

Initial credentialling: 1000 hours practice  
in diabetes education and management

Documentation Guidelines



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## Initial credentialling: 1000 hours practice in diabetes education and management

### Documentation guidelines

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## Abstract

This document outlines the procedure and documentation requirements for providing evidence regarding the 1000 hours of practice in diabetes education and management for initial credentialling.

## Keywords

Practice hours

Initial credentialling

Validation

## About ADEA

The Australian Diabetes Educators Association (ADEA) is the peak national organisation for multidisciplinary health professionals who are committed to the provision and excellence of quality, evidence-based diabetes education, care and management with over 2,100 members working in all sectors and across all locations.

ADEA aims to improve the health and wellbeing of people with diabetes by:

1. Assessing diabetes educators based on their qualifications, skills, knowledge and experience through the credentialling program
2. Supporting multidiscipline health professionals through its various programs, including mentoring, education and research
3. Developing and updating relevant policies, standards of practice and clinical guidelines

For more information, visit our website at [www.adea.com.au](http://www.adea.com.au).

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## 1. Introduction

Diabetes education, support and management of people living with or at risk of developing diabetes is a specialty field of health care practice.

Diabetes educators work in a variety of clinical, managerial and research areas in a variety of settings and come from a number of primary health disciplines. These disciplines include:

- Registered Nurse (RN or Division One)
- Registered Nurse and Registered Midwife
- Accredited Practising Dietitian
- Registered Pharmacist
- Registered Podiatrist
- Accredited Exercise Physiologist
- Registered Physiotherapist
- Direct Entry Midwife

If you are registered in one of the above primary disciplines you are eligible to apply for credentialling as a Credentialed Diabetes Educator (CDE) by ADEA.

Aboriginal and/or Torres Strait Islander allied health professionals, health practitioners and health workers may also be eligible to apply for credentialling. A separate individual pre-approval process is used to assess eligibility.

You do not need to be working in a role specified as a 'Diabetes Educator' to begin the credentialling process. If you are not employed in a specific diabetes educator role, any hours spent in your usual practice providing education, care, support, management or research regarding diabetes can be counted.

## 2. Initial Credentialling requirements: 1000 hours of practice in diabetes education

Candidates applying for CDE status must demonstrate that they have undertaken a minimum of 1000 hours of practice that is directly connected to diabetes education, support, management or research within the past four years.

Practice hours can be accrued from the day that the applicant commences the post graduate certificate in diabetes education.

Of these 1000 hours, 600 must be recent experience and undertaken in the twelve months prior to submitting the credentialling application.

## 3. What practice hours can be counted towards Initial Credentialling?

### Defining practice hours:

**Practice hours** are defined as any normal work related practice either clinical, managerial or research that is directly related to diabetes education, support and management.

### What can be claimed?

The following are some examples of the types of activities that can be included in your practice hours:

#### **Clinical practice:**

- undertaking a clinical assessment, including physical, dietary and medication history of a person with diabetes or pre-diabetes
- providing education about diabetes and diabetes prevention, to a person with a chronic disease, who is at risk of developing diabetes
- screening a person who may be at risk of developing diabetes and referring them to a practitioner for diagnosis, discussing the screening process and reasons for referral
- providing wound care education to a person with a diabetes ulcer
- providing education regarding glucose lowering medicines to a person with diabetes or pre-diabetes
- providing education regarding other medicines that may affect glucose management to a person with diabetes or pre-diabetes
- providing education to a person with diabetes on how to treat and manage hypo or hyperglycaemia
- educating a person with diabetes regarding foot care
- providing dietary advice to a person living with diabetes or prediabetes
- educating a person with diabetes on how to monitor their blood glucose levels
- providing education regarding physical activity for a person living with diabetes and how to appropriately manage blood glucose levels during exercise
- providing diabetes related education or training to other staff or carers
- working as a lecturer/teacher in a diabetes related topic
- working in a community setting developing and implementing preventive health programs to prevent diabetes or pre-diabetes.

#### **Managerial practice:**

- developing or reviewing a policy or procedure used for the management and support of people living with or at risk of developing diabetes
- participation in a community or organisational committee that has specifically been established to improve the management, care or support of people living with or at risk of developing diabetes
- coordinating staff working directly in diabetes education, management and support
- coordinating the discharge planning of a person living with or at risk of developing diabetes
- participating in a multidisciplinary case conference where a person with diabetes or at risk of developing diabetes is discussed
- writing reports to referring practitioner following an assessment or review of a person with diabetes or at risk of developing diabetes
- developing or participating in a diabetes education and awareness program within a community setting
- managing a diabetes service
- working in a diabetes related policy role.

**Research practice:**

- involved in a research project that is directly related to diabetes education, support and management
- recruiting participants to a research study that is directly related to diabetes education, support and management
- analysing or reporting on a research study that is directly related to diabetes education, support and management
- developing or participating in a quality assurance program that is directly related to diabetes education, support and management
- undertaking a PhD in a diabetes related field.

#### 4. What clinical, managerial and research practice hours cannot be claimed?

The following are some examples of what cannot be claimed as practice hours:

- care, support or management of someone **who is not** living with diabetes or at risk of developing diabetes
- any part of the post-graduate certificate in Diabetes Education and Management ie. the 40/80 hour workshop or practicum as part of the course
- hours that are being claimed in your Continuing Professional Development (CPD) Portfolio for the initial credentialling application.

#### 5. Recording Practice hours

All applicants must complete a log of hours that details the practice experience that is being claimed (Appendix 1).

The log of hours should include how many hours per week that has been spent providing diabetes education, management or support.

Care should be taken to ensure the confidentiality of any patients/clients. The log however must be detailed enough for an employer to verify the hours that have been practiced in diabetes education, management and support.

You do not need to include patient/client names however it is necessary to outline the sort of diabetes education activities that were undertaken.

#### 6. Validation of practice hours

A letter of verification must be provided by your manager. This person must be able to verify the documented hours are a true and correct record.

The letter of verification must be on an official business letter head and must be signed and dated.

The wording that must be used in the letter is at Appendix 2.

When completing your application you must submit letters from all employers if you have worked in more than one area over the past four years, as well as the log of hours that outlines the diabetes education, management and support that has been undertaken.

## 7. The validation of practice hours for self-employed practitioners

If you are a self-employed practitioner and working on your own, it is advised to keep a well-detailed log and if possible have referring practitioners validate the hours by completing a verification letter on their business letterhead and using the wording in the template at Appendix 2.

If you are unable to get anyone to validate your hours you will need to complete and sign a Statutory Declaration and attach it to your application with your log of hours.



## Appendix 1- Example Log of 1000 Hours

Date	Setting	Activity Category	Activity Description	Number of Hours	Validation
4-8 Sept 2017	<i>Name of Workplace</i>	Clinical	Medication review for 20 clients, including writing of report back to the referring practitioner.	20 hours	Signature of manager
11-15 Sept 2017	<i>Name of Workplace</i>	Clinical	Pre-diabetes checks and education provided to 20 clients at risk of developing diabetes.	20 Hours	Signature of manager
16 Sept 2017	<i>Name of Workplace</i>	Clinical	Education on diabetes and diabetes related care and management to staff working in the pharmacy	1 hour	Signature of manager
17 Sept 2017	<i>Name of Workplace</i>	Management	Review of patient resources on managing type 2 diabetes	3 hours	Signature of manager
18-22 Sept 2017	<i>Name of Workplace</i>	Clinical	Medication review for 20 clients, including writing of report back to the referring practitioner.	20 hours	Signature of manager
25-29 Sept 2017	<i>Name of Workplace</i>	Clinical	Pre-diabetes checks and education provided to 20 clients at risk of developing diabetes.	20 Hours	Signature of manager
29 Sept 2017	<i>Name of Workplace</i>	Management	Commence preparation for a community awareness program to be held during Diabetes Awareness week	2 hours	Signature of manager
3 Oct 2017	<i>Name of Workplace</i>	Research	Established protocol for undertaking an audit of blood glucose monitoring equipment used by clients	2 hours	Signature of manager

## Appendix 2- Validation letter from employer/manager/referring practitioner

### Diabetes Education Practice Confirmation Requirements and Guide

Diabetes education is a specialty field of health care practice. Candidates applying for recognition by the Australian Diabetes Educators Association as Credentialed Diabetes Educators must provide evidence of having completed a minimum 1000 hours of practice in diabetes education over a maximum period of 4 years with 60% of those hours being accrued in the 12 months prior to submitting the credentialling application.

Hours counted can include: patient/client contact time (including groups), preparing/researching for providing appropriate diabetes education (developing resources, researching standards of care and best practice, developing group education sessions), administration and meetings related to patient/client care, and research relating to diabetes.

When confirming hours of practice in diabetes education for candidates applying for recognition as Credentialed Diabetes Educators please provide verification letter/s that are:

- 1- Written on the employing organisation's letterhead.
- 2- Provided on separate letters where the 1000 hours has been accrued in more than one position.
- 3- Calculated on the basis of Full Time Equivalent (FTE) and duration of employment.
- 4- Addressed to the ADEA Credentialling Officer.
- 5- Inclusive of the information below:

<p>This is to certify that _____ (full name of applicant) has been employed by _____ (name of organisation) in the role as diabetes educator / in a role in which diabetes education is practiced, for the period _____ (date) to _____ (date).</p> <p>During the past 4 years he/she has completed _____ hours of clinical practice in diabetes education and care. _____ hours have been practiced in the past 12 months.</p> <p>Name: _____ Position: _____</p> <p>Professional Relationship to Applicant: _____</p> <p>Signature: _____ Date: _____</p>
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