

Insulin Delegation: Competency Evaluation Tool

Introduction:

Nurse delegators are required to assess the ability of a Nursing Assistant-Registered, Nursing Assistant – Certified, or Home Care Aide (referred to in this document as the Long-term Care Worker [LTCW]). Delegated insulin injection authority must be supervised and evaluated at least weekly for the first four weeks, and then a minimum of every ninety days ([WAC 246-840-930](#)).

The 'Insulin Delegation: Competency Evaluation Tool' is designed to assist nurse delegators in their ongoing evaluation of a LTCW's competency to safely administer insulin. There are two pages for this tool. The Skill page (page 1 of 2) is completed through observation of the LTCW by the Nurse Delegator. The Comments page (page 2 of 2) is completed by both the Nurse Delegator (to document evaluative comments) and by the LTCW (as a self-evaluation). The intended outcome is that the two pages are used in a discussion between the Nurse Delegator and the LTCW. The tool can serve as a guide for the LTCW's training or to document competency for future reference.

Directions for Nurse Delegator:

1. Observe the LTCW in each skill (A through F). Each skill provides a hyperlink to WA-DOH resources and lists a bulleted summary of expectations for the task.
2. Score each skill section (A through F) on a scale of 1-5, using the *Entrustment Scale* (top of page 1). Summaries of each skill are listed under each section for easy reference. Only the section as a whole should be scored. Individual bullets DO NOT need to be scored.
3. The Nurse Delegator may also add additional feedback in the Comments section at the top of page 2.
4. Have the LTCW complete the Self-Reflection section on page 2.
5. Discuss results with the LTCW. If there are concerns with the LTCW's performance, note these on the form along with a plan for improvement.
6. Discuss the goals for the next evaluation period and check off completion in the Nurse Delegator Comments section on page 2.

¹ This tool is developed as a senior research project by a BSN student with the University of Washington School of Nursing. The purpose of this research project is to explore methods of assessment to create a standard yet holistic tool to evaluate the competency of insulin administration by LTCW under nurse delegation. The goal is to define competency in a common language while also promoting nursing judgement in evaluation, and incorporate the LTCW's own perception of competency.

Insulin Delegation: Evaluation Form for Nurse Delegation

Long-Term Care Worker's Name:

	Evaluator Name	Evaluation Date	<i>Entrustment Scale</i> (used for observable practice):
Evaluation 1:			1: Not trusted to perform skill even with supervision (Task should not be delegated)
Evaluation 2:			2: Trusted to perform skill with direct supervision (Task should not be delegated)
Evaluation 3:			3: Trusted to perform skill with indirect supervision (Task should not be delegated)
Evaluation 4:			4: Trusted to perform skill independently
			N/A: Skill was not observed at time of assessment (no score)

Skill (and expectations)	Eval 1	Eval 2	Eval 3	Eval 4
A. Evaluating Injection Site (summary below) (JOB AID) <ul style="list-style-type: none"> ○ Identifies area of subcutaneous fat (upper outer area of arms, abdomen, top outer area of thighs, buttocks) ○ Skin intact, free of irregularities, not within 2 inches of navel, and not an area that will be exercised ○ Not before bath or activity that brings heat to area 				
B. Medication Setup: Single Type of Insulin in a Syringe (summary below) (JOB AID) <ul style="list-style-type: none"> ○ Inform client what is being done and check 5 Rights of Medication Administration ○ Inspect insulin vial and re-check 5 Rights of Medication Administration ○ Perform hand hygiene, clean top of vial with sterile alcohol wipe, if insulin is cloudy type, mix gently ○ Draw up the correct # of insulin units and check syringe for air bubbles 				
C. Medication Administration: Single Type of Insulin in a Syringe (summary below) (JOB AID) <ul style="list-style-type: none"> ○ Informs client what is being done, and re-checks 5 Rights of Medication Administration ○ Dons gloves and cleans skin with sterile alcohol wipe, holds skin between fingers and gives insulin injection with syringe at 90° angle, then releases skin fold while holding syringe in place, then pushes plunger down smoothly ○ Removes syringe at same angle as inserted and immediately places into sharps container. ○ If bleeding occurs, applies pressure with cotton ball ○ Performs hand hygiene and cleans work area 				
D. Documenting Medication Administration (summary below) (JOB AID) <ul style="list-style-type: none"> ○ Documents according to workplace guidelines, and is professional, accurate and timely ○ Documents observed skin response, and reports changes in skin or concerns to delegating RN 				
E. Observe for Side Effects (summary below) <ul style="list-style-type: none"> ○ Verbalize symptoms of low blood sugar (JOB AID), high blood sugar (JOB AID) and appropriate response ○ Verbalize when to call 911 				
F. Professional Skills (summary below) <ul style="list-style-type: none"> ○ Communicates clearly with delegating RN (e.g.: uses SBAR) ○ Listens actively and attentively, asks appropriate questions, keeps delegating nurse well informed ○ Communicates with empathy and sensitivity to cultural, gender, educational, and other individual characteristics ○ Treats patients with dignity, humanity, and compassion 				

Insulin Delegation: Evaluation Form for Nurse Delegation (continued)

Nurse Delegator Comments: (Consider strengths, areas for improvement, and goals for next evaluation)

Week 1:

Discussed performance expectations for Week 2

Week 2:

Discussed performance expectations for Week 3

Week 3:

Discussed performance expectations for Week 4

Week 4:

Discussed performance expectations for next evaluation period

Long-Term Care Worker's Self-Reflection: (Consider strengths, areas for improvement, and personal goals for next evaluation)

Week 1:

Week 2:

Week 3:

Week 4: