

## **Instruction Guidelines: Diabetes Management Tiered Training Model in Colorado**

This training model is based upon the recommendations of the National Diabetes Education Program's *Helping the Student with Diabetes Succeed: A Guide for School Personnel*, 2010 edition.

**Tiered Training Model: The School Nurse and/or School Health Services will provide the appropriate level of diabetes management training to school staff.**

The tiered training model has three levels of training for school personnel, which is based upon the staff member's level of responsibility. Tier 2 & 3 training builds on the previous training's knowledge.

- ❖ **Tier 1** – For all school personnel
- ❖ **Tier 2** – For school personnel that have responsibility for the student during the school day (classroom, physical education, music, and art teachers and other personnel such as lunchroom staff, coaches, and bus drivers)
- ❖ **Tier 3** – For school staff personnel that are designated as the trained diabetes unlicensed assistive personnel (UAP) to perform or assist the student in diabetes care tasks.

### **Process for Training and Delegation of Diabetes Care Tasks:**

1. The school nurse will provide the appropriate level of training to school staff (as noted above) per the ***Diabetes Tier Instructional Program RN Instructor Guide***. The school nurse will reference the legal information per the ***Diabetes Support Staff Information***. *Some school districts may provide mass trainings for Tier 1 training and School nurses should document this training on a district approved training roster.*
2. The school nurse(s) will document the tiered training provided per staff member on the ***Diabetes Skills Checklist***. The school nurse may also reference the *Standard Training Criteria* on this form.
3. The school nurse will assess and review the individual student's care needs to determine appropriate and safe delegation. The ***Diabetes Delegation Decision Grid*** is an optional tool for documenting this assessment
4. For delegated skill's training, the school nurse will use the ***Diabetes Skills Standard Training Guidelines*** as reference for each skill.
5. The school nurse and delegatee will document the delegation and authorization of the diabetes care task procedures on the ***Diabetes Delegation Authorization & Supervision Record*** (page 1).
6. The school nurse and delegatee will document the on-going supervision and re-authorization of the diabetes care task procedures on the ***Diabetes Delegation Authorization & Supervision Record*** (page 1 & 2).

### **Colorado Tiered Training and Delegation Forms:**

- ❖ **#600 Diabetes Tier Instructional Program RN Instructor Guide:** Provides recommended and approved training content, activities, and materials for each tier level.
- ❖ **#601 Diabetes Skills Checklist:** Documentation tool for school nurse(s) of tiered training provided. Includes Standard Training Criteria
- ❖ **#602 Diabetes Delegation Authorization and Supervision Record:** Delegation & Supervision authorization form. Includes Re-authorization and on-going supervision documentation.
- ❖ **#603 Diabetes Support Staff Information:** Provides information on the Board of Nursing Rules and Regulations regarding delegation of Diabetes Care Tasks.
- ❖ **#604 Diabetes Delegation Decision Grid (optional):** Provides the school nurse with a process for determining the safety of delegating diabetes care tasks
- ❖ **#605 Key Elements Guide for the Diabetes Delegation Decision Grid;** Provides guidance for assessing delegation of the student's diabetes care tasks.
- ❖ **Diabetes Skills Standard Training Guidelines:** Training guidelines for individual skills.