

DAFNE Closed Loop Essentials

Guidance for non-DAFNE diabetes services

This document outlines the steps involved in participants receiving access and services receiving progress reports for participants completing the course.

Diabetes HCP to identify suitable participant(s) for the course	<p>Diabetes HCP to email dafne@nhct.nhs.uk asking for access to the DAFNE Closed Loop Essentials course. Central DAFNE will send you the application email for completion and return when ready.</p> <p>The email will include other useful documents and a GDPR declaration to send to participants prior to applying (this is due to Central DAFNE requiring the participant's name, email address and latest HbA1c result).</p>
GDPR declaration	<p>Service to email the declaration to each participant, giving 5 working days for them to "opt out" (or to give consent earlier). After 5 working days (or upon receipt of consent), you can proceed to applying for their access (unless they have opted out). This step is solely the responsibility of the centre / service.</p>
HbA1c results	<p>As part of the application, services are required to include the latest HbA1c result of each participant. If a lab HbA1c is not available and the participant uses a continuous glucose monitoring device the Glucose Management Indicator (GMI) value can be used, provided 90 days of data are available, and the amount of time the sensor is active is 70 % or more.</p>
Send application	<p>Diabetes HCP to complete the application email and return to the central DAFNE team via email to dafne@nhct.nhs.uk. Note there are 2 tabs to the application spreadsheet, one for HCP access and one for participant access. HCPs will be granted access and emailed the relevant joining instructions.</p>
Central DAFNE grant access to participant(s)	<p>The central DAFNE team will email your participant(s) with the relevant access link, enrolment key and joining instructions, to enable them to access the course. Central DAFNE will only email the participant once, they will cc in the contact from the service (which is requested in the application email).</p>

Participant to send badges to their service	<p>Participants will receive an electronic badge via email once they complete and pass the course online assessment. Participants should forward this by email to their service contact to notify them of completion.</p> <p>Similarly, if a participant fails the course, they should contact their service directly to notify them of this.</p>
Progress reports	<p>From September 2024, central DAFNE will email monthly reports to each service. The reports will include participants who have been granted access, progress updates and pass / fail marks.</p> <p>These reports should enable HCPs to follow up participants where necessary and to provide additional 1:1 support if required.</p>
Data retention	<p>Central DAFNE will remove participant's name and email address from their internal records 12 months post completion of the course (or 12 months post access granted, if the participant did not complete).</p>

Please note this course launched in April 2024, the above steps are being trialled throughout the first 12-months and may be subject to change.

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