

Job Descriptions:

Job descriptions are a requirement to ensure the Program staff is congruent with the program needs, including educational needs of the target population. Please see two samples provided.

SAMPLE JOB DESCRIPTION

TITLE: Diabetes Educator/Professional Diabetes Program Instructor

REPORTS TO: DSME/T Program Coordinator

SUPERVISES: Non-professional instructional staff

POSITION OVERVIEW:

- Provides individualized diabetes self-management education/ training to individuals and groups according to the Scope of Practice, Standards of Practice, and Standards of Professional performance for Diabetes Educators (AADE, 2005).

DUTIES AND RESPONSIBILITIES:

80% (Instruction of program participants):

- Collects DSME/T program participant assessment data, using the AADE7 framework, in a collaborative and ongoing manner.
- Collaboratively develops educational goals, learning objectives and a plan for educational content and teaching methods with DSME/T program participants.
- Provides educational interventions that utilize primarily interactive, collaborative, skill-based training methods and maximizes the use of interactive training methods.
- Collaboratively develops an individualized follow-up plan with each program participant.
- Evaluates effectiveness of educational services provided by measuring attainment of learning objectives.
- Conducts a follow-up assessment upon completion of DSME/T program services, using outcome measures from the AADE7 Continuum of Outcomes Framework.
- Documents assessment data, educational plan, educational services provided and evaluation results in each participant's educational records.
- Utilizes a team approach to provide services and collaborates and communicates with team members when needed.
- Identifies when a program participant's needs are outside the scope of the instructor's practice and expertise, plus arranges for additional services to meet needs.

20% of the time:

- Participates in the development of training materials.
- Contributes to, and participates in, a continuous quality improvement process to measure DSME/T program and to identify and address opportunities for improvement.
- Appraises his/her performance to identify areas of strength and areas for improvement and to develop a plan for improvement and growth.

- Participates in peer review process to evaluate performance of other professional instructional staff.
- Maintain 15 hours of continuing education annually specific to diabetes, diabetes related topics and behavior change and self-management education strategies.

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge about current diabetes treatment management.
- Able to lead and effectively manage groups.
- Ability to develop a collaborative, therapeutic alliance with individuals.
- Basic computer skills (use of Internet and e-mail).

EXPERIENCE/EDUCATION:

- A healthcare professional who is also a certified diabetes educator, or who is eligible to become a certified diabetes educator.
- Credentialed as a diabetes education specialist or diabetes clinical management specialist preferred.
- Minimum of 6 months experience (preferably more) providing diabetes education and/or 15 contact hours within past year in diabetes and diabetes clinical and educational subjects.

SAMPLE JOB DESCRIPTION

TITLE: DSME/T Program Coordinator

REPORTS TO: _____ (manager, administrator, CEO, etc.)

SUPERVISES: DSME/T program staff

• **POSITION OVERVIEW:** Provides oversight for planning, implementation and evaluation of the DSME/T program and ensures the systematic and coordinated delivery of diabetes educational services.

DUTIES AND RESPONSIBILITIES:

- Provides direction for the selection, and ongoing review, of the curriculum and educational materials to ensure they meet the needs of the population targeted.
- Directs marketing activities
- Develops and directs the implementation of an annual program evaluation plan and performance improvement activities, including CQI projects.
- Ensures that DSME/T program accreditation requirements are met and maintained.
- Oversees the diabetes educational process and ensures that services are provided in an individualized and fiscally feasible manner.
- Develops and maintains relationships and partnerships with community groups, payers and potential referral sources.
- Interfaces with the Volunteer Accreditation Advisory Group.
- Maintain 15 hours of continuing education annually as it relates to the profession.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge about chronic disease management and disease self-management educational processes
- Supervisory abilities
- Knowledge about program management
- Proficient in various computer applications, including spreadsheets
- Marketing skills

EXPERIENCE/EDUCATION:

- Education and/or experience in program management (*specific extent of education or experience specified according to size/scope of program*).
- Education in, and/or experience with, chronic diseases and disease self-management (*specific extent of education or experience specified according to size/scope of program*).