

Delegation of Controlled Acts

Reviewed Date		Number	LG0104
Revised Date	August 25, 2010	Approved Date	March 2, 2004

Introduction

The Regulated Health Professions Act (RHPA) identifies 13 Controlled Acts which may only be done by regulated health care professionals. Performance of those acts authorized to physicians, nurse practitioners and dental surgeons may, in appropriate circumstances be delegated to others.

It is recognized that in public health programs, a relationship between physician/nurse practitioner/dental surgeon and patient is not always possible. In this situation the establishment of proper quality control and accountability provides a proper basis for delegation without the traditional physician or dentist/patient relationship (College of Physicians and Surgeons, 2004).

It is further recognized that, in the public health situation there are times when the communication of test results is necessary to ensure appropriate treatment and follow-up for a client. While the direction from the College of Nurses indicates delegation of Controlled Act # 1 (Communication of a diagnosis), is not allowed, nurses may communicate results of testing or provide a provisional diagnosis based on nursing knowledge and assessment(s).

Purpose

Delegation of certain Controlled Acts is required to allow approved healthcare providers to implement some Directives and Standing Orders which have been developed to facilitate the delivery of health services.

Legislative Authority

The Regulated Health Professions Act (RHPA) identifies 13 Controlled Acts which may only be done by regulated health care professionals. Physicians are entitled to perform 12 of these acts, nurse practitioners are entitled to perform 6 of these acts, and both physicians and nurse practitioners may, in appropriate circumstances, delegate the performance of those acts to other registered health care professionals or to unregistered individuals. Dental Surgeons are entitled to perform 8 of these acts and may, in appropriate circumstances, delegate the performance of those acts to others (see Appendix A). Delegation must be done in accordance with the standards/guidelines of the specific regulatory body of the health care professionals involved.

College of Nurses of Ontario (2008) Medication
 College of Nurses of Ontario (June 2009) Nurse Practitioners
 College of Nurses of Ontario (June 2009). Directives
 Colleges of Nurses of Ontario (July 2009). Authorizing Mechanisms
 Colleges of Nurses of Ontario (June 2009). Legislation and Regulation: RHPA: Scope of Practice, Controlled Acts Model
 College of Physicians and Surgeons of Ontario (2004) #4-03 - Delegation of Controlled Acts

Dental Hygiene Act, 1991, S.O., c.22
Dentistry Act, 1991, S.O., c.24
Drug and Pharmacies Regulation Act (1990), R.S.O. CHAPTER H.4, Section 156.
Regulated Health Professions Act (1991)

Policy Definitions and Interpretation

The Controlled Acts that may be delegated within the Simcoe Muskoka District Health Unit are as follows:

(a) Performing a procedure below the dermis. (Controlled Act #2)

(b) Dental Hygienists may apply to the College of Dental Hygienists of Ontario to be approved to self-initiate scaling and root planing. Once granted they do not require a standing order from a dental surgeon.

The scaling of teeth is delegated to dental hygienists under a standing order if they do not have approval of the College of Dental Hygienists to self-initiate the controlled act of scaling and root planing.

(b) Ordering the application of a prescribed form of energy (Controlled Act # 7)

The ordering of diagnostic ultrasound for the determination of gestational age is delegated to Public Health Nurses under a Directive.

(c) Prescribing, dispensing selling or compounding a drug (Controlled Act # 8)

A directive authorizing use of a medication is, in itself, a prescription; however the nurse implementing the directive is also, at least in part, prescribing when making a selection according to an assessment of the therapeutic appropriateness of a particular medication or antigen. In addition to this selection of an appropriate agent, the staff member may dispense a medication or antigen that has been prescribed by a physician.

Dental hygienists may prescribe, dispense, compound or sell a drug designated in the regulations of the amended Dental Hygiene Act 1991.

i) In the Public Health situation dispensing may involve:

- Providing clients with several doses of medication (taken from a stock supply) for self-administration
- Repackaging large volume unit stock into smaller containers for an alternate unit stock supply
- Repackaging large volume unit stock into smaller containers for distribution to physician offices or clinics (not to individual clients)
- Providing clients with sample prescription drug packs
- Selection of an antigen for administration
- Compounding a mouth rinse or gel for home use

ii) According to the Colleges of Nursing and Pharmacy,

“Dispensing involves both a technical and a cognitive component. The technical component of

dispensing includes:

- receiving and reading the prescription

- adjusting an order according to approved policy (i.e. therapeutic interchange in institutions/health care facilities)
- order entry
- selecting the drug or determining the product to dispense
- checking the expiry date
- reconstituting a product
- repackaging the drug
- labeling the product
- final physical check for accuracy of finished product
- maintaining but not interpreting medication profiles
- maintaining, preparing and operating equipment.

The cognitive component includes assessing the therapeutic appropriateness of a prescription and making a recommendation to a prescriber, or developing the formula for a drug that needs to be specifically prepared by a pharmacist.”(College of Nurses, November 1996, *Delegation of Dispensing*).

Policy

The delegation of controlled acts is a required mechanism in order to facilitate the delivery of programs and services provided by the health unit across the county of Simcoe and Muskoka district. In order for a controlled act to be delegated:

- (a) The specific Controlled Acts to be delegated are to be identified within the related Directive/Standing Order.
- (b) Risks associated with this Delegation and the performance of the related Directive/Standing Order are to be identified, along with any procedures included in the Directive to reduce these risks.
- (c) Approval of Directives and the related Delegation of Controlled Acts is required from the Medical Officer of Health, Associate Medical Officer of Health, Professional Leadership Designate, Program Manager and Medical Consultant or Public Health Dental Consultant.
- (d) It is the responsibility of each program within the Simcoe Muskoka District Health Unit to develop policies and procedures for dispensing when required by program mandate. These will include procedures for ordering, receiving, storage, documentation, labeling, tracking and provision to clients.

Procedures

(a) Responsibilities of the delegating physician (MOH / AMOH / Medical Consultant) or dental surgeon (Public Health Dental Consultant)

According to the College of Physicians and Surgeons and the Royal College of Dental Surgeons, the delegating physician/dental surgeon is responsible for:

- Knowing the risks of performing the delegated controlled act
- Knowing the predictability of the outcome associated with the intervention

- Knowing what possible outcomes require physician/dental surgeon involvement
- Ensuring that the appropriate medical resources are available to intervene as required
- Knowing that those to whom delegation is authorized have the skills and qualifications to perform the procedure safely
- Ensuring the development of an appropriate education program and any associated educational material
- Ensuring that a quality control or management mechanism is in place
- Ensuring appropriate mechanisms for obtaining consent are in place.

(b) Responsibilities of the program manager/supervisor

- Overseeing the development of directives/standing orders
- Ensuring review of directives/standing orders as part of the orientation of new staff
- Authorization of staff - arrange for initial and ongoing education and demonstration of competence as appropriate for each directive
- Ensure staff have the specific qualifications required for implementation of the directive/standing orders
- Ensure the availability of the resources and equipment required to implement the directive/order
- Review and update directives/standing orders annually as a minimum
- Maintain a list of authorized staff, forwarding original copy of authorization to the office of the MOH/Dental Consultant

(c) Responsibilities of the senior leadership designate

- Ensure that the controlled act being delegated is within the scope of practice of the staff who are to implement the directive
- Review all new directives and provide consultation on their development
- Review directives annually prior to them going for approval
- Ensure appropriate educational processes are in place for staff education
- Provide ongoing support to the staff and the program manager/supervisor in relation to the delegation of the controlled act, and the implementation of directives

(d) Responsibilities of the person accepting delegation

Each group of health care professionals has its own criteria for accepting delegation. For nurses and for any unregulated staff, the rules established by the College of Nurses are appropriate.

These rules state that delegation may be accepted when:

- The person believes the delegator is competent to perform and delegate the procedure(s) safely, effectively and ethically

- Established guidelines/protocols are in place
- The client's condition warrants performance of the intervention considering the risks and benefits and other situation-specific factors

Related Policies

GEN0105 Directives/ Standing Orders

Final Approval Signature: _____

Review/Revision History:

October 2, 2006 - Revised

June 2, 2010 - Revised

APPENDIX A

Summary Chart of Controlled Acts Authorized to Professionals

Controlled Act	Dental Hygiene	Dental Technology	Dentistry	Dietetics	Medicine	Nursing	Nurse Practitioner
1. Diagnosis			1		1		1
2. Procedure on Tissue	1		1		1	1	1
3. Set a Fracture			1		1		
4. Moving Joints					1		
5. Injection/Inhalation			1		1	1	1
6. Insert Instrument					1	1	1
7. Form of Energy			1		1		1
8. Pharmacy					1		1
9. Vision Care					1		
10. Hearing Care					1		
11. Dental Care	1		1				
12. Manage Labour					1		
13. Allergy Testing					1		