	<p>POLICY</p> <p>Number: 7311-60-003 Title: DELEGATION OF A MEDICAL ACTIVITY to a REGISTERED NURSE</p>
<p>Authorization</p> <p>[] President and CEO [X] Vice President, Finance and Corporate Services</p>	<p>Source: Director, Practitioner Staff Affairs Cross Index: Date Approved: December 12, 1994 Date Revised: December 12, 2016 Date Effective: December 19, 2016 Date Reaffirmed: Scope: Acute Care</p>

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OVERVIEW

Registered Nurses (RNs) have been able to perform complex, highly-skilled activities which are outside the scope of registered nursing and within the scope of the practice of medicine, through the Transfer of Medical Function (TMF) process. TMF is no longer supported by the College of Physicians and Surgeons of Saskatchewan (CPSS). Collaboration between the Saskatchewan Registered Nurses' Association (SRNA) and CPSS has led to new legislative and bylaw changes to enable RNs to continue to provide specialized types of Medical Activities to patient, clients and under a new process of Physician Delegation to RN.

DEFINITIONS

Delegation means the formal process by which a Physician, who is authorized and competent to perform a procedure under the Medical Professions Act, Saskatchewan and the Saskatchewan College of Physician and Surgeon's Bylaws, authorizes a RN to perform a Medical Activity.

Medical Activity means the practice of medicine, surgery or midwifery.

1. PURPOSE

The purpose of this policy is to establish the requirements for Delegation of a Medical Activity from a Physician to a RN.

2. PRINCIPLES

2.1 The CPSS Bylaws establish the Medical Activities which may be delegated in Saskatchewan.¹

2.2 Delegation of Medical Activities are a shared responsibility between Practitioner Staff Affairs and the Director for Nursing Practice and Education.

3. POLICY

3.1 Delegation of a Medical Activity to a RN may only occur when the Medical Activity is outside the scope of registered nursing practice² and within the scope of the practice of medicine.

¹ Medical Profession Act, Saskatchewan, s.2 (b.1)

- 3.2** Medical Activities which may be delegated in SHR include services provided by a RN:³
- 3.2.1 Acting as a member of a Neonatal Intensive Transport Team;
 - 3.2.2 Acting as a member of a Pediatric Transport Team;
 - 3.2.3 Acting as a member of an Air Ambulance Team;
 - 3.2.4 Administering laser radiation for a medical purpose, but only when the Physician has first assessed the patient and established a treatment plan for the administration of laser radiation and the Physician is present in the same location as the laser therapy is provided;
 - 3.2.5 Providing injection of bioactive agents, but only when the Physician has first assessed the patient and established a treatment plan for the injection;
 - 3.2.6 With RN First Assist privileges acting as a surgical assistant in an operating room;
 - 3.2.7 Acting as a member of the Saskatchewan Transplant Program.
- 3.3** Delegation of Medical Activities from a Physician to RN must be clearly established by the service area, in writing.
- 3.3.1 The authority and responsibility to approve Medical Activities that can be delegated are determined by the service area and must be approved by the Department Head or designate (see Appendix A).
 - 3.3.2 The Department is responsible for maintenance of Medical Activities that are approved for delegation including approval and catalogue of Medical Activities that are delegated to RNs.
 - 3.3.3 Medical Activities will be reviewed and approved on an annual basis or more frequent as required by the Department Head or designate.
 - 3.3.3.1 Annual reviews must be documented (see Appendix A).
 - 3.3.4 Medical Activities must be described in program procedures which further establish clinical practice.
 - 3.3.5 Medical Activities may be removed by the Senior Medical Officer (SMO), Department Head or designate at any time.
- 3.4** Delegation of a Medical Activity will be from an individual Physician to an individual RN.
- 3.4.1 The authority to delegate an approved Medical Activity to an individual RN rests with the Physician.
 - 3.4.2 A Delegation is only valid if the RN accepts the Delegation.
 - 3.4.3 A Delegation must be in the best interest of the patient, client or resident.
 - 3.4.4 All Delegation of Medical Activities, including assessment of RN skill and knowledge of the Medical Activity, must be renewed annually by the delegating Physician.
 - 3.5.4.1 The process is determined by the service area.
 - 3.4.5 A Delegation may be revoked by the delegating Physician at any time.
- 3.5** A Delegation is only valid while the delegating Physician is generally available or will make provisions/identify a designate to provide oversight and advice to the RN.
- 3.5.1 Oversight and advice is determined by the nature of Medical Activity and is determined by the delegating Physician.
 - 3.5.2 If the Physician who has delegated the Medical Activity no longer has oversight/responsibility for the Medical Activity, the delegation is no longer valid.

² Not authorized by The Registered Nurses Act, Saskatchewan or the Saskatchewan Registered Nurses Association

³ [College of Physicians and Surgeons Bylaws, July 1, 2016, s. 23.3](#)

- 3.6** Delegation of Medical Activities must be in writing, except in emergency situations.
 - 3.6.1 In emergency situations, verbal delegations are permitted and it is understood that it is a onetime Delegation only.
 - 3.6.2 The Delegation must be documented and reported to the Department Head and SMO.

4. ROLES AND RESPONSIBILITIES

4.1 Department Head or designate

- 4.1.1 Identify Medical Activities that can be delegated for their service.
- 4.1.2 Determine which Physicians in their service are authorized to delegate Medical Activities (as documented annually in the reappointment process).
- 4.1.3 Conduct annual reviews of approved Medical Activities in their department (see Appendix A).
- 4.1.4 Report emergency delegations of Medical Activities to the SMO.
- 4.1.5 Collaborate with Practitioner Staff Affairs to maintain a current list of delegating Physicians.
- 4.1.6 Contact the SMO if interested in a Delegation that is currently not in the CPSS Bylaw.

4.2 Delegating Physician

- 4.2.1 Assess the RN's skill and knowledge to determine if, in the Physician's opinion, the RN has the appropriate skill and knowledge to perform the Medical Activity. The assessment is conducted prior to initial Delegation and annually thereafter.
- 4.2.2 Ensure there is a process in place to provide appropriate supervision and oversight⁴(which may include making provisions/identifying a designate).
- 4.2.3 Ensure retention of the documentation which authorizes or revokes the Delegation(s)⁵ (see Appendix B).
- 4.2.4 Report emergency delegations of Medical Activities to the Department Head or designate.

4.3 Director, Nursing Practice and Education

- 4.3.1 Review newly identified Medical Activities prior to approval.

4.4 Registered Nurse

- 4.4.1 Accept a delegation of a Medical Activity from a Physician only if the activity is supported by this policy and a departmental procedure.
- 4.4.2 Accountable for competence and proficiency in the specialized competence required for a Medical Activity, including:
 - 4.4.2.1 Not perform any delegated Medical Activity for which the RN is not competent,
 - 4.4.2.2 Possessing the competencies required to manage any outcomes of that Medical Activity, including intended and unintended consequences,
 - 4.4.2.3 Obtain the appropriate evidence-informed education,
 - 4.4.2.4 Maintain the appropriate specialized competencies through regular, ongoing education,
 - 4.4.2.5 Assess the patient/client/resident's need and determine that the delegated Medical Activity is in the best interest of the patient, client or resident including assessment of the risks and probable outcomes.

⁴ College of Physicians and Surgeons, Saskatchewan Regulatory Bylaws s. 23.3(g)

⁵ College of Physicians and Surgeons, Saskatchewan Regulatory Bylaws s.23(f)

- 4.4.2.6 Ensure appropriate supervision, support and communication avenues are in place before performing a delegated Medical Activity.
- 4.4.2.7 Does not delegate any Medical Activity delegated by a Physician, to another RN or any other health care provider.
- 4.4.2.8 Adhere to SHR and departmental policies and procedures for a delegated Medical Activity.

4.5 Clinical Manager for the Service Area or designate

- 4.5.1 Ensure roles, responsibilities and authority, specific to the Physician and RN, are clearly outlined in program procedures, including clear lines of reporting and communication.
- 4.5.2 Ensure a collaborative process with representation from appropriate professionals, guides the development of program procedures, and that processes are based upon evidence-informed best practice.
- 4.5.3 Ensure ongoing monitoring and evaluation of the Physician to RN delegation process.
- 4.5.4 Ensure retention of documentation of education and record of certification process.

4.6 Senior Medical Officer

- 4.6.1 Review emergency delegations of Medical Activities.
- 4.6.2 Review and remove approved Medical Activities for delegation as appropriate.
- 4.6.3 Review with CPSS any proposed delegations not currently in CPSS Bylaws.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and Amendment is the responsibility of the Director, Practitioner Staff Affairs.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy may result in disciplinary action up to and including termination of employment and/or privileges.

7. REFERENCES

College of Physicians and Surgeons of Saskatchewan. (2015a). Delegation from physicians to registered nurses. *DocTalk*, 1(3), 1-28. Retrieved from <http://www.cps.sk.ca/Documents/Newsletters/DOCTALK-1509-Summer Edition-web.pdf>

College of Physicians and Surgeons of Saskatchewan. Regulatory bylaws of the College of Physicians and Surgeons. Retrieved from <http://www.cps.sk.ca/Documents/Legislation/Legislation/Regulatory%20Bylaws%20-%20August%202015.pdf>

[Medical Professions Act, Saskatchewan](#) (accessed October 25, 2016)

Saskatchewan Registered Nurses' Association, 2016. *Guidelines for Physician to RN Delegation*.

PROCEDURE

Number:

Title: DELEGATION OF A MEDICAL ACTIVITY to a REGISTERED NURSE

Authorization

- President and CEO
 Vice President, Finance and Corporate Services

Source: Director, Practitioner Staff Affairs
Cross Index:
Date Approved: December 12, 1994
Date Revised: December 12, 2016
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Date Reaffirmed:
Scope: Acute Care

1. PURPOSE

The purpose of this procedure is to establish the process for approval of a Medical Activity, adding a Medical Activity, removing a Medical activity as well as annual reviews of Medical Activities and Delegations.

2. PROCEDURE

Approval of Medical Activities

- 2.1** The Department Head or designate, in collaboration with the Director, Nursing Practice and Education and the Clinical Manager for the service area (or designate(s)) determine:
- 2.1.1 Medical Activities that may be approved for Delegation (see Appendix A).
 - 2.1.2 Identification of a standard education program of theory and practice, resulting in certification of a RN who demonstrates competence in performing the delegated Medical Activity.
- 2.2** The Department Head authorizes Physicians in the service area to delegate Medical Activities.
- 2.2.1 Authorization to delegate is updated annually during the reappointment process.
 - 2.2.2 Delegating physicians assess need and potential RNs.
- 2.3** The Department Head works with the Clinical Manager or designate to ensure processes are in place for the service.
- 2.4** Authorized Physicians consider Medical Activities that can be delegated to individual RNs and ensure RN competency and skills (see Appendix B).
- 2.4.1 Documentation of delegated Medical Activities are retained in the Department as determined by the Department Head and Clinical Manager or designates.

Adding a Medical Activity for a Service Area

- 2.5** The Medical Activity is reviewed in consultation with the Director, Nursing Practice and Education and approved by the Department Head (see Appendix A).

Removing an Approved Medical Activity from a Service Area

- 2.6** The Medical Activity is reviewed the by Department Head or designate (see Appendix A).
- 2.6.1 The removal is documented.

- 2.6.2 Department Head advises Physicians and RNs that the Medical Activity is no long appropriate for Delegation and current delegations are revoked (see 2.9.1.1 below).
- 2.6.3 Medical Activities may also be reviewed and removed by the SMO.

Annual Review of Medical Activities

- 2.7 The Department Head or designate conducts annual reviews of all approved Medical Activities in the department (see Appendix A) and retains the documentation.

Annual Review of Delegation from Physician to RN

- 2.8 The delegating Physician assesses the RN's skill and knowledge to determine if the RN retains appropriate skill and knowledge to perform the Medical Activity.
 - 2.8.1 The delegating Physician documents the review and renews the Delegation (see Appendix B).
 - 2.8.1.1 The delegating Physician documents any decision to revoke a Delegation to the RN (see Appendix B).
 - 2.8.1.2 A discussion will also take place with the Clinical Manager and respective RN.
 - 2.8.2 The RN accepts the Delegation and documents acceptance (see Appendix B).

3. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendment is the responsibility of the Director, Practitioner Staff Affairs.

4. NON-COMPLIANCE/BREACH

Non-compliance with this procedure may result in disciplinary action up to and including termination of employment and/or privileges.

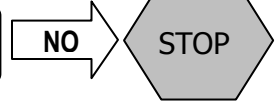
DECISION TREE FOR APPROVAL AND REVIEW of MEDICAL ACTIVITIES

Date: _____

Service Area: _____ Medical Activity: _____

Please check the appropriate box: NEW Medical Activity Remove Medical Activity
 Annual Review of Medical Activity

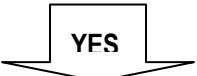
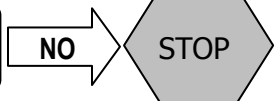
Would the client benefit from a RN performing an activity that is outside the scope of nursing but within the scope of medicine?



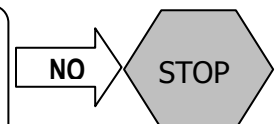
Comments



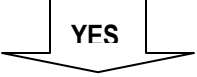
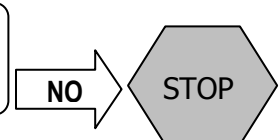
Is the medical activity or service identified in the College of Physicians and Surgeons of Saskatchewan's current Bylaw 23.3?



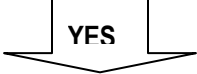
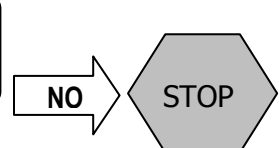
Have the RN competencies been assessed and achieved to perform the medical activity or service being delegated from a physician, to successfully manage both intended and unintended outcomes?



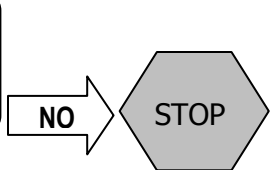
Do adequate resources exist to support the safe delegation and performance of the delegated medical activity or service to allow the RN to meet standards of practice and safe client care?



Have procedures addressing physician to RN delegation been developed and approved collaboratively between SHR physicians and RNs?



Has a mechanism been established to ensure ongoing quality assurance, monitoring and evaluation of the client receiving the physician to RN delegated medical activity or service? (Ensure established in department process).



Physician to RN Delegation is Appropriate

Print Name and role _____

Signature _____

*** Adapted from Saskatchewan Registered Nurses' Association

Authorization of Delegation of Medical Activities to Registered Nurse

SHR Service Area

- _____ Air Ambulance
- _____ Neonatal Transport Team
- _____ Operating Room
- _____ Pediatric Transport Team
- _____ Saskatchewan Transplant Program

Medical Activities

Delegating Physician

- I am aware of and will adhere to SHR and departmental policies and procedures for delegated Medical Activities.
- I have assessed the RN's skill and knowledge to confirm the RN has appropriate skill and knowledge to perform the Medical Activities.
- I authorize this RN to perform these Medical Activities

(Physician printed name and signature) (date)

Registered Nurse Accepting Delegation

- I am aware of and will adhere to SHR and departmental policies and procedures for delegated Medical Activities.
- I have obtained the appropriate evidence-informed education and possess the competencies required to perform the Medical Activities and manage any outcomes, including intended and unintended consequences.
- I accept the delegation of these Medical Activities.

(RN printed name and signature) (date)

Revocation of a delegated Medical Activity

- I am revoking delegation of this medical activity to the following RN:

_____ RN Name

(Physician printed name and signature) (date)