

# FACT SHEET NINE

## Information for Service Managers

Training to become a DAFNE Educator, Doctor or indeed setting up as a DAFNE centre requires a considerable time commitment not only from the individuals being DAFNE trained but also from their colleagues. It is therefore essential that Service and Line Managers are fully aware of the time commitment involved so that necessary service demands can be met whilst ensuring that trainees are allocated sufficient time to train and adequately prepare for the delivery of their first DAFNE patient course as part of their DAFNE training.

The DAFNE Educator Programme (DEP) is an assessed course involving 105 hours of taught/structured training (see Figure 1 overleaf). In addition to the taught components of the DEP (steps 3, 4, 5 and 7) a trainee is required to do up to 6 hours pre training preparation and 32.5 hours preparation for the delivery of their first patient course which will be assessed (Steps 1, 2 and 6). Hence a DEP trainee may need up to 143.5 hours protected time out of service.

It is imperative that the trainee's service ensures that the trainee is enabled to do this personal preparation and planning required in Step 5, in order for the individual to successfully complete the training. Insufficient planning for the peer review course could result in the trainee failing the assessment, resulting in additional training costs to the service in order for the trainee to repeat necessary elements and be reassessed.

The amount of time required for preparation will vary slightly depending upon whether the trainees are from an established DAFNE centre or from a service that is setting up as a DAFNE centre.

### **Step 1 - Orientation (1 Hour)**

Reading the DEP file.

### **Step 2 - Background reading (3-5 hours)**

Key DAFNE papers/  
relevant references.

### **Step 3 - Observe a 5-day DAFNE course (37½ hours)**

Observe and understand  
how DAFNE is taught.

### **Step 4 - Attend a 3-day training workshop (22½ hours)**

Develop skills and competencies  
through exercises/discussions.

### **Step 5 - Preparation (25½ - 32½ hours)**

Planning and preparation for  
first DAFNE patient course:

- Recruitment and preparation of patients.
- Personal preparation, familiarisation with the DAFNE curriculum and resources, production of lesson plans and additional resources.

### **Step 6 - Deliver a 5-day peer supported DAFNE course (37½ hours)**

Assessment of trainee competencies.

### **Step 7 - Follow-up 1-day Workshop and DAFNE Collaborative (7½ hours)**

Feedback on DEP, Collaborative aims, further training opportunities, QA and development.

Figure 1: Summary of the DEP structure

## **Trainees from Established DAFNE centres**

Trainees from established DAFNE centres can rely upon their existing DAFNE Educators for support. In addition the administrative processes required for the identification, recruitment of eligible patients, finding course venues, organising catering etc will already be in place. This ultimately means that the preparation time required in Step 5 could be reduced.

## **Trainees from a new DAFNE centre**

Trainees from a new DAFNE service will need to spend more time on the

organisational and administrative issues on top of the time they require for personal planning and familiarisation with the DAFNE curriculum, resources and creating lesson plans and developing personal teaching materials.

New centres are supplied with a DAFNE Centre Manual which provides step by step advice on the planning process required to plan patient courses, recruit patients and patient pre course data collection, in addition to providing template recruitment letters, forms and a recruitment PowerPoint presentation for centres to use to guide them through the setting up as a DAFNE service.

## **Established DAFNE Educators**

Once a DAFNE service has been set up and Educators are more experienced the time commitment required to prepare for DAFNE course delivery will reduce further as the need to plan for each course is reduced with increasing confidence and experience.

Table 1 overleaf provides an estimate of the time commitment required by trainee Educators from a new DAFNE service, and existing DAFNE service and established Educators at an established DAFNE centre, so that Service and Line Managers have an idea of what time commitment is involved in each case

Further information regarding time commitment can be obtained from the National DAFNE team, contact details are provided below.

National DAFNE Administration Office  
Diabetes Resource Centre  
North Tyneside General Hospital  
Rake Lane  
North Shields  
NE29 8NH

Telephone: 0191 293 4115

Email: [dafne@northumbria-healthcare.nhs.uk](mailto:dafne@northumbria-healthcare.nhs.uk)

DAFNE Online is an independent community of DAFNE Graduates, Health Care Professionals, Management and friends and family of those with Type 1 diabetes. Please visit the website to find out more.

[www.DAFNEonline.co.uk](http://www.DAFNEonline.co.uk)

For the latest information about DAFNE please check the website or email:

[dafne@northumbria-healthcare.nhs.uk](mailto:dafne@northumbria-healthcare.nhs.uk)

[www.DAFNE.uk.com](http://www.DAFNE.uk.com)

Table 1: Estimated breakdown of time required for the planning of a DAFNE patient course

		Duration		
		New Educators New Centre	New Educators Established Centre	Established Educators Established Centre
Recruitment *	<ul style="list-style-type: none"> <li>✓ Read centre manual</li> <li>✓ Waiting list/referral</li> <li>✓ DAFNE awareness</li> <li>✓ Recruitment evening</li> <li>✓ Confirm courses</li> </ul>	8 hours	1 hour Reduced time at established centre. Courses already booked	1 hour Reduced time at established centre. Courses already booked
Data collection and data entry*	<ul style="list-style-type: none"> <li>✓ 8 x data collection, including phlebotomy and questionnaire</li> </ul>	8 hours $\frac{3}{4}$ per patient + administration	8 hours $\frac{3}{4}$ per patient + administration	8 hours $\frac{3}{4}$ per patient + administration
Administration for course *	<ul style="list-style-type: none"> <li>✓ Set courses</li> <li>✓ Book venue/catering</li> <li>✓ Contact individuals</li> <li>✓ Organise prescriptions</li> <li>✓ Resources/room set up</li> </ul>	2 hours	2 hours	2 hours
Reading/familiarising with curriculum		2 hours	2 hours	2 hours Only when new curriculum is issued
Lesson planning	<ul style="list-style-type: none"> <li>✓ 33% - 66% per curriculum per educator</li> </ul>	10 hours	10 hours	0-1 hour Only if new curriculum or new session or every year
Developing resources*	<ul style="list-style-type: none"> <li>✓ Labelling models</li> <li>✓ Producing workshop games</li> <li>✓ Acetates</li> </ul>	6 hours	0-1 hour As established centre resources already available	0-1 hour Only if new resources or replaced resources
Miscellaneous	<ul style="list-style-type: none"> <li>✓ Meeting as a team</li> <li>✓ Dealing with telephone calls</li> </ul>	1 hour	1 hour	1 hour
Arranging Follow-up*	<ul style="list-style-type: none"> <li>✓ Venue</li> <li>✓ Letters</li> </ul>	1 hour	1 hour	1 hour
<b>Total</b>		<b>38 hours</b>	<b>26 hours</b>	<b>15½ hours</b>

\* Administrator could reduce time used by Educators significantly