

Delegated Nursing Roles and Responsibilities



**A Guide for Families and People Who Have
Complicated Medical Needs**



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Introduction

Delegated Nursing is a service that allows unlicensed direct support professionals to complete tasks that would normally be completed by a nurse. This booklet provides explanations of the roles and responsibilities of all parties involved when determining and using Delegated Nursing.

Delegated Nursing services are guided by Ohio law. Delegated Nursing rules apply to all settings in which nurses provide delegation. It is the Delegating Nurse's responsibility to fully understand the law and the rule, *Delegation of Nursing Tasks*, found at [OAC 4723-13](#).

This booklet was created by members of the Ohio Nursing Collaborative (ONC). Ohio Family to Family collaborated with the Ohio Developmental Disabilities Council on content and design of this document. The content was also approved through the Ohio Nursing Collaborative, which includes representatives from Ohio Medicaid, Ohio Department of Developmental Disabilities, Ohio DD Council, Ohio Board of Nursing, Ohio Family to Family and family leaders.

Additional information may be found here:

[5123+2-9-37+Waiver+Nursing+Delegation+Services.pdf \(ohio.gov\)](#)

Frequently used acronyms in this booklet

DODD: Ohio Department of Developmental Disabilities

DSP: Direct Support Professional. DSP's perform direct care for an individual. They can be paid caregivers, independent providers, and agency providers.

IP: Independent Provider. IPs are self-employed people who are certified to provide services in accordance with [Rule 5123:2-09](#) of the Ohio Administrative Code.

MAR: Medication Administration Record. MAR examples are found on DODD's website. See [Category 1 Curriculum](#).

SSA: Service and Support Administrator. SSAs are case managers who work for a county board of developmental disabilities.

TAR: Treatment Administration Record

PDN: Private Duty Nursing. PDN is available through the Ohio Medicaid State Plan using the Ohio Medicaid card. This service is for people with nursing needs that can be met only in shifts that are longer than four continuous hours.

Delegating Nurse/RN

Role/Definition

Authorizes another person who is unlicensed to perform nursing tasks after being trained by a nurse in the tasks that are delegated to them. (All tasks that are delegated require training. The training may occur individually or in a group and may occur in a classroom setting or in the home.)

Employment

May be employed by an agency or be self-employed.

Assessment/Training Responsibilities

Initially assesses and provides ongoing assessment at least annually. Delegates and provides training and supervision to the unlicensed person that will be performing the nursing tasks.

Before delegating the task, the nurse determines that:

1. The nursing task requires no judgement.
2. Results of the task are reasonably predictable.
3. Performance of task does not require complex observation/decisions.
4. Task does not require repeated nursing assessment.
5. If not done properly the consequences are minimal and not life threatening.

Documentation

Provides verbal and written step-by-step instructions to the unlicensed person doing the tasks.

Completes a "Statement of Delegation" for each person who requires delegation.

Observes and documents a satisfactory demonstration by the unlicensed person of the nursing task.

Communication

Always be accessible through some form of telecommunication.

Other

If the delegating nurse determines that an unlicensed person is not correctly performing a delegated nursing task, the licensed nurse shall immediately intervene.

The delegating nurse must consider the number of delegated tasks, complexity of tasks, complications in medical condition of the patient/client before determining that this is an appropriate service for the patient/client ([OAC 4723-13](#)).

Straight catheterization is one example of a nursing task that can be delegated if the OAC rule (4723-13) requirements are met i.e., assessment, training, observation of return demonstration, written step-by-step instructions, etc.

DSP

Role/Definition

Performs the task according to exact, unchanging instructions provided by the Delegating Nurse. This includes the time and way that the task should be performed.

Employment

May be employed by an agency or self-employed as an Independent Provider (IP).

Assessment/Training Responsibilities

1. Be trained on the nursing task.
2. Be given step-by-step instructions by the delegating nurse.
3. Can demonstrate to delegating nurse that they can perform the task.
4. Assessed by delegating nurse, at least annually.

If administering medications, must receive Medication Administration Certification through the Ohio Department of Developmental Disabilities (DODD). DODD requires that unlicensed persons have medication administration certification for some tasks. Note: Medications can only be administered if the G-tube/J-tube is stable and labeled. Labels are provided by the tube manufacturer and/or the nurse by identifying the purpose of each port to prevent giving medication, nutrition, or fluid into an incorrect port.

Documentation

Per delegating nurse instructions, must document medications given on the Medication Administration Record (MAR).

Documents the delegated task as directed by the delegating nurse and per DODD Certification using a Medication Administration Record (MAR) and/or Treatment Administration Record (TAR).

Unlicensed persons who have medication administration certification can write the MAR using a doctor's order.

Communication

The delegating nurse must be contacted for any questions or changes in the health of the person or the delegated activities.

Other

1. The DSP/IP cannot delegate the task to any other person.
2. If the person lives with their family, the DSP may work under the direction of Family Delegation. [Family Delegation | Department of Developmental Disabilities \(ohio.gov\)](#)
3. See here for more information on other specific tasks and training requirements: [Approved Med Admin | Department of Developmental Disabilities \(ohio.gov\)](#)

Family/Person

Role/Definition

In charge of the person's overall quality of life. Families and people can choose to use an agency or DSP/independent providers.

Employment

Does not apply.

Assessment/Training Responsibilities

Does not apply.

Documentation

Does not apply.

Communication

Communicates directly with the delegating nurse and the Service and Support Administrator (SSA) to discuss possible changes in services, inform about the individual's change in status, or share any health concerns if the individual is unable to do so themselves.

Other

Family/person cannot change instructions provided by the delegating nurse to the DSP/independent providers.

It is possible to use Ohio Medicaid state plan nursing services to access home health care vs. using delegated nursing. Ohio Medicaid state plan services can be accessed using your Ohio Medicaid card. [Nursing | Department of Developmental Disabilities \(ohio.gov\)](#)

If the individual lives with a family member, the DSP may work under the direction of Family Delegation. [Family Delegation | Department of Developmental Disabilities \(ohio.gov\)](#)

When a family member does not live with the individual, is a paid provider, and works for an agency, that family member must have Medication Administration certification. [Medication+Certification+of+Family+Members.pdf \(ohio.gov\)](#)

Agency (if DSP is employed by an agency)

Role/Definition

Hires and manages the DSP's schedule.

Employment

Agency is the employer of the DSP and pays them.

Assessment/Training Responsibilities

Assure the DSPs have proper [medication certification \(categories 1, 2, 3\)](#) and nursing delegation.

Documentation

Done per delegating nurse instructions. Must document medications given on the Medication Administration Record (MAR).

Agencies have a process of providing necessary support and documentation for their staff.

Communication

Agency cannot make decisions. If there is an issue or question that comes up about the individual related to a delegated task, the delegating nurse must be contacted for direction.

Other

Each provider agency contracts with any delegated nurse they choose.

Service and Support Administrator (SSA)

Role/Definition

Authorizes the delegated nursing service and other services through the Individualized Service Plan (ISP) and funded through DODD waivers.

Employment

The SSA is employed by their county board of developmental disabilities.

Assessment/Training Responsibilities

Includes annual staff skills checklist and evidence of on-going assessment in the person's Individualized Service Plan (ISP).

Assures the DSPs have proper [medication certification \(categories 1, 2, 3\)](#) and nursing delegation.

Documentation

Adds Statement of Delegation to the Individualized Service Plan (ISP).

Communication

Communicates with the family, individual, county board of developmental disabilities team and State Nurse, if needed.

Other

Can add a request for providers if family or the individual cannot find their own.

If delegating nurse determines it is unsafe to assign tasks to unlicensed staff, the SSA will complete a Nursing Task Inventory. This is the first step in requesting state-funded or waiver-funded nursing services.

State Nurse

Role/Definition

Works with county board of developmental disabilities team on case specific needs.

Employment

The State Nurse is employed by the Ohio Department of Developmental Disabilities.

Documentation

None.

Communication

Communicates with the county board of developmental disabilities SSA regarding any questions related to medical conditions, skilled interventions, frequency/duration of nursing visits, physician orders, and review of family supports and community resources.

Other

Reviews Nursing Task Inventory along with any supplemental documentation (such as nurse notes and family/individual health summary and documentation) provided regarding the individual's conditions, ordered interventions, and listed complications.

Provides approval or denial of services with notification sent to the county board of developmental disabilities.

Important: You have the right to file an appeal of the approval or denial of services. See the Resources page for more information.

Resources

Filing an Appeal

It is important to know that you have a right to appeal decisions. For more information:

Ohio Department of Developmental Disabilities – Medicaid Appeals
<https://dodd.ohio.gov/your-family/advocacy/medicaid-appeals>

Ohio Department of Medicaid – Appeals <https://www.ohiomh.com/resources/appeals>

Ohio Administrative Code (OAC)

These are the rules from the Ohio Administrative Code that apply to delegated nursing.

[OAC Chapter 4723-13](#): Delegation of Nursing Tasks.

[OAC Rule 4723-13-06](#): Minimum curriculum requirements for teaching a nursing task.

[OAC Rule 5123-6-06](#): Qualifications, training, and certification of developmental disabilities personnel who perform health-related activities and administer prescribed medication. (Note: This rule provides more details on documentation of the delegated tasks per Delegating Nurse when using the MAR and TAR. The delegating nurse is required to transcribe onto a MAR the prescriptions for medication administration through a stable, labeled G/J feeding tube. A licensed or delegating nurse must also transcribe prescriptions for insulin/metabolic glycemc disorder medications onto the MAR.)

Other Resources

Medication Administration (Ohio Department of Developmental Disabilities)
<https://dodd.ohio.gov/home/med-admin/welcome>

Waiver Nursing Delegation Video (Ohio Department of Developmental Disabilities)
<https://www.youtube.com/watch?v=qOeytMa4CzU>

A Guide to Nursing Services in Ohio (Ohio Family to Family)
<https://www.ohiof2f.org/>

Medication Administration Reference Grid (ORC 5123.41-.47 and OAC 5123:2-6-3)
<https://rb.gy/lzrms9>

Nurses Delegating to Unlicensed Personnel
<https://dodd.ohio.gov/home/med-admin/rn-trainers>

Questions?

Contact the Ohio Family to Family
Health Information Center at
ohiof2f@cchmc.org.



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<https://www.ohiof2f.org/>

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