

H5V4 04 (SFH AF2) — Carry Out Assessment to Identify and Prioritise Needs

Overview

This standard is about referral of 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. It includes:

- 1 Assessment of the individual's substance misuse problem and their understanding of services available.
- 2 Assessment of the need for referral to substance misuse services or to a comprehensive substance misuse assessment.
- 3 Making referral to a substance misuse service or comprehensive substance misuse assessment.

Users of this standard will need to ensure that practice reflects up to date information and policies.

Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB2 Assessment and care planning to meet people's health and wellbeing needs

Performance Criteria — What you do in your job

You must provide evidence to meet all the 27 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

	Performance Criteria	Evidence Number where this criteria has been met
1	Conduct the assessment of the individual promptly to maintain the individual's motivation and seize the opportunity to engage them in treatment.	
2	Conduct the assessment in line with locally agreed criteria and using standardised documentation.	
3	Obtain information from the individual and if applicable, from the referring agency, in line with protocols.	
4	Take account of historical factors where disclosed by the individual as well as presenting factors.	
5	Assess the individual's understanding of services available and readiness to engage in a treatment programme.	
6	Deal with challenging, abusive, aggressive or chaotic behaviour.	
7	Assess any risk to the individual which may result from substance misuse and/or co-existent problems.	
8	Encourage the individual to ask questions, seek advice and express any concerns.	
9	Seek support from the appropriate person as soon as possible when there are any problems with the assessment.	

	Performance Criteria	Evidence Number where this criteria has been met
10	Record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken.	
11	Have access to up to date and accurate information on services within your locality.	
12	Present the possible interventions to the individual in a positive manner and review the advantages and disadvantages with them.	
13	Present the possible interventions to the individual in a manner, level and pace appropriate to them.	
14	Agree an appropriate course of action with the individual according to the intensity of intervention required.	
15	Give the individual appropriate support to check any information on the agreed intervention before it is finalised.	
16	Record accurate, legible and complete details of the assessment, agreements reached with the individual and the resulting actions to be taken.	
17	Ensure 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	Are able to justify the choice of intervention according to locally agreed criteria.	
19	Discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach.	
20	Provide continuing support to individuals who do not want to be referred.	

	Performance Criteria	Evidence Number where this criteria has been met
21	Make referrals in line with local protocols and the eligibility criteria for accessing services.	
22	Refer the individual to the appropriate service with the required degree of urgency.	
23	Share information obtained during the assessment with services to which the individual is referred according to agreed protocols.	
24	Plan arrangements for the referral with the individual and facilitate their contact with the service.	
25	Agree with the individual the information to be passed to the service.	
26	Obtain feedback from the service to evaluate and refine referral practices following the referral.	
27	Record details of the assessment and referral for reporting and evaluation purposes.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 23 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
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.	
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.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
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.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	