



Australian Government

DEFPS002 Conduct a mental health screening interview

Release: 1

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Modification History

Release	TP Version	Comments
2	DEF12V 2	New unit.
1	DEF12V 1	Primary release.

Unit Descriptor

This unit covers the competency required to conduct a mental health screen within the Australian Defence Force.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. In a Defence context, this means that there is no civilian need to hold this unit in order to meet licensing, legislative, regulatory or certification requirements.

Application of the Unit

This unit was developed for military personnel required to prepare and conduct of a mental health screening interview for an ADF member. It also includes completing all post-screen administration.

The persons performing these tasks will be employed within a specialised employment field relating to the practice of ADF psychology. The person will perform these tasks under supervision of a Mental Health Professional. A mental health screen is typically conducted for ADF personnel after a period of operational service or a critical incident. The aim of the mental health screen is to provide early identification and intervention of mental health illness. The mental health screen is not counselling or psychotherapy.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for a mental health screening interview	1.1 Relevant documents are gathered and prepared in accordance with organisations instructions. 1.2 Verbal brief on the purpose and process of the mental health screening interview is provided to clients. 1.3 Psychological screening questionnaire is administered to client, and scored in accordance with relevant instructions. 1.4 The psychological record of the client is reviewed prior to the screening interview, as required based on findings of screening questionnaire.
2. Conduct a mental health screening interview	2.1 The screening interview tool is used to guide the interview process and record client responses. 2.2 Communication techniques are applied, as necessary, to encourage cooperation and the honest exchange of information relevant to the purpose of the interview. 2.3 The principles of a screening interview are applied to establish an environment of trust and mutual respect. 2.4 Negative responses and conflict are handled constructively and effectively. 2.5 Client behaviour and responses are observed and noted for further exploration. 2.6 Questioning is used to determine moods, emotions and areas of concern of the client in accordance with guidelines. 2.7 Key issues and client concerns are determined and recorded in accordance with guidelines. 2.8 Clients in crisis are recognised and responded to in accordance with guidelines. 2.9 Referral options and screening outcomes are considered and discussed with the client in accordance with guidelines. 2.10 Education or support options are outlined to the client as required. 2.11 Interview is concluded in a sincere, courteous and friendly manner in accordance with guidelines.
3. Perform post-mental health screening interview administration	3.1 Notes made during interview and other relevant information is retained and recorded in accordance with organisational requirements.

- 3.2 Psychology screening record is completed in accordance with organisational requirements.
- 3.3 Referral to mental health professional is prepared and submitted in accordance with organisational requirements.
- 3.4 Verbal feedback is provided to mental health professional about the clients identified issues and concerns.
- 3.5 Individual psychology documents are updated, stored and/or returned in accordance with organisational privacy and security requirements.

Required Skills and Knowledge

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

Required Skills

- Communicate detailed and technical testing procedures to individuals or groups
- Literacy skills to clearly articulate administrative procedures and draft written reports
- Numeracy skills to accurately analyse and validate psychometric test results
- Organisational skills to manage own tasks within timeframes
- Problem-solving skills to apply a broad range of problem-solving strategies to work outcomes
- Self-management skills to consistently evaluate and monitor own performance
- Facilitation skills to coordinate testing groups efficiently and effectively
- Using information technology including common software packages such as word processing, spreadsheets and databases, e-mail, and customised electronic psychological testing and record keeping systems
- Take notes whilst communicating effectively
- Accurately observe and correctly interpret client behaviour
- Communicate in a culturally sensitive and respectful manner
- Maintain client confidentiality
- Apply interviewing micro-skills
- Apply first-aid to an injured persons
- Apply organisational privacy and security requirements

Required Knowledge

- ADF mental health technical manuals, policy, processes and procedures
- Reporting requirements relating to observed client behaviour
- Legislative requirements relating to collection, storage, disposal and release of psychological information
- Psychological screening interview tools
- Interviewing micro-skills
- Verbal and non-verbal communication techniques
- Cultural diversity
- Culture and trauma management
- Own cultural bias/beliefs
- Principles of early intervention
- Organisational codes of conduct, practices and ethics
- Organisational and own scope of practice (limitations/boundaries)
- Safe working policy and practices
- Privacy and confidentiality policy and procedures
- Duty of care
- Symptoms of psychological distress

- Self-care principles
- Common mental health illnesses
- Psycho-education strategies such as stress management, operational stress, critical incident mental health support, anger management, relaxation techniques, sleep and fatigue management, grief, trauma reactions, problem solving, alcohol and other drug abuse, suicide first aid
- Referral options and procedures

Evidence Guide

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

Assessment must confirm the ability to:

- use appropriate attending behaviours, effective interviewing micro-skills and questioning techniques
- an ability to gather appropriate information for referral action and implement the outcomes of a psychological screen, and
- complete and report activity outcomes accurately in accordance with relevant instructions

Consistency in performance

Competency should be demonstrated on at least four occasion including at least two different types of screening interviews

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

Access to:

- Suitable environment for screening interview
- Screening interview tools
- Access to relevant psychological documents
- Role players (clients)

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.

<i>Documents</i> may include:	• administrative applications • personal history profile • personal psych files and documents • psych referrals • psychology assessment record • psychology document folder • psychology reports • psychology test record • recruiting psychology report
<i>Psychological screening questionnaires</i> may include:	• Alcohol Use Disorders Identification Test • Deployment experience questionnaire • Kessler 10 Questionnaire • Major Stressors Inventory • Post-Traumatic Stress Disorder Check List – Civilian • Traumatic Stress Exposure Scale – Revised
<i>Screening interview tools</i> may include:	• Critical Incident Mental Health Support (CIMHS) • Post Operational Psychological Screening (POPS) • Return to Australia Psychological Screening (RTAPS) • Special Psychological Screening
<i>Communication techniques</i> may include:	• active listening • asking questions in the interview • confrontation • direct and indirect questioning • encouragers • eye contact • intentional non-attending • non-verbal communication • paraphrasing content • perception checking • phrasing questions • qualities of voice • reflecting feeling/meaning • requests for clarification • summarising • tracking

<i>Principles of screening interview</i> may include:	• client well-being • empathy • listening • no harm • resistance • respect
<i>Referral options and screening outcomes</i> may include:	• feedback to client • immediate follow-up • provision of psycho-educational training • referral to a mental health professional • routine follow-up
<i>Education or support options</i> may include:	• alcohol tobacco and other drugs preventative programs • anger management • grief reaction • problem solving • relaxation techniques • sleep hygiene • stress management

Unit Sector(s)

Not applicable.