

# Diabetes in Schools - Program Advisory Committee

## Expression of Interest

### 1. Background

Diabetes Australia is calling for Expressions of Interest from school staff (including non-school based staff who support schools), credentialed diabetes educators, nurses, parents and carers of children with type 1 diabetes to join a Diabetes in Schools Program Advisory Committee. This committee will play a key role in providing advice to ensure that the Diabetes in Schools education, training and support resources, including website design, meets the needs of school staff, parents, carers, children, and health professionals.

The National Diabetes in Schools Program (the Program) aims to ensure that children with type 1 diabetes are supported in managing diabetes while they are at school in a nationally consistent manner. This will be achieved through the development and implementation of:

- a targeted, nationally consistent three-tiered education, training and support program for teachers and school staff about the management of children with type 1 diabetes at school; including insulin administration, hypoglycaemia management and normalising diabetes management in schools;
- information and support resources to better support teachers, parents and children; and
- website design and functionality.

Diabetes Australia is working in collaboration with the Australian Diabetes Educators Association, Australian Diabetes Society, the Australasian Paediatric Endocrine Group, JDRF Australia, schools and the education sector to deliver this program.

The first phase of the Program is now complete. It included a comprehensive needs analysis, a national legal framework review, and stakeholder consultation. The Program is currently in the design phase and Diabetes Australia seeks to establish a Diabetes in Schools Program Advisory Committee to ensure the development of the education and resource material and the website platform meets the needs of children with type 1 diabetes, their parents and carers and school staff; in consultation with health professionals.

The Committee will compliment other specialised key stakeholder groups who are engaged by Diabetes Australia to support the development of the Program. These other advisory committees and reference groups are comprised of health professionals, education and health sector staff; and diabetes organisations.

The nationally consistent, three-tiered education training program will cover:

**Tier 1** - Basic diabetes education/information for all school staff available online;

**Tier 2** - Detailed training and education about diabetes management for designated school staff who will be directly involved in supporting students with type 1 diabetes available online and face-to-face and;

**Tier 3** - Practical and more specific face-to-face training and support for designated school staff that focuses on the individual student and their specific diabetes management plan, including insulin administration.

The Diabetes in Schools Program Advisory Committee will:

- Provide advice to Diabetes Australia that will assist in defining and shaping the stakeholder content and requirements for the three-tier education package and other supporting resources
- Provide advice on education resources in relation to their suitability in meeting the needs of stakeholders
- Provide stakeholder appropriate advice to support the development of a Diabetes in Schools website.

**Expression of Interest applications should be submitted to the Diabetes in Schools Team at [schools@diabetesaustralia.com.au](mailto:schools@diabetesaustralia.com.au) by COB, Sunday 12<sup>th</sup> May 2019.**

## 2. Membership

Up to seven (7) Committee members will be selected based on the required skills and experience set out in Section 3, Qualifications and Attributes.

During this period, any vacant positions may be filled by Diabetes Australia either nominating a member with the required experience and interest, or by advertising an Expression of Interest.

The Committee will meet at least seven (7) times between May and September 2019. It is expected that two face-to-face meetings will be scheduled, with all other meetings held by teleconference.

It is anticipated that reviewing and providing advice on resource planning; documentation and the website development; in the context of stakeholder needs, will form a major component of work. Members will be requested to contribute approximately one – two hour(s) each week to review material outside of meetings.

Meeting frequency may be adjusted, depending on the requirements of the project and member availability.

It is critical to the project delivery timeframes, that all Diabetes in Schools Program Advisory Committee members be available for the following meetings\*:

Date (2019)	Meeting type	Meeting Time (AEST)	Information
TBC in consultation with committee members	Teleconference	4:00pm – 5:00pm	Introduction & context
	Face-to-face	Full Day Workshop	Determining resources
	Teleconference	4:00pm – 5:30pm	Review of first draft
	Teleconference	4:00pm – 5:30pm	Review of second draft
	Face-to-face	Full Day Workshop	Thorough review
	Teleconference	4:00pm – 5:30pm	Final amendments
	Teleconference	4:00pm – 5:30pm	Sign off on documents

\* We require members to commit to attending a minimum of 2 teleconferences from the dates outlined above and to be available to attend the full day workshops.

\* If the requirements of the Program Advisory Committee are required beyond the initial contract period members may be invited to extend their participation.

\* It is expected that members of the Program Advisory Committee will consult with their relevant jurisdictions and authorities when providing advice to the Program Advisory Committee and Diabetes Australia.

\* Diabetes Australia will cover travel costs for face to face meetings, where appropriate.

\* On May 23<sup>rd</sup> Diabetes Australia is hosting a National Forum in Melbourne. Members of the Program Advisory Committee will be invited.<sup>1</sup>

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<sup>1</sup> Due to the tight turnaround between the formation of the committee and the May 23<sup>rd</sup> National Forum, Diabetes Australia recognizes some committee members may not be able to attend.

### 3. Qualifications and Attributes

We are seeking to appoint up to seven (7) members to the Committee who are willing to represent their stakeholder group to assist us in shaping this exciting Program. We require candidates who will contribute a range of skills and knowledge, as outlined below. In addition, we encourage applications from candidates who live or have experience working in rural and remote communities managing school students with type 1 diabetes.

We are seeking to appoint:

- One primary school teacher
- One secondary school teacher
- One primary school staff member (e.g. teacher's aide, front office staff, school social worker, nurse)
- One secondary school staff member (e.g. teacher's aide, front office staff, school social worker, school counsellor, school nurse)
- Two parents or carers of a child who lives with type 1 diabetes attending school and;
- One Credentialed Diabetes Educator with paediatric experience.

The above candidates should possess the relevant tertiary qualifications, where appropriate. Collectively the group will provide the skills and experience below.

#### **Essential:**

- A knowledge of the existing issues and challenges of diabetes management in schools;
- A knowledge on new diabetes technologies including insulin pumps and CGMs;
- Current involvement with children, families, schools and school staff regarding the management of type 1 diabetes in the school environment.

#### **Desirable**

- Experience in reviewing and developing content for educational material, ideally for online format but not essential.

## 4. Application Criteria

Please provide details of the following:

1. A cover letter, outlining why are you interested in joining the Diabetes in Schools Program Advisory Committee (maximum, 1 page)
2. Curriculum Vitae, where appropriate, containing
  - a. Contact Information
  - b. Current Employment
  - c. Current Memberships
  - d. Education and Professional Qualifications
  - e. Referees
3. What are your key capabilities, in alignment with the above Qualifications and Attributes (skills / knowledge / experience), you will bring to assist the Diabetes in Schools Program to develop a national training and education program? (500 or less words)

**To join the Diabetes in Schools Program Advisory Committee, please forward your expression of interest to: [schools@diabetesaustralia.com.au](mailto:schools@diabetesaustralia.com.au) by COB, Sunday 12<sup>th</sup> May 2019.**

If you have any questions regarding this position, please contact:

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