



Delegation & Quality Assurance

HPOA Webinar Series

Delegation

FAQ

Q: What is delegation?

Delegation is an authorization under the College's bylaws that permits a licensee to delegate the performance of an aspect of practice or a restricted activity to a person who is not otherwise authorized to practise their designated health profession.

Q: Can all CCHPBC licensees delegate?

Delegation varies by profession. Licensees authorized to delegate aspects of their practice or restricted activities to students and non-students under [College bylaws](#) include: *chiropractors, naturopathic physicians, traditional Chinese medicine practitioners, doctors, acupuncturists and herbalists*. Massage therapists are authorized to delegate to students **only** when it is done within and/or part of a [Recognized Education Program](#).

Q: Can delegated activities be re-delegated?

No. Delegated activities **cannot** be re-delegated once assigned. Only a licensee who is themselves authorized to perform and delegate a restricted activity or aspect of practice can delegate the activity. However, a licensee may revoke their authorization of a delegated activity *at any time* if they are not satisfied that the activity is being carried out to meet Professional and/or Clinical Practice Standards.

Q: How do I know what activities can be delegated, and to whom?

The [College bylaws](#) specify which aspects of practice and restricted activities each profession may be delegated, including any practices and/or restricted activities that require supervision, and the individuals to whom they may be delegated. An aspect of



practice or restricted activity that is *not explicitly listed* in the bylaws **cannot** be delegated.

Q: What are the responsibilities of a licensee for delegated tasks?

Licensees are accountable for their individual decisions and actions, and for the outcomes of the care they provide, *including* the care they delegate to others. College bylaws require that licensees be responsible to ensure that any related documentation recorded in a patient's health care record is complete and accurate, and that delegated activities are done **only** by the intended delegatee.

Q: How does delegation to students work?

Delegation to students is permitted for **all** professions when carried out within a Recognized Education Program when:

- The program's limits and conditions are followed.
- The licensee assesses the student as being capable.
- Supervision and oversight provided is provided based on:
 - Risk level, and
 - Student experience in the clinical context.
- The student has liability insurance or professional liability protection through the program and/or licensee's activities, and the delegated aspect of practice or restricted activity occurs on the program's premises **or** approved clinical training site.

Q: I'm participating in a preceptorship; will the delegation bylaws affect me?

Preceptorships permitted through Recognized Education Programs at approved clinical training sites remain *unchanged*, provided that all of the following conditions are met:

- Delegation is carried out in accordance with any limits and/or conditions established by the Recognized Education Program,
- The student has appropriate education, training, experience, and/or other qualifications which, in the Licensee's reasonable assessment, renders the Student capable of safely performing the delegated activity,



- The student is covered by liability insurance or professional liability protection provided through the delegating Licensee and/or the Recognized Education Program, and
- The delegated activity takes place on either: the premises on which the Recognized Education Program is taking place, **or** other premises that the student is attending for the purposes of the Recognized Education Program, in the form of a preceptorship or externship.

Q: Can I delegate to a non-student (unregulated person)?

Delegation to non-students, or an otherwise unregulated person, is permitted **only** when all the following conditions are met:

- The delegatee is an employee (contracted or otherwise) of the licensee and/or practice entity.
- The licensee has first-hand knowledge of the patient's needs, and understands the associated risks.
- The delegatee is assessed as qualified through education, training or experience.
- The task is one that is permitted for that profession.

Q: How should delegation be documented into a patient's health care record?

The licensee delegating an aspect of practice or restricted activity **must** ensure that:

- Informed consent for the delegated activity has been obtained and documented in the patient's health care record.
- The identity of the delegatee who performed the delegated aspect of practice or restricted activity is documented in the patient's health care record.
- All information relevant to the aspect of practice or restricted activity the delegatee performed is documented by the delegate, **and** that the documentation is **correct and complete** in the patient's health care record.