

## A3. SLIDES, ACTIVITIES & HANDOUTS

### What They Contain, How to Use Them and Where They are Located

This section provides details of specific components of the Resource Kit. It includes information about:

1. *Slides*: Details are provided about the annotated slides and how to select, change, integrate and print hard copies.
2. *Activities*: A list of the Activities located within each Topic is provided together with a brief summary of its focus and/or the associated resources.
3. *Handouts*: A list of the Handouts included with each Topic is provided.

In addition, a table is included which provides examples of topics that contain related content. The table is called a '*Topic Link*' table. It provides suggestions for trainers about topics that could be drawn upon to develop a training session on a given issue. For example, if teaching about the issue of Youth Drug Use trainers could utilise materials from a range of topics as shown in the table at the end of this section.

#### 1. PPT Slides

The Resource Kit has approximately 800 slides in total. Most slides also provide commentary notes (i.e., slide notes) to assist the trainer. These can also be provided to the trainees if/when considered relevant.

Some of the slides are interactive i.e. they pose case study/scenarios and question prompts for GPs to discuss with their peers and trainer(s). Other slides provide factual information which, of course, can lead to discussion with participants.

To find out what information is in the slides, locate the PowerPoint '6 slides per page' print-out for each topic in the hard copy version of the Resource Kit. This slide print-out is after the Trainer Notes. It will assist you to identify relevant slides before opening PowerPoint on the Resource Kit CDROM.

Instructions for adapting and using slides follow.

## MODIFYING MSPOWERPOINT SLIDES

If you have not used MS PowerPoint slides or are unsure about altering them, here is a brief description of what to do.

Locate the Topic(s) you wish to modify (on the Resource Kit CDROM)  
Copy (using Windows Explorer) the file to your C: drive and rename  
Open the slide(s) file(s) in PowerPoint

### *To change the slide order in a Topic*

Go to the 'View' menu and select 'Slide Sorter' or locate the diagram  in the left-hand bottom image on the screen. This view will show all slides in the topic at once.

Click on (select) the slide(s) you want to move and drag it to the position you want them placed. (Hold the SHIFT key down if you wish to select more than one slide to move or cut)

Save.

### *To delete slides from a Topic*

As above, make each slide active and then press delete and save

### *To add slides from another slide set*

Select slides from one slide set through the slide sorter. Copy (Ctrl C)  
Open the slide set you want to use in 'View – Slide Sorter'.  
Paste the slide(s) (Ctrl V) into this slide set and rearrange if needed.

### *To change a slide*

Go to 'View - Slide' and click on what you want to change. Colours and heading styles etc. can be changed from the Master slide or alter using the Format menu.

## **Other Hints:**

### *To obtain Slide Notes in hard copy*

Go to 'View - Notes Pages' read and select notes needed. Go to Print menu. In 'Print what' select Notes pages. Make sure:

- the item black and white is ticked - this reverses the slide background to white and saves on ink
- the item, 'Scale to fit paper' is ticked – this enables note pages to be printed to A4 size.

### *To provide Slide Handouts (6, 3, or 2 to a page) to participants*

Go to Print menu. In 'Print what' select how you would like your slide handout displayed (i.e. they can be displayed as 2, 3 or 6 slides to a page). Select the relevant option and ensure you also select the items 'black and white' and 'scale to fit paper' (to save on printing costs and increase readability). Then 'Print'.

### *Where there is more than one Note page per slide (hidden slides)*

Some topics have notes that run on to another page. To print these:

Click on the box (right hand, lower corner which will be active) that says 'Print hidden slides'.

## 2. Activities

Each Topic in Part B. contains one or more teaching Activities. Trainers can select from these Activities the types of exercises that best suit the needs, interests and learning styles of a given group.

The following table is a quick reference guide to the Activities provided in each Topic. The Activity number and name is given together with a brief note on the type of activity and any related resources that are required. Many activities can be adapted (e.g., by changing the drug) to suit a number of different Topics. Activities have been numbered for easy identification. This does not indicate a recommended order of use.

Activities are located in the Trainer Notes as Word documents.

### 1.1 Clinical Framework

1: Using the Clinical Framework - discussion - GP patient based with/without slide image

### 2.1 Making Sense of Drugs

1: Exploring the Social Context - drug refs. in popular culture – with sample  
 2: Drug Substitution – Option 1 & 2 - explores 'dependence' with 5 excerpts  
 3: AOD Scenarios - explores attitudes with Scenario Handout  
 4: What 's Your Poison? - awareness raising with Group Handouts x 2

### 2.2 Epidemiology & Impact

1: Compare Patterns of Drug Use - provides examples of statistical sources

### 2.3 Harm Minimisation

1: Harm Reduction in General Practice - explores harms & strategies to reduce harms  
 2: Explore Factors Contributing to Harm - explores environment, individual & drug  
 3: Identify Harm Reduction Principles - brainstorms harms & categorises  
 4: Thinking about Harm Min. Approaches - explores reaction to 2 patients  
 5: Relate Advice to Harms - generates strategies with Activity Handout

### 3.1 Early Recognition and Screening

1: Raising Sensitive Topics - skill rehearses raising an issue  
 2: Exploring the Issue - explores questioning using a Scenario  
 3: Screening Instruments - using screening tools (see Handouts)  
 4: Presenting Symptoms of Drug Use - explores presenting scenarios x 2

### 3.2 Assessment

1: Case Vignettes - identifies key clinical issues with cases x 4  
 2: Video Demonstration (suitable video cited) - explores raising the issue & assessment

### 3.3 Brief Intervention (B.I.)

1: Skill Rehearsal – Kevin - develops BI skills using Kevin or own  
 2: Skill Rehearsal – Mr & Mrs Jones - 2 parts with patient, doctor and observor

### 3.4 Motivational Interviewing (M.I.)

- |   |   |
|---|---|
| 1: The Decision Matrix                  | - explores decision making in behaviour change    |
| 2: Demonstrating Behaviour Change       | - self analysis of changing behaviour             |
| 3: The Stages of Behaviour Change Model | - skill rehearses MI with scenario/provide own    |
| 4: The Six Stages of Behaviour Change   | - brainstorms strategies re' six stages           |
| 5: Exploring a Patient's Feelings       | - role play explores patient's ambivalence        |
| 6: Brief Motivational Interviewing      | - role play/discuss aspects of brief MI (5 cards) |

### 3.5 Treatment Options and Efficacy

- |   |  |
|---|--|
| 1: Treatment Plan                             | - formulates treatment plans with cases x 4  |
| 2: Negotiating Treatment                      | - role plays treatment options for a patient |
| 3: Video Demonstration (suitable video cited) | - focuses on relapse prevention              |

### 3.6 Challenging Behaviours

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|----------------------------|---|
| 1: Analyse Past Encounters | - analysis of encounters & responses          |
| 2: Formulate Protocols     | - explores reducing risks in general practice |

### 3.7 Comorbidity

- |  |  |
|--|--|
| 1: Identify Comorbid Issues                  | - identifies & examines from general practice  |
| 2: Scenarios – Paul, Christina, Andrew & own | - explores clinical aspects (question prompts) |
| 3: Construct a Links Diagram                 | - represents links between GP and services     |
| 4: Debate Rationale for GP Role              | - pros & cons of role (debate motion given)    |

### 3.8 Pain Management

- |                       |   |
|-----------------------|---|
| 1: Debate             | - explores use of opioids for managing pain |
| 2: Critical Analysis  | - explores past experiences & strategies    |
| 3: Rehearse Responses | - role plays drug management with a patient |

### 3.9 Polydrug Use

- |   |   |
|---|---|
| 1: Identify Specific Issues                 | - explores high risk polydrug use             |
| 2: Management of Non-dependent Polydrug Use | - explores strategies with case & table info. |
| 3: Intervention Rehearsal - David           | - negotiates which drug to target first       |

### 3.10 Pregnancy

- |                                    |  |
|------------------------------------|--|
| 1: Critical Analysis               | - explores responses to pregnant patients      |
| 2: Rehearse Responses              | - role plays assessment, info giving & mini MI |
| 3: Formulate Shared Care Protocols | - identifies & discusses protocols             |

### 3.11 Referral & Shared Care

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|-------------------------|--|
| 1: Referral Flow Chart  | - represents factors & dynamics of referral  |
| 2: Identify Services    | - identifies relevant services and personnel |
| 3: Referral Discussion  | - role plays a referral discussion           |
| 4: Analysis             | - discusses shared care arrangements         |
| 5: Increase Involvement | - brainstorms potential shared care          |
| 6: Planning             | - identifies shared care protocols & support |

### 3.12 Surgery

- |   |  |
|---|--|
| 1: Critical Analysis                      | - strategies with AOD users, prior to surgery    |
| 2: Rehearse Responses (Scenario provided) | - role plays heavy cannabis use prior to surgery |

#### 4.1 Alcohol

- |  |   |
|--|---|
| 1: Profiling Your Practice                     | - uses Thorley's model for patterns of drug use |
| 2: Estimating Standard Drinks & Levels of Risk | - estimates SD for 4 cases using Handout 6      |
| 3: Assessing Alcohol-related Harm (Sarah)      | - discusses assessment of intoxicated person    |

#### 4.2 Benzodiazepines

- |                     |  |
|---------------------|--|
| 1: Case Study - Liz | - explores early benzo dependence (MCQs) |
|---------------------|--|

#### 4.3 Cannabis

- |   |  |
|---|--|
| 1: Case Study (Jared) Effects of Cannabis Use | - explores effects & assistance to patient                               |
| 2: Case Study (Keith) Testing for Drugs       | - explores responses to a drug testing query                             |
| 3: Case Study (Mark) Polydrug Use             | - explores responses to patient, carer & EPC & Medicare provider numbers |

#### 4.4 Ecstasy & Party Drugs

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|---|---|
| 1: Issues to do with Ecstasy Use (Marion) | - explores responses to party drugs emergency |
| 2: Harm Reduction and Party Drugs         | - brainstorms assessment & harm reduction     |

#### 4.5 Opioids

- |                                     |   |
|-------------------------------------|---|
| 1: Opioids and Harm Reduction in GP | - explores strategies with case x 1           |
| 2: Opioids, Comorbidity and Relapse | - explores assessment/responses with case x 1 |

#### 4.6 Psychostimulants

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|---|---|
| 1: Recognising Psychostimulant Intoxication | - video cited and table of features of intoxication |
| 2: Amphetamine Users' Concerns              | - video cited and notes from source                 |
| 3: Psychostimulant Use and Related Harms    | - brainstorms reducing harms with Handout           |

#### 4.7 Volatile Substances

- |                             |   |
|-----------------------------|---|
| 1: Identifying Issues (Ben) | - explores effects & assistance with case x 1 |
|-----------------------------|---|

#### 5.1 Women

- |                                    |  |
|------------------------------------|--|
| 1: Critical Analysis               | - explores factors & issues re'AOD high risk use |
| 2: Rehearse Responses              | - role plays responses with scenarios x 2        |
| 3: Formulate Shared Care Protocols | - relates to setting for AOD dependent women     |

#### 5.2 Young People

- |   |  |
|---|--|
| 1: AOD Use and Young People             | - discusses factors that influence AOD use   |
| 2: Rehearse Responses                   | - role plays responses with scenarios x 2    |
| 3: Identify Local Services and Networks | - explores services and provides information |

### MODIFYING ACTIVITIES

Activities are in Word format, and are located at the end of the Trainer Notes.

Locate the topic(s) you wish to modify (on the Resource Kit CDROM, Trainer Notes)  
 From Windows Explorer, Copy the file to your C: drive and rename the file  
 Open the Trainer Notes and locate the Activity(ies).  
 Make the required changes and re-save the file.

## 3. Handouts

For each Topic, a set of Handouts is provided. These are mostly short, practical, clinically relevant documents that are suitable adjuncts to a training session. Details of the Handouts are included in the Trainer Notes for each Topic and copies can be downloaded from the Resource Kit CDROM.

The following is a list of all Handouts. It shows their Handout number (e.g. HO2) and a short title.

Note that some Handouts are used in more than one Topic. Where this occurs, separate copies are included in each relevant Topic on the CDROM to ensure ease of access.

### 1.1 Clinical Framework

HO1 Identifying and Responding to AOD Problems

HO2 Principles in Management

### 2.1 Making Sense of Drugs

HO1 Models of Psychoactive Drug Use  
HO3 AOD Diagnostic Criteria

HO2 Perspectives on Psychoactive Drug use  
HO4 Why People take Drugs

### 2.2 Epidemiology & Impact

HO1 Student Drug Use

HO2 Summary of Major Surveys

### 2.3 Harm Minimisation

HO1 Harms arising from Drug-related Behaviours

### 3.1 Early Recognition and Screening

HO1 DrugCheck Screening Tool  
HO3 Detectability of Drugs in Urine  
HO5 AUDIT and Interpretation  
HO7 Common Presentations of Drinking

HO2 SDS & Readiness to Change Scales  
HO4 Biochemical Measures of Drug Use  
HO6 Common Presentations of Drug Use  
HO8 Taking a History – Assessment Forms

### 3.2 Assessment

HO1 AOD Diagnostic Criteria  
HO3 AUDIT with FLAGS\*  
HO5 DrugCheck Screening Tool  
HO7 Exploring Patient Concerns  
HO9 Five A's of Assessment

HO2 Assessment and Rx for Alcohol Problems  
HO4 Taking a History – Assessment Forms  
HO6 Clinical Strategies\*  
HO8 Stages of Change\*  
HO10 Putting it All Together

### 3.3 Brief Intervention (B.I.)

HO1 Five A's of Assessment  
HO3 AUDIT with FLAGS

HO2 B.I. for Alcohol in an AMS

### 3.4 Motivational Interviewing (M.I.)

HO1 Clinical Strategies  
HO3 Stages of Change  
HO5 Putting It All Together

HO2 Exploring Patient Concerns  
HO4 Motivational Interviewing

### 3.5 Treatment Options and Efficacy

HO1 Treatment Effectiveness                      HO2 Investing in Drug and Alcohol Treatment

### 3.6 Challenging Behaviours

HO1 'Doctor Shopping'  
HO3 Doctor Shopping by Kamien                      HO2 Dealing with Challenging Situations  
HO4 Overdose and Doctor Shopping

### 3.7 Comorbidity

HO1 Mental Health and Drug Use                      HO2 What is Comorbidity and Why Does It  
Matter?  
HO3 Management of Concurrent Problems                      HO4 Models of Mental Health and Shared Care

### 3.8 Pain Management

HO1 Pain and Drug Use                      HO2 'Chronic Pain' in Treatment &  
Management Principles\*

### 3.9 Polydrug Use

HO1 Responding to Polydrug Use

### 3.10 Pregnancy

HO1 Drugs in Pregnancy                      HO2 Providing Services for Pregnant Women

### 3.11 Referral & Shared Care

HO1 AOD Referral                      HO2 Shared Care in the Management of  
Alcohol and Other Drug-related Disorders  
HO3 Models of Mental Health and Shared  
Care

### 3.12 Surgery

None

## 4.1 Alcohol

HO1 AUDIT and Interpretation                      HO2 AUDIT with FLAGS\*  
HO3 Classification of Alcohol-Related                      HO4 AOD Diagnostic Criteria\*  
Harms  
HO5 Effects of High Risk Drinking                      HO6 NHMRC Guidelines  
HO7 Our Ambivalence about Alcohol...                      HO8 Tip Sheet for Cutting Down  
HO9 Assessment and Treatment: GP Supp                      HO10 Detoxification from Alcohol: GP Supp  
No.3                      HO12 Alcohol Diary  
HO11 Common Presentations of Heavy                      HO13 Alcohol Withdrawal Charts  
Drinking

## 4.2 Benzodiazepines

HO1 Benzodiazepine Dependence and                      HO2 Byrne: Benzodiazepine Treatment and  
Withdrawal: GP Supp No9                      Dependence  
HO3 Benzodiazepines: GP Handbook                      HO4 Benzodiazepine Withdrawal Symptom  
Questionnaire  
HO5 Benzodiazepine Withdrawal                      Assessment Scale

### 4.3 Cannabis

HO1 Cannabis Summary Sheet	HO2 Cannabis Dependence and Treatment: GP Supp No10
HO3 Quitting Cannabis ?	HO4 Cannabis SDS
HO5 Cannabis Withdrawal Scale	

### 4.4 Ecstasy & Party Drugs

HO1 DICH FactSheet: Ecstasy	HO2 DICH FactSheet: GHB/Fantasy
HO3 DICH FactSheet: LSD/Hallucinogens	HO4 DICH FactSheet: Club Drugs

### 4.5 Opioids

HO1 Pharmaceutical Properties of Opioids	HO2 Heroin: GP Supp No2
HO3 Pharmaceutical Options for Treatment	HO4 Methadone & Opioid Treatment: GP Supp No2
HO5 Interactions with Methadone	HO6 Opioid Withdrawal Scales (OOWS & SOWS)
HO7 Opioid SDS	HO8 Common Presentations of Drug Use

### 4.6 Psychostimulants

HO1 Australia's Dynamic Methamphetamine Markets	HO2 Amphetamine Dependence and Withdrawal: GP Supp No12
HO3 Amphetamine SDS	HO4 Amphetamine Withdrawal Assessment Scale

### 4.7 Volatile Substances

HO1 DICH FactSheet: Inhalants	HO2 Volatile Substances Fact Sheet
HO3 Commonly Inhaled Volatile Substances	

### 5.1 Women

HO1 Adverse Effects of Alcohol on Women	HO2 Transitional Model of Care
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### 5.2 Young People

None

## Topic Link Table

SAMPLE TRAINING FOCUS	RELEVANT TOPICS
<b>1. How to Ask About Drug Use</b>	1.1 Clinical Framework 2.1 Making Sense of Drugs 3.1 Early Recognition and Screening 3.2 Assessment 3.3 Brief Intervention 3.4 Motivational Interviewing
<b>2. Conducting Brief Interventions</b>	As for example 1 above plus: 2.3 Harm Minimisation
<b>3. General Health Issues (e.g. hypertension, pain management)</b>	As for example 1 above plus: 2.3 Harm Minimisation 3.8 Pain Management 3.11 Referral and Shared Care 3.12 Surgery 4.1 Alcohol 4.2 Benzodiazepines 4.3 Cannabis
<b>4. Psychosis and Amphetamines</b>	As for example 1 above plus: 2.3 Harm Minimisation 3.7 Comorbidity 3.9 Polydrug use 3.11 Referral and Shared Care 4.6 Psychostimulants 5.1 Women 5.2 Young people
<b>5. Withdrawal Management</b>	As for example 1 above plus: 3.5 Treatment Options and Efficacy 3.9 Polydrug use 3.11 Referral and Shared Care Part B4: Relevant 'Drug' topic/s
<b>6. Responding to the Needs of Young People</b>	As for example 1 above plus: 2.3 Harm Minimisation Part B4: Relevant 'Drug' topic/s 3.6 Challenging Behaviours 3.9 Polydrug use 3.11 Referral and Shared Care 5.2 Young people
<b>7. Issues related to Indigenous Australians and the Culturally and Linguistically Diverse</b>	As for example 1 above plus: 2.2 Epidemiology and Impact 2.3 Harm Minimisation 3.11 Referral and Shared Care Part B4: Relevant 'Drug' topic/s