

**Department:** HHS/Diabetes Program

**Policy Number:** HHS- 2202

Attachments: \_\_\_\_\_

**Policy Title:** Diabetes Education Program Description

**Date:** 08.24.05

**Revised:** 7.12.12

**Approved by:** \_\_\_\_\_



**Date:** \_\_\_\_\_

12/12/12

### **1. Policy Statement:**

There shall be diabetes education and documentation of the individual's assessment, educational plan, intervention, evaluation, goals and follow-up in the permanent record.

### **2. Purpose**

To provide evidence of collaboration among instructional staff, providers and referral sources.

### **3. Procedure**

#### **Needs Assessment**

The individual learning needs of each adult participant are assessed and documented using the patient assessment form. An educator completes the assessment form with a face to face visit. The needs assessment will be used as the foundation for identifying learning needs with participant and developing the education plan.

#### **Education Plan**

The education plan for participants will be documented at the time the education needs assessment is completed and will be based on the information obtained from the individual needs assessment and the provider referral.

The plan will include the following and will be documented on the patient assessment:

- Individual counseling to meet learning needs based on the assessed preference of the participant and the provider referral.
- All participants will receive individual nutrition counseling as part of their plan, if desired.
- Components of the curriculum appropriate for the participant will be identified in the education plan.
- All participants using insulin will receive insulin administration assessment/instruction as part of their plan.

- All participants will be offered a behavioral health referral, if needed as part of their education plan.
- Other needs, such as medical, social, etc., will also be evaluated with patient and addressed in the education plan as appropriate.

### **Education Intervention**

Participants may receive DSME (diabetes self-management education) on a one-on-one basis or as a group setting. Individual education sessions for the Mille Lacs Band of Ojibwe diabetes program are available M-F from 8 am-4:30 pm at Ne-Ia-Shing clinic, except for the 4th Wednesday of every month when staff is at East Lake and the first and third Wednesday of each month when staff is at Aazhoomog clinic from 9:30-3:30 pm. The patient and instructor will find a mutually acceptable time for individual teaching. Group DSME classes are held in all districts on a rotating schedule, dependent on staff availability and participant need. Participants enrolled in the Mille Lacs Band of Ojibwe Education Program are strongly encouraged to complete all educational objectives.

### **Ease by which participants enter or access the program:**

Patients make appointments for diabetes education by calling the nurse educator or dietitian or are seen as walk-ins on diabetes clinics days. Diabetes education materials are available at the time of their appointments. Program information is available at the resource table and in the brochure rack at each clinic waiting area. Participants enter the program through referral from a provider.

### **Waiting period to enter the program:**

The goal is to have patients seen within 2-3 weeks from the time of their referral for education. Most patients are seen within a week.

### **Education Follow Up**

All participants who complete the education program will be scheduled by appointment to return. Follow-up will be arranged sooner if assessed needs warrant more frequent follow-up. Participants who do not keep their follow-up appointments will be rescheduled at least twice. A phone call will be attempted if they miss all three scheduled appointments. Participants who do not respond to the three missed appointments will be placed on an inactive status and can be reactivated at any time for education. The diabetes community representative will maintain the Patient Education Log as a tickle file to recall patients for follow up and will re-appoint and assign them to the educator's schedule.