

# Alcohol and other substances policy supportive plan



NHSScotland are committed to supporting all employees who recognise that they have a problematic relationship with alcohol or other substances. This plan should be used to confirm agreed supportive actions to address any work-related issues arising from problematic use of alcohol or other substances.

This plan should be regularly reviewed to ensure that the agreed supports are working and to identify further supports or adjust the approach if needed.

## Section 1: Personal details

**Employee name**

**Line Manager**

**Employee job title**

**Date** (dd/mm/yyyy)

## Section 2: Reasons for support being offered

Please provide a brief outline of the concerns or circumstances that have led to this support being offered.

## Section 3: Discussion summary

Please provide a brief outline of the key points discussed during the meeting.

## Section 4: Employee signature

Please sign below to confirm that you have read and understood the **NHSScotland Alcohol and other substances policy supportive plan**.

Employee signature

Date (dd/mm/yyyy)

## Section 5: Agreed actions and supports

Proposed actions or supports	Agreed actions	Review period	Progress
<b>1. Engaging with Occupational Health</b> Attending review meetings, frequency to be determined by Occupational Health			
<b>2. Reporting arrangements</b> e.g. report to supervisor or nurse in charge at the start of each shift			
<b>3. Working pattern change</b> e.g. later starting time, not working night shift, reduction in hours, not working bank shifts, not working additional hours or overtime			
<b>4. Amended duties</b> e.g. no direct patient contact, not administering medication, no driving duties			
<b>5. Time off for treatment or appointments</b> e.g. in-patient treatment or regular counselling appointments			
<b>6. Other agreed supports</b>			

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