1. **POSITION TITLE:** CERTIFIED DIABETES EDUCATOR – CLINICAL DIETITIAN Coordinator, Diabetes Self-Management Education Program

2. **General Description:** The Diabetes Self-Management Education (DSME) Program Coordinator/Dietitian, Certified Diabetes Educator (CDE) has overall responsibility for the DSME program at this facility’s Medical Center and its associated clinics. The DSME coordinator provides management, professional, and technical support in planning, organizing, integrating, and evaluating critical clinical functions and results for the DSME program. Additionally, the Dietitian CDE is responsible for providing clinical health care through Medical Nutrition Therapy and Diabetes education care.

3. **Qualifications Requirements:** Citizen of the United States. Meets the qualification standards for the Dietitian Program Coordinator as defined in this facility’s Handbook, “Dietitian Qualification Standards.” Must possess Certification by National Certification Board of Diabetes Educators (NCBDE) as a Certified Diabetes Educator. Must have received advanced education through an accredited undergraduate institution and received a baccalaureate degree in Nutrition and/or Dietetics. Must be registered with the Commission on Dietetic Registration (CDR), the credentialing branch of the Academy of Nutrition and Dietetics (AND).

4. **Functions:** The DSME Coordinator/Dietitian CDE is responsible for the application of clinical health care knowledge and skills in a collaborative practice in the areas of direct diabetes clinical health care in the form of research, consultation, providing and managing education of patients and families; and education and supervision of personnel/providers. The DSME Program Coordinator has overall program responsibility, plans, directs, integrates, and evaluates clinical elements and results for the DSME program at this facility’s Medical Center and its associated clinics.

   a. **Clinical Practice**

   The DSME Program Coordinator will perform administrative duties for the DSME program that supports the mission of the Medical Center, including patient care, education, collection of data for the American Diabetes Association, and organization policy. He/she is involved in the professional practice of dietetics in accordance with the guidance set forth in Nutrition and Food Service policies, American Diabetes Association standard for recognition, and VA regulations governing the practice of dietetics. The DSME Program Coordinator/Dietitian CDE must possess the required knowledge and skills in order to perform the following functions:

   1. **The DSME Program Coordinator**
      a. Plans, educates, and supervises the curriculum and scheduling of instructors for this program. Specifically plans and implements the Program’s Description, Purpose, Goals/Objectives, and Action Plan, in compliance with the American Diabetes Association (ADA) guidelines. The DSME Program Coordinator is responsible for planning, implementing, directing, integrating, and evaluating clinical elements and results for the DSME Program across the organization, and contributing these same skills to development of the program and patient care services throughout the network.
      b. Ensures that materials utilized in patient education are based on current literature, practice and research.
      c. Educates patients, family members, and significant others as primary faculty in the DSME classes.
      d. Coordinates the orientation of physicians, nurses, and other professional and clerical staff regarding all aspects of DSME program and research. Assists in the recruitment, selection, training and evaluation of clinical staff who will participate in the DSME program.
e. Collects pertinent data and completes proper maintenance within American Diabetes Association criteria to obtain and maintain program recognition.

f. Serves as chairperson for the local DSME Advisory Committee and plans/conducts meetings to complete Continuous Quality Improvements, strategies, and Annual Plan, within the guidelines of the American Diabetes Association.

2. Utilizes clinical diabetes expertise in recommending therapeutic individual treatment modalities to assist patients, home caregivers, physicians, and nursing staff in assessing, planning implementing, evaluating, and documenting supportive maintenance in patients with diabetes and diabetic complications.

3. Assesses patient health and psychosocial history and makes recommendations for care to assist “Providers” (physicians, nurse practitioner, pharmacists and physician assistants associated with the Endocrine Service) in the formulation of a related plan of care.

4. Performs orders as defined in a similar facility's policies. He/she collaborates with physicians, nurse practitioners, and clinical pharmacists regarding follow-up to abnormal findings and additional testing as indicated.

5. Develops and initiates, in consultation with the “providers”, plans of care appropriate for complex patients with diabetes. Provides comprehensive individual MNT and diabetes education to high risk patients with diabetes during Endocrine/Metabolism Clinic and from consultation by Endocrine Service team members.

6. Assesses and identifies patients with diabetes who are at high risk for poor diabetes outcomes or therapeutic complications and makes recommendations to mitigate these risks.

7. Facilitates and educates patients, family members, significant others, and staff in Scheduled-In Group Medical Appointments (SIGMA) for Endocrine clinic SIGMA, and, on occasion, primary care SIGMA.

b. Management/Administrative and Quality of Care:

1. Conducts comprehensive assessments of patients with diabetes including health and nutrition history.

2. Collaborates with “providers” regarding patients with diabetes who may require additional therapeutics specifically in the areas of insulin self-administration, insulin self-adjustment, self-management of blood glucose, insulin pump therapy, continuous glucose monitoring, exercise, diabetic meal planning, and carbohydrate counting.

3. Coordinates and advises the activities of registered dietitians working patients with the DSME program, its research and related projects.

4. Provides medical nutrition therapy and diabetes self-management care for patients in the area of training, clinical discipline and across care lines when professional services are needed by the patient population.

5. Synthesizes the concepts from dietetics and diabetes standards of care when assessing, planning, managing, and evaluating the bio psychosocial and spiritual care needs of adults with diabetes.

6. Serves as a clinical consultant, resource, mentor, and role model to health care providers to facilitate the continuity of care for patients with diabetes.

7. Acts as a resource person and participates in development of education tools and programs intended to improve the care of patients with diabetes.

8. Participates as team member and in a leadership role on Endocrine Service and Medical Center Committees as appropriate.

9. Adheres to the established Medical Center ADP/CPRS Security Policy and utilizes the ADP and CPRS system in accordance with policies and procedures.

10. Delivers care in a non-judgmental and non-discriminatory manner that is sensitive to client diversity and
1. Preserves and protects client autonomy, dignity and rights.
2. Participates as team member in identifying and addressing ethical issues that impact client and staff.
3. Seeks available resources within the medical center and community to help formulate ethical decisions.
4. Provides guidance to team members in dealing with ethical issues.

c. Education:

1. Designs and uses learning resources to implement teaching for patients with diabetes, significant others, and staff.
2. Implements an educational plan to meet changing program or service needs for self and others.
3. Ensures that all members of DSME Program meet mandatory and continuing education requirements to assure maintenance of registration status through the Commission on Dietetic Registration, ADA Diabetes Clinical Practice Guidelines, JCAHO, American Diabetes Association, EPRP, AADE and the National Diabetes Education Initiatives.
4. Supports employee development by encouraging participation in and/or providing knowledge of promotional activities, acquiring experience in specialty area and/or board certification in diabetes.
5. Supports the goals and objectives of DSME Program and provides a positive learning experience for dietetic interns and students, as well as other medical center trainees, students, and professional staff.
6. Initiates/participates in interdisciplinary programs to educate health care providers within the facility, in the community or with other professional affiliations.
7. Creates joint learning experiences for affiliating students and faculty and serves as a role model for dietitians and diabetes educators.

d. Nutritional Care and Nutrition Education:

1. Accurately obtains and interprets medical information pertinent to the patient’s nutritional care to determine risk, assess nutritional status, and develop individual specialized care plans to simultaneously address several disease processes, specializing in Endocrine disease processes including diabetes, dyslipidemia, and hypertension.
2. Performs nutritional screening and comprehensive nutritional assessment and provides comprehensive nutrition education for veterans, serving as the nutritional expert for high-risk diabetes patients, and DSME patients and their caregivers.
3. Develops a nutritional care plans, including nutritional assessments, are completed within the allotted timeframes of the appointment and IAW the nutritional care protocol, disease specific standards of care and patient treatment plan(s). Uses motivational interviewing techniques to assess nutrition issues and educational needs.
4. Nutrition care plan identifies pertinent nutritional problems and includes appropriate goals, recommendations for nutritional therapy, provisions for nutrition education when appropriate and plans for follow up of nutritional care.
5. Follow up documentation addresses the status of previously identified nutritional goals and includes new nutrition problems and related education goals as appropriate.
6. Ensures that all encounter discrepancies are resolved before the medical center designated resolution deadline.
7. Interventions are based on approved scope of practice.
9. Orders laboratory tests as needed.
10. Calculates and tailors each individual veteran’s diet and comprehensive nutrition education according to physical and metabolic needs and designs a nutrition treatment plan with consideration for
psychosocial, behavioral, ethnic, and cultural factors to obtain desirable outcomes and promote long-term adherence to a medical nutrition care plan.

11. Develops, updates, and recommends for purchase patient nutrition education and diabetes materials, adapting the education material to the veteran’s level of understanding.

12. Provides education for community based activities, such as health fairs, as needed.

13. Orders consults to other healthcare providers in the outpatient setting as needed.

14. Orders medical supplies associated with blood glucose monitoring, insulin delivery, and insulin pump operations.

e. Participation as a member of the Health Care Team

   1. Acts as a consultant to peers, nursing personnel, physicians and other health care professionals in the community and with university affiliates as appropriate, Dietetic Internships Programs, Local and National Diabetic membership Organizations.
   2. Contributes to development of assessment tools applicable for clients and significant others, as well as assessment tools for research outcomes.
   3. Coaches colleagues in team building. Makes sustained contributions to health care by sharing expertise within the medical center, or external to it.

f. Research/Quality Improvement

   1. Utilizes current research findings to support or develop new approaches for the improvement of quality of patient care, or make changes in current approaches to patient care.
   2. Serves as a consultant in assisting health professionals in integrating Research findings into their clinical practice.
   3. Collaborates with and/or participates in research studies within the this facility and/or with other professional affiliations.
   4. Annually tracks and reports to Chief, Nutrition and Food Service and PBM committee ADA Diabetes Outcome measures for DSME class attendees.

g. Collaboration:

   1. Takes an active role in development of policies, procedures and clinical guidelines that govern the provision of diabetes health care.
   2. Serves as an expert resource person in the area of current practice recommendations and trends in diabetes care.
   3. Utilizes the group process to identify, analyze, and resolve care problems.
   4. Collaborates with other health care professionals as a leader and/or member of the interdisciplinary team in assessing, planning, implementing and evaluating the healthcare needs of clients and significant others.
   5. Collaborates with the appropriate departments for marketing to the patients the accessibility of diabetes programs available.
   6. Coordinates with other health care team specialist to provide diabetic educational opportunities for the patients and their family members.

h. Professional Development

   1. Maintains registration as Registered Dietitian (RD) with the Commission of Dietetics Registration (CDR). Uphold continuing education requirements.
   2. Maintains NCBDE Certified Diabetes Educator status and complies with continuing education requirements.
3. Develops and implements an individualized plan of professional growth and development which involves participation and/or attending in professional organizations and activities, workshops, seminars, symposiums, and staff development programs.
4. Remains abreast of current scientific, technological, theoretical, and treatment modality changes, as well as management theory, relating to the provision of nutrition care for diabetics.
5. Performs other related duties as required.