

OFFICIAL

Standard Operating Procedure

For internal use only

4. Appendices

4.1 Guide to registered nurse hours

Use the tables below to guide you on the amount of registered nurse support to include in the participant's plan to develop and implement a registered nurse Delegation of Care plan. It does not include the hours required for a nurse to complete specific disability-related health support tasks. For example, changing catheters.

1. Determine the tasks the registered nurse will need to complete.
2. Determine the level of support using [Our Guideline – Disability-related health support](#). This will be Low, Intermediate or High.

Note: Only use this table when the participant **can't** provide you with a nurse developed care plan or hospital discharge plan.

If you need help to calculate hours for delegated care tasks or supervision of those tasks, request advice from [TAB](#).

4.1.1 Guide of hours for training for delegated disability-related health support tasks

Includes training and assessment in tasks to ensure competency. Training may be suitably undertaken in small groups or individually between the Registered Nurse and Support Workers.

Training for delegated disability-related health support tasks	Low Level	Intermediate level	High level
2 skill areas delivered to 2-4 support staff	3 hours per year	N/A	N/A
3 skill areas delivered to 2-4 support staff	N/A	Up to 10 hours per year	N/A

OFFICIAL

This document is uncontrolled when printed.



Standard Operating Procedure

For internal use only

Training for delegated disability-related health support tasks	Low Level	Intermediate level	High level
4 skill areas delivered to 2-4 support staff	N/A	N/A	17 hours per year
4 skill areas delivered to 5+ support staff	N/A	N/A	34 hours per year
5 skill areas delivered to 2-4 support staff	N/A	N/A	25 hours per year
5 skill areas delivered to 5+ support staff	N/A	N/A	50 hours per year
6 skill areas delivered to 2-4 support staff	N/A	N/A	33 hours per year
6 skill areas delivered to 5+ support staff	N/A	N/A	66 hours per year
7 skill areas delivered to 2-4 support staff	N/A	N/A	41 hours per year
7 skill areas delivered to 5+ support staff	N/A	N/A	82 hours per year
8 skill areas delivered to 2-4 support staff	N/A	N/A	49 hours per year
8 skill areas delivered to 5+ support staff	N/A	N/A	98 hours per year



Standard Operating Procedure

For internal use only

4.1.2 Guide of hours for assessments, developing care plans and supervision of staff

Task	Low Level	Intermediate level	High level
Health assessment Preparation, initial assessment, reassessment and reporting on health assessment	6 hours per year	6 hours per year	12 hours per year
Environmental Assessment	1 hour per year	4 hours per year	4 hours per year
Care plan Developing new care plans, a variation or an update to a care plan	4 hours per year	4 hours per year	7.5 hours per year
Supervision of staff delivering tasks delegated by registered nurse Direct and indirect These hours have been calculated based on the estimated weekly need for indirect support by a registered nurse: <ul style="list-style-type: none"> • Low: 1 hour per month • Intermediate: 2 hours per month • High: 1-2 hours per week. 	12 hours per year	24 hours per year	52-104 hours per year