

**ASSIGNMENT OF BASIC TASK OF NURSING  
TO UNLICENSED STAFF  
SAMPLE**

ASSIGNED TASK: \_\_\_\_\_

PERSON: \_\_\_\_\_

UNLICENSED STAFF: \_\_\_\_\_

REGISTERED NURSE: \_\_\_\_\_

**PLAN FOR TEACHING THE BASIC TASK** (check methods used):

- Review and discussion of the written material
- Potential risks and side effects of the task
- Demonstration of the task by the RN
- Return demonstration by the unlicensed staff (as appropriate)
- Time for further discussion including question and answer time
- Written test (optional)
- Other (specify) \_\_\_\_\_

**LOCATION OF WRITTEN INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

**TEACHING OUTCOME:**

Level of understanding of task, risks and side effects and how to manage them:  
\_\_\_\_\_ acceptable, \_\_\_\_\_ needs improvement, \_\_\_\_\_ unacceptable

**PERIODIC EVALUATION OF UNLICENSED STAFF'S PERFORMANCE  
OF AN ASSIGNED TASK:**

The need for and intervals of supervision and evaluation is at the discretion of the RN. Mark frequency of evaluation/supervision if determined necessary:

Specified Frequency \_\_\_\_\_

PRN \_\_\_\_\_

Not necessary \_\_\_\_\_

**ASSIGNMENT APPROVAL:**

The unlicensed staff has been instructed in the correct method of performing the above basic task of nursing care and it's potential risks and side effects. It is my determination that he/she can safely perform the task in my absence.

\_\_\_\_\_  
(RN Signature)

\_\_\_\_\_  
(Date)

Note: Per Division 47 “Standards for Registered Nurse Delegation and Assignment of Nursing Care Tasks to Unlicensed Persons, Page 4, #6: “Teaching basic tasks of client care which do not require client specific instructions is not considered assignment for the purposes of these rules.””