

# Student Placements at DRUG ARM



## Initiation

Placements will be arranged **by the student** with the CARE Director. Students should have some awareness of DRUG ARM and its programs prior to making contact with the organisation: much information can be found on our website, [www.drugarm.com.au](http://www.drugarm.com.au). The student will provide details of their course and course provider to the CARE Director, who will organise a suitable supervisor within DRUG ARM. Students must attend an interview prior to being accepted for placement. The CARE Director may be contacted by telephone: (07) 3620 8821; fax: (07) 3620 8812 or by email: [carolines@drugarm.com.au](mailto:carolines@drugarm.com.au)

## Eligibility: Age, personal drug use and mental health issues

Due to the nature of our work, we ask that all students are **at least 18 years of age**.

Students with personal experience of alcohol and other drugs are not excluded from placement, but must abide by the organisation's policy (which applies to staff, volunteers and students) of being two years clear of any use of illicit substances, and two years clear of any addictive episodes involving alcohol or prescription medications. This should be discussed in confidence with the CARE Director. Students must not be under the influence of any substance during working hours. These are Occupational Health and Safety issues. This policy is also to prevent precipitation of any relapse in recovered users. DRUG ARM is a non-smoking workplace. Staff, students and volunteers may not smoke in the DRUG ARM office or vehicles or in clients' homes.

Work in the Alcohol and Other Drug field is emotionally and mentally challenging. Those with recent episodes of **mental or physical ill-health** must discuss their situation with the Program Coordinator before commencing placement.

## Eligibility: Blue Cards (Working with Children check)

As of January 17, 2005, the Commission for Children & Young People requires that students **MUST** have a Blue Card (Working with Children check) **BEFORE** commencing their placement. Students can apply for this via their college/university at no cost. Please find more details at [www.childcomm.qld.gov.au/employment/index.html](http://www.childcomm.qld.gov.au/employment/index.html)

## Attendance

Students will agree on attendance times with their supervisor. If not attending as agreed, students **must** notify the supervisor well before the expected arrival time and make alternate arrangements. Students will sign in on arrival and sign out on departure each day.

Students will work under the guidance of DRUG ARM staff at all times, and will follow all Policies and Procedures for the programs in which they work.

## Dress Standards

Students in client facing programs (eg CAFSS, MOSHPIT) should wear conservative, clothing (shoulders, midribs, chest covered) and sturdy, closed in shoes for all shifts. Jewellery should be kept to a minimum; mobile phones and personal possessions should be left in the crew room/office and **NOT** taken on patrol/visits. In the office, business casual is acceptable.

## Insurance

Generally, the course provider (college/university) has insurance that covers students while on placement. It is imperative that the relevant forms are obtained from the provider, filled in accurately and returned to the provider **BEFORE** the student begins placement.

## Structure

Placements will be structured around a learning plan. Students will discuss this with their supervisor and agree on a learning plan to address their course requirements within DRUG ARM's resources and the timeframe available. Students will create a draft and bring on their first day to finalise with the supervisor within the first week. This plan must be documented and recorded in the student's file, and will be reviewed periodically.

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Students are strongly encouraged to keep a detailed journal of their placement time, to assist with critical reflection and to record development and progress.

## Research/Education Placements

Research, education or policy placements will generally focus on a specific project under the guidance of the Centre for Addiction Research & Education (CARE). The nature of the project will be discussed with the student and the course provider to ensure it encompasses assessment requirements, resource availability, ethics guidelines and student area of interest.

## CAFSS and Outreach Placements

Agency experience or counselling placements will generally encompass learning across the following areas:

- Drug and alcohol information
- Resources available for workers/clients (eg via the Resource Centre)
- Services available to clients
- Referral pathways/agency interactions
- Working with intoxicated or challenging-behaviour clients
- Counselling/support methodologies, interventions and practice
- Case management procedures and skills
- Mental health issues

## Training

Students are strongly encouraged to complete the program training as part of their placement. For CAFSS, this is absolutely essential. This will enable them to start working in the program with a set of baseline skills, and thus enable them to more quickly move into working with clients. Contact the CARE Director or the State office for dates and times of training courses.

## Duration

Placement duration is most often governed by the course being studied. However, for CAFSS placements, it is most strongly recommended that students space their time over a period of 6 months minimum, to allow them to participate in training and then complete a full client treatment episode (3 months).

## Assessment

Assessment of student placements will be performed by supervisor/s and approved by the Programs Manager or CARE Director. Students will advise CARE Director of assessment requirements prior to commencing placement. Students and their course providers will be notified of the assessment outcomes as required. All discussions on assessment outcomes should initially be directed to the CARE Director.

## Debriefing and Grievances

Students are strongly advised to take advantage of the informal debriefing system in place within DRUG ARM programs, by connecting with other volunteers and staff as well as their supervisor. Should further debriefing be necessary, avenues should be discussed with the workplace supervisor or CARE Director.

Any issues that arise during a student placement should first be addressed with the immediate supervisor. If this is insufficient, students should be encouraged to consult with either the National Programs Manager or the CARE Director.

## Contact details: DRUG ARM Australasia: National Office & Queensland Office

Postal address:

GPO Box 590  
Brisbane Qld 4001

Tel:

(07) 3620 8800 (Qld)  
(07) 3620 8811 (National)

Street address:

24 Hamilton Place  
Bowen Hills

Transport:

# Student Placements at DRUG ARM



Train – nearest station is Bowen Hills (5 mins walk)

Bus – nearest station is Royal Brisbane Hospital (10 mins walk)

Parking – very limited on-street parking, 2 hour inner-city limit applies

## **Example of a Learning Plan:**

All students are expected to develop a learning plan for their placement. Some courses provide specific areas in which the student is expected to acquire or demonstrate skills/knowledge. We strongly encourage students to include learning goals of their own in the learning plan.

For each learning area, a task is decided upon to address issues of interest in a framework relevant to DRUG ARM. A means of assessing the task should also be decided. A template is available. For example:

### **Area of interest:**

- *Drug and alcohol information*
- *Resources available in the Resource Centre*

### **Task:**

Student to decide on a drug of interest and prepare a review of the drug, its effects, treatment options and recent research on the drug using the Resource Centre

### **Assessment:**

By review of document and discussion with student

### **Area of interest:**

- *Services available to clients*
- *Referral pathways*
- *Case Management procedures and skills*

### **Task:**

Student to be assigned a (blinded) client assessment from current files and prepare a case management plan to address issues presented, personal circumstances, location etc.

### **Assessment:**

Plan to be reviewed and discussed with supervisor

### **Area of interest:**

- *Support/counselling methodologies and practice*

### **Task:**

Student to sit in on support sessions (telephone/in-house/home visits), observe, then discuss session at length with counsellor/team leader, analysing style of counselling, options discussed, reactions of client, alternatives and future options

### **Assessment:**

Supervisor to assess and discuss suitability of responses

### **Area of interest:**

- *Service Structure within DRUG ARM, relationships in community*

### **Task:**

Student to research how program fits with other DRUG ARM services and within the community and then to generate an organisational diagram to explain

### **Assessment:**

Diagram to be discussed with supervisor