

# Checklist for health and care workers who are delegated responsibility to administer insulin to adults

Health and care workers, healthcare assistants, 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 Sample Policy acknowledgements (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.

The updating of this document has been requested by NHSE and performed by Trend Diabetes

## Checklist

This checklist is for use when training non-regulated health and care staff and allied health professionals (AHPs) to administer insulin.

## Definitions

**Health care worker (HCW):** The person to whom the task of administering insulin is delegated, either a non-regulated role (eg an AfC Band 3 healthcare assistant or equivalent, or health care assistant with NVQ level 3 or equivalent health support worker in social care settings) or an AHP. Whilst the term *Healthcare worker* is used throughout this document, it is assumed to include similar roles with differing titles such as Healthcare Assistant, Healthcare support worker, Care Assistant etc . The HCW may be employed by an NHS trust, community interest company (CIC), social enterprise, independent sector provider or provider of adult social care.

**Registered nurse/registered practitioner:** The person who delegates the task of administering insulin to another HCW, based on their professional judgement, and acts as their assessor. If a nurse, their name will be listed on Part 1 of the register of the Nursing and Midwifery Council. The registered nurse is professionally accountable for the delegation of the task (NMC 2015<sup>1</sup>). Alternatively, the task may be delegated and competency assessed by a member of the local multidisciplinary team who is registered with The Health and Care Professions Council (HCPC) (eg physiotherapists, dietitians and other AHPs), has expertise in insulin administration and is demonstrably competent to delegate their duties. The assessor acts as an ongoing source of advice and guidance to the HCW.

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<sup>1</sup> <https://www.nmc.org.uk/standards/code/>

## Checklist for health and care workers who are delegated responsibility to administer insulin

Requirements for the extended role	Evidence	✓
Will have completed the eLearning programme and passed the assessment. <a href="https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_45016_45921_45876_46383&amp;programmeld=45016">https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_45016_45921_45876_46383&amp;programmeld=45016</a>	Provides the registered nurse/registered practitioner assessor with a signed and dated certificate.	
Once trained and assessed as competent will undertake the delegated task as per the Sample Policy for delegation of administration of insulin to adults.	Provides a signed competency document as agreed by the registered nurse/registered practitioner assessor.	
Ensures their knowledge and skills are maintained and is responsible for maintaining standards of practice for non-regulated health care workers (HCWs) and allied health professionals (AHPs).	Shows evidence of adherence to trust/CIC/provider of adult social care policies through the competency assessment process.	
Maintains records in line with trust/CIC/ provider of adult social care policy.	Registered nurse/registered practitioner to audit a selection of records, initially monthly and then 3 monthly.	
Participates in the mandatory organisational (eg NHS trust/CIC/provider of adult social care) training and maintains the competencies required in glucose monitoring and insulin administration.	Provides dated certification.	
Up-to-date at all times with basic life support and anaphylaxis training.	Attends all training and provides dated certification.	
Co-operates with and participates in ongoing clinical and management supervision and assessment by a registered nurse/ registered practitioner, including observed practice.	Shows evidence of adherence to trust/CIC/provider of adult social care policies through the competency assessment process. Registered nurse/registered practitioner records.	
Knowledgeable about the local lone worker policy.	Registered Nurse to assess through Questions and answers about the lone worker policy	
Attends the mandatory training on personal protective equipment (PPE).	Can describe trust/CIC/provider of adult social care policy on PPE.	

Classification: Official

Attends delegation of insulin administration training on an annual basis to maintain competency.	Proven attendance record.	
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Requirements for the extended role	Evidence	✓
Understands the injection technique matters guidance: <a href="https://trenddiabetes.online/portfolio/best-practice-guideline-to-support-correct-injection-technique-in-diabetes-care/">https://trenddiabetes.online/portfolio/best-practice-guideline-to-support-correct-injection-technique-in-diabetes-care/</a>	Questions/answers.	
Agrees to follow organisational/local procedure for reporting errors, incidents and near misses.	Questions/answers.	

**Name of health and care worker**

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