

**I not only use all the brain I have,
but all I can borrow – Woodrow
Wilson**

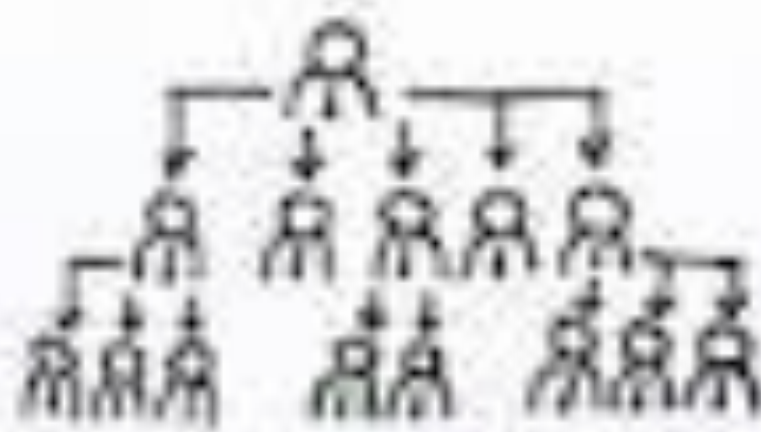


HEMAMALINI
ANS-VHC



VIJAYA GROUP OF HOSPITALS

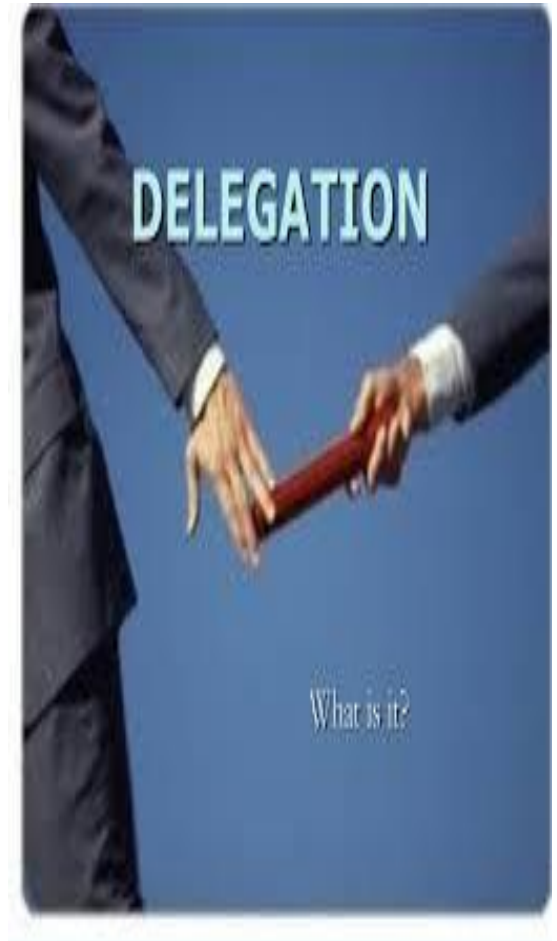




VIJAYA GROUP OF HOSPITALS

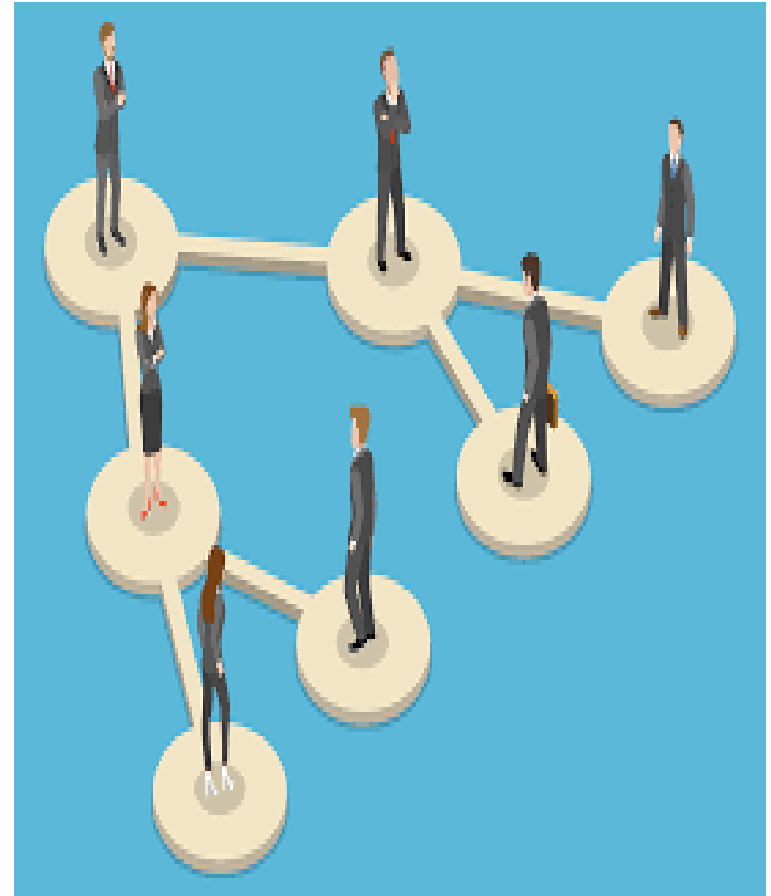
Introduction

- Appointing a person to act on one's behalf
- Assigning responsibility and authority to someone in order to complete a clearly defined and agreed upon task while you retain ultimate responsibility for its success..



Meaning

- Delegation incorporates empowering your teammates through effective leadership, and may be directed in any direction and used in any organization



Definition

- Delegation of authority is a process in which the authority and powers are divided and shared amongst the subordinates. When the work of a manager gets beyond his capacity, there should be some system of sharing the work.
- Is a transfer of responsibility for performance of a task from one person to another



Importance of delegation

- **Effective management:** in the delegation process managers pass routine work to the subordinates. So they are free to concentrate on other important matters.
- **Employees' Development:** as a result of delegation employees get more opportunities to utilise their talents. It allows them to develop those skills which help them to perform complex task.



- **Motivation of employees:** when the manager shares his responsibilities and authority with the subordinates it motivates the subordinates as they develop the feeling of belongingness and trust which is shown to them by their superiors
- **Better Coordination:** responsibility and authority is divided and employees are made answerable for non-completion of task.
Reduce workload for managers



- •Efficiency: delegation improves efficiency when it allows work to be transferred to people whose skills are a better match for the work.

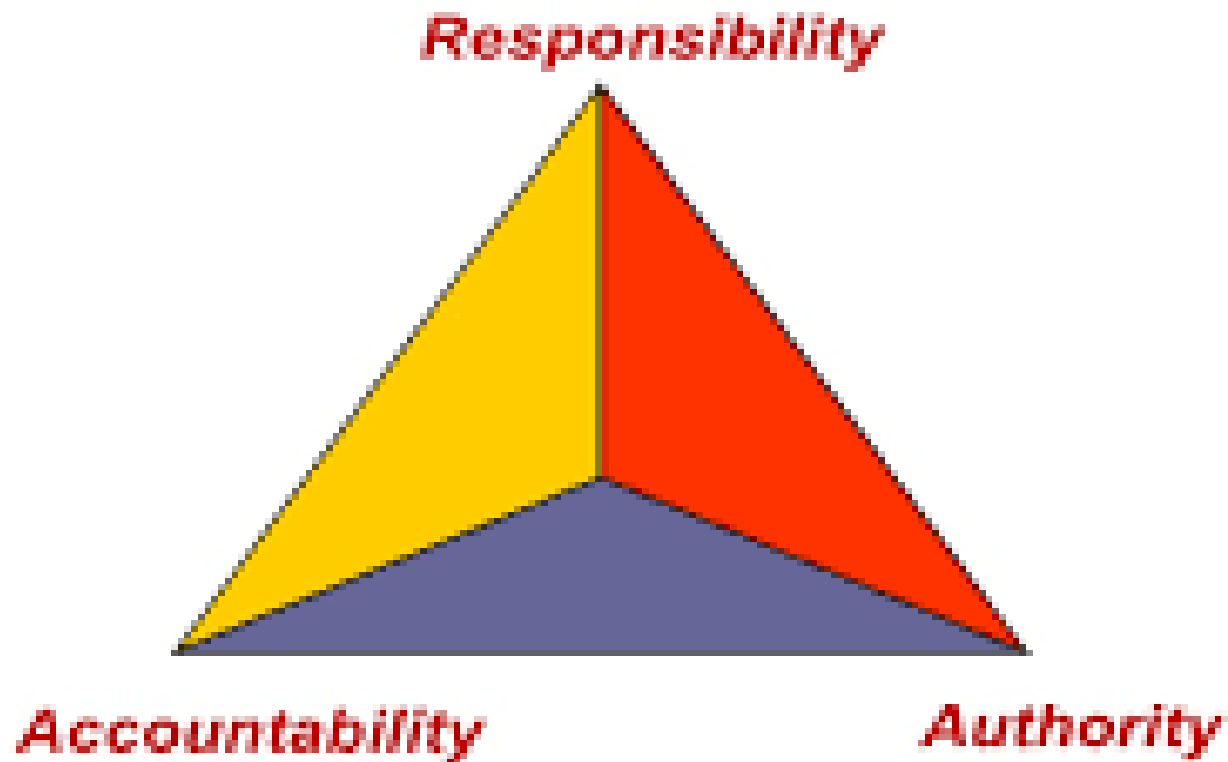


Elements of Delegation/Process of Delegation

- **Responsibility:** the work assigned to an individual.
- **Authority:** power to take decision. To carry on the responsibilities every employee need to have some authority.
- **Accountability:** being answerable for uncompleted task, final output. It cannot be passed or delegated. It deals with regular feedback.



The Delegation Triangle



© 2007 ThomsonHealthcare. All rights reserved.

1/2/07



VIJAYA GROUP OF HOSPITALS

Barriers from the team leader/members:

I CAN DO IT
MYSELF

Not enough
time

Loosing task
you enjoy

Low self
confidence,
insecurity

- Loosing
credit &
Control

No confidence
in team
members

Fear of loss of
power

Fear of failure

Not enough
experience

PRINCIPLES OF DELEGATION



Assignment of duties
according to expected
results



equality of authority
and responsibility



Clarification of limits of
authority



Unit of command



VIJAYA GROUP OF HOSPITALS



STRATEGIES FOR EFFECTIVE DELEGATING

Plan ahead

Communicate
goal clearly

Evaluate
performance

Identify necessary skills

Empower
delegate

Reward
accomplishments

Select most capable person

Set deadlines
and monitor
progress



WHY THERE'S A NEED FOR DELEGATION?

- Increased acuity of patients
- Increased RN responsibilities in the management of the nursing unit/organization
- Accelerated pace and changing health care environment.



THE 5 RIGHTS OF DELEGATION

- 1. **Right task-One** that is delegable for specific patient
- 2. **Right circumstances** -Appropriate setting, available resources
- 3. **Right person** -Right person is delegating the rights task to the right person to be performed in the right person
- 4. **Right direction/ communication-** Clear, concise description of the task, including objective, limits and expectations
- 5. **Right supervision** -Appropriate monitoring, evaluation, intervention as needed.



DELEGATION PROCESS

- Define the task
- Decide on the delegate
- Determine the task
- Reach an agreement
- Monitor performance
- And provide feedback





Grand Prairie
Independent School District



Before Deploying ADManager Plus

ADManager Plus Delegation



After Deploying ADManager Plus



VIJAYA GROUP OF HOSPITALS

COMMON DELEGATION ERROR

UNDER DELEGATING

- Lack of experience/ Lack of trust
- Fear of subordinates

OVER DELEGATION ERROR

- Poor management of time /
- Feel insecure in their ability to perform a task

IMPROPER DELEGATION

- Wrong time / Wrong person / Wrong reason



SUBORDINATE RESISTANCE TO DELEGATION

- some subordinates resist delegation simply because they believe they are incapable of completing the task
- Inherent resistance to authority.
- It is an ongoing leadership challenge to instill a team spirit between delegator and subordinates



ADVANTAGES OF DELEGATION

- Makes work easier
- Improves efficiency
- Increases employee effectiveness
- Develops employees
- Ensures that right people do the right jobs





What to Delegate ?

- Things subordinate can do better
- Things subordinate needs to do for growth
- Operational work
- Things for which you don't have time



What not to Delegate ?

- What you yourself is not able to do
- What you are directly contributing to your business
- Work your subordinates cannot perform effectively
- Management Decision
- Personal Accountability



© Original Artist
Reproduction rights obtainable from
www.CartoonStock.com



“Baxter, I’m doing an online course in delegating and I want you to sit the exam for me.”



VIJAYA GROUP OF HOSPITALS

© Original Artist
Reproduction rights obtainable from
www.CartoonStock.com



"Hello, Mrs Thomas, I'm Jerry Harris from the office. Good news! Your husband has finally learned to delegate ...he's asked me to take you and the kids on holiday."



VIJAYA GROUP OF HOSPITALS

CONCLUSION

- Delegation aids efficiency and effectiveness. Possible barriers can be mitigated. The merits of delegation outweighs its demerits. Organisations/teams should always delegate task/authority.
- Delegation is a powerful tool when used correctly can create an effective and safe environment in which staff and patients work together to achieve positive outcomes.



Doubts ?



Thank you

The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them when they do it.

- Theodore Roosevelt



VIJAYA GROUP OF HOSPITALS

