POLICY | PURPOSE STATEMENT:
The purpose of this policy is to establish an advisory committee to promote quality. The quality of the Diabetes Education Center is enhanced when a multi-faceted group of people review and critique outcomes, education materials, and Continuous Quality Improvement programs.

SCOPE:
This policy applies to and will be distributed to all employees of the Diabetes Education Center, to the Advisory Committee Members, and potential Advisory Committee Members.

DEFINITIONS:
Diabetes Self-Management Education – The ongoing process of facilitating the knowledge, skill, and ability necessary for diabetes self-care.

PROCEDURE:
1. It is the policy of the Diabetes Education Center that the Director seek out appropriate representatives from health professions, people with diabetes, the community, and other stake holders to serve on the Advisory Committee.
2. Once appropriate members are identified, the Director of Diabetes Education will make contact and invite the prospective embers to the committee.
3. The group will actively review and make recommendations on the Diabetes Self-Management Education annual program plan and continuous quality improvement plan.
4. The committee must have at minimum: a primary care provider, educator, and a community member with diabetes. While it can have more, it cannot have less.
5. The committee will meet as often as desired by the committee. Minutes of the meeting will be taken to reflect changes suggested.
6. See Advisory Committee Meeting Policy for meeting procedures and/or processes.
RESPONSIBILITIES | REVIEW | REVISIONS:
It is the responsibility of the Policy & Procedures Committee to review and initiate necessary revisions based on collaboration and input by Policy and Procedure committee and through Administrative management of this policy, including the review and revisions will be the responsibility of the department administrator.

RIGHT TO CHANGE POLICY:
TTUHSC SON Combest reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect the changes in policy and/or law.