

## **EDUCATION AND ADVICE CHECKLISTS**

## New Patient with Type 2 Diabetes Checklist

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

<p><u>WHAT IS DIABETES?</u></p> <ul style="list-style-type: none"> <li>• What is diabetes explained</li> <li>• Video – action of insulin</li> <li>• Symptoms of diabetes</li> <li>• Type 1 and Type 2 diabetes defined</li> </ul>	<p><u>COMMENTS</u></p>
<p><u>DIET</u> Referral to dietitian – see dietary education checklist</p>	
<p><u>TREATMENT</u></p> <ul style="list-style-type: none"> <li>• Diet</li> <li>• Tablets – action, timing, side-effects</li> <li>• Prescriptions</li> <li>• Insulin</li> <li>• hypos</li> </ul>	
<p><u>MONITORING</u></p> <ul style="list-style-type: none"> <li>• Urinary glucose monitoring</li> <li>• Blood glucose monitoring</li> <li>• Meter type – strips</li> <li>• Finger pricker – lancets</li> <li>• Timing of tests</li> <li>• Frequency of tests</li> <li>• Target levels</li> <li>• Documentation – diary/download</li> <li>• Sharps disposal</li> </ul>	

<p><u>COMPLICATIONS</u></p> <ul style="list-style-type: none"> <li>• Eyes</li> <li>• Feet</li> <li>• Kidneys</li> <li>• Heart/circulation</li> <li>• Cholesterol/lipids</li> <li>• Blood pressure</li> <li>• Impotence</li> </ul>	
<p><u>ANNUAL CHECK-UP EXPLAINED</u></p> <ul style="list-style-type: none"> <li>• Blood tests/urine tests</li> <li>• HbA1c</li> <li>• Weight</li> <li>• Blood pressure</li> <li>• Visual acuity and fundoscopy</li> <li>• Foot examination</li> </ul>	
<p><u>LIFESTYLE AND LIFE EVENTS</u></p> <ul style="list-style-type: none"> <li>• Smoking</li> <li>• Exercise</li> <li>• Driving and insurance</li> <li>• Illness – sick day rules</li> <li>• Foot care</li> <li>• Diabetes UK info given – application form</li> <li>• Contraception/pregnancy</li> <li>• Contact telephone numbers given</li> </ul>	
<p><u>FOLLOW-UP</u></p> <ul style="list-style-type: none"> <li>• Hospital appointment</li> <li>• Shared care</li> </ul>	

## Patient Dietary Education Checklist

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

	Date discussed
What is diabetes?	
Effect of food on blood sugar levels	
Diabetic medications – type, when taken, and how they work	
Healthy eating – regular meal pattern meals based on complex carbohydrate decreased simple sugars decreased fat intake increased fibre intake 5 portions fruit and vegetables/day decreased salt intake glycaemic index	
Alcohol – volume, frequency and effects	
Benefits of achieving/maintaining ideal weight, and advice for healthy weight loss	
Portion sizes	
Hypoglycaemia – prevention and treatment (where appropriate)	
Exercise	
Diabetic products	
Artificial Sweeteners	
Non-alcoholic drinks	
Snacks	

Comments:

## Diabetes Re-education

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

Duration of Diabetes

Last HbA1c

Date

	CURRENT	CHANGE TO
Insulin regime and technique		
Monitoring and equipments		
Dose adjusting		
Hypos		
Exercise		
Employment/shifts		
Alcohol		
Smoking		
Diet		
Stress		
Driving		
Complications		

**USUAL DAILY PATTERN**

	Current		Change to	
	Weekdays	Weekends	Weekdays	Weekends
GET UP				
B'FAST INJECTION				
B'FAST				
A.M. SNACK				
LUNCH INJECTION				
LUNCH				
P.M. SNACK				
EVENING INJECTION				
EVENING MEALS				
BED INJECTION				
SUPPER				

Plan

Next clinic appointment

Date

Signature

## Starting Insulin in Patients with Type 1 and Type 2 Diabetes

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Classification of Diabetes

Date

<u>WHAT IS DIABETES?</u>	<u>COMMENTS</u>
<ul style="list-style-type: none"> <li>• Symptoms – why?</li> </ul>	
<p><u>PRACTICAL SKILLS</u></p> <ul style="list-style-type: none"> <li>• Dialling dose / Drawing up</li> <li>• Injection technique</li> </ul> <p>Sites – rotation Disposal Storage of insulin Needle length Pen type / syringe size</p> <p><u>INFORMATION ABOUT INSULIN</u></p> <ul style="list-style-type: none"> <li>• Insulin type</li> <li>• Action / duration</li> <li>• Timing of injections</li> </ul>	
<p><u>BLOOD GLUCOSE MONITORING</u></p> <ul style="list-style-type: none"> <li>• Meter type – strips</li> <li>• Finger pricker – lancets</li> <li>• Timing of tests / frequency</li> <li>• Target levels</li> <li>• Adjusting of insulin dose</li> <li>• Downloading – clinic</li> <li>• Downloading – home</li> <li>• Documenting</li> <li>• Relation to HbA1c – target</li> </ul>	
<p><u>DIETETICS</u></p> <ul style="list-style-type: none"> <li>• Carbohydrate counting</li> </ul>	
<p><u>HYPOGLYCAEMIA</u></p> <ul style="list-style-type: none"> <li>• Signs and symptoms</li> <li>• Causes</li> <li>• Treatment</li> <li>• Glucagon</li> <li>• ID</li> <li>• Honeymooning</li> </ul>	
<p><u>HYPERGLYCAEMIA</u></p> <ul style="list-style-type: none"> <li>• Signs and symptoms</li> <li>• Causes</li> <li>• Treatment</li> <li>• Ketostix / blood ketones / optium</li> <li>• Sick day rules</li> <li>•</li> </ul>	

<p><u>LIVING WITH DIABETES</u></p> <ul style="list-style-type: none"> <li>• Exercise</li> <li>• Alcohol</li> <li>• Work</li> <li>• Foot care</li> <li>• Effects of stress</li> <li>• Impotence</li> <li>• Contraception / pregnancy</li> <li>• Holidays</li> <li>• Smoking</li> <li>• Recreational drugs</li> </ul>	
<p><u>COMPLICATIONS</u></p> <ul style="list-style-type: none"> <li>• Eyes</li> <li>• Feet</li> <li>• Kidneys</li> <li>• Heart</li> <li>• Impotence</li> <li>• DCCT / UKPDS</li> </ul>	
<p><u>CLINIC APPOINTMENTS</u></p> <ul style="list-style-type: none"> <li>• Annual Review – what care to expect</li> <li>• Routine – what care to expect</li> <li>• Free prescription</li> <li>• Free eye test with optician</li> <li>• Inform DVLA and Insurance</li> <li>• DUK application form</li> </ul>	
<p><u>CONVERSIONS</u></p> <ul style="list-style-type: none"> <li>• OHA – what to continue</li> </ul>	

Next Clinic Appointment:

Next DSN Appointment:

Patient literature given:

## Patient Dietary Education Checklist for Starting Insulin

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

	Date discussed
What is diabetes?	
Effect of food on blood sugar levels	
Diabetic medications – type, when taken, and how they work	
Healthy eating – regular meal pattern meals based on complex carbohydrate decreased simple sugars decreased fat intake increased fibre intake 5 portions fruit and vegetables/day decreased salt intake glycaemic index carbohydrate counting	
Alcohol – volume, frequency and effects	
Benefits of achieving/maintaining ideal weight, and advice for healthy weight loss	
Portion sizes	
Hypoglycaemia – prevention and treatment (where appropriate)	
Exercise	
Diabetic products	
Artificial Sweeteners	
Non-alcoholic drinks	
Snacks	
Diet and Illness	

Comments:

## Pre-pregnancy checklist for women with diabetes

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

<u>PRESENT HbA1c</u> Discuss reason for good control. Advise to prevent pregnancy until conditions are right (HbA1c 7 – 7.5)	<u>COMMENTS</u> Less than 7% ideally
<u>CONTRACEPTION</u> Current method used Keep diary of menstrual periods	
<u>FOLIC ACID</u>	Date started; Dose; 5mg
<u>SMOKING</u> Amount per day Advice given to stop/leaflet given	
<u>BLOODS</u> HbA1c, rubella, thyroid and renal function, FBC, red cell folate, vitamin B12	
<u>BP</u>	
<u>FUNDOSCOPY</u>	
<u>BLOOD GLUCOSE MONITORING</u> Meter, diary, frequency. Prior to conception at least 2-3 days per week Once pregnant 4 time a day	Aiming for blood glucose levels between 4 – 6 pre-meals
<u>CURRENT INSULIN REGIME</u> Type, pen syringe, needle size, injection sites/technique	
<u>HYPOGLYCAEMIA</u> Discuss risk of moderate – severe hypo increased a) in women who have many hypos b) in women who have had diabetes for a long time c) if history of severe hypos in previous pregnancies	
<u>COMMON HYPO PATTERN IN</u>	

<p><u>PREGNANCY</u>  a) in early pregnancy – conception to 16 weeks  b) in last few weeks usually at night  c) round the time of delivery, during labour and immediately after</p>	
<p><u>HYPERGLYCAEMIA</u>  Test for ketones if blood sugar is high i.e. more than 9.0 or if ill or vomiting  Give oral and written instructions on how to obtain advice at any time of day or night</p>	
<p><u>DISCUSS</u>  Glucagon, info leaflet – hypo, ID card, dextrosol, there is no evidence that hypos can cause abnormalities in human pregnancies</p>	
<p><u>DIETITIAN</u>  Assessment of diet in relation to diabetic control and general health (folate, iron, calcium) and food hygiene and safety.</p>	
<p><u>COMPLICATIONS OF DIABETES</u></p>	
<p><u>OTHERS</u></p>	
<p><u>FOLLOW-UP ARRANGEMENTS</u></p>	

## Travelling across time zones

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

Name:

Insulin type:

Insulin dose:

Destination:

### Flight details – outward journey

	Our time	Their time
Departure		
Arrive		
Departure		
Arrive		

INSULIN INJECTIONS

**Flight details – return journey**

	Their time	Our time
Departure		
Arrive		
Departure		
Arrive		

**INSULIN INJECTIONS**

Signature:

Date:

COMMENTS:

## Travel checklist

NHS Lothian

\_\_\_\_\_ Diabetes Clinic

Patient Details

Contact Tel. No.

Date

Signed

Details of trip

Companion:

Insulin type:

Destination:

Usual doses:

Departure/return dates:

Last HbA1c:

	Comments	Completed
<u>Health checks</u> <ul style="list-style-type: none"> <li>• Diabetic annual review</li> <li>• Podiatrist</li> <li>• GP</li>   <li>• Vaccinations</li> <li>• Dentist</li> <li>• Optician</li> </ul>	Date:  Prescription Antibiotics	
<u>Bureaucracy</u> <ul style="list-style-type: none"> <li>• Medical Insurance</li> <li>• Customs letter</li> <li>• Identification</li> <li>• Driving licence</li> </ul>	Given Y / N	
<u>Diabetes drugs</u> <ul style="list-style-type: none"> <li>• Insulin type</li> <li>• Pen device and needles</li> <li>• Disposal</li> <li>• Availability</li> <li>• Transporting</li> </ul>	Give spare Y / N  Contact company	

<p><u>Diabetes equipment</u></p> <ul style="list-style-type: none"> <li>• Blood glucose meter</li> <li>• Test strip availability</li> <li>• Finger pricker</li> <li>• BM sticks</li> <li>• Ketostix / Multistix</li> </ul>	<p>Give spare/battery Y /N Temperature effect</p> <p>Give spare Y / N Give Give</p>	
<p><u>Getting there</u></p> <ul style="list-style-type: none"> <li>• Meals</li> <li>• Time zones</li> </ul>	<p>Give time zone sheet</p>	
<p><u>Info for travel companion</u></p> <ul style="list-style-type: none"> <li>• General diabetes</li> <li>• Hypoglycaemia</li> </ul>	<p>Show glucagen kit Give hypo literature Dextrosol - humidity</p>	
<p><u>Food and alcohol</u></p> <ul style="list-style-type: none"> <li>• Specific CHO foods</li> <li>• Dose adjusting</li> <li>- food</li> <li>- alcohol</li> </ul>	<p>Give translations e.g. sugar-free</p>	
<p><u>Illness</u></p> <ul style="list-style-type: none"> <li>• Blood glucose monitoring</li> <li>• Dose adjusting</li> <li>• Ketostix</li> <li>• Diet</li> </ul>	<p>Give</p>	
<p>Website details</p>		
<p>e-mail address</p>		
<p>DUK translations</p>		
<p>Follow up on return</p>	<p>DSN appt. Diabetic clinic appt.</p>	

one more checklist to be added.