nurse maintains all MAR documentation in the appropriate nursing department.</p>
<p>5. The supervision provided by the delegating nurse may be on-site direct supervision, or indirect supervision provided by the delegating nurse who is always accessible through some form of telecommunication. The registered nurse must provide the delegated employee contact information in the event the delegated employee needs to contact the nurse.</p>
<p>6. The delegating nurse must provide training on delegated nursing task, skill demonstrations, individual specific training (IST) and document completion of training. The WCBDD employee must sign and date IST documentation. The registered nurse maintains all completed documentation in appropriate nursing department.</p>
<p>7. Delegating nurse will perform/conduct annual return demonstrations from employee(s) or more frequently if needed as required per OAC 5123-6-01 and/or OAC 4723-13 chapters and document return demonstrations to be placed on file with a copy of the current ODODD approved medication administration certificate (I, II,III) in the appropriate nursing department. The original certificate will be kept in the employee personnel file.</p>
<p>8. The registered nurse will maintain a file(s) for all documentation related to delegation in the appropriate nursing department. All documentation will be kept on file for 5 years.</p>
<p>9. All Wood County Board of Developmental Disabilities facilities, vehicles and ancillary sites where delegable tasks will occur will have available information on contacting nursing and/or accessing emergency aid. This information will be supplied and maintained by the appropriate department. As appropriate, each nursing department will maintain written documentation of communication with the trained and certified employees; this communication can consist of face-to-face, phone, or other telecommunication systems, or written as needed.</p>
<p>10. The registered nurse can delegate nursing tasks directly to an employee or to a Licenses Practical Nurse who can then delegate them to an employee. Delegation of medication/feeding administration and/or tasks to unlicensed employee(s) is at the discretion of the delegating Registered Nurse.</p>
<p>11. Delegation cannot be transferred to another employee by the delegated employee without notifying the delegating licensed nurse first and receiving instructions. The appropriate departments supervisor will be notified of the need to transfer delegation and will contact the nurse for further instructions unless already instructed by the licensed nurse.</p>
<p>12. The complaint process shall not be construed to allow an unlicensed worker, an unlicensed worker's representative or an employee organization as defined in Chapter 4117 of the Revised Code to make a complaint to the department regarding a personnel action.</p>
<p>13. On-Call – Paid time</p> <ul style="list-style-type: none"> A) Person On-Call will receive compensation to be available and respond to calls, outside of regular scheduled hours of employment, during the designated time of duty. <ul style="list-style-type: none"> i. In the event the person on-call responds to a call, they will clock in and be compensated at the regular rate of pay. Employees will be compensated at a minimum of 15 minutes when they respond to a call. For example, If an employee receives a call at 2:00 a.m. and ends the call at 2:06 a.m., the employee will enter the time separately at the regular rate of pay as 2:00 a.m. and end time at 2:15 p.m. in addition to the on-call hourly compensation amount.

Forms: 03-ALL-ALL-0202
 03-WLS-ALL-0874
 03-WLS-ALL - 1031
 03-ALL-ALL-1058
 03-ALL-ALL-1059
 03-ALL-ALL-1060

References: Ohio Administrative Code 4723-13 and 5123-6-01
Ohio Revised Code 4117 and 4723

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