

# Florida Diabetes Alliance, Inc.

## Role Description and Expectations of DSMES Mentor

### Requirements for DSMES Mentor: (check all that you meet)

- Diabetes Educator with either Certified Diabetes Educator (CDE) and/or Board Certified Advanced Diabetes Manager (BC-ADM)
- *Required to meet one or more of the following 3 criteria*
  - Experienced as coordinator of a DSMES accredited program
  - Experienced developing a DSMES program that achieved accreditation from ADA or ADCES
  - Experienced as an auditor for DEAP with ADCES or ADA ERP with ADA
- Available to provide phone and email communication during normal business hours, and ability to serve as: (Check all that you wish to support)
  - Volunteer Mentor Level 1 - est.1-2 hours/month
  - Volunteer Mentor Level 2 - est.2-4 hours/month
  - Volunteer Mentor Level 3 - est.4-6 hours/month (stipend provided)
  - Volunteer Mentor Level 4 – est. 8-16 hours/month (stipend provided)
- Volunteer Mentor Available to conduct at least a one-day site visit to conduct mock audit for each site they mentor (est. 4-6 hours + travel) – travel reimbursed
  - And/or
- Level 4 Mentor available to conduct up to 1-2 on-site visits for each site – compensation provided for this level will be determined based on complexity of site need. (est. 4-8 hours +travel per visit) - travel reimbursed

- Willingness to maintain up to date knowledge re the National Standards for DSME, Accreditation process for both ADA and ADCES and other topics relevant to developing and sustaining DSME that meets national standards in all types of practice settings.

**Role Expectations:**

- 1) Contact grant site within 2 weeks of funding award, and provide phone number and email to site representative
- 2) Review understanding of designated Grant Goal with grantee organizational representative that they have been funded for.
- 3) Establish the name and contact information for DSMES Program Coordinator.
- 4) Evaluate their existing diabetes education service (if it exists) with 1 month of grant funding to determine which National Standards for DSMES have already been met.
- 5) Provide grantee with appropriate information on the 2 accreditation agencies and assist them in determining which process they will pursue
- 6) Assist Program Coordinator in the development of a work plan with specific deliverables, responsible person(s) and timeline.
- 7) Establish a schedule for future communication with program coordinator to discuss work plan, challenges and DSMES related activities. *(Suggest minimum of Bi-weekly)*
- 8) Respond to grantees requests for additional resources, and or clarification on program development
- 9) Coordinate Conference Calls with DSMES Hub and Grantee as needed.
- 10) Communicate status of grantee accomplishments to Alliance Point Person
- 11) Assist Program Coordinator in developing and submitting Quarterly Progress Reports to HUB:
  - a) Work Plan Progress, including success, barriers, delays, challenges and plans to overcome
  - b) Additional DSMES accomplishments
  - c) Status on National Standard's checklist

- d) Written report on marketing and sustainability plan if appropriate
- e) Budget report and any request for budget modification
- 2) Coordinate date and time of audit with grantee, provide agenda and guidance for what to expect during audit and conduct Mock Audit. (*Guidance document for conducting audit and audit checklist provided to Mentor*)
  - a) Submit audit findings to Alliance Point Person within 48 hours of audit.
- 3) Assist grantee with accreditation application if appropriate.
- 4) Submit all travel expenses to Alliance within 1 week of travel (*Expense form provided*)
- 5) Mentor to submit timely Progress Reports and Invoices to Alliance Point Person including:
  - a) Checklist of national standards showing which are in place for each grantee (*form provided*)
  - b) Summary of technical assistance for each grantee provided including method of communication, name of person communicated with and date of communication (*form provided*)
  - c) Work plan for what the Grantee will accomplish throughout the funding period, including a timeline and person responsible for each activity, status on each item and any concerns mentor has regarding Grantee's ability to complete the activities of the work plan. (*work plan template provided*)
  - a) Final report to include: Reason for any milestones not achieved; Successes, barriers, lessons learned; Suggested next steps (post-funding period)

**Please check:**

I agree to serve as a **volunteer DSMES mentor** which includes the above role requirements and expectations for the Florida Diabetes Alliance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Term of Agreement: January 1, 2021 – December 31, 2021*