

1. Responsibilities

Service Coordinator (SC) Assures IP has appropriate credentials for ND.

Individual Provider (IP): Completes ND training.

2. Procedure

1. The Client's Case Manager communicates with CDWA the need for nurse delegated task(s) to be performed by the Individual Provider (IP) identified by the Client
2. Case Manager contacts CDWA by phone or secure email and includes the contact information for the assigned Registered Nurse Delegator (RND)
3. CDWA communicates with the RND for assignment of nurse delegated task(s)
 - If the designated IP is unable or unwilling to perform tasks, CDWA will refer the Client to other qualified resources and notify the Case Manager
 - If an IP is a family member (PP, FP, ACP) then ND training is not required to perform ND tasks that someone of a non-family role would have to provide.
 - In order to be a Nurse Delegate, the IP must also have one of:
 - HCA
 - NAR
 - NAC
4. CDWA checks IPs qualifications to verify that the designated IP meets Nurse Delegation core training requirements
 - If the designated IP meets the Nurse Delegation training requirements:
 - CDWA notifies the RND via telephone or secure email that the IP meets requirements to perform nurse delegated tasks
 - If the designated IP does not meet Nurse Delegation training requirements:
 - CDWA communicates with the Benefits Group's Student Support to initiate Nurse Delegation training for the IP.
 - Email to student.support@myseiubenefits.org to include:
 - IP Name:
 - IP City:
 - IP Mailing Address:
 - IP Email Address:
 - IP Phone Number:
 - County where the IP will take training:
 - What they need: NDC (ND Core), NDD (ND Diabetes), or Both
 - Confirmation that the need is Client Driven (copy of request from CM)
 - SC creates a task or calendar reminder to check when IP has completed training (applicable to Step 5 and 6)
5. IP completes Nurse Delegation and all required trainings

6. The Training Partnership notifies CDWA of completion of training via electronic feed
7. CDWA notifies the RND that the IP has completed core training via telephone or secure email
8. RND determines if the IP is capable of performing the delegated task(s) and if so, provides specific task training or information/instructions to the IP on form *DSHS 13-678 pg. 2*
 - If RND determines the IP is not capable of performing the delegated task(s) CDWA will follow the process in Step 3
 - If approved, IP provides CDWA with the written instructions on form *DSHS 13-678 pg. 2* provided by the RND to confirm specific task training has occurred
 - CDWA notifies the Case Manager that nurse delegation task(s) were assigned via telephone or secure email
9. Case Managers communicate to CDWA the following events for the coordination of nurse delegated services:
 - When nurse delegated services are initiated
 - When nurse delegated services are discontinued
 - When a new IP is designated to provide a nurse delegated task
 - When there are health or safety concerns regarding nurse delegated services
10. The delegation and teaching of the nursing task is specific to one Client only and is not transferable to other Clients
11. CDWA is responsible for:
 - Monitoring qualifications of Individual Providers
 - Notifying RND of any change in credential status via secure email
 - Communicating with the Client's Case Manager when continuity of delegated services is in question

3. Purpose

Consumer Direct Care Network Washington (CDWA) provides registered nurse delegated services to Clients, as appropriate, and by following the rules and regulations of the Washington State Nurse Practice Act.

4. Prerequisites

Authorization

5. References

- WAC 246-910 through 970 (add title) DELEGATION OF NURSING CARE TASKS IN COMMUNITY-BASED AND IN-HOME CARE SETTINGS
- RCW 18.88B.070 (add title) Nurse Delegated Tasks
- RCW 18.79.260 (add title) Registered nurse—Activities allowed—Delegation of tasks.

6. Document Revision History

Version	Date	Update By	Change Detail
1.0	10/28/2025	RS/TH	Final draft SOP