

## **7.6 Personal Assistance – Assignment and Delegation of Health Care Tasks**

### **Purpose**

This policy intends to clarify the boundaries of practice, roles and responsibilities of BACI as a service provider, and our staff as unregulated care providers, in relation to The Health Authority and its staff when it comes to the delivery of certain complex health care tasks.

This policy highlights the areas of the Personal Assistance Guidelines (Ministry of Health Services) November 2008 (2008 PAGs), and the Interpretive Bulletin on the Scope of Practice, Restricted Activities, and the use of Delegation and other Authorizing Mechanisms (Ministry of Health) September 2024, that specifically relate to the Community Living sector.

All BACI staff, contracted Respite and Life Share Providers have to follow this policy. Family and friends are not bound by this policy.

### **Guiding Principles**

1. The people served through BACI are entitled to quality health care, delivered through the least restrictive means, and in the most personally suitable environment possible.
2. BACI and our staff will work collaboratively with health care professionals, families and friends to develop comprehensive plans for the delivery of health care.
3. BACI will not accept or perform ‘assigned’ health care tasks without the required competencies being demonstrated.
4. Respect the right of the individual to live at risk without putting others at risk.
5. BACI staff will not accept or perform ‘delegated’ health care tasks without the proper training and documentation in place.
6. BACI will have a Delegation of task Agreement (consent) and Training record in Place for each person who requires a delegation of task.
7. Ensure that convenience of financial considerations are not the primary basis for decision making.

### **Consent to Treatment**

Adults can only be provided with health care treatment or interventions with their informed consent (Health Care Consent and Care Facility Admission Act).

If the individual receiving support is not able to give informed consent, the law sets out procedures that health care providers are required to follow. The service provider will assist the Regulated Health Professional (RHP) to obtain the consent from a ranked list of substitute decision-makers as follows:

- A court-appointed Committee of the Person.
- A representative authorized to make health care decisions named in a Representation Agreement.
- A Temporary Substitute Decision Maker drawn from a ranked list of individuals.
- The Public Guardian and Trustee of British Columbia.

### **Strict Prohibitions**

An Unregulated Care Provider (UCP):

- Is prohibited from training another Unregulated Care Provider on the delegable task.
- May not perform the same health care task on another Supported Individual without first being trained by the RHP on that specific person.

### **Implementation**

The Personal Assistance Guidelines revised in 2008 by the Ministry of Health Services, which can be found in Thriving in Community Delegating Health Care Tasks in the Community Living Sector 2015, and all future revisions of this document will serve as the 'procedure manual' to guide BACI and our staff's practice in relation to the assignment, delegation and delivery of complex health care tasks.

The Personal Assistance Guidelines are posted on BACI's SharePoint site. Review of the Personal Assistance Guidelines is incorporated into staff orientations. Knowledge and application of the Personal Assistance Guidelines, where appropriate, are measurable for performance expectations for supervisors and managers.

The annual Personal Planning meeting explores the health care needs of each person served, including the provision of complex health care. Through this process, and whenever health care needs arise, BACI staff will be supported by their supervisors and managers to follow the Personal Assistance Guidelines.

### **Reporting and Monitoring**

The Service Evaluations conducted annually will monitor compliance with this policy at an individual and program level. Health Care Professionals related to the assignment and or delegation of tasks (as described in the Personal Assistance Guidelines) play an important role in monitoring.

### **Definitions**

**Regulated Health Professionals (RHP)** – Health professionals who have a legally defined 'scope of practice' that often includes the authority perform certain

restricted activities (e.g. invasive, higher risk activities) and are governed by a regulatory college that oversees one or more professions designated under the health professions legislation. Examples of RHPs include Registered Nurses (RN), Registered Psychiatric Nurses (RPN), Physiotherapist Therapists (PT) and Occupational Therapists (OT).

**Unregulated Care Providers (UCP)** – An employee who is neither registered nor licensed by a regulatory body and who has no legally defined scope of practice. Examples include a community living counsellor, community support worker, staffed homes care worker, vocational support worker, Life Share Provider, or life-skills worker.

**Assignable Tasks** – Are within the UCP’s typical role description and training as defined by BACI. These tasks are not considered to be individual-specific and do not require ongoing assessment, judgement or evaluation by a health care professional. These tasks only require monitoring (i.e. assistance with bathing, personal grooming, etc.).

**Delegable Tasks** – Are individual-specific, are typically performed by a health care professional, fall outside the typical role of the UCP, and require ongoing professional involvement of the health care professional. The task can be delegated to a UCP if it is in the best interest of the individual receiving support and when the conditions defined in the Recommended Policy are met. Examples, based on assessment, could include: gastrostomy-tube feeding and management, medication administration through a gastrostomy tube, wound care, and catheterization.

**Delegation of Task Agreement and Training Record** – A document that formally acknowledges the responsibilities of the RHP and the UCP and formally acknowledges and records the UCP’s training and renewal plan.

**Health Care Plan** – A plan written by one or more RHPs that guides the supported individual and UCP in the care and treatment of significant health care needs of the Supported Individual. The Health Care Plan identifies the expected health outcomes; strategies to meet the needs and health goals of the supported individual; educational or training requirements of UCPs; critical points when the RHP must be informed; emergency protocols; and monitoring, communication and back-up plans. Delegable task protocols are components of the Health Care Plan.

### **Linking Policies/Procedures**

1.8 Code of Ethics

7.2 Personal Service Planning Policy

Personal Assistance Guidelines (procedure)

Guidelines for the Evaluation of Quality Service Delivery (procedure)