

5-Step Method Checklist for Practitioner/ Peer/ Supervisor



Family Member Code.	
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G or I. (G if the 5-Step method is provided in a Group session. I if it is provided in an Individual session). Initials of the Family Member. Month and Year of Birth e.g. 0464 for April 1964. So a final code could be IGV0464

This checklist can be used as a guide within a session to ensure practitioners are following all the 5-Step competencies. It could be used immediately following a session as a tool for self reflection. This will help identify areas for development and areas to discuss with your supervisor. Your peer's/supervisor may also use the checklist if they have listened to your recorded session. Please note your comments and any examples of evidence e.g. for Step 2- gave leaflet on alcohol addiction or looked up website on relaxation techniques.

Key Principle: In reviewing each Step, the key question is: From listening to this recording, have you demonstrated enough skill to become a 5-Step Method Practitioner?
Did you structure the session so that all aspects of the Step being undertaken were covered and did you ask the right questions?
If I just listen to myself and not the Family Member, would I hear evidence of good 5-Step practice?

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
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Step 1: Listen, reassure and explore concerns. Date of Session.....

1	Did you ..	provide a warm welcome and set a clear and structured agenda for the session, communicate this to the FM and ensure that this agenda is followed throughout the session?				
2	Did you ..	introduce 5-Step, relate it to the Stress-Strain-Coping-Support Model, confidentiality & purpose of Step 1?				
3	Did you ..	complete a Family Member Questionnaire with the family member?				
4	Did you ..	listen to and allow them to describe their situation and tell their story?				
5	Did you ..	listen and ask them about their concerns, fears and emotions?				
6	Did you ..	summarise to check if you understood their situation?				
7	Did you ..	gain an overview of family/network structure, and use this to identify relevant stresses and how others have been affected?				
8	Did you ..	identify relevant stresses and how the family member had been affected?				
9	Did you ..	utilise the results of questionnaire to guide the session?				
10	Did you ..	normalise their experience, giving an indication that they are not alone with their experiences?				
11	Did you ..	end the session by summarising the main family member issues, encourage use of handbook (and any risk issues with it being taken home)?				
12	Did you ..	check if the session was helpful?				
13	Did you ..	clarify the purpose of the next session on Step 2 and clarify what the information needs might be?				
14	Did you ..	check practical issues of contact and date of next session?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
Step 2: Provide relevant, specific and targeted information (both about drugs/alcohol and/or other key issues of relevance). Date of Session.....						
15	Did you ..	provide a warm welcome and set a clear and structured agenda for the session, communicate this to the FM and ensure that this agenda is followed throughout the session?				
16	Did you...	check if previous session was helpful?				
17	Did you ..	give the purpose of Step 2 and relate it to the Stress-Strain-Coping-Support Model?				
18	Did you ..	identify/check areas where they needed more addiction-related information and present/discuss targeted & relevant information?				
19	Did you ..	identify/check areas where they needed more general information (anything not directly addiction related - e.g. anxiety, sleeping and health issues, housing, debt management), and present/discuss targeted & relevant information?				
20	Did you ..	utilise results of the questionnaire to guide the session?				
21	Did you ..	identify/check areas which they felt other family members may need information about - both addiction and general information?				
22	Did you ..	support them to find out more for themselves about identified issues e.g. use websites, reading, library, organisations?				
23	Did you ..	end the session by summarising the main family member issues and encourage use of handbook?				
24	Did you ..	clarify the purpose of the next session on Step 3?				
25	Did you ..	check if the session was helpful?				
26	Did you ..	check practical issues of contact and date of next session?				
Step 3: Explore coping responses. Date of Session.....						
27	Did you ..	provide a warm welcome and set a clear and structured agenda for the session, communicate this to the FM and ensure that this agenda is followed throughout the session?				
28	Did you...	check if previous session was helpful?				
29	Did you ..	give the purpose of Step 3 and relate it to the Stress-Strain-Coping-Support Model?				
30	Did you ..	ask about current coping responses, gaining specific examples and situations?				
31	Did you ..	discuss the three main ways of coping?				
32	Did you ..	utilise results of the questionnaire to guide the session?				
33	Did you ..	explore advantages and disadvantages of current coping responses using specific examples and situations?				
34	Did you ..	facilitate to show that there is no right or wrong way of coping?				
35	Did you ..	generate alternative ways of coping, again utilising specific examples and situations, and explore advantages and disadvantages of these?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
36	Did you ..	end the session by summarising the main family member issues and encourage use of handbook?				
37	Did you ..	check if the session was helpful?				
38	Did you ..	clarify the purpose of the next session on Step 4?				
39	Did you ..	check practical issues of contact and date of next session?				
Step 4: Discuss support and communication. Date of Session.....						
40	Did you ..	provide a warm welcome and set a clear and structured agenda for the session, communicate this to the FM and ensure that this agenda is followed throughout the session?				
41	Did you ..	check if previous session was helpful?				
42	Did you ..	give the purpose of Step 4 and relate it to the Stress-Strain-Coping-Support Model?				
43	Did you ..	discuss who/what/why is helpful and unhelpful in terms of social support, utilising a network diagram - to include people, activities, other agencies/groups and what the FM does to support themselves?				
44	Did you ..	utilise results of the questionnaire to guide the session?				
45	Did you ..	explore how to develop/continue to develop positive support?				
46	Did you ..	explore potential new sources of support (could be linked to those named in the network diagram or filling in gaps in support)?				
47	Did you ..	discuss how family members can support each other and agree on approaches when communicating with the using relative?				
48	Did you ..	end the session by summarising the main family member issues and encourage use of handbook?				
49	Did you ..	check if the session was helpful?				
50	Did you ..	clarify the purpose of the next session on Step 5?				
51	Did you ..	check practical issues of contact and date of next session?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
Step 5: Discuss and explore further needs (can be about drugs/alcohol and/or other key issues of relevance). Date of Session.....						
52	Did you ..	provide a warm welcome and set a clear and structured agenda for the session, communicate this to the FM and ensure that this agenda is followed throughout the session?				
53	Did you ..	give the purpose of Step 5?				
54	Did you ..	review Steps 1-4 to explore what FM has found helpful about the sessions and what changes FM has made. FM to summarise key issues and progress to date, with Practitioner adding details where appropriate.				
55	Did you ..	discuss further help and how this can be actioned?				
56	Did you ..	discuss the needs for help of the using relative and other family members/key people and how these can be actioned?				
57	Did you ..	after the review was completed, redo the Family Member Questionnaire and then compare with the one from 1 st session to clarify changes?				
58	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and agree post 5-Step work?				
59	Did you ..	check if the session was helpful?				
60	Did you ..	check practical issues of contact and date for a follow up session in about 6 weeks (so you can check how they are)?				
General Counselling Skills						
Key Principle: Have I demonstrated enough competency in counselling skills?						
You may want to ask yourself some questions "Did I create the conditions in the session that allowed the FM to explore the issues?"; "Was there evidence from what the family member said that they felt this was a positive session and would come back".						
61	Did you ..	make a relationship of trust (warmth, genuineness, and empathy) so that it creates the right conditions for the family member to talk?				
62	Did you ..	careful listen and summarise, give of minimal encouragers, ask appropriate open and closed questions and probe, reflecting both the verbal and emotional content?				
63	Did you ..	allow silences and the expression of emotions anger, anxiety, depression, sadness; express of feelings can be cathartic, alter feelings and improve self-esteem?				
64	Did you ..	offer positive encouragement, reassurance and support, remind people of their strengths and express hope and optimism that change is possible.				
65	Did you ..	clarify about risk and safety issues and management of them if appropriate – e.g. domestic abuse/ violence, safeguarding concerns and/or mental health or other circumstances of FM and/or key others.				

Summary of competencies where need to improve