**[Insert organisation name/logo]**

**CAPABILITY REVIEW AND DEVELOPMENT FORM**

**Employee information**

|  |  |
| --- | --- |
| **Employee name and position** |  |
| **Length of time in position** |  |
| **Length of time with the organisation** |  |
| **Supervisor name and position** |  |

**Review information**

|  |  |
| --- | --- |
| **Review date** |  |
| **Review section** | Domain 6: Treatment and interventions  Conduct effective screening and assessment processes  Undertake effective care planning  Deliver effective treatment and interventions |

**Assessment ratings**

|  |  |
| --- | --- |
| **Met** | Indicators met |
| **Developing** | Indicators partially met |
| **Not met** | Indicators not met |

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| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Conduct effective screening and assessment processes** | * + 1. Creates a welcoming, safe and supportive environment and uses a range of relational and therapeutic skills including active listening, respect, empathy and sensitivity to establish trust and rapport | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Clearly explains the purpose and structure of the assessment process, how privacy and confidentiality will be protected, and associated limitations and constraints | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Uses standardised screening and assessment tools to gather relevant information from the person, and from others as appropriate, in a structured and non-judgemental way | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Tailors the assessment process, adapting communication and approach to suit the needs of the person, the situation and the information being obtained | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises and identifies interrelated issues and how they impact on presenting need | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Conduct effective screening and assessment processes** | * + 1. Conducts the assessment process in a manner that minimises unnecessary duplication of information | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Sensitively explores issues and needs relating to trauma, violence, grief, loss and intimate relationships, consistent with role, experience and scope of practice, and only when safety practices have been established with the person and the person has indicated their consent and readiness to do so. | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises and understands obligations and sensitivities relating to the use and disclosure of personal information, and refrains from seeking irrelevant or unnecessary information | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. In consultation with the person, facilitates engagement of family and significant others to support or enhance the assessment process, when appropriate and safe to do so | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Sensitively asks about the needs and responsibilities of being a parent or carer, and provides or facilitates access to appropriate information, support and referral, as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Conduct effective screening and assessment processes** | * + 1. Appropriately assesses, documents and communicates risk and safety concerns, and provides or facilitates access to appropriate information, support and referral, including ongoing risk assessment, as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Follows all relevant policies, protocols and guidelines relating to assessing and responding to child protection and family and domestic violence concerns, and ensures immediate risk and safety needs are addressed | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Where appropriate, provides brief intervention and advice and assists the person to access appropriate information, support and referral, as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Supports the person to identify and develop strategies to reduce AOD-related harm | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Identifies and acts on situations that may require further assessment, consultation and/or referral to other services, and facilitates access as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Conduct effective screening and assessment processes** | * + 1. In collaboration with the person, generates an initial care plan in a timely manner that addresses immediate treatment, risk and support needs | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Appropriately communicates, records and reports assessment outcomes | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
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| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Undertake effective care planning** | * + 1. Collaborates with the person, and with others as appropriate, to develop an individualised care plan that draws on the assessment findings, the person’s needs, strengths, goals, preferences and resources, and the best available evidence | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Identifies and addresses gaps in assessment information, seeking relevant permissions and consent from the person before exchanging information with external sources | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Assesses stages of change and responds appropriately, using motivational interviewing and other psychosocial strategies to facilitate engagement and positive change | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Supports the person to establish realistic and achievable goals, and to identify and address barriers that might restrict goal achievement | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. With the person, reviews and provides information and advice on treatment and intervention options matched the person’s needs, strengths, goals, preferences and resources | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. In consultation with the person, facilitates engagement of family and significant others to enhance or support care plan development, when appropriate and safe to do so | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Undertake effective care planning** | * + 1. Recognises the role of social determinants of health, and incorporates this understanding when planning care | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Supports the person to identify personal relapse risk factors and to develop strategies and skills to prevent and manage relapse and other harms associated with AOD use, including how to access ongoing support, as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Effectively responds to people who may be at risk of harm, and ensures adequate risk and safety planning occurs | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Evaluates and takes steps to prevent violence, abuse and neglect in the person’s relationships, including facilitating referral to appropriate services | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Identifies the need for specialist intervention and accounts for this in care planning, facilitating access as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Plans and negotiates how progress will be monitored and establishes time frames for review, in line with relevant policies, protocols and guidelines | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Domain 6: Treatment and interventions** | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **6.2. Undertake effective care planning** | * + 1. Communicates, with permission, relevant aspects of the care plan to relevant service providers to ensure seamless care | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Provides the person, and others as appropriate, with a copy of their care plan, taking into consideration relevant privacy and confidentiality requirements and concerns | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
|  | | | | | |

| **Domain 6: Treatment and interventions** | | | | | |
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| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Deliver effective treatment and interventions** | * + 1. Delivers services in line with the individualised care plan and matched to the person’s needs, strengths, goals, preferences and resources | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises and upholds the person’s rights, including the right to informed consent, the right to provide honest feedback on the quality, experience and impact of the care provided, and the right to refuse treatment | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Maintains a positive, compassionate, caring and empathic attitude | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Supports the person to make informed decisions, providing or facilitating access to accurate and appropriate information, as required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Seeks to promote cultural safety, responsiveness and equity in service delivery and in practice | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. In consultation with the person, facilitates engagement of family and significant others to enhance or support care provision, when appropriate and safe to do so | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Identifies and coordinates management of co-existing conditions, working collaboratively with other service providers to ensure the totality of the person’s needs are met | Met  Developing  Not met | Met  Developing  Not met |  |  |

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| **Domain 6: Treatment and interventions** | | | | | | |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Deliver effective treatment and interventions** | * + 1. Incorporates a range of evidence-based interventions consistent with role, experience and scope of practice, and matched to the person’s needs, strengths, goals, preferences and resources | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Effectively responds to people who may be at risk of harm, and ensures appropriate, timely and assertive follow-up occurs. | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Identifies and actively supports the person to access relevant services, and advocates for the person throughout the referral and intervention process | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. With the person, and with others as appropriate, reviews progress at regular intervals or when indicated by changing circumstances, and modifies the care plan as needed | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Provides timely and appropriate written and verbal care reports to facilitate clinical handover and transfer of care, consistent with privacy and confidentiality requirements | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Responds appropriately to unplanned cessation of treatment, and ensures the person is provided with adequate information, support and follow-up | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Provides the person, and others as appropriate, with a copy of the care plan and discharge summary on completion of treatment, consistent with privacy and confidentiality requirements | Met  Developing  Not met | Met  Developing  Not met |  |  | |

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| **Capability** | **Indicator** | **Rating** | | **Action Plan** | | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Deliver effective treatment and interventions** | * + 1. Seeks feedback from the person, and others as appropriate, regarding the quality, experience and impact of the care provided | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Completes and uses relevant documentation and outcome measures throughout the episode of care | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| * + 1. Ensures all documentation is clear, accurate, objective, timely and appropriate | Met  Developing  Not met | Met  Developing  Not met |  |  | |
| **Comments** | | | | | | |
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