



**Drug & Alcohol Professional Certification**

**Workplace Assessment**

**DANOS AF2.2012 Carry out assessment to identify and prioritise needs in a substance misuse setting.**

This unit is about referring individuals with less complex needs directly to less structured substance misuse services (such as drop-in advice services) and identifying when an individual has more complex needs which require referral to a comprehensive substance misuse assessment.

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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 conduct the assessment of the individual promptly to maintain the individual's motivation and seize the opportunity to engage them in treatment
2. you conduct the assessment in line with locally agreed criteria and using standardised documentation
3. you obtain information from the individual and if applicable, from the referring agency, in line with protocols
4. you take account of historical factors where disclosed by the individual as well as presenting factors
5. you assess the individual's understanding of services available and readiness to engage in a treatment programme
6. you deal with challenging, abusive, aggressive or chaotic behaviour
7. you assess any risk to the individual which may result from substance misuse and/or co-existent problems
8. you encourage the individual to ask questions, seek advice and express any concerns
9. you seek support from the appropriate person as soon as possible when there are any problems with the assessment
10. you record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken
11. you have access to up to date and accurate information on services within your locality
12. you present the possible interventions to the individual in a positive manner and review the advantages and disadvantages with them
13. you present the possible interventions to the individual in a manner, level and pace appropriate to them

14. you agree an appropriate course of action with the individual according to the intensity of intervention required
15. you give the individual appropriate support to check any information on the agreed intervention before it is finalised
16. you record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken
17. the outcomes of the assessment and the agreements reached achieve the best balance between the interests of the individual, any inherent risks and the legal duty of care
18. you justify the choice of intervention according to locally agreed criteria
19. you discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach
20. you provide continuing support to individuals who do not want to be referred
21. you make referrals in line with local protocols and the eligibility criteria for accessing services
22. you refer the individual to the appropriate service with the required degree of urgency
23. you share information obtained during the assessment with services to which the individual is referred according to agreed protocols
24. you plan arrangements for the referral with the individual and facilitate their contact with the service
25. you agree with the individual the information to be passed to the service
26. you obtain feedback from the service to evaluate and refine referral practices following the referral
27. you record details of the assessment and referral for reporting and evaluation purposes

### **Knowledge and Understanding**

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

1. legal and organisational requirements and policies requirements relevant to the functions being carried out
2. how to obtain information from individuals and other agencies in line with protocol
3. show to pass information obtained during an assessment to another agency in line with local protocols
4. how to involve an individual in the assessment of their needs
5. how to assess an individual's understanding of services available and readiness to engage in a treatment programme
6. how to assess the required degree of urgency when referring individuals to services

7. how to deal with challenging, abusive, aggressive or chaotic behaviour
8. how to assess individuals who are intoxicated
9. who can provide support when there are any problems with the assessment
10. how to achieve consistency in assessments with other workers in your organisation
11. the importance of adhering to locally agreed criteria and documentation when carrying out assessments
12. how to involve adults with parental responsibility in the assessment and referral of children and young people
13. how to take account of a child or young persons age and maturity when involving them in assessment
14. the importance of keeping full and accurate records, and how to do so
15. the principle of confidentiality: what information may be given to whom
16. how to present information in a manner, level and pace appropriate to the individual
17. the importance of monitoring the situation regarding an individual's misuse of substances, and how to do so
18. how to assess the risk to individuals and to others from their substance misuse and/or co-existent problems
19. the importance of regularly reviewing risk assessments
20. the range of different substances and their effects
21. the range of different indications of substance misuse: physical, behavioural and information provided by the individual or from other sources
22. ways of keeping your knowledge about substances and indications of substance misuse up to date
23. how to understand the jargon used by substance misusers in your locality