

TRAINING PLAN – Diabetes

[Support Staff Name]		
[Trainer (RN) Name and AHPRA number]		
Training undertaken for -Details of Participant	Name: Address: DOB:	
Declaration by trainer: I have provided training on each element described below and deem this worker (tick one box): <input type="checkbox"/> Competent <input type="checkbox"/> Requiring further training (describe specific areas for follow up at end of this document)	Signature of trainer: Date:	
Skills	Knowledge	
Prepare to deliver support	Prepare to deliver support	
<ul style="list-style-type: none"> • Understands the support plan, confirms it is the correct and current plan for the participant, and checks the participant's specific support requirements for example, type of medication and individual preferences. • Checks with the participant on their expectations, capacity and preferences for being involved in the delivery of support. • Checks with the participant on their preferences for communication, including the use of aids, devices and/or method. • Communicates with the participant using participant-specific communication strategies, communication aids, devices, or resources, including resources in the participant's preferred language. • Prepares for hygiene and infection control. • Checks required injecting equipment medication, and related 	NDIS Code of Conduct and Practice Standards. <ul style="list-style-type: none"> • The role of high intensity supports in supporting participants to lead the life they choose. • Understanding common and participant-specific communication supports, for example, assistive technologies, alternative and augmentative communication, communication devices. • Scope of worker responsibilities including supervision and delegation arrangements. • Principles of infection control and personal hygiene, for example, hand washing, disinfecting, and use of appropriate Personal Protective Equipment (PPE) such as gloves. 	

consumables are available and ready for use	
Skills	Knowledge
<p><i>For workers who support a participant to manage their diabetes:</i></p> <ul style="list-style-type: none"> • Understands the plan and checks the participant's specific support requirements to manage their diabetes, for example, type of medication, method of delivery, procedures and timing. • Checks participants have access to glucose monitoring equipment, and associated components as documented in their support plan. 	<p><i>For workers who support participants to manage their diabetes:</i></p> <ul style="list-style-type: none"> • Methods and related equipment used to administer diabetes medication including injectable medication device, syringes, pens and pumps. • Responsibility and procedure to adjust and double check medication dose. • The common equipment and devices used to monitor glucose levels.
Implement the support plan	Implement the support plan
<p>Follows hygiene and infection control procedures.</p> <ul style="list-style-type: none"> • Delivers support in ways that are least intrusive or restrictive and fit into the participant's daily routines and preferences. • Makes sure the participant is ready to receive support and (where the participant self administers) helps them to position themselves to ensure the injection site location is accessible. 	<p>Basic understanding of the purpose of the medication and related storage requirements.</p> <ul style="list-style-type: none"> • The impact of variables that affect take up of medication for example, injection site location, rotation and timing. • Purpose and methods of hygiene and infection control. • Indicators and action required for common problems including signs of infection at the site of injection such as change in skin colour, swelling, itchiness or pain, signs of withdrawal and/or side effects from medication, and reactions to incorrect medication dose.
Skills	Knowledge
<p><i>For workers who support participants to manage their diabetes:</i></p> <ul style="list-style-type: none"> • Supports participant to actively monitor and document blood glucose levels routinely as documented in the support plan. • Follows procedures to identify and respond to low or high glucose levels (hypoglycaemic/hyperglycaemic). • Supports the participant to administer insulin throughout the day as described in the support plan. • Recognises and takes immediate action in response to signs of illness, infection, other health issues or an adverse medication reaction, or indicators of incorrect medication dose. • Follows procedure established by the relevant health practitioner for calculating, drawing up and double checking the required dose prior to injecting. <p>Actively involves the participant in managing their diabetes, as outlined in their support plan and to the extent they choose.</p>	<p><i>For workers who support participants to manage their diabetes:</i></p> <ul style="list-style-type: none"> • Basic understanding of diabetes relevant for the participant, for example, type 1 or type 2. • Basic understanding of different types and purpose of diabetes medication. • Understanding the relationship between glucose levels, nutrition, physical activity, weight, stress, and diabetes. • Risks associated with different methods of delivering diabetes medication. • Understanding of factors that can affect blood glucose levels, for example, food and drink amount and type, stress, illness or infection, physical activity, and some types of medication. • Common health-related risks and complications associated with diabetes including reduced ability to heal from cuts or wounds, changes in behaviour, weight fluctuation, and deteriorating eyesight. • Basic understanding of the short and long term impact of low or high

	blood glucose levels and related action required.
Review support	Review support
Supports the participant to provide feedback and request changes to their support plan as required.	<i>For workers who support participants to manage their diabetes:</i> <ul style="list-style-type: none"> • Procedures and responsibilities for requesting review of diabetes management support.

If further training/demonstration of competency required – please list specific elements for follow up here:

- 1.
- 2.
- 3.
- 4.
- 5.