

# Information for service providers

## RN Delegation of Care Program

The RN Delegation of Care Program works with service providers to provide safe health support to children aged under 18 years with Level 3 health support needs.

The service provider has a responsibility to ensure children who have a Level 3 health support need, have the provision of safe delegated care by a Registered Nurse (RN). The following information will guide service providers through the process of supporting a child with a Level 3 health support need, and outlines roles and responsibilities of the RN Delegation of Care Program and the service provider. These responsibilities are detailed in the documents 'Direct Health Support of People with a Disability Policy' and 'Direct Health Support of People with a Disability Guideline'.

### Referral

The service provider in consultation with the child's parent / legal guardian completes a 'Referral to RN Delegation of Care Program'.

- > The original referral, signed by the service provider and parent / legal guardian is required for RN Delegation of Care Program to commence service.
- > When the referral is accepted the child will be allocated to a Registered Nurse.
- > A minimum of four weeks is required from the date a referral is received for the RN to delegate Level 3 health care to the health support worker.

### Prerequisite training

The service provider is responsible for ensuring the health support worker has completed the prerequisite training and is current.

- > The RN establishes the prerequisite training required on the 'Prerequisite training for Health Support Workers' form and forwards to service provider.
- > The service provider selects up to three health support workers with the appropriate pre requisite training or arranges for them to complete.
- > The service provider arranges for the health support worker/s to meet the child and parent, when possible.
- > The service provider completes the 'Prerequisite training for Health Support Workers' form and forwards to the RN.

### Health assessment and health plan

The RN meets with the child and family, and liaises with child's health professionals to conduct a detailed 'Health Assessment' and develop a Level 3 'Health Plan' for the child.

- > The RN forwards a 'Health Assessment Summary' to the service provider. This document lists the Level 3 procedures to be delegated and is used to request training and competency assessment of health support workers.
- > The RN completes an 'Environmental Assessment' of the site where the health support will take place.
- > The RN will advise the parent if Level 2 health plan/s are required and the parent organises with relevant health professionals to have plan/s completed.
- > The RN supplies the parent with a 'Health Plan Folder' for the child, which contains the health plans required to provide the child's health support.



## Training and competency based assessment

The RN undertakes the training and assessment of the health support worker.

- > The service provider completes a 'Training and Competency Based Assessment Request / Report' form for each health support worker and forwards to the RN.
- > The service provider and the RN organise a date, time and venue for the health support worker/s to receive Level 3 health support training.
- > The RN conducts training session/s with the health support worker, based on the individual child's Level 3 health plan.
- > The service provider and the RN organise a date, time and venue for each health support worker to complete an individual competency assessment with the RN and the child.
- > The RN informs the service provider when the health support worker has successfully completed their competency based assessment. If the health support worker is unsuitable after additional training is provided, the RN informs the service provider.

## Delegation of care

The health support worker is able to provide the child with Level 3 health support, only after they have completed training and have been competency assessed by the delegating RN. The delegating RN will only complete this process after ascertaining that all of the relevant Level 2 plans and pre-requisite training have been completed.

## Reassessment

Reassessment of health support workers is required every 6-12 months or when the child's Level 3 health plan changes.

- > The RN provides the service provider with the date that the health support worker requires reassessment on the 'Training and Competency Based Assessment Request / Report' form.
- > The service provider ensures the health support workers pre-requisite training is current.
- > The service provider completes a 'Training and Competency Based Assessment Request / Report' form and forwards to RN.
- > The RN requires four weeks notice to complete reassessment.

## If Level 3 health support is to be provided at a different location

Every camp and some excursion venues, require assessment and approval by a registered nurse prior to the child attending.

- > The service provider contacts the RN to discuss the potential excursion or camp, at least four weeks prior to the camp or excursion.
- > If site approval is required, the service provider completes a 'Request for Assessment: "Off Site" Level 3 Health Support' form.
- > The RN conducts an 'Environmental Assessment' of excursion/camp venue and informs service provider if the venue is/is not suitable for child to receive health support.

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### For more information

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