

Australian Diabetes Educators Association

Continuing Professional Development Portfolio Points Guide

Overview

ADEA grants status as a Credentialed Diabetes Educator (CDE) in recognition of demonstrated experience and expertise in diabetes education and commitment to professional development and ongoing learning that meet ADEA's expected standards.

Following initial successful application, all ADEA CDEs are required to both maintain and demonstrate the following:

- Full ADEA membership status
- Registration/accreditation in one of the following primary disciplines:
 - Registered Nurse
 - Registered Nurse AND Registered Midwife
 - Accredited Practising Dietitian
 - Registered Medical Practitioner
 - Registered Pharmacist
 - Registered Podiatrist
 - Accredited Exercise Physiologist
 - Registered Physiotherapist
 - Direct Entry Midwife
- Undertake a minimum of 20 professional development (CPD) points per year
- Submit a recredentialling application at **least two weeks** before membership expires
- Pay the recredentialling fee once your application has been approved
- Commit to working within the ADEA Core Competencies for Credentialed Diabetes Educators, the ADEA National Standards of Practice for Credentialed Diabetes Educators and the ADEA Code of Conduct.

Review of credentialling and recredentialling applications

Your CDE credentialling application will be reviewed by a CDE assessor(s).

Prior to sending an application for review, ADEA national office staff undertake a review of the application to ensure it contains the appropriate attachments. National office staff may request additional information from the applicant.

If applying for initial credentialling; **it is highly recommended that you review your application with your mentor prior to submitting.**

ADEA National office staff are also available to help you through the online application process. Phone: 02 6287 4822. Email: cde@adea.com.au.

Initial Credentialling

Your application is reviewed by two independent assessors. **Both assessors must approve the application for CDE status to be granted.** If one or both assessors deem the application to **not meet the criteria,** further information from the applicant can be sought.

Applications will be terminated if the requested additional information is not received **within three (3) months.**

If both assessors deem the application to not meet the criteria, despite two (2) requests for further information, the application will be rejected.

The applicant then has the option of appealing the decision to the Chair of the Credentialling Committee. This appeal must be lodged within 28 days of receiving notification that the application was unsuccessful. The appeal should include a letter outlining rationale for the appeal.

The Chair has the option to request further information from the applicant. The Chair will either approve or reject the application.

If the application has been rejected, the applicant can reapply for initial credentialling after four (4) months. **The application fee will again apply.**

Recredentialling

In the recredentialling process an application is reviewed by one assessor. The assessor may request additional information/explanation from the applicant two (2) times if the application does not meet the requirements for recredentialling.

The Credentialling Officer will liaise between the applicant and the reviewer to gain this additional information.

CDE status will remain pending for **one (1) month only** after the CDE expiry date.

If the application **is approved, the applicant pays the recredentialling fee.**

If the reviewer deems the application to not meet the criteria, and/or the two requests for further information have been met, the application will be rejected. The applicant then has the option of appealing the decision to the Chair of the Credentialling Committee within 14 days of receiving notification that the application was unsuccessful. The appeal should include a letter outlining rationale for the appeal.

The Chair has the option to request further information from the applicant. The Chair will either approve or reject the application.

If the application is rejected the applicant will be informed of the decision by email and letter. NDSS and Medicare will be notified that the applicant's CDE status has been cancelled. If a CDE has their credentialling status cancelled they will need to undertake the full initial credentialling process for their status to be reinstated.

Procedure and processing appeal

ADEA members have the right to appeal decisions that are made through the ADEA credentialling process. This appeal is for members to request that a previous decision is reviewed in light of an assumed error that has occurred with the processing and handling of the application.

For an appeal to proceed the applicant must provide supporting evidence that an error was made in the original processing and handling of the application.

The final outcome of the appeal is made by the ADEA CEO following a recommendation from the credentialling committee.

An appeal must:

- Be lodged within 28 days following notification of the original decision
- Be lodged only by the affected person and not a second or third party
- Be set out utilising the ADEA approved Application for appeal form
- Contain evidence to support the claim against the decision.

The appeal documentation should be sent to ADEA national office either via email to cde@adea.com.au or via post to:

*ADEA Credentialling Appeals
Australian Diabetes Educators Association
PO Box 163
WODEN ACT 2606*

ADEA on-line Credentialling System

All initial and recredentialling applications must be submitted through the ADEA on-line credentialling system.

Members are expected to maintain their own member profile details within their online dashboard and are encouraged to review these on a regular basis.

Continuing Professional Development (CPD) Portfolio Points Guide

CDEs are encouraged to maintain their CPD portfolio throughout the year and to attach any evidence to support their CPD claims in their portfolio. Certificates of attendance, emails, letters, and other supporting documentation can be uploaded into the system when an activity is undertaken.

Continuing Professional Development Auditing

When applicants apply for recredentialling application they are indicating that they have meet all the requirements to maintain CDE status. Each year a sample of all CDEs will be selected to be audited. The audit requires evidence to be presented for all claimed CPD activities.

- **5% of CDEs** will be audited each year.
- Members are selected randomly.
- Members will be notified of being audited when they commence the corresponding recredentialling application.

IMPORTANT POINTS

- All information in the CPD portfolio on the member dashboard will transfer to the credentialling applications when an applicant prefills the boxes in their application.
- Applicants are encouraged not to commence their initial or recredentialling application **until they have completed their CPD portfolio.**
- Recredentialling applications can be submitted **up to six months prior** to ADEA membership due date.
- To submit a credentialling application, ADEA membership status **must be active for the upcoming 12 months.**
- **All CDEs must complete 25% of the required 20 points (ie. 5 points) from ADEA developed or ADEA endorsed activities.**
- CPD activities that occur close to the applicant's submission date can either be included prospectively in the current CPD portfolio OR retrospectively in next year's CPD Portfolio, even if the event falls just outside the applicant's submission date. Please note, however, that the activity cannot be claimed twice, ie. The activity cannot be claimed in the current year AND the following year.

Steps to completing your CPD portfolio

Step 1: Setting Personal Learning Goals

Personal learning goals are the knowledge and understandings that you identify as important. Each year CDEs must set at **least three (3) learning goals**.

In setting goals CDEs should:

- **Reflect** on their skills, knowledge and performance in their current role.
- **Reflect** on the ADEA's core competencies.
- **Consider** their strengths and weaknesses and the career direction they would like to aspire to.
- **Identify** external factors that may influence achieving personal learning goals. For example your organisation's policy on education and training, your personal time restraints etc.
- **Evaluate** what you have achieved in the previous year.

Goals should be a general statement of what you want to learn and applicants are encouraged to reflect on the following SMART principles in setting and writing learning goals.

Goals should be:

- **Specific:** be clearly defined and written in simple language
 - To increase competence in providing advice to people with diabetes and/or their carers regarding carbohydrate counting
- **Measurable:** How will you know you have achieved your goal? You should be able to measure how well you have met your goal
 - I was able to effectively provide advice to at least three clients and had a dietitian verify my knowledge in this area.
- **Achievable/Attainable:** Be realistic about being able to achieve your goal. For example if your goal is to increase competence in carbohydrate counting, you need to ensure that the information is available to learn and that you will have the opportunity to practice this new knowledge over the next 12 months. You may think about how you might meet your goal and what activities you might undertake.
- **Relevant:** Make sure the goal is relevant to your learning needs or to what you are aiming for in the future
 - If you never see clients that require advice on carbohydrate counting and it is not an area that you are hoping to practice in the future then it may not be relevant at this point in time.
- **Timely:** Your goals generally need to be able to be achieved within a 12 month time period. Break large goals down and consider working on smaller goals to achieve a larger goal.

An example of how to write a personal learning goal using the SMART principle

Adding Learning Goals

Describe your learning goal:

To increase my knowledge, understanding and competence regarding carbohydrate counting for people with diabetes over the next 12 months.

How does this goal relate to your role and scope of practice?

I am increasingly seeing clients who are on multiple daily injections and able to self-dose-adjust or who are using an insulin pump which requires them to have knowledge and understanding of carbohydrate counting.

Step 2: Undertake activities that help you achieve your personal learning goals

All CDEs are required to undertake a minimum of 20 CPD points per year. Generally, one point is allocated per hour of CPD, unless otherwise specified in the points guide.

Only activities that are diabetes specific or relevant to the CDEs role as a credentialed diabetes educator can be claimed.

Note: You cannot claim activities that are mandatory professional requirements for registration in your primary discipline or safe practice in your workplace such as CPR, manual lifting, bullying and harassment, infection control.

The points guide provides an outline of the minimum requirement for describing the activity and the supporting evidence required if you are applying for initial credentialling or being audited.

You may choose to use your CPD portfolio as a repository for all of your supporting documentation (certificates, request letters, committee minutes etc.) each year.

Aim to be succinct when describing the CPD activities and how it relates to diabetes and your role.

Do not use abbreviations.

Types of activities that can be claimed

There are four (4) categories of activities that can be claimed in your application. You must undertake at least **15 points** in your principle area of practice. (e.g, clinical, management or research) and undertake at least one (1) point in the other two categories.

All CDEs must undertake activities in the following three categories:

- **Category 1:** Clinical Practice/Diabetes Education/Counselling
- **Category 2:** Management/Administration/leadership
- **Category 3:** Research

The fourth category is not compulsory but can be used to attain CPD points:

- **Category 4:** Professional contribution

All CDEs must complete 25% of the required 20 points (ie. 5 points) from ADEA developed or ADEA endorsed activities.

The number of points you require in each category will depend on your current Role and Scope of Practice you choose (see below table).

The remaining points can be accrued in any of the four categories. CDEs are encouraged to undertake a variety of learning activities.

All activities undertaken must be able to be directly related to your role in Diabetes.

	Mostly Clinical Work			Mostly Management Work			Mostly Research Work		
	Category 1	Category 2	Category 3	Category 1	Category 2	Category 3	Category 1	Category 2	Category 3
Minimum CPD Points required:	15	1	1	1	15	1	1	1	15

The ADEA on-line credentialling platform outlines the activities that can be claimed under each category in a drop down box. The CPD activities points guide provides an overview of activities under each category, the number of points that can be claimed, what ADEA core competency the activity covers and the evidence required by assessors to support the claim if applying for initial credentialling or being audited.

Step 3: reflecting on your goals and the outcomes of activities you have undertaken during the year.

At the end of each credentialling period you need to reflect on how you met your goals in the outcomes section of your CPD portfolio. This process of reflection will also assist setting your goals for the upcoming year.

Reflect on each goal and the activities that you undertook, discuss if and how you managed to achieve the goal and how achieving the goal has impacted or benefited your practice as a CDE.

If you have not achieved your goal, reflect on why; was it too big, were there external factors that impacted on your ability to achieve the goal, did you change jobs or your role at work or is it a goal that you want to continue to work on?



CPD ACTIVITIES POINTS GUIDE

The following are guidelines on how you should identify and write the activities you have undertaken in your CPD portfolio. Please note that this list is not exhaustive. Please contact your mentor, state credentialing committee representative or the Credentialing Officer at ADEA National Office, if you are not sure what category your activity should be included under.

CATEGORY ONE ACTIVITIES: Clinical Practice / Diabetes Education / Counselling: Claims in this category reflect your commitment to the purposeful maintenance of and improvement of your professional expertise, knowledge and competence for the benefit of both the person with diabetes and yourself. Clinical Practice activities enable you to reflect on your practice, its quality and to consolidate and review your practice. Activities claimed in this category must have a diabetes related focus.			
Category One - Clinical Practice	CPD Points	Description of activity and guidelines	Evidence required for initial credentialling or if being audited
ADS-ADEA Annual Scientific Meeting National Conference.	Max 24 points 1/hour	<p>Guideline: 1 point per hour can be claimed for your attendance at the ASM.</p> <ul style="list-style-type: none"> - Breakfast symposiums can be claimed as additional activities under 'Workshops, seminars or conferences'. - Workshops held during the usual hours of the ASM are included in the hours claimed in this ASM category. - If you wish to claim research or management points only claim for non-research or non-management related sessions (e.g 20 points clinical; 4 points research or management). <p>How this activity should be reflected in your CPD portfolio As this activity is obviously diabetes related, the activity description can be: <i>ADS-ADEA Annual Scientific Meeting held at [location]</i>.</p>	Certificate of attendance or receipt of registration.
ADEA State conference.	1/hour	<p>Guideline: 1 point per hour for attendance at an ADEA State Conference.</p> <p>How this activity should be reflected in your CPD portfolio As this activity is obviously diabetes related, the activity description can be: <i>ADEA State Conference held at [location]</i>.</p>	Certificate of attendance or receipt of registration.
Delivering education, training and workshops to clinical staff, health professional students or carers.	2 points per course	<p>Guideline: 2 points per course delivered to clinical staff and carers in medical centres, hospitals, health centres, schools, group homes, aged care facilities, etc.</p> <p>How this activity should be reflected in your CPD portfolio Example: Two hour training course provided to aged care workers and carers in an aged care facility on the management and treatment of hypoglycaemia.</p>	A brief summary of the need and target group of the presentation and how you were involved. (Include materials used in delivery of

		Points cannot be claimed twice for the same presentation, even if it is to a different audience.	the presentation if able e.g powerpoints/handouts).
Developing clinical diabetes education tools.	1/hour (5 max)	<p>Guideline: 1 point per hour can be claimed, with a maximum 5 points per year. Developing patient resources, flyers, group education sessions/ presentations, clinical assessment or recording tools.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example 1: Development of an education resource for Chinese patients on the treatment and management of hypoglycaemia.</p> <p>Example 2: Development of a patient resource using pictures to identify low glycaemic index foods.</p>	A brief summary that outlines your involvement in the development of the resource, and the need for its development and the process involved. (Attach resource or education tool if able).
e-learning on a clinical care or education topic.	1/hour	<p>Guideline: 1 point per hour can be claimed. Courses can be claimed from the ADEA Learning Management System or other online facilities.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Write the full name of the course and provide brief outline of the expected learning outcomes.</p> <p>Example 1: Eye health and Diabetes accessed on the ADEA learning management system.</p> <p>Example 2: Supporting individuals to increase physical activity – provided ways to incorporate exercise for people at risk of or with chronic disease.</p>	Certificate of attendance or receipt of registration or summary of content, key learning outcomes, and how information will change practice.
Grand-rounds or case studies.	1/round (3 Max)	<p>Guideline: Case studies discussed in a formal presentation format with members of the medical/multidisciplinary team. Must be related to diabetes. 1 point per round can be claimed with a maximum 3.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Brief 1 – 2 sentences describing Grand Round including title</p> <p>A brief one-two sentence description of the case studies to reflect that they were diabetes related and who was in attendance at the presentation.</p> <p>Example: Grand round – Endocrine Grand Rounds – Thyroid disease and diabetes</p>	Brief summary of the case/s discussed (minimum 2 paragraphs).

		Case discussion with the endocrinology team including dietitian, pharmacist, nursing unit manager and physio to discuss complex cases in the hospital. Case 1 person with type 1 diabetes, coeliac disease and gastroparesis.	
Participating in ward rounds or clinical case review, case conference.	1/round (3 max)	<p>Guideline: 1 point per round. With a maximum of 3 per year. Hospital ward rounds, group clinical case review or case conference involving the medical and/ or multidisciplinary team.</p> <p>How this activity should be reflected in your CPD portfolio Briefly describe the case, the discussion and who was involved.</p> <p>Example: Case conference with Aboriginal liaison officer, social worker, endocrinologist, vascular surgeon and wound care nurse for aboriginal client with type 2 diabetes who had severe peripheral vascular disease and a poorly healing wound.</p>	A brief summary of the case/s discussed (minimum 2 paragraphs).
Post-graduate study relating to clinical care (per unit successfully completed).	8/unit	<p>Guideline: 8 points per unit completed. Study must be relevant to work practice.</p> <p>Please note you cannot claim <i>The Graduate Certificate in diabetes education and management</i>.</p> <p>How this activity should be reflected in your CPD portfolio Describe the unit of study including the university.</p> <p>Example: Master Degree Nursing: Unit on advanced clinical practice at [location]. In this unit I analysed advanced diabetes management.</p>	Copy of academic transcript.
Providing clinical placement work experience: Supporting health professionals through clinical observation or clinical supervision as part of a clinical placement – must be diabetes related.	1/Student	<p>Guideline: 1 point per student for diabetes related student placement /observation can be claimed. This includes providing clinical placement for graduate certificate in diabetes education students, or other students/health professionals attending part of their placement. All clinical supervision must be related to your role as a diabetes educator.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example 1: Clinical placement of diabetes education student as part of their graduate certificate studies.</p> <p>Example 2: Medical student attending my pump clinic as an observer for 4 hours.</p>	Signed university agreement or other communication support clinical placement.



Your trusted partner in diabetes care

<p>Providing clinical support at a diabetes camp.</p>	<p>5/day</p>	<p>Guideline: 5 points per day attending the camp. How this activity should be reflected in your CPD portfolio Example: Offered support at a two day diabetes camp at Lake Keepit camping ground for children with type 1 diabetes in conjunction with Diabetes NSW.</p>	<p>Letter from camp organizer.</p>
<p>Self-directed learning with clinical care or education topic.</p>	<p>1/hour (5 max)</p>	<p>Guideline: 1 point per hour can be claimed, with a maximum of 5 per year. Any other learning not covered above, must be diabetes clinical practice related, e.g. reading evidence based guidelines, text books and articles about a certain topic of interest, meeting with a Pharmaceutical representative where an educational update or training session is presented. How this activity should be reflected in your CPD portfolio Provide details of the focus of the self-directed learning by writing a brief summary of the activity and how the activity is related to clinical aspects of diabetes education. If you are meeting with a pharmaceutical representative you must include in your activity description what educational information or training was delivered. Example: Completed mental health training course on resilience to support people with diabetes to increase ability to actively engage in self-care.</p>	<p>Summary of learning and the resources used, and how it relates to your practice as a diabetes educator (minimum 2 paragraphs). If meeting with a pharmaceutical company either a certificate of attendance or two paragraphs describing the activity when it was delivered and by whom and what learning outcomes you gained.</p>
<p>Video or Audio recordings of conferences, meetings or seminars</p>	<p>1/hour</p>	<p>Guideline: Watching/listening to recordings of conferences or seminars via DVD, podcasts, webinar recordings etc. 1 point per hour can be claimed. How this activity should be reflected in your CPD portfolio If the title of the conference or workshop does not obviously describe a diabetes related activity, then a brief description of the activity is required. Example: DVD recording of Plenary lecture given by Dr X at the ADS-ADEA annual scientific meeting.</p>	<p>Certificate of attendance or receipt of registration or a brief summary of the lecture and content (minimum 2 paragraphs).</p>
<p>Workshops, seminars or conferences relevant to diabetes educators work practice.</p>	<p>1/hour</p>	<p>Guideline: Any workshop/seminar/conference that is related to diabetes. 1 point per hour can be claimed. Eg. Roche diabetes educators day, breakfast symposium at ASM, international diabetes conference (IDF, ADA), other diabetes related conferences (ADIPS), insulin pump workshop, carb counting workshop, seminars on aspects of diabetes</p>	<p>Certificate of attendance or receipt of registration and copy of workshop/conference program.</p>

		<p>complications, seminars on aspects of motivational interviewing/counselling/behaviour change.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>If the title of the conference or workshop does not obviously describe a diabetes related activity, then a brief description of the activity is required.</p> <p>Example 1: Workshop on wound management for people with diabetes specifically focusing on the ability for the wounds to heal, presented by [name or company] at [location].</p> <p>If an all day workshop was attended but only 2 hours of the workshop was diabetes related, then only 2 hours can be claimed.</p> <p>Example 2: Workshop delivered by Medtronic representative where latest research into the delivery of pump therapy was delivered. OR Individual training with Medtronic rep to demonstrate and train me in the use of the new MiniMed 640G insulin pump delivery system.</p>	
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CATEGORY TWO ACTIVITIES: Management, Administration and Leadership: Activities under this category refer to your management, administration and leadership role in your organisation or area of practice. They do not relate to leadership roles or contribution to the broader community.			
Category Two - Management / Administration / Leadership	CPD Points	Explanation of activity and examples	Evidence required for initial credentialling or if being audited
Completing ADEA online Mentoring modules	2 points per module completed	Guideline: 2 points can be claimed per module. Members can complete both the mentor and the mentee module. <u>These points not available to mentees working towards <i>initial</i> credentialling.</u> How this activity should be reflected in your CPD portfolio Example: Completed the ADEA online Mentoring module for mentees or mentors.	Provide the certificate of completion.
Development of an annual business plan or diabetes related service business proposal.	1/proposal (3 max)	Guideline: 1 point per plan or proposal can be claimed, with a maximum of 3 points per year. Must be for planning or proposing a diabetes related service case to enhance diabetes related services. How this activity should be reflected in your CPD portfolio Example 1: Arranged and chaired meetings with staff and/or the diabetes team to discuss the development of the organisation's annual business plan. Example 1: Attended meetings with Diabetes Unit Manager and Hospital administrator to develop a funding proposal to set up an additional clinic to support young patients with Type 1 diabetes transition from the paediatric setting to the adult setting. Example 2: Written proposal following meetings with Allied Health Manager to discuss the funding and organisation of an annual community based information day to discuss diabetes related services in the community.	Any emails/meeting notes relevant to show involvement OR a summary of the process (minimum 2 paragraphs) and a copy of the business case/proposal showing the date and your name as being involved.
Development and/or review of diabetes related	1/review (3 max)	Guideline: 1 point per policy/procedure developed or reviewed, up to a maximum of 3 points per year. How this activity should be reflected in your CPD portfolio	Any emails/ meeting minutes relevant to show your involvement OR a summary of the development or

service policy or procedure.		<p>The title of the policy or procedure must be stated including a sentence on your involvement.</p> <p>Example 1: Review of the organisation’s policy on the treatment and management of patients on insulin admitted for day surgery. I was involved in the consultation for the review within our diabetes department.</p> <p>Example 2: I am part of the Royal Perth Hospitals’ diabetes department protocols and procedures review committee. I attend monthly meetings where policies are reviewed and developed.</p>	<p>review process (minimum 2 paragraphs including clear evidence of your involvement in the policy development or review process).</p>
Development of strategic partnerships to enhance diabetes services.	3 points per partnership	<p>Guideline: 3 points per partnership can be claimed. The partnership and meetings may be with other diabetes educators or other health professionals or others groups that support people with diabetes.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example 1: Developed a strategic partnership with the local Aboriginal Health service to better support Aboriginal and Torres Strait Islander clients with diabetes.</p> <p>Example 2: Developed a strategic partnership with a local dietitian CDE so that we can work together to better support my private clients with diabetes.</p>	<p>Any emails/meeting minutes relevant to show involvement OR a summary of the process (minimum 2 paragraphs) including relevance to the diabetes service, who is involved and each parties role in the partnership.</p>
Development or implementation of a community awareness program	1/hour (5 max)	<p>Guideline: 1 point can be claimed per hour. With a maximum of 5 hours per year.</p> <p>Involvement in developing or implementing a community awareness program relating to diabetes for a professional association, workplace or community group.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example: Member of the Pharmacy Guild working party established to develop and implement a community awareness program to help promote the role of CDE pharmacists working in local pharmacies.</p>	<p>Letter from professional association, workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings.</p>
Involvement in Mentoring Partnership	5/ partnership	<p>Guideline: 5 points can be claimed per registered partnership. Partnership must be registered by ADEA.</p> <p><u>These points not available to mentees working towards <i>initial</i> credentialling.</u></p> <p>How this activity should be reflected in your CPD portfolio</p>	<p>Provide copy of mentoring agreement.</p> <p>Provide copy of communications and log of discussions.</p>

		Example: ADEA mentoring partnership with Mary X.	
Involvement in the development or review of a diabetes related clinical pathway incorporating diabetes related management.	1/review (3 max)	Guideline: 1 point per clinical pathway can be claimed, with a maximum of 3 points per year. How this activity should be reflected in your CPD portfolio The title of the clinical pathway developed and a sentence on your involvement. Example: Involved in the development of a clinical pathway for community based clients moving into a residential aged care facility. This included meetings with stakeholders and then helping to write up the pathway.	Any emails/meeting minutes relevant to show involvement OR a summary of the process (minimum 2 paragraphs) and a copy of the pathway that clearly shows the date the pathway was developed and your name as someone involved in the development.
Management of diabetes related health service budgets.	1/budget (3 max)	Guideline: 1 point per budget can be claimed with a maximum of 3 points/year. How this activity should be reflected in your CPD portfolio Example 1: Involved in managerial meetings to discuss the annual diabetes unit budget. Example 2: Private Practice management of expenditure and income – 2 hour meeting with accountant.	Any emails/meeting notes relevant to show involvement OR a summary of the process (minimum 2 paragraphs).
Membership of a committee or working party that relates to your professional association.	5 points per committee	Guideline: 5 points per committee/working party. Membership of a committee or working party for a professional association. Must be diabetes related. How this activity should be reflected in your CPD portfolio Example 1: Member of the ADEA Credentialling Committee. Example 2: State executive member of ADEA. Example 3: Member of The Pharmacy Guild working party looking at the role of pharmacists in diabetes education.	Minutes of meeting or email correspondence OR letter from chair of committee or coordinator.
Participation in a community committee or working party	1/committee / working party	Guideline: 1 point can be claimed per committee or working party Membership of a committee or working party based in the community. How this activity should be reflected in your CPD portfolio Example 1: Facilitated and provided clinical advice as a volunteer at a community/consumer led support group for people with diabetes in the community.	Letter from workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings.

		<p>Example 2: Volunteer on a consumer driven committee to help with the establishment of community support group for people with diabetes.</p> <p>Example 3: Volunteer on a community working party to help establish a community based exercise program to help people with diabetes or at risk of developing diabetes.</p>	
<p>Participation in a workplace/ organisation committee or working party for diabetes related service issues.</p>	<p>1/ meeting (3 max)</p>	<p>Guideline: 1 point per meeting can be claimed, with a maximum of 3 points per year.</p> <p>How this activity should be reflected in your CPD portfolio Brief description of the committee or working party that you are involved in, including who was involved, each person’s role, and the general aim of the committee.</p> <p>Example 1: I am a member of the multidisciplinary/cross organisational committee involved in discussing issues related to managing high risk clients, including clients with diabetes in the community. Members of the committee include nursing staff, podiatry, social worker, dietitian, and physiotherapist who all provide their perspective on the management of high risk clients.</p> <p>Example 2: I am involved in a committee to help with the establishment of a new clinic for [a specific group (e.g. young adults / GDM)]. Members of the committee include other diabetes educators, endocrinologist, dietitian and admin staff who bring their perspective and needs of the clinic logistics.</p>	<p>Any emails/meeting minutes relevant to show involvement OR a summary of the process (minimum 2 paragraphs).</p>
<p>Planning and coordination of a diabetes camp.</p>	<p>5/camp</p>	<p>Guideline: 5 points per camp can be claimed if you are involved in the organisation, planning or coordination of a diabetes camp.</p> <p>How this activity should be reflected in your CPD portfolio Example 1: Member of a committee involved in the organisation and planning of a diabetes camp for ages 10-15 yrs old from the local community.</p> <p>Example 2: Coordinated a Diabetes Camp for young people with diabetes run by Diabetes Australia at our local camping ground for ages 5-10 yrs.</p>	<p>Certificate of appreciation from camp management or any emails/meeting minutes relevant to show your involvement in the planning of the camp OR a summary of the process (minimum 2 paragraphs).</p>



Your trusted partner in diabetes care

<p>Post-graduate study relating to management (per unit successfully completed).</p>	<p>8 /unit</p>	<p>Guideline: 8 points per completed unit can be claimed. Study must be relevant to work practice in management, leadership and/or administration. Must have completed and passed the unit. Note: <i>The Graduate Certificate in diabetes education and management is excluded from this post-graduate study claim.</i> How this activity should be reflected in your CPD portfolio Example: Master’s Degree of X post graduate study: Unit on organisational management.</p>	<p>Copy of transcript.</p>
<p>Presentations / lectures / poster display to community groups.</p>	<p>2/ presentation</p>	<p>Guideline: 2 points can be claimed per different presentation developed/implemented. Involvement in developing or implementing a presentation/lecture/poster display relating to diabetes to a community group. Points cannot be claimed twice for the same presentation, even if it is to a different audience. How this activity should be reflected in your CPD portfolio Example: During diabetes week I set up a display at the local shopping centre for a full day to promote awareness of diabetes and diabetes complications. Resources I used included fact sheets from the Diabetes Australia website and promotional posters for diabetes week “260 people per day” campaign.</p>	<p>Letter from workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings (include materials used in presentation if able e.g powerpoints/handouts).</p>
<p>Self-directed learning with management or administration focus e.g. e-learning, seminars, workshops and conferences.</p>	<p>1/hour (5 max)</p>	<p>Guideline: 1 point per hour can be claimed (Maximum of 5 points). Any other learning not covered in the above categories. Learning must have a management, leadership or administration focused that can be directly related to your role as a diabetes educator. e.g. e-learning, seminar, workshop, undertaking literature review about a certain topic of interest - admin/management related. How this activity should be reflected in your CPD portfolio Example 1: Researched the requirements for establishing and setting up as a private diabetes educator utilising web-based information from the ATO, Medicare and banking organisations.</p>	<p>Certificate of attendance or receipt of registration or brief summary of what was read/presented and how it relates to your practice as a manager in the diabetes field (minimum 2 paragraphs).</p>



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		<p>Example 2: Undertook an e-learning seminar on business management in private practice that looked at insurance requirements, privacy and record keeping.</p>	
<p>Staff performance / peer review</p>	<p>5 points /review (3 max)</p>	<p>Guideline: 5 points per appraisal/review (Max 3 reviews per year) can be claimed. Points can be claimed if the applicant is the one being reviewed or is providing the performance review to a team member.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example 1: Performance review with my supervisor. Annual learning goals were discussed and set.</p> <p>Example 2: Peer review with a dietitian experienced in carb counting who reviewed the way I presented information.</p> <p>Example 3: Peer review with a fellow CDE where I provided feedback regarding his education to a client.</p>	<p>Copy of appraisal/peer review including how the issues raised will be addressed.</p>

CATEGORY 3 RESEARCH ACTIVITIES: Activities in this category are designed to reflect your commitment to the promotion of quality and excellence in the management of and support of the person with diabetes. This is done through your contribution to and development of the body of science related to the care of the person with diabetes, and through the utilisation and application of this knowledge to both practice and health policy.

Category Three - Research	CPD Points	Explanation of activity and examples	Evidence required for initial credentialling or if being audited
Application for a research grant	3 points per grant application	<p>Guideline: 3 points per application for each research funding application submission.</p> <p>How this activity should be reflected in your CPD portfolio Identify where the submission was sent and title of research project.</p> <p>Example: Research funding submission to ADEA Research Foundation for a research project titled “using motivational interviewing techniques to improve outcomes for people with type 2 diabetes”.</p>	Any emails/meeting notes relevant to show involvement in application submission OR a summary of the process, including need, aims, application process, and relevance to diabetes and/or your role in diabetes education OR a copy of the grant proposal.
Attending a conference, workshop or seminar with a research application focus.	1/hour	<p>Guideline: 1 point per hour can be claimed. E-learning, seminar, workshop, conference with a research application focus. Aimed at increasing your knowledge of how to conduct research or a component of research. If there are research sessions at the ASM these can be claimed here but the points cannot be claimed twice (e.g. 20 points ASM clinical, 4 points ASM research).</p> <p>How this activity should be reflected in your CPD portfolio Example: Attended workshop presented by [presenters name] on undertaking quality improvement activities and research in the clinical setting held at the ADS-ADEA ASM.</p>	Certificate of attendance or receipt of registration or brief summary of workshop/seminar and how it relates to your practice in diabetes research (minimum 2 paragraphs).
Chief researcher/ investigator or coordinator of diabetes research project	5 points/ project/study	<p>Guideline: 5 points per research project conducted.</p> <p>How this activity should be reflected in your CPD portfolio Example: Chief investigator of a research project that is examining the effectiveness of insulin pumps on the management of type 1 diabetes across 6 health service sites in Victoria.</p>	Provide a copy of the final research report with authors names listed OR any emails/meeting notes relevant to show involvement OR a summary of the process, including aims, methods, and outcomes.

<p>Conducting a quality improvement (QI) activity</p>	<p>5 points per QI activity</p>	<p>Guideline: 5 points can be claimed per QI activity. To claim these points you must have been directly involved in the development, implementation or analysis of the project or activity. How this activity should be reflected in your CPD portfolio Clearly but briefly describe the quality improvement activity and your involvement in its development, implementation or analysis. Example: Developed an annual survey to assess the effectiveness of my service delivery to my private practice clients. The survey is analysed and report written that is included in a newsletter to clients. The results were used to make improvements to my private practice.</p>	<p>Any emails/meeting notes relevant to show involvement OR an (A4) 1 page summary of the process, including aims, methods, and outcomes.</p>
<p>Development of 'evidence based' resources or policies using literature</p>	<p>1/hour (5 max points per year)</p>	<p>Guideline: 1 point per hour can be claimed, with a maximum of 5 points per year. How this activity should be reflected in your CPD portfolio Example: Developed a policy and a resource that will be used by staff for all residents with diabetes requiring insulin at the local residential aged care facility.</p>	<p>Provide an (A4) 1 page outline of the resource or policy development including why you chose the particular resource/policy (the need), the literature review and how you have used the information to develop the resource/policy. Describe the aim, methods and results.</p>
<p>Implementation of 'evidence based' changes to practice using literature</p>	<p>1 point/change (3 max)</p>	<p>Guideline: 1 point can be claimed per 'change to practice' that you have been directly involved in implementing with a maximum of 3 per year. The change to practice must be based on guidelines and/or literature and must be diabetes related. How this activity should be reflected in your CPD portfolio Example: Provided education to staff on the current evidence based guideline on correct injection technique and provided a 'cheat sheet' to leave on the ward.</p>	<p>Provide an (A4) 1 page outline of the implemented change including why you chose the particular topic (the need), the literature review, and how you have used the information to make changes to practice. Describe the aim, methods and results.</p>
<p>Literature review / review of journal articles</p>	<p>1/review/article (3 max)</p>	<p>Guideline: 1 point per review/article may be claimed, with a maximum of 3 points per year. Undertake a literature review or a review of a journal article about a chosen topic. How this activity should be reflected in your CPD portfolio</p>	<p>Provide a critical analysis of the article or literature review undertaken (Approximately 1 page). Outline what the article/ literature review was about, why you chose this topic, the strengths and weakness of</p>

		<p>A brief paragraph that outlines the article or literature review undertaken and the key findings.</p> <p>Example: Literature review undertaken to investigate the evidence to support the use of a low carbohydrate diet for the management of type 2 diabetes using database EBSCO. There is extensive evidence available to support this approach. I was able to find 21 articles. The short term outcomes are the most positive which might assist the legacy affect for people with newly diagnosed type 2 and motivation for ongoing management.</p>	<p>the articles/review. Discuss how you will use the information in your diabetes education role.</p> <p>Ensure you provide the title/s and author/s of the literature discussed.</p>
Member of a journal club	1 point per Journal Club (3 max)	<p>Guideline: 1 point per Journal Club meeting can be claimed, with a maximum of 3 points per year.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Provide a summary of what was discussed and your views on the literature.</p> <p>Example: I presented a critical analysis of research available on the management of type 2 diabetes our monthly journal club meeting. The group discussed the research and how we could utilize it in our roles.</p>	<p>Provide a summary of the article/s or literature review/s undertaken.</p> <p>Outline what the article/literature review was about, the strengths and weakness of the article/review.</p> <p>Provide a summary of the journal club group discussion.</p> <p>Ensure you provide the title/s and author/s of the literature discussed.</p>
Member of a research team	3 points/ project/study	<p>Guideline: 3 points per research project. Must be a member of the research team not chief research investigator or coordinator. Must have regular involvement in the research and considered part of the team.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example: Member of a research team that is looking at the effectiveness of insulin pumps on the management of type 1 diabetes across 6 health service sites in Victoria. My role on the research team was as a clinical and recruitment advisor.</p>	<p>Provide a letter from the research coordinator OR any emails/meeting notes relevant to show involvement.</p>
Participation in a quality improvement (QI) activity	3 points per QI activity	<p>Guideline: 3 points can be claimed per QI activity. Participating/assisting in a quality improvement project/activity.</p> <p>How this activity should be reflected in your CPD portfolio</p> <p>Example: Assisted in the collection of data on glucometrics of patients admitted to our hospital on 22nd March 2016.</p>	<p>Any emails/meeting notes relevant to show involvement OR a summary of the process, including aims, methods, and outcomes.</p>

<p>Post-graduate study relating to research (per unit successfully completed).</p>	<p>8 points per unit completed</p>	<p>Guidelines: 8 points per completed unit. Study must relate to an aspect of research application. <i>Note: The Graduate Certificate in diabetes education and management is excluded from this post-graduate study claim.</i> How this activity should be reflected in your CPD portfolio Example: Master’s Degree in Nursing unit on research methodology in clinical practice.</p>	<p>Copy of transcript.</p>
<p>Preparing an oral or poster presentation on a research medical/ educational issue</p>	<p>2/ presentation /poster</p>	<p>Guideline: 2 points can be claimed per presentation/poster. Must be diabetes related. How this activity should be reflected in your CPD portfolio Example: I presented a poster at the International Society of Paediatric and Adolescent Diabetes (ISPAD) in Valencia, Spain on an audit of diabetes management in schools.</p>	<p>Letter from professional association, workplace, or conference organisers OR email verification OR certificate OR minutes from meetings OR copy of program.</p>
<p>Publication of peer-reviewed papers in a journal</p>	<p>5 points per article</p>	<p>Guideline: 5 points can be claimed per published article in a peer reviewed journal. Article does not necessarily need to be research related but does require evidence that the article is based on reviewed literature. How this activity should be reflected in your CPD portfolio Example: Chief author of an article titled “Nurses Leading best practice in primary health care” published in Primary Times Volume 16 Issue 1.</p>	<p>Provide a copy of the published article, or abstract of the article noting the author/s and the journal it has been published in.</p>
<p>Supporting a diabetes research trial (recruitment/ protocol)</p>	<p>1/contact (5 max)</p>	<p>Guideline: 1 point per recruitment or protocol review, with a maximum of 5 points per year. Involvement in a research project/trial, including assisting with recruitment of subjects and/or reviewing protocols to meet relevant target group requirements. How this activity should be reflected in your CPD portfolio Example: Involved in the recruitment of 5 clients to a research study that is looking at the effectiveness of insulin pumps on the management of type 1 diabetes. I provided information about the study to potential participants and sent information to the research team.</p>	<p>Letter from the research team confirming involvement.</p>

CATEGORY FOUR ACTIVITIES: Professional Contribution			
The contributions you record in this category can be to ADEA, or your primary health profession (e.g. nursing, dietetics etc.), or your employers or the community as long as it is diabetes related.			
Category Four– Professional Contribution	CPD Points	Explanation of activity and examples	Evidence required for initial credentialling or if being audited
Chairing a session at a scientific or educational meeting / conference / seminar	1 point per session chaired	Guidelines: 1 point can be claimed per session chaired. Chair a session of a diabetes related presentation at an educational event. How this activity should be reflected in your CPD portfolio Example: Chaired the Wednesday afternoon session at the ADEA annual scientific meeting on XXXX.	Letter from professional association, workplace or community group OR email verification OR certificate OR minutes from meetings OR copy of program.
Development of conference or workshop programs	5 points per conference	Guidelines: 5 points can be claimed per conference/ workshop. Involvement in a program organising committee or individually developing a diabetes related conference or workshop program for a professional association, workplace or community group. How this activity should be reflected in your CPD portfolio Example: Member of the ADEA NSW branch program organising committee for the NSW branch state conference.	Letter from professional association, workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings OR program listing name in organising committee.
Providing feedback in a survey about professional issues	1 point per survey completed	Guidelines: 1 point per survey can be claimed. Completing a survey or questionnaire about professional issues distributed by a professional association, workplace or community group. Must be diabetes related. How this activity should be reflected in your CPD portfolio Example: Completed evaluation survey on the ADEA on-line credentialling system.	Letter from professional association, workplace or community group OR email verification OR certificate.
Providing feedback on draft documents about professional issues or on	1/hour	Guidelines: 1 point per hour can be claimed. Reviewing and providing input to a document about professional issues distributed by a professional association,	Letter from professional association, workplace or community group OR email

<p>published research/articles.</p>		<p>workplace, community group or publication. Must be diabetes related. How this activity should be reflected in your CPD portfolio Example: Reviewed and provided comment on the ADEA Constitutional document prior to it going out for broader consultation.</p>	<p>verification OR certificate OR copy of published comments.</p>
<p>Reviewing diabetes abstracts / grant applications / journal articles</p>	<p>3 points per review process</p>	<p>Guidelines: 3 points can be claimed per review process. Reviewing diabetes related abstracts for an educational event, or reviewing grant applications as part of a selection of award process or peer-reviewing a journal article for publication. How this activity should be reflected in your CPD portfolio Example: Involved in the review of grant applications for the ADEA Research Foundation.</p>	<p>Letter from professional association, workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings.</p>
<p>Teaching students in a documented course</p>	<p>1/session</p>	<p>Guidelines: 1 point can be claimed per session. Teaching at an education facility such as TAFE or university. Must be diabetes related. How this activity should be reflected in your CPD portfolio Example: Lecturer at TAFE providing the lecture on diabetes to Enrolled Nurses and Certificate 3 health care workers.</p>	<p>Letter/certificate/email from education facility to confirm involvement.</p>