



## Drug & Alcohol Professional Certification

### Workplace Assessment

#### **DANOS AE1.2014 Test for alcohol and other substance use**

This unit is about testing individuals to see if they have been using alcohol and other substances. This includes preparing to test for substance use, taking samples for testing, communicating and recording the results of testing.

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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:

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#### **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 accurately identify those individuals to be tested for substance use
2. you schedule tests in accordance with requirements
3. you confirm that the environment in which the tests are to be carried out, and the procedures to be used comply with health, safety and security policies
4. you make arrangements for tests to be witnessed, where required
5. you confirm that those involved in carrying out tests are competent and fully understand their roles and the procedures to be followed
6. you confirm the availability of all necessary equipment for testing
7. you confirm that individuals being tested understand the purpose of the tests, their rights, and any consequences of not submitting to the testing procedures
8. you obtain any necessary consent for testing procedures from individuals, or from their carers or guardians where required
9. you explain clearly and precisely to individuals what they have to do to provide their samples
10. you provide opportunities for individuals to describe their substance use and explain possible false positives before they are tested
11. you take samples according to clinical and organisational policies and procedures
12. you ensure that the samples are authentic and have not been contaminated
13. you promptly refer to relevant people if you suspect that samples are not authentic or have been contaminated
14. you test samples, or refer them for testing, in accordance with clinical and organisational policies and procedures
15. you follow supplier's/manufacturer's instructions for use of equipment, where appropriate
16. you dispose of samples safely, in accordance with clinical and organisational policies and procedures
17. you communicate the outcomes of the tests to individuals, and their carers or guardians where required, and ensure they understand the outcomes
18. you respect individuals' rights and the required standards of confidentiality
19. you keep full and accurate records of testing and results and make reports in accordance with your organisation's policy and procedures.

### **Knowledge and Understanding**

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

1. legal, organisational and policy requirements relevant to your role and the activities being carried out
2. health, safety and security policies and how to ensure the testing environment and procedures meets these
3. how to adapt communication styles in ways which meet the individual's needs, strengths and capabilities
4. the rights of the individual, the testing regime and process and possible consequences of both positive and negative results
5. who and how to refer to if you suspect that samples are not authentic, have been contaminated
6. the principle of confidentiality and the implications for your practice
7. the purpose of testing and the consequences of non-compliance for individuals
8. the importance of accurately identifying those individuals to be tested for substance use and how to do so
9. clinical and organisational procedures for testing for alcohol or other substance use
10. the range of tests available and which type of tests are used by your organisation
11. when sample giving needs to be witnessed and how to make appropriate arrangements
12. the importance of obtaining consent for substance testing, how to do so and when carer and/or guardians need to be involved
13. the limits of testing and the possible causes of false readings in the types of tests carried out
14. the equipment required for testing for substance use and how to use this in accordance with supplier's/manufacture's instructions and organisational procedure
15. how to dispose of samples and sampling equipment safely
16. the principles of equality, diversity and anti-discriminatory practice and how they are applied
17. the individual's rights when being tested for substance use
18. the importance of keeping full and accurate records, and how to do so in line with organisational requirements