



Virtual Nursing: School Program Timeline/Checklist

For questions or concerns regarding this timeline/checklist, please contact the South Dakota Diabetes Coalition at (605) 271-0611.

The following timeline/checklist may be used by school districts to implement their virtual nurse program.

(Please note, some checklist items may occur concurrently, as indicated with an asterisk *).

- Student in need is identified by parent, school, and/or health care team as an insulin dependent diabetic in a school without a full-time school nurse.
- School identifies the virtual nurse/organization who will work to delegate insulin administration.
- School identifies UDA(s) who will be trained to assist the child with diabetes.
- UDA(s) work with virtual nurse to complete ten (10) hours of training.
- Parent(s)/Guardian(s) and health care team complete and provide diabetes medical management plan to school.
- Parent(s)/Guardian(s) and school complete Virtual Nurse Model: School Project Grant Application, if grant funds are needed/requested.
- School provides a laptop/desktop/tablet with webcam for use with program (if a laptop/desktop or tablet is not available, the SDDC can assist the school in finding the appropriate technology.)
- School identifies IT personnel to work with the South Dakota Bureau of Information and Telecommunications (SD BIT) and the IT department at the organization where the virtual nurse will be housed to set up videoconferencing software and secure network.
- UDA completes training, validates skills and competencies to virtual nurse, and registers with the South Dakota Board of Nursing.
- School district will approve diabetes policy.
- School IT, SD BIT and health care organization IT complete a test videoconference.
- UDA, Virtual Nurse and child with diabetes will visit via video conference with the virtual nurse at least once per week.
- UDA will maintain and store weekly logs.
- School cafeteria staff will provide school lunch and ala carte carb counts.

Live Better. Live Longer.