



Continuing Education Specialist

The American Association of Diabetes Educators (AADE), the leading association for diabetes educators, is looking for a Continuing Education Specialist.

With more than 14,000 members, AADE advocates on behalf of diabetes educators and the patients they serve. We also work to ensure the professional growth of our members and promote widespread recognition of the benefits of diabetes education. Our mission is to empower healthcare professionals with the knowledge and skills to deliver exceptional diabetes education, management and support.

BASIC FUNCTION

Responsible for all aspects of implementation and evaluation documentation of continuing education activities including annual meeting activities, other live programs, medical education programs, webinars, and other distance education courses. Ensures appropriate educational design principles are used and processes are consistent with the requirements of all accreditation programs. Manages accreditation operations to ensure compliance with continuing education accreditation, and the provision of quality professional development programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Certification and Accreditation

- Acts as the CE administrator, as required by accredited organizations to assure AADE programming meets standards, and provides CE credit to meet the professional needs of health practitioners providing care and education to persons with diabetes.
- Maintain accreditation status with selected accrediting bodies (the American Nurses Credentialing Center (ANCC), the Commission on Dietetic Registration (CDR) and the Accreditation Council for Pharmacy Education (ACPE). Develop, in conjunction with the Administrative Assistant, Continuing Education the self-study, quality and activity reports (compiles data and prepares drafts for submission), and completes application for continued or new accreditation under the guidance of the Director of Accreditation.
- Review and provide appropriate credit for approved CE activities for ANCC, CDR, and ACPE accreditation.
- Ensure the continuing education activities including annual meeting activities, other live programs, medical education programs, webinars, and other distance education courses. Meet all criteria and are submitted in a timely manner.

- Submits appropriate documentation to other accrediting bodies when needed (i.e. American Academy of Nurse Practitioners, American Academy of Physician Assistants, California Board of Nursing and the Iowa Board of Nursing) to ensure filing of program information to market program, and filing of participants' credit after attending program.

EXPERIENCE/EDUCATION

- 2-3 years previous experience with continuing education programs required; and prior experience as supervisor or team leader.
- Demonstrated experience working with a national and/or local accrediting body preferred; knowledge of accreditation criteria for ANCC, CDR and/or ACPE a plus.
- College courses in related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to manage multiple tasks and projects, with strong attention to detail.
- Must possess ability to work both independently and collaboratively.
- Ability to analyze and synthesize information related to accreditation criteria, as well as key requirements.
- Must be computer proficient, with ability to maintain continuing education tracking systems, and compile data/prepare reports related to CE activities.
- Ability to manage related activities involving volunteer member CE Peer Reviewers.
- Basic knowledge of educational and adult learning principles a plus.

AADE offers a competitive compensation and benefit package, designed to attract, and retain qualified individuals who deliver excellent service to our members and business partners.

Interested parties should send resume and salary requirements to hr@aadenet.org