



Australian Government

Department of Education, Employment and Workplace Relations

CSCOFM303A Respond to offenders influenced by drugs or alcohol

Revision Number: 2

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Modification History

CSCOFM303A Release 2: Layout adjusted. No changes to content.

CSCOFM303A Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to respond to offenders who are influenced by drugs or alcohol and to act immediately to minimise risks to health and safety.

Application of the Unit

This unit applies to correctional services staff working with offenders in prisons, secure custodial centres or within the community. With changes based on different organisation's needs, it can apply to workers in juvenile detention, immigration detention or other contexts where working with detained persons is part of the work role.

Customisation will be required to accommodate the different work sites and defined work role contexts in which this unit will be applied.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Provide an immediate response to offenders' condition.	<p>1.1 Assess the condition of offender by observation and checking of <i>external signs and responses</i>.</p> <p>1.2 Place offender in a location designed to protect the safety and welfare of people involved.</p> <p>1.3 Monitor offender's condition and behaviour and note all signs consistent with alcohol or drug use.</p> <p>1.4 Note <i>signs that are not consistent with drug or alcohol use</i> and report these immediately.</p> <p>1.5 Request emergency assistance where offender's condition suggests the need for immediate medical attention based on emergency response criteria.</p> <p>1.6 Request medical support according to the organisation's procedures for substance testing and <i>risk assessment</i>.</p> <p>1.7 Monitor and record offender's condition according to organisation's procedures.</p>
2 Reduce the possibility of risk or injury.	<p>2.1 Determine the need to use isolation and restraint according to risk assessment and organisational guidelines.</p> <p>2.2 Maintain a calm and confident manner in all contact with offenders affected by drugs and alcohol.</p> <p>2.3 Follow the organisation's occupational health and safety policies and guidelines and infection control guidelines in all actions to protect the safety of all people.</p> <p>2.4 Respond to emergencies according to emergency procedures and degree of urgency.</p> <p>2.5 Recruit specialist support immediately when indicated by offender's condition and <i>degree of risk</i>.</p> <p>2.6 Complete incident reports that are clear, accurate and in the required format.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- monitoring people's behaviour and condition for changes
- analysing physical signs for indications of potential problems
- giving emergency first aid, including:
 - cardio-pulmonary resuscitation (CPR)
 - dealing safely with bleeding, broken bones, unconsciousness and choking
 - coma positions
- working with intoxicated clients in a manner that ensures their safety and that of others
- assessing risks in emergencies
- applying organisation's policies and procedures for prevention of harm, including emergency procedures
- applying organisation's code of conduct
- maintaining duty of care
- reporting required information clearly and accurately in correct format
- getting specialist support at the time required.

Required knowledge:

- organisation's policies, guidelines and procedures related to dealing with clients affected by alcohol and other drugs, including:
 - occupational health and safety guidelines
 - infection control guidelines
 - duty of care
 - strategies for dealing with aggressive clients
 - legislation covering prohibited substances
 - policy of services and intervention
 - code of conduct
 - emergency response
 - incident reporting
 - reporting suspected drug or alcohol use
 - requesting testing for drug or alcohol use
 - use of breath or urine analysis sampling equipment where required
- understanding of drug or alcohol use, including:
 - symptoms of drug use and overdose
 - drugs in the local community, prison and correctional environment
 - recent and relevant information and policies on alcohol and other drug issues
 - harm minimisation

- emergency response, and protective and risk management strategies, including:
 - restraint guidelines
 - isolation guidelines
 - use of response specialists
 - first aid
 - resuscitation.

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

Evidence for assessment must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of employability skills as they relate to this unit.

Context of and specific resources for assessment

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered by an individual dealing with offenders influenced by alcohol and other drugs effectively as part of a coordinated team, including coping with difficulties, irregularities and changes to routine
- copies of legislation, policies, procedures and guidelines relating to responding to offenders influenced by drugs or alcohol
- access to appropriate learning and assessment support when required.

Method of assessment

The following assessment methods are suggested:

- observation of performance in routine workplace activities within a range of agreed responsibilities and in various work locations
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documents and reports produced as part of routine work activities
- third-party reports from experienced practitioners
- completion of performance feedback from supervisors and colleagues.

Guidance information for assessment

Assessment methods should reflect workplace demands, and any identified special needs of the candidate, including

language and literacy implications and cultural factors that may affect responses to the questions.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

External signs and responses may include:

- death
- prolonged unconsciousness
- injury to self and others
- suicide
- infection
- blood loss
- concussion and head injury.

Signs that are not consistent with drug or alcohol use may include:

- evidence of physical illness or injury
- evidence of mental illness
- behaviour inconsistent with drug use history
- assessment of personal risk to client.

Risk assessment will be based on the risk management system and may include:

- condition of the offender
- available support
- emergency procedures
- nature of the environment and the services and procedures
- level of staff skill
- behaviour of the offender.

Degree of risk will be based on factors that may include:

- available drug history
- orientation to person, place and time
- level of consciousness
- degree of cooperation
- behaviour
- environment and location
- previous incidents.

Unit Sector(s)

Offender management

Competency field

Not applicable

Co-requisite units

Not applicable