

Leave of Absence for
Membership and CDE Status
Policy and guidelines



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Leave of Absence for Membership and CDE Status

Policy and Guidelines for members

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url: <https://www.adea.com.au/credentialling/additional-information-for-cdes/suspension-of-membership-for-up-to-12-months/>

About ADEA

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

The 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 diabetes educators 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.

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Background

This policy outlines the Australian Diabetes Educators Association (ADEA) policy for the leave of absence for ADEA membership and CDE status.

In 2017, the ADEA Board approved the following criteria for extended leave from work and return to work as a CDE. The Board appreciates that there are a number of circumstances where members may request to apply for a leave of absence for their membership or CDE status.

This document outlines:

- the situations where a member can apply for a leave of absence for their membership for a period of time
- the situations where a member can apply for a leave of absence for their Credentialed Diabetes Educator (CDE) status
- the requirements for applying for a leave of absence for CDE status and requirements for undertaking continual professional development (CPD) during extended periods of leave.

Leave of absence for Full Membership Status

A Member, who is not a CDE, can apply for a leave of absence for their full membership for a period of 12 months without penalty in the following situations:

- Maternity or extended sick leave
- The care and support of a parent, child, or significant other
- Study leave
- Extended travel
- Long Service Leave

For periods greater than 12 months the member can:

- Choose to terminate their membership of ADEA and pay the re-joining fee when they wish to join again as a member **OR**
- Choose to take out an associate membership for the period of leave that can be upgraded to full membership at any time without the need to pay a re-joining fee.

Leave of absence for Membership and CDE status for Maternity leave, sick leave and other personal leave of less than 1 year

A Member, who is also a CDE, can apply for a leave of absence for their membership and CDE status for a period of one year or less without penalty and without the need to undertake CPD activities to maintain their CDE status.

CPD points will be allocated respective of the allocated time of leave taken. For example, if six months leave is taken the CDE member will only be required to accumulate half the required CPD points (10 CPD points).

The ADEA leave of absence request form will need to be completed and the CDE will not be able to practice as a CDE during the leave of absence period.

Leave of absence for Membership and CDE status for a period of more than one year but less than three years

A Member, who is also a CDE, can apply for a leave of absence for their CDE status if they are taking leave of more than one year but less than three years, without being required to redo the initial credentialling processes if they maintain an Associate membership status.

Prior to returning to work and reinstating their CDE status the member must:

- Upgrade their membership from associate member to full member
- Complete a CPD portfolio including learning goals, learning outcomes and CPD activities for the previous 12 months with evidence of activities
- Pay the usual membership and re-credentialling fees.

Leave of absence for Membership and CDE status for leave greater than three years but less than five years

A Member, who is also a CDE, can take extended leave of absence greater than three years but less than five years without being required to redo the initial credentialling processes if they maintain an associate membership status.

Prior to returning to work and getting their CDE status reinstated the member must:

- Upgrade their membership from associate member to full member
- Complete a CPD portfolio including learning goals, learning outcomes and CPD activities for the previous 12 months with evidence of activities
- Complete a six-month mentoring program before application to remove leave of absence
- Pay the usual membership and re-credentialling fees

Leave of absence for Membership and CDE status greater than five years.

Where a member, who is also a CDE, takes more than five years leave from ADEA, the member can choose to either terminate their membership or remain as an associate member of ADEA.

Regardless of membership status if a member has not worked as a CDE for more than five years their CDE status will be terminated and they will need to apply through the initial credentialling process to reinstate their CDE credential.

If after five years a member requests for their CDE status to be reinstated the member will be required to:

- Be a full member of ADEA
- Verify that they have completed 1000 hours of clinical practice in diabetes education and management, 60% of which must be in the 12 months before they submit their application
- Undertake a minimum of six months mentoring with an ADEA mentor to be completed prior to application
- Pay an initial credentialling fee and a membership fee
- Complete a case study if their qualifications in the Graduate Certificate of Diabetes Education and Management are more than six years old

Responsibility of Members when applying for Leave

All members requesting a leave of absence for their membership or CDE status must, where possible, inform ADEA before taking leave and complete the **Application for Leave of Absence** form clearly stating how long the requested leave is proposed for.

CDEs who apply for leave of absence for their ADEA membership and CDE status must not work as a CDE during the period of leave.

Responsibility of National Office staff if a member applies for a leave of absence for CDE status for more than 12 months

Where a member applies for a leave of absence for their CDE status for more than 12 months ADEA National Office staff are required to notify Medicare that the member's CDE status has been suspended.