Para Professional (enter name) Annual Training

- Para-professional team members require 15 hours of training each DSMES service recognition year or the previous 12 months prior to a service’s new or renewal application.
- Para-professionals team members require annual documentation reflecting competency in the areas of DSMES they teach.
- DSMES services must have documentation reflecting para-professionals experience prior to joining the Service.
- Para-professionals cannot perform the participant assessment or establish the education plans.
- Para-professionals should be trained to defer questions outside of their scope, documented competency, or all clinical questions back to a professional team member.
- The professional team member does not have to be present for the para-professional to teach within their scope of practice per their annual documented training.
- Para-professional team members do not determine if a DSMES service is a single discipline or multi-discipline service.

<table>
<thead>
<tr>
<th>DSMES Service Recognition Year:</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Training Topic, Method, and Provider</td>
</tr>
<tr>
<td>01.01.2017 Example</td>
<td>Sweet BG Meter Rep provided training on their meters that our DSMES service participants use. Training included meter set up (time, date, participants BG parameters), using the meters, and uploading the meters and meter reports. The Sweet BG Meters reviewed were: (list meters).</td>
</tr>
</tbody>
</table>

Competency noted as team member presented back all tasks.

Para-Professional DSME Training Category Key

1 – Diabetes Disease Process and Treatment Options
2 – Incorporating Nutrition Management into lifestyle
3 – Incorporating Physical Activity into lifestyle
4 – Using Medication Safely for maximum efficacy
5 – Monitoring Glucose and using the results for decisions
6 – Preventing, detecting, treating acute complications
7 - Preventing, detecting, treating chronic complications
8 – Developing strategies to address psychosocial issues
9 – Developing strategies to promote health and behavioral change

Signature and date indicating that the supervising team member attests to the above training and competencies: