



Job Title: CERTIFIED DIABETES EDUCATOR

Department(s): Nursing

Position Summary: Certified Diabetes Educator (CDE) will provide patient education and care coordination services regarding the management of diabetes as well as healthy eating and wellness opportunities. CDE will work on a grant-funded project and will coordinate with key staff to meet grant deliverables.

Supervision Received: Director of Clinical Operations

Supervision Exercised: None

Hours/Week 24 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

• **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Educates patients, families, and appropriate support systems about healthy eating, healthy weight, diabetes self-management and related issues including:
 - Pathophysiology of diabetes mellitus
 - Nutrition, diet, exercise, pharmacologic interventions, and activity
 - Glycemic control monitoring
 - Prevention and management of acute and chronic complications
 - Psychosocial adjustment, problem-solving skills, and stress management
 - Use of the health care delivery system
- Educates on signs/symptoms and respective treatment for hyperglycemia, hypoglycemia, DKA, HHNK and sick day therapies
- Assesses educational needs of patients and families
- Develops teaching-learning processes for patients and families
- Implements individualized educational plans and evaluates outcome criteria
- Documents patient process and progress
- Develops written educational plans based on components of the educational process
- Coordinates plan among health team members
- Proactively enrolls patients into the Diabetes Program through the registry and provider referrals
- Sends reminders to patients that due for follow-up visits or recalls for gaps in care
- Works with community health team to meet grant-related deliverables
- Develops plan and coordinates with Community Health Workers to provide support for patients with diabetes who need external resources, home visits, and or additional self-management support

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:

- Registered Nurse or RD/RDN with current license to practice in Minnesota
- Certified Diabetes Educator (CDE)
- Graduation from an accredited BSN or RD/RDN program
- Minimum two years' experience in a health care setting, preferably in diabetes prevention
- Patient education experience
- Motivated to improve the health of the community
- Excellent interpersonal communication

Attachments

- Physical and Mental Requirements
- Work Environment