

Unit 4222-613 Assist with the transfer of individuals, who misuse substances between agencies and services (ASM15)

Level: 3
Credit value: 1
UAN: D/601/0676

Unit aim

This unit is aimed at those who make arrangements to transfer individuals between agencies and services; it includes circumstances where someone may be referred either into or out of a service as well as circumstances where someone is referred within an agency.

Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. Understand how legislation and organisational policies impact on the transfer of individuals between agencies and service
2. Be able to apply agency and service procedures correctly in preparing people for and supervising them during transfer from one service to another
3. Be able to respect the rights of the individual and value Diversity
4. Be able to use communication skills effectively in working with individuals and the agencies and services to which they are being transferred

Guided learning hours

It is recommended that **6** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is linked to the Skills for Health/DANOS national occupational standard:

AG3 Assist with the transfer of individuals between agencies and services. The Unit also appears in the Health and Social Care Standards HSC386.

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Health.

Assessment

Any skills-based element within the unit must be assessed within the workplace or using workplace evidence.

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Assessment Criteria

Outcome 1 Understand how legislation and organisational policies impact on the transfer of individuals between agencies and service

The learner can:

1. list legislation that impacts on arrangements for referring or transferring individuals between services
2. identify how organisational policies influence transfer arrangements.

Outcome 2 Be able to apply agency and service procedures correctly in preparing people for and supervising them during transfer from one service to another

The learner can:

1. obtain and utilise the necessary information about transfer arrangements
2. describe what information should be provided to meet the needs of individuals and others
3. prepare an individual for transfer in accordance with agency and service procedures
4. describe the roles and responsibilities of those involved in the transfer
5. identify the agencies requirements for support and monitoring of individuals
6. complete accurate records, store them as required and in accordance with confidentiality policies
7. plan arrangements necessary in order to monitor and review the individual's adjustment to change.

Outcome 3 Be able to respect the rights of the individual and value Diversity

The learner can:

1. identify the support and assistance which individuals will need to help them make the transfer
2. show how an individuals culture and gender influence practice in preparing them for and supervising transfer arrangements
3. demonstrate how principles of equality, diversity and anti-discriminatory practice have been considered and applied in the course of a transfer
4. demonstrate how individuals and relevant people can be encouraged to seek information and express their views during the process of preparing for a transfer.

Outcome 4 Be able to use communication skills effectively in working with individuals and the agencies and services to which they are being transferred

The learner can:

1. explain the arrangements and reasons for a transfer clearly to individuals and others who might be involved
2. provide clear and accurate information about the support that will be provided and how people should seek further support should they need it
3. demonstrate how to provide support to individuals including situations where they may be distressed, anxious or angry
4. identify any disagreements that arise and negotiate with those involved
5. demonstrate how communication should be adapted to meet the needs of individuals and the requirements of different agencies.