**Nurse Delegation Meeting 05/01/2025**

**Topics and Notes**

**\*\* Please remember that the information shared and discussed in the contract meeting is information as it pertains to the DSHS contracted RNs. It is offered as information for nurse delegation in general however, the information provided should not be considered or solely relied upon as an official position of DSHS. Responses do not constitute legal opinions.**

**Registered Nurse Delegation** [**RCW 18.79.260 Registered nurse - Activities allowed - Delegation of tasks.**](https://app.leg.wa.gov/RCW/default.aspx?cite=18.79.260)

**ALTSA Community Nurse Delegation Website:** <https://www.dshs.wa.gov/altsa/residential-care-services/nurse-delegation-program>

**Contact Emails**

**Nurse Delegation Program Email:** [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov)

**Nurse Delegation Program Manager: Janet Wakefield** – [janet.wakefield@dshs.wa.gov](mailto:janet.wakefield@dshs.wa.gov)

**Nurse Delegation Contract Monitor:** [troy.omalley1@dshs.wa.gov](mailto:troy.omalley1@dshs.wa.gov)

**DDA Nursing Services Unit Manager: Erika Parada** – [Erika.parada@dshs.wa.gov](mailto:Erika.parada@dshs.wa.gov)

**For detailed information from the meeting, please refer to the PP/handout**.

Note from PM:

Thank you for those of you who attended the meeting. Please review the PowerPoint that goes with the notes. Also, please review the policies, RCW, and WAC as it pertains to delegation. We get many questions that can be answered with the Laws, Rules and Policy. There were some questions in the chat and along the way that I have answered below. When consulting with other RNDs please consider using the resources provided to find the answers that best fits for your nursing practice and the situation with client and caregiver. I am available to assist. However, please use the tools provided as your first resource as I highly encourage critical thinking and decision making as part of your nursing practice and business.

Telehealth/Zoom for RN delegation is not in the contract as authorized for payment. This would mean that your assessment and initial delegation of a caregiver, client or task needs to be completed in person. There are things that you can bill for from your office such as phone calls, emails, new medication order with the Change in Medical Orders form. Please review the WAC and your contract.

Our goal is to provide quality care with best practice and for the safety of the client.

We need to work as a team with CM’s, clients, families, providers and caregivers!

Thank you for the work you do!

**Mentoring:** If you are interested in assisting new RND’s please let us know and what area of the state you work in at [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov)

**Billing:** If you are willing and able to assist other NDs with billing and set up, it would be appreciated. If you could send me an email, I will keep track so when I get asked for help, I can refer people to you. Also, here is the link to the tutorial: [Nurse Delegation Billing Tutorial](https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/ND/P1%20Common%20Billing%20Questions.pdf)

**Availability:** Please let us know if you are open for new clients, what area and what tasks you are willing to delegate. We are in need to fill some gaps across the state. [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov)

Not taking new clients? Please let me know if you would like to be off the published list of Find a Delegating RN. We have plenty of new delegators willing and eager to take clients if you are not taking new ones or are needing to rescind.

\*\*If someone other than Janet Wakefield has reached out regarding availability, please also send your availability information to this department.

**Questions & Answers**

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| **Question** | **Answer** |
| **Liability Insurance** | The program has begun to reach out to contractors for updated insurance.  Upon policy renewal, you are now required to provide insurance to the program via [nursingcontracts@dshs.wa.gov](mailto:nursingcontracts@dshs.wa.gov) |
| **PLLC** | A PLLC would be treated the same as an LLC - the business name needs to be listed as insured or additionally insured for any business organization other than a Sole Proprietor. |
| **Medication Assistance Rule update** | New WAC numbers assigned to Medication Assistance by the Pharmacy Quality Assurance Commission. <https://app.leg.wa.gov/WAC/default.aspx?cite=246-945-710> to 718. Please review. There are no changes to our practice but the wording and numbers have been edited for clarity. |
| **Insulin - if the caregiver hands it to the client (not inject) is it delegated?** | No this is assistance. |
| **Question about psychotropic drug medication assistance vs medication administration** | Psychotropic medications are delegated or not delegated just like any other medication. If the client is assessed for medication assistance, then there is no need for delegation. If you are asked as the delegating RN to delegate a psychotropic medication and you do or do not feel it is needed and the CM or provider disagrees you will need to have a conversation about this. It is up to the delegating RN to decide whether to delegate or not. If a client is thought to only need psychotropic medication delegated then you are still responsible for reconciling all meds and instruct as needed. Many of these situations are very case specific and if you have questions or concerns after discussing with the CM then you can reach out to PM, DDA CRM or for DDA, Erika Parada.  DDA has a policy for psychotropics, medication management, and nurse delegation. |
| **Credentials**  Can a pending certificate or credential be delegated to? | No, if there is an issue with barrier to care please email [nursedelegation@dshs.wa.gov](mailto:nursedelegation@dshs.wa.gov) and we can try to assist. |
| **Nursing Assistant Registered** | Q: NAR only valid for 200 days after employment for delegation. An AFH asked if it is ok to fire a caregiver who has been 200days of NAR and rehire him a few days, then does it count 200 days all over again?  A: By rule, yes it does start all over again. But do you want to delegate someone who isn’t passing the training etc. |
| Can you review how caregivers are to do **'Medication Assistance'** correctly should someone not qualify for need for delegation. | Please review the Nursing WAC 246-840 and   * <https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-920> * <https://nursing.wa.gov/practicing-nurses> * <https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy6.19.pdf>   LTCW learn medication management when they take the Basic core training for caregivers. They should know the basics and have been tested on it. |
| **Medication labeling** | DDA: https://www.dshs.wa.gov/sites/default/files/rpau/documents/103P-24-13-066.pdf |
| **Assessment** | Assessment is part of the ND oversight. Documentation is necessary to support services and billing. You may use your own form for assessment documentation. Assessment is expected at initial visit, 90-day visit, and change of condition. |
| **Telehealth** | Telehealth is not allowed as it is not in the contract as a paid service for delegation. You can do remote activities such as confirming orders, instructions, answering questions and the like. Change in Medical Treatment form allows for this with the appropriate task and documentation. Assessment, 90-day visit and teaching and observation of new tasks, new caregiver delegation all require in-person visit. |
| **Assisted Living Delegation** | Q: I have been asked to do ND for an ALF and they will pay - can I do this?  A: This is separate from the DSHS contract and the Medicaid clients in an ALF have the rate in the ALF payment for delegation. You do not need a DSHS contract, but it is suggested that you have your own contract for payment and services with the ALF. |
| **Billing** | Q: What do I document for time billed?  A: A tracker available on the RND website. You should also be keeping nursing notes for all activities/tasks that you are billing for. For example notes stating that you received a phone call on May 1st from XXXX, then it should be reflected in billing for X amount of units for this day.  \*Billing tutorial below |
| **Teaching materials and Job aids** | , job aids available: <https://www.dshs.wa.gov/altsa/training/dshs-curriculum-and-materials-available>  <https://www.dshs.wa.gov/sites/default/files/publications/documents/22-1736.pdf> |
| **Training contract** | Training Dept contact info: website: <https://www.dshs.wa.gov/node/1941/>  email [TrainingApprovalTPC@dshs.wa.gov](mailto:TrainingApprovalTPC@dshs.wa.gov) |

**Links Page**



**Other Links to Applicable Rules for Your Information**

**Nurse Delegation Laws and Rules:**

[**Nurse Delegation Law RCW 18.79A.260**](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.79.260)

[**Nurse Delegation Rules WAC 246-840-910 thru 970**](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-840-910)

**Additional resources**:

[**WAC 246-840-700**](https://app.leg.wa.gov/WAC/default.aspx?cite=246-840-700)

[**WABON Support for Practicing Nurses**](https://nursing.wa.gov/support-practicing-nurses/practice-information/registered-nurse)

WABON Advisory Opinions <https://nursing.wa.gov/practicing-nurses/practice-guidance>

DDA internet: <https://www.dshs.wa.gov/dda/nursing-services>

**What documentation is required for completion LTCW training:**

<https://app.leg.wa.gov/WAC/default.aspx?cite=388-71-0970>

**Other Links to Applicable Rules for Your Information**

**DSHS Publications Library:** [**https://www.dshs.wa.gov/os/publications-library**](https://www.dshs.wa.gov/os/publications-library)

**Home and Community Services and Programs**:<https://apps.leg.wa.gov/wac/default.aspx?cite=388-71>

**DDA Resources:** <https://www.dshs.wa.gov/dda/policies-and-rules/policy-and-rules>

**Residential Long-Term Care Services Training**:<https://app.leg.wa.gov/WAC/default.aspx?cite=388-112A>

**Adult Family Home**: <http://app.leg.wa.gov/WAC/default.aspx?cite=388-76>

**Assisted Living Facility**: <http://app.leg.wa.gov/WAC/default.aspx?cite=388-78A>

**GovDelivery Links:**

**DDA:** <https://public.govdelivery.com/accounts/WADSHSDDA/subscribers/new>

**ALTSA:** <https://public.govdelivery.com/accounts/WADSHSALTSA/subscriber/new?preferences=true#tab1>

**DOH:** <https://public.govdelivery.com/accounts/WADOH/subscriber/new?qsp=WADOH_4>

**Billing Tutorial**: <https://www.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/ND/P1%20Common%20Billing%20Questions.pdf> *See Tutorial Q&A on RND website under meetings.*