 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Unregulated Healthcare Workers –Nurse Responsibilities		Nursing Practice	07-010-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
July 21, 2021	July 2022	07-010-00 and 07-010-01	8
APPLIES TO:			
Community Health Nurses, Home and Community Care Nurses, Psychiatric Nurses, Public Health Nurses, Licensed Practical Nurses, Nurse Practitioners.			

1. BACKGROUND:

- 1.1 The Department of Health (Health) is an employer of both regulated and unregulated healthcare workers.
- 1.2 In certain specific situations a nurse may delegate a specific healthcare task or activity for a specific client to an unregulated healthcare worker provided the unregulated healthcare worker is qualified and competent to perform the delegated task.

2. POLICY:

- 2.1 A nurse may delegate selected tasks to unregulated healthcare workers. The delegated tasks must not include the practice of nursing or the nursing process.
- 2.2 The nurse who delegates a task will continue to be responsible for the overall assessment, determination of client status, care planning, interventions, and care evaluation when tasks are delegated to an unregulated healthcare worker.
- 2.3 Before delegating any task to an unregulated healthcare worker, the nurse must ascertain if the unregulated healthcare worker has the required knowledge, skills, and abilities to perform the task which is to be delegated.
- 2.4 The nurse who delegates client related tasks or activities to an unregulated healthcare worker is accountable for the health and safety of the clients and must ensure that the worker has the required competence to safely perform the task or activity. For clarity the nurse cannot delegate any task or activity to an unregulated healthcare worker who is not qualified and competent to perform the delegated task or activity.
- 2.5 The unregulated healthcare worker is specifically responsible and accountable for:
 - Seeking guidance and support as needed to safely perform the delegated task or activity;
 - Knowing which tasks can be delegated as described in their roles, responsibilities, and scope of practice;
 - Not performing any delegated tasks until authorized by the nurse;
 - Performing the delegated task as they have been trained to do; and

- Reporting to the nurse responsible for delegating the task or activity.
- Compliance with all established departmental policies, procedures and guidelines and to work within the scope of practice defined in their job description.

2.6. The nurse is responsible to communicate this policy in its entirety, and in particular section 2.5, to the Unregulated Healthcare Worker to whom the task has been delegated.

3 PRINCIPLES:

3.1 The responsibility for the practice of a nurse cannot be delegated to someone who is not a nurse. Some tasks carried out by nurses are not in themselves the practice of nursing and therefore, under specific conditions, the task may be delegated to an Unregulated Healthcare Worker.

3.2 Unregulated Healthcare Workers are valuable resources and may give the nurse the opportunity to expand their services to a larger population.

3.3 Unregulated care workers share accountability with the nurse for safe delegation.

4 DEFINITIONS:

Unregulated Healthcare Workers: It is an umbrella term used to describe care providers who provide a form of health service and are not registered or licensed by a regulatory body. Unregulated Healthcare Workers carry numerous position titles and may include, but are not limited to: Community Health Representatives, Home and Community Care Workers, Personal Care Aides, Continuing Care Workers, Mental Health Workers, Maternal Care Workers, family members, or students training in a health profession.

5 RELATED POLICIES, PROTOCOLS AND LEGISLATION:

Policy 07-009-00	Working with Unregulated Healthcare Workers: Employer Responsibilities
Guideline 07-010-01	Working with Unregulated Healthcare Workers
Guideline 07-010-02	Deciding to Teach or Delegate a Procedure
Policy 07-011-00	Working with Unregulated Healthcare Workers: Worker's Responsibilities

6 REFERENCES:

- Canadian Nurses Association (2009). *Increasing Use of Unregulated Health Workers*.
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- Canadian Nurses Association (2008). *Valuing Health-Care Team Members: Working with unregulated health workers*. Ottawa: CNA
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- College of Registered Nurses of British Columbia (2005). *Practice Standard for Registered Nurses and Nurse Practitioners: Delegating Tasks to Unregulated Care Providers*. Vancouver: CRNBC.
- College and Association of Registered Nurses of Alberta (2005). *Standards for Supervision of Nursing Students and Undergraduate Nursing Employees Providing Client Care*. CARNA: Edmonton.



College of Nurses of Ontario (2005). *Practice Guideline: Utilization of unregulated care providers*. CNO: Toronto.

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GUIDELINES 07-010-01

TEACHING A PROCEDURE TO AN UNREGULATED HEALTHCARE WORKER

The Registered Nurse may teach a procedure to an Unregulated Healthcare Worker when the delegating nurse:

1. Has the knowledge, skill, and judgment to perform the procedure competently.
2. Has the additional knowledge, skill, and judgment to teach the procedure.
3. Accepts accountability for the decision to teach the procedure after considering the risks and benefits.
4. Has determined that the unregulated healthcare worker has acquired the knowledge, skill and judgment to perform the procedure safely, effectively and ethically.
5. Teaches the procedure to an unregulated healthcare worker who will perform the procedure.
6. Evaluates the continuing competence of the Unregulated Healthcare worker to perform the procedure.

DELEGATING A PROCEDURE TO AN UNREGULATED HEALTHCARE WORKER

A Registered Nurse may delegate a procedure to an Unregulated Healthcare worker when the delegating nurse:

1. Has the knowledge, skill and judgment to perform the procedure competently;
2. Has the additional knowledge, skill and judgment to delegate the procedure;
3. Accepts sole accountability for the decision to delegate the procedure after considering the following:
 - The known risks and benefits to the client(s) of performing the procedure;
 - The predictability of the outcomes of performing the procedure;
 - The safeguards and resources available in the situation; and
 - Other factors specific to the client(s) or the setting.
4. Has determined that the unregulated healthcare worker has acquired the knowledge, skill and judgment to perform the procedure;
5. Delegates the procedure to an unregulated healthcare worker who will perform the procedure; and
6. Evaluates the continuing competence of the unregulated healthcare worker to perform the procedure.

ASSIGNING ACTIVITIES, TASKS AND FUNCTIONS TO UNREGULATED HEALTHCARE WORKERS

The employer is responsible and accountable for:

1. Developing the role descriptions which clearly describe the tasks that can be assigned to an Unregulated Healthcare Worker.
2. Ensuring the Unregulated Healthcare Worker has received appropriate training and must supplement this training if needed.
3. The Registered Nurse who assigns activities and tasks to the Unregulated Healthcare Worker is responsible and accountable for:
 - Ongoing assessment, care planning and evaluation of the clients' needs and health status.
 - Determining the needs of the clients before assigning tasks to the Unregulated Healthcare Worker.
 - Assigning only those tasks which fall within the Unregulated Healthcare Worker scope of work.
 - Knowing the worker is competent to meet the needs of the clients.
 - Establishing parameters for performing the procedure and providing guidance as needed.
 - Intervening when the worker's competence to perform the assigned procedure(s) is questioned

SUPERVISING THE UNREGULATED HEALTHCARE WORKER

The Registered Nurse who supervises the activities of the Unregulated Healthcare Worker is responsible for:

1. Knowing the worker is competent to meet to perform the assigned task(s).
2. Verifying the worker understands the conditions and parameters for performing a procedure
3. Providing the appropriate degree of direct or indirect supervision, based on the client's condition, the nature of the procedure, the resources available in the setting and the degree of competence of the worker
4. Intervening in a procedure, when necessary

ACTIVITIES SUITABLE FOR DELEGATION TO UNREGULATED HEALTHCARE WORKERS

The Registered Nurse may delegate the following tasks to Unregulated Healthcare Workers subsequent to providing sufficient training and ensuring that the Unregulated Healthcare Worker is competent to perform the task. This list provides guidance and is not exhaustive; other tasks may also be delegated.

- Heights and weights – adult, child, infant
- Head circumference - infant
- Vital signs – adult
- Vital signs – pediatric (age 6 years and older)
- Visual acuity – child, adult
- Point of care testing:
 - Pregnancy tests
 - Urine testing using Clinitek
 - Capillary hemoglobin using the Hemocue machine in populations 12 years and older.
 - Random or fasting glucose using a glucometer in populations 12 years and older.
 - COVID-19 POCT if unregulated healthcare worker has successfully completed ADM Operations approved training.

DEFINITIONS

Unregulated Healthcare Workers: It is an umbrella term used to describe care providers who provide a form of health service and are not registered or licensed by a regulatory body. Unregulated Healthcare Workers carry numerous position titles and may include, but are not limited to: Community Health Representatives, Home and Community Care Workers, Personal Care Aides, Continuing Care Workers, Mental Health Workers, Maternal Care Workers, family members, or students training in a health profession.

Delegation: Delegation is a process where the Registered Nurse transfers the responsibility for the performance of a task to an unregulated Healthcare Worker or another regulated health professional yet retains accountability for the outcome (Federation of Health Regulatory Colleges of Ontario, 2007).

Delegation may be client-specific and not a general authorization to perform the task, as the delegated task must be determined to be in the client's best interest.

Assignment: Assignment refers to distributing care, activities, tasks and functions that are within the worker's scope of practice or description of duties defined by the employer.

Supervision: Supervising refers to activities of monitoring and directing the activities of Unregulated Healthcare Workers and does not refer to ongoing managerial responsibilities. Supervision may be direct or indirect.

LIABILITY

Each member of the team must be assured that colleagues have the skill and competencies needed to carry out assigned tasks.

RELATED POLICIES, GUIDELINES AND LEGISLATION:

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REFERENCES:

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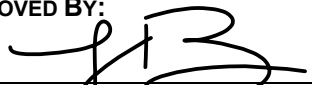
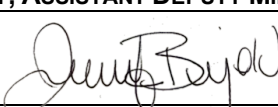
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DECISION TREE: TEACHING OR DELEGATING THE PERFORMANCE OF A PROCEDURE

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