

# AUDIT CHECKLIST: MANAGEMENT OF RESIDENTS WHO HAVE DIABETES

**Date completed:** \_\_\_\_\_

**Audit conducted by:** \_\_\_\_\_

Certain policies and procedures must be in place for residential aged care facilities to reach accreditation standards in relation to residents with diabetes. Attached is a checklist to use when auditing the management and care of these residents in your facility.

All evidence should be documented in this checklist and also on the resident's file.

If the audit shows that there are policies and procedures that could be improved, these should be noted in the 'Action plan' part of the checklist. The following resources may be useful in bringing these up to the required standard:

- Diabetes management in aged care: a practical guide (currently under review)
- The McKellar guidelines for managing older people with diabetes in residential and other care settings
- The McKellar way – how to use the McKellar guidelines for managing older people with diabetes in residential and other care settings.

Contact the National Diabetes Services Scheme (NDSS) on 1300 136 588 or visit the website [www.ndss.com.au](http://www.ndss.com.au) for links to these and other diabetes-related resources.

**NDSS**  
national diabetes services scheme

**diabetes**  
**australia**

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Resident assessment	Yes	No	Action (if no)	Evidence
<b>Residents not known to have diabetes</b>				
Have all new residents been screened for diabetes?			Add to policy and procedure	
For longer term residents, do they have an assessment annually, or when risk factors are noticed?			Add to policy and procedure	
Are staff trained in signs and symptoms of diabetes?			Add to policy and procedure	
<b>Residents known to have diabetes on admission</b>				
Is each resident registered with the National Diabetes Services Scheme (NDSS)?			Contact NDSS on 1300 136 588 to register	
Has an annual diabetes check (or annual cycle of care) been conducted by a GP and documented for each resident? <i>Note: There may be exceptions to this requirement in cases where a resident with diabetes is receiving palliative care.</i>			Consult with GP	
Has a diabetes management plan been created for each resident?			Consult with GP	
Has a specified range of blood glucose levels (BGLs) been documented for each resident?			Consult with GP and diabetes educator	
Have self-managing residents been assessed by a GP to decide whether they can continue to self-care?			Consult with GP and/or diabetes educator	

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Resident assessment	Yes	No	Action (if no)	Evidence
Has each resident been assessed by a dietitian and an appropriate meal plan devised?			Consult with dietitian and speech pathologist if required	
<b>Ongoing care for residents known to have diabetes</b>				
Are BGL readings measured and recorded according to each resident's diabetes management plan?			Add to policy and procedure	
Are BGLs measured before insulin is administered (unless otherwise indicated)?			Add to policy and procedure	
Does the facility have protocol for managing hypoglycaemia?			Add to policy and procedure	
Does the facility have protocol for managing hyperglycaemia?			Add to policy and procedure	
If BGLs are outside the specified range, are they acted on according to the facility's protocol or the individual's diabetes management plan determined by the GP?			Add to policy and procedure	
Is any deterioration in a resident's condition referred to the supervising RN and the resident's GP for review of their diabetes management care plan?			Add to policy and procedure	
Has the diabetes management care plan been reviewed according to health status, or at least every three-monthly?			Add to policy and procedure	

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Resident assessment	Yes	No	Action (if no)	Evidence
Has the care plan evaluation taken into account any exceptional notes, whether screenings are due, and the goals of care?			Add to policy and procedure	
Has the care plan evaluation shown appropriate and timely follow-up of any issues (such as reassessment, increased health monitoring, referral and/or changes to the care plan)?			Add to policy and procedure	
Do the residents have a care plan for their feet and nails?			Add to policy and procedure	
Has foot and nail care been provided according to the plan?			Consult with GP who may refer to a podiatrist or other allied health professional	
Are feet being inspected daily?			Add to policy and procedure	
Is footwear well fitting and in good condition?			Add to policy and procedure	
Do the residents have a care plan for their oral health?			Add to policy and procedure	
Has oral health care been provided according to the plan?			Add to policy and procedure	
Are dentures well fitting and in good condition?			Add to policy and procedure	

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Resident assessment	Yes	No	Action (if no)	Evidence
<b>Facility and staff considerations</b>				
Are the procedures for administering insulin and other injectable diabetes medicines included in the policies and procedures manual?			Add to policy and procedure	
Do all staff who administer insulin and other injectable diabetes medicines have a competency assessment at least once a year on policies and procedures, and techniques for administering insulin?			Add to policy and procedure	
Are all staff trained in preventing needle stick injury, in line with work cover regulations and infection control procedures? (These may be determined by the facility or by local health department policies about sharps management)			Add to policy and procedure	
If staff are performing blood glucose monitoring, are they trained appropriately to perform this?			Add to policy and procedure	
Are staff rotating insulin injection sites and finger-prick sites?			Add to policy and procedure	
Are staff trained to recognise and treat hypoglycaemia (according to facility policies) and do they understand the factors involved in managing these episodes?			Add to policy and procedure	
Are RNs trained to administer glucagon injections to manage severe hypoglycaemia?			Add to policy and procedure	
Is in-date glucagon readily available?			Add to policy and procedure	

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Resident assessment	Yes	No	Action (if no)	Evidence
Is there an adequate supply of short-acting carbohydrates available in case of hypoglycaemic episodes (such as soft drink, sugar, honey or jelly beans)?			Add to policy and procedure	
Is there an adequate supply of longer acting carbohydrates available throughout the day in case of hypoglycaemic episodes (such as extra sandwiches, yoghurt and fruit)?			Add to policy and procedure	
Is there access to an adequate supply of longer acting carbohydrates for people with a swallowing difficulty in case they have a hypoglycaemic episode (such as vitamised fruit and thickened milk drinks)?			Add to policy and procedure	
Are staff trained appropriately to recognise and treat hyperglycaemia (according to facility policies) and do they understand the factors involved in managing these episodes?			Add to policy and procedure	
Are diabetes sick day management guidelines available and adhered to with appropriate staff training?			Add to policy and procedure	
Are resident risk factors and resident care plans considered when allocating duties to staff looking after residents with diabetes?			Add to policy and procedure	
Does each resident have their own blood glucose meter?			Add to policy and procedure	
Are glucose meter control checks being conducted as per manufacture instructions for each glucose meter?			Add to policy and procedure	

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Resident assessment	Yes	No	Action (if no)	Evidence
Is each glucose meter clean and is there a blood glucose meter cleaning schedule in place?			Add to policy and procedure	
Is the control solution used for BGL monitoring being dated when it is opened, and discarded after 90 days?			Add to policy and procedure	
Is appropriate action being taken if weekly glucose meter control monitoring readings are not within the expected range?			Add to policy and procedure	
Are single-use retractable lancet devices available?			Add to policy and procedure	
Does the facility have adequate supplies available for all residents with diabetes (such as lancets, blood glucose test strips, ketone strips, injection equipment and batteries)?			Add to policy and procedure	
Is current-use insulin stored in line with the manufacturer's instructions and dated when opened?			Add to policy and procedure	
Are medicine fridge temperature audits performed on a weekly (or other regular) basis, and are appropriate measures taken if temperatures are outside the set range?			Add to policy and procedure	

Auditor signature: \_\_\_\_\_

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## ACTION PLAN

Action	Action referred to	Action completed date	Signature



Date completed: \_\_\_\_\_

Audit conducted by: \_\_\_\_\_

Action	Action referred to	Action completed date	Signature