

**ARIZONA STATE BOARD OF NURSING
CANDO PROGRAM
1740 WEST ADAMS STREET, SUITE 2000
PHOENIX, ARIZONA 85007-2607
TELEPHONE (602) 771-7865
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LETTER TO THE NURSING EMPLOYER

The nurse who is submitting this form to you is a participant in the Arizona State Board of Nursing CANDO Program, the Board's alternative to discipline program for nurses with substance use issues. Nurses in the CANDO Program enter into a Stipulated Agreement with the Board to comply with terms and conditions that promote recovery and ensure safety. One of the requirements for participants is to disclose and provide a copy of their Stipulated Agreement with 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 by you. 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 attached form immediately upon hiring the participant. The participant is responsible for submitting the document to the CANDO Program.
2. Bimonthly, the participant will submit a performance evaluation report for you to complete and send to the CANDO 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 CANDO at any time. Do not wait to complete the report.
3. Should the nurse leave your employment for any reason, please notify CANDO immediately.

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 would like any additional information or educational sessions on CANDO and/or issues of substance use disorder in nursing, please call our office at the number above.