

'High Risk Foot in Diabetes' (HRFD) Special Interest Group (SIG) ADEA

Background

Poor diabetes management increases the risk of conditions such as neuropathy and microvascular disease. These conditions can cause foot ulcers. In the most severe cases, these ulcers may lead to the amputation of the affected toes, foot and lower leg. It has been estimated that one Australian loses a lower limb every three hours as a direct result of diabetes related foot disease. Annual foot screening and risk assessment and diabetes-related foot management can reduce foot problems.

Aim To to enhance clinical outcomes for individuals with diabetes, including reducing the number of lower limb amputations.

Objective

To enable health professionals working in or with an interest in this field to network, share innovations, education techniques and resources.

To enhance education and service delivery to people with diabetic peripheral neuropathy.

To facilitate dissemination of this information to people with diabetes foot related disease in Australia so that they have access to the most current educational information available.

Process and procedure

The HRF SIG operates in accordance to ADEA's *Guidelines for Establishment of Special Interest Groups*.

Membership

Membership to the HRF SIG is open to **all** associate and full ADEA members who have chosen or are considering taking up the opportunity to practice diabetes education whilst remaining partially of fully self employed.

Membership is granted on requesting inclusion by notifying the ADEA National Office (NO) by email.

Appointments of leadership

Leadership positions are honorary roles.

Financial full ADEA Membership is required for leadership roles.

Appointments as Convener and Forum Moderator are in accordance with the *Guidelines for Establishment of Special Interest Groups*.

Reporting and communications

The Convener reports achievements against the annual activities plan to the ADEA Board via the Chief Executive Officer.

The Convener provides recommendations on behalf of the SIG to the ADEA Board via the Chief Executive Officer.

The Convener in collaboration with the SIG members prepares and submits a report to the Chief Executive Officer for the ADEA Annual Report.

The Convener reports and communicates with the Board and the ADEA membership as outlined in the *ADEA Guidelines for Establishment of Special Interest Groups*.

The Convener forwards documents to the ADEA NO for uploading onto the HRFD SIG website.

The Forum Coordinator monitors the HRFD SIG Forum to ensure compliance with the *ADEA Code of Conduct for Diabetes Educators*.

The Convener circulates all draft documents to the Board via the Chief Executive Officer for review and endorsements prior to any dissemination for consultation with the general membership.

All documents are clearly labeled "Draft" until such time as endorsed by the ADEA Board and/or adopted as ADEA policy.

Budget

Any funding of the HRFD SIG to cover project proposals, face-to-face meetings and/or teleconferences must be part of the ADEA's budget process and is allocated at the discretion of the ADEA Board.

References and related policies and procedures

ADEA 2011 *Constitution*.

ADEA 2004 *By-laws*.

ADEA 2010 *Code of Conduct for Diabetes Educators*.

ADEA 2010 *Guidelines for Establishment of Special Interest Groups*