

CERTIFICATION PROGRAM IN INSULIN ADJUSTMENT

Certified diabetes educators (CDE) with a minimum of 6 to 12 months experience (800 hours) in direct diabetes education, may apply to complete this self-study course.

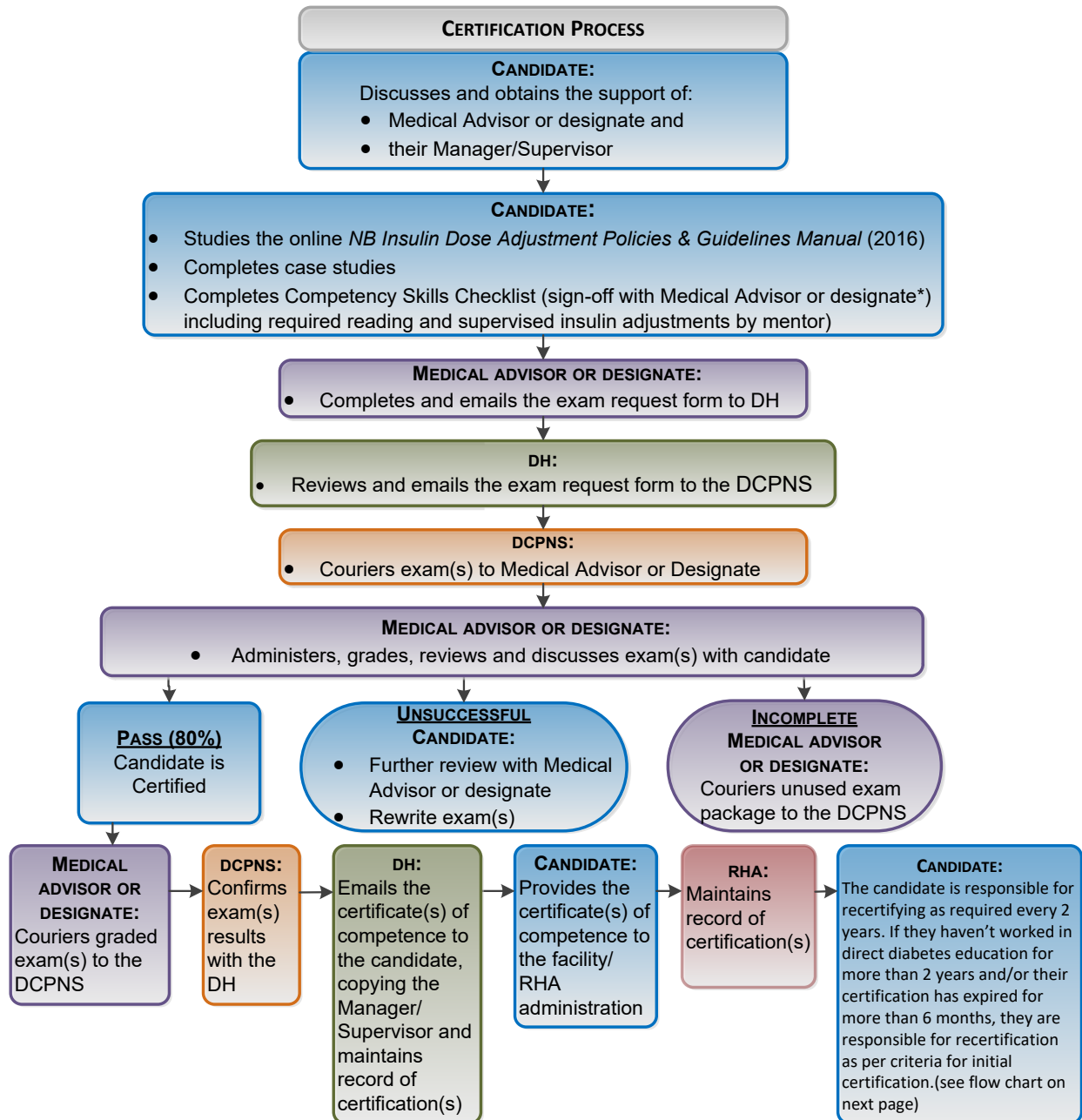
What is the process?

1. The Candidate should discuss their interest for this course with their Manager/Supervisor and Medical Advisor (or designate*). The candidate must have the permission and support of both their Manger/Supervisor and the Medical Advisor or designate*. It is the responsibility of the candidate to find a Medical Advisor or designate. The Medical Advisor or designate must be willing to adjudicate and mark the final exam. (The exam is provided when the coursework is completed). If using a designate, the designate must be formally appointed by the Medical Advisor by completing the [‘appointment of designate form’](#)
2. The candidate must complete the self-study and course work components as outlined in [the manual](#)
3. When the candidate has completed the course work, their Medical Advisor or designate should be advised and their eligibility confirmed by reviewing the eligibility criteria. If the candidate meets all the eligibility criteria, the Medical Advisor or designate can [request the exam](#) from the Department of Health
4. The Level 1 (adult) exam must be successfully completed, before requesting any of the specialty exams. The level 1 adult exam is in 2 parts; on average Part A takes 2 hours and Part B takes 1.5 hours. The candidate can choose to do both parts on separate days, or on the same day. If the candidate is completing any of the 3 specialty exams, allow 1 hour per exam. Indicate the expected exam date(s) on the form; it can take up to 3 weeks to receive the exam.
5. The request form will be reviewed by the Department of Health and if the candidate meets all the eligibility criteria, the request for the exam will be send to the Diabetes Care Program of Nova Scotia (DCPNS). DCPNS will sent the exam to the Medical Advisor or designate.
6. The Medical Advisor or designate will then administer, grade, review and discuss the exam with the candidate.
7. The completed exam is returned by the Medical Advisor or designate to the DCPNS (an envelope with address is provided with the exam).
8. DCPNS will also review the exam, confirming the mark and advising the New Brunswick Department of Health if a certificate of competence may be issued.
9. The Department of Health will issue a certificate (via e-mail) and the candidate’s Manager/Supervisor will be notified at the same time.
10. Recertification in insulin adjustment is required every two years and is the responsibility of the candidate.
11. Demonstrated continued competency is required for recertification. Competency can be determined through an evaluation of current work performance that reflects the components of the Medical Directive (Horizon Health Network) or Delegated Function (Vitalité Health

Network). This would include documented evidence of ongoing clinical work involving insulin adjustment, and continuous educational activities such as chart and/or oral case reviews with the Medical Advisor or designate, attendance at workshops, conferences, journal clubs, etc. that support maintenance of competency.

12. To apply for recertification, the applicant must complete the [Application for Recertification](#). This paperwork can be submitted up to 6 months prior to or six months after the current certification expiration date. If diabetes educators haven't worked in direct diabetes education for more than two year and/or their certification has expired for more than six months, they are responsible for recertification as per criteria for initial certification every two years. The Department of Health will issue a letter stating the candidate's recertification to the candidate and their manager/supervisor.

** **Designate:** A certified diabetes educator that is also certified in insulin dose adjustment with demonstrated competency and confidence who is formally appointed by the physician with a specialty in diabetes to oversee the preparation and examination for insulin dose adjustment. To appoint a designate the medical advisor must complete the 'appointment of a designate' form.*



**RECERTIFICATION PROCESS
(FACILITY/RHA DIRECTED)**

