

The Delegation Form (NDP-2)

Delegation is a legal action that is not official until the delegation form is signed by the MAC Worker and the delegating MAS Nurse(s).

Completing the MAC Training *IS NOT* delegation

Every MAC Worker must have a delegation form. The MAC Worker must sign the form acknowledging completion of the Alabama Board of Nursing approve MAC I and MAC II training AND the willingness to accept the responsibility to assist with medication administration and other delegated nursing tasks.

The delegating MAS Nurse is responsible for nursing care provided in ADMH Community Programs

The date the MAC Worker successfully completed MAC I is documented in the required space.

Column 1, “DATE MAC II COMPLETED”, is the date the delegating MAS Nurse verifies the successful completion of eight (8) hours of MAC II training ***OR*** the date of verification of competency of all delegated nursing tasks. Initials and dates on the delegation form should correspond with initials and dates on the skills check sheets which documents the competency of nursing task delegated. All skills check sheets must be maintained in the MAC File for a minimum of five (5) years.

All MAC Workers must have a four (4) hour recertification/update training performed by a MAS Nurse with a current certification, including review of all delegated task at a minimum every two (2) years.

ALL MAC EDUCATION MUST BE DOCUMENTED ON THE MAC EDUCATION LOG, NDP 11

Column 2, “DATE DELEGATION SUSPENDED”, is the date the MAC Worker’s delegation privileges are stopped for a brief period of time (temporary). The MAS Nurse must document the reason for the suspension and the planned corrective action in the “comments/notes” section on the back of the delegation form. If there is no suspension of the MAC Worker’s delegation privileges, Column 2 should have a line drawn through that space. Remember, proper documentation requires no blank spaces.

Column 3, “DELEGATING MAS RN/LPN SIGNATURE AND DATE”, is where the MAS Nurse signs and date each time an action, i.e. successful completion of MAC II or redelegation after suspension of delegation duties.

Column 4, “INITIALS”, is the initials of the MAS Nurse signing on that line of the delegation form. Initials and dates on the delegation form should correspond with initials and dates on the skills check sheets which documents the competency of nursing task delegated. All skills check sheets must be maintained in the MAC File for a minimum of five (5) years.

ABN Regulation 610-X-6-.11(3) Assignment, Delegation and Supervision states:
“The RN/LPN shall delegate only after considering various factors including but not limited to:

- (a) Knowledge, skills and experience of the person receiving the delegation
- (b) Complexity of the delegated tasks
- (c) Health status of the patient”

When a MAS Nurse begins to work at an agency where another MAS Nurse was previously the delegating nurse, the new MAS Nurse must verify the following:

ALL MAS Nurses must verify the following prior to signing the delegation form:

1. MAC Worker has a HS diploma/GED
2. Successful completion of MAC I as evidenced by certificates (note date on delegation form)
3. Successful completion of eight (8) hours of MAC II as evidenced by certificate signed by a MAS Nurse (If certificate is not available, the MAS Nurse must teach 8 hours of MAC II)
4. Competency of the MAC Worker to perform all nursing tasks delegated (date must be noted on delegation form). Competency verification of nursing task delegated may be completed by the MAS Nurse, in the time required to successfully complete the verification. The time range is documented as directed on the MAC Education Log, NDP 11.

WHEN THERE IS A TEAM OF DELEGATING NURSES AT AN AGENCY, NEW MAS NURSE(S) MAY USE THEIR NURSING JUDGMENT TO DETERMINE IF THE TRAINING/COMPETENCY VERIFICATION DONE BY OTHER MAS NURSES IS ADEQUATE. THE NEW MAS NURSE MUST DOCUMENT ON THE SKILLS VERIFICATION FORM, “COMPETENCY VERIFICATION ON (Date) BY (Name of MAS Nurse) accepted. The New MAS Nurse must sign, date and initial the skills check sheet.”

The date noted on the skills check sheet is the date that must be documented on the delegation form.

REVOCATION OF DELEGATION

Anytime delegation privileges are permanently revoked, a “Revocation of Delegation Form, NDP 15, must be completed by the MAS Nurse (See NDP 15)

When a MAS Nurse leaves an agency where he/she has been the delegating nurse, as evidenced by his/her signature and initials on the delegation form, the reason for the revocation must be documented on the revocation form. Several MAC Workers may be listed on one form. A copy of the form, in addition to a letter of resignation, should be maintained in the MAS Nurse’s personnel file. A copy of the revocation form should be maintained in the appropriate MAC Worker files.