



## **ROLES AND RESPONSIBILITIES OF THE DUTY CLINICIAN**

The Duty Clinician will be available between 0830-1630 Monday to Friday.

- See all persons who self present unappointed to the Rata Alcohol and Other Drugs Service.
- Complete a referral for all who present including initial screening for meeting admission criteria.
- Complete a risk assessment on all self referrals, discuss any concerns with colleague.
- Advise of admission process for those persons who need to have a comprehensive alcohol and drug assessment.
- Offer education and advice to those persons who do not need to have any further contact with the service.
- Screen all written referrals to see if they meet the criteria to admission to Rata AOD Service.
- Inform referrer if referral is declined and why.
- Suggest alternative service if appropriate.
- Enter all referrals in Referral Book
- Request any files or information that may be needed for assessments.
- Discuss any crisis presentations with TACT.
- Discuss any significant events with the Regional Co-ordinator/Manager.
- Encourage established clients to contact their Case Managers and inform Case Manager of contact.
- Take all phone enquiries about Rata Alcohol and Other Drugs Service, self referrals, referrals, assessments, crisis intervention and detoxification.
- Record all contacts in appropriate system.
- Advise clients of other treatment options (detox, support groups, counselling).