

HSC362 Recognise indications of substance misuse and refer individuals to specialists (Level 3)

Elements of Competence

- HSC362a** Recognise indications of substance misuse
HSC362b 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.

This is Drugs and Alcohol National Occupational Standard (DANOS) AA1.

HSC362a Recognise indications of substance misuse

Performance Criteria

You need to show that,

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

HSC362b Refer individuals with indications of substance misuse to specialists

Performance Criteria

You need to show that,

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
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

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. 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

Information handling:

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

