



Drug & Alcohol Professional Certification

Workplace Assessment

DANOS AF3.2014 Carry out comprehensive assessment for alcohol and other substances.

This unit is about assessing the needs of individuals who use alcohol and other substances who have complex requirements and/or those people who require more intensive and/or structured care programmes. It covers assessment that is on-going throughout the contact with the substance use service and the wider support system.

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 evaluate requests for assessment to determine their priority consistent with your organisation's criteria
2. you obtain further information if the initial information is insufficient for effective assessment to take place
3. you establish any particular needs of the individual which will need to be taken into account during the assessment from the available information
4. you fully and accurately record arrangements for the assessment in line with the organisation's procedures
5. you confirm arrangements for the assessment with the individual
6. you explain clearly to the individual any delays between requests for assessment and assessment taking place
7. you give the individual any documentation which needs to be completed by them to allow them to consider it before the assessment
8. you offer appropriate support to individuals who need assistance to complete documentation
9. you explain to the individual the nature and duration of the assessment, the type of information which will be entered in their records and who will have the right of access to this information
10. you conduct the assessment in line with locally agreed criteria and using standardised documentation
11. you involve the individual in the assessment as far as possible according to their capability
12. you review information obtained from previous assessments completed within your organisation or by others involved in the individual's care
13. you collect information from the individual, exploring historical factors as well as presenting factors

14. you assess the individual's understanding of services available and readiness to engage in a treatment and/or support programme
15. you respond to challenging, abusive, aggressive or chaotic behaviour
16. you assess any risk to the individual which may result from substance use according to locally agreed protocols
17. you encourage the individual to ask questions, seek advice and express any concerns
18. you assess the nature of the individual's substance use problems and any other problems they may have
19. you use the results of the assessment to inform the collaborative care plan
20. you ensure your assessment takes account of the individual's needs, strengths, views inherent risks, safeguarding, and the legal duty of care to the individual and others
21. you keep accurate, legible and complete records of the assessment to inform the development of a care plan and for evaluation purposes
22. you assess and review at appropriate intervals once the individual has commenced a care plan
23. you provide individuals with accurate and clear information on systems for making complaints about the assessment system and appealing on the decisions
24. you seek support from the appropriate person as soon as possible when there are any problems with the assessment
25. you discuss assessments with other members of the substance use service team in order to ensure consistency of approach
26. you ensure your assessment records are in a format and level of detail which can be audited against locally agreed standards
27. you record and report changes made and any effect this might have on the individual within confidentiality agreements and according to legal and organisational requirements

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. local systems, procedures and protocols for safeguarding children and young people
3. how to obtain information from individuals and other agencies in line with protocols
4. how to pass information obtained during an assessment to another agency in line with local protocols

5. how to evaluate requests for assessment according to their priority in line with your organisation's criteria
6. how to adapt communication styles in ways which meet the individual's needs, strengths and capabilities
7. how to involve an individual in the assessment of their needs and options
8. how to assess and manage complex needs and co-morbidities
9. how to assess the individual's strengths and coping strategies
10. how to assess an individual's understanding of services available and readiness to engage in a treatment programme
11. how to use motivational interviewing techniques to assess the individual's motivation
12. how to assess individuals who are under the influence of alcohol or other substances and the action to take if the assessment cannot be undertaken
13. who can provide support when there are any problems with the assessment
14. the importance of adhering to locally agreed criteria and documentation when carrying out assessments
15. how to record the outcomes of assessments and use the assessment to inform the development of a comprehensive care plan
16. how to review assessments at appropriate intervals once an individual has commenced a programme of care
17. your responsibility and accountability for the wellbeing of individuals
18. how to recognise the signs of injury, abuse or neglect in the individual and how to raise concerns with the appropriate person or agency
19. how to support the choice and wellbeing of the individual which is appropriate to their needs and preferences
20. how substance use of others can impact on the emotional, social, physical and psychological development of children, young people and significant others and how to respond appropriately
21. how to take account of a child or young person's age and maturity when considering the impact of others' substance use on them
22. the principle of confidentiality and the implications for your practice
23. how to support individuals to complete documentation
24. the importance of monitoring the situation regarding an individual's use of substances, and how to do so
25. how to assess the risk to individuals, children, families and to others from their substance use and/or co-existent problems and the appropriate action to take
26. the importance of regularly reviewing risk assessments
27. the signs and implications of a range of substance use related problems

28. the principles of equality, diversity and anti-discriminatory practice and how they are applied
29. how age, gender, cultural and social background, including the choice of substance being used can affect the working relationship
30. ways of keeping your knowledge about substances and indications of substance use up to date
31. how to understand the language used by substance users in your locality
32. sources of information on health and wellbeing services providing treatment intervention service for substance users
33. the range of treatment interventions and assessment services available in your locality and the process for referring individuals to these services
34. the eligibility criteria and protocols for accessing services in your locality
35. national, local and organisational treatment priorities and resource constraints
36. how to respond to individuals who do not want to be referred to other services
37. the importance of keeping full and accurate records, and how to do so in line with organisational requirements