

Training guidebook

Introduction

This guidebook provides information about the initial accreditation training to become an OzDAFNE Facilitator, which is known as the OzDAFNE Accreditation Training (OAT) program.

It also provides information about the upskilling training options available to OzDAFNE Facilitators after their initial accreditation training is complete.

Information for each training option includes prerequisites, details of the training process and cost of the training. Please contact the OzDAFNE Coordinating Centre for relevant workshop dates and to apply for training options.

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Program formats

The **OzDAFNE Pens 1 week** format is delivered in person, from 9 am to 5 pm, Monday to Friday for one full week. This is the original format of the OzDAFNE program.

The **OzDAFNE Pens 5x1** (“Five by one”) format is delivered in person one day a week over five weeks, from 9 am to 5 pm each day. The overall content remains essentially the same as the original 1 week program. However, the timetable is structured differently in the 5x1 program, to provide ongoing learning opportunities in between sessions.

The **OzDAFNE@home (Pens)** format is delivered wholly online over a period of just over 6 weeks. It runs as a combination of weekly half-day group sessions (delivered via MS Teams or Zoom) and online learning modules that participants complete in their own time between the online group sessions. The timetable is based on the **OzDAFNE Pens 5x1** timetable with some minor alterations.

Note that the **OzDAFNE Pump program is currently in hiatus and no training is being conducted.*

OzDAFNE Accreditation Training (OAT)

Prerequisites for OAT

Health professionals seeking to become accredited OzDAFNE Facilitators must meet the following essential criteria:

- Be either a Registered Nurse – Credentialed Diabetes Educator (RN-CDE) **OR** an Accredited Practising Dietitian (APD) or the equivalent in their country.
- Have clinical experience working with people with type 1 diabetes.
- Be committed to the philosophy of self-management and the OzDAFNE principles.
- Be working at an existing OzDAFNE centre or have the support to set one up in your diabetes service.*

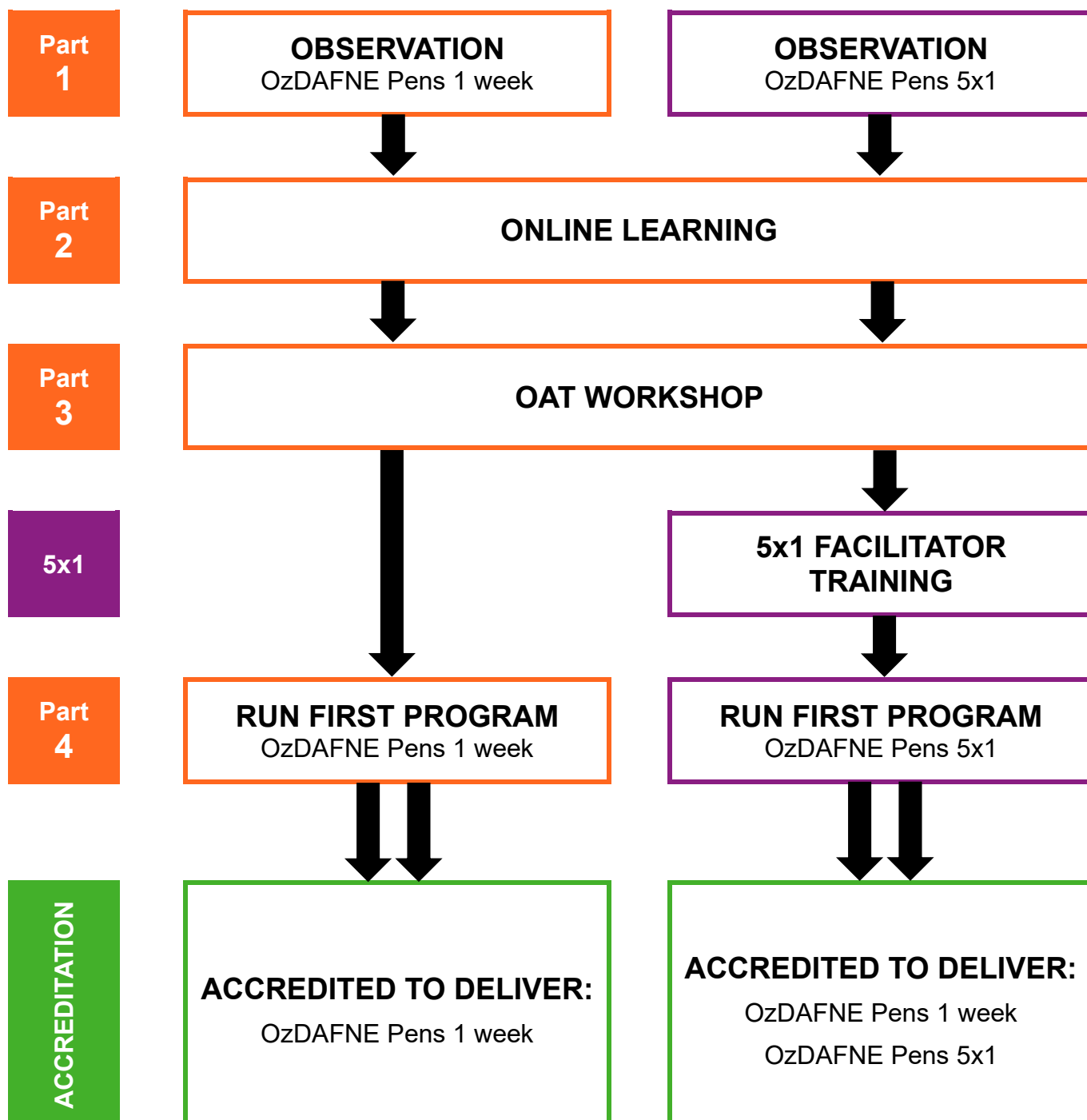
* Note that individuals **cannot** deliver the OzDAFNE program alone; programs are delivered by pairs of facilitators, one of each discipline – that is, an RN-CDE **and** an APD.

It is also desirable to have experience in facilitating groups and communicating effectively to encourage maximum group participation. The OzDAFNE Coordinating Centre can provide suggestions for professional development in these areas on request.

The OAT process overview

Completion of the 4 compulsory parts of the OAT program accredit the trainee to deliver the *OzDAFNE Pens 1 week* format. If the trainee's first program will be in the 5x1 format, then they must also complete the *5x1 Facilitator Training* before delivering their first program. A brief flowchart is below, with more detailed information about each part on the next page.

The full OAT process is usually completed over a period of no more than 6 months.



The OAT process in more detail

1. Structured observation (5 days in person)

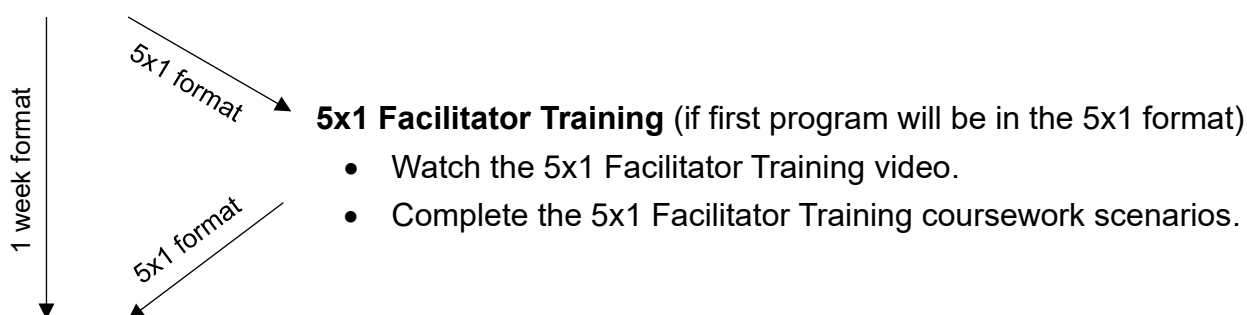
- Observe a full *OzDAFNE Pens – 1 week* or *OzDAFNE Pens – 5x1* program.
- Complete *Observation Sheets* for each session relevant to your discipline.
- Complete and submit an *Observation Case Study*.

2. Online learning (approx 6 to 8 hours, online and self-paced)

- Complete all 12 online *OAT lessons*. These are self-paced lessons that can be completed all in one go or spread out over multiple days.

3. OAT Workshop (1 day, live session online)

- Attend workshop and complete all exercises and activities as directed.
- Develop a personal plan to prepare for your first program.
- Complete and submit two coursework exercises.



5x1 Facilitator Training (if first program will be in the 5x1 format)

- Watch the 5x1 Facilitator Training video.
- Complete the 5x1 Facilitator Training coursework scenarios.

4. First program and peer review (5 days in person, plus personal preparation time)

- Before your first program:
 - Plan and prepare for your first program, familiarising yourself with the *Facilitator Manual*, *Program Delivery Guide* and all other resources (allow approx. 2 days).
 - Be in contact with your Peer Reviewer to discuss your preparation and the Peer Review process (allow approx 1 – 2 hours).
 - Complete all pre-program tasks as per the *Program Delivery Guide*, including pre-program appointments, and relevant correspondence and paperwork (allow approx. 2 hours per participant).
- Your first program (5 days):
 - Deliver your first program with support from your Peer Reviewer.
 - Learn from your experience and the feedback of your Peer Reviewer.
 - Develop a *Professional Development Plan* in conjunction with your Peer Reviewer.
 - Be issued with your initial accreditation certificate.

OAT costs

There are three components to the costs for the OAT. These will vary depending on your situation. A general guide is provided below but please speak to the OzDAFNE Coordinating Centre to confirm costs for your situation. *Note separate arrangements for state NDSS agents on page 6.

A. Training fees (all prices inclusive of GST):

- Observation program – \$250 per person
- Online learning – \$100 per person
- OAT workshop – \$500 per person
- Peer review – \$2500 per program (up to 2 trainees being reviewed together)
- If 5x1 format is being delivered as the trainee's first program, they also need to complete the 5x1 Facilitator Training – \$100 per person

Total training fees if 1 week program is being delivered as the first program:

- For a solo trainee at an existing centre = \$3350
- For two trainees delivering their first program together = \$4200

Total training fees if 5x1 program is being delivered as the first program:

- For a solo trainee at an existing centre = \$3450
- For two trainees delivering their first program together = \$4400

B. Travel & accommodation expenses:

The online learning, OAT workshop and 5x1 Facilitator training can all be completed remotely. However, the observation and peer review components may require travel and accommodation depending on your location and the location of an available peer reviewer.

- **Observation** – we will do our best to find a suitable observation program as close to your location as possible however interstate travel may be necessary. Note that the option to observe a 5x1 program may be limited and will depend on your capacity to travel to the location for 5 weeks in a row. Trainees and their organisations are responsible for booking and payment of all travel and accommodation costs for the trainee/s to attend the observation location.
- **First program & peer review** – a date for the first program must be negotiated with the OzDAFNE Coordinating Centre to confirm that a Peer Reviewer is available to attend your location. Trainees and their organisations are responsible for payment of all travel and accommodation costs for the Peer Reviewer to attend your location. The travel & accommodation may be booked by either the Peer Reviewer or the training organisation by negotiation.

Note that the option to run a 5x1 program as the first program may be limited by Peer Reviewer availability to travel to the location for 5 weeks in a row and with consideration of potential extra expenses.

C. Resources:

Funding from the NDSS allows us to provide trainees with their personal copies of the printed facilitator and participant resources at no charge. This includes the relevant Facilitator Manual/s, Workbook, Tracker, Carbohydrate Portion List, and Summary Booklet as well as a set of OzDAFNE Posters and Diabetes Victoria Food Plates.

However, there are items used within the program that may need to be purchased so please allow some funding for these. The amount required will depend on what you already have available in your organisation and which items you prefer to use. During the training we will provide more details about the resources required but for example, you will need to have:

- Food models, flash cards or food labels to use for the carbohydrate food sort
- Food labels for the session on label reading
- Sets of electronic food scales to use when weighing foods in various activities
- Hypo treatment options as examples
- Sample insulin pens, needles, injection pad, sharps bin for demonstration
- Sample blood glucose, blood ketone and CGM devices for demonstration
- Sample insulin smart pens and pumps for demonstration

Arrangements for state NDSS agents

There are different cost arrangements in place for state NDSS agent organisations thanks to NDSS funding allocations. All component A training fees are covered for trainees from state NDSS agents IF all the training is delivered by Diabetes Victoria or another state NDSS agent.

If any aspects of the in-person training (observation and/or peer review) need to be delivered by a non-NDSS agent organisation, then the training organisation is still liable to pay the standard fees. We will do our best to ensure that training is delivered by NDSS agents but this may not always be the case, particularly if the trainee has limited availability or time constraints.

Training organisations are still liable to pay any costs involved in components B (travel) and C (resources) as these are not covered under the NDSS training funding arrangements.

Applying for OAT

To apply to become an accredited OzDAFNE Facilitator, please complete the *New Facilitator Application Form* available on request from the OzDAFNE Coordinating Centre team via email OzDAFNE@diabetesvic.org.au. We will then work with you to create a personalised OAT training plan.

Upskilling: Pens 5x1 Facilitator Training

Prerequisites for 5x1 Facilitator Training

Existing facilitators seeking to be upskilled in the *OzDAFNE Pens 5x1* format must meet the following criteria:

- Be currently accredited to deliver the *OzDAFNE Pens 1 week* format, and
- Have delivered at least one (1) *OzDAFNE Pens 1 week* program (this can include your first peer reviewed program).

5x1 Facilitator Training process

There are two parts to this Facilitator Training:

1. Viewing the *OzDAFNE Pens 5x1 Facilitator Training* video

This video is available on demand (via YouTube), and you can watch it at a time that suits you – either all at once or over several days. The video covers timetabling differences, additional content, discussion of issues & factors unique to the *OzDAFNE Pens 5x1* format, and ongoing quality assurance requirements.

2. Completion of a case study scenario

After watching the video, you will be directed to complete a case study scenario based on information provided to you. You then need to submit your case study to the OzDAFNE Coordinating Centre for review, and you will be provided with relevant feedback.

It is expected that completion of both parts of this training should take you about half a day.

Costs for 5x1 Facilitator Training

The fee for this Facilitator Training includes assessment of your case study submission by OzDAFNE Coordinating Centre staff. You will also receive a personal copy of the *OzDAFNE Pens 5x1 Workbook* and *OzDAFNE Pens 5x1 Facilitator Manual*.

The cost to attend this Facilitator Training is:

- **\$100 inc. GST per person** for facilitators from centres that are not state NDSS agents.
- **No charge** for facilitators from state NDSS agents due to funding agreements.

Upskilling: OzDAFNE@home Facilitator Training

Prerequisites for OzDAFNE@home Facilitator Training

Existing facilitators seeking to be upskilled in the *OzDAFNE@home (Pens)* format must meet the following criteria:

- Be currently accredited to deliver the *OzDAFNE Pens 1 week* format, and
- Be currently accredited to deliver the *OzDAFNE Pens 5x1* format, and
- Have delivered at least three (3) OzDAFNE Pens programs in either the *1 week* or *5x1* formats (this can include your first peer reviewed program)*

* Exceptions may apply for facilitators who have delivered less than 3 programs in particular circumstances, e.g., if co-delivering programs with a more experienced facilitator. Please seek guidance from the OzDAFNE Coordinating Centre in this case.

OzDAFNE@home Facilitator Training process

There are two parts to this Facilitator Training:

1. Completion of the online learning modules in EdApp

This part requires you to complete the online learning modules in EdApp as if you were a participant. The modules take participants about 15 to 16 hours in total to complete. As a facilitator, it should take you less time as you will be familiar with the theory and don't need to complete the side activities, however please do allow sufficient time to complete all modules before attending part 2.

2. Attendance at the OzDAFNE@home Facilitator Training Workshop

This one-day live session online workshop covers timetabling differences, additional content, demonstration and instructions on using the EdApp platform, discussion of issues & factors unique to the *OzDAFNE@home* format, and ongoing quality assurance requirements.

Costs for OzDAFNE@home Facilitator Training

The fee for this Facilitator Training includes EdApp platform fees and your attendance at the live workshop. You will also receive a personal copy of the *OzDAFNE@home Workbook* and *OzDAFNE@home Facilitator Manual*.

The cost to attend this Facilitator Training is:

- **\$200 inc. GST per person** for facilitators from centres that are not state NDSS agents.
- **No charge** for facilitators from state NDSS agents due to funding agreements.

Ongoing quality assurance and accreditation requirements post-training

- **Number of programs per calendar year:**

It is recommended that all OzDAFNE Facilitators deliver a minimum of two programs per year to stay familiar with the curriculum. However, you **must deliver at least one (1) program** per year to retain your accreditation.

- **If delivering only one program:**

If you only deliver one program in a particular year, you are also required to complete a coursework scenario. A new scenario is provided each year; this is circulated to all facilitators in the second half of the year.

- **Format of programs delivered:**

The program/s you deliver can be in any format that you are trained and accredited to deliver. There is no requirement to deliver each program format every year.

- **Other quality assurance and accreditation requirements**

To retain your accreditation each year, you must complete all the quality assurance requirements detailed in the *Program Delivery Guide*. These include:

- Maintain the relevant registration/s for your discipline, that is:
 - Nurses must maintain their nursing registration and Credentialed Diabetes Educator (CDE) registration, or equivalent in their country outside of Australia.
 - Dietitians must maintain their Accredited Practising Dietitian (APD) registration, or be eligible for APD registration, or equivalent in their country outside of Australia.
- Deliver at least 2 programs per year (preferred) OR deliver one program per year AND complete extra activities as directed by the OzDAFNE Coordinating Centre.
- Ensure that all available baseline and 12-month post-program data is entered into the OzDAFNE database.
- Be peer reviewed by an OzDAFNE Co-Facilitator once per year.
- Complete all yearly accreditation tasks and forward relevant paperwork to the OzDAFNE Coordinating Centre at Diabetes Victoria by 31 January each year, for the previous calendar year.