

DIABETES INSTRUCTOR GUIDE AND DIABETES SKILLS CHECKLISTS

Forms #500 - 510

Instructions

Purpose:

Training and education of school and child care staff about the needs of children with diabetes is critical to safe participation in the school/child care setting. These documents are used to guide the nurse in education and training of staff utilizing current diabetes resource tools available from the Colorado Diabetes Collaborative, American Diabetes Association and National Diabetes Education Program (NDEP).

Instructions:

The **Diabetes Instructor Guide (#500)** is a comprehensive overview document designed to guide the nurse in education and training of school and child care staff. It should be used to develop an education plan for all school/childcare staff who may have opportunity to interact with children with diabetes. (e.g. An education plan for teachers may be very different than an education plan for the clinic aide.) The registered nurse should collaborate with the school/childcare administrator to:

- Determine who should receive training, content of training, time allotted for training.
- Develop a training roster to document the content of the training and participants. The roster may include specific outcomes noted in the Diabetes Instructor Guide.
- Decide where training rosters will be stored.

The individual **Diabetes Skills Checklists (#501-510)** forms are used by the nurse to document specific step by step education and training of school/childcare staff who may be delegated diabetes care tasks. Step by step instructions may be altered as needed according to local practice preference.

- The RN providing the training initials and dates each step of the training in the appropriate column.
- The UAP receiving the training initials and dates each step in the UAP column.
- Initials and signatures at the bottom of the page indicate competence in the described skill.
- RN and UAP initial and date the same column to document review trainings or trainings where the step by step instructions deviate from the checklist.

The Skills Checklist **DOES NOT** document delegation or supervision of delegated diabetes care tasks.

Documentation:

- Training rosters developed from the Diabetes Instructor Guide should be stored according to agreement with the administrator.
- The original Diabetes Skills Checklists are part of the nurse's notes and should be stored accordingly. Copies of Diabetes Skills Checklists may be added to the UAP employee personnel file in accordance with agency policy.