

DK54 04 (HSC362/GE1) Recognise indications of substance misuse and refer individuals to specialists

Elements of competence

HSC362.1	Recognise indications of substance misuse
HSC362.2	Refer individuals with indications of substance misuse to specialists

About this Unit

For this unit you need to recognise signs which may indicate that someone — an employee, colleague, co-worker, customer, student or anyone else you come into contact with during your work - may be misusing drugs (illegal, prescription or over the counter), alcohol, solvents or other substances.

Scope

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Substances: illegal drugs; prescription drugs; over the counter drugs; alcohol; solvents; other.

Indications of substance misuse: physical; behavioural; information provided by the individual; information from other sources.

Specialists: internal to your organisation; external to your organisation.

Actions: agreed between yourself and the individual; exclusion from normal activities; re-inclusion in normal activities; referral to an authority in your organisation; referral to an authority outside your organisation.

Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.

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SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none">• Simulation is NOT permitted for any part of this unit.
The following forms of evidence ARE mandatory:
<ul style="list-style-type: none">• Direct Observation: Your assessor or an expert witness must observe you in real work activities which provide a significant amount of the performance criteria for most of the elements in this unit. For example you may be involved in an interdisciplinary meeting or case conference, where you are giving information on an individual with whom you are working.• Reflective Account/professional discussion: These will be a description of your practice in particular situations based on working practices. For example, you could write about how you identified that the individual was at risk and explain the actions you took, why you took them and what the outcome was. You should refer to agency guidelines, policies and procedures and you may wish to use wider reading and research materials to evidence your thinking.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none">• Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.• Expert Witness: A designated expert witness may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts.• Witness testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague, an individual or other key person.• Products: These can be records of situations and actions taken, diary evidence of day to day practice. You need not put confidential records in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If you do include them in your portfolio they should be anonymised to ensure confidentiality.
GENERAL GUIDANCE
<ul style="list-style-type: none">• Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence.• Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role.• The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for.• All evidence must relate to your own work practice.

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
Values	
1 The rights of individuals with whom you come into contact.	
Legislation and organisational policy and procedures	
2 Legal and organisational requirements and policies requirements relevant to the functions being carried out.	
Theory and practice	
3 The importance of keeping full and accurate records, and how to do so.	
4 The importance of providing full and accurate information, and how to do so.	
5 The principle of confidentiality: what information may be given to whom.	
Monitoring and evaluation:	
6 The importance of monitoring the situation regarding an individual’s misuse of substances, and how to do so.	
Risk assessment	
7 How to assess the risk to individuals and to others from their substance misuse.	
8 The importance of regularly reviewing risk assessments.	
Substance misuse:	
9 The range of different substances and their effects.	
10 The range of different indications of substance misuse: physical, behavioural and information provided by the individual or from other sources.	
11 Other factors which produce indications that may be interpreted as caused by substance misuse.`	
12 Ways of keeping your knowledge about substances and indications of substance misuse up to date.	
13 How to investigate situations in order to make a reasonable judgement about substance misuse.	
14 Sources of assistance about substance misuse.	
15 Substance misuse specialists, and procedures for referring individuals to them.	
16 The range of actions you can take when individuals may be misusing substances, and how to decide what action is appropriate.	

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HSC362.1 Recognise indications of substance misuse

Performance criteria		DO	RA	EW	Q	P	WT
		1	You regularly update your knowledge about the range of substances which may be misused and the possible indications of substance misuse.				
2	You remain constantly alert to possible indications of substance misuse by those with whom you come into contact.						
3	You respect individuals' rights and the requirements of confidentiality.						
4	You investigate situations sufficiently to allow you to make a reasonable judgement about whether individuals are misusing substances.						
5	You obtain specialist assistance where you are unable to make a reasonable judgement about whether individuals are misusing substances.						
6	Where individuals are not misusing substances, you help individuals understand how indications may be interpreted.						
7	You assess the risk to the individual and to others which may result from substance misuse and take prompt action appropriate to your assessment of risk.						
8	The action you take is in line with legal and organisational requirements.						
9	You record situations and actions taken in line with organisational requirements.						
10	You provide information about situations and actions taken only to those entitled to have it.						

HSC362.2 Refer individuals with indications of substance misuse to specialists

Performance criteria		DO	RA	EW	Q	P	WT
		1	You regularly update your knowledge about appropriate specialists for the range of substances and the procedures to follow when referring individuals.				
2	You refer individuals to specialists in line with organisational requirements.						
3	You respect individuals' rights and the requirements of confidentiality.						
4	You provide specialists with complete and accurate information about the situation in line with organisational requirements.						

DO = Direct Observation
EW = Expert Witness

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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HSC362.2 Refer individuals with indications of substance misuse to specialists (cont)

Performance criteria		DO	RA	EW	Q	P	WT
		5	You monitor the situation and regularly review your assessment of the risk to the individual and to others which may result from substance misuse.				
6	You take appropriate action in the light of changes to the situation and level of risk.						
7	The action you take is in line with legal and organisational requirements.						
8	You record situations and actions taken in line with organisational requirements.						
9	You provide information about situations and actions taken only to those entitled to have it.						

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To be completed by the Candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the Assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal Verifier Feedback

To be completed by the Internal Verifier if applicable

This section only needs to be completed if the Unit is sampled by the Internal Verifier

Internal Verifier's name:

Internal Verifier's signature:

Date: