

**Drugs and Alcohol National Occupational Standards Review  
Project**

**Context and tracking document**

**February 2014**

## Background

The National Occupational Standards for Drugs and Alcohol services (DANOS) were first developed by Skills for Health (SfH) in partnership with sector stakeholders in 2005 and approved as NOS.

Since the DANOS were first developed, there have been a number of factors which have led to changes in the way that Sector Skills Councils (SSCs) develop or review NOS:

- in 2010, the UK Commission for Employment and Skills (UKCES) published revised Quality Criteria for the development and review of NOS
- the level of funding available for NOS projects via UKCES has also changed with the advent of Universal Services
- it is now accepted practice to reduce the number of NOS that are contextualised versions of NOS for functions that can be undertaken more widely and what is therefore effectively duplication, as it restricts the transferability of the function.

There were a number of NOS within the DANOS suite that covered functions also undertaken outside substance misuse services and therefore applicable to other areas within health. However as they currently sit in the DANOS suite, there is a barrier to their wider use as they often not considered applicable to other areas. The suite was rationalised to ensure that the NOS remaining in the DANOS suite were applicable to adult substance use services. There are also seven DANOS that were reviewed as part of the Health and Social Care NOS review (2012) and these were not revised as part of the DANOS project. They are included in the tracking table at the end of this document.

## What are National Occupational Standards?

NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence. They focus on what the person needs to be able to do, as well as what they must know and understand to work effectively. They cover the key activities undertaken within an occupation, across all the circumstances the job holder is likely to encounter.

SfH has a Competence Tools database which contains over 2000 NOS that could be relevant for health sector workers. The NOS range from communication, personal development, to carrying out health interventions, management and leadership and estates and facilities. Some of these NOS have been developed by other sector skills councils and imported into the SfH database for use by the health sector. An individual's role can be defined by using NOS from different suites and putting them together in a role profile. This can then be used for assessment, workforce planning, education and training programmes or for personal development.

## **The project**

There was a project governance structure in place to undertake this project. The Project Executive Group was responsible to Skills for Health senior management team and this Group ensured that the project did not go beyond the agreed project parameters.

The project convened a Steering Group consisting of membership from the UK government departments. The role of the Steering Group was to oversee the project process and provide advice on any risks to the project.

A Working Group was also convened and consisted of membership from service user support organisations from across the four nations of the UK. The Working Group was responsible for amending the standards and bringing them up to date with current practice.

During this project, there were a number of considerations the Working Group were asked to undertake. This document will highlight the main issues raised and the outcome.

## **Terminology**

The wording within the NOS was intended to ensure universal applicability and longevity of the NOS therefore we avoided referencing specific models. There appears to be no consensus across the four nations in some key areas of terminology, such as recovery, so to make the NOS applicable across the four UK nations, we avoided using this specific term as well as others, in line with the UKCES Quality Criteria for developing NOS.

### **Substance use or misuse**

During the Working Group deliberations, we discussed changing the terminology from substance misuse to reflect updates in practice and terminology. As misuse has negative connotations and could be seen as judgemental, the Working Group decided to change to substance use/substance user where possible in the NOS.

## **Adult NOS**

The Working Group felt that the NOS were not appropriate for working with children with substance use issues. It was decided that NOS for working with children would not be developed as part of this work and therefore, the revised suite remains applicable to working with adults with substance use issues.

## **New and emerging psychoactive substances**

Both the Steering Group and Working Group felt it was important to include reference to new and emerging psychoactive substances. Reference to this has been included in the overview of the appropriate NOS.

## **Safeguarding**

Safeguarding and the protection of children and vulnerable adults who are in contact with adults who use substances has been strengthened within the standards.

## **Mutual Aid/Peer Support**

We appreciated the large response from the service user consultation which highlighted the importance of peer support and mutual aid and this fed into the Working Group discussions. The Working Group were in agreement with this and sought to include where relevant reference to this within the NOS and to signpost to existing NOS where appropriate.

## **Prescribing controlled substances**

Following feedback from the online consultation there were concerns raised regarding the NOS related to the prescribing of controlled substances and whether these NOS should remain in the revised suite. The Working Group referred these NOS back to the Steering Group and after having sought expert advice, the Steering Group decided the NOS were still relevant. These NOS have been amended to better reflect to whom and how they should be applied.

## **Other relevant NOS**

There are other NOS that have been identified as being relevant to working with substance use. These range from supporting individuals with housing needs and financial affairs, to accessing mutual aid and peer support. These NOS have been identified in the tracking document in the appendix.

There are also other suites of NOS that would be relevant for working with substance use and these are listed below. These suites can be found on the Skills for Health Competence Tools here [https://tools.skillsforhealth.org.uk/competence\\_search/](https://tools.skillsforhealth.org.uk/competence_search/) or on the UKCES NOS Database here <http://nos.ukces.org.uk/Pages/index.aspx>

Business and Administration  
Commissioning in the Public Sector  
Commissioning, Procurement and Contracting for Care Services  
Community Justice  
Health and Social Care  
Management and Leadership  
Marketing  
Mental Health  
Public Health  
Learning and development

It should be noted that this list is not exhaustive and there will be other NOS that exist in other suites that may be relevant to you, your team and your organisational development.

## DANOS TRACKING DOCUMENT Final - February 2014

This document is to highlight the changes made to the Drug and Alcohol suite of National Occupational Standards during the project undertaken in 2013/14. The suite has been rationalised and where the DANOS were duplications of activities or functions for where there were existing generic NOS, these have now replaced the duplicate NOS in the DANOS suite. The NOS that remain in the DANOS suite are those NOS that are functions or activities unique to working with adult substance use. All of the NOS can be found on the Skills for Health Competence Tools <https://tools.skillsforhealth.org.uk/>

Current NOS (2005)		Replacement NOS (2013/4)	
Prefix	Title	Prefix	Title
AF3	Carry out comprehensive substance misuse assessment	AF3.2014	Carry out comprehensive assessment for alcohol and other substances
AG1	Develop, implement and review care plans for individuals	SCDHSC0415	Lead the service delivery planning process to achieve outcomes for individuals
AG2	Contribute to care planning and review	SCDHSC0025	Contribute to implementation of care or support plan activities
AG3	Assist in the transfer of individuals between agencies and services	SCDHSC0386	Assist in the transfer of individuals between agencies and services
AH1	Prescribe controlled drugs for substance users	AH1.2014	Manage the prescription of controlled drugs for substance users
AH10	Employ techniques to help individuals to adopt sensible drinking behaviour	AH10.2014	Work with individuals to encourage a reduction in harmful alcohol consumption and drinking behaviour
AH11	Prepare prescriptions for controlled drugs	AH11.2014	Prepare prescriptions for controlled drugs for substance users

AH12	Enable individuals take their medication as prescribed	GEN135	Support individuals to take their medication as prescribed
AH3	Supply and exchange injecting equipment for individuals	AH3.2014	Supply injecting and other relevant equipment to individuals who use substances and facilitate safe disposal
AH7	Support individuals through detoxification programmes	AH7.2014	Support individuals through detoxification programmes
AB5	Assess and act upon immediate risk of danger to substance users	AB5.2014	Assess and act upon immediate risk of danger to individuals who have used alcohol and other substances
AB7	Provide services to those affected by someone else's substance use	AB7.2014	Enable access to services to those affected by someone else's use of alcohol or other substances
AC3	Contribute to the development of the knowledge and practice of others	SCDHSC0043	Take responsibility for the continuing professional development of yourself and others
AD4	Develop and disseminate information and advice about substance use, health and social well-being	SCDHSC0438	Develop and disseminate information and advice about health and social well-being
AE1	Test for substance use	AE1.2014	Test for alcohol and other substance use
AH9	Supervise methadone consumption	GEN135	Support individuals to take their medication as prescribed
AJ1	Help Individuals address their offending behaviour	SFJCJEC1  SFJCJED1	Support and encourage individuals in addressing their offending behaviour  And  Plan, monitor and review integrated packages of interventions and support to address individuals' offending behaviour
AJ2	Enable individuals to change their offending behaviour	SFJCJEC1	Support and encourage individuals in addressing their offending behaviour  And

		SFJCJED1	Plan, monitor and review integrated packages of interventions and support to address individuals' offending behaviour
BA3	Contribute to the development of organisational policy and practice	CFAM&LCA1	Identify and evaluate opportunities for innovation and improvement
BA5	Support effective governance	CFAM&LBB4	Ensure compliance with legal, regulatory, ethical and social requirements
		SCDHSC0442	Evaluate the effectiveness of health, social or other care services
		HI4.2010	Manage information governance in a health context
BB2	Establish, maintain and use relationships with the media to explain and promote the organisation and its work	PHP26	Advise the media about specific issues relating to health and wellbeing
BC1	Develop, negotiate and agree proposals to offer services and products	CFAM&LFC2	Bid for contracts
BC4	Assure your organisation delivers quality services	GEN68	Monitor compliance with quality systems
		CFAM&LDB3	Quality assure work in your team
BC5	Manage a service which achieves the best possible outcomes for the individual	GEN133	Manage a service which achieves the best possible outcomes for the individual
BD1	Provide facilities for your organisation	CFABAA121	Supervise an office facility
			And
		CFABAA118	Manage an office facility
BD2	Manage your organisation's facilities	CFABAA121	Supervise an office facility
			And

		CFABAA118	Manage an office facility
BE4	Supplying information for management control	CFAM&LEA3	Manage the use of financial resources
		CFABAD322	Analyse and report data
		FSP MA2	Provide management information
BF5	Lead teams to provide a quality provision	CFAM&LBA3	Lead your team
			And
		CFAM&LBA2	Provide leadership in your area of responsibility
CA4	Draw up specifications for substance misuse services	CFABAF132	Prepare specifications for contracts
CB1	Invite tenders and award contracts	CFABAF111	Invite tenders and select contractors
AA1	Recognise indications of substance misuse and refer individuals to specialists	AA1.2014	Recognise problematic use of alcohol or other substances and refer individuals to services
AG4	Retain individuals in contact with substance misuse services	GEN117	Monitor, evaluate and improve processes for delivering health and wellbeing services to a population
AG5	Implement policies to manage risk to individuals and third parties	PROHSP11	Develop and implement health and safety review systems
		CFAWRV4	Develop effective policy and procedures for minimising the risk of violence to workers
		SCDHSC0035	Promote the safeguarding of individuals
AB3	Contribute to the prevention and management of abusive and aggressive behaviour	GEN134	Contribute to the prevention and management of abusive, aggressive and challenging behaviour
AB2	Support individuals who misuse substances	AB2.2012	Support individuals who misuse substances
AD1	Raise awareness about substances, their use and effects	AD1.2012	Raise awareness about substances, their use and effects

AF1	Carry out screening and referral assessment in a substance misuse setting	AF1.2012	Carry out screening and referral assessment in a substance misuse setting
AF2	Carry out assessment to identify and prioritise needs in a substance misuse setting	AF2.2012	Carry out assessment to identify and prioritise needs in a substance misuse setting
AI1	Use recognised theoretical models to provide therapeutic support to individuals who misuse substances	AI1.2012	Use recognised theoretical models to provide therapeutic support to individuals who misuse substances
AI2	Help individuals address their substance misuse through an action plan	AI2.2012	Help individuals address their substance misuse through an action plan
AI3	Use recognised theoretical models to provide therapeutic support to groups of individuals who misuse substances	AI3.2012	Use recognised theoretical models to provide therapeutic support to groups of individuals who misuse substances

As part of this work the Group also identified various NOS that sit in other suites that are relevant to working in the area of substance misuse.

<b>NOS prefix and title</b>	<b>Suite</b>	<b>Originating Sector Skills Council</b>
<b>Supporting individuals</b>		
SCDHSC0344 Support individuals to retain, regain and develop skills to manage their daily living	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0345 Support individuals to manage their financial affairs	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0347 Support individuals to access employment	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0348 Support individuals to access learning, training and development opportunities	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0349 Support individuals to access housing and accommodation services	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0352 Support individuals to continue therapies	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0366 Support individuals to represent	Health and Social Care	Skills for Care & Development/Skills for Health

their own wishes and needs at decision-making events		
SCDHSC0367 Support individuals to access independent representation and advocacy	Health and Social Care	Skills for Care & Development/Skills for Health
MH21 Support people with mental health needs in crisis situations	Mental Health	Skills for Health
GEN100 Assist individuals to evaluate and contact support networks	General Health Care	Skills for Health
<b>Peer mentoring and coaching</b>		
CCSCCS18 Peer training and mentoring	Community Arts	Creative & Cultural Skills
LSI CM05 Undertake coaching or mentoring	Coaching & Mentoring	LSIS
<b>Social media and marketing</b>		
SFJHG5 Promote the agency and its services through the media	Youth Justice	Skills for Justice
CFACSA19 Deal with customers using a social media platform	Customer Service	Skills CFA
CFACSA20 Champion the use of social media to build customer trust and enhance brand value	Customer Service	Skills CFA
CFACSD22 Develop customer service network through social media platforms	Customer Service	Skills CFA
<b>Multi-agency working</b>		
GEN27 Develop, sustain and evaluate collaborative working with other organisations	General Health Care	Skills for Health
SCDHSC0433 Develop joint working arrangements for health and social care services	Health and Social Care	Skills for Care & Development/Skills for Health
GEN122 Enable workers and agencies to work collaboratively	General Health Care	Skills for Health
<b>Advice and guidance</b>		
CHS174 Advise and inform others on services	Clinical Health Skills	Skills for Health
CHS177 Advise on access to and use of services	Clinical Health Skills	Skills for Health
CHS179 Advise on requirements for choice of therapeutic intervention	Clinical Health Skills	Skills for Health
SCDHSC0026 Support individuals to access information on services and facilities	Health and Social Care	Skills for Care & Development/Skills for Health
SCDHSC0419 Provide advice and information to	Health and Social Care	Skills for Care & Development/Skills for Health

those who enquire about health and social care services		
LSIAG01 Establish communication with clients for advice and guidance	Advice & Guidance	LSIS
LSIAG2 Support clients to make use of the advice and guidance service	Advice & Guidance	LSIS
SCDLSS407 Develop interactions with advice and guidance clients	Learning Development Support Services	Skills for Care & Development
LSIAG12 Liaise with other services	Advice & Guidance	LSIS
SCDLSS319 Interact with clients using a range of media	Learning Development Support Services	Skills for Care & Development