JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Diabetes Educator

Job Code: 7353

Salary Grade: C08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides diabetes education for a study, department, or clinic, collaborates with other professionals, develops educational material, coordinates visits, and maintains records.

- Educates individuals with type-2 diabetes on the pathophysiology of diabetes, the psychological issues of having the disease, oral and injectable diabetic medications, and sick day management. Teaches families how to monitor blood sugar and manage blood sugars with food and exercise.
- Participates on the diabetes study team. Collaborates with study staff in meeting study objectives as outlined by the study protocol. Attends medical visits with study physician and completes study related associated paperwork.
- Develops educational materials such as the Diabetes Education Manual, workbooks, blood glucose meters and logbooks, and diabetes questionnaires to assess mastery of learned materials. May present material through lecture or with the use of multimedia video. Works with study participants in completing the education materials.
- Coordinates patient visits and the associated work with the diabetes medical staff at the University site. Assists in setting schedules for return visits. Answers telephone inquiries.
- Maintains study participant records according to study guidelines.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor¿s Degree in Nursing, Nutritional Science, Public Health or other advanced Healthcare degree.

Experience:

Required: 24 months experience as a Healthcare Educator or experience in Community Health

Certifications or Licenses:

Ability to obtain a Certified Diabetes Educator certification within 12 months from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

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Working Conditions

Physical:

- Sit for prolonged periods. Communicate effectively verbally and in writing. Use of a computer.

Environmental:

- Standard Office Environment

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