The Five Rights of Delegation *(The National Council of State Boards of Nursing 1997)*

1. **Right task**
   - The task must be within the capabilities of the auxiliary nursing staff. This is defined by federal and state statutes (Nurse Practice Act), organizational policies and procedures; job descriptions and accreditation guidelines.
   
   - Assess each client before delegating. Ensure there is match between the client’s needs and the skills, abilities and experience of the Auxiliary Nursing Staff. Consider the client’s condition, the personnel’s capabilities, the complexity of the task, and how much supervision will be required.
   
   - Assistive personnel should not be assigned duties requiring ongoing assessment, evaluation or decision making.

2. **Right circumstances**
   - The care setting should be taken into consideration. For example, the role of the LPN may differ in an acute care setting in comparison to their role in a long term care setting. Registered nurses are accountable to know the laws and regulations that apply to each setting.
   
   - Client stability as well as the desired client outcomes should also be taken into consideration.

3. **Right person**
   - Know your facility’s competency standards!
   
   - Know the job descriptions of co-workers!
   
   - Has the personnel been trained on the task?
   
   - Identify personal strengths and weaknesses of Auxiliary Nursing Staff.
4. Right direction/communication
   • The Registered Nurse is responsible for providing clear, concise, correct, and complete communication to Auxiliary Nursing Personnel at the time of delegation as well as providing continued direction on an ongoing basis.
     
   • Communicate clearly about the delegated task.
   
   • Be specific about how and when he/she should report back to you.
   
   • Make sure the personnel understands what is expected, and do not hesitate to ask them if they know how to perform the task.

5. Right supervision and evaluation
   • You cannot just merely assign the task. You must guide, supervise, and evaluate the carrying out of the delegated task.
     
   • You must ensure the work meets your expectations. If it does not, you must step in.
   
   • Give credit and praise for accomplishments. Do not hesitate to offer observations and share concerns.
   
   • You should give the personnel feedback and ask for theirs.
   
   • Encourage input on how to resolve care issues and reach agreement on future course of action.
   
   • You must evaluate the client’s outcome and the results of the task to ensure the desired outcome is achieved.

*REMEMBER: You may delegate a task, but the responsibility remains with you, the RN!!

(La Charity, Kumagi, and Bartz 2011)