



JOB DESCRIPTION

JOB TITLE: Diabetes Educator
PAY GRADE: 13
EXEMPTION STATUS: x Exempt Non-Exempt
REVISED DATE: _____

SUMMARY: Under the direction of the Internal Medicine-Endocrinologists, the Diabetes Educator is responsible for performing established procedures in support of physician-directed diabetes care. The Diabetes Educator is responsible for utilizing professional skills and clinical experience to educate patients on the necessary lifestyle changes involved in a diabetes diagnosis, including nutrition, medication, physical activity and glucose testing. He/she collects patient data to monitor health status and proactively manages the patient's condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must be able to interact empathetically and compassionately.
- Provides specialized nursing treatment, care and education to patients in accordance with physician orders and established policies and procedures.
- Serves as a resource to patients and families, providing counseling and problem solving.
- Must be able to articulate the medical science related to diabetes and translate their knowledge into layman's terms in one-to-one counseling sessions and or group settings.
- Coordinates the development, utilization, and evaluation of appropriate educational resources and interventions that assist the patient/caregiver in developing the skills for self care. Education topics may include blood glucose monitoring, behavior modification, nutrition, exercise concepts, dietary modification/meal planning, insulin self management, oral medicine self medicine, and/or insulin pump management.
- Assesses the educational needs of the patient/caregiver as it relates to the disease process, alterations in function, and assimilation back into the home and community.
- Utilizes current nursing and clinical research to support evidence-based clinical decision-making and practice.
- Participates in quality/performance improvement programs and projects, product evaluation, outcomes evaluation studies and/or clinical research.
- Assists patients and families with physical and emotional impact of body changes and chronic illness.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Must be detailed oriented and have the ability to work as part of a multidisciplinary team.

EDUCATION AND/OR EXPERIENCE: Must be a current licensed registered nurse, licensed to work in the state of Tennessee. BSN degree is preferred. Must have at least 3 years of broad clinical nursing experience. A focus in diabetes education is highly preferred. Experience as a Patient Educator working with patient education is preferred. Certification by the National Certification Board for Diabetes Educators (CDE) required.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions, (whether written or verbal), correspondence, documentation, professional journals, technical procedures, and government regulations. Ability to compose correspondence, documentation, reports and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to patients, third parties, physicians, and other employees of the organization; whether in person or on the telephone. Ability to respond effectively to inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in difficult situations.

OTHER SKILLS AND ABILITIES: Knowledge of departmental functions and organization. Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties. Knowledge of the principles and practices of supervisory and management abilities of records personnel. Ability to operate computers, keyboards, and printers. Ability to concentrate under high demands and listen effectively. Ability to organize tasks; work as a team member and independently using sound skills with a variety of professional disciplines. Convey a professional and positive image and attitude.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Exposure to communicable disease, blood, body fluids, hazardous chemicals, and sharp instruments.
Exposure to injury from patients or equipment

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must not be color blind.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands and fingers to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee occasionally is required to bend, stoop, kneel, crouch and/or crawl. The employee is occasionally required to climb or balance.

The employee must occasionally lift, carry, and/or move more than 25 pounds. Rapid mobility may also be required on occasions.

Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Stress level may be high due to frequently dealing with physicians, family members, and other healthcare providers.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding Quillen ETSU Physician Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of Quillen ETSU Physicians, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or Quillen ETSU Physicians may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date