

# Preceptor News

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## Using the Nursing Process Model for Delegation

**ASSESS** – Before delegating the task, the preceptor assesses the patient, the situation and the competency level of the preceptee performing the task.

**PLAN** – Identify the *specific* task that will be delegated. Communication plays a key role in the preceptor's expectations and the outcomes for the patient. The preceptor should be available to answer any questions from the preceptee.

**IMPLEMENT** – Verify that the preceptee accepts and understands the task that is being delegated. 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 performance of the preceptee. In addition, obtain and provide feedback to and from the preceptee. The evaluation helps determine the success of future performance and delegation, as well as co-worker interactions.

### Recommendation:

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

- Kansas:  
<http://www.KSBN.org>
- Missouri:  
<http://www.pr.mo.gov/nursing.asp>.

### References:

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

## The "Art" of Delegation

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

Delegating responsibilities to a preceptee during their orientation requires trust, timing and training. Preceptors must be able to trust that their preceptee is competent to perform a specific task, the timing of the request must be appropriate and the preceptor should be trained to delegate effectively. Given that the preceptor ultimately is responsible for the care that is provided to patients by the preceptee, provision of safe patient care is the ultimate goal of all parties. The National Council of State Boards of Nursing and the American Nurses Association issued a [joint statement](#) on delegation.

The following are key principals of delegation from the joint statement.

- 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 two-way.
- The R.N. uses critical thinking and professional judgment when following the "Five Rights of Delegation."
  1. Right task – Assign a nurse who is appropriate to perform the specific task.
  2. Right circumstances – Consider the patient setting, available resources and other relevant factors.
  3. Right person – Delegate the right task to the right person to be performed on the right patient.
  4. Right direction and communication – Provide a clear, concise description of the task, including the objective, limits and expectations. \*
  5. Right supervision and evaluation – Give an appropriate amount of monitoring, evaluation, feedback and intervention. \*

*\*Key when using delegation with precepting.*