

	Nightingale College Policy		PS, LALR, & NES	
	Published:		Last Revised:	04/30/2018
	Title: Drug and Alcohol Abuse Prevention Program (DAAPP) Policy			

STATEMENT OF POLICY

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the College has a comprehensive Drug and Alcohol Abuse Prevention Program (DAAPP).

The College distributes the DAAPP information to learners and collaborators annually. The DAAPP information includes the standards of conduct and legal sanctions for the unlawful use of illicit drugs and alcohol, health risk associated with the use of illicit drugs and the alcohol, and availability of drug and alcohol programs (prevention, counseling, treatment, disciplinary sanctions, rehabilitation and re-entry to the academic environment/workforce). The College conducts a biennial review to determine the effectiveness of DAAPP and ensure the College is enforcing disciplinary sanctions for violating standards of conduct.

Outside of the legal requirements, the College provides confidential resources that are made available to learners and collaborators to use for their health and well-being. The Learner Advising and Life Resources (LALR) department is available for all learners and the Coordinator of People Services department is available for all collaborators to obtain confidential referrals and information regarding substance counseling, treatment, and rehabilitation programs. All personnel information is kept safe and confidential.

UnitedHealth, the College's health care provider, offers collaborators with a range of free services through the employee assistance program; which include face-to-face visits with a network provider for behavioral issues, telephonic support for work/life concerns, and crisis support.

TO WHOM THIS POLICY APPLIES

This policy applies to all College learners, and collaborators.

DEFINITIONS

- College: College refers to Nightingale College.
- Collaborators: College faculty and staff.
- Faculty: full-time, part-time, adjunct faculty and instructors of the College.
- Learners: Refers to students who are registered/enrolled for credit- or non-credit bearing coursework.
- People Services: Refers to Human Services Department.
- Staff: full-time, part-time individuals employed by the College for executive, clerical, sales work, etc.

APPLICABLE PROCEDURES

A. DISTRIBUTION OF THE DAAPP

The College distributes notification of the DAAPP in writing annually to all learners and

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collaborators in the following ways:

- Campus Safety Officer is responsible to incorporate the DAAPP into the Annual Security Report (ASR) and distribute the ASR;
- Manager, LALR includes the DAAPP in emails sent to all learners and collaborators at the start of the fall, spring, and summer semesters, on the first day after the Add/Drop Deadline (approximately 10 days after the start of classes);
- Coordinator, People Services is responsible to email the DAAPP to all new collaborators as part of the new hire process;
- Manager, Learner, Career, and Alumni Services is responsible for incorporating DAAPP in a New Learner Orientation (NLO) workshop and New Collaborator Orientation (NCO) workshop;
- The policy administrator (Director, Internal Audit & Compliance) is responsible to post the DAAPP on the College's website.

B. BIENNIAL REVIEW OF THE DAAPP

The College will review its DAAPP every two (2) years to determine the effectiveness and implement any needed changes to the DAAPP, and to ensure the disciplinary sanctions for violating standards of conduct are enforced consistently. The College follows the following procedures in conducting the review:

1. Review Period. The College will complete its review by the end of each even-numbered calendar year for the preceding two academic years. For example, the 2020 biennial review for 2018 and 2019 should be completed by December 31, 2020.
2. Review Committee. The College will convene a committee that has a diverse representation of campus constituencies which will include at least one representative from Learner Support Services, Campus Safety, People Services, Nursing Education Services, Operations, and Compliance. These constituencies will have the required knowledge of alcohol and drug related problems the College is experiencing and the programs and policies the College has in place to address them.
3. Contents of Biennial Review Report. The report will include the following:
 - a) Description of Program Elements: This section will provide a general description of the types of activities that address the following areas of environmental interventions:
 - i. How does the College provide an environment with alcohol-free options?
 - ii. How does the College create a social, academic, and residential

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- environment that supports health-promoting norms?
 - iii. How does the Program limit alcohol availability?
 - iv. How does the Program limit marketing and promotion of alcohol on and off campus?
 - v. How does the Program develop and enforce its Program policies on and off campus?

- b) Statement of Program Goals and Discussion of Goal Achievement: Identify the problem that the College seeks to address and the outcome it seeks to achieve, such as the increases in positive behavior and decreases in negative behavior that are expected when Program goals are met.

- c) Summary of Program Strength and Weaknesses: Identify Program strengths and weaknesses. Strengths might include infrastructure support such as a reasonable budget for intended efforts, and campus and community involvement. Weaknesses are barriers of progress, including lack of data about the scope of the problem, a lack of allies, or a lack of leadership.

- d) Procedures for Distributing Annual Notification: List the methods the College used in distributing its annual Program notification to learners and collaborators, as well as any special considerations that were addressed to ensure that all collaborators and learners received policy information annually.

- e) Number of Drug and Alcohol Related Violations and Fatalities: Include a determination of the number of drug and alcohol-related violations and fatalities that occur on the campus, or as part of the campus activities; and the number and type of sanctions imposed by the College because of drug and alcohol-related violations, and fatalities that occur on the campus or as part of the campus activities.

- f) Ensuring that Disciplinary Sanctions are Consistently Enforced: Review the data regarding sanctions and provide an assessment of the fairness, consistency, and effectiveness of the Program.

- g) Recommendations: Assess any gaps in programmatic efforts and the problems faced by learners and make recommendations for revising the Program to address the most salient issues for the campus community.

- h) Copies of the Policies: Include copies of the policies distributed to learners and collaborators in the review.

- 4. Distribution and Retention of Biennial Review Report. The original biennial review report shall be maintained in the office of Director, Internal Audit & Compliance with copies distributed to the members of the executive council. The original report shall be retained for five years.

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RESPONSIBLE ADMINSTRATOR

The Manager, LALR has oversight responsibility for administration of the DAAPP including updates, coordination of information required in the DAAPP, coordination of the annual notification to collaborators and learners, and the biennial review. The Manager, LALR coordinates with the Director, Nursing Education, Director, Internal Audit and Compliance, Coordinator, People Services, Manager, Learner, Career, and Alumni Services and other administrators as necessary.

RELATED POCLICIES

- Drug and Alcohol Abuse Policy
- Drug and Alcohol Abuse Prevention Program

HISTORY

Date of Last Action	Action Taken	Authorizing Entity
April 28, 2018	Reviewed by Kevin Smith	V.P. Operations Controller

SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: Vice President, Operations | Controller:
 Kara D McDonald-Harmon
 Date: _____