

**ARIZONA STATE BOARD OF NURSING
ALTERNATIVE TO DISCIPLINE PROGRAM
1740 WEST ADAMS STREET, SUITE 2000
PHOENIX, ARIZONA 85007-2607
EMAIL: ATD@AZBN.GOV**

LETTER TO THE NURSING EMPLOYER

The nurse who is submitting this form to you is a participant in the Arizona State Board of Nursing's Alternative to Discipline ("ATD") Program, the Board's non-public monitoring program for nurses with substance use issues, mental health disorders, co-occurring disorders, medical conditions, or who may be at risk for these issues. Nurses in the ATD Program enter into a Stipulated Agreement with the Board to comply with terms and conditions that promote recovery and ensure safety. Nurses are required to disclose and provide a copy of their Stipulated Agreement to all nursing employers and/or nursing schools. We ask that you maintain the copy of the Agreement the participant has provided you and that you read it thoroughly to understand not only any employment restrictions, but to understand the completeness of the monitoring process.

Please complete the following steps while the nurse is employed at your facility. We understand how valuable your time is and we will make every effort to minimize your time involved doing paperwork. Your input is a very important part of the monitoring process and we do appreciate your assistance.

1. Please complete and sign the electronic Nursing Supervisor Acknowledgement form available on the Board's website (azbn.gov) under the drop down Discipline and Complaints > Alternative to Discipline > Online Submission Forms > Nursing Supervisor Acknowledgement.
2. Bimonthly, the participant will submit a performance evaluation report for you to complete and send to the ATD Program. We request your thoughtful consideration of the report. The reports are due the last day of the reporting month and it is the participant's responsibility to give you adequate time to complete the report. If you have the time it would be helpful to the participant if you would go over the evaluation before mailing it so they are aware of any concerns or questions. If you have questions or concerns, please feel free to call ATD Program at any time. Do not wait to complete the report.

The Nursing Supervisor Performance Report is available on the Board's website (azbn.gov) under the drop down Discipline and Complaints > Alternative to Discipline > Online Submission Forms > Nursing Supervisor Performance Report

3. Should the nurse leave your employment for any reason or you have urgent concerns between reports, please notify ATD immediately.
4. While the electronic submission report forms are preferred, if you choose to submit a handwritten reporting form, the handwritten form must be submitted via email directly from the employer. We do not accept handwritten forms from the participants.

We appreciate your assistance in providing an important link in the participant's monitoring process. Nurses supporting nurses in recovery is an integral part of our profession. If you have any questions regarding the reporting requirements, would like any additional information or educational sessions on the ATD program and/or issues of substance use disorder in nursing, please call our office at (602) 771-7854 or (602) 771-7890.