

Delegation Decision-making Grid

Elements for Review		Client A	Client B	Client C	Client D
Activity/Task	Describe Activity/Task				
Level of Client Stability	Score the client's level of stability: 0. Client condition is chronic/stable/predictable 1. Client condition has minimal potential for change 2. Client condition has moderate potential for change 3. Client condition is unstable/acute/strong potential for change				
Level of UAP Competence	Score the UAP competence in completing delegated nursing care activities in the defined client population: 0. UAP is expert in activities to be delegated in defined client population 1. UAP is experienced in activities to be delegated in defined client population 2. UAP is experienced in activities to be delegated but not in defined client population 3. UAP is novice in performing activities in defined population				
Level of Licensed Nurse Competence	Score the licensed nurse's competence in relation to both knowledge of providing nursing care to a defined population and competence in implementation of the delegation process: 0. Expert in knowledge of nursing needs/activities of defined client population and expert in delegation process 1. Either expert in knowledge of needs/activities of defined client population and competent in delegation or experienced in needs/activities of defined client population and expert in delegation process 2. Experienced in knowledge of needs/activities of defined client population and competent in delegation process 3. Either experienced in knowledge of needs/activities of defined client population or competent in delegation process 4. Novice in knowledge of defined population and novice in delegation				
Potential for Harm	Score the potential level of risk nursing care activity has for client (<i>risk is probability of experiencing harm</i>): 0. None 1. Low 2. Medium 3. High				
Frequency	Score based on how often the UAP had performed the specific nursing care activity: 0. Performed at least daily 1. Performed at least weekly 2. Performed at least monthly 3. Performed less than monthly 4. Never performed				
Level of Decision-making	Score decision-making needed, related to the specific nursing care activity, client (both cognitive and physical status) and client situation: 0. Does not require decision making 1. Minimal level of decision making 2. Moderate level of decision making				
Ability for Self Care	Score the client's level of assistance needed for self-care activities: 0. No assistance 1. Limited assistance 2. Extensive assistance 3. Total care or constant attendance				
	TOTAL SCORE				

Adapted from the National Council of State Boards of Nursing, Inc. / 1997

Decision-making Grid Tool

This tool was developed to assist nurses in making delegation decisions. It provides a scoring mechanism for seven elements that should be considered when making delegation decisions. Use of the grid is built on the overall assumption that the activity/task being considered for delegation is within the nurse's scope of practice and that the state Nursing Practice Act and Rules support delegation. The proposed delegation should also be consistent with agency policy. The delegation decision-making grid can be used to achieve support for sound delegation decisions. It is intended to be used in conjunction with the Five Rights of Delegation (<https://www.ncsbn.org/fiverights.pdf>) and provides a framework for assessing the client's needs, the skills of the unlicensed assistive personnel (UAP) and the licensed nurse, the benefits of the activity/task, as well as any potential harm in delegating the activity/task.

Rating of the identified elements assists the nurse in evaluating circumstances, client needs and available resources (including UAP and nurse competence) to support the delegation decision. **A low score would indicate that the activity could be safely delegated, a high score would caution against delegation.** For example, if the level of client stability is ranked 3 (client condition is unstable or acute or has a strong potential for change) and the UAP under consideration is rated 3 (novice in performing activities and in working with defined client population), that activity should not be delegated to that UAP. Each facility or agency would be expected to establish a policy regarding the level of score deemed acceptable for delegation.

Five Rights of Delegation

- Right Task
- Right Circumstances
- Right Person
- Right Direction/Communication
- Right Supervision/Evaluation

Decision-making Grid Use

- In planning care for a group of patients – worksheet can be used to score the needs of up to four patients and allows for comparison of those client situations.
- To evaluate delegation needs of a client unit or a client caseload.
- For staff education regarding delegation.
- For orientation of new staff, both nurse and UAP.
- For nursing education programs providing basic managerial skills for students.
- For Board Member workshops and presentations regarding delegation issues.
- For evaluation of discipline complaints involving concerns regarding delegation.