

Risk Assessment – training guide

A thorough examination through both psychometric assessment and a detailed interview to identify areas of potential risk.

The depth of the psychometric assessment will depend upon the scope of the client briefing. Serious presenting issues will be assessed by the RPI while less significant, welfare related assessments will be appraised by the DASS21 and AUDIT.

Introduction

- I'm a senior/principal consultant with Converge International and have been engaged by (name employer) to assess areas of risk to your mental wellbeing.
- Today will be divided into two parts. Firstly, we will ask you to complete an on-line assessments (RPI) if it was not completed prior. The second part will be a semi structured interview.
- Review the confidentiality parameters.
- Ask if the client has any questions or concerns.
- Purpose of RA
 - To identify any areas of risk to mental health
 - To determine the best possible method of supporting the individual
 - To mitigate risks to others
 - To provide coping strategies and resilience
 - To identify risks in current role/employment
 - To determine fitness for duties (SOMETIMES – note referral)
 - To provide referral options for long term support
- Types of presenting issues
 - Erratic behaviour
 - Violent behaviour
 - Symptoms of burnout, fatigue
 - Absenteeism and excessive sick leave
 - Symptoms of anxiety and depression
 - Grief or family issues
 - Vicarious or secondary trauma

Goals and Strategies

- Assess fitness for duties if required
- Normalise reactions to events and assist in mobilising the individual's own natural resources
- Identification of adaptive self-care and coping strategies to enhance resilience and minimise the impact of mental health concerns
- Engage in relevant external and/or ongoing support
- Identify risk factors that may negatively impact mental health

Process:

- Customer contacts CVI so their requirement may be triaged. The assessment tools will be determined in this conversation.
- Customer and employee sign off on consent
- Referral is sent to Consulting Administration at Converge International to coordinate
 - If the RPI is the assessment tool, SafeSelect send a link to the client for on line completion. An extra ½ hour is placed in the consultant's diary for the pre-analysis of this tool.
- A two-hour appointment with a Senior/Principal Consultant including:
 - Semi structured interview that explores aspects of the employee's:
 - Work
 - Personal life – family, relationships
 - Health including physical and mental
 - Sense of mastery
 - Areas of risk and by what degree
 - Screening instruments
 - Areas identified by the RPI are explored.
 - Follow up debriefing appointment (if deemed necessary following assessment and/or authorised on referral form). Alternatively, referral options are provided if necessary.
- If a report is requested, two hours is entered into the consultant's diary with an extra hour being allocated for project review.

Outcomes:

- Appointment for follow up debriefing session
- Report delivered (if requested)
- Referral to EAP
- Safety plan developed if needed
- Fitness for duties identified if requested
- Return to work plan recommended if required
- Identification of high risk areas
- Referral to GP and/or allied health professional
- Referral to a community service