**If you are delegating an activity to someone else, ask yourself the following questions:**

|  |  |
| --- | --- |
| * Is delegation in the best interests of the service user? |  |
| * Do you have authority and the appropriate clinical knowledge to delegate the work? |  |
| * Have you considered the [clinical risk](https://www.rcslt.org/members/delivering-quality-services/managing-risk/managing-risk-guidance/) involved? |  |
| * Does the person to whom you are delegating have the skills, knowledge, clinical competence required to undertake the activity? |  |
| * Does the person have the capacity to take on additional work? |  |
| * Can you provide adequate [support and supervision](https://www.rcslt.org/members/delivering-quality-services/supervision/supervision-guidance/) and check that the outcome of the delegation meets the required standard? |  |

(Based on: Accountability and Delegation, Royal College of Nursing)

* If the answers **are yes**, then delegation is appropriate.
* If any of the answers **are no**, you must not delegate the activity.

This would not be appropriate or in the best interests of the patient. If there is a need for additional training and development, consider when and how this need may be addressed.