



University of Essex

# **The School of Health and Human Sciences**

## **Management of Diabetes Supervisors Handbook**

Welcome and thank you for agreeing to act as a supervisor for someone who is undertaking a course at the University of Essex.

This guide is intended to provide you with some useful tips to structure your supervision with your student and help them get the most out of their time on this course. If after reading this guide you still require further information or need advice about a student you are supervising please contact us:

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## Module description

Students undertaking this course will have applied to undertake a module which will allow them to gain academic credits which they may then use towards building a degree pathway. There are often a number of options for each module, so you should establish which route your student is taking as this will affect the work they will need to produce for assessment. Each of these options will have a module guide which the student will be able to show you a copy of. This gives further information about the module aims, expected learning outcomes, and assessment.

## What's involved?

In negotiation with their academic and practice based supervisor each student will be required to identify their specific learning needs and work needed for their assignment. It is anticipated that students will discuss with you their ideas and ask for advice at various stages of developing their work. The academic and practice supervisor roles will at times overlap as most academic supervisors will come from a health professional background, and most practice supervisors will have studied in higher education. However, it is expected that students will access practice supervisors to guide them in relevant practice, policy or processes within their chosen field and to facilitate implementation of their learning to practice. Students should seek advice from their academic supervisor regarding research activities, academic writing and preparation of their assignments, (e.g. presentation and structure of the portfolio).

## HS641 and HS642 Pharmacological Management of Diabetes

The assignment for these modules requires that students put together a portfolio to demonstrate that they are able to perform safe and evidence based diabetes management. The portfolio produced MUST include the following;

### SECTION A - PRACTICE SUPERVISION

1. Practice Supervision Agreement (To be completed prior to commencing the module)
2. Practice Assessment - Interim Report (To be completed midway through the module)
3. Practice Assessment - Final Report (To be completed at the end of the module)

It is the joint responsibility of the student and their practice supervisor to ensure these documents are completed and returned in a timely way to the academic supervisor. Students will be advised of the deadlines at the start of their module and a reminder will be sent. Failure to complete these documents will mean that the student cannot complete or pass this module.

These documents must all be completed and signed by the student and practice supervisor before submitting it for signing off by the academic supervisor and for assessment.

### SECTION B - COMPETENCY ASSESSMENT

1. **Case study 1** - (maximum 1000 words)
  - a. Identify a patient within the practice/area of work who requires a change in medication to optimise both cardiovascular risks and glycaemic control.
  - b. Rationale on choice of patient
  - c. Background information of previous management
  - d. Identified risks calculation/ Setting standard as per local and national guidance
2. **Case study 2** - (maximum 1000 words)
  - a. Evidence of working with patient to plan, implement and evaluate change to optimise control
  - b. Management plan – methodology

- i. Patient review (lifestyle)
- ii. Agree care plan – implementation of medication/ or titration,
- iii. Calculation – stopping or reducing medication where appropriate when another introduced.
- iv. Monitor change and follow up

The practice supervisor may be asked by the student to give guidance as to appropriate persons to select for their case studies and to relevant content. Academic supervisors will also provide advice on this to ensure they will have the opportunity to meet the required criteria when writing up their case studies. Students are encouraged to take up the opportunity of formative feedback from their academic supervisor on one of their case studies. Guidance on submitting draft work for formative feedback from their academic supervisor will be given at the start of the module and is available in the module guide.

### 3. Log Book

Again, the practice supervisor may be asked by the student to give guidance as to appropriate persons to select for their log book entries and to relevant content. It is anticipated that these will be drawn from people they have encountered in their clinical practice whilst being observed/ shadowed in clinic by their practice supervisor.

#### HS642 Pharmacological Management of Diabetes- Initiating Therapy & Optimising Control

A record where the student has identified four patients:

- 1 must be new to insulin therapy
- 1 is a change of insulin therapy or titration
- 1 is initiation of GLP-1
- 1 is initiation of new oral medications

#### HS641 Pharmacological Management of Diabetes- Optimising Control

A record where the student has identified four patients who do not meet current NICE recommended cardiovascular risk standards (glycaemic control, lipids or Blood Pressure) and have made recommendations for a change to improve control as above.

### 4. Clinical Support Record

This document records when the student has been given shadow sessions and has been observed in clinic. A number of specific competencies within these sessions will need to be addressed and a record will need to be made by the practice supervisor as to when the student has reached a satisfactory level of competency. These include:

#### HS642 Pharmacological Management of Diabetes - Initiating Therapy & Optimising Control

- Diabetes Consultation Skills
- Insulin Start- Four Step Process
- Insulin Practicalities
- Altering the Insulin Dose or Regime
- Hypoglycaemia
- Hyperglycaemia
- Blood Glucose Monitoring
- Lifestyle Education
- Recording of Individuals Consultation

#### HS641 Pharmacological Management of Diabetes - Optimising Control

- Diabetes Consultation Skills
- Altering the Insulin Dose or Regime
- Insulin Practicalities
- Hypoglycaemia
- Hyperglycaemia
- Blood Glucose Monitoring
- Lifestyle Education
- Recording of Individuals Consultation

To complete this part of the assessment the student will need to have encountered at least:

#### For HS642

- 2 people new to insulin therapy
- 1 person who requires a change of insulin therapy or titration
- 1 person who is starting GLP-1

- 2 people starting new oral medications

#### **For HS641**

Six patients who do not meet current NICE recommended cardiovascular risk standards (glycaemic control, lipids or Blood Pressure) and where there have been recommendations for a change to improve control.

- Cholesterol or Blood Pressure
- Oral Hypoglycaemic agent
- GLP-1 not meeting NICE Guidance
- Insulin titration x 2
- Change of regime x1

(These patients can be also used as entries for the log book).

#### **Where can I find these documents?**

Blank templates of the 'Log Book', 'Clinical Support Record' and Practice Supervision documents can be found on Moodle under the 'Assessment' section. Please ask your student to download these for you if you do not have access to Moodle, or contact the academic supervisor if you need further advice.

#### **Hand in of work for assessment**

This is primarily the responsibility of the student! However students can submit their portfolio assignment either:

##### **Electronically** - using the Online Coursework Submission system

All completed documents should be put into one folder which should have the student identification number as the folder title for uploading to OCS which can be accessed via the link below. They will need their student username and password to log in at <https://courses.essex.ac.uk/ocs>

You can read further guidance on using OCS on <http://www.essex.ac.uk/elen/student/ocs.shtm>

If there are any technical difficulties they will need to contact [helpdesk@essex.ac.uk](mailto:helpdesk@essex.ac.uk)

##### **As a hard copy** - to one of our reception staff

We have a School Reception both at Southend and Colchester campuses and these are open between 9.00-14.30pm, Monday-Friday.

##### **Colchester Campus**

Our building (the Kimmy Eldridge building) is located off of Square 3 via the Biological Sciences entrance.

The building is also accessible from the south side of campus.

**Telephone:** 01206 872854

##### **Southend Campus**

The School is located on Floor 2 of Southend Campus.

**Telephone:** 01206 878375

The portfolio must be submitted with a cover sheet which includes the student registration number. For further guidance on academic matters including referencing, avoiding plagiarism, maintaining anonymity in academic work and confidentiality please refer to the Undergraduate or Postgraduate student handbook available on the link below.

<http://www.essex.ac.uk/hhs/current/handbooks.aspx>

#### **Setting deadlines**

It is the responsibility of the academic supervisor to set a final hand in date for the portfolio to come in for assessment. This will be detailed in the module guide and on Moodle. The usual maximum time for completion of this module is 6 months. If it is anticipated that the student will not be able to meet the assessment requirements of the course, the academic supervisor must be informed as early as possible to ensure sufficient support and procedures are put in place to achieve the best outcome for the student. The academic supervisor will be responsible for following up any concerns regarding progress with the relevant persons, either at the university, within the student's practice area or with the student themselves.

The student and supervisors should agree methods by which they can communicate regularly throughout the module to check progress, and provide feedback on draft work.

The unique nature of the assessments the student is undertaking, and the contexts in which they work will mean that communication arrangements will vary from person to person. There may be different periods of increased activity throughout the module. Good communication and planning when these are likely to be, will allow you to set realistic expectations of the support you can offer students at these busy times.

### **Resources**

A number of resources have been placed on our online learning tool (Moodle) to assist the student in the preparation of their portfolio. This includes a series of presentations, useful links to national guidance and policy, and diabetes management literature. Supervisors should encourage students to access these resources to guide them through what may be relatively unfamiliar territory. If you or your students have found a particular book, journal, document, website or other resource to be helpful and it is not currently on Moodle or in the module reading list then please let us know.

### **And finally....!**

We hope you find this an interesting and rewarding process. Please feel free to contact us if you need further information or advice. Thank you in advance for the time and support you have given students that are undertaking their module with us. We wish you every success.