

6. CHECKLIST FOR MENTOR/S

- Number of methadone clinics in the City/State or Province/Country
- Location and type of methadone clinic
- Government-NGO partnership
- Community participation
- Training for staff
 - Proportion of trained staff
 - Qualifications / Skills
 - Ongoing training support
- Policy and procedures governing treatment delivery at the clinic in place
- Assessment and intake criteria
 - Criteria for selection defined and transparent
 - No discrimination in selecting patients for treatment
- Operational issues
 - Timing of the clinics
 - Backup coverage (for absence of key staff)
- Consent procedures
 - Informed consent
 - Treatment contracts
- Regulatory procedures
 - Strict adherence to procedures
- Proper accounting of the medicines
 - Safe custody of medicines
- Documentation
 - Patients records (demographic, risk behaviour and treatment characteristics)
 - Confidentiality of information
- Methadone delivery
 - Range of doses
 - Take-home doses
- Other services provided at the clinic
 - HIV prevention education/Overdose prevention education
 - Primary medical care
- Other psychosocial support and care services
 - Liaison with other agencies providing range of services
 - Referral networks
- Retention rates
 - Number enrolled for treatment
 - Proportion of regular patients
- User participation in evaluation of services
 - Patient satisfaction
- Data gathered on potential outcome indicators
 - Crime rates among patients attending services
 - Employment among patients attending services
 - Risk behaviours (drug use, injection and sex related)
 - Community safety