

## SFJGE12 - SQA Unit Code DK7D 04

Help individuals address their substance use through an action plan



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### Overview

This unit is about supporting individuals with drug or alcohol problems to develop action plans, as part of the counselling process and not as an isolated activity.

#### There are two elements

- 1 Develop an action plan with individuals
- 2 Review the action plan and conclude the counselling process

#### Target Group

This unit is applicable to those whose responsibilities include supporting individuals in developing action plans towards addressing their substance use, as part of a counselling process.

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### Performance criteria

#### Develop an action plan with individuals

*You must be able to:*

- P1 involve the individual in the action planning
- P2 agree roles and responsibilities of those involved in the action plan
- P3 incorporate all relevant information into the action plan
- P4 ensure goals in the action plan are specific, achievable and agreed with the individual
- P5 ensure the content of the action plan takes into account the current circumstances of the individual
- P6 ensure the action plan specifies clearly the methods, timescale and responsibilities for delivering individuals' requirements
- P7 review the content and expected outcomes of the action plan with individuals
- P8 agree the process for reviewing the progress of the action plan
- P9 record the action plan according to agency requirements and recognised good practice
- P10 ensure that the individual receives the action plan and any additional relevant information in a way that is most likely to enhance understanding
- P11 comply with all relevant legislation, codes of practice, guidelines and ethical requirements

#### Review the action plan and conclude the counselling process

*You must be able to:*

- P12 provide suitable opportunities for individuals to review the action plan
- P13 gather all relevant information relating to the individual's progress
- P14 review the outcomes of the action plan with the individual
- P15 identify clearly the outcomes that have been achieved and those that have not
- P16 identify and agree with the individual the next stages in the action plan where objectives have not been met
- P17 use met objectives and the boundaries of the counselling relationship to assist the ending process
- P18 take account of the individual's circumstances in deciding when to conclude the counselling
- P19 acknowledge and explore the implications where treatment continues beyond counselling
- P20 support the individual's sense of autonomy during the ending process
- P21 inform individuals about further sources of support
- P22 liaise with any agencies who will be providing further support
- P23 record details according to agency requirements
- P24 comply with all legislation, codes of practice, guidelines and ethical requirements

### Knowledge and understanding

*You need to know and understand:*

#### Legislation and organisational policy and procedures

- K1 legal procedures and requirements regarding the recording, storage and passing on of information relating to individuals and work undertaken with them
- K2 professional codes of practice
- K3 confidentiality
- K4 organisational procedures and requirements regarding the recording, storage and passing out of information relating to individuals and work undertaken with them
- K5 agency codes of practice
- K6 the characteristics of other helping agencies in the area
- K7 the limits and boundaries of your duties, responsibilities and power and why it is important to explain these to the individual

#### Counselling

*You need to know and understand:*

- K8 the principles of active listening
- K9 the principles of good objectives
- K10 the cycle of change model
- K11 all models explaining substance misuse
- K12 the principles of motivation
- K13 a range of recognised theoretical models, including cross cultural models
- K14 the principles of good feedback
- K15 how to bring the counselling process to an end
- K16 appropriate use of counselling supervision

#### Local knowledge

*You need to know and understand:*

- K17 the availability of substance misuse services in the local area
- K18 the characteristics of substance misuse services in the local area
- K19 the availability of other helping agencies in the local area

#### Research

*You need to know and understand:*

- K20 knowledge of research, how and where to access it
- K21 how to analyse research

#### Substance misuse

*You need to know and understand:*

- K22 the range of different substances and their implications for the provision of services
- K23 national substance misuse policies and priorities

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- K24 the range of substance misuse services offered by your organisation or other organisations
- K25 the specific needs of individuals who are substance users, and how to meet these needs
- K26 the range of behaviours that can be expected from substance users, and how to deal with these
- K27 the risks that substance misuse may pose to individuals and how to minimise these risks
- K28 the risks that substance misuse may pose to others, how to assess and minimise these risks
- K29 the jargon/terminology which is used commonly relating to substance misuse
- K30 the essentials of dual diagnosis
- K31 the continuum of substance use from recreational to problematic
- K32 the continuum of approaches to working with substance misuse from abstinence to harm reduction

#### Values

*You need to know and understand:*

- K33 equality of opportunity and diversity
- K34 why it is important to encourage individuals to express their perspectives, values and feelings
- K35 the individual's rights and how these should inform and influence the formation of a relationship between you and the individual

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### **Additional Information**

#### **Links to external NOS**

This unit is imported from the Health and Social Care suite of standards, and was developed as part of the Drugs and Alcohol National Occupational Standards (DANOS).

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