



## Drug & Alcohol Professional Certification

### Workplace Assessment

#### **DANOS AH1.2014 Manage the prescription of controlled drugs for substance users**

This unit is about managing the prescription of controlled drugs to substance users as part of their treatment plan. It covers both reduction and maintenance prescribing.

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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 keep prescription documentation in a safe place and maintain an audit trail of prescriptions for all controlled drugs
2. you check that dependency has been confirmed using a combination of clinical assessment and testing
3. you liaise with other services and check the individual's medical history to ensure that no other clinician is prescribing controlled drugs for the individual
4. you ensure controlled drugs are only prescribed to substance users as part of a wider treatment plan with specific goals
5. you ensure that the prescription of controlled drugs is considered in the context of other planned psychological, social and medical interventions
6. you follow guidelines and protocols, where available, in the selection of the type of medication, induction regime, dosage, frequency of dispensing and frequency of administration
7. you ensure controlled drugs are prescribed in line with the individual's treatment plan and condition
8. you consult an appropriate clinical supervisor, if you are unsure about the medication to be prescribed or your level of competence in relation to your role in the prescribing process
9. where required, you ensure a licence has been obtained for prescribing the controlled drug
10. you complete the relevant documentation for prescriptions in accordance with prescribing guidelines
11. you ensure there is no blank space on the form in which further items could be added

12. you agree the dispensing regime with the pharmacist and liaise regularly about the specific individual and the prescribing regime

13. you make yourself available to take emergency telephone calls from the pharmacist in cases of a prescription error

14. you record the prescription for controlled drugs on the appropriate monitoring record

15. you ensure that records of the individual's treatment are available only to those authorised to see them

16. you take part in regular clinical reviews of the individual's progress including compliance with the prescribing regime

17. you review your prescribing practice in view of new guidelines and/or evidence

### **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. how to make a clinical assessment and carry out tests to establish the individual's dependence in collaboration with the individual

3. the importance of prescribing controlled drugs to substance users as part of a wider treatment plan and how the use of controlled drugs complements other psychological, social and medical interventions

4. the importance of regular liaison with other services involved, and appropriate ways of maintaining this liaison

5. evidence based national guidelines and local protocols for the prescription of controlled drugs

6. the clinical governance arrangements within your organisation, how they operate and your responsibilities in relation to this

7. types, properties, functions, effects, indications and contra-indications of controlled drugs that can be used in the treatment of drug dependency

8. methods of drugs administration

9. how to calculate the correct dose of the drugs and frequency of administration

10. how to relate the prescription to the individual's condition and treatment plan

11. how to obtain a prescription pad for prescribing controlled drugs for drug dependency and when a licence is required
12. the correct documentation to be used when prescribing controlled drugs and the information required
13. the importance of keeping prescription documentation in a safe place
14. the importance of supervising the consumption of controlled drugs
15. the importance of regular liaison with the dispensing pharmacist and other healthcare professionals involved in the individual's care
16. how to record prescriptions clearly and accurately on appropriate documentation
17. how to review prescribing practice in view of new guidelines and/or evidence
18. the importance of keeping full and accurate records, and how to do so in line with organisational requirements
19. the principle of confidentiality and the implications for your practice
20. the principles of equality, diversity and anti-discriminatory practice and how they are applied
21. the importance of carrying out regular clinical reviews of the individual's progress, and how to do so
22. the importance of carrying out regular reviews of prescribing practice, and how to do so
23. the appropriate clinical supervisor to consult when you are unsure about the drugs to be prescribed or your level of competence in relation to your role in the prescribing process
24. the range of different substances and their effects
25. how to provide advice and guidance relating to the safe storage of drugs and the need to consider safeguarding issues where people in receipt of drugs have parental responsibilities