



Drug & Alcohol Professional Certification

Workplace Assessment

DANOS AB2.2012 Support individuals who misuse substances

This unit is about supporting individuals who misuse substances by enabling them to adopt safe practices, providing care and support following an episode of substance use and supporting individuals' efforts to reduce harm or cease substance use.

Substances would include alcohol, opiates, hallucinogenics, amphetamines, cannabis, prescribed medication, solvents and other volatile substances; their use may be experimental, recreational or dependent.

Name of applicant:

I confirm that I am the line manager / supervisor for the above named.

I have assessed the applicant's competence in relation to each of the numbered items listed overleaf and have placed my initials against each numbered item to indicate my satisfaction that the applicant has demonstrated the competence to which it refers (see notes below).

My assessment of the applicant's competence in this unit is based on the following (see notes below):

Name:

Signed:

Date:

Notes

You should 'sign off' the applicant's competence in relation to each of the items listed below only where you have clear evidence that they have demonstrated the appropriate knowledge or skills in real life settings. Your assessment should be based on one or more of the following: observation of the applicant's practice, your supervision of the applicant, evidence provided by an appropriate third party (such as clients / colleagues / previous supervisor/line manager). Note - completion of a training course does NOT itself provide evidence of competence in a particular area.

In some cases the applicant will not have the opportunity within their existing position to demonstrate all of the required competences. Where this is the case, arrangements will need to be made for their competence to be assessed in an alternative setting (such as on placement), or, where applicable, for it to be confirmed by a supervisor / line manager from a previous post.

Performance criteria

To perform to the standard you must ensure that:

1. you ensure your communication with individuals about substance misuse and its associated risks is at a time and in a manner likely to maximise the likelihood of the individual's understanding
2. you explain the risks to individuals from the substances taken and the methods used in a manner, and at a level and pace appropriate to them
3. you offer individuals guidance, support and advice on ways in which methods of substance use and activities affected by it can be practised more safely
4. you support individuals who wish to use substances, equipment and other materials to do so in a manner which is appropriate and consistent with their right of choice
5. you support and encourage individuals to dispose of hazardous materials and equipment in a safe manner and place immediately after use
6. you encourage and support individuals to discuss their circumstances and history of substance misuse and use this information is used to plan and provide appropriate support and assistance
7. you give support and assistance to contact people who can help where individuals ask for further information and advice which is beyond your role
8. you ensure your actions to support individuals who have used substances are consistent with your agreed role and agency policies and procedures
9. you make individuals aware that you are available and willing to help
10. you ensure your interaction with individuals is in a manner which recognises each individual's needs and rights

11. you ensure your actions to support individuals are appropriate to the substance used, the effect which the substance has had and the condition of the individual
12. you encourage individuals to describe any pain or discomfort which they are experiencing
13. you move and handle individuals with the minimum of discomfort and only where it is necessary for their safety
14. you request further support and assistance needed to help the individual without delay
15. you make the environment as safe as possible and remove all dangerous substances and materials
16. you support and enable individuals to meet their needs and requirements after the effects of the substance have worn off
17. you clearly and accurately report information about episodes of substance misuse to an appropriate person and record it in the required format
18. you encourage individuals who have made a commitment to reduce substance use to review their reasons for doing so
19. you identify and explore the effects of the individual's choice on their daily life and any difficulties which they might have in a supportive manner
20. you identify accurately and discuss in detail strategies and methods for alleviating difficulties encountered by the individual
21. you communicate with individuals in a manner, and at a level and pace, appropriate to them
22. you offer support to individuals in a manner which respects their individual rights and choice, and is appropriate to their needs and is realistic within the limits of the resources available
23. you give appropriate support and assistance to contact people who can help individuals who ask for advice and support which is beyond your role
24. you assist individuals to review their progress in reducing substance use, realistically assess their achievements and identify opportunities for improvement
25. you accurately and fully record the results of discussions on progress and any proposals for changes and pass these promptly to an appropriate person

26. you acknowledge and manage your own feelings about the individual's progress or lack of this in such a way as to minimise their impact on the support provided

Knowledge and Understanding

To perform competently in this unit, you need to know and understand:

1. substance use which is legal and illegal, including the illegal use of prescribed drugs, agency policy and how this affects the role of the worker
2. legislation relating to the supply and use of substances, and to particular individual groups and how these affect your role and responsibilities
3. legislation and agency policies and guidelines on the storage and use of and your role in relation to these
4. resources within and outside the agency to assist the substance user to control or minimise the risks of the use
5. the different specialist advice/therapy agencies and national/local support networks involved in supporting substance users
6. resources within and outside the agency available to assist the substance user to cease or reduce use, including the different specialist advice/therapy agencies and national/local support networks involved in supporting substance users
7. your role and responsibilities in relation to the individual and how these should affect any relationship between you and the individual
8. the different forms of substance which individuals might use, how they are used and their likely effects
9. the ways in which individuals may combine substances and the different effects which might arise from this
10. the risks involved with substance misuse both in the short and the long term
11. different forms of cleanliness and the links between forms of cleanliness and harm reduction strategies
12. the range of activities that may be affected by substance misuse and harm-reduction strategies that can be adopted in relation to these
13. harm reduction strategies, how and why these may differ from individual to individual
14. the range of safer sex practices and how individuals can be encouraged to use these

15. hazardous materials and equipment, nature of the hazard that they create and safe methods for disposing of them
16. the indicators of substance misuse the different forms of substance which individuals might use and their likely effects
17. the risks involved with substance use both in the short and the long term
18. the indicators of pain, discomfort and that the effects of the substance are posing a significant threat to an individual's wellbeing and the action that should be taken in relation to each
19. the range of after-effects of substance misuse and what the needs of the individual may be following substance use
20. how views of substance misuse may differ
21. your role in the environment and the boundaries and limits of that role
22. the impact which your feelings may have on the support which can be effectively offered to the individual
23. factors that influence individuals to use substances and how these may be inter-related or combine
24. reasons why individuals decide to reduce or cease substance use
25. the range of potential effects of reducing or ceasing substance use upon relationships, life-style, recreation and leisure activities, physical and emotional health
26. the type of difficulties that are likely to arise in attempting to cease or reduce substance use and strategies and methods for alleviating them
27. the effects which your own beliefs and feelings about substance misuse may have on your behaviour and why it is important to work with individuals in a supporting and non-judgmental manner, even when your own beliefs conflict with the individual's actions
28. methods of moving and handling individuals which are likely to be the safest for you and the individual and why individuals should be moved only when necessary
29. emergency aid for situations where the substance causes a health emergency
30. methods of supporting individuals at times when they have misused substances
31. how to assist individuals to make realistic assessments of their progress and how you can offer views in a supportive manner

32. ways of supporting individuals who are seeking to reduce or cease substance use
33. the importance of acknowledging and dealing with your own feelings in relation to the substance misuse concerned
34. why the language used should be consistent with the individual's own form of and strategies that can be used to maximise the possibility of information being heard and understood
35. why the individual should be supported to talk through their circumstances and history of substance misuse
36. why the individual should be supported to contact others for further advice and assistance and the forms which such support and assistance might take
37. methods of making one's presence and availability obvious to the individual without attracting aggressiveness
38. why the individual should be supported to describe any pain or discomfort which they are experiencing
39. the importance of assisting individuals to meet their own needs and requirements after the effects of the substance have worn off and ways of doing this
40. why information should be reported and recorded
41. why it is important to review with individuals their reasons for deciding to reduce or cease substance use and the motivational effects of this
42. the importance of acknowledging individual's rights in making decisions regarding their use of substances
43. individual's rights in making decisions regarding their health, including their right to ignore advice