Organisational checklist for the delegation of administration of insulin to adults

Healthcare workers, support workers, other non-regulated health and care roles, and allied health professionals

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| The content of this document has been generated independently in collaboration with eight exemplar sites and those companies referenced in the acknowledgements of the Sample Policy (the ‘parties’).  While the parties have made every effort to check that no inaccurate or misleading data, opinions or statements appear in this document, they wish to make it clear that the material represents a summary of the independent evaluations and knowledge of the authors and contributors. As such, the parties accept no responsibility for the consequences of any such inaccurate or misleading content, or no pilots being undertaken. Nor do they endorse the use of any drug or device in a way that lies outside its licensed application in any territory. |

This checklist of duties and responsibilities is to be completed by all organisations that delegate insulin administration.

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| **Responsibility** | **✓** |
| **The Chief Executive / Managing Director** | |
| Has overall responsibility for ensuring all relevant policies comply with all legal requirements for the administration of subcutaneous insulin by Healthcare Workers (HCW) / Healthcare Assistants / Support Workers / Other Non-Regulated health and care staff / Allied Health Professionals. |  |
| The employer of the Healthcare worker (Health and Care Assistant / Support Worker / Other Non-Regulated health and care staff / Allied Health Professional), accepts vicarious liability for their employee undertaking this extended role. This may be an NHS Trust, a Community Interest Company, Social Enterprise, independent sector provider, Homecare provider or Care/Nursing home. |  |
| **The Director of Nursing / Clinical Director - Quality and Governance or equivalent roles** | |
| Is responsible for ensuring that the HCW’s competencies are implemented, achieved and maintained. |  |
| Provides protected time within working hours to complete the necessary training and competency assessment. |  |
| Responsible for ensuring correct systems and processes are in place and relevant trust/organisational policy is followed in relation to governance. |  |
| Responsible for providing assurance that the selection, training and assessment was robust to deliver competent practitioners |  |
| **Service Line Directors/ Assistant Directors/ Care Home Manager / Homecare Managers or equivalent roles** | |
| Responsible for ensuring that staff have access to this document and relevant local policies, as well as training and support |  |
| Supports and enables operational clinical leads to fulfil their responsibilities and ensure the effective implementation of this checklist. |  |
| Ensure the provision of training and support to the non-registered practitioner. The task must comply with all organisational policies, protocols and guidelines. |  |
| Responsible for ensuring that individual’s competencies are implemented, achieved and maintained. |  |
| **Training for Registered Nurse / Registered Practitioner acting as assessor** | |
| Those who delegate administration of subcutaneous Insulin to health and social care workers and act as assessors should be compliant with mandatory training. |  |
| Have proven recent developmental or mentorship experience. |  |
| Have completed the E-Learning module entitled Administration of Subcutaneous Insulin by HSWs and achieve the 80% pass mark or have evidence of recent diabetes update training: COVID-19 programme: <https://portal.e-lfh.org.uk/Component/Details/623288> |  |
| Access to support from a Senior Nurse within the Organisation. |  |
| Have dedicated, protected time to supervise the non-registered practitioner. |  |
| **Training requirements for the Health Care Worker (e.g. Health and Care Assistants / Support Workers / Other Non-Regulated health and care roles and Allied Health Professionals)** | |
| The health and care worker should be compliant with mandatory training before being able to volunteer for the delegated task of insulin administration and blood glucose monitoring. |  |
| The health and care worker must complete the E-Learning module entitled Administration of Subcutaneous Insulin by HCWs and achieve the 80% pass mark. |  |
| The health care worker should complete supervised practical assessment, against the competency framework, to ensure competence. |  |
| **Competency** | |
| The task of Insulin Administration by a Health and Care Assistant / Support Worker / other Non-Regulated health and care staff / Allied Health Professional may only be delegated once they are signed off as competent by a Registered Nurse / Registered Practitioner with appropriate knowledge, experience and qualification. |  |
| The Registered Nurse / Registered Practitioner providing diabetes training or competency assessment for insulin administration to non-registered practitioners must be able to demonstrate evidence of knowledge, skills and competence in the task being taught. |  |
| **Organisational Policies (to be adapted in line with local policies)** | |
| Delegation of duties |  |
| Consent to treatment |  |
| Lone worker policy |  |
| Vicarious Liability |  |
| Safe Disposal of Sharps |  |
| Blood Glucose Monitoring for Community Nursing |  |
| Hypoglycaemia for Healthcare Professionals within the Primary Care Setting |  |
| Injectable Medicines Policy |  |
| Medicines Management Policy |  |
| Policy for the Management of Anaphylaxis in Community Healthcare Services |  |
| Resuscitation Policy |  |
| Hand Hygiene Policy |  |
| Infection Prevention and Control Policy |  |
| Mental Capacity Act |  |
| Sharps and Inoculation Injuries (including Blood Borne Virus) Policy |  |
| Management of incidents policy |  |