

### **DANOS AF3 Carry out comprehensive substance misuse assessment**

This unit is about assessing the needs of substance misusers with complex needs and those who require more intensive and/or structured care programmes. It covers assessment that is on-going throughout the contact with the substance misuse service and the wider treatment system.

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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.

### **Prepare for a comprehensive substance misuse assessment**

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 information on the individual from previous assessments carried out by other services in line with protocols
3. you obtain further information if the initial information is insufficient for effective assessment to take place
4. you establish any particular needs of the individual which will need to be taken into account during the assessment from the available information
5. you fully and accurately record arrangements for the assessment in line with the organisation's procedures
6. you confirm arrangements for the assessment with the individual
7. you explain clearly to the individual any delays between requests for assessment and assessment taking place
8. you give the individual any documentation which needs to be completed by them to allow them to consider it before the assessment
9. you offer appropriate support to individuals who need assistance to complete documentation

### **Assess possible risks and the individual's understanding of services available**

To perform to the standard you must ensure that:

1. you inform the individual of 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 these
2. you conduct the assessment in line with locally agreed criteria and using standardised documentation
3. you involve the individual in the assessment as far as possible according to their capability
4. you review information obtained from previous assessments
5. you collect information from the individual, exploring historical factors as well as presenting factors
6. you assess the individual's understanding of services available and readiness to engage in a treatment programme
7. you deal with challenging, abusive, aggressive or chaotic behaviour
8. you assess any risk to the individual which may result from substance misuse according to locally agreed protocols
9. you encourage the individual to ask questions, seek advice and express any concerns

### **Assess the individual's substance misuse and related problems**

To perform to the standard you must ensure that:

1. you assess the nature of the individual's substance misuse problems and other problems
2. you seek clear conclusions from the assessment to inform the development of a comprehensive care plan
3. your assessment takes account of the individual's needs, any inherent risks and the legal duty of care to the individual and others

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4. you keep accurate, legible and complete records of the assessment to inform the development of a care plan and for evaluation purposes
5. you continue assessment at appropriate intervals once the individual has commenced a care plan
6. you provide individuals with accurate and clear information on systems for making complaints about the assessment system and appealing on the decisions
7. you seek support from the appropriate person as soon as possible when there are any problems with the assessment
8. you discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach
9. your assessment records are in a format and level of detail which can be audited against locally agreed standards
10. 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:

#### Legislation and organisational policy and procedures

1. the principles of the Children's Act 1989 and the UN Convention on the Rights of the Child 1989
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

#### Assessment of individuals

1. how to evaluate requests for assessment according to their priority in line with your organisation's criteria
2. how to involve an individual in the assessment of their needs
3. how to assess an individual's understanding of services available and readiness to engage in a treatment programme
4. how to deal with challenging, abusive, aggressive or chaotic behaviour
5. how to assess individuals who are intoxicated
6. who can provide support when there are any problems with the assessment
7. how to achieve consistency in assessments with other workers in your organisation
8. the importance of adhering to locally agreed criteria and documentation when carrying out assessments
9. how to record the outcomes of assessments and use the assessment to inform the development of a comprehensive care plan
10. how to review assessments at appropriate intervals once an individual has commenced a programme of care
11. how to involve adults with parental responsibility in the assessment and referral of children and young people
12. how to take account of a child or young persons age and maturity when involving them in assessment

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Information handling

1. the importance of keeping full and accurate records, and how to do so
2. the principle of confidentiality: what information may be given to whom
3. how to support individuals to complete documentation

Monitoring and evaluation

1. the importance of monitoring the situation regarding an individual's misuse of substances, and how to do so

Risk assessment

1. how to assess the risk to individuals and to others from their substance misuse and/or co-existent problems
2. the importance of regularly reviewing risk assessments

Substance misuse

1. the signs and implications of a range of substance misuse related problems including drug use, alcohol use, psychological problems, physical problems, social problems and legal problems
2. how to deal with other problems including the need for intensive interventions, significant psychiatric and or physical co-morbidity, contact with multiple service providers, pregnancy or children 'at risk' and a history of disengagement from substance misuse treatment services
3. ways of keeping your knowledge about substances and indications of substance misuse up to date
4. how to understand the jargon used by substance misusers in your locality

Substance misuse services and interventions

1. sources of information on substance misuse services and treatment interventions
2. the range of treatment interventions and assessment services available in your locality
3. the eligibility criteria and protocols for accessing services in your locality
4. national, local and organisational treatment priorities and resource constraints
5. how to respond to individuals who do not want to be referred to other services

Values

1. how to present information in a manner, level and pace appropriate to the individual