

PRIORITY TASKS – CLINICAL

Some tasks will remain within the scope of the nurse (RN, RPN).

Some tasks will be delegated to other care providers.

Update as applicable to your location.

High priority: time sensitive

Medium priority: can be done within 24 hours

Low priority: can be done greater than 24 hours

Activities/Tasks	RN/RPN	Delegation to PSW/HCA/RCA etc.	Delegate to anyone/other
Medication Pass	YES		
Insulin and Glucometers	YES		
Dressings	YES		
Vital signs (affected residents with active illness)	YES		
Vital signs – stable residents with no active illness		YES	
Falls assessments	YES		
Documentation	YES – see below	YES – see below	
Medication Errors	YES		
Receiving/signing in of medications	YES		
Labs/STAT/critical value - urgent	YES		
Labs – non-urgent	YES		
Transcribing orders	YES		
Ordering medications	YES		
PTAC numbers and transfer records			YES
Answering phones			YES
Shift report	YES – for clinical risk	YES	
Filing/chart thinning Faxing/delivering reports			YES
fluid intake lookback			YES
Bowel list			YES
Call in for staffing			YES
Screening			YES
Care Planning/Plan of Care	YES		
Nebulizers	YES		
Rx creams		YES	
PASD monitoring		YES	
Restraint – 8 hour review	YES		
Filling O2 tanks			YES

Activities/Tasks	RN/RPN	Delegation to PSW/HCA/RCA etc.	Delegate to anyone/other
Stocking of supplies			YES
Ordering supplies			YES
IV Monitoring	YES		
Peritoneal Dialysis	YES		
Suctioning	YES		
Catheterization	YES		
Emptying the catheter bag			YES
Intake and Output			YES
G or J tube	YES		
Nursing Assessments	YES		
AM care		YES – see below	
PM care		YES – see below	
Bath		YES – see below	
Toileting		YES – see below	
Transferring/turning and repositioning		YES – see below	
Mobility		YES	
Nourishment/snack pass			YES
Dining Room Monitoring			YES
Answering call bells			YES
Bed Making			YES
Cleaning Equipment			YES
Emptying laundry bins and delivery			YES
Portering		YES – see below	
Serving in the dining room		YES – see below	
Meal assistance		YES – see below	
Clearing of dishes		YES – see below	
Tray Service		YES – see below	
Calling Families with residents with changing condition			YES – managers, RFC
Calling families with non-clinical updates			YES

AM/PM & PERSONAL CARE/SERVICES:

Hands, face, mouth – q am	Delegate to anyone
Washing body – bed bath	q am – PSW/HCA, Nurse
Peri-care	q change – PSW/HCA, Nurse
Tub Baths, showers, bed baths	Maximum is 2/week
Toileting	If minimal assist – then anyone can assist if physical assistance required then PSW/HCA/RCA, nurse, care attendant can assist

Incontinence Care	Using incontinent product – PSW/HCA, Nurse therefore can change the rate to 1-2 time per shift dependent on resident need
Dressing	If minimal to moderate assist – then anyone If total assist – then PSW/HCA, Nurse, care attendant can assist
Turning/Re-positioning	PSW/HCA/RCA plus anyone

Documentation:

Documentation	<ul style="list-style-type: none"> • RN/RPN/PSW/HCA/RCA as per policy. • Food/Fluid and snacks may be completed by team members with access to electronic health record i.e. programs team, care attendant, admin • If no access, PSW/HCA Flow sheet can be used as backup contingency
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DINING:

Portering	delegate to anyone
Serving in the dining room	delegate to anyone
Meal assistance	Anyone trained
Clearing of dishes	delegate to anyone
Tray Service	delegate to anyone
Recording Intakes	<ul style="list-style-type: none"> • PSW/HCA/RCA, nurse as per policy • RN/RPN • Food/Fluid and snacks may be completed by team members with access to electronic health record i.e. programs team, care attendant, admin • If no access, PSW/HCA/RCA Flow sheet can be used as back up contingency