

***Practice* Based Scenario**

**Delegation within SLT team to maximise skills mix**

**About this document**

This document is designed to take you through a practice-based scenario to help you reflect on what you might do if faced with a similar situation. It can be used to guide your thoughts and prompt discussion with your colleagues. Working through this document counts towards your continuing professional development (CPD). Your reflections on this document are not assessed and you do not have to send your responses to the RCSLT.

You can work through it on your own, with a colleague or supervisor, or in groups, eg as part of an RCSLT Hub or Clinical Excellence Network.

This document is broken into five parts:

1. **The scenario:** for you to read
2. **The issues to consider:** for you to gather your thoughts on practice issues relating to this scenario
3. **Next steps:** for you to plan out what you would need to do next
4. **Prompts for consideration:** RCSLT prompts for further consideration
5. **Sources of further information:** links to professional guidance
6. **Update your CPD diary:** for you to do
7. **The scenario**

**Your service is being reorganised. As part of this a new permanent assistant\* post is being established.**

**How will you decide what tasks are to be delegated to maximise the usefulness of this post to the skills mix of the team?**

****

**\*** This term assistant covers support staff who will have a variety of different titles and accompanying job descriptions e.g. SLT assistant, technical assistant, health care support worker (HCSW), reablement worker, assistant practitioner. This term does not cover support workers who are not part of the SLT service.

1. **The issues to consider**

**What do you need to consider?**

Think about the above scenario and its implications and jot down your notes about issues you may need to consider. Please feel free to use extra sheets of paper if you need. Or, if you are in a group, you may like to record on a whiteboard or flipchart.

1. **Next steps**

**What steps do you think you need to take next?**

1. **Prompts for consideration**

Remember that if you are faced with a similar situation you will need to think about it in relation to the frameworks within which you work, such as the Health and Care Professions Council (HCPC) Standards, RCSLT professional guidance and resources, local and national policies and also policies of your employer (or your own policies if practising independently). See related topics on these web pages and the list of prompts that follow, to help with your thinking.

Please note that this list is not exhaustive and does not constitute legal advice.

**Prompt questions to consider**

1. What will be the benefit(s) of delegation, and for whom?
2. 2. What are the legal requirements, professional standards, organisational and local policies on delegation appropriate to the registered practitioner delegating and the support worker taking on the tasks delegated?
3. Are there any barriers in your service to effective delegation e.g. lack of confidence of registered staff to delegate appropriately, professional anxiety regarding protecting job status? How will these be overcome?
4. What clinical and non-clinical tasks are appropriate to be delegated to a non-registered practitioner in your service situation? On what are these decisions based?
5. How will you assess risk, and is adequate insurance in place to cover?
6. Do protocols and clinical pathways highlight clearly the role and responsibilities of support staff and lines of accountability?
7. Is the post to be uni-professional or interprofessional and what impact might this have on decisions and the delegation process?
8. What competencies are required for the tasks?
9. How will you assess whether the person to whom tasks are to be delegated has the necessary competencies? Will this differ between a new member of staff and an existing member of staff taking on a new role?
10. If extra skills development is required, are you familiar with the range and purpose of available training and CPD opportunities internally and externally for HCSWs?
11. Is your induction process for new assistants and those moving into a new role, adequate?
12. What supervisory process will be in place and how will this be protected when other activities are perceived as being more important?
13. How will you inform other staff, the service user and their family/carers about what is being delegated and why?
14. **Sources of further information**

**The following information in the professional accountability and autonomy, and professional guidance sections of the RCSLT website is also particularly relevant:**

4 - [Delegate appropriately](https://staging.rcslt.org/professional-autonomy-and-accountability-guidance#section-8)

**Contacts**

* Scotland: Health Care Support Workers (HCSW) Learning Framework [www.supportworkercentral.nes.scot.nhs.uk](http://www.supportworkercentral.nes.scot.nhs.uk)
* NHS Wales Skills and Career Development Framework for Healthcare Support Workers supporting Nursing and the Allied Health Professions [www.weds.wales.nhs.uk/siteplus/documents/1076](http://www.weds.wales.nhs.uk/siteplus/documents/1076)
* England: Skills for Health [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)
* Northern Ireland Social Care Council [www.niscc.info](http://www.niscc.info)
* All Wales Guidance on delegation   
  Case studies: (numbers to be put in)

**Other resources**

* [Checklist for delegation](https://www.rcslt.org/-/media/Project/RCSLT/Checklistfordelegation.docx)
* [Principles of delegation](https://www.rcslt.org/-/media/Project/RCSLT/Principlesofdelegation.docx)
* [Assessing competency](https://www.rcslt.org/-/media/Project/RCSLT/Principlesofdelegation.docx)

1. **Update your CPD diary**

Working through this scenario counts towards your continuing professional development (CPD). Once you have completed this scenario, please record this learning and your reflections in your CPD diary.