

Offender Services & Programs Corrective Services NSW

Policy and Procedure for delivery of the Health Survival Tips session and RPOSP Health in Prisons

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1 Policy statement and purpose

Corrective Services NSW (CSNSW) is committed to reducing the risk of transmission of communicable diseases in NSW Correctional Centres and empowering inmates to take responsibility for their health and wellbeing whilst in custody.

In line with this commitment, all inmates housed in NSW Correctional Centres are invited to attend a facilitated Health Survival Tips (HST) session at least once every 12 months and complete the associated Knowledge Assessment. Inmates received into custody who have not previously attended the session and completed the Knowledge Assessment, must do so within one month of incarceration.

The purpose of this policy is to ensure that CSNSW is responding to its duty of care by providing information which supports a safe and healthy environment for both staff and inmates.

Correctional centres are high risk environments for the spread of communicable diseases, in particular, blood borne communicable diseases such as Hepatitis B, Hepatitis C and HIV/AIDS. Consequently, people who work and reside in a Correctional Centre are at risk of exposure to blood borne communicable diseases due to people housed in close proximity to one another, as well as high rates of unsafe injecting practices and other risk taking behaviour.

The success of this Policy relies on the collaboration between Custodial Officers under the direction of the Governor/MOS and Offender Services and Programs (OS&P) staff.

The aim of this Policy is to encourage inmate responsibility in maintaining their knowledge of health and safety in a custodial environment and putting this into practice. Rather than insist inmates attend an annual HST session, an inmate may choose to do a knowledge assessment. This allows for the testing of retention of knowledge and therefore reduces the likelihood that an inmate will refuse to attend, because an inmate has attended multiple sessions. Inmates now have a choice to complete the assessment or attend the session to refresh their understanding.

2 Application

This policy applies to all inmates, Custodial and OS&P staff in NSW Correctional Centres.

Those NSW Correctional Centres that are subject to Operating / Management Agreements (a 'contract') and operated or managed either by the State or a private service provider will be required to meet the Service Specifications and Key Performance Indicators as detailed in respective contracts.

The Assistant Commissioner, Offender Management and Programs (OMP) has oversight for implementing this policy. The Group Director, Offender Services and Programs (OSP) through the Director State-wide Services and Director State-wide Programs is responsible for monitoring compliance with the policy.

Governance and Continuous Improvement has responsibility for performance monitoring and reporting against associated Service Specifications and Key Performance Indicators.

3 Trauma Informed Practice and Motivational Interactions

Services and interventions that require an offender to be actively engaged in CSNSW processes must adhere to principles of Motivational Interaction (MI), Trauma Informed Practice (TIP) and care. CSNSW SAPOs may refer to the MI & TIP training offered by CSNSW Brush Farm Academy.

TIP acknowledges that life events and intergenerational knowledge affect a person's life view and behaviour. The discovery of this trauma triggers a certain approach and a referral. For example, an inmate who identifies as Aboriginal has been exposed to intergenerational trauma and should be engaged using TIP.

Interventions with offenders must adhere to the principles of MI, TIP and care. Following these principles facilitates both an understanding of how to engage in conversations that increase intrinsic motivation to change as well as treating all inmates with respect particularly if an inmate is in a state of distress.

Using MI and TIP assists with monitoring or assessing duty of care issues, inmate agitation, escalation of behaviours, and concerns around staff safety.

When traumatic issues emerge while delivering service interventions, they can be sensitively acknowledged by responding to disclosure and making appropriate referrals to other service providers.

SAPOs will not always have the appropriate resources to address problems that arise during interactions with inmates in the custodial environment. Where traumatic events may trigger an offender, a referral to CSNSW Psychology or Chaplaincy is to be considered and actioned as appropriate. Where an offender can be referred to an external counsellor (such as Victims Services Counselling), this is to be the preferred course of action.

4 Procedure

4.1 All Correctional Centres

The one hour SAPO-facilitated HST session is delivered face-to-face with the inmate. Inmates are required to show a level of knowledge around steps they can follow while incarcerated that reduce the transfer risk of infectious (communicable) diseases by completing a Knowledge Assessment. No specific HST training is required by a SAPO to deliver the session, although the SAPO must be responsive to inmate needs when delivering content, including their cognitive capacity and language skills.

4.1.1 Table of responsibilities

Action	Responsibility
1 Current knowledge of the HST DVD, HST Booklet and the <i>Policy and Procedure for delivery of the Health Survival Tips Session and RPOSP Health in Prisons</i> .	SAPO/SSAPO
2 Custodial staff are familiar with the contents and purpose of the HST DVD/Booklet and session	Governor/MOS

Action		Responsibility
3	Access to inmates is given to OS&P staff on a regular basis to facilitate the face-to-face delivery of the HST session	Governor/MOS
4	<p>The HST 'play-all' version is available on:</p> <ul style="list-style-type: none"> • Televisions in AVL suite waiting areas and Reception Areas of Correctional Centres • Gaol TV / Incell TV (in those centres which have this) • Inmate screens at Hunter and Macquarie 	Governor/MOS
5	<p>Relevant resources are available:</p> <ul style="list-style-type: none"> • FINCOL; Condom / Dental dams; Blood spill kits; Sunscreen 	Governor/MOS
6	<p>Inmates have access to FINCOL, condoms and dental dams as per policy</p> <ul style="list-style-type: none"> • COPP 6.5 Infectious and communicable diseases • COPP 6.7 Condoms and dental dams 	Governor/MOS
7	Centres are equipped with ample supply of blood spill kits and staff and inmates are familiar with how to use them	Governor/MOS
8	Inmates have frequent access to cleaning equipment	Governor/MOS
9	MOS' are receiving and responding to any issues that arise	Governor/MOS
10	A weekly candidates list [15/1591] is made available of all inmates who need to attend the face-to-face HST session.	GDOSP
11	The candidates list for the HST session [15/1591] is reviewed on a weekly basis. The candidates list includes inmates who have not attended HST in the past 12 months.	Cluster MOSP
12	Staff are allocated to deliver HST, and arrangements made for the candidates to attend a one (1) hour HST session.	Cluster MOSP
13	Staff conduct the HST session in accordance with centre routine schedule, MSA or when required.	Cluster MOSP
14	The HST DVD is run in its entirety, pausing for any necessary discussion.	Cluster MOSP
15	All HST session participants are assisted to complete the Knowledge Assessment. This may occur prior to commencement of HST for those inmates who have previously done HST or at the end of the session to demonstrate their understanding of the HST content. This is a group assessment, although the worksheets are completed individually by each attendee. If the inmate does not demonstrate sufficient comprehension or cognitive impairment appears to be a factor, the SAPO or SSAPO will refer the inmate for additional consideration to SST@dcj.nsw.gov.au	Cluster MOSP
16	Inmate attendance/absence is recorded in the OIMS Programs & Services screen as an appointment. Refer to Annexure 2(a) and Annexure 2(b) for the combination of module/attendance and status outcomes to be entered.	Cluster MOSP
17	Completed Knowledge Assessments are to be scanned and saved in the inmate's EDRMS Case Management File. See Section 3.6.3 .	Cluster MOSP

Action	Responsibility
Where the centre has no scanner, place the Completed Knowledge Assessment in the Reception and Screening Section (currently Section 3) of the inmate's hard copy Case Management File.	
18 All inmates who have attended the HST session are provided with a copy of the Inmate Diary (Health Promotion Diary) that further promotes the contents of the session.	Cluster MOSP
19 If an inmate discloses that he/she believes they may have contracted disease, the SAPO or SSAPO should refer the inmate to Justice Health for treatment and encourage the inmate to attend the next HST session which could provide the inmate with safe practice options to reduce risks of exposure in the future. In all instances, these interactions must be recorded in OIMS.	Cluster MOSP
20 Developing capacity to raise issues with the centre MOS about identified issues pertaining to access to FINCOL, cleaning equipment, Condoms and/or Dental Dams.	Cluster MOSP

Please refer to the relevant *Custodial Operations Policy and Procedures (COPP)* for guidance:

- COPP 6.5 *Infectious and communicable diseases*
- COPP 6.7 *Condoms and dental dams*

4.2 Delivery of HST

HST via centre based Induction

All new entries into custody will complete HST via Inmate Induction at Reception centres. Refer to the *Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates* [D17/445319].

HST Delivery via centre based Orientation

All inmates will complete HST via Inmate Orientation, if HST was not completed at Induction. Refer to the *Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates* [D17/445319].

4.2.1 Delivery of HST Procedure

Procedure	Responsibility
1 Identify required inmates <ul style="list-style-type: none"> • If running HST as part of the Centre-based Orientation, identify new transfers in since last Orientation session (OIMS Gaol event date report, Centre gains and losses). • Run HST candidates list [D15/033038]. • Cross-reference with new transfers who require HST. Create list of participants who require HST.	SAPO
2 Invite required inmates	SAPO

Procedure	Responsibility
<ul style="list-style-type: none"> • Send an invitation to the participants via the inmate mail, or • Call up the required inmates via the centre based public address PA System, or • Collect required inmates from residential, work or other locations 	
<p>3 For inmates who <u>attend</u> the planned HST session</p> <ul style="list-style-type: none"> • Facilitate the one (1) hour session; with inmates to complete Knowledge Assessment at completion of the session. 	SAPO
<p>4 For inmates who <u>were unable</u> to attend the planned HST session, invite the inmate to the next facilitated session.</p> <p>Where the inmate has previously completed a HST session, commence the 'HST Refresher' process (see section 4.5.1).</p>	SAPO
<p>5 Record all outcomes for participants on OIMS. Refer to Annexure 2(a) and Annexure 2(b).</p> <p>Place all completed Knowledge Assessments on the inmate's EDRMS Case Management File.</p> <p>If unable to scan to EDRMS, place a copy in the inmate's physical case file (Reception and Screening section).</p>	SAPO

4.3 Use of the HST Booklet in place of the HST DVD session

When access issues (such as inmate association issues; no access to group room or DVD) arise which prevent the SAPO facilitated HST DVD session, the HST Booklet will be used in place of the HST DVD. The SAPO facilitated session can be run as a group, or one-on-one.

In addition to the combination of module/attendance and status outcomes to be entered (refer to [Annexure 2\(a\)](#) and [Annexure 2\(b\)](#)), any use of the HST Booklet must be recorded as an administrative marker. The module under *Health Survival Tips > 'HST Booklet given'* will be used.

- In the module *'HST Booklet given'*, the SAPO must record a comment in the appointment line, indicating the access issue reason for providing HST Booklet instead of the HST DVD.

Note: only inmates who **do not** have access to a HST DVD session are to be given HST Booklets.

4.4 Non-facilitated viewing of Health Survival Tips DVD

Where In-Cell TV is available, in addition to the facilitated session, the HST session is delivered in a 'play-all' version regularly. The HST session is to be delivered through available In-Cell TV following any incident or intelligence indicating high risk behaviours for the transmission of blood-borne virus infections that are occurring in a particular wing or centre.

4.5 Annual HST refresher

Corrective Services NSW recognise that HST can contribute to a healthier environment for staff and inmates. HST is a resource that provides an adequate level of knowledge around harm minimisation practices that can contribute to the reduction of communicable disease in a custodial environment.

Therefore, OS&P require all inmates residing in a NSW Correctional Centre to demonstrate a maintained level of knowledge around steps they can follow to reduce the transfer risk of communicable disease.

4.5.1 HST Refresher Procedure

Procedure	Responsibility
<p>1 Identify required inmates</p> <ul style="list-style-type: none"> Run the HST candidates list [D15/033038] and identify participants with an outstanding HST. 	SAPO
<p>2 Invite required inmates to attend the next facilitated HST session</p> <ul style="list-style-type: none"> Invite required inmates using the <i>Your HST is Due</i> letter [D20/0966211] and include the HST Knowledge Assessment. Send to inmate via inmate mail. 	SAPO
<p>3 For inmates choosing to <u>attend</u> planned HST session.</p> <ul style="list-style-type: none"> Facilitate HST session; all inmates to complete Knowledge Assessment. 	SAPO
<p>4 For inmates choosing to complete HST Knowledge Assessment (refresher) only</p> <ul style="list-style-type: none"> Inmate returns completed Knowledge Assessment to SAPO via internal inmate mail. <p>Determine if the returned questionnaire meets requirements for completion (more than 80%, or 15 out of 19 correct answers). If the inmate:</p> <ul style="list-style-type: none"> Meets assessment criteria (80% or more), HST requirements are satisfied. Does not meet the assessment criteria (less than 80%), invite inmate to attend the next HST session. 	SAPO
<p>5 If inmate <u>does not</u> return a completed Knowledge Assessment, and <u>does not</u> attend a HST facilitated session (including where inmate fails the Knowledge Assessment refresher).</p> <ul style="list-style-type: none"> Remove inmate from list as 'Knowledge Assessment refused' Update program status to 'Abandoned' and enter relevant comment. This will exclude inmate from the Candidates list for 12 months. 	SAPO
<p>6 Record all outcomes for participants on OIMS. Refer to Annexure 2(a) and Annexure 2(b).</p> <p>Place all completed Knowledge Assessments on the inmate's EDRMS Case Management File.</p>	SAPO

4.6 Knowledge Assessment

SAPOs must determine if the returned questionnaire meets requirements for completion. The pass threshold is 80% (or 15 out of 19 correct answers).

- Meets** assessment criteria: 80% or more (15 or more correct answers)

- **Does not** meet the assessment criteria: less than 80% (14 or less correct answers).

Verbal completion of Knowledge Assessment

If the Knowledge Assessment is completed verbally (i.e. due to literacy, isolation), the SAPO must record the following.

On the Knowledge Assessment

- Write at top of page: “verbal assessment”
- Circle the relevant answers, as per the inmate’s verbal responses
- Scan and upload Knowledge Assessment to EDRMS, as per [section 4.7.2](#).

In OIMS

- Write in the appointment line comment: “verbal assessment given, SAPO scribed answers.”

4.7 Recording HST actions

4.7.1 OIMS recording

All HST actions are to be recorded under: *Health Survival Tips*.

See [Annexure 2\(a\)](#) and [Annexure 2\(b\)](#) for a list of the OIMS attendance outcomes.

The SAPO must continue updating the OIMS service line during an inmate’s progress against the HST requirements.

4.7.2 EDRMS and naming convention

A copy of the HST Knowledge Assessment is to be saved in the inmates EDRMS Case Management File.

The completed (or attempted) Knowledge Assessments will be saved in EDRMS with the following naming convention:

- *Description of document - document date - 0000MIN - SURNAME, First Name - DOB*

See *EDRMS Document Naming Convention for SAPO and SSAPO roles* [D17/713095](#).

Document	Naming convention
HST Knowledge Assessment	HST Knowledge Assessment - document date [DD/MM/YYYY] - 0000MIN - SURNAME, First Name - DOB [DD/MM/YYYY]

4.7.3 Hard copy records

Hard copy records, once scanned and saved in EDRMS, should be kept on site for at least 6 months, in archiving boxes before secure destruction locally. See the [DCJ Digital Imaging of Records Procedure](#); and Memorandum from GDOSP 2018/03 - [Capturing offender records in EDRMS](#).

5 RPOSP Health in Prisons

The RPOSP Health in Prisons is to be delivered face-to-face to groups of inmates who have not demonstrated a level of comprehension of the content during at least two HST sessions or for inmates who reside within a high needs unit. The RPOSP Health in Prisons is comprised of four sessions of 1-1½ hours each which are facilitated by an OS&P staff member who has been selected and trained to conduct this particular program. Session plans and handouts are included with this document as annexures. Sessions are demand run.

There is an accompanying DVD entitled *Health in Prisons: Everybody's Business* which is available, together with other resources, by completing the *BPSU Order Form* [D15/349124] and emailing it to the Business Process Support Unit OSPBusinessProcessSupport@dcj.nsw.gov.au.

6 Ordering HST Resources

Some HST resources must be ordered through the OS&P Business Process Support Unit (BPSU), which will be posted to the correctional centre. To order resources, complete the *BPSU Order Form* [D15/349124] and email to the BPSU at OSPBusinessProcessSupport@dcj.nsw.gov.au.

The following HST Resources can be ordered on the *BPSU Order Form* [D15/349124]:

- HST DVD: male and female HST are on the same DVD
- HST Booklet: separate male and female HST Booklets
- HST Knowledge Assessment
- Inmate Diary (Health Promotion Diary): separate male and female diaries
- HST Poster: separate male and female posters
- RPOSP Health in Prisons content: if staff have been trained to conduct this program

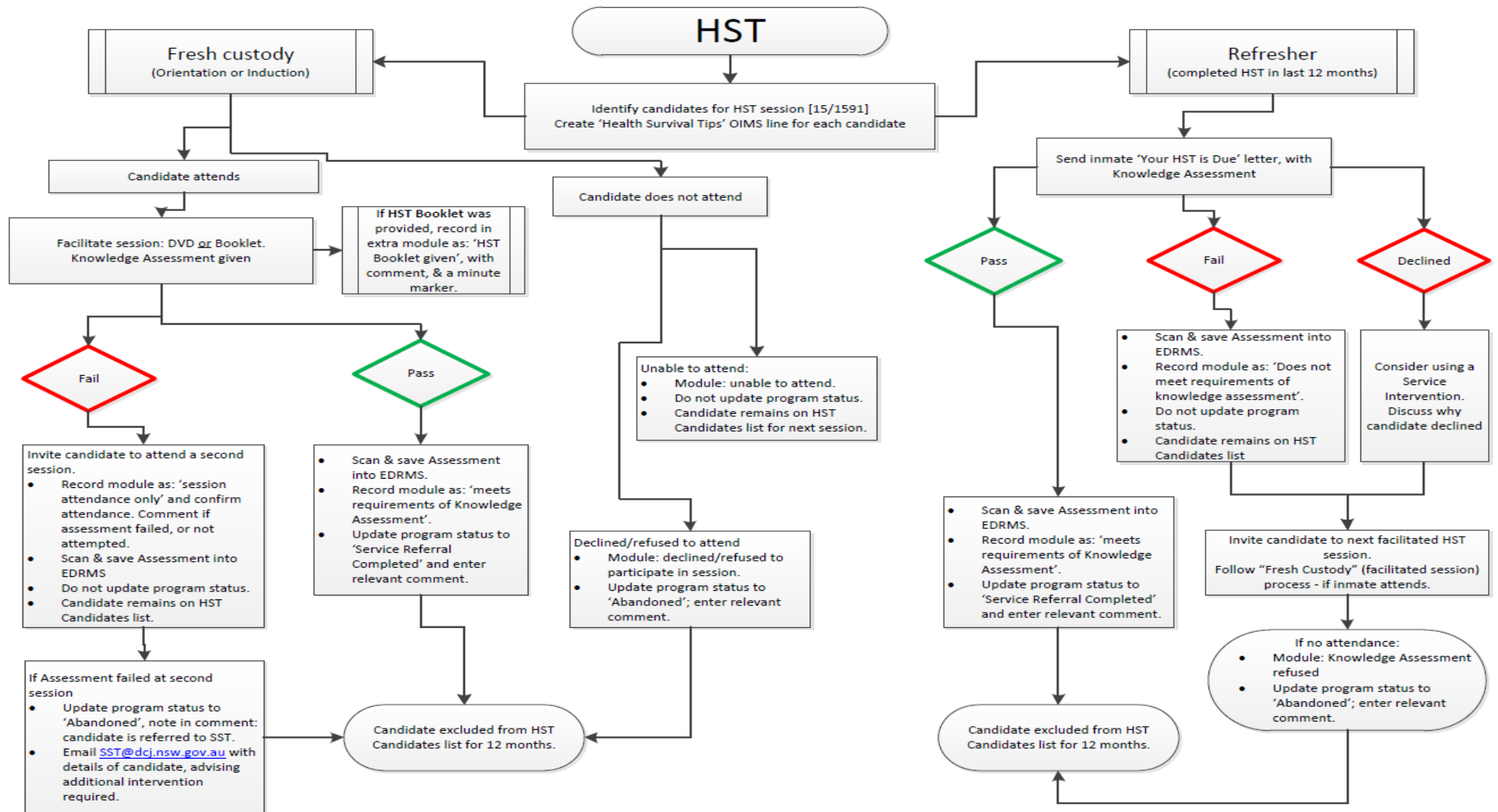
7 Annexures

7.1 Annexure 1: Health Survival Tips - DVD content overview

Theme	Content
Sick / Illness / General health	<p>If sick: cover mouth, clean room, visit clinic</p> <p>General health: wash your hands, keep yourself and your cell clean</p> <p>Food/Eating</p> <ul style="list-style-type: none"> Wash hands before eating Eat food when hot, or put it in the fridge. Heat food properly before eating.
FINCOL	<p>3x3x3</p> <p>Activate FINCOL</p> <ul style="list-style-type: none"> Activate with water, FINCOL expires
Alcohol and Other Drugs (AOD)	<p>Drug / Alcohol tolerance</p> <ul style="list-style-type: none"> Be careful when you're released, if you use Tolerance decreases when not using
HIV / AIDS	<p>HIV</p> <ul style="list-style-type: none"> Virus is transferred from blood/sexual fluids PEP (post-exposure prophylaxis) within 72 hours may prevent infection Ask nurses for tests / help
Hepatitis	<p>Hep A, B, C: see nurse for tests / help</p> <ul style="list-style-type: none"> A: faeces in mouth B: blood/sexual fluids (Hep B vaccinations available) C: Blood-to-blood (can't be protected) – see nurses for treatment
Sexually Transmitted Infections (STIs), and Diseases	<p>STIs: assume everyone is infectious</p> <ul style="list-style-type: none"> Chlamydia, Herpes, Hepatitis Diseases Boils Use gloves, cover cuts, clean up, and use FINCOL.
Tattooing	Disease transmission
Overdosing	First Aid: recovery position, what to/not do
Justice Health	<ul style="list-style-type: none"> What does Justice Health do? Accessing Health Care Medication STIs / Blood Borne Diseases Infection Prevention Drug and Alcohol Mental Health Hotline Glasses Dental Services

7.2 Annexure 2: OIMS Outcomes

7.2.1 Annexure 2(a): HST OIMS outcomes (flow chart format)



7.2.2 Annexure 2(b): HST OIMS outcomes (table format)

Use most recent HST candidates list in EDRMS 15/1591 and make arrangements for inmates to attend Health Survival Tips session. Create a *Health Survival Tips* OIMS line for each inmate (or use existing active line if already created). HST recording outcomes are listed in the below table.

OIMS Service Line example: Health Survival Tips.

Date	Start Time	End Time	Type	Location	Staff name	Phase	Module	Session	Confirm attendance	Appointment comment	Program status
<i>Date of appointment</i>	<i>Actual time present</i>	<i>Actual time present</i>	<i>Program</i>	<i>Your centre</i>	<i>Your name</i>	<i>[the service line]</i>	<i>As directed</i>	<i>Ignore this field</i>	<i>Attended / other</i>	<i>Mandatory comment</i>	<i>As directed: Referred, Service Referral Completed, or Abandoned</i>
EXAMPLE: 10/10/2020	9:00	9:15	Program	MRCC	Joe Blogs	Health Survival Tips	'Meets requirements of knowledge assessment'	Ignore this field	Attended	Brief comment if needed. Include EDRMS reference for scanned assessment	Update to 'Service Referral Completed'

Note:

- To reduce duplication in the OIMS outcomes table below, the Date; Start Time; End Time; Type; Location; Staff name; Phase; and Session are not populated.
- 'HST Outcome' and 'Further Action' columns are inserted in the below table, to guide recording the next steps
- When Program Status is updated, copy and paste the *Appointment Line* comment into the *Program Status* comment field.

HST outcome	Recorded time	Module	Appointment comment	Event outcome	Update Program Status	Further action
Facilitated HST session: present & passes test	Actual time present	Meets requirements of knowledge assessment	Brief comment if needed. Include EDRMS reference for scanned assessment	Attended	Service Referral Completed	Nil. Inmate excluded from HST Candidates list for 12 months
HST Refresher: Knowledge Assessment passed	Minute marker only e.g.: 9:00am to 9:01am	Meets requirements of knowledge assessment	HST Refresher completed with Knowledge Assessment only. Include EDRMS reference for scanned assessment	Attended	Service Referral Completed	Nil. Inmate excluded from HST Candidates list for 12 months
Present & NOT able to pass test (on more than one occasion)	Actual time present	Does NOT meet requirements of knowledge assessment	Brief comment stating inmate unable to demonstrate HST knowledge & has been referred to SST@dcj.nsw.gov.au for further intervention	Attended	Abandoned	Email SST@dcj.nsw.gov.au advising of inmate's circumstance, for further intervention/ support.
Present for content only, but test not done	Actual time present	Session attendance only	Brief comment indicating HST session covered content only and the Assessment was not (fully) administered	Attended	Do not update	Inmate will remain on HST Candidates list for inclusion at next available session (to attempt assessment and/or redo session content)
Unable to attend arranged session	Minute marker only	Unable to attend session	Indicate reason for absence if known	As applicable	Do not update	Inmate will remain on HST Candidates list for inclusion at next available session

HST outcome	Recorded time	Module	Appointment comment	Event outcome	Update Program Status	Further action
Declined/ Refused to attend whole session	Minute marker only	Declined/ Refused to attend information session	Brief comment: refused/declined to attend whole HST session	Failed to attend - non compliant	Abandoned	Nil. Inmate excluded from HST Candidates list for 12 months
Declined to remain/ participate in session	Actual time present	Declined/ Refused to attend information session	Brief comment: declined to remain/participate in HST session	Attended	Abandoned	Nil. Inmate excluded from HST Candidates list for 12 months
HST Refresher: Knowledge Assessment refused	Minute marker only	Knowledge Assessment refused	Note date refresher was provided to the inmate, and nil knowledge assessment has been returned	Failed to attend - non compliant	Abandoned	NIL. Inmate excluded from HST Candidates list for 12 months
Provided with HST Booklet (no HST DVD)	Minute marker only	HST Booklet given	Indicate reason for providing HST Booklet instead of DVD	Attended	Do not update	Nil. Administrative marker only. Must include other relevant HST module and outcome separately.

8 Key documents

EDRMS Ref	Key Documents
D15/033038	Weekly HST Candidates list (EDRMS container 15/1591)
D18/094425	HST Facilitator's Guide - Men's
D18/094435	HST Facilitator's Guide - Women's
D18/094443	HST Knowledge Assessment (Male & Female)
D18/094478	HST Knowledge Assessment - Answers (Marking Guide - staff use only)
D20/0966198	HST Booklet - Men's
D20/0966206	HST Booklet - Women's
D20/0966211	HST Refresher (Your HST is Due) letter
D18/094551	Health in Prison Manual
D15/349124	BPSU Order Form
	Inmate Diary (also known as the <i>Health Promotion Diary</i>) <ul style="list-style-type: none"> Order extra copies via the <i>BPSU Order Form</i> [D15/349124].
D17/445319	Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates
Intranet	COPP 6.5 Infectious and communicable diseases
Intranet	COPP 6.7 Condoms and dental dams
Intranet	COPP 8.1 Inmate Mail
D17/713095	EDRMS Document Naming Convention for SAPO and SSAPO roles
Intranet	DCJ Digital Imaging of Records Procedure
D19/1084354	Memorandum from GDOSP 2019/11 - Implementation of DCJ Digital Imaging of Records Procedure and amendment to OS&P GD Memo 2018/03
D17/641077	Memorandum from GDOSP 2018/03 - Capturing offender records in EDRMS

9 Definition of Terms

Terms	Definition
AVL	Audio-visual link
BPSU	Business Process Support Unit
Communicable diseases	Communicable diseases are spread from one body to another. This is usually spread by airborne viruses or bacteria, blood or bodily fluid. The terms 'infectious' and 'contagious' are also used to describe communicable

Terms	Definition
	diseases.
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
EDRMS	Electronic Document Records Management System.
GDOSP	Group Director, Offender Services and Programs
HST	Health Survival Tips
Inmate	Person in CSNSW custody (unsentenced and sentenced)
MOSP	Manager of Offender Services and Programs
OIMS	Offender Integrated Management System
OMP	Offender Management and Programs
OS&P	Offender Services and Programs
RPOSP Health Strategies	Responsivity Provision OSP - Health In Prisons
SAPO	Services and Programs Officer
SSAPO	Senior Services and Programs Officer

Note: All references to SAPO are to be interpreted as references to Services and Programs Officer / Alcohol and Other Drugs Officer / Welfare Officer

10 Document history

Version	Date	Reason for Amendment
1.0	28/01/2015	Initial publication
1.1	31/10/2016	Format update and removal of internal links
2.0	13/02/2018	New DVDs Developed and Policy Updated
2.1	18/01/2019	Update of OIMS Flowchart/Table Annexures
2.2	15/01/2021	Increased Procedure detail for HST delivery. Inclusion of HST Refresher; HST Booklet where HST DVD sessions cannot be run; recording HST Actions. HST Knowledge Assessment updated, male and female are now combined. Update of DCJ email domain.
2.3	25/02/2021	Update of terminology, clarify Policy wording
2.4	03/05/2021	Addition of HST OIMS module; verbal application of Knowledge Assessment. Update of OIMS outcomes (flow chart & table). Removal of duplication.