

**ARIZONA STATE BOARD OF NURSING
CANDO PROGRAM
4747 NORTH 7TH STREET, SUITE 200
PHOENIX, ARIZONA 85014-3655
(602) 771-7865 FAX (602) 771-7882**

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 which is a diversion process for nurses with chemical dependency issues. Part of the requirement for our participants is that they share with all nursing employers and/or nursing schools their Stipulated Agreement. 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.

CANDO asks the employer and/or nursing school to 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. Periodically the participant will submit a performance evaluation report for you to complete and mail 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 ever like an inservice on CANDO and issues of chemical dependency in nursing, please call our office.