

Biennial Review 2021



My signature below indicates I have received a copy:

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Blessing-Rieman College of Nursing and Health Sciences

Biennial Review 2021

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I. Executive Summary

A. Introduction

In response to the Drug-Free Workplace Act of 1988, the Amendments of the Drug-Free Schools and Communities Act (DFCSA) of 1989 require institutions of higher education (IHE) to implement and design programs targeted toward the reduction of alcohol and illicit drug use on campus. The 1988 Act prohibited “the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance” in the workplace. The 1989 act ensures that such concern be expanded to IHE’s and be responsive to students as well as staff and faculty. An important aspect of the DFSCA is that the IHE design and implements a prevention program and reviews its effectiveness every two years. As a condition of receiving any federal funds, including student loans, Blessing-Rieman College of Nursing and Health Sciences (the College) will certify that these programs are in place and that this Biennial review be available on request to any auditing arm of the Department of Education as well as the campus community upon request. This document will be completed, as required, and will be available in hard copy in the offices of the President, Dean of Enrollment Management/Business Manager, Counselor, and Financial Aid Coordinator.

B. Scope of the Biennial Review

The College’s Inaugural Biennial Review was completed in 2019. In the past, the responsibility for drug and alcohol education was solely the responsibility of the Student Services Officer. Currently, the Counselor and Student Services Officer share the responsibility of drug and alcohol education. The major objective of this report is to conduct a meaningful review of campus wide components and use the CORE survey data to develop a more purposeful plan. This biennial review primarily pertains to the 2019-2020 academic years. Efforts to continue enhanced data collection and program assessments will be considered and results reflected in future biennial reports. Due to the COVID-19 pandemic, on-campus activities and speakers pertaining to drug and alcohol content were postponed.

C. General Conclusions

The evaluative effort of this Biennial review has highlighted some strengths and some challenges. For a small school, the College has done an outstanding job of increasing the education provided related to local resources to its academic community. Assessing the continuation of such efforts will continue to be a goal of the College. The recognition of the importance of complying with this critical federal requirement was identified resulting in the inaugural and subsequent Biennial Reviews. Our efforts to provide drug and alcohol awareness have been consistent, but we continue to look at ways to increase education. The utilization of the CORE survey identified educational needs. Findings from the results of the CORE survey indicate that while our students’ drug and alcohol use is within the average of the reference group, some areas ranked above the reference group.

Table 1: Typical weekly drinking patterns of students who drank in the past year (70.5%) (19-20)

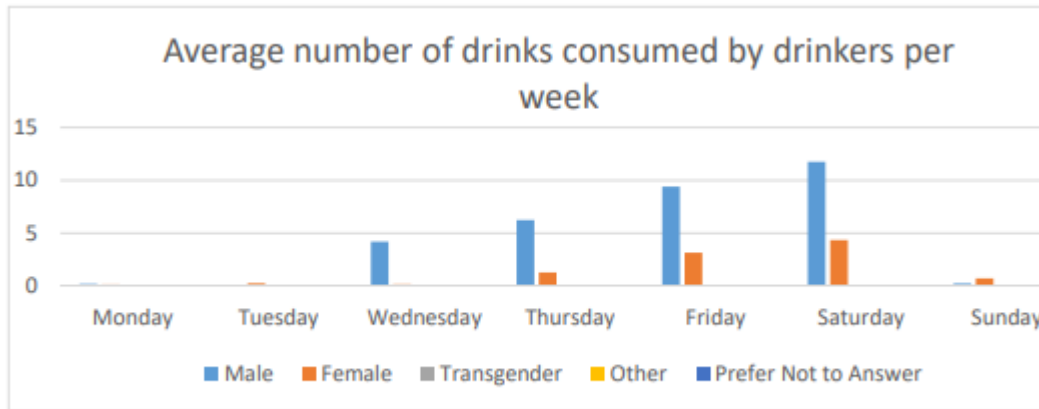


Figure 1. Students' drinking behavior across a week.

Table 2: Consequences of Alcohol/Problematic Experiences

<u>This Institution</u>	<u>Reference Group</u>	<u>Experience</u>
3.8%	3.5%	Been in trouble with campus police, residence hall, or other college authorities
1.3%	2.8%	Been in trouble with off-campus police, or other community authorities
2.5%	2.6%	Damaged property, pulled fire alarms, etc.
20.0%	17.2%	Got into an argument or verbal fight
5.0%	3.9%	Got into a physical fight
3.8%	7.4%	Went to class under the influence
12.5%	12.2%	Performed poorly on a test or important project
1.3%	6.8%	Tried unsuccessfully to reduce drinking
0.0%	12.5%	Injured themselves
0.0%	4.0%	Injured others
27.5%	24.9%	Spent too much money
2.5%	8.8%	Thought about suicide
0.0%	2.2%	Tried to commit suicide
6.3%	6.3%	Been taken advantage sexually
6.3%	5.9%	Had sex when they did not want to
11.3%	8.1%	Had unprotected sex
15.0%	10.3%	Drove while under the influence
27.5%	19.2%	Rode in a car with the driver under the influence

Some identified concerns are the areas from Table 2 in which the College was above the norm. To address this issue and other drug and alcohol use, flyers indicating how to help an intoxicated friend and alcohol and drug awareness facts were shared with students via email and flyers being hung in common areas.

II. College Alcohol/ Drug Policies

The College is committed to fostering an environment that encourages good citizenship and an environment in which learning and scholarship can prosper. The college also supports a corresponding respect for federal, state and local laws as well as for institutional regulations.

The College expects faculty, staff and students to meet appropriate standards of performance, to observe basic rules of good conduct, and to comply with policies and procedures. These policies shall be communicated to faculty/staff members and students on an annual basis through inclusion in the employee and student handbooks, respectively.

The College recognizes substance abuse and/or chemical dependency as an illness that is treatable. The College will provide any student having a problem with alcohol or other drugs the same careful consideration that is extended to students with any other illnesses.

Alcohol and Drug Use and Fitness for Duty Policy

PURPOSE

To define requirements regarding alcohol/drug screening and Fitness for Duty.

POLICY

Students must comply with required Drug/Alcohol Screening procedures, and are to be Fit for Duty while in the student role.

Fitness for Duty is defined as the ability to perform as a student in a safe, appropriate, and effective manner free from the effects of physical, mental, emotional, and personal problems, including the adverse effects of drugs and/or alcohol.

Student role applies to all students when on the premises of all agencies related to the students' education, which include, but are not limited to, the College campus, Blessing Corporate Services (BCS), clinical sites, and College-sponsored events.

PROCEDURE

All students are subject to pre-enrollment and random urine drug testing. In addition, Fitness for Duty or on-duty injury urine drug testing are conducted when there is reasonable suspicion of alcohol and/or drug use.

Causes for reasonable suspicion of alcohol and/or drug use may include, but are not limited to:

- Drowsiness and/or sleepiness
- Odor of alcohol, marijuana, and/or a possible chemically-controlled substance

- Slurred, incoherent, and/or pressured speech
- Unexplained and/or frequent absenteeism
- Unexplained errors
- Unexplained changes in mood
- Lack of manual dexterity
- Personality changes
- Disorientation
- Unexplained occurrences, accidents, or injuries
- Lack of coordination

Students voluntarily seeking support through Student Services to address drug abuse, alcohol abuse, and/or other problems are encouraged to use the Student Wellness Program (SWP). Students voluntarily seeking such help are not subject to punitive actions, though entrance into an assistance program does not excuse a failed drug test under this policy.

College Facilities/Clinical Sites/Events

Any student manufacturing, possessing, using/misusing, distributing or selling any of the following will be subject to immediate disciplinary action, up to and including dismissal from the College:

- Alcohol
- Controlled substances
- Marijuana or marijuana products
- Illegal drugs and/or drug paraphernalia

No amnesty is given for a student stealing patient medication.

Violations may result in a search of personal property and potential referral to local law enforcement for investigation.

Conduct subject to the disciplinary process may also be subject to federal, state, and local charges.

Federal, State, & Local Laws/Penalties

Federal, state, and local laws provide penalties for violations of drug and alcohol laws, including:

- Under-age use or possession
- Furnishing to those underage
- Falsely misrepresenting one's age to procure
- Allowing those under 21 to possess or consume in one's home or on one's property
- Open containers or use in unlicensed places or in motor vehicles
- Operating or being in physical control of a vehicle under the influence or while intoxicated
- Disorderly conduct
- Unauthorized alcohol sales
- Otherwise illegally possessing, using, manufacturing, selling, or distributing drugs or alcohol.

Federal law provides strict penalties for violation of federal drug and alcohol laws, ranging from:

- Fines of \$1,000 to \$8 million
- Jail or imprisonment up to life in prison
- Other penalties such as forfeiture of personal and real property and denial of certain federal benefits.

Illinois law includes similar penalties for drug and alcohol violations.

Local law violations may result in citations, fines, or jail time.

Health Risks

Health risks associated with chronic drug and alcohol use include, but are not limited to:

- Depression
- Liver disease
- Kidney disease
- Psychosis
- Impaired thinking
- Heart attacks
- Seizures
- Strokes
- High blood pressure
- Violent outbursts
- Paranoia
- Anxiety
- Increased risk of birth defects and developmental issues during and after pregnancy.

The use, misuse and abuse of alcohol and other drugs can cause a number of problematic changes in behavior and physiology. Alcohol, especially in high doses or combined with medications or other drugs, can lead to violent behaviors including acquaintance rape, vandalism, fights, incidents of drinking and driving, injury and other medical emergencies.

Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Research has shown that using alcohol or other drugs negatively affects academic and work performance.

The risk of having an automobile accident increases after consuming even relatively small quantities of alcohol. Low doses may significantly impair judgment, coordination, abstract mental functioning and the ability to complete complex tasks.

Repeated use of alcohol and other drugs can lead to physical and/or emotional dependence. Alcohol or substance dependence occurs when a person continues their use despite recurrent social, interpersonal and/or legal consequences. There is strong evidence based in medical research that alcohol and other drug abuse contributes significantly to heart disease and cancer as well as permanent damage of vital organs such as the brain and liver. There is clear evidence of serious negative effects on babies due to the use of illicit drugs and alcohol by the mother during pregnancy.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time and reduce coordination and energy level. Its effect can

last for more than 4-6 hours after being used. Contrary to popular belief, marijuana is both physically and emotionally addictive.

Hallucinogens (LSD, Ecstasy, and PCP) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects can occur, including ongoing loss of concentration and memory. Frequent use can cause permanent loss of some mental functions.

Cocaine/Crack are highly addictive drugs. The immediate effects of cocaine include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression. Crack can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms and even death. These drugs cause a temporary feeling of power, impairing judgment and decision-making.

Amphetamines (Crystal, Speed, Crank, and Meth) are highly addictive stimulants, which can cause one to "rush" around and appear stimulated. Amphetamines can also cause rapid or irregular heartbeat, loss of coordination, collapse and even death. Continued stimulant abuse can lead to mood swings, irritability, depression, sleeplessness and even altered personality and paranoia.

Heroin causes the body to have diminished pain reactions and is highly addictive both physically and emotionally. It can cause disinterest in relationships, personal productivity and workplace safety. The use of heroin can result in coma and death. Commonly used intravenously, heroin use is associated with a wide range of physical health problems (i.e., AIDS, hepatitis).

Prescription drugs (i.e. anti-depressants, pain suppressants, stimulants, and tranquilizers) are safe only if taken as prescribed under the supervision of a licensed physician. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, liver and kidney damage, addiction and nervous system damage.

Pre-Enrollment Drug Testing

Students are required to undergo a mandatory drug test prior to enrollment.

A positive pre-enrollment drug test (or failure to submit to the drug test) results in revocation of admission to the program.

Conditions for Drug Testing Current Students

Current students are tested by urinalysis and/or other appropriate methods in, but not limited to, the following situations:

- Reasonable suspicion of being Unfit for Duty
- Random testing
- When required by contract with a federal or state agency
- Following an injury while in the role of student or College employee
- Pursuant to conditions or procedures established in the SWP

The student is not responsible for the cost of the drug testing in the first four situations listed above. The student may be responsible for the cost in the last situation.

Student Responsibilities

Each student is individually responsible for:

- Reporting Fit for Duty to class, clinical, College employment, and College events.
- Reporting any ticket, arrest, charges, or conviction related to drugs and alcohol to the Student and Alumni Services Officer no later than five (5) days after the event.
- Reporting to College faculty, staff, and/or administration any student behavior that raises doubt about the Fitness for Duty of an individual.
- Complying with a Fitness for Duty evaluation upon notification by the College.
- Reporting the use of any prescribed, over-the-counter, or other drugs that may adversely affect performance of assigned duties satisfactorily and safely to appropriate instructor/supervisor.

Faculty, Staff, and Administration Responsibilities

Faculty, staff, and administration have the following responsibilities:

- Directing students to the Employee Health Nurse or House Supervisor immediately following an injury during class, clinical, or College employment for a drug test
- Escorting students from class/clinical for random testing
- Reporting to College Administration all students who have been criminally convicted for drug-related activity
 - Clinical agencies are notified
- Identifying students Unfit for Duty
- Seeking verification of another professional when a student is suspected of being Unfit for Duty
- Escorting students to the BPS Employer and Sports Clinic when they are suspected of being Unfit for Duty

Fitness for Duty Testing Procedures

Students displaying behaviors indicative of Unfitness for Duty are required to undergo drug testing at the Blessing Physician Services (BPS) Employer and Sports Clinic. When BPS is closed, students are escorted to the Blessing Hospital emergency room for testing.

Students are not permitted to return to duty until results have been verified as negative.

If the drug test results are negative, the College is notified and students are permitted to resume duties immediately.

Random Drug Testing Procedures

Random drug testing is performed in the following manner:

- During the academic year, the Student Services and Alumni Officer receives a computer-generated list of randomly selected student names.
- Students are notified of selection and are required to report immediately for screening.
- Screening is conducted by the BPS Employer and Sports Clinic.
- THC is excluded from the random drug screening.

Consequences for a Positive Drug Test

If a drug test result is positive, the student is banned from class, clinical, College employment, and College events until all requirements for the SWP have been completed.

Failure to complete the requirements set through the SWP may result in immediate dismissal.

Confidentiality

Information received by the College through any testing program is maintained as confidential except as otherwise indicated by law or subpoena.

Test results are kept separate from academic, personnel, and employee health records.

Student Wellness Program

Students are encouraged to voluntarily seek assistance from the SWP if they are experiencing problems such as drug addiction, alcoholism, and/or other personal, behavioral, and/or mental health issues that may affect performance.

The College may mandate students to seek assistance from the SWP based on observations of suspicious or actual behavior and documentation of their deteriorating performance in class or clinical or at College employment.

Participating in the SWP does not exempt any student from normal policies and procedures, nor does it exempt students from completing their normal responsibilities as required by the College academic standards.

Students who are mandated to utilize the SWP due to alcohol or drug use may participate in the program only one (1) time for the same reason for the duration of their education.

Leave of Absence

If a leave of absence is necessary, the College has the right to set conditions for the student to return.

A contract of return explaining these conditions must be signed by the student.

Violation of the terms as described in the contract of return to campus may result in dismissal from the College.

III. Student and Employee Code of Conduct

PURPOSE

To outline the expectations of student behavior.

POLICY

Students at Blessing-Rieman College of Nursing & Health Sciences (the College) must conduct themselves in an ethical and professional manner at all times. At all times includes, but is not limited to, interactions with faculty, administration, staff, students, visitors, patients, agency personnel, and other individuals in the classroom (physical or virtual), hallways, lounges, offices, clinical/lab settings, College events, on social media/online sites, and when representing the College in public.

PROCEDURE

ICARE

ICARE is an acronym for *Initiative, Communication, Accountability, Respect, and Exceed expectations*. The behaviors associated with ICARE are as follows:

Initiative:

- I will seek knowledge to enhance my skills and use what I learn in my daily work.
- I will bring ideas for new opportunities and embrace change at the College.
- I will always anticipate others' needs in order to create a positive experience.
- I will be proactive in earning and maintaining the trust of all.

Communication:

- I will consistently use AIDET in all encounters.
- I will actively listen to others and find answers to questions asked of me.
- I will attempt to resolve conflict using open communication.
- I will be a positive voice of the College and Blessing Health System.
- I will report concerns regarding violations of policies, compliance, and privacy.
- I will be honest in all communication.

Accountability:

- I will take accountability for my own learning.
- I will put the needs of others first.
- I will keep our environment safe and clean.

- I will actively work to achieve the organizational goals.
- I will follow through in a timely manner on all College commitments.
- I will be responsible for the privacy of others, by keeping all information confidential in compliance with HIPAA and FERPA.
- I will consistently use evidence-based practices.
- I will use all resources responsibly.
- I will conduct myself according to the ethical standards of healthcare professions.
- I will comply with reasonable instruction from the College or agency personnel.
- I will comply with all College policies and procedures.
- I will not engage in academic dishonesty. *

Respect:

- I will honor diversity at the College.
- I will not engage in negativity or gossip.
- I will make eye contact, smile, and greet everyone I meet, offering to escort those who appear to need assistance.
- I will give others priority in hallways, elevators, and parking areas.
- I will uphold the personal privacy, dignity, and rights of all.
- I will uphold the College's mission, vision, and values.
- I will not engage in behavior that causes risk or harm to others.

Exceed Expectations:

- I will seek ways to exceed others' expectations.
- I will give 100% of my attention when interacting with others, always putting them first.
- I will show empathy to everyone, every time.

Any behavior that is not in accordance with this policy is considered a violation. The College reserves the right to address any conduct deemed inappropriate even though it is not expressly covered above.

***Academic Dishonesty**

Examples of academic dishonesty include, but are not limited to:

- Cheating or knowingly plagiarizing or falsifying academic work such as papers, projects, homework, examinations, or presentations
- Knowingly assisting another student in committing an act of cheating or another form of academic dishonesty
- Falsifying clinical experiences and professional service activities either verbally or in written documentation
- Possessing examinations, student papers, laboratory materials, or other College property without authorization
- Falsifying grades or documents

Reporting

When any member of the College community (faculty, staff, administrators, and students) witnesses an event/breach of duty, or suspects that an event/breach of duty has occurred by a student, the individual is obligated to report the event immediately to either the Student/Alumni Services Officer or a member of Administration.

Involved parties will be notified of the Code of Conduct violation prior to submission.

The Student Code of Conduct Report Form must be submitted to brcncoc@brcn.edu within two (2) business days. This form is available on the "Student Forms" page of the College's website.

Investigation

The Student/Alumni Services Officer conducts an investigation by initially reviewing each Code of Conduct violation report. The investigation may include interviewing involved parties, gathering additional information, consulting with the administration team and Blessing Health System Compliance team. Failure of involved parties to respond to the Student/Alumni Services Officer within five (5) business day during the investigation may result in the involved parties being withheld from class or clinical.

Patterns of behavior and degree of severity are taken into consideration using the Just Culture algorithm. Just Culture is an established objective pathway utilized to identify if the violation occurred due to a system or process issue, human error, at-risk behavior, or reckless behavior.

System or Process Issue: Circumstances outside one's control that may influence or lead to an undesirable outcome.

Human Error: Unintentional and unpredictable behavior that causes or could have caused an undesirable outcome, either because a planned action is not completed as intended or the wrong plan is used.

At-Risk Behavior: Unsafe behaviors mistakenly believed to be justified or knowingly violating the ICARE standards of behavior. At-risk behavior typically includes repetitive and/or serious events/breaches of duty.

Reckless Behavior: Knowingly choosing to place oneself or others in a position that may cause harm. The student sees the risk and understands the harm that can be done. He or she chooses to place self-interest above the rest of the system. Reckless behavior typically includes repetitive or very serious events/breaches of duty.

At-Risk or Reckless Behavior is reviewed by an administrator who may determine that a hearing is necessary.

Investigation Outcomes

After the investigation the Student/Alumni Services Officer will determine one or more of the following outcomes:

- No fault found
- No further action
- Coaching
- Final warning (with administration approval)
- Hearing needed for further review and sanctions that may lead to dismissal.

Documentation of the outcome is placed in the student's permanent file.

Hearing

Hearings are conducted by the Code of Conduct Committee as soon as possible.

This committee consists of:

- The Student/Alumni Services Officer who serves as Chairperson with voice and no vote except in the event of a tie vote
- One (1) faculty or staff member from the Student Development Committee with voice and vote
- One (1) faculty member from the Academic Committee with voice and vote
- One (1) Academic Advisor with voice and vote
- Two (2) students with voice and vote

All evidence and discussion presented at the hearing remains confidential. All documents are maintained in a confidential and secure manner. Recording is not allowed during the hearing process. Minutes are taken by a member of the Committee or designee.

The Committee reviews the student's record. Each individual has the opportunity to be heard by the Committee. The student may choose a support person to accompany him or her to the hearing. The support person is not permitted to contribute or communicate in any manner during the hearing process. If the support person fails to comply, he or she will be asked to leave the hearing. The support person may not be a lawyer as this is an internal process and not a civil process.

Committee members have the opportunity to ask questions and seek clarification. All parties are dismissed at the conclusion of the discussion. The committee moves to a closed door session to determine the outcome. Failure of the student to appear for the hearing, regardless of enrollment status, results in the outcome based solely on the evidence at hand.

Hearing Outcome

Following the hearing, a majority vote is taken to determine the final decision. Decisions may include one of the following:

- No fault found
- Coaching
- Final warning issued
- Dismissal from the program

All decisions of the Committee are documented. All parties are notified in writing of the hearing outcome within three (3) business days. The Vice President of Academic Affairs of the partner institution is notified if the outcome is dismissal from the program.

Appeal Process

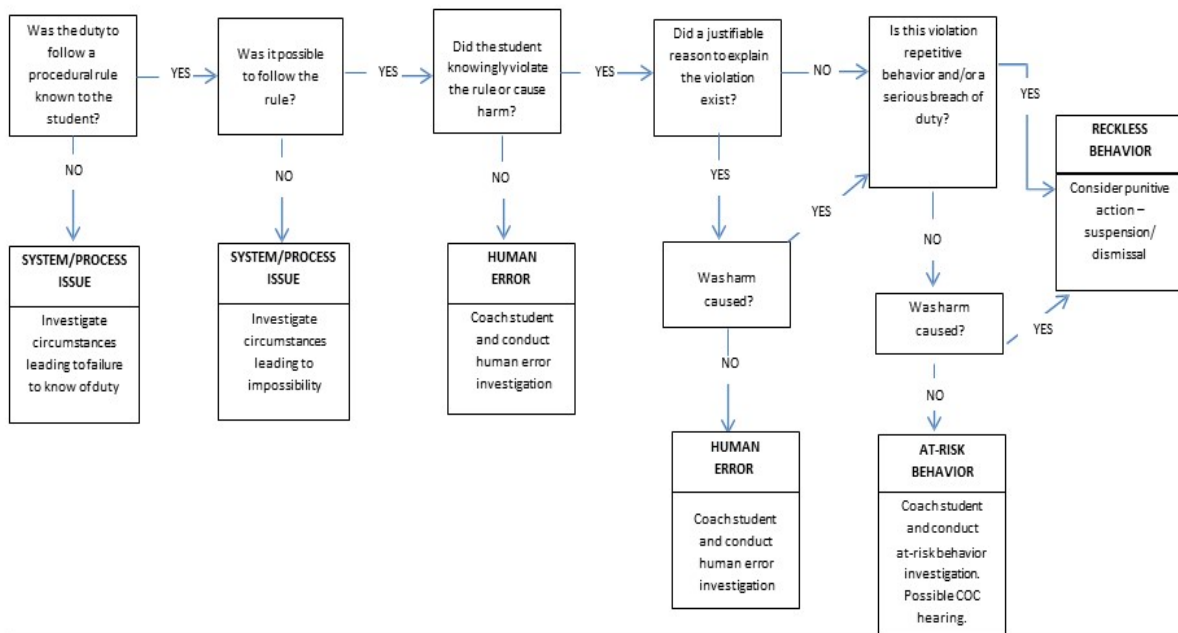
Students have the right to appeal an outcome by submitting a letter of appeal to the Student/Alumni Services Officer within three (3) business days. The letter should include specific rationale for the appeal. Letters not received by the third business day are not considered, and the outcome is final.

The appeal is reviewed by the Student Development Committee within ten (10) business days. The Student Development Committee reviews all of the documentation and makes a final decision. The student is notified in writing of the final decision within three (3) business days.

Code of Conduct Just Culture Pathway

Did the student violate the code of conduct or procedural rule in a system designed by the college or agency?
 Note: This path applies when the student works within a system and is responsible for being a reliable component within that system. (COC = Code of Conduct)

Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report



When working under a duty to follow a procedural rule within a system, a student may be subject to punitive action when they have acted with At-Risk or Reckless behavior.

Adopted from Just Culture Algorithm v3.2 For Employers

Employee Expectations and Assistance

Blessing Hospital (BH) employees and others performing work are expected and required to report to work “fit for duty” and to perform their duties free from the effects of illegal drugs, alcohol and any other drugs that may impair job performance to comply with the Drug-Free Workplace Act of 1988.

College employees are considered BH employees and follow BH policies regarding drug, alcohol, and fitness for duty requirements.

PURPOSE

To outline requirements and responsibilities regarding alcohol/drug use and Fitness for Duty.

POLICY

Employees are responsible for complying with the Blessing Health System Drug/Alcohol Screening Program policy, and are required to report to work Fit for Duty to comply with the Drug-Free Workplace Act of 1988.

When representing the College, employees are expected to comply with the code of conduct and maintain professionalism at all times by being free from the adverse effects of drugs and/or alcohol.

Fitness for Duty is defined as the ability to perform job duties in a safe, appropriate, and effective manner free from the effects of physical, mental, emotional, and personal problems, including the adverse effects of drugs and/or alcohol.

PROCEDURE

College employees are subject to pre-employment drug testing, random drug testing, and Fitness for Duty drug testing.

Employees are responsible for:

- Reporting to work Fit for Duty.
- Reporting to their immediate supervisor any criminal convictions for drug-related activity that occurred in the workplace.
 - The report must occur no later than five (5) days after the conviction.
- Reporting to their immediate supervisor, or another member of administration, any employee behaviors that raise doubt as to the Fitness for Duty of that individual. Behaviors include, but are not limited to:
 - Odor of alcohol and/or marijuana
 - Slurred speech
 - Drowsiness/sleepiness
 - Agitation
 - Lack of mental concentration
 - Change in personal appearance or presentation
- Complying with a Fitness for Duty evaluation upon notification by their immediate supervisor or another member of administration.
- Reporting to their immediate supervisor the use of any prescribed, over-the-counter, or other drug(s) that may adversely affect their ability to perform their job duties satisfactorily and safely.

Administration is responsible for:

- Directing employees to the Employer and Sports Clinic immediately upon notification of selection for random testing; or as soon as possible within the current shift.
 - Faculty are notified following class or clinical.
- Reporting any employees who have been criminally convicted for drug-related activity that occurred in the workplace.

- Identifying and responding to employee behaviors that raise doubt as to the Fitness for Duty.
- Obtaining witness verification of behaviors indicating a lack of Fitness for Duty of an employee.
- Requesting a Fitness for Duty evaluation of an employee when behaviors raise doubt regarding Fitness for Duty. Behaviors include, but are not limited to:
 - Drowsiness and/or sleepiness
 - Odor of alcohol and/or residual odor from a possible controlled substance
 - Slurred or incoherent speech
 - Unexplained and/or frequent absenteeism
 - Unexplained work errors
 - Unexplained changes in mood
 - Lack of manual dexterity
 - Personality changes or disorientation
 - Unexplained work-related occurrences, accidents, or injuries
 - Lack of coordination

Blessing Hospital is responsible for all College employee drug testing.

Employees may be referred for or voluntarily seek confidential support to deal with drug and alcohol abuse and other problems through the Employee Assistance Program (EAP) at the Behavioral Health Clinic.

- The employee shall not be the subject of punitive action for voluntarily seeking such help.
- Drug testing may be required pursuant to conditions or procedures established in the EAP.

Information received by Blessing and its entities through any testing program shall be maintained as confidential except as otherwise indicated by law or subpoena. Test results are kept separate from employment and Employee Health records.

IV. Description of AOD Student Programs, Embedded Curriculum, and Health Services

Alcohol Prevention/Education Initiatives

As freshman, many College students receive various forms of drug and alcohol education at our partner campuses, Culver-Stockton College and Quincy University. Most recently at the College, flyers were hung to educate students on how to aid an intoxicated peer. Plans to invite a local agency to present on drug and alcohol education is planned for the 2021-2022 academic year. The College is aware additional drug and alcohol education may be needed.

Drug and Alcohol Related Courses

The following semester courses have significant topics or discussions on substance abuse:

NSG 215 Health Assessment

Discusses educating patients on acceptable amounts of alcohol consumption (ex, men vs. women, young adults vs. older adults). Screening tools are also discussed.

NSG 304 Psych/Mental Health

Covers different drug categories: CNS depressants-alcohol, benzodiazepines, sedatives, hypnotics, and anxiolytics. Stimulants-meth, cocaine, nicotine, caffeine, ADHD meds; TCH, and inhalants. Also discussed is intoxication, withdrawal signs, symptoms, and treatment. Review assessment scales to assess disorders. The students are also required to attend a support group for clinical- most choose AA/NA because of availability. Resources available in the community are also reviewed. A video is viewed about the effects of drugs on the reward system in the brain.

NSG 322 OB/Pediatrics

Substance use during pregnancy and neonatal abstinence syndrome.

Allied Health Sciences programs also cover this content in their courses.

Student Health Services

Students can access health services available at several health clinics in the area. The counselor often assists students in accessing health care. Please refer to the Student Wellness Policy for more information.

Campus Safety

The College intends to provide a safe and secure environment for our students, employees and campus visitors. This booklet was prepared so the members of the college can be well informed regarding campus crime statistics, crime reporting procedures and crime prevention.

The particular crime categories cited are those required by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998.

The collection of crime statistics, requests for service, and provisions for the safety of the Blessing Rieman College of Nursing community are provided on a 24-hour basis and are similar to those of a small town. We take campus safety and security seriously and are committed in the effort to maintain a safe, secure learning environment for all students, staff, faculty and visitors. Your personal safety is a priority at Blessing Rieman College of Nursing. Blessing Rieman College of Nursing and Blessing Hospital Campus Safety maintain a close working relationship with the Quincy Police Department and other public service entities to maintain a safe campus. Blessing Rieman College of Nursing is in the process of drawing up a Memorandum of Understanding with Blessing Hospital as to services provided. In the event a criminal offense occurs on campus law enforcement will need to be called and a report filed with the law enforcement agency.

Safety and security are everyone's responsibility. We need your cooperation and assistance to make Blessing Rieman College of Nursing a safe place to live, work and learn.

CAMPUS SAFETY DEPARTMENT

Blessing Hospital (BH) is the parent organization of the College, and, therefore, the College utilizes Blessing Hospital Security for non-emergency security concerns. In the instance of an emergency on campus, employees, students, and visitors dial 911 to reach local emergency services.

BH Security is under the supervision of the Manager of Security, David Parchim. Security staff includes a Director, Manager and full/part time safety officers. The officers are responsible for working cooperatively with the Campus Community and local law enforcement to enhance the level of service and safety on campus. Security officers have direct contact with city police, fire department, and ambulance services to facilitate rapid response in any emergency. The Security department is responsible for providing a number of services related to safety and security. Security officers routinely patrol campus on foot or in a marked safety vehicle, conduct vehicle checks, enforce parking policies, issue permits, conduct security surveys, providing student escorts and document incidents which occur on campus. Other duties include the presentation of training and crime prevention programs. Security officers do not have the authority to issue legally binding citations or make arrests. To contact BH Security, dial 217-223-8400 x 0.

CAMPUS SECURITY AUTHORITIES

In addition to BH Security, crimes or situations requiring a timely warning may be reported to the President, Academic Dean, and Dean of Enrollment Management/Business Manager. All of the mentioned parties may be reached by phone at 217-228-5520.

It is the policy of the College that all employees are Campus Safety Authorities, with the exception of the College Counselor, and as such are mandated to report any crimes they know about to the Student Service Officer as soon as possible for inclusion in the Annual Security Report.

POLICY ON REPORTING CRIMES AND OTHER EMERGENCIES

It is the policy of the College that all criminal activity be accurately and promptly reported to BH Security, to the Student Services Officer or to local law enforcement authorities. In addition, all emergencies including crimes in progress, fire and medical emergencies should be **immediately reported to 911** whether or not they occur on or off-campus.

Emergency callers should be prepared with the following information: Name, Exact location of the incident, Description of the scene, Description of any suspects, Description and license numbers of any involved vehicle

All victims are encouraged to report crimes and emergencies to the College and/or the Quincy Police Department.

To report non-emergencies or suspicious activities, call BH Security at 223-8400 x 0 and ask for security.

CAMPUS PHYSICAL SECURITY

Student Services Offices are open during normal operating hours of 8 a.m. - 4:30 p.m. Monday-Friday, Library hours are 8 a.m. to 9 p.m. Monday-Friday, Saturday 10 a.m.-8 p.m., and Sunday 12p.m.-5p.m. The Simulation Lab is open from 7 a.m.-5 p.m. Certain facilities, buildings and offices may be restricted as to hours of access requirements. The College does not have student resident buildings. Some areas cameras installed to monitor areas where safety and security could be a risk.

All broken windows or locks should be reported to Student Services (extension 6990) or to BH Security after normal business hours. For any repairs, students and employees can report information to the Student Services Officer or Blessing Hospital Physical Plant. Exterior doors should not be propped open. If found open, they should be secured and reported to BH Security.

IDENTIFICATION BADGES

All on-campus students and employees are issued one name badge and door access chip free of charge from the College. Online students can request identification badges. The badges are used for identification purposes as well as access to certain areas of the College Campus and Blessing Hospital and can be set up to make purchase(s) from hospital dining services. If a student's badge is lost or damaged, it should be immediately reported to the Student Services Officer and Blessing Hospital's Human Resource Department. Failure to return one's badge and door access chip within 30 days from the time of separation from the College will result in a hold being placed on the student's account and a fee being charged to revoke the hold. If an employee badge becomes lost or stolen, it should immediately be reported to their one-up and Blessing Hospital's Human Resources department.

Escorts

While at Blessing Hospital, Blessing Hospital Campus Safety offers a ride and walking escort service for students, faculty and staff. The telephone number for an escort is extension 0.

WEAPONS

Illinois law and College policy prohibit anyone other than commissioned police officers to carry weapons on campus. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes, but is not limited to paintball guns, blowguns, pellet/bb guns, archery equipment, knives with blades over four inches long and ammunition.

OTHER PHYSICAL SECURITY MEASURES

BH Security, along with other campus officials, regularly survey the campus grounds to assess lighting and foliage conditions as they relate to the safety and security of the college and the overall maintenance of its facilities. Comments pertaining to safety and security can be directed to the Student Services Officer.

CRIME PREVENTION AND SAFETY AWARENESS

Educational Programs on Campus Security Procedures and Individual Responsibility

The College offers various programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others. Those programs and their frequency of presentation include:

- Yearly Computer Based Learning Modules (CBLs)
- Quarterly Email Notifications

Educational Programs about Crime Prevention

Crime prevention and safety awareness programs are offered at the College. BH Security and outside agencies provide information, talks and programs as well as annual CBLs.

CAMPUS EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

In the event the College becomes aware of criminal activity occurring either on campus or off campus that, in the judgment of College President/CEO, Dean of Enrollment or Academic Dean, constitutes a serious or continuing threat to the health or safety of members of the College community, it will issue a timely warning to the College community. The College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of a confirmed immediate threat to the college campus community. These methods of communication include the following:

- Emergency Text Message by Cell Phone
- Emergency E-Mail
- NOAA Weather Radios
- Building Fire Alarms
- Panic Button Alarms

The Student Services Officer and the Administration team are responsible for issuing these warnings. The College has communicated with local police requesting their cooperation in informing the College about crimes reported to them that may warrant these timely warnings. To sign up for emergency text message and email alerts, members of the College community can do so by going to <https://www.brcn.edu/parents-current-students/brcn-alerts> .

CRIME RESPONSE

The College's Campus Safety policies require that calls involving crimes against persons and life/safety issues, such as fire or injury, receive priority response from the department. Any crime in progress shall be handled by local law enforcement. The primary response will be handled by the QPD. The Adams County Sheriff's Office and the Illinois State Highway Patrol may be a source of secondary response in an emergency situation which involves crimes in progress or acts which exhibit high potential for violence or serious bodily injury. If you are a witness to a crime in progress, dial 911 immediately. Reports on criminal acts not in progress or general assistance requests are taken by BH Security and the Student Services Officer. To contact BH Security dial 217-223-8400 ext. 0 and have the operator contact Security or contact the Student Services Officer at 217-228-5520 ext. 6990.

Awareness is a vital part to crime prevention. The Campus Community can stay informed about criminal incidents at the College by reading the Daily Crime Logs or Safety Alerts, which are available upon request from Blessing Hospitals Security Manager. Persons may view a copy of the crime log at the Security Office, Blessing Hospital, Quincy, Illinois during normal business hours (Monday-Friday from 8A.M – 5 P.M).

CONFIDENTIAL REPORTING PROCEDURES

The College has an anonymous reporting system known as Silent Witness. This can be used if the witness or victim chooses to make a report anonymously. This form is available the College website, <https://www.brcn.edu/about-us/campus-safety>. It is important to receive reports of criminal activity, even anonymously, in order for the disclosure of annual crime statistics to be as accurate as possible.

The College Compliance Hotline can also be used for anonymous reporting. 1-888-495-4387.

When College personnel become aware that a crime has been committed, they are to inform the victim that they may choose to notify the Quincy Police Department and file a report, doing either is completely voluntary. In such situations, College personnel should also notify the Student Services Officer of the situation and, if deemed appropriate, provide information to the victim regarding the College Counselor.

The College Counselor or the counselors at Blessing Behavioral Services, when acting as such, are not considered to be a campus security authority and are therefore not required to report the crime for inclusion into the annual disclosure of crime statistics.

As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as a person who is an employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certificate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal college operations and services as quickly as possible following an emergency. The Emergency Response Framework identifies key decision makers and their roles during a campus emergency.

This plan provides for the establishment of emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency. The following addresses the procedures regarding emergency or dangerous situations that could be an immediate threat to the health or safety of College community.

The Student Service Officer, College Administration team, or BH Security will first confirm the existence of the emergency or dangerous situation by consulting with appropriate area law

enforcement, state or federal emergency management personnel or local weather information providers.

Upon confirmation, the Student Services Officer, Administrative team, and BH Security will consult with one another to determine the appropriate content of an emergency notification. The College will send emergency notifications to the entire student body as well as all College employees.

Once the content of the notification is developed, the Student Services Officer or Administration Team will initiate the emergency alert system which will send a text message and/or phone call and/or email and/or posting signs to all students and employees who are registered for the alert system. If you would like to register for the emergency alert system, please visit, <https://brcn.omnialert.net/subscriber.php>

The Blessing Health System's Public Relations Office will notify local media when appropriate to inform the larger community external to the campus may be advised of the emergency information being disseminated to the campus.

Blessing Hospital and the Quincy Police or Fire department will be notified as well. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the effort to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Emergency alert system is tested every semester.

EVACUATION

The College building has a notification system for emergency evacuation including a fire alarm and panic button alarm. All fire and panic alarm systems will sound an audible alarm and with a visible flashing strobe to signal an emergency. Whenever the alarm sounds, everyone must leave the building or move to a safe location. The alarms and strobe lights are tested every quarter and maintained by Blessing Hospital.

The College has an emergency evacuation protocol in place with an annual distribution to the College community. The evacuation plans include information specific to fire evacuation and severe weather procedures. These documents include:

- emergency telephone numbers
- evacuation personnel duties
- designated meeting points
- building information about smoke detection, and/or pull alarm systems and fire
- extinguisher locations
- severe weather protocol includes information specific to watch/warning education
- safe areas for seeking shelter

TESTING EMERGENCY RESPONSE PROCEDURES

There are a number of exercises in place to enhance the effectiveness of emergency preparedness at the College. These exercises include announced and unannounced fire alarm

drills as well as armed intruder drills throughout campus every year. Threat recognition training for employees is an annual tabletop exercise and also includes members of College Administration. A record is kept of each test or exercise that included the date and time of it and whether it was announced or unannounced. Emergency response and evacuation procedures are publicized to students and employees in conjunction with at least one test per calendar year.

SEXUAL OFFENDER REGISTRATION

The Illinois State Highway Patrol maintains the State Sexual Offender Registry, a central information and registration system for sexual offenders located in Illinois; you can access it by visiting their website at <http://www.isp.state.il.us/sor/>. Information for registered sex offenders can be received from this location as well the Adams County Sheriff's Office. The sheriff keeps record(s) of registered sex offenders in Adams County. Registered sex offender information can also be obtained from the Quincy Police Department; this includes information obtained from the above-mentioned law enforcement agencies.

ALCOHOL AND ILLEGAL DRUG USE ON CAMPUS

The College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcoholic beverages on campus or as any part of the College's activities and it also enforces the state's underage drinking laws. The College prohibits the possession, sale, manufacturing or distribution of illegal drugs by students and employees on the institution's property or as part of any of the institution's activities. The College also enforces state drug laws.

The College has a drug and alcohol abuse and prevention program as well as a Student Wellness program, as discussed below. The program is comprised of the following components:

- Education and information about the dangers of drug abuse in the workplace and on the property are disseminated through student newsletters, bulletin boards, special publications, and special programs to the College community.
- Trainings, which address unlawful use of controlled substances, including personnel actions that may result from such violations, will be conducted and coordinated by the Human Resources Department and included in the Employee Handbook (employees) or by the Student Handbook (students).
- Self-referrals, as well as supervisory referrals, to drug counseling and rehabilitation programs are available to students, employees and faculty members through the Blessing Hospital Behavioral Services and the College Counselor.
- Students needing to seek assistance due to drug or alcohol abuse are able to utilize the Student Wellness Program which includes 5 (five) free visits to the Blessing Outpatient Behavior Health Center (Health Center). The Health Center provides counseling and education about outside resources should a student need treatment or rehabilitation beyond the scope of the Center. Students also have unlimited access to the College Counselor at no charge. Additional information about this program can be found in the Student Wellness Program policy and the Student Alcohol & Drug Screening policy.

- The College's "Student Alcohol and Drug Screening" and "Student Wellness Program" policies are available in the Student Handbook (<https://www.brcn.edu/parents-currentstudents/program-catalog>)
- The College's employee alcohol/drug policy can be found in the Employee Handbook, available upon request.

CRIME DEFINITIONS

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes: (1) primary criminal offenses (murder and non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, statutory rape and incest), robbery, aggravated assault, burglary, motor vehicle theft, and arson); (2) hate crimes (any of the primary criminal offenses except manslaughter by negligence and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by certain biases); (3) arrests or referrals for disciplinary action for weapons, drug and liquor law violations; and (4) crimes of domestic violence, dating violence and stalking.

The definitions of these offenses follow FBI guidelines and are as follows:

Primary Criminal Offenses

Murder and non-negligent homicide: The willful (non-negligent) killing of one human being by another.

Manslaughter by negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This offense includes the rape of both males and females).

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

Hate crimes involve those crimes motivated by the following biases: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. As noted, hate crimes include those defined above (except manslaughter by negligence) that were motivated by one or more of these biases. They also include a second category as follows:

Larceny-theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple assault: An unlawful physical attack by one person upon another where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/vandalism of property: Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

Arrests & Referrals for Disciplinary Action

The third category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs or liquor. For this purpose, the following definitions apply:

Arrest: A person processed by arrest, citation or summons.

Referral for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Weapons Violations (Carrying, Possessing, Etc.): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violation of law prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

VAWA Crimes (Crimes of Domestic Violence, Dating Violence, and Stalking)

Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in

common, by a person who is, or has, cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length, and type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

The statistics reported below are collected from crimes reported to BH Security, other campus security authorities of the College, and local law enforcement agencies. Each year, the College contacts these agencies requesting that they inform the College of any reports of crimes they have received during the previous calendar year that purportedly occurred in any part of the College's Clery geography.

The Quincy Police Department provided statistics, which are included in this chart. However, QPD does not categorize all its crimes using the FBI's Uniform Crime Reporting Program as is required for Clery reporting purposes.

A request was made to the Chicago Police Department for a student trip, and they have not responded to our request.

The College's Non-Campus property is the Simulation Center located within the Blessing Education Center, which is located at 5009 Oak Street, Quincy IL.

In March of 2019 the College relocated from Blessing Hospital's campus to its' own building located at 3609 North Marx Drive, Quincy IL.

2014 was the last year the College had on campus student housing.

Policies, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, Dating Violence, and Stalking

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act ("VAWA"), the College prohibits domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The College's Sexual Harassment Policy is used to address complaints of this nature. This policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found in the Sexual Harassment Policy.

The following section covers the College's educational programs to promote the awareness on topics such as domestic violence, dating violence, sexual assault and stalking as well procedures to follow if these events should occur.

Primary Prevention and Awareness Program

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

a. Ongoing Prevention and Awareness Campaign

The College conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at the College community. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of the College community on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the institution. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming include the following:

Yearly Computer Based Learning (CBL) modules related to the definitions along with tips on prevention and situational awareness. Semester email blasts related to bystander intervention, tips on prevention and security, Campus Authority speaking at Student Nurse Organization meeting

IV. Written Policy and Conclusion

Distribution of Written Policy

Procedures for distributing AOD policies to students and employees

The College distributes the Alcohol and Drug Use and Fitness for Duty Policy annually in writing to students through via email. The policy is found in the student handbook and on the College website. All new faculty and staff members are directed to view the policy via the handbook as part of new employee orientation. Hard copies of handbooks are available upon request.

Biennial Review

The biennial review is conducted and written by the Counselor. Policies are provided by the College and Blessing Hospital. The primary purpose of the biennial review is to determine the effectiveness of the alcohol and drug policies and programs and to implement changes if needed. The biennial review also reviews sanctions to ensure they are being enforced consistently. Copies of biennial review are provided to the following individuals/offices for

auditing purposes: President, Dean of Enrollment Management/Business Manager, Counselor, and Financial Aid Coordinator.