

# Delegation

## What does it mean to you?



# What is it?

The process of which care and support activities are allocated to a competent person

# Accountability- what are we responsible for?

The registered healthcare practitioner remains accountable for the overall management of care and is accountable for the decision to delegate

The person accepting the delegation is accountable and responsible for their own decisions and actions

# Accountability

Legally we all have a duty of care to our service users

- The service user via Civil Law
- The Public via Criminal Law
- Your Employer via your Contract of Employment
- HCSW Code of Conduct/Professional Regulatory body



# HCSW Code of Conduct

# Responsibility

- You act in accordance with policies and procedures, training and competence
- You acknowledge any limitations in knowledge or practice
- Report any concerns

# Pause for thought

- Think about the last time when you accepted a task delegated to you
- What did you consider when accepting the delegation?

# Delegation Process



[Northern Ireland Practice and Education Council for Nursing and Midwifery \(NIPEC\) Decision Framework for Delegation of Nursing and Midwifery Tasks and Duties](#)



# 5 Rights of Delegation

Right task

Right Circumstance

Right Person

Right  
Supervision/Support

Right Direction/Communication

## Right Task

- ✓ Authority to delegate
- ✓ Is the activity straight forward

## Right Circumstance

- ✓ Health/wellbeing of the person receiving the care
- ✓ Consent

## Right Person

- ✓ Has the knowledge/skills/competence
- ✓ Time
- ✓ Confidence

## Right Direction/Communication

- ✓ Risk assessment
- ✓ Communication around the activity
- ✓ Standard of outcome
- ✓ Time for review

## Right Supervision/Support

- ✓ System in place for advice
- ✓ Raising, escalating concerns
- ✓ Outcome of the activity

# Accepting Delegation

- Thinking back to the example you considered earlier when you accepted a task delegated to you

Did you consider any of the 5 rights at the time?

Which one stood out for you?

# Video

[NHS Delegation Podcasts - Tracey McKenzie on  
Vimeo\[1586258259\]](#)

# Things to consider before agreeing

## Checklist

1. Is the task identified as a role within your Job description?
2. Do you understand what you are being asked to do and why?
3. Do you have the knowledge, skills and competence to undertake the task?
4. Have you had training and been signed of competent? (records of training )
5. Is there support and supervision?

# Things to consider before agreeing

6. Do you know how to escalate /report if you have any concerns ?

What if you consider it inappropriate, unsafe or you do not feel competent/confident ?

# Resources

- [Making Delegation Safe and Effective: A Learning Resource for Nurses, Midwives, Allied Health Professionals and Healthcare Support Workers](#)
- [RCN/Professional-Development/Accountability-and-delegation](#)
- [Northern Ireland Practice and Education Council for Nursing and Midwifery \(NIPEC\) Decision Framework for Delegation of Nursing and Midwifery Tasks and Duties](#)



This resource may be made available, in full or summary form, in alternative formats and community languages.  
Please contact us on **0131 656 3200** or email **altformats@nes.scot.nhs.uk** to discuss how  
we can best meet your requirements.



NHS Education for Scotland  
Westport 102  
West Port  
Edinburgh  
EH3 9DN  
[www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)