

## **CERTIFICATION PROGRAM IN INSULIN ADJUSTMENT**

Certified diabetes educators (CDE) with a minimum of 6 to 12 months experience (800 hours) in direct diabetes education, may apply to complete this self-study course.

# What is the process?

- 1. The Candidate should discuss their interest for this course with their Manager/Supervisor and Medical Advisor (or designate\*). The candidate must have the permission and support of both their Manger/Supervisor and the Medical Advisor or designate\*. It is the responsibility of the candidate to find a Medical Advisor or designate. The Medical Advisor or designate must be willing to adjudicate and mark the final exam. (The exam is provided when the coursework is completed). If using a designate, the designate must be formally appointed by the Medical Advisor by completing the 'appointment of designate form'
- 2. The candidate must complete the self-study and course work components as outlined in the manual
- 3. When the candidate has completed the course work, their Medical Advisor or designate should be advised and their eligibility confirmed by reviewing the eligibility criteria. If the candidate meets all the eligibility criteria, the Medical Advisor or designate can request the exam from the Department of Health
- 4. The Level 1 (adult) exam must be successfully completed, before requesting any of the specialty exams. The level 1 adult exam is in 2 parts; on average Part A takes 2 hours and Part B takes 1.5 hours. The candidate can choose to do both parts on separate days, or on the same day. If the candidate is completing any of the 3 specialty exams, allow 1 hour per exam. Indicate the expected exam date(s) on the form; it can take up to 3 weeks to receive the exam.
- 5. The request form will be reviewed by the Department of Health and if the candidate meets all the eligibility criteria, the request for the exam will be send to the Diabetes Care Program of Nova Scotia (DCPNS). DCPNS will sent the exam to the Medical Advisor or designate.
- 6. The Medical Advisor or designate will then administer, grade, review and discuss the exam with the candidate.
- 7. The completed exam is returned by the Medical Advisor or designate to the DCPNS (an envelope with address is provided with the exam).
- 8. DCPNS will also review the exam, confirming the mark and advising the New Brunswick Department of Health if a certificate of competence may be issued.
- 9. The Department of Health will issue a certificate (via e-mail) and the candidate's Manager/ Supervisor will be notified at the same time.
- 10. Recertification in insulin adjustment is required every two years and is the responsibility of the candidate.
- 11. Demonstrated continued competency is required for recertification. Competency can be determined through an evaluation of current work performance that reflects the components of the Medical Directive (Horizon Health Network) or Delegated Function (Vitalité Health



- Network). This would include documented evidence of ongoing clinical work involving insulin adjustment, and continuous educational activities such as chart and/or oral case reviews with the Medical Advisor or designate, attendance at workshops, conferences, journal clubs, etc. that support maintenance of competency.
- 12. To apply for recertification, the applicant must complete the <u>Application for Recertification</u>. This paperwork can be submitted up to 6 months prior to or six months after the current certification expiration date. If diabetes educators haven't worked in direct diabetes education for more than two year and/or their certification has expired for more than six months, they are responsible for recertification as per criteria for initial certification every two years. The Department of Health will issue a letter stating the candidate's recertification to the candidate and their manager/supervisor.

<sup>\*</sup> **Designate**: A certified diabetes educator that is also certified in insulin dose adjustment with demonstrated competency and confidence who is formally appointed by the physician with a specialty in diabetes to oversee the preparation and examination for insulin dose adjustment. To appoint a designate the medical advisor must complete the 'appointment of a designate' form.



#### **CERTIFICATION PROCESS** CANDIDATE: Discusses and obtains the support of: Medical Advisor or designate and their Manager/Supervisor CANDIDATE: Studies the online NB Insulin Dose Adjustment Policies & Guidelines Manual (2016) Completes case studies Completes Competency Skills Checklist (sign-off with Medical Advisor or designate\*) including required reading and supervised insulin adjustments by mentor) MEDICAL ADVISOR OR DESIGNATE: Completes and emails the exam request form to DH DH: Reviews and emails the exam request form to the DCPNS DCPNS: Couriers exam(s) to Medical Advisor or Designate **MEDICAL ADVISOR OR DESIGNATE:** Administers, grades, reviews and discusses exam(s) with candidate UNSUCCESSFUL **INCOMPLETE** Pass (80%) **CANDIDATE:** MEDICAL ADVISOR Candidate is Further review with Medical OR DESIGNATE: Certified Advisor or designate Couriers unused exam package to the DCPNS Rewrite exam(s) MEDICAL DCPNS: DH: CANDIDATE: CANDIDATE: RHA: ADVISOR OR Confirms Emails the Provides the The candidate is responsible for Maintains recertifying as required every 2 DESIGNATE: exam(s) certificate(s) of certificate(s) of record of years. If they haven't worked in competence to competence to Couriers graded results certification(s) direct diabetes education for exam(s) to the with the the candidate, the facility/ more than 2 years and/or their **DCPNS** DH copying the RHA certification has expired for Manager/ administration more than 6 months, they are Supervisor and responsible for recertification maintains as per criteria for initial record of certification.(see flow chart on certification(s) next page)



# RECERTIFICATION PROCESS (FACILITY/RHA DIRECTED)

#### CANDIDATE:

 Provides Medical Advisor or designate\* with documentation of continuous educational activities that support maintenance of competency.

#### MEDICAL ADVISOR OR DESIGNATE:

- Performs chart review and/or case reviews with candidate.
- Assesses candidate's competency in performing components of the Medical Directive (Horizon Health Network) or Delegated function (Vitalité Health Network).

#### **CANDIDATE:**

 Does not meet recertification criteria

# REPEAT INITIAL CERTIFICATION PROCESS See Certification flowchart

CANDIDATE:

- Meets criteria for recertification
- Completes the Recertification Application Form (sign-off with Medical Advisor or designate)
- Emails the form to the Department of Health (DH)
- Completes Recertification Competency Skills (sign-off with Medical Advisor or designate) (See manual Page 13)

#### DH:

Emails a letter to the candidate and their Manager/ Supervisor confirming their certification and maintains record of certification

#### CANDIDATE:

Provides a signed copy of recertificate checklist to the facility/RHA administration

#### RHA:

Maintains record of certification(s)

### CANDIDATE:

The candidate is responsible for recertifying as required every 2 years. If they haven't worked in direct diabetes education for more than 2 years and/or their certification has expired for more than 6 months, they are responsible for recertification as per criteria for initial certification.