

FULTON COUNTY MEDICAL CENTER

POSITION DESCRIPTION

POSITION TITLE: Diabetes Educator
REPORTS TO: DSME Coordinator
DATE: September 2018

I. POSITION SUMMARY:

The DSME Program Coordinator is responsible for promoting and maintaining quality diabetic education through effective management of educational activities, coordination of health services and the overall management of the Diabetic Education Program.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:

Graduate from an accredited school of nursing; baccalaureate degree or current enrollment in a program preferred. Currently licensed as a professional nurse in the State of Pennsylvania. Two to five years of clinical experience, including experience in patient care and program management. Demonstrated leadership abilities; able to work under stressful situations. Possesses good oral and written communication skills. Demonstrated interpersonal relationships in a manner which enhances communication, promotes conflict resolution and facilitates diabetic patient development. Skills and knowledge to sustain and evaluate clinical competence in caring for Diabetic patients. Current registration with Pennsylvania State Board of Nursing. Certification in Diabetic Education required.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Coordinator will understand and strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the service provided by the Diabetic Education Department.

IV. MANAGEMENT OF PATIENT CARE

1. Provides input and standards in formulating policy and procedures for organization; works with the primary care physician to coordinate medical and personal management of patient.
2. Participates in performance improvement (CQI), including utilization and promotion of familiarization with performance improvement standards and programs. Reviews performance improvement reports and integrates appropriate actions.
3. Facilitates and monitors activities related to patient education and sets standard for accurate reporting and recording of patient's psychosocial, emotional, physical and medical needs and documents progress.
4. Organizes patient interventions and ensures continuity of those interventions based upon knowledge of patient needs.
5. Evaluates patient through assessment, planning, intervention, re-evaluation, written documentation, observation and comparison to established standards.
6. Assumes the role of patient advocate respecting guidelines found in the Patient Bill of Rights.
7. Serves as a clinical/educational resource person.
8. Provides mechanisms to assure patient and significant others participation in care planning.

V. EDUCATION RESPONSIBILITIES

1. Provides direction for teaching of patients and their significant others, and other educational activities of instructional staff.
2. Interprets philosophy, goals, objectives, policies and procedures for all instructors and patients.
3. Assumes responsibility for own personal continuing education and developmental needs; attends meetings and workshops to enrich personal knowledge, growth and skill in providing clinical care for patients.

VI. MISCELLANEOUS RESPONSIBILITIES

1. Serves as a resource to all hospital, LTC, Home Health staff, Instructional staff and public.
2. Serves on committees in patient care/nursing, hospital-wide, or professional nursing organizations.
3. Fosters good public relations for the hospital, internally and externally with all customers.
4. Maintains a professional appearance and acts as a role model to the staff.
5. Will assist with care gap measures in Fulton Family Practice.

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 90%;" type="text"/>	Department: <input style="width: 90%;" type="text"/>	Current Title: DSME Program Coordinator	Supervisor Name/Title: <input style="width: 90%;" type="text"/>
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Methods of Measurement Include the Following:		AGES SERVED	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
Period Covered by this Evaluation: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
FACILITY WIDE COMPETENCY				<div style="border: 1px solid #ccc; height: 400px; width: 100%;"></div>
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS <ul style="list-style-type: none"> Comply with regulatory agencies, and institutional and operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERFORMANCE IMPROVEMENT <ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities Participate in quality studies through data collection Make recommendations and take actions to improve structure, system or outcomes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CUSTOMER SERVICE <ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ESSENTIAL FUNCTIONS	D	M	E	Comments
Coordinates all aspects of the DSME Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 827px; width: 100%; position: relative;"> <div style="position: absolute; top: 5px; right: 5px; text-align: right;"> <input type="text"/> </div> <div style="position: absolute; bottom: 5px; left: 5px;"> <input type="text"/> </div> </div>
Serves as the primary instructor for Diabetic Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is an Educational resource for patients, instructional staff and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documents all information as outlined in the American Diabetic Associations guidelines for Program Recognition in the patient's record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perform CQI (Performance Improvement Plans) to improve the program professionally, educationally and promotes community awareness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holds a DSME Oversight Committee meeting at least annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is responsible for maintaining recognition standards as outlined in the ADA guidelines for Program recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops and maintains appropriate plans of care for each patient that is individualized according to their assessment of needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes curriculum that is conducive to instructing patients on Diabetic information, psychosocial adjustments, medical standards, diet, and exercise and insulin education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedules Diabetic Group Education as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains communication with Primary Care Physician regarding patient's progress or challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviews Policies and Procedures annually to ensure that appropriate standards are being met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilizes Harbor Software to it's fullest capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains all patient information in a concise and organized manner that is easily accessible to instructional staff and auditors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains confidentiality in interactions with patients, staff and primary care physicians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans appropriate f/u care documenting outcomes and personal maintenance of the patient's diabetes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists with care gap measures in Fulton Family Practice.				

Non Essential Functions:				D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
Comments:		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
Future Plans and Actions:		
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Employee Comments:		
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<p>To update our files, please answer the following questions: Have you received a higher education degree in past 12 months: Yes___ No___ Please forward to Human Resources Have you received a certification in the past 12 months: Yes___No___ Please forward to Human Resources</p>		

I have reviewed this Performance Evaluation

Employee Signature

Evaluator Signature

Department Head or Designee Signature

Date

Date

Date