



**Diabetic Nurse Educator  
JOB DESCRIPTION**

Position Title:	Diabetic Nurse Educator	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Clinic		
Reports to:	Clinical Care Manager		
Last Update:	November 12, 2013		

**Job Summary**

Perform professional nursing, consultation, and educational services for persons with diabetes, and provides community health education. Develop curriculum on health, including research and production and act as a health care consultant by providing information on the management of diabetes for patients of all ages from infancy to geriatrics.

**Essential Functions**

- Promote the mission, vision, and values of the organization
- Provide education related to diabetes and the disease process; medication, diet and nutritional monitoring; foot care, prevention and care of complications; blood glucose monitoring and the techniques of self-monitoring and injection
- Develop and implement educational programs for diabetic staff, patients, and families
- Advise patients as to long-term complications
- Provide clinical resource and consultation to staff and physicians
- Assist patients in monitoring blood glucose for the purpose of medication control and adjustment for both insulin and non-insulin dependent diabetics
- Assess, monitor and implement treatment plans for patients at various stages of the disease. The focus is on prevention of complications and management of stable diabetes
- Provide ongoing assessment and recommendations to the treatment team and patient/family for adjustments in the plan of care as required
- Document assessments, interventions and plans including recommendations and goals, progress notes and discharge summaries
- Coordinate community outreach education classes to include the schools

**Non-Essential Functions**

- Perform other duties as assigned

**Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.

- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**Qualifications**

- Current registered nurse licensure in the state of New Mexico
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- A minimum of two years’ experience in healthcare setting, preferably in diabetes prevention or health education program
- Bachelor’s Degree in Nursing preferred
- Certified Diabetes Educator (CDE) or the ability to obtain certificate within two years of employment
- Bilingual preferred

**Knowledge, Skills, and Abilities**

- Knowledge of diabetic education services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

**Physical Requirements and Environmental Conditions**

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

---

**Employee’s Signature**

---

**Date**