



DIABETES CARE AND EDUCATION SPECIALIST MENTORSHIP PROGRAM

Mentor Application Packet

Here's what MANY of our mentors have said about the Program...

"Seeing DM education being utilized in rural areas; supporting the community with diabetes to manage their self-care through formal services."

"It is a great program and thank you for creating it!"

"I feel honored to be a part of the mentorship program & look forward to providing wonderful experiences for those interested in becoming a CDCES. I think we have an opportunity to develop a networking group of CDCES Mentors in the future."

"I think it is a great program, and I hope more professionals take advantage of the program."

"Very rewarding to help a colleague advance their career."



Certification Board for Diabetes Care and Education

1340 Remington Road, Suite J, Schaumburg, IL 60173

P: 847.228.9795 • F: 847.228.8469

www.cbdce.org • info@cbdce.org



Table of Contents

Introduction	3
What is Mentoring	4
What is a Mentor	4
Some Characteristics of a Successful Mentor	5
Eligibility Criteria	6
Mentor Eligibility Criteria	6
Mentee Eligibility Criteria	6
Mentor Responsibilities	7
Program Management	8
Benefits of Becoming a Mentor	8
Next Steps	9
Acknowledgements	9
Mentor Application	10-11

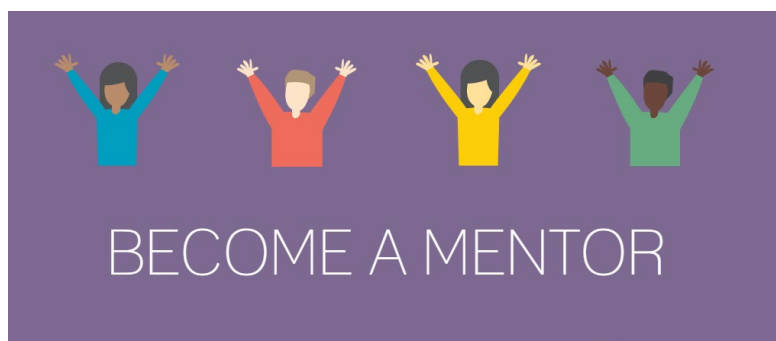
INTRODUCTION

Thank you for your interest in learning more about the CBDCE Diabetes Care and Education Specialist Mentorship Program (Program). This Program was created to promote careers that will lead to a Certified Diabetes Care and Education Specialist® (CDCES®) designation by partnering experienced CDCESs with health professionals who are interested in gaining experience in providing diabetes care and education. The goal is to assist these professionals with meeting the practice hour requirement for CDCES certification.

Mentors in the CBDCE Mentorship program can earn the equivalent of 10 hours of continuing education (CE) for each completed partnership during any one accrual cycle; up to a maximum of 30 CEs or 3 completed partnerships.

Information about accruing CE by serving as a CBDCE mentor can be found on the CBDCE website. Mentees can use the hours that they accumulate through our Mentorship Program toward their diabetes care and education practice hours for initial certification.

Interested in joining? Your next step is to review the information in this packet and complete the Mentor Application.



WHAT IS MENTORING?

Mentoring is not a term that is easy to define because it is an ever-changing process. The mentoring process links an experienced person (mentor) with a less experienced person (mentee) to help foster the career development and professional growth of the mentee to further expand and apply their knowledge, understanding, and skills

The mentoring process requires that the mentor and mentee work together to reach specific goals and to provide each other with sufficient feedback to ensure that all goals are reached. Mentoring can be described as a process by which you open a passageway to knowledge by sharing ideas, information, and skills.

WHAT IS A MENTOR?

The Oxford Dictionary defines a mentor as an experienced and trusted adviser or one who advises and trains. A mentor teaches, coaches, facilitates personal and professional growth in an individual by sharing the knowledge, insights and resources that have been learned through the years. The desire to want to share these "life experiences" is characteristic of a successful mentor.



SOME CHARACTERISTICS OF A SUCCESSFUL MENTOR

CAPACITY:

- Allocates/Commits/Dedicates time and mental energy to the relationship and securing organizational support.
- Spends an appropriate amount of time with the mentee.
- Recognizes when the relationship is not working and gracefully withdraws/withdraws in an appropriate manner, without assigning blame for why the relationship was discontinued.

GROWTH AND DEVELOPMENT:

- Aspires to mentor another individual and is committed to the mentee's growth and development.
- Demonstrates honesty, integrity, and respect and responsibility for stewardship.
- Supports the mentees development through guidance, feedback, and when indicated an insistence on a particular level of performance or appropriate direction of focus.
- Initiates new ideas and fosters the mentee's willingness and ability to make changes in his/her/their performance based on the constant change occurring in the health care environment.

KNOWLEDGE/SKILLS:

- Maintains up-to-date knowledge and skills necessary to effectively perform as a mentor of an individual interested in becoming a Certified Diabetes Care and Education Specialist.
- Demonstrates effective communication skills both verbally and nonverbally.

NETWORKING:

- Demonstrates success in establishing and maintaining professional networks and relationships, online and in person.

DIVERSITY:

- Embraces the opportunity to work with and learn from individuals of diverse backgrounds and lived experiences.
- Recognizes and demonstrates the importance of understanding cultural backgrounds and individual differences when working with people who have diabetes.

ELIGIBILITY CRITERIA

MENTOR ELIGIBILITY CRITERIA:

- CDCES® certified for minimum 2 years and currently practices as a Certified Diabetes Care and Education Specialist®
- Inpatient/outpatient activities provided may include:
 - a process to coordinate educational activities
 - a curriculum has been established that guides the education (appropriate diabetes content areas, learning objective, methods of instruction delivery and methods for learning evaluation)
 - The educational activities are documented
 - communication to the individual's primary care provider and/or the referring provider/care team
 - The needs of the community are regularly assessed and changes made based upon those needs
 - The educational effectiveness and outcomes are regularly evaluated and the results used to make changes in the educational activities
- Other preceptor/mentoring experience (preferred but not required)
- Agree to complete and submit appropriate Mentor/Mentee documentation

MENTEE ELIGIBILITY CRITERIA:

- Meet CBDCE discipline requirements in effect at the time of application
- Volunteer hours must be accrued within a maximum 4-year period immediately prior to applying for certification
- Provide DCE volunteer hours under guidance of CBDCE Mentor and/or in collaboration with an experienced CDCES.



MENTOR RESPONSIBILITIES

RELATIONSHIP:

It is highly recommended that a Mentor plan to work with only one mentee at a time. Maintaining a 1:1 mentoring partnership will help ensure the quality of the experience for the mentee and prevent an overload situation for the Mentor.

ORIENTATION:

Each mentee must be provided with an orientation to the diabetes program and, depending upon the size of the organization, a separate orientation for the facility may be required.

LEARNING PROCESS:

Coordinate and structure the learning process to provide experience in diabetes care and education according to the DCE definition and standards. This will likely involve developing an Individual Development Plan (IDP). This document is developed by the mentee with the assistance of the mentor. The mentoring pair should identify strengths, developmental needs, activities, and track the mentees' progress throughout the mentoring relationship. CBDCE hopes that the IDP will be developed in conjunction with the current Examination Content Outline (Outline). Assessing the mentee's areas of strength and weakness in relation to the Outline will help the IDP reflect the priorities needed to provide the mentee with applicable experience. The goal is to address as many areas of the Outline as possible during a mentee's time working under the Mentor. The mentoring pair should review the IDP periodically and continue to work through stated objectives, making changes as needed.

RESOURCES:

Provide appropriate resources to facilitate learning, professional growth and role socialization.

FEEDBACK:

Provide periodic performance feedback (progress reports) to the candidate.

DOCUMENTATION:

Complete and return Program forms (Partnership Agreement and Experience Verification) and surveys to CBDCE as required.

PROGRAM MANAGEMENT

MENTORING PROGRESS: In order to ensure effective mentor/mentee relationships and status, CBDCE will monitor the progress of the participants and mentoring pairs, and availability of mentors. The goal is to ensure that information is kept up to date and to detect any potential issues as early as possible.

MENTORSHIP SURVEY: Program participants will be asked to evaluate the Mentorship program via an online survey on a biennial (every two years) basis. The purpose of the survey is to evaluate the Program's overall effectiveness, how participants use the Program, as well as to identify any areas for improvement. Evaluation is important in measuring what, if any, adjustments are to be made to ensure the continued success of the Program.

BENEFITS OF BECOMING A MENTOR

FOR THE MENTOR:

- Recognition as a Mentor in our Program by CBDCE (e.g., certificate and identification on CBDCE web site)
- Ability to earn 10 CEs for each completed partnership (maximum of 3 mentees or 30 CE hours total if only utilizing this Expanded category) within your 5-year accrual cycle providing proper documentation has been submitted to CBDCE. Details can be found on the website.
- Provides an opportunity for professional development
- Provides an avenue to build relationships and network with other diabetes care and education specialists and other health care professionals caring for individuals with diabetes
- Encourages you to maintain an up-to-date knowledge level and to keep your skills sharp, learn from others, and cross-train staff in your program/organization
- Provides possible employment opportunities by expanding your skills and experiences
- Provides a vehicle for recruiting highly motivated individuals to your practice/organization.
- Increased access to diabetes care and education (both in terms of numbers and quality of education provided) from those mentees who become CDCESs through mentorship

FOR THE MENTOR'S ORGANIZATION:

- Provides recognition/visibility of their mentor employee and the program
- Possible extension of the amount of diabetes education that can be provided without the full cost of additional staff
- Provides a recruitment advantage, by allowing exposure to a mentee's fit within the organization prior to any consideration of employment.
- Ensures the employee serving as a Mentor maintains an up-to-date knowledge and skill level.



NEXT STEPS

We appreciate your interest in the possibility of serving as a Mentor in the Program. If after reviewing the information in this packet, you wish to pursue participation, please discuss the Program with your supervisor and any other individuals at your organization that need to be aware of your intentions to apply for service as a Mentor to ensure the organization's permission to serve in this role if assigned a mentee. Once you know that you will be able to serve as a Mentor and bring an individual into the organization in a volunteer capacity, please complete and submit the application.

If after reviewing the packet, you feel now is not the right time for you to apply/serve as a Mentor, we thank you for your consideration and hope you will consider spreading the word to other CDCESs in your area about the Program.

ACKNOWLEDGMENTS:

The information used in creation of this packet was derived from numerous sources including the Department of Health and Human Services Mentoring Program, Blood Matters Breakthrough Collaborative Mentor Information Packet, USDOT Mentor Handbook, and various web resources including about.com.



MENTOR APPLICATION

PAGE 1 OF 2

Thank you for your interest in serving as a mentor in the Diabetes Care and Education Specialist Mentorship Program.

Please complete this mentor application and return:
Via mail: CBDCE, 1340 Remington Rd, Suite J, Schaumburg, IL 60173
Or Via fax: 1-847-228-8469

First Name	Middle Initial	Last Name
Credentials/Discipline (e.g., RN, RD, RDN, etc.)		
Institution/Practice Site Name (This is where you will be mentoring.)		
Site Address 1		
Site Address 2		
City, State, Zip		
Organizational Restrictions (e.g., Mentees accepted from within institution only, must go through volunteer process, etc.)		
Mailing Address (<i>only if different from above</i>)		
City, State, Zip		
Work phone (w/area code)	Cell phone (w/area code)	
Email address* (<i>required</i>)		
CDCES certificate number (8 digits)		

**Please be sure to add @CBDCE.org to your safe senders list to ensure receiving communications from CBDCE.*



MENTOR APPLICATION

PAGE 2 OF 2

Name _____

Mentor Criteria (all must be met at the time of application) – please review the criteria and provide your initials verifying the requirement has been met.

Initials	Criteria
_____ Yes	I have held the CDCES credential for at least 2 years, and currently practice as a Certified Diabetes Care and Education Specialist
_____ Yes	Inpatient/outpatient activities provided may include: <ul style="list-style-type: none"> • A process in place to coordinate educational activities and includes the individual's learning needs and goals. • A curriculum has been established that guides the education. (appropriate diabetes content areas, learning objectives, methods of instruction delivery and methods for learning evaluation) • The educational activities are documented. • Communication is provided to the individual's primary care provider and/or the referring provider/care team. • The needs of the community are regularly assessed and changes made based upon those needs. • The educational effectiveness and outcomes are regularly evaluated and the results are used to make changes in the educational activities.
_____ Yes _____ No	I have other mentoring/preceptor experience. (Preferred but not required)
_____ Yes	I agree to complete and submit appropriate mentor/mentee monitoring documentation by the identified deadlines.

I have reviewed the Mentor Application packet, understand the requirements, and attest that our practice/organization has approved the Applicant's participation as a Mentor in CBDCE's Diabetes Care and Education Specialist Mentorship Program.

Supervisor's Signature _____ Date _____
 (must be original – not typed)

Print Name _____ Title _____

I agree that CBDCE may rely on the accuracy of the representations made herein. I agree that CBDCE shall not be responsible for my actions or inactions and/or for the actions or inactions of my organization and/or the mentee. My organization and I are responsible for verifying the credentials/licensure requirements of any mentee. CBDCE is **not** responsible for verifying the credentials/licensure requirements of any mentee.

Signature (Mentor) _____ Date _____



Thank you for applying as a mentor in the CBDCE mentorship program. Next Steps.

Your Completed Mentor Application:

Submit your completed Mentor application (2 pages). Please retain a copy for your records.

Submit via email, mail, or fax to:

CBDCE
Mentorship Program
1340 Remington Road, Suite J
Schaumburg, IL 60173

Fax: 847-228-8469

If you prefer to send electronically, please email us at info@cbdce.org to request a Dropbox be set up for you to upload your documents.

Application Review:

CBDCE will review the application and contact the mentor via email of any missing documentation or information on your application.

Application Approval:

Once a mentor's application for the Program has been approved:

- a. CBDCE provides the mentor with a letter of approval and a mentorship program certificate which includes your name and your institution name.
- b. Your availability as a mentor, including contact information, is added to our mentor listing provided to mentees in the program. It is the responsibility of the mentee to contact mentors for availability for a mentorship partnership. Any restrictions within your organization are included on the listing provided to mentees.
- c. Your name, institution name including city, state is added to our online mentor listing at www.cbdce.org of available mentors (no contact information – mail/phone/address – is included with the online listing).

Gentle reminder to keep CBDCE informed of any changes in the location/organization of where you are mentoring (CBDCE would need a new mentor application signed by your supervisor) or if at any time you wish to be removed from the program.

Questions? Contact CBDCE:

Via email: info@cbdce.org.

Via phone: 847-228-9795