



## AADE POSITION STATEMENTS

The American Association of Diabetes Educators (AADE) issues position statements on topics related to diabetes self-management training and are in accordance with the association's missions and goals. AADE's position statements are created to articulate the role of the diabetes educator on a particular topic and:

- state the Association's opinion or policy on an issue about which there has been confusion, controversy, or inconsistency in application
- express a point of view, which is the considered opinion of a major segment of the AADE membership and the official position of AADE at a certain point in time
- address an issue that impacts the quality and/or safety of diabetes education and delivery of care
- prompt a call to action for promoting a standard or policy or taking specific action to promote quality diabetes education and care
- communicate the Association's voice for a broad audience that includes members of the diabetes care team, other health providers involved in the care of people with diabetes, and the overall healthcare community.

The genesis of position statements lies with the AADE Board of Directors

An AADE position statement conveys to the reader information that answers the following questions:

- What is the role of the educator within this topic?
- Why is this topic important to diabetes educators?
- Why is this important to people with diabetes?
- Why is AADE addressing this issue?

## AADE Guidelines for Development of Position Statements

Development of position statements is overseen by the Professional Practice Committee (PPC). However, anyone or any organization can submit a suggestion to AADE regarding a topic for consideration by the Board.

Position statements are evidence-based and provide concise representations of AADE's stance or opinion on a specific topic. The position statement is succinct and brief, while at the same time providing sufficient rationale and evidence for the position. The evidence is drawn from the literature and references carefully selected so that readers may explore issues in greater depth at their discretion.

The evidence upon which position statements are built is compiled by a multidisciplinary group of diabetes educators with content expertise. The PPC is instrumental to identifying the role of the diabetes educator for the topic addressed by the position statement. The evidence and recommendations from the PPC are woven by medical writers into a position statement which is reviewed by the PPC and submitted to AADE's Board of Directors (BoD). Once approved by the BoD, the position statement is made publicly available via the AADE website and *The Diabetes Educator*.

### Timeliness:

Because of the importance of position statements, the entire development and sign off process should take no more than seven to eight months. The process for updating the position statement should be undertaken by the PPC at regular intervals, unless some issue becomes a hot topic. The entire process for developing or updating position statements should take place within a six to seven month period.

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
<b>PPC</b>	Upon receiving direction from the Board for development of a new position statement or the revision of an existing position, a PPC liaison is assigned to work with the Chief Science and Practice Officer to foster the position statement development.	1st month
<b>PPC and AADE Staff</b>	Agree on names of the multi-disciplinary Evidence-Building team members.	2 <sup>nd</sup> month
<b>PPC/AADE Staff</b>	Convene the Evidence Building Team to undertake the development of the evidence for a new position statement or the revision of an existing position	End of 2 <sup>nd</sup> month/beginning of 3 <sup>rd</sup> month
<b>Evidence Building Team</b>	The Evidence-Building Team collaborates to complete a	4 <sup>th</sup> month

	potentially publishable paper that contains a summary of the evidence and citation list	
<b>PPC liaison</b>	Present the evidence summary and citation list to the PPC for review	5 <sup>th</sup> month
<b>PPC</b>	Review the evidence and make recommendations on the direction of the position statement and role of the educator, assuming t the evidence is deemed satisfactory. If the evidence is insufficient, the PPC may request additional input from the Evidence-Building Team, or seek it elsewhere.	5 <sup>th</sup> month
<b>AADE Chief Science and Practice Officer and/or a medical writer</b>	AADE chief science and practice officer or a medical writer will craft a position statement	6 <sup>th</sup> month
<b>PPC</b>	Review the position statement. Only if there is insufficient expertise on the PPC, will additional reviewers be sought.	7 <sup>th</sup> month
<b>PPC</b>	Send the position statement to the Board.	7 <sup>th</sup> month
<b>AADE Chief Science and Practice Officer</b>	Post approved Position Statements to the AADE Website and send to TDE	8 <sup>th</sup> month

### **Evidence-Building Team Composition**

The composition of the Evidence-Building Team is multidisciplinary and representative of the AADE membership. A team comprises content experts from all segments of diabetes educators (e.g., Certified Diabetes Educators or BC-ADM, Registered Nurses, Pharmacists, Registered Dietitians, and Mental Health Practitioners. Team members should be AADE members whenever feasible, but external evidence builders are also seen as capable contributors.<sup>1</sup>

### **Authorship**

As this is an official Association document, AADE will be recognized as the “author” of the position statement.

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<sup>1</sup> Compilation and presentation of comprehensive literature search require greater detail and length than a position statement. Therefore, AADE believes that the writing team may wish to further develop the evidence base that was created for the position statement into a publishable paper.

## Readership

Position statements are to be written for all persons engaged in diabetes care and education, not specifically for educators or for any one segment of diabetes educators (e.g., Certified Diabetes Educators (CDEs), Registered Nurses (RNs) or Pharmacists, Registered Dietitians (RDs), Mental Health Practitioners).

## Format for Position Statements

The position statement should have:

- **Title.**
- **Introduction.** The introduction is to include statements as to the relevance of the paper to AADE's mission, goals and/or strategic plan and it articulates the Role of the Diabetes Educator. This answer the following questions:
  - Why is this topic important to the educators?
  - Why is this important to people with diabetes?
  - Why is AADE addressing this issue?
- **Background/Definitions.** The background makes up the body of the position statement. It should include evidence from the literature that supports AADE's position and recommendations. The position statement does NOT need to be organized so as to address each of the AADE7 Self-care behaviors uniquely.
- **Recommendations.** This section includes recommendations for specific actions that support the position. This is to be a bulleted list.
- **Acknowledgements.** Acknowledgments should be made to the Evidence-Building Team, reviewers (e.g., PPC members) and the PPC liaison.
- **References.** These are to be cited and numbered consecutively as they appear in the text. The format for the reference list is according to that designated by *The Diabetes Educator*, TDE (e.g., AMA format). Additional details on formatting of references are available at: <http://www.sagepub.com/journalsProdManSub.nav?prodId=Journal201731>.

## Updates for Existing Position Statements

The process is similar for an update of an existing position statements. Existing position statements are reviewed at least every three years and are revised as needed to reflect current knowledge and standards of diabetes care.

## Additional Information:

- The content of the position statement should reflect the scientific evidence as well as AADE's current philosophy, tools and positions (e.g., AADE7™ and the view that diabetes education per se cannot be segregated from the overall process of diabetes care).
- Terms that are not commonly accepted and are used in the position statement must be defined (briefly).
- Use of general diabetes statistics or time-sensitive data should be avoided as these will require ongoing updates and, in general, are not crucial to the specific message of a position statement.
- *The Diabetes Educator* style and formats apply to position statements and are found in the "Information for Authors" section of *The Diabetes Educator* website: <http://www.sagepub.com/journalsProdManSub.nav?prodId=Journal201731>.

Assistance or questions regarding position statements may be addressed to [Scienceandpractice@aadnet.org](mailto:Scienceandpractice@aadnet.org).

**POSITION STATEMENT TRACKING WORKSHEET FOR THE PPC LIAISON**

Please complete and update this worksheet to help track the Position Statement development.

*Position Statement Title:* \_\_\_\_\_

*PPC Liaison: Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Date writing project begun:* \_\_\_\_\_

*Related Specialty Practice Groups (List):*

**Evidence Builders**

*Check here if  
AADE Member*

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

*Name* \_\_\_\_\_ *e-mail* \_\_\_\_\_

**Timeline**

*Date*

\_\_\_\_\_ Evidence-Building Team convened within one or two weeks.

\_\_\_\_\_ Evidence-Building Team completes the evidence summary and citation list within 8 weeks.

\_\_\_\_\_ PPC liaison presents the evidence to the PPC within two weeks.

\_\_\_\_\_ Within 30 days, the PPC reviews the evidence and makes recommendations.

\_\_\_\_\_ Send to medical writer

\_\_\_\_\_ PPC reviews draft position statement

\_\_\_\_\_ Within 30 days, the PPC makes its determination as to next steps (e.g., send to P&DC of the BoD.)

*Completion Date*

*Comments (Use addl. pages as needed):*

**Suggestions for PPC Liaison:**

- Identify appropriate Specialty Practice Group(s) as a source of content experts
- Work with AADE staff member to contact evidence builders
- Manage the development timeframe so as to develop position statements in a timely manner