

HSC341 Help individuals address their substance use through an action plan (Level 3)

Elements of Competence

HSC341a Develop an action plan with individuals

HSC341b Review the action plan and conclude the counselling process

About this unit

For this unit 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.

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.

Circumstances: history of treatments; drug/alcohol history; current drug/alcohol use; support networks; housing; employment; other current treatments; court orders/requirements; emotional state; financial situation; mental and physical health.

Information: verbal; written.

Methods: drink/drug diaries; questionnaire; life history; one to one counselling; groupwork; contract; life skills audit.

Responsibilities of: counsellor; individual; other agencies.

This is Drugs and Alcohol National Occupational Standard (DANOS) AI2.

HSC341a Develop an action plan with **individuals**

Performance Criteria

You need to show that,

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

HSC341b Review the action plan and conclude the counselling process

Performance Criteria

You need to show that,

1. you provide suitable opportunities for individuals to review the action plan
2. you gather all relevant information relating to individual's progress
3. you review the outcomes of the action plan with the individual
4. you identify clearly the outcomes that have been achieved and those that have not
5. you identify and agree with individual the next stages in the action plan where objectives have not been met
6. you use met objectives and the boundaries of the counselling relationship to assist the ending process
7. you take account of the individual's circumstances in deciding when to conclude the counselling
8. you acknowledge and explore the implications where treatment continues beyond counselling
9. you support the individual's sense of autonomy during the ending process
10. you inform individuals about further sources of support
11. you liaise with any agencies who will be providing further support
12. you record details according to agency requirements

13. you comply with all legislation, codes of practice, guidelines and ethical requirements

Knowledge Specification for the whole of 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 show that you know, understand and can apply in practice:

Values

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

Legislation and organisational policy and procedures

4. legal procedures and requirements regarding the recording, storage and passing on of information relating to individuals and work undertaken with them
5. professional codes of practice
6. confidentiality
7. organisational procedures and requirements regarding the recording, storage and passing on of information relating to individuals and work undertaken with them
8. agency codes of practice
9. the characteristics of other helping agencies in the area
10. the limits and boundaries of your duties, responsibilities and power and why it is important to explain these to the individual

Theory and practice

Counselling

11. the principles of active listening
12. the principles of good objectives
13. the cycle of change model
14. all models explaining substance misuse
15. the principles of motivation
16. a range of recognised theoretical models, including cross cultural models
17. the principles of good feedback
18. how to bring the counselling process to an end
19. appropriate use of counselling supervision

Local knowledge

20. the availability of substance misuse services in the local area
21. the characteristics of substance misuse services in the local area
22. the availability of other helping agencies in the local area

Research:

23. knowledge of research, how and where to access it
24. how to analyse research

Substance misuse:

25. the range of different substances and their implications for the provision of services
26. national substance misuse policies and priorities
27. the range of substance misuse services offered by your organisation or other organisations
28. the specific needs of individuals who are substance users, and how to meet these needs
29. the range of behaviours that can be expected from substance users, and how to deal with these
30. the risks substance misuse may pose to individuals and how to minimise these risks
31. the risks substance misuse may pose to others, how to assess and minimise these risks
32. the substance misuse jargon/terminology, commonly used
33. the essentials of dual diagnosis
34. the continuum of substance use from recreational to problematic
35. the continuum of approaches to working with substance misuse from abstinence to harm reduction