Pacific Behavioral Health
Collaborating Council (PBHCC)

IC&RC Alcohol and Drug Counselor (ADC)
Academy Curriculum

*Day 5: Course Review and Test-Taking Strategies*

Trainer Guide

Developed in 2018 by the Pacific Southwest Addiction Technology Transfer Center and UCLA Integrated Substance Abuse Programs

Pacific Southwest ATTC (HHS Region 9) UCLA
IC&RC Alcohol and Drug Counselor Academy, Day 5

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IC&RC Alcohol and Drug Counselor Academy, Day 5

Background Information
The IC&RC Alcohol and Drug Counselor (ADC) Academy curriculum is a weeklong training designed to prepare individuals based in the six U.S.-affiliated Pacific Jurisdictions to successfully pass the IC&RC ADC certification exam. The duration of the ADC Academy is forty hours of content spread across five full days of training. Funding for the development of the ADC Academy was provided by the Pacific Behavioral Health Collaborating Council (PBHCC). The curriculum is broken into five modules/days, which include:

- Day 1: Introduction to the IC&RC ADC Performance Domains and Review of Psychoactive Drugs
- Day 2: Core Competencies of Addiction Counselors – Knowledge and Skill Acquisition of Screening, Intake, Orientation, Assessment, Treatment Planning, and Counseling
- Day 3: Core Competencies of Addiction Counselors – Knowledge and Skill Acquisition of Case Management, Crisis Intervention, Client and Family Education, Referral, Report and Record Keeping, and Consultation
- Day 4: Core Competencies of Addiction Counselors – Prevention and Treatment of HIV/AIDS and Sexually Transmitted Infections
- Day 5: Course Review and Test-Taking Strategies

What Does the Training Package Contain?
- PowerPoint Training Slides (with notes)
- Trainer’s Guide with detailed instructions for how to convey the information and conduct the interactive exercises

What Does This Trainer’s Guide Contain?
- Slide-by-slide notes designed to help the trainer effectively convey the content of the slides themselves
- Supplemental information for select content to enhance the quality of instruction
- Suggestions for facilitating group discussions
How is This Trainer’s Guide Organized?

For this guide, text that is shown in bold italics is a “Note to the Trainer.” Text that is shown in normal font relates to the “Trainer’s Script” for the slide.

It is important for trainers to become acquainted with the slides and practice delivering the content of the presentation, ensuring a successful, live training experience.

General Information about Conducting the Training

The training is designed to be conducted in medium-sized groups (20-30 people). It is possible to use these materials with larger groups, but the trainer may have to adapt the small group exercises/case studies and discussions to ensure that there is adequate time to cover all of the content.

Materials Needed to Conduct the Training

- Computer with PowerPoint software installed (2010 or higher version recommended) and LCD projector to show the PowerPoint training slides.

- When making photocopies of the PowerPoint presentation to provide as a handout to training participants, it is recommended that you print the slides three slides per page with lines for notes. Select “pure black and white” as the color option. This will ensure that all text, graphs, tables, and images print clearly.

- Flip chart paper and easel/white board, and markers/pens to write down relevant information, including key case study discussion points.

Overall Trainer Notes

It is critical that, prior to conducting the actual training, the trainer practice using this guide while showing the slide presentation in Slideshow Mode in order to be prepared to use the slides in the most effective manner.
## Icon Key

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PBHCC Alcohol and Drug Counselor (ADC) Academy, Day 5

Course Review and Test-Taking Strategies

Slide-By-Slide Trainer Notes

The notes below contain information that can be presented with each slide. This information is designed as a guidepost and can be adapted to meet the needs of the local training situation. Information can be added or deleted at the discretion of the trainer(s).

Slide 1: [Title Slide]

- Welcome participants to day 5.

Slide 2: Acknowledgements

- This training was developed by Drs. Thomas Freese and Christopher Rocchio from the University of California Los Angeles, Integrated Substance Abuse Programs (UCLA ISAP) and with Alex Ngiraingas, an addictions counselor and educator from the Republic of Palau.
Slide 2: Acknowledgements

- We would like to acknowledge and thank the Pacific Behavioral Health Collaborating Council (PBHCC) for their commitment to train individuals across the Pacific to effectively prevent, treat, and support individuals in their own recovery from substance use disorders. Additional resource provided by SAMHSA, grant number UR1TI080211.

Slide 3: Disclaimer

- [READ THE SLIDE]

Slide 4: Agenda for Day Five (1)

- Orient participants to the agenda
- [ASK PARTICIPANTS] Do you have any questions regarding today’s agenda?
Slide 5: Agenda for Day Five (2)

• [ASK PARTICIPANTS] Any feedback regarding the practice exam?
• [ASK PARTICIPANTS] How long did it take you to complete the exam?

Slide 6: Agenda for Day Five (3)

• Instruct participants to take out their completed practice exams and to score honestly. Emphasize that the tests may provide some insights on areas where they need to study.

Slide 7: Question 1

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: C. Referral
Slide 8: Question 2

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: A. Serotonin

Slide 9: Question 3

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: False
Question 4

In which situation is it not acceptable to release confidential information without prior consent from the client?

- a. When the client assaults another resident in a residential treatment facility that required an immediate medical response
- b. When the client’s spouse requests information in writing from the program
- c. When the client is involved in a serious accident or exhibits acute symptoms that necessitates an immediate medical intervention
- d. When the client admits to abusing his mother-in-law, who is 92 years old.

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: B. When the client’s spouse requests information in writing from the program.

Question 5

Eleven criteria are organized into four groupings in the DSM-5 for substance use disorders. Which of the following is NOT one of the groupings?

- a. Social impairment
- b. Legal involvement
- c. Impaired control
- d. Pharmacological criteria

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: B. Legal involvement.
Question 6

is the process by which the counselor, the client, and available significant others review the current situation, symptoms, and other available information to determine the most appropriate initial course of action, given the client’s needs and characteristics and the available resources in the community.

a. Orientation  
b. Treatment planning  
c. Consultation  
d. Screening

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: D. Screening

Question 7

is the process of describing to the client the general nature and goals of the program; the rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; the hours during which services are available; the treatment costs that are to be borne by the client, if any; and the client’s rights.

a. Screening  
b. Orientation  
c. Consultation  
d. Client education

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: B. Orientation

Question 8

True or False: Tolerance and withdrawal are necessary for a diagnosis of a substance use disorder.

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: False
Question 9
In the DSM-5, what is the minimum number of criteria that must be met for a diagnosis of a severe substance use disorder?

a. 2
b. 4
c. 6

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: C. 6

Question 10
_____ is a chemical substance that is released at the end of a nerve fiber by the arrival of a nerve impulse and, by diffusing across the synapse or junction, causes the transfer of the impulse to another nerve fiber, a muscle fiber, or some other structure.

a. Epiploic appendagitis
b. Neurotransmitter
c. Dendrites
d. Neuron

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: B. Neurotransmitter

Question 11
_____ is the abnormal physical or psychological features that follow the abrupt discontinuation of a drug that has the capability of producing physical dependence.

a. Acute intoxication
b. Withdrawal
c. Craving
d. Tolerance

• Ask a volunteer to read the question.
• [ASK PARTICIPANTS] What is the correct answer?
• The correct answer is: B. Withdrawal
Slide 18: Question 12

**Question 12**
Which one of the following has the highest risk of acquiring HIV from an infected source?

- a. Needle-sharing injection drug use
- b. Receptive anal intercourse
- c. Receptive perineal intercourse
- d. Mother-to-child transmission

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: D. Mother-to-child transmission

Slide 19: Question 13

**Question 13**
Objectives for treatment goals must be:

- a. Simple
- b. Measurable
- c. Achievable
- d. Realistic
- e. Timely/time-specific
- f. A & B only
- g. B & D only
- h. All of the above
- i. None of the above

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: H. All of the above
Question 14

The DSM-5 now requires healthcare professionals to use the following severity specifiers for substance use disorders:

- Use, misuse, and abuse
- Mild, moderate, and severe
- Occasional, Ongoing, and Out of Control
- Mild, medium, and dependence

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: B. Mild, moderate, and severe

Question 15

____ is a medical emergency associated with untreated alcohol withdrawal. It occurs 3-14 days after drinking is stopped... It includes agitation, restlessness, gross tremor, disorientation, fluid and electrolyte imbalance, sweating and high fevers, visual hallucinations, and paranoia.

- Stevens Johnson syndrome
- Neuroleptic Malignant Syndrome
- Tardive Dyskinesia
- Delirium Tremens

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: D. Delirium Tremens
Slide 22: Question 16

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
  - The correct answer is: C. Confrontation

Slide 23: Question 17

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
  - The correct answer is: E. Use confrontation for reality testing

Slide 24: Question 18

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
  - The correct answer is: A. Projection
Slide 25: Question 19

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: C. Person-centered therapy

Slide 26: Question 20

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: True

Slide 27: Question 21

• Ask a volunteer to read the question.

• [ASK PARTICIPANTS] What is the correct answer?

• The correct answer is: B. 50
Slide 28: Question 22

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: True

Slide 29: Question 23

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: B. The limits of confidentiality

Slide 30: Question 24

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: A. An antagonist
Slide 31: Question 25

**Question 25**

An HIV-positive person is defined as having progressed to AIDS, when they get an AIDS-defining illness or if their CD4 cells fall below:

- a. 1,500
- b. 1,000
- c. 500
- d. 200
- e. 50

- Ask a volunteer to read the question.

- [ASK PARTICIPANTS] What is the correct answer?

- The correct answer is: D. 200

Slide 32: Question 26

**Question 26**

Which of the following statements is TRUE in regards to acute HIV infection?

- a. Symptoms are rare with acute HIV infection (<25%) as most people are asymptomatic
- b. Signs and symptoms usually occur after a month post-initial exposure
- c. Symptoms are nonspecific and may mimic other viral infections
- d. The diagnosis is made with a routine HIV antibody test

- Ask a volunteer to read the question.

- [ASK PARTICIPANTS] What is the correct answer?

- The correct answer is: C. Symptoms are nonspecific and may mimic other viral infections

Slide 33: Question 27

**Question 27**

...is a federal law that sets minimum privacy protections for all health information held by Health Plans, Healthcare Providers and those who transmit protected health information and allows the sharing of info between organizations for the purpose of healthcare coordination.

- a. FERPA
- b. 45 CFR 15
- c. HIPAA
- d. Title IX

- Ask a volunteer to read the question.

- [ASK PARTICIPANTS] What is the correct answer?

- The correct answer is: C. HIPAA
Slide 34: Question 28

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: A. True

Slide 35: Question 29

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: A. Screening

Slide 36: Question 30

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: C. Assessment
Slide 37: Question 31

Ask a volunteer to read the question.

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: B. False

Slide 38: Question 32

Ask a volunteer to read the question.

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: D. Financial Complications

Slide 39: Question 33

Ask a volunteer to read the question.

[ASK PARTICIPANTS] What is the correct answer?

The correct answer is: D. Tolerance
Slide 40: Question 34

**Question 34**

_____ can develop between sedative-hypnotics and alcohol.

a. Cross-tolerance  
b. Neuroleptic malignant syndrome  
c. Negative symptoms  
d. Post-acute withdrawal symptoms

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: A. Cross-tolerance

Slide 41: Question 35

**Question 35**

Regular attendance at a place of worship, presence of a child in the home, intact marriage, trusted relationships with a service provider or healthcare professional, and employment are all examples of _____ factors for suicide.

a. Risk  
b. Situational  
c. Dialectical  
d. Protective

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: D. Protective
Slide 42: Question 36

**Question 36**
Which of the following is false?

a. You will get infected with HIV from kissing someone who is HIV positive
b. An HIV positive woman can give birth to an HIV negative baby
c. You could have HIV and not know it
d. You can get infected with HIV by having unprotected oral sex with someone who is HIV positive

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: A. You will get infected with HIV from kissing someone who is HIV positive

Slide 43: Question 37

**Question 37**
Alcohol, benzodiazepines, and opioids are classified as:

a. CNS stimulants
b. CNS depressants
c. Hallucinogens

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: B. CNS depressants
Slide 44: Question 38

Question 38
The half-life for methamphetamine is approximately:

- a. 2 – 4 hours
- b. 5 – 7 hours
- c. 8 – 10 hours

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: C. 8 – 10 hours

Slide 45: Question 39

Question 39
The five stages of change include all the following except:

- a. Contemplation
- b. Self-actualization
- c. Preparation
- d. Action
- e. Pre-contemplation

- Ask a volunteer to read the question.
- [ASK PARTICIPANTS] What is the correct answer?
- The correct answer is: B. Self-actualization
Slide 46: Question 40

**Question 40**
Confidentiality of records for individuals who have or are currently substance abuse treatment is governed by:

a. 23 CFR Part 6  
b. 42 CFR Part 2  
c. 43 CFR Part 2  
d. 112 CFE Part 2, Subsection 9.1

- Ask a volunteer to read the question.
- **[ASK PARTICIPANTS] What is the correct answer?**
- The correct answer is: B. 42 CFR Part 2

Slide 47: Results

**Results**
- Please write down the number of correct answers on a sheet of paper and submit to the instructors.
- You do not need to write down your name.

- **Ask participants to write down the number of correct answers on a sheet of paper and ask that they submit the scores to an instructor.**
- **[ASK PARTICIPANTS] Any questions about the practice exam?**
- **[ASK PARTICIPANTS] How will you prepare for the exam?**
Slide 48: Agenda for Day Five (4)

- Let's spend a few minutes to discuss test-taking strategies.
We strongly recommend considering the following strategies to prepare for the exam. If possible, visit the test room beforehand. If possible, study there. If you are familiar with the environment, you are better prepared and may perform differently than you would in an unfamiliar environment. Allow yourself enough time to relax prior to taking the exam. You may want to consider the following questions:

- If you drive, where will you park?
- What is the parking situation on days where you and others will be taking the exam?
- What can you bring into the room?
- Are you able to bring water into the room?
- What is the temperature of the room?
- What are the distractions in the room?
- How will you minimize them?
Slide 49: Test-Taking Strategies

- In most cases, you cannot use your cell phone. If possible, establish an automated message to notify users that you will be unavailable for a specified amount of time.

- Kesselman-Turkel and Peterson, the authors of test-taking strategies, suggest that test takers avoid sitting next to windows, avoid sitting in the aisles and next to the door so that you won’t pay attention to people entering and exiting the room – you may begin comparing the amount of time you have spent in the room with theirs. Avoid sitting next to friends and other acquaintances. Avoid sitting next to the door. Wear a basic watch to avoid looking at clocks in the room. Also, the clocks in the room may not be correct or working. It is more than likely that you will not be able to access your cell phone. Also, most test taking centers will require you to remove your smart watch (e.g., apple watches). Do what you can to only bring what you need to the test site. It is possible that you may not have access to a secure locker.
Slide 49: Test-Taking Strategies

- Also, some sites will have you sign a waiver releasing them of any liability. If possible, exercise in the morning. Eat and rest well the night prior. Refrain from studying the night before.

- **[ASK PARTICIPANTS]** What other recommendations or strategies would you like to share to help your colleagues prepare for the exam?

REFERENCE

Slide 50: Agenda for Day Five

- The following slides provide questions to guide discussion on what the participants learned over the last 4 days. Trainers may choose to ask other questions to help candidates prepare for the exam. Trainers may also choose to consider other activities to reinforce learning.

- We will now transition to review what has been covered over this last week.

Slide 51: Addiction

- Ask for volunteers to answer each question.

- Refer to the trainer notes for Day 1, slides 20-28 for additional information.
Slide 52: The Role of Neurotransmitters and Addiction

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 1, slides 29-59 for additional information.

Slide 53: Cognitive Effects and Chronic Substance Use

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 1, slides 60-84 for additional information.

Slide 54: Classifying Psychoactive Drugs

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 1, slides 85-86 for additional information.
Basic Facts About Alcohol
• What are the common withdrawal symptoms that may occur when alcohol use is reduced or discontinued?
• What are the potential long-term effects of alcohol use?

Slide 55: Basic Facts About Alcohol

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 87-101 for additional information.

Basic Facts About Opioids
• What are opiates?
• What are opioids?
• What are the acute and long-term effects of opioids?
• What are the common withdrawal symptoms that may occur when opioid use is reduced or discontinued?
• Who is at risk of potential opioid overdose?

Slide 56: Basic Facts About Opioids

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 102-113 for additional information.

Basic Facts About Sedative-Hypnotics
• What are sedatives and hypnotics used to treat?
• What are common side effects of sedatives-hypnotics?

Slide 57: Basic Facts About Sedative-Hypnotics

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 114-119 for additional information.
Basic Facts About Cannabinoids

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 120-140 for additional information.

Basic Facts About Stimulants

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 144-164 for additional information.

Basic Facts About Hallucinogens

• Ask for volunteers to answer each question.
• Refer to the trainer notes for Day 1, slides 170-175 for additional information.
Basic Facts About Inhalants

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 1, slides 176-185 for additional information.

DSM-5 Criteria and Substance Use Disorders

- Ask for volunteers to answer each question.

Core Function of Screening

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 4-23 for additional information.
Slide 64: Core Function of Intake

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 24-30 for additional information.

Slide 65: Core Function of Orientation

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 31-39 for additional information.

Slide 66: Core Function of Assessment

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 40-57 for additional information.
**Slide 67: Core Function of Treatment Planning**

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 58-68 for additional information.

**Slide 68: Core Function of Counseling**

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 2, slides 69-83 for additional information.

**Slide 69: Core Function of Case Management**

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 3, slides 4-32 for additional information.
Slide 70: Core Function of Crisis Intervention

- Ask for volunteers to answer each question. Refer to the trainer notes for Day 3, slides 33-69 for additional information.

Slide 71: Core Function of Client and Family Education

- Ask for volunteers to answer each question. Refer to the trainer notes for Day 3, slides 70-79 for additional information.

Slide 72: Core Function of Referral

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 3, slides 80-90 for additional information.
Slide 73: Core Function of Report and Record Keeping

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 3, slides 91-120 for additional information.

Slide 74: Core Function of Consultation

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 3, slides 121-131 for additional information.

Slide 75: HIV and AIDS

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 4, slides 5-23 for additional information.
Slide 76: HIV Transmission and Treatment

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 4, slides 24-104 for additional information.

Slide 77: Sexually Transmitted Infections (STI)

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 4, slides 105-112 for additional information.

Slide 78: Hepatitis A, B, and C

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 4, slides 113-120 for additional information.
Slide 79: Genital Warts and Gonorrhea

- Ask for volunteers to answer each question.
- Refer to the trainer notes for Day 4, slides 121-128 for additional information.

Slide 80: Questions and Next Steps

- Allow the participants to ask questions regarding the exam.

Slide 81: Thank you!

- Thank the participants for attending.
- Provide your contact info.
- Acknowledge the participants for completing the training and provide a few closing remarks.
- Distribute training evaluations.
Acknowledgements

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