



Your trusted partner in diabetes care

CHANGES TO CREDENTIALLING

THE PROPOSED PROCESS FROM HERE...

PROCESS

- From now until Jan 2015, members can choose to use old or new credentialling forms.
- There will be an ADEA voiced over PowerPoint Presentation about this on website
- Dec 2014-Finalisation of package, information, online credentialling manual will be online.
- Dec 2014 -1 month pilot of new platform.
- Dec 2014- Lauren to update Branch
- Jan 2015 – Implementation for all members.

SUMMARY OF CHANGES TO RECREDENTIALLING

STEP 1. 3-5 Learning Goals to be set at beginning of each year when starting new portfolio

STEP 2. 20 points minimum across all categories- To reflect CDE role & sign self declaration

- *Clinical Practice/Diabetes Education/Counselling (compulsory)*
- *Management/Administration/ leadership (compulsory)*
- *Research (Compulsory)*
- *Professional Contribution (not compulsory, however points may be used)*

STEP 3. 3-5 Learning reflections to be submitted with completed portfolio (now back to step 1)

✓ CPD certificates/evidence only uploaded if being audited

✓ Indicate your current main role/scope of practice (ie mainly clinical) & complete points summary

✓ Due same day as membership & to be submitted with Annual CPD portfolio online. A Pro rata system will be put in place of Jan 2015 to align credentialing renewal dates with membership dates.

Summary of Changes to Initial Credentialling

- Now from 1800 to 1000 hours of Diabetes Education over 4 years & 60% being accrued in the past 12 months prior to application & after accredited course
- 2 years registration/accredited with primary discipline
- 6 month mentoring to be within 12 months of application (online training for both mentors/mentees). Must evaluate this before approval.
- 20 CPD points in the 12 months prior to application must be diabetes related
- CPD certificates and verification will be uploaded to the online CPD portfolio
- 3-5 learning goals to be set 12 months prior to credentialling application & linked to the activities undertaken and 3-5 related reflections to submit with application.



IF YOU WANT AN EXAMPLE OF HOW TO WRITE FIVE SMART LEARNING GOALS

(SMART= Specific, Measurable, Achievable, Relevant, Time-Based)

Clinical/ Diabetes Education/ Counselling

WHO-specific	WHAT-measurable	How-achievable	WHY-relevant	When-time base
<input type="checkbox"/> I will	<input type="checkbox"/> Attend the next	<input type="checkbox"/> Applying early	<input type="checkbox"/> I am expected to	<input type="checkbox"/> This month
<input type="checkbox"/> I agree to	ADS/ADEA	for a grant	provide high	<input type="checkbox"/> In next 2
<input type="checkbox"/> I commit to	Conference	<input type="checkbox"/> Attending a	quality care	weeks
<input type="checkbox"/> I hope to	<input type="checkbox"/> Conduct a	course on Excel	<input type="checkbox"/> It is in my job	<input type="checkbox"/> Within the
<input type="checkbox"/> I intend to	diabetes	<input type="checkbox"/> Presenting a	description	year
<input type="checkbox"/> I aim to	presentation at	poster	<input type="checkbox"/> I am expected to	<input type="checkbox"/> For next
<input type="checkbox"/> I need to	next staff	<input type="checkbox"/> Using	analyse statistics	financial year
<input type="checkbox"/> I have	development	conversation	<input type="checkbox"/> I have taken a	<input type="checkbox"/> Every month
<input type="checkbox"/> intention	day	map	break	<input type="checkbox"/> Daily
<input type="checkbox"/> to	<input type="checkbox"/> Deliver group	<input type="checkbox"/> With clinical	<input type="checkbox"/> I want to continue	<input type="checkbox"/> Each shift
<input type="checkbox"/> I am going	education	workstations	to provide quality	<input type="checkbox"/> Six monthly
<input type="checkbox"/> to	<input type="checkbox"/> Deliver talks on		care	<input type="checkbox"/> For each case

Management/ Administration/Leadership

- | | | | | |
|--|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> I plan to | <input type="checkbox"/> Build my I.T skills | <input type="checkbox"/> By | <input type="checkbox"/> To broaden | <input type="checkbox"/> Daily |
| <input type="checkbox"/> I want to | <input type="checkbox"/> Give 3 lectures at Uni | <input type="checkbox"/> completing | <input type="checkbox"/> my | <input type="checkbox"/> Each shift |
| <input type="checkbox"/> I will | <input type="checkbox"/> Liaison with general | <input type="checkbox"/> 3 surveys | <input type="checkbox"/> knowledge | <input type="checkbox"/> Six monthly |
| <input type="checkbox"/> I would like | <input type="checkbox"/> practitioners | <input type="checkbox"/> By joining a | <input type="checkbox"/> I need to | <input type="checkbox"/> For each |
| <input type="checkbox"/> I aim to | <input type="checkbox"/> Support senior staff to | <input type="checkbox"/> wikispace | <input type="checkbox"/> keep my job | <input type="checkbox"/> client |
| <input type="checkbox"/> I need to | <input type="checkbox"/> understand more | <input type="checkbox"/> By | <input type="checkbox"/> It is expected | <input type="checkbox"/> Daily |
| <input type="checkbox"/> I have intention | <input type="checkbox"/> about diabetes | <input type="checkbox"/> observing | <input type="checkbox"/> of me | <input type="checkbox"/> Each shift |
| <input type="checkbox"/> to | <input type="checkbox"/> Refine media skills | <input type="checkbox"/> someone | <input type="checkbox"/> I have not | <input type="checkbox"/> Six monthly |
| <input type="checkbox"/> I am going | <input type="checkbox"/> Write a letter to the | <input type="checkbox"/> else | <input type="checkbox"/> updated this | |
| | <input type="checkbox"/> local health minister | <input type="checkbox"/> administeri | <input type="checkbox"/> for 2 years | |
| | <input type="checkbox"/> Conduct e-learning on | <input type="checkbox"/> ng | | |
| | <input type="checkbox"/> diabetes management | <input type="checkbox"/> Registering | | |
| | | <input type="checkbox"/> online | | |
| | | <input type="checkbox"/> Preparing a | | |
| | | <input type="checkbox"/> presentatio | | |
| | | <input type="checkbox"/> n | | |

Research

- I plan to
- I want to
- I will
- I would like
- I have intention to
- I am going to
- Complete a research project
- Give feedback on seminars
- Improve critical thinking on
- Improve my e-learning
- Join a journal club
- Submit an abstract
- Write up conference reflections
- Write up a quality improvement
- Write a reflection on a diabetes seminar or research presented
- By searching for best evidence
- By conducting an online course
- Looking for best fit grants
- Working with colleagues
- I am the lead researcher
- I need to prepare
- It will help me better understand
- I can get better evidence
- Whenever I am asked to
- With each referral
- Daily
- Each shift
- Six monthly

Professional

- I aim to
- I need to
- I have intention to
- I am going to
- Volunteer my time for ADEA branch activities
- Know more about professional association of ADEA
- Write an article for ADEA magazine
- Complete a survey
- Present lecture to community group
- Teach students in a documented course
- Prepare a poster
- Teaching students
- Review grant applications
- By reading wider on the subject
- By joining a committee
- Nominating myself
- Applying early
- Preparing information for
- I have made a commitment
- I have agreed to do it
- It will help me to better understand
- I will contribute to my profession
- I will benefit professionally
- For each client
- Daily
- Each shift
- Six monthly



**EXAMPLE OF
HOW TO WRITE
REFLECTIONS
OF LEARNING**

or

**RECORDING THE
CHANGES TO
YOUR PRACTICE**

Clinical Practice, Diabetes Education and Counselling

Applied to or changed my practice	I have enhanced my counselling skills which has changed the way I consult with clients.
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Improved my knowledge or competence	Participating in case conferencing helped me to better problem solve broader client issues.
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Management/Administration/ Leadership

Applied to or changed my practice	Learning to develop a website help to better represent health professional and consumer diabetes requirements
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Improved my knowledge or competence	Attending leadership training helped me to focus my worktime to priorities that matter
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Research

Applied to or changed my practice	Learning to undertake a multi-centre research project broadened my understanding of allied health professionals roles in diabetes care
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Improved my knowledge or competence	Attending the how to write for publication training helped me to refine my publishing skills
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Professional

Applied to or changed my practice	Volunteering for the S.A Branch gave me a greater understanding of the needs of other health professionals other than my own
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Improved my knowledge or competence	I have improved my knowledge of the activities, legalities and responsibilities of a professional association.
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EXAMPLE OF HOW TO COMPLETE 20 POINTS CPD PORTFOLIO January to January 2014-2015

My main role is education so I would need approximately 75-85% Clinician, 5-10% Management and 5-10% Research

1. Clinical/Diabetes Education/Counselling

CPD DATE	Details	CPD hours	CPD Points	Evidence
26-29/8/14	Conference ADEA	24	24	Registration & App photo
25/8/14	Roche educator day	8	8	Certificate & App photo
7/5/14	Novo Webinar Insulin Commencement	2	2	Registration
3/4/14	Self directed learning on oral medications in diabetes	2	2	Summary & App photo

2. Management/Administration/ Leadership

CPD DATE	Details	CPD hours	CPD Points	Evidence
5/5/14	Annual business plan for S.A Diabetes Services	8	4	plan
3/5/14	Management of Diabetes Service budget	1	1	budget

3. Research

CPD DATE	Details	CPD hours	CPD Points	Evidence
6/4/14	Planning and implementing a quality improvement activity	2	2	Filename "QA"
4/4/14	Review of 2 research journal articles in ADEA magazine	1	1	Reflection on App photo



Points Summary

CPD Category	CPD Points Accrued	Suggested proportion of total CPD points for:		
		Clinician	Manager	Researcher
1-Clinical Practice, Diabetes Education, Counselling		75-80%	5-10%	5-10%
2-Management / Administration / Leadership		5-10%	75-80%	5-10%
3-Research		5-10%	5-10%	75-80%
4-Professional Contribution		5%	5%	5%
Total Points Accrued				

ADEA
2019/20