



**Drug & Alcohol Professional Certification**

**Workplace Assessment**

**DANOS AH10.2014 Work with individuals to encourage a reduction in harmful alcohol consumption and drinking behaviour**

This unit is about working with individuals to encourage them to recognise drinking behaviour that may be risky or harmful to health and wellbeing. It addresses identifying who may be appropriate to receive interventions that help people reduce the harm or risk to their health caused by excessive drinking.

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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 create an environment suitable for an open, confidential discussion
2. you identify, using recognised screening tools or techniques, individuals who are:
  - a) drinking at risky levels and may respond to brief advice
  - b) dependent drinkers or drinkers with complex problems who need referral for specialist help
3. you explain why you have a concern about the individual's drinking
4. you check the individual's understanding of the impact of their drinking behaviour on themselves and others and whether they are motivated to change this behaviour
5. you initiate discussions about risky drinking behaviour and you respond to individuals who express concern about their drinking levels
6. you encourage the individual to identify what benefits there might be from changing their drinking behaviour
7. you provide accurate information and feedback about the risks associated with current alcohol use
8. you provide options for alternative strategies for changing drinking behaviour, including specialist help for those with established alcohol dependence and/or serious alcohol related problems
9. you support the individual in:
  - a) setting drinking goals
  - b) identifying and overcoming barriers to changing their drinking behaviour
10. you support the individual to identify how their drinking may impact negatively on others

11. you provide relevant supplementary information leaflets or resources and signpost local specialist services if the individual wishes to seek further help

12. you offer a follow-up appointment to review drinking behaviour

13. you keep an accurate record of your screening results, intervention and the information and advice you gave

## **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 adapt communication styles in ways which meet the individual's needs, strengths and capabilities

3. local systems, procedures and protocols for safeguarding children and young people

4. your responsibility and accountability for the wellbeing of individuals

5. how to support the choice and wellbeing of the individual which is appropriate to their needs and preferences

6. how alcohol, as a drug, affects the body and mind, how this can affect behaviour

7. the characteristics of dependence

8. legal implications of alcohol use in specific circumstances, including road traffic legislation and issues around consent while intoxicated

9. the impact alcohol can have on an individual's health and wellbeing, including:

a. the immediate risks that can arise from being drunk

b. the potential health and social risks associated with longer term risky drinking

c. the risk to the emotional and physical wellbeing of others including families

d. the risk to the unborn foetus for pregnant women

e. the risk to those using prescribed medication, controlled drugs and other substances

10. the unit system of measuring alcohol content and what constitutes lower risk, hazardous, harmful and dependent drinking as defined by current medical guidelines

11. the changes which can be made to drinking behaviour to improve health, wellbeing and personal safety

12. the extent and limit of your own role and expertise in relation to alcohol interventions
13. the evidence base for the efficacy of identification and brief advice
14. how to administer and interpret results from an appropriate screening tool
15. how to present and explore options with different individuals
16. how to present information and advice fully, accurately, concisely and in ways appropriate to people's needs
17. how age, gender, cultural and social background can affect the working relationship
18. the principles of equality, diversity and anti-discriminatory practice and how they are applied
19. the principle of confidentiality and the implications for your practice
20. the cycle of change model and how to help individuals make and review decisions and establish priorities
21. how to identify the contributing factors alcohol has on risky situations
22. the importance of brief interventions to enable individuals who are not dependent on alcohol to change their drinking behaviour to improve their health
23. the services available to treat individuals with alcohol problems
24. the importance of keeping full and accurate records, and how to do so in line with organisational requirements