

<p>Te Whatu Ora Health New Zealand Hauora a Toi Bay of Plenty</p> <p>CLINICAL PRACTICE MANUAL</p>	<p>AUTHORISED OFFICER SUBSTANCE ADDICTION - MENTAL HEALTH (COMPULSORY ASSESSMENT AND TREATMENT) ACT 2017</p>	<p>Protocol CPM.M5.40</p>
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STANDARD

To ensure that Te Whatu Ora – Health New Zealand Hauora a Toi Bay of Plenty meets:

- The statutory obligations under the Substance Addiction (Compulsory Assessment and Treatment) Act 2017 (SA (CAT)), in appointing Authorised Officers (AOs).
- The statutory functions of AOs as articulated in Sections 91, 16(2), 18 and set out in section 7 of the Act can be met.
- Provides a framework for the credentialing and ongoing education of AOs to ensure that AOs are supported to maintain the skills required for their role.

OBJECTIVE

- To identify the circumstances under which an AO warrant may be issued, reissued or rescinded.
- To establish standards of practice for AOs.
- To establish a rationale for the deployment of AOs within the region.
- To describe the commitment that is required to ongoing education and professional development.

STANDARDS TO BE MET

1. Deployment of Authorised Officers

- 1.1 Directors of Area Addiction Services (Area Directors) are responsible for appointing authorised officers under section 91 the Act.
- 1.2 The Area Director must appoint sufficient numbers of authorised officers to perform the functions and exercise the powers of authorised officers at all times (section 91).
- 1.3 The Area Director will deploy AOs within the Addiction Services where their services are most likely to be required. See [Appendix 1: AO warrant application and retention process](#).
- 1.4 The role and functions of AOs are specified in:
 - a) Guidelines for the Role and Function of Authorised Officers
 - b) Substance Addiction (Compulsory Assessment and Treatment) Act 2017

2. Eligibility Criteria for Duly Authorised Officer

- 2.1 AOs are expected to be health professionals with appropriate training and appropriate competence in dealing with people with severe substance addiction (section 91(2)). Area Directors may direct AOs in the exercise of their powers.
- 2.2 AOs must have a good working knowledge of the Act and other relevant legislation. They should also be familiar with addiction treatment services, mental health services and disability services in their area in order to fulfil their obligation under section 97 to provide general advice, assistance and reassurance and to provide information to people with severe addiction, families / whānau and other parties.

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<p>Protocol Steward: Team Leader, Addiction Service</p>	<p>Authorised by: Chief Medical Officer</p>	

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- 2.3 AOs will need to understand the compulsory assessment and treatment process, the role of District Inspectors and the Court. AOs should also understand the powers of Police in respect to the Act and the scope of the local memoranda of understanding between Police and Te Whatu Ora – Health New Zealand.
- 2.4 The AO's role is competency-based (knowledge, attitude and experience). To be considered for appointment as an AO a health professional will be a staff member with sufficient training, knowledge and practical experience in responding to people with severe substance addiction and their families and whānau.

3. Selecting authorised officers and preceptoring

- 3.1 The selection process for AOs reflects the requirements as set out in the “*Guidelines for the Role and Function of Authorised Officers*” MoH 2017 and the Act. It includes the participation of the Area Director and Clinical Co-ordinator / Line Manager/ Lead AO.
- a) There will be a short listing process (See [SACAT Expression of Interest to be an Authorised Officer](#) and [SACAT Criteria to be an Authorised Officer](#).)
- b) followed by an interview.
- 3.2 Successful trainee AOs will need training and access to ongoing education before the warrant is issued.

4. Preceptoring

- 4.1 Once the eligibility criteria above are met the health professional will become an AO trainee and will complete two (2) compulsory assessments and issued two (2) memorandums with an experienced AO.
- 4.2 The AO Lead will assess the level of achievement and make a recommendation:
- a) For further training; or
- b) That the Area Director issues a warrant.
- 4.3 If a new warrant is issued the warrant will be valid for the balance of the current calendar year.
- 4.4 The Area Director office will advise Payroll to activate the allowance as per the Employment Collective.

5. Criteria for Maintaining Authorised Officer Status AO warrants will be issued for a period of up to 12 months, commencing in January and expiring in December of any calendar year.

- 5.1 The Area Director, supported by the AO Lead, will ensure that AOs have access to ongoing education relevant to this role. The Area Director will delegate the co-ordination and delivery of AO education to the AO Lead.
- 5.2 Warrants will be reissued if the Area Director is satisfied that the AO:
- a) Has met the criteria for maintaining an AO Warrant and submitted signed documentation by end of November showing the criteria have been met.
- b) Continues to work in an Addiction Service and works in a designated role where the warrant is considered to be of value to the service.

See [Appendix 2: AO Warrant renewal process](#)

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- 5.3 The Area Director needs to ensure there are sufficient warrants available to cover the service at all times and consequently at times warrants may be authorised where requirements under 4.3 are not met.

6. Criteria for Rescinding AO Status

The Area Director may rescind the warrant of any AO who has:

- 6.1 Resigned from an Addiction Service, or transfers to another position within Mental Health & Addiction Services (MH&AS) where an AO warrant is not required.
- 6.2 Not completed the criteria for renewal of a warrant.
- 6.3 The Area Director (in consultation with the AO Lead and Clinical Co-ordinator) has the discretion to suspend or rescind the warrant of any AO who acts in a manner contrary to the spirit of SA (CAT), or who wilfully violates the provisions of the Substance Addiction Act, or who is subject to an upheld complaint from any tāngata whai ora / service user or his / her family / whānau in respect of any AO related action, or while any of the above are being investigated according to the proper form and conduct of the Te Whatu Ora Hauora a Toi Bay of Plenty Complaints Management policy.
- 6.4 The Area Director (in consultation with the AO Lead and Clinical Co-ordinator) has the discretion to suspend or rescind the warrant of any AO who, on the basis of objective evidence, is not competent to perform the statutory duties of an AO and / or MH&AS Authorised Officer Criteria for Maintaining an AO Warrant.
- 6.5 The Area Director (in consultation with the AO Lead and Clinical Co-ordinator) will advise the AO in writing and meet with the AO about the reasons why a warrant may be rescinded.
- 6.6 In a situation where an AO warrant is rescinded, one month's notice will be provided to Payroll before the AO allowance ceases.

7. Lapsed and Rescinded AO Warrants

- 7.1 At times the holder of an AO warrant may move to work in another part of the MH&AS where a warrant is not considered necessary for the role. In these circumstances the warrant holder may discuss with the Area Director the option of having their warrant 'lapsed' for up to 12 months. This would mean that if they were to resume their role in the part of the service then their warrant could be reissued immediately.
- 7.2 The Area Director (in consultation with the AO Lead and Clinical Co-ordinator) may re-issue a warrant to a health professional who has previously had their warrant rescinded if there is evidence of the appropriate level of skill, knowledge and attitude required to hold a warrant.

REFERENCES

- Guidelines for the Role and Function of Authorised Officers - Ministry of Health 2017
- [Substance Addiction \(Compulsory Assessment and Treatment\) Act 2017](#)
- Guidelines for the Role and Function of Directors of Area Addiction Services (Area Directors). Ministry of Health 2017.
- Ngā Paerewa Health & Disability Service Standards NZS 8134:2021

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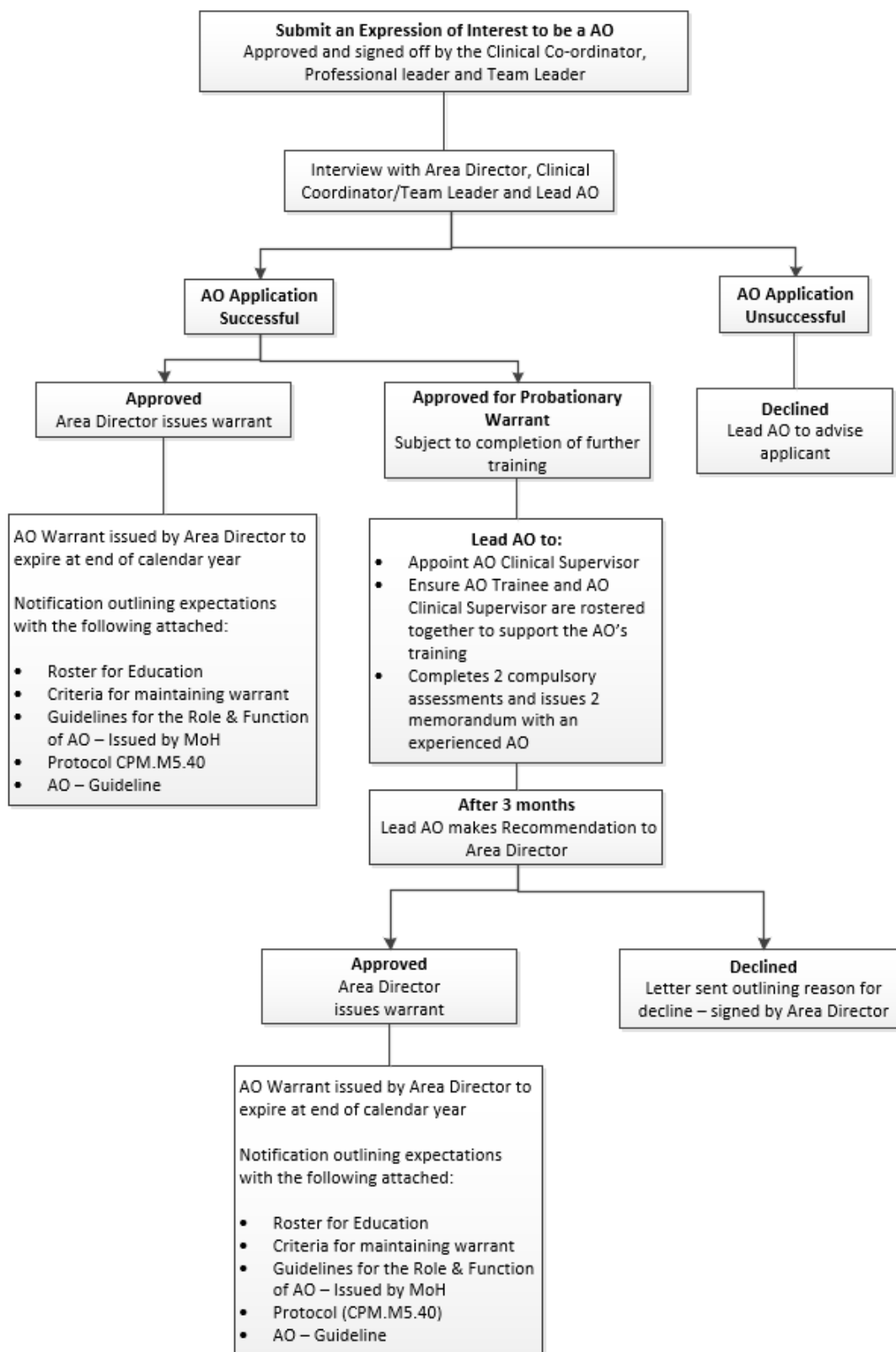
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ASSOCIATED DOCUMENTS

- [Te Whatu Ora Hauora a Toi Bay of Plenty Clinical Practice Manual protocol CPM.M5.11 Clinical Supervision - MHAS](#)
- [Te Whatu Ora Hauora a Toi Bay of Plenty policy 1.3.1 Complaints Management](#)
- [Te Whatu Ora Hauora a Toi Bay of Plenty Substance Abuse \(Compulsory Assessment and Treatment\) Act 2017 Criteria to be an Authorised Officer](#)
- [Te Whatu Ora Hauora a Toi Bay of Plenty Substance Abuse \(Compulsory Assessment and Treatment\) Act 2017 Expression of Interest to be an Authorised Officer](#)
- [AO Criteria for maintaining a Warrant](#)
- [AO Trainee 3 month assessment](#)
- [AO Education Programme](#)
- [AO Monitoring Audit template](#)

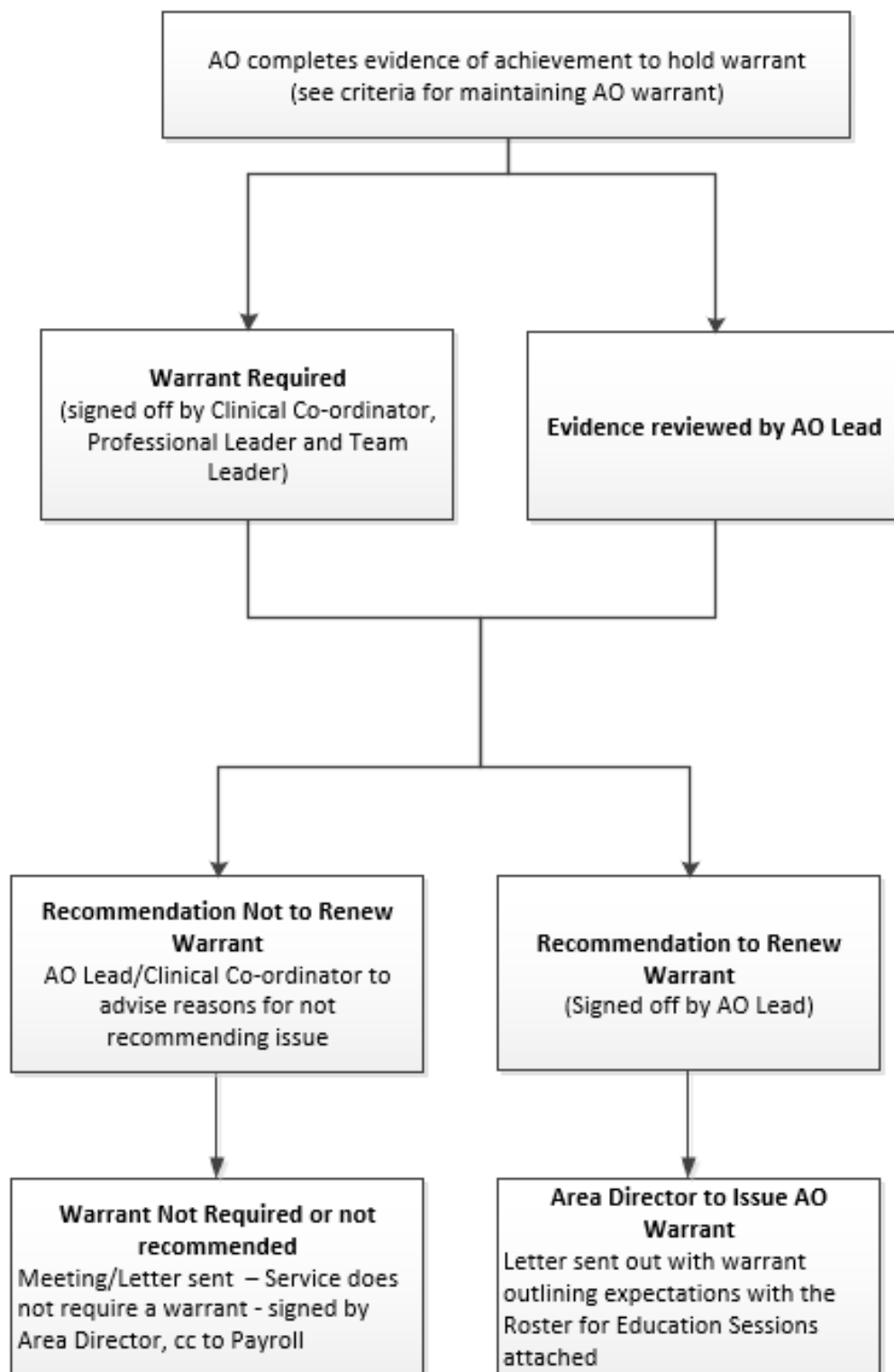
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Appendix 1: AO Warrant Application and Retention Process



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Appendix 2: AO Warrant Renewal Process



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