

# **Credentialling, Re-credentialling and Continuing Professional Development Portfolio Points Guide**

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## Overview

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

Once credentialed, to maintain CDE status you are required to:

- Hold full ADEA membership status
- Maintain your registration/accreditation in your [primary discipline](#)
- Undertake and document a minimum of 20 professional development (CPD) points per year in appropriate categories
- Submit a re-credentialling application annually. Your re-credentialling application is due two weeks before your membership expires. Payment of the membership and re-credentialling fees are made together prior to submission and/or approval
- Commit to working within the ADEA Core Competencies for Credentialed Diabetes Educators, the ADEA National Standards of Practice for Diabetes Education and the ADEA Code of Conduct.

## Credentialling and re-credentialling applications

The process for assessing initial credentialling and re-credentialling applications is outlined below.

ADEA National Office staff review all applications for completeness before sending for assessment. National Office staff may request additional information from applicants.

National Office staff can help you through the online application process. Phone: 02 6287 4822.  
Email: [cde@adea.com.au](mailto:cde@adea.com.au).

### Initial Credentialling

If you are applying for initial credentialling, ADEA strongly recommends reviewing your application with your mentor before submission.

Your application is reviewed by two independent CDE assessors.

Request for additional information	If one or both assessors deem your application to not meet the criteria, you may be asked for additional information. Your application will be cancelled if the requested additional information is not received within three months. If both assessors deem your application to not meet the criteria, after two requests for further information, your application will be rejected.
Successful applications	Approval is required from both assessors for CDE status to be awarded.
Unsuccessful applications	If you are unsuccessful, you can reapply for initial credentialling after four months. A further application fee will apply.
Appeals	<p>You can appeal decisions. Appeals should:</p> <ul style="list-style-type: none"> <li>• be addressed to the Chair of the Credentialling Committee</li> <li>• be lodged within 28 days of receiving notification of an unsuccessful application</li> <li>• include a letter outlining the rationale for the appeal.</li> </ul> <p>The Chair can request additional information from you. The Chair will either approve or reject the appeal.</p> <p>If the appeal is rejected, you will be notified of the decision via email and letter.</p>

## Re-credentialling

Re-credentialling applications are reviewed by one assessor. Your CDE status will remain pending for one month only after the CDE expiry date.

Request for additional information	Assessors may request additional information or explanation from you twice if the application does not meet the requirements for re-credentialling. The Credentialling Officer will liaise with you and the assessors if additional information is required.
Successful application	If your application is approved, you maintain CDE status for another 12 months.
Unsuccessful application	<p>If the assessor deems your application to not meet the criteria, and/or the two requests for further information have not been met, your application will be declined and your CDE credential cancelled.</p> <p>NDSS and Medicare will be notified that your CDE status has been cancelled. If your CDE credential is cancelled, you will need to undertake the full initial credentialling process for your status to be reinstated.</p>
Appeals	<p>You can appeal the decision. Appeals should:</p> <ul style="list-style-type: none"> <li>- be addressed to the Chair of the Credentialling Committee</li> <li>- be lodged within 14 days of receiving notification of an unsuccessful application</li> <li>- include a letter outlining the rationale for the appeal.</li> </ul> <p>The Chair may request additional information from you. The Chair will either approve or reject the appeal.</p> <p>If the appeal is rejected, you will be notified of the decision via email and letter.</p>

## Procedural appeals

You have the right to appeal ADEA credentialling decisions on the basis of a perceived processing or handling error. For an appeal to proceed, you are required to provide supporting evidence of any errors made in the original processing and handling of your application. The ADEA CEO will decide on the outcome of the appeal following a recommendation from the Credentialling Committee.

An appeal is to:

- 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
- include evidence to support the claim against the decision.

Appeals should be sent to ADEA National Office either via email to [cde@adea.com.au](mailto:cde@adea.com.au) or via post to:

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

## Online Credentialling System

All initial and re-credentialling applications are to be submitted via the online credentialling system.

Members are responsible for maintaining their profile details within the member dashboard. Please review your details regularly to help us maintain accurate records and ensure that you receive important communications from ADEA.

## Continuing Professional Development (CPD) Portfolio Points Guide

Updating your CPD portfolio regularly throughout the year is the best way to be prepared for re-credentialling. Evidence for each CPD activity can be uploaded in your online portfolio. Certificates of attendance, emails, letters, and other supporting documentation are all accepted as evidence.

### CPD Auditing

When applying for re-credentialling you are indicating that you meet all the requirements to maintain CDE status (as outlined on page 3 of this document).

ADEA audits 10% of CDEs each year. If you are selected to be audited, you are required to present evidence for all CPD activities logged in your portfolio. CDEs to be audited are selected randomly. You will be notified if you have been selected for auditing when you commence your re-credentialling application.

### Key information

- Start your application by completing your CPD portfolio, Learning Goals and Learning Outcomes for Past, Current and Future years.
- You can submit your re-credentialling application up to six months before your ADEA membership due date. Contact National Office to arrange for an invoice to be generated.
- Your ADEA membership must be active for the upcoming 12 months to submit a re-credentialling application.
- You are required to complete 5 CPD points (25%) from ADEA-developed or endorsed activities.
- CPD activities undertaken close to your submission date can either be included prospectively in your current CPD portfolio or retrospectively in next year's CPD Portfolio, even if the event falls just outside the submission date. The activity cannot be claimed twice, i.e. the activity cannot be claimed in the current year and the following year.

## Steps to completing your CPD portfolio

### Step 1: Set at least 3 Personal Learning Goals

Personal learning goals are the knowledge and understandings that you identify as important. Each year you are required to set at least three learning goals. In setting goals you should:

- Reflect** on your skills, knowledge and performance in your current role and on ADEA core competencies
- Consider** your strengths, areas for development and your career aspirations
- Identify** external factors that may influence achieving your personal learning goals. For example, your organisation's policy on education and training, your personal time constraints, etc
- Evaluate** what you have achieved in the previous year.

Your goals should be SMART goals. SMART goals are:

		<b>Example</b>
<b>Specific</b>	Clearly defined and written in simple language	To increase competence in providing advice to people with diabetes and/or their carers regarding carbohydrate counting.
<b>Measurable</b>	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.
<b>Achievable</b>	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.
<b>Relevant</b>	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.
<b>Timely</b>	Your goals generally need to be able to be achieved within 12 months	Break large goals down and consider working on smaller goals to achieve a larger goal.

A SMART goal example:

Adding Learning Goals
<b>Describe your learning goal:</b> To increase my knowledge, understanding and competence regarding carbohydrate counting for people with diabetes over the next 12 months.
<b>How does this goal relate to your role and scope of practice?</b> 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 CPD activities

The CPD activities you undertake should be selected with your SMART goals in mind.

You are required to accrue 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 your role as a CDE can be claimed. 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. Aim to be succinct when describing the CPD activities and how it relates to diabetes and your role. Do not use abbreviations in your portfolio.

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

### Types of activities that can be claimed

There are four (4) activity categories that can be claimed in your application.

**Category 1:** Clinical Practice/Diabetes Education/Counselling

**Category 2:** Management/Administration/Leadership

**Category 3:** Research

**Category 4:** Professional contribution

Categories 1 – 3 are compulsory. Category 4 is not compulsory.

### Requirements

- **15 points** in your principle area of practice (e.g. clinical, management or research category).
- **1 point** in the other two compulsory categories.
- **At least 5 points** (i.e. 25% of your 20 CPD points) are to be from ADEA developed or ADEA endorsed activities.

### Important information

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

- The remaining 3 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.

*Table: Point allocation requirement*

Your principle area of practice	Mostly Clinical Work			Mostly Management Work			Mostly Research Work		
	1	2	3	1	2	3	1	2	3
Minimum CPD Points required	15	1	1	1	15	1	1	1	15

The online credentialling platform outlines the activities that can be claimed under each category in a drop-down box. The CPD activities points guide on the following pages provides:

- an overview of activities under each category
- the number of points that can be claimed
- which ADEA core competency the activity covers
- the evidence required by assessors to support the claim if applying for initial credentialling or being audited.

### Step 3: Reflection

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 reflective process 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 achieved 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 Credentialling Committee representative or the Credentialling Officer at ADEA National Office, if you are not sure under which category your activity should be included.



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## Category 1: 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 <b>must</b> 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
<b>ADS-ADEA Australasian Diabetes Congress.</b>	1 point per hour (24 max)	<p><b>Guideline:</b> 1 point per hour can be claimed for your attendance at the ADC.</p> <ul style="list-style-type: none"> <li>- Breakfast symposiums can be claimed as additional activities under 'Workshops, seminars or conferences'.</li> <li>- Workshops held during the usual hours of the ADC are included in the hours claimed in this ADC category.</li> <li>- If you wish to claim some research or management points for sessions, only claim for non- research or non-management related sessions in this category (e.g 20 points) and claim the other points in either category 2 and/or 3.</li> </ul> <p><b>How this activity should be reflected in your CPD portfolio</b> As this activity is obviously diabetes related, the activity description can be: <i>ADS-ADEA Australasian Diabetes Congress held at [location].</i></p>	Certificate of attendance or receipt of registration.
<b>ADEA State conference.</b>	1 point per hour	<p><b>Guideline:</b> 1 point per hour for attendance at an ADEA State Conference.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> 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.
<b>Delivering education, training and workshops to clinical staff, health professional students or carers.</b>	2 points per course	<p><b>Guideline:</b> 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><b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> Two hour training course provided to aged care workers and carers in an aged care facility on the management and treatment of hypoglycaemia. <b>Points cannot be claimed twice for the same presentation, even if it is to a different audience.</b></p>	A brief summary of the need for, and target group of, the presentation and how you were involved. (Include materials used in delivery of the presentation if able e.g powerpoints/handouts).

<p><b>Developing clinical diabetes education tools.</b></p>	<p>1 point per hour (5 max)</p>	<p><b>Guideline:</b> 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><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example 1:</b> Development of an education resource for Chinese patients on the treatment and management of hypoglycaemia.</p> <p><b>Example 2:</b> Development of a patient resource using pictures to identify low glycaemic index foods.</p>	<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).</p>
<p><b>e-learning on a clinical care or education topic.</b></p>	<p>1 point per hour</p>	<p><b>Guideline:</b> 1 point per hour can be claimed. Courses can be claimed from the ADEA Learning Management System or other online facilities.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p>Write the full name of the course and provide brief outline of the expected learning outcomes.</p> <p><b>Example 1:</b> Eye health and Diabetes accessed on the ADEA learning management system.</p> <p><b>Example 2:</b> Supporting individuals to increase physical activity – provided ways to incorporate exercise for people at risk of or with chronic disease.</p>	<p>Certificate of attendance or receipt of registration or summary of content, key learning outcomes, and how information will change practice.</p>
<p><b>Grand-rounds or case studies.</b></p>	<p>1 point per round (3 max)</p>	<p><b>Guideline:</b> 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 of 3 points.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></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><b>Example:</b> Grand round – Endocrine Grand Rounds – Thyroid disease and diabetes 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.</p>	<p>Brief summary of the case/s discussed (minimum 2 paragraphs).</p>
<p><b>Participating in ward</b></p>	<p>1 point per</p>	<p><b>Guideline:</b> 1 point per round. With a maximum of 3 per year. Hospital ward</p>	<p>A brief summary of the</p>

<p><b>rounds or clinical case review, case conference.</b></p>	<p>round (3 max)</p>	<p>rounds, group clinical case review or case conference involving the medical and/ or multidisciplinary team. <b>How this activity should be reflected in your CPD portfolio</b> Briefly describe the case, the discussion and who was involved. <b>Example:</b> 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>	<p>case/s discussed (minimum 2 paragraphs).</p>
<p><b>Post-graduate study relating to clinical care (per unit successfully completed).</b></p>	<p>8 points per unit</p>	<p><b>Guideline:</b> 8 points per unit completed. Study must be relevant to work practice. <b>Please note</b> you cannot claim <i>The Graduate Certificate in diabetes education and management</i>. <b>How this activity should be reflected in your CPD portfolio</b> Describe the unit of study including the university. <b>Example:</b> Master Degree Nursing: Unit on advanced clinical practice at [location]. In this unit I analysed advanced diabetes management.</p>	<p>Copy of academic transcript.</p>
<p><b>Providing clinical placement work experience: Supporting health professionals through clinical observation or clinical supervision as part of a clinical placement – must be diabetes related.</b></p>	<p>1 point per student</p>	<p><b>Guideline:</b> 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. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example 1:</b> Clinical placement of diabetes education student as part of their Graduate Certificate studies. <b>Example 2:</b> Medical student attending my pump clinic as an observer for 4 hours.</p>	<p>Signed university agreement or other communication that supports the clinical placement.</p>
<p><b>Providing clinical support at a diabetes camp.</b></p>	<p>5 points per day</p>	<p><b>Guideline:</b> 5 points per day attending the camp. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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 organiser.</p>
<p><b>Self-directed learning</b></p>	<p>1 point per</p>	<p><b>Guideline:</b> 1 point per hour can be claimed, with a maximum of 5 per year. Any</p>	<p>Summary of learning and the</p>

<p><b>with clinical care or education topic</b></p>	<p>hour (5 max)</p>	<p>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.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> 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 <b>must include</b> in your activity description what educational information or training was delivered.</p> <p><b>Example:</b> Completed mental health training course on resilience to support people with diabetes to increase ability to actively engage in self-care.</p>	<p>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><b>Video or Audio recordings of conferences, meetings or seminars</b></p>	<p>1 point per hour</p>	<p><b>Guideline:</b> Watching/listening to recordings of conferences or seminars via DVD, podcasts, webinar recordings etc. 1 point per hour can be claimed.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> 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><b>Example:</b> DVD recording of Plenary lecture given by Dr X at the <i>ADS-ADEA Australasian Diabetes Congress</i> .</p>	<p>Certificate of attendance or receipt of registration <b>or</b> a brief summary of the lecture and content (minimum 2 paragraphs).</p>
<p><b>Workshops, seminars or conferences relevant to diabetes educators work practice.</b></p>	<p>1 point per hour</p>	<p><b>Guideline:</b> Any workshop/seminar/conference that is related to diabetes. 1 point per hour can be claimed. Eg. Roche diabetes educators day, breakfast symposium at ADC, international diabetes conference (IDF, ADA), other diabetes related conferences (ADIPS), insulin pump workshop, carb counting workshop, seminars on aspects of diabetes complications, seminars on aspects of motivational interviewing/counselling/behaviour change.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> 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>Certificate of attendance or receipt of registration and copy of workshop/conference program.</p>



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		<p><b>Example 1:</b> 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]. 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><b>Example 2:</b> Workshop delivered by Medtronic representative where latest research into the delivery of pump therapy was delivered. <b>OR</b> 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 2: 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
<b>Completing ADEA online Mentoring modules</b>	2 points per module completed	<b>Guideline:</b> 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> <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> Completed the ADEA online Mentoring module for mentees or mentors.	Provide the certificate of completion.
<b>Development of an annual business plan or diabetes related service business proposal.</b>	1 point per proposal (3 max)	<b>Guideline:</b> 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. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example 1:</b> Arranged and chaired meetings with staff and/or the diabetes team to discuss the development of the organisation's annual business plan. <b>Example 1:</b> 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. <b>Example 2:</b> 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.
<b>Development</b>	1 point per	<b>Guideline:</b> 1 point per policy/procedure developed or reviewed, up to a	Any emails/ meeting minutes



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<p><b>and/or review of diabetes related service policy or procedure.</b></p>	<p>review (3 max)</p>	<p>maximum of 3 points per year.  <b>How this activity should be reflected in your CPD portfolio</b>            The title of the policy or procedure must be stated including a sentence on your involvement.  <b>Example 1:</b> 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.  <b>Example 2:</b> 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>relevant to show your involvement OR a summary of the development or review process (minimum 2 paragraphs including clear evidence of your involvement in the policy development or review process).</p>
<p><b>Development of strategic partnerships to enhance diabetes services.</b></p>	<p>3 points per partnership</p>	<p><b>Guideline:</b> 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.  <b>How this activity should be reflected in your CPD portfolio</b>  <b>Example 1:</b> Developed a strategic partnership with the local Aboriginal Health service to better support Aboriginal and Torres Strait Islander clients with diabetes.  <b>Example 2:</b> 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>
<p><b>Development or implementation of a community awareness program</b></p>	<p>1 point per hour (5 max)</p>	<p><b>Guideline:</b> 1 point can be claimed per hour. With a maximum of 5 hours per year.            Involvement in developing or implementing a community awareness program relating to diabetes for a professional association, workplace or community group.  <b>How this activity should be reflected in your CPD portfolio</b>  <b>Example:</b> 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>
<p><b>Involvement in Mentoring</b></p>	<p>5 points per partnership</p>	<p><b>Guideline:</b> 5 points can be claimed per registered partnership. Partnership must be registered by ADEA.</p>	<p>Provide copy of mentoring agreement.</p>

<b>Partnership</b>		<p>These points not available to mentees working towards <i>initial</i> credentialling.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> ADEA mentoring partnership with Mary X.</p>	<p>Provide copy of communications and log of discussions.</p>
<b>Involvement in the development or review of a diabetes related clinical pathway incorporating diabetes related management.</b>	<p>1 point per review (3 max)</p>	<p><b>Guideline:</b> 1 point per clinical pathway can be claimed, with a maximum of 3 points per year.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p>The title of the clinical pathway developed and a sentence on your involvement.</p> <p><b>Example:</b> 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.</p>	<p>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.</p>
<b>Management of diabetes related health service budgets.</b>	<p>1 point per budget (3 max)</p>	<p><b>Guideline:</b> 1 point per budget can be claimed with a maximum of 3 points/year.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example 1:</b> Involved in managerial meetings to discuss the annual diabetes unit budget.</p> <p><b>Example 2:</b> Private Practice management of expenditure and income – 2 hour meeting with accountant.</p>	<p>Any emails/meeting notes relevant to show involvement OR a summary of the process (minimum 2 paragraphs).</p>
<b>Membership of a committee or working party that relates to your professional association.</b>	<p>5 points per committee</p>	<p><b>Guideline:</b> 5 points per committee/working party. Membership of a committee or working party for a professional association. Must be diabetes related.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example 1:</b> Member of the ADEA Credentialling Committee.</p> <p><b>Example 2:</b> State Branch executive member of ADEA.</p> <p><b>Example 3:</b> Member of The Pharmacy Guild working party looking at the role of pharmacists in diabetes education.</p>	<p>Minutes of meeting or email correspondence OR letter from chair of committee or coordinator.</p>
<b>Participation in a community committee or working party</b>	<p>1 point per committee / working party</p>	<p><b>Guideline:</b> 1 point can be claimed per committee or working party</p> <p>Membership of a committee or working party based in the community.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example 1:</b> Facilitated and provided clinical advice as a volunteer at a community/consumer led support group for people with diabetes in the</p>	<p>Letter from workplace or community group confirming involvement OR email verification OR certificate OR minutes from meetings.</p>

		<p>community.</p> <p><b>Example 2:</b> Volunteer on a consumer driven committee to help with the establishment of community support group for people with diabetes.</p> <p><b>Example 3:</b> 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><b>Participation in a workplace/ organisation committee or working party for diabetes related service issues.</b></p>	<p>1 point per meeting (3 max)</p>	<p><b>Guideline:</b> 1 point per meeting can be claimed, with a maximum of 3 points per year.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> 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><b>Example 1:</b> 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><b>Example 2:</b> 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><b>Planning and coordination of a diabetes camp.</b></p>	<p>5 points per camp</p>	<p><b>Guideline:</b> 5 points per camp can be claimed if you are involved in the organisation, planning or coordination of a diabetes camp.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> <b>Example 1:</b> 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><b>Example 2:</b> 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>
<p><b>Post-graduate</b></p>	<p>8 points per</p>	<p><b>Guideline:</b> 8 points per completed unit can be claimed. Study must be</p>	<p>Copy of transcript.</p>

<p><b>study relating to management (per unit successfully completed).</b></p>	<p>unit</p>	<p>relevant to work practice in management, leadership and/or administration. Must have completed and passed the unit.  <b>Note:</b> <i>The Graduate Certificate in Diabetes Education and Management is excluded from this post-graduate study claim.</i>  <b>How this activity should be reflected in your CPD portfolio</b>  <b>Example:</b> Master's Degree of X post graduate study: Unit on organisational management.</p>	
<p><b>Presentations / lectures / poster display to community groups.</b></p>	<p>2 points per presentation</p>	<p><b>Guideline:</b> 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.  <b>Points cannot be claimed twice for the same presentation, even if it is to a different audience.</b>  <b>How this activity should be reflected in your CPD portfolio</b>  <b>Example:</b> 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 "280 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><b>Self-directed learning with management or administration focus e.g. e-learning, seminars, workshops and conferences.</b></p>	<p>1 point per hour (5 max)</p>	<p><b>Guideline:</b> 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.  <b>How this activity should be reflected in your CPD portfolio</b>  <b>Example 1:</b> Researched the requirements for establishing and setting up as a private diabetes educator utilising web-based information from the ATO, Medicare and banking organisations.  <b>Example 2:</b> Undertook an e-learning seminar on business management in</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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		private practice that looked at insurance requirements, privacy and record keeping.	
<b>Staff performance / peer review</b>	5 points per review (3 max)	<p><b>Guideline:</b> 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><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example 1:</b> Performance review with my supervisor. Annual learning goals were discussed and set.</p> <p><b>Example 2:</b> Peer review with a dietitian experienced in carb counting who reviewed the way I presented information.</p> <p><b>Example 3:</b> Peer review with a fellow CDE where I provided feedback regarding his education to a client.</p>	Copy of appraisal/peer review including how the issues raised will be addressed.

### Category 3: Research and quality improvement activities

Activities in this category are designed to reflect your commitment to the promotion of quality and excellence in the management 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
<b>Application for a research grant</b>	3 points per grant application	<p><b>Guideline:</b> 3 points per application for each research funding application submission.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> Identify where the submission was sent and title of research project.</p> <p><b>Example:</b> Research funding submission to ADEA Diabetes 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.
<b>Attending a conference, workshop or seminar with a research application focus.</b>	1 point per hour	<p><b>Guideline:</b> 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 ADC these can be claimed here but the points cannot be claimed twice (e.g. 20 points ADC clinical, 4 points ADC research).</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> Attended workshop presented by [presenters name] on undertaking quality improvement activities and research in the clinical setting held at the ADS-ADEA ADC.</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).
<b>Chief researcher/ investigator or coordinator of</b>	5 points per project/study	<p><b>Guideline:</b> 5 points per research project conducted.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> Chief investigator of a research project that is examining the</p>	Provide a copy of the final research report with authors names listed OR any emails/meeting notes relevant to

diabetes research project		effectiveness of insulin pumps on the management of type 1 diabetes across 6 health service sites in Victoria.	show involvement OR a summary of the process, including aims, methods, and outcomes.
Conducting a quality improvement (QI) activity	5 points per QI activity	<p><b>Guideline:</b> 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.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> Clearly but briefly describe the quality improvement activity and your involvement in its development, implementation or analysis.</p> <p><b>Example:</b> 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>	Any emails/meeting notes relevant to show involvement OR an (A4) 1 page summary of the process, including aims, methods, and outcomes.
Development of 'evidence based' resources or policies using literature	1 point per hour (5 max)	<p><b>Guideline:</b> 1 point per hour can be claimed, with a maximum of 5 points per year.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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>	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.
Implementation of 'evidence based' changes to practice using literature	1 point per change (3 max)	<p><b>Guideline:</b> 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.</p> <p><b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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>	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.
Literature review / review of journal articles	1 point per review /article	<p><b>Guideline:</b> 1 point per review/article may be claimed, with a maximum of 3 points per year.</p> <p>Undertake a literature review or a review of a journal article about a chosen</p>	Provide a critical analysis of the article or literature review undertaken (approximately 1 page).

	(3 max)	<p>topic.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p>A brief paragraph that outlines the article or literature review undertaken and the key findings.</p> <p><b>Example:</b> 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>Outline what the article/ literature review was about, why you chose this topic, the strengths and weakness of 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>
<b>Member of a journal club</b>	1 point per journal club meeting (3 max)	<p><b>Guideline:</b> 1 point per journal club meeting can be claimed, with a maximum of 3 points per year.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p>Provide a summary of what was discussed and your views on the literature.</p> <p><b>Example:</b> 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>
<b>Member of a research team</b>	3 points per project/study	<p><b>Guideline:</b> 3 points per research project. Must be a member of the research team <b>not chief research investigator or coordinator</b>. Must have regular involvement in the research and be considered part of the team.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> 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>
<b>Participation in a quality improvement (QI) activity</b>	3 points per QI activity	<p><b>Guideline:</b> 3 points can be claimed per QI activity. Participating/assisting in a quality improvement project/activity.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> Assisted in the collection of data on glucometrics of patients admitted</p>	<p>Any emails/meeting notes relevant to show involvement OR a summary of the process, including aims, methods, and outcomes.</p>

		to our hospital on 22 <sup>nd</sup> March 2016.	
<b>Post-graduate study relating to research (per unit successfully completed).</b>	8 points per unit completed	<p><b>Guidelines:</b> 8 points per completed unit. Study must relate to an aspect of research application.</p> <p>Note: <i>The Graduate Certificate in Diabetes Education and Management is excluded from this post-graduate study claim.</i></p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> Master’s Degree in Nursing unit on research methodology in clinical practice.</p>	Copy of transcript.
<b>Preparing an oral or poster presentation on a research medical/ educational issue</b>	2 points per presentation /poster	<p><b>Guideline:</b> 2 points can be claimed per presentation/poster. Must be diabetes related.</p> <p><b>How this activity should be reflected in your CPD portfolio Example:</b> 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>	Letter from professional association, workplace, or conference organisers OR email verification OR certificate OR minutes from meetings OR copy of program.
<b>Publication of peer-reviewed papers in a journal</b>	5 points per article	<p><b>Guideline:</b> 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.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> Chief author of an article titled “Nurses Leading best practice in primary health care” published in Primary Times Volume 16 Issue 1.</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.
<b>Supporting a diabetes research trial (recruitment/ protocol)</b>	1 point per contact (5 max)	<p><b>Guideline:</b> 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.</p> <p><b>How this activity should be reflected in your CPD portfolio</b></p> <p><b>Example:</b> 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>	Letter from the research team confirming involvement.

## Category 4: 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
<b>Chairing a session at a scientific or educational meeting / conference / seminar</b>	1 point per session chaired	<b>Guidelines:</b> 1 point can be claimed per session chaired. Chair a session of a diabetes related presentation at an educational event. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> Chaired the Wednesday afternoon session at the <i>ADS-ADEA Australasian Diabetes Congress</i> on XXXX.	Letter from professional association, workplace or community group OR email verification OR certificate OR minutes from meetings OR copy of program.
<b>Development of conference or workshop programs</b>	5 points per conference	<b>Guidelines:</b> 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. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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 your name in the organising committee.

<p><b>Providing feedback in a survey about professional issues</b></p>	<p>1 point per survey completed</p>	<p><b>Guidelines:</b> 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. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> Completed evaluation survey on the ADEA on-line credentialling system.</p>	<p>Letter from professional association, workplace or community group OR email verification OR certificate.</p>
<p><b>Providing feedback on draft documents about professional issues or on published research/articles.</b></p>	<p>1 point per hour</p>	<p><b>Guidelines:</b> 1 point per hour can be claimed. Reviewing and providing input to a document about professional issues distributed by a professional association, workplace, community group or publication. Must be diabetes related. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> Reviewed and provided comment on the ADEA Constitutional document prior to it going out for broader consultation.</p>	<p>Letter from professional association, workplace or community group OR email verification OR certificate OR copy of published comments.</p>
<p><b>Reviewing diabetes abstracts / grant applications / journal articles</b></p>	<p>3 points per review process</p>	<p><b>Guidelines:</b> 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. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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><b>Teaching students in a documented course</b></p>	<p>1 point per session</p>	<p><b>Guidelines:</b> 1 point can be claimed per session. Teaching at an education facility such as TAFE or university. Must be diabetes related. <b>How this activity should be reflected in your CPD portfolio</b> <b>Example:</b> 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>