**[Insert organisation name/logo]**

**CAPABILITY DEVELOPMENT AND REVIEW 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 type**  | □ Self□ Supervisor |
| **Review section** | Domain 1: Foundational knowledge and practice□ Understand and adapt practice according to higher level systemic influences□ Understand and apply relevant theoretical and practice-based frameworks□ Understand and apply relevant theoretical and practice-based frameworks |

**Assessment ratings**

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

| **Domain 1: Foundational knowledge and practice** |
| --- |
| **Capability** | **Indicators** | **Rating** | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| * 1. **Understand and adapt practice according to higher level systemic influences**
 | * + 1. Recognises AOD work as an essential component of the health and social services system
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises social, political, legal, cultural and organisational contexts and systems and how they impact on people and practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises the structural components of disadvantage and the impact of power hierarchies
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises relevant changes in society, demography and culture and the impact of these influences on current-day approaches and interventions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * 1. **Understand and adapt practice according to higher level systemic influences**
 | * + 1. Recognises relevant policy, and the strategic policy frameworks that inform AOD service delivery
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises relevant legislation, and the legal and regulatory frameworks that inform and mandate practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 1: Foundational knowledge and practice** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Status** |
| **Self** | **Supervisor** |  |  |
| **Understand and apply relevant theoretical and practice-based frameworks** | * + 1. Recognises a range of AOD theories, models and concepts, and their implications for practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises the ways in which AOD use is a population health and public health issue
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises the role of social determinants and the need for structural interventions to address health and social inequalities
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises the factors that can contribute to or protect against AOD use
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Incorporates strategies to enhance person-centred practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * 1. **Understand and apply relevant theoretical and practice-based frameworks**
 | * + 1. Incorporates strategies to enhance behaviour change
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Incorporates health promotion and harm reduction principles
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Incorporates trauma-informed practice principles
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|   |

| **Domain 1: Foundational knowledge and practice** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| **Understand and apply relevant theoretical and practice-based frameworks** | * + 1. Reflects on personal values, attitudes, assumptions and beliefs regarding AOD use, and acknowledges their potential impact when working in AOD practice contexts
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Maintains knowledge and awareness of AOD prevalence and patterns of use within the community served
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises that AOD use occurs across a continuum, from occasional use to dependent use
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises varying presentations of AOD use and associated needs across the lifespan
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Understand and apply relevant theoretical and practice-based frameworks** | * + 1. Recognises the properties and effects of commonly used drugs and their interactions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises the behavioural, psychological, physical and social effects of AOD use on the individual, their family and significant others, and the broader community
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises recommended classification systems and diagnostic criteria for AOD-related health conditions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises and responds appropriately to people under the influence of AOD, and ensures that immediate risks and safety needs are addressed
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Understand and apply relevant theoretical and practice-based frameworks** | * + 1. Recognises and responds appropriately to potential medical and mental health conditions that may co-exist with AOD-related health conditions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |