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### 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 in your role - may be using alcohol or other substances problematically. This standard relates to substances which may include alcohol, prescription and over-the-counter medicines, controlled or currently legal drugs, and new psychoactive substances. Users of this standard will need to ensure that practice reflects up to date information and policies.

**Performance  
criteria**

- You must be able to:
- P1 regularly update your knowledge about the range of substances which may be used and the possible indications of substance use
  - P2 identify possible indications of substance use by those with whom you come into contact
  - P3 discuss with individuals your concerns about the indications of substance use in a sensitive manner
  - P4 assess situations sufficiently to allow you to make a reasonable judgement about whether individuals are using substances problematically
  - P5 obtain assistance where you are unable to make a reasonable judgement about whether individuals are using substances problematically
  - P6 assess the risk to the individual and to others which may result from substance use and take action appropriate to your assessment of risk
  - P7 regularly update your knowledge about appropriate specialists for the range of substances and the procedures to follow when referring individuals
  - P8 refer individuals to services in line with organisational requirements
  - P9 respect individuals' rights and the requirements of confidentiality
  - P10 provide services with complete and accurate information about the situation in line with organisational requirements
  - P11 monitor the situation and regularly review your assessment of the risk to the individual and to others which may result from substance use
  - P12 take appropriate action in the light of changes to the situation and level of risk
  - P13 take action in line with legal and organisational requirements
  - P14 record situations and actions taken in line with organisational requirements
  - P15 provide information about situations and actions taken only to those entitled to have it

**Knowledge and  
understanding****You need to know  
and understand:**

- K1 legal, organisational and policy requirements relevant to your role and the activities being carried out
- K2 how to adapt communication styles in ways which meet the individual's needs, strengths and capabilities
- K3 your responsibility and accountability for the wellbeing of individuals
- K4 the principle of confidentiality and the implications for your practice
- K5 the importance of keeping full and accurate records, and how to do so in line with organisational requirements
- K6 the importance of providing full and accurate information, and how to do so
- K7 how to recognise the signs of injury, abuse or neglect and how to raise concerns with the appropriate person or agency
- K8 how to support the choice and wellbeing of the individual which is appropriate to their needs and preferences
- K9 the principles of equality, diversity and anti-discriminatory practice and how they are applied
- K10 how age, gender, cultural and social background, including the choice of substance being used can affect the working relationship
- K11 the importance of monitoring the situation regarding an individual's use of substances, and how to do so
- K12 how to assess the risk to individuals and to others from their substance use
- K13 the importance of regularly reviewing risk assessments
- K14 the range of different substances and the physical, psychological and behavioural effects of their use
- K15 the range of different indications of substance use including physical, behavioural and information provided by the individual or from other sources
- K16 other factors which produce indications that may be interpreted as those caused by substance use
- K17 ways of keeping your knowledge about substances and indications of substance use up to date
- K18 how to investigate situations in order to make a reasonable judgement about substance use

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- K19 sources of information and support about substance use, including peer support
  - K20 the range of substance use services available, and procedures for referring individuals to them
  - K21 the range of actions you can take when individuals may be using substances, and how to decide what action is appropriate
  - K22 the rights of individuals with whom you come into contact

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**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

## SFHAA1

# Recognise problematic use of alcohol or other substances and refer individuals to services



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<b>Developed by</b>	Skills for Health
<b>Version number</b>	2
<b>Date approved</b>	March 2014
<b>Indicative review date</b>	March 2019
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Skills for Health
<b>Original URN</b>	SFHAA1
<b>Relevant occupations</b>	Health Professionals; Health and Social Care
<b>Suite</b>	Drugs and Alcohol
<b>Key words</b>	Drugs; alcohol; substance; misuse; abuse; commissioning

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