

H5V7 04 (SFH AI2) — Help Individuals Address Their Substance Use Through an Action Plan

Overview

For this standard you need to support individuals with drug or alcohol problems to develop action plans, as part of the counselling process and not as an isolated activity.

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 23 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	Involve the individual in the action planning.	
2	Agree roles and responsibilities of those involved in the action plan.	
3	Incorporate all relevant information into the action plan.	
4	Ensure goals in the action plan are specific, achievable and agreed with the individual.	
5	Ensure the content of the action plan takes into account current circumstances of the individual.	
6	Ensure the action plan clearly specifies the methods, time scale and responsibilities for delivering individuals' requirements.	
7	Review the content and expected outcomes of the action plan with individuals.	
8	Agree the process for reviewing the progress of the action plan.	
9	Record the action plan according to agency requirements and recognised good practice.	
10	Ensure the individual receives the action plan and any additional relevant information in a way that is most likely to enhance understanding.	
11	Comply with all relevant legislation, codes of practice, guidelines and ethical requirements.	

	Performance Criteria	Evidence Number where this criteria has been met
12	Provide suitable opportunities for individuals to review the action plan.	
13	Gather all relevant information relating to individual's progress.	
14	Review the outcomes of the action plan with the individual.	
15	Identify clearly the outcomes that have been achieved and those that have not.	
16	Identify and agree with individual the next stages in the action plan where objectives have not been met.	
17	Use met objectives and the boundaries of the counselling relationship to assist the ending process.	
18	Take account of the individual's circumstances in deciding when to conclude the counselling.	
19	Acknowledge and explore the implications where treatment continues beyond counselling.	
20	Support the individual's sense of autonomy during the ending process.	
21	Inform individuals about further sources of support.	
22	Liaise with any agencies who will be providing further support.	
23	Record details according to agency 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 35 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	Legal procedures and requirements regarding the recording, storage and passing on of information relating to individuals and work undertaken with them.	
2	Professional codes of practice.	
3	The requirements of confidentiality.	
4	Organisational procedures and requirements regarding the recording, storage and passing on of information relating to individuals and work undertaken with them.	
5	Agency codes of practice.	
6	The characteristics of other helping agencies in the area.	
7	The limits and boundaries of your duties, responsibilities and power and why it is important to explain these to the individual.	
8	The principles of active listening.	
9	The principles of good objectives.	
10	The cycle of change model.	
11	All models explaining substance misuse.	
12	The principles of motivation.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
13	A range of recognised theoretical models, including cross cultural models.	
14	The principles of good feedback.	
15	How to bring the counselling process to an end.	
16	Appropriate use of counselling supervision.	
17	The availability of substance misuse services in the local area.	
18	The characteristics of substance misuse services in the local area.	
19	The availability of other helping agencies in the local area.	
20	Knowledge of research, how and where to access it.	
21	How to analyse research.	
22	The range of different substances and their implications for the provision of services.	
23	National substance misuse policies and priorities.	
24	The range of substance misuse services offered by your organisation or other organisations.	
25	The specific needs of individuals who are substance users, and how to meet these needs.	
26	The range of behaviours that can be expected from substance users, and how to deal with these.	
27	The risks substance misuse may pose to individuals and how to minimise these risks.	
28	The risks substance misuse may pose to others, how to assess and minimise these risks.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
29	The substance misuse jargon/terminology, commonly used.	
30	The essentials of dual diagnosis.	
31	The continuum of substance use from recreational to problematic.	
32	The continuum of approaches to working with substance misuse from abstinence to harm reduction.	
33	Equality of opportunity and diversity.	
34	Why it is important to encourage individuals to express their perspectives, values and feelings.	
35	The individual's rights and how these should inform and influence the formation of a relationship between you and 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	