

H5V6 04 (SFH AF3) — Carry Out Comprehensive Substance Misuse Assessment

Overview

This standard is about assessing the needs of substance misusers with 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 misuse service and the wider treatment system. It includes:

- 1 Preparing for a comprehensive substance misuse assessment.
- 2 Assessing possible risks and the individual's understanding of services available.
- 3 Assessing the individual's substance misuse and related problems.

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 28 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	Evaluate requests for assessment to determine their priority consistent with your organisation's criteria	
2	Obtain information on the individual from previous assessments carried out by other services in line with protocols.	
3	Obtain further information if the initial information is insufficient for effective assessment to take place.	
4	Establish any particular needs of the individual which will need to be taken into account during the assessment from the available information.	
5	Fully and accurately record arrangements for the assessment in line with the organisation's procedures.	
6	Confirm arrangements for the assessment with the individual.	
7	Explain clearly to the individual any delays between requests for assessment and assessment taking place.	
8	Give the individual any documentation which needs to be completed by them to allow them to consider it before the assessment.	
9	Offer appropriate support to individuals who need assistance to complete documentation.	

	Performance Criteria	Evidence Number where this criteria has been met
10	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.	
11	Conduct the assessment in line with locally agreed criteria and using standardised documentation.	
12	Involve the individual in the assessment as far as possible according to their capability.	
13	Review information obtained from previous assessments.	
14	Collect information from the individual, exploring historical factors as well as presenting factors.	
15	Assess the individual's understanding of services available and readiness to engage in a treatment programme.	
16	Deal with challenging, abusive, aggressive or chaotic behaviour.	
17	Assess any risk to the individual which may result from substance misuse according to locally agreed protocols.	
18	Encourage the individual to ask questions, seek advice and express any concerns.	
19	Assess the nature of the individual's substance misuse problems and other problems.	
20	Seek clear conclusions from the assessment to inform the development of a comprehensive care plan.	
21	Ensure your assessment takes account of the individual's needs, any inherent risks and the legal duty of care to the individual and others.	

	Performance Criteria	Evidence Number where this criteria has been met
22	Keep accurate, legible and complete records of the assessment to inform the development of a care plan and for evaluation purposes.	
23	Continue assessment at appropriate intervals once the individual has commenced a care plan.	
24	Provide individuals with accurate and clear information on systems for making complaints about the assessment system and appealing on the decisions.	
25	Seek support from the appropriate person as soon as possible when there are any problems with the assessment.	
26	Discuss assessments with other members of the substance misuse service team in order to ensure consistency of approach.	
27	Ensure your assessment records are in a format and level of detail which can be audited against locally agreed standards.	
28	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 — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 31 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 protocols.	
3	How to pass information obtained during an assessment to another agency in line with local protocols.	
4	How to evaluate requests for assessment according to their priority in line with your organisations criteria.	
5	How to involve an individual in the assessment of their needs.	
6	How to assess an individual's understanding of services available and readiness to engage in a treatment programme.	
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 record the outcomes of assessments and use the assessment to inform the development of a comprehensive care plan.	
13	How to review assessments at appropriate intervals once an individual has commenced a programme of care.	
14	How to involve adults with parental responsibility in the assessment and referral of children and young people.	
15	How to take account of a child or young persons age and maturity when involving them in assessment.	
16	The importance of keeping full and accurate records, and how to do so.	
17	The principle of confidentiality: what information may be given to whom.	
18	How to support individuals to complete documentation.	
19	The importance of monitoring the situation regarding an individual's misuse of substances, and how to do so.	
20	How to assess the risk to individuals and to others from their substance misuse and/or co-existent problems.	
21	The importance of regularly reviewing risk assessments.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
22	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.	
23	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.	
24	Ways of keeping your knowledge about substances and indications of substance misuse up to date.	
25	How to understand the jargon used by substance misusers in your locality.	
26	Sources of information on substance misuse services and treatment interventions.	
27	The range of treatment interventions and assessment services available in your locality.	
28	The eligibility criteria and protocols for accessing services in your locality.	
29	National, local and organisational treatment priorities and resource constraints.	
30	How to respond to individuals who do not want to be referred to other services.	
31	How to present information in a manner, level and pace appropriate to the individual.	

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	