

H5VF 04 (SFH AA1) — Recognise Indications of Substance Misuse and Refer Individuals to Specialists

Overview

This standard covers recognising 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.

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

Performance Criteria — What you do in your job

You must provide evidence to meet all the 15 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	Regularly update your knowledge about the range of substances which may be misused and the possible indications of substance misuse.	
2	Remain constantly alert to possible indications of substance misuse by those with whom you come into contact.	
3	Investigate situations sufficiently to allow you to make a reasonable judgement about whether individuals are misusing substances.	
4	Obtain specialist assistance where you are unable to make a reasonable judgement about whether individuals are misusing substances.	
5	Where individuals are not misusing substances, you help individuals understand how indications may be interpreted.	
6	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.	
7	Regularly update your knowledge about appropriate specialists for the range of substances and the procedures to follow when referring individuals.	
8	Refer individuals to specialists in line with organisational requirements.	

	Performance Criteria	Evidence Number where this criteria has been met
9	Respect individuals' rights and the requirements of confidentiality.	
10	Provide specialists with complete and accurate information about the situation in line with organisational requirements.	
11	Monitor the situation and regularly review your assessment of the risk to the individual and to others which may result from substance misuse.	
12	Take appropriate action in the light of changes to the situation and level of risk.	
13	The action you take is in line with legal and organisational requirements.	
14	Record situations and actions taken in line with organisational requirements.	
15	Provide information about situations and actions taken only to those entitled to have it.	

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 16 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 importance of keeping full and accurate records, and how to do so.	
2	The importance of providing full and accurate information, and how to do so.	
3	The principle of confidentiality: what information may be given to whom.	
4	Legal and organisational requirements and policies requirements relevant to the functions being carried out.	
5	The importance of monitoring the situation regarding an individual's misuse of substances, and how to do so.	
6	How to assess the risk to individuals and to others from their substance misuse.	
7	The importance of regularly reviewing risk assessments.	
8	The range of different substances and their effects.	
9	The range of different indications of substance misuse: physical, behavioural and information provided by the individual or from other sources.	
10	Other factors which produce indications that may be interpreted as caused by substance misuse.	

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
11	Ways of keeping your knowledge about substances and indications of substance misuse up to date.	
12	How to investigate situations in order to make a reasonable judgement about substance misuse.	
13	Sources of assistance about substance misuse.	
14	Substance misuse specialists, and procedures for referring individuals to them.	
15	The range of actions you can take when individuals may be misusing substances, and how to decide what action is appropriate.	
16	The rights of individuals with whom you come into contact.	

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	