

JUSTICE INSTITUTE OF BRITISH COLUMBIA COURSE OUTLINE

Division: Centre for Leadership and Community Learning

Program: Counselling and Capacity Building

Course Code: AD127

Course Title: **Recognizing and Addressing Substance Abuse on the Work Site:
Training for Managers and Supervisors – Construction Trades**

<input checked="" type="checkbox"/>	New Course	<input type="checkbox"/>	Revised Course
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Previous Course Code & Title:

Course Effective Date: January 11 & 18, 2007

Course Level:

<input type="checkbox"/>	First Year	<input type="checkbox"/>	Second Year	<input type="checkbox"/>	Third Year	<input type="checkbox"/>	Fourth Year
<input checked="" type="checkbox"/>	Other:						

<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Elective	# of Credits: 0.5
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Delivery Method:

	Method	Hrs
<input checked="" type="checkbox"/>	Face to Face	7
<input type="checkbox"/>	Online	
<input type="checkbox"/>	Correspondence	
<input type="checkbox"/>	Simulation / Lab	
<input type="checkbox"/>	Practicum	

Is this course delivered only online? Yes No # Hours

Comments:

Pre-requisites:

Equivalent Course(s) within the JIBC:

Transfer Credit Exists at: (List Institutions)

Course Description:

This course is presented as **two, four-hour workshops** and is designed to assist supervisors and managers to prepare for, recognize, address and manage potential substance abuse issues in the construction-oriented workplace. The material is presented with sensitivity to the general learning processes of adult learners: interactive; instructional components in 20 minute or smaller segments; sensitive to different learning styles; and activity-based as appropriate (demonstrations, role-plays, small group discussions).

Grading System:

Check whichever applies to this course: (if applicable)

<input type="checkbox"/>	Letter Grades	<input type="checkbox"/>	Percentage	<input type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input checked="" type="checkbox"/>	Attendance Only				

Passing Grade:

Grading Scale:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84	C-	1.67	56-59
B+	3.33	76-79	D	1.00	50-55
B	3.00	72-75	F	0.00	0-49
B-	2.67	68-71			

Evaluation - Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%		

Comments:

Course Goals:

1. Provide a rationale for effectively addressing apparent/actual substance abuse (alcohol, medications, illegal drugs, inhalants) events that are impacting the worksite.
2. Provide a rationale for addressing on-going performance concerns as well as dealing with crisis situations, and the importance of workplace culture in this context.
3. Provide a basic definition of substance abuse, including different ways that substances can be abused and explore common reasons that people abuse substances.
4. Provide an overview of different Basic Models of Substance Abuse and their relation to current legal and human rights perspectives in Canada.
5. Provide an overview of current System of Care for Addictions.
6. Familiarize participants with the role of Construction Industry Rehab Plan as their Employee and Family Assistance Program, and when appropriate, in coordinating services with the Provincial System of Care.
7. Provide a rationale for creating a Healthy Workplace Culture, especially in relation to preventing and managing substance issues.
8. Provide a rationale for developing basic policies and procedures related to substance abuse and the workplace.
9. Explore the advantages of involving employees in developing and maintaining a Healthy Workplace Culture.
10. Explore potential liability and responsibility issues related to the roles of supervisors and managers within the organization.
11. Provide overview of basic drug classes and common short-term and long-term effects.
12. Provide an overview of the potential signs of substance use in the workplace.
13. Illustrate the need to identify the cues involved in developing inferences about behavior, especially related to supporting accurate documentation.
14. Provide an overview of the issues affecting drug testing in the workplace.
15. Provide a list of crisis and on-going performance behaviors, potentially associated with substance abuse, needing to be addressed in the workplace.
16. Provide a rationale for intervening immediately with crisis situations and as soon as possible with on-going performance concerns, and for having these reasons contained in policy.
17. Provide the context and basic steps for intervening in situations potentially or actually involving substance abuse.
18. Explore processes to assist in the development of realistic and enforceable consequences to performance issues which potentially or actually involve substance abuse.
19. Provide an overview of how confidentiality is applied to issues involving employee assistance and employee discipline.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

1. Identify at least five ways that substance abuse can impact the worksite.
2. Explain how, in general, alcohol use has more of an impact on worksites than does illegal

- drug use.
3. Explain the importance of dealing with both on-going performance concerns and crisis situations, within the context of a healthy workplace culture.
 4. Discuss different types of substance abuse and common reasons that people may abuse substances.
 5. Recognize that one's beliefs about why people abuse substances will guide one in determining how to deal with substance abuse, and relate this to the current legal and human rights perspective of viewing substance abuse as a disability.
 6. Describe basic types of services within the System of Care for addictions.
 7. Identify the advantages of involving the Construction Industry Rehab Plan as a first referral option when dealing with the troubled employee.
 8. Identify core components of a Healthy Workplace Culture.
 9. Explain at least three benefits to having basic policies and procedures related to substance abuse and the workplace.
 10. Explain at least four critical elements that supervisors and managers need to model in relation to substance abuse issues and the workplace.
 11. Identify the importance and methods of involving employees in developing and maintaining a Healthy Workplace Culture.
 12. Provide a basic explanation of the Canadian perspective on recognizing substance use as a disability, and the need to not discriminate when addressing substance abuse issues in the workplace.
 13. Identify potential liabilities in responding to the impacts of substance abuse issues in the workplace, through either inaction or excessive action
 14. Recognize the general classes of substances and common effects, while maintaining sensitivity to the idea that there could be other explanations for behaviors consistent with being the result of substance use.
 15. Recognize signs in the workplace could indicate the potential involvement of substance abuse.
 16. Identify common cues associated with the inference of substance abuse, and discuss how to use these in providing accurate documentation.
 17. Identify a range of issues, pro and con, impacting the decision to use drug testing in the workplace.
 18. Identify crisis and on-going performance concern behaviors, which may be associated with substance abuse, that need to be addressed in the workplace.
 19. Explain why it is important to deal immediately with crisis situations and to address on-going performance concerns as soon as possible, and the benefits of containing these reasons in a policy format.
 20. Identify the basic steps for intervening in situations that potentially or actually involve substance abuse, in relation to the worksite.
 21. Describe several processes which will facilitate the development of realistic and enforceable consequences in relation to addressing performance issues that potentially or actually involve substance abuse.

22. Explain the importance of maintaining confidentiality in relation to issues of employee assistance and employee discipline.

Course Topics/Content:

Section 1. Framing the Issues (primarily interactive instruction and small group exercises)

Introduction and Expectations

Substance Use and the Workplace – What are the Issues?

Basic Models of Understanding Substance Abuse

Overview of Substance Abuse Resources (Distribute and briefly discuss, CIRP brochure & contact info as primary referral agency)

Section 2. Workplace Culture (primarily interactive instruction and small group exercises)

Setting the Tone of a “Healthy Workplace Culture”

Role of Supervisors and Managers: Policy, Procedures and Modeling

Employee Involvement

Potential Liability and Responsibility Issues

Section 3. Recognition of Potential and Actual Concerns (primarily interactive instruction and small group exercises)

Overview of Drug Classes and Effects

Potential Signs of Substance Use/Abuse

Cues and Inferences

Overview of Drug Testing: Pros and Cons

Behaviors to be Addressed on the Work Site

Section 4. Addressing Concerns with Workers and Managing the Situation (emphasis on activity-based with interactive instruction)

When to Intervene

How to Intervene

Realistic and Enforceable Consequences

Understanding Confidentiality

Text and Resource Materials: ([APA Style Guidelines](#))

Required	Author Surname, Initials - Title	Date Published	Current Edition	Place of Publication	Chapter(s) Covered
1.					
2.					
3.					
4.					
5.					

Comments and Course Policies:

To view the Justice Institute of BC Policies listed below, visit:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>



Access Policy

Harassment Policy

Prior Learning Assessment Policy

Student Code of Conduct

Academic Appeals Policy

Intellectual Property Rights Policy

Research on Human Subjects: Ethics

Student Records