GOALS ANALYSIS
(Sec. 46a-68-90)
September 2019

This section found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

Narrative reports were prepared on all activity undertaken to achieve the hiring, promotion, and program goals contained in the previous affirmative action plan. The narrative reports include a probing self-analysis of the progress made toward those ends. UConn Health undertakes corrective action as set forth in section 46a-68-88 of the Regulations of Connecticut State Agencies, if analysis reveals additional problem areas or an ineffective course of action.

Subsection (b)

For each job search, UConn Health provided the race and gender of:

1. The total applicant pool;
2. The qualified applicant pool; and
3. The applicants interviewed.

Beginning with this Plan, three new race/gender categories are reported in the Hiring Goals Analysis narratives; UM (Unknown Male) and UF (Unknown Female), UU (Unknown race Unknown gender). During the application process, each applicant is given the opportunity to voluntarily provide demographic information including race and gender using the federally mandated Two-Part Question. Applicants who chose not to provide race and/or gender were categorized as Unknown. These applicants' evaluation relative to the qualifications of the position was explained in the narratives.

Subsection (c)

When is a goal is met, the applicant is identified as a goal candidate and a narrative is not included for that search and hire. The applicant pools are listed and are included in the Applicant Flow Analysis.

Subsection (d)

For each unmet goal, a narrative outlining the agency's good faith efforts to achieve the goal is explained and rationale for eliminated goal candidates is included. Narratives for each job search resulting in the hire on a non-goal candidate provide a detailed and complete discussion of every goal candidate.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1A. Executive

Goals

2 white females
1 black female
1 Hispanic female
**Posting Title:** Dean of Dental Medicine

**Visible:** Internal and External

**Description:** Job Posting

**Type:**

**Description ID:**

**Confidential Position Specification**

<table>
<thead>
<tr>
<th>Position</th>
<th>Dean, School of Dental Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>University of Connecticut (UConn)</td>
</tr>
<tr>
<td>Location</td>
<td>Farmington, Connecticut</td>
</tr>
<tr>
<td>Reporting Relationship</td>
<td>The Dean of the School of Dental Medicine will report directly to the Provost, University of Connecticut and work collaboratively with the Executive Vice President for Health Affairs for clinical operations.</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.uconn.edu/">http://www.uconn.edu/</a></td>
</tr>
</tbody>
</table>

**THE SEARCH**

The University of Connecticut (UConn), one of the nation’s leading public research universities, seeks a visionary and dynamic leader to serve as the Dean of its School of Dental Medicine. UConn seeks candidates with the experience and drive to provide strong leadership to an enterprise that spans multiple campuses and departments, and is committed to success in research, education, and outreach.

The Dean will provide strategic vision and operational direction to the clinical, educational, and research programs in the school. He or she will create an environment that supports expert practice and research focused on contemporary health care needs. He or she will assure that the school continues to provide educational programs of the highest quality and effectiveness; and will foster the research and clinical practice activities of the faculty. The dean will assure that the school delivers high quality patient care and leads in the development of community outreach, including helping to meet the healthcare needs of underserved communities. He or she will be the school’s public voice and will articulate and promote the school’s contributions in local, state, regional, national, and international arenas of dental medicine, continuing dental education, health care, and health policy. The Dean reports to the University’s Provost and works collaboratively with the Executive Vice President for Health Affairs and with the other Vice Presidents, Deans, and Department Heads at UConn.
The successful candidate will be a nationally recognized, strong, self-assured, entrepreneurial leader able to infuse the UConn School of Dental Medicine with a sense of pride, of purpose, and of excellence. With experience in a research university, the ideal candidate will have demonstrated success as an educator, a researcher committed to the search for new knowledge, an experienced clinician understanding health care delivery and finance, a sophisticated administrator, and one able to imagine new possibilities for the School.

The University of Connecticut has retained the services of the executive search firm Korn Ferry, to conduct this important search. Confidential inquiries, nominations and applications may be directed to the search firm as indicated at the end of this document.

THE UNIVERSITY

The University of Connecticut is one of the top public research universities in the nation, with faculty and students pursuing answers to critical questions in labs, lecture halls, and the community. Knowledge exploration throughout the University's network of campuses is united by a culture of innovation. An unprecedented commitment from the state of Connecticut ensures UConn attracts internationally renowned faculty and the world's brightest students.

Founded in 1881, UConn is a Land Grant and Sea Grant college and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, a Law School, and Medical and Dental Schools at the UConn Health campus in Farmington, where this position is based. The University has approximately 10,000 faculty and staff and 32,000 students, including more than 23,000 undergraduates and over 8,000 graduate/professional students. UConn is a Carnegie Foundation R1 (highest research activity) institution, among the top 20 public universities in the nation.

In 2011, the state of Connecticut signed into law Bioscience Connecticut, which provides funding to UConn to enhance UConn Health's facilities, support greater research innovation, and grow the number of scientists and students in UConn's Medical and Dental Schools. The attraction of The Jackson Laboratory for Genomic Medicine to Connecticut is a direct result of the state's investment in Bioscience Connecticut, enabling Connecticut to assume a position of global leadership in developing new medical treatments tailored to each patient's unique genetic makeup.

In 2013, the state legislature passed the Governor's proposal called Next Generation Connecticut, a ten-year capital investment that will increase the size of UConn's student body, dramatically enhance physical infrastructure for Science, Technology, Engineering, and Math (STEM) programs, and create premier STEM programs. In addition, in recent years, the University implemented one of the most ambitious faculty-hiring plans in U.S. higher education to strategically expand its faculty in key research and teaching areas and to increase the number of classes offered.
UConn’s total budget for 2017 was $2.3 billion, and the current value of its endowment is approximately $378 million. The University receives over $215 million in research awards and is accredited by the New England Association of Schools and Colleges. The University has approximately 242,000 alumni worldwide, 132,000 of whom live in Connecticut. Student diversity continues to increase, as does the number of honor students, valedictorians, and salutatorians who consistently make UConn their top choice. UConn’s retention rate is among the best for public universities in the nation, with 92 percent of students returning for their sophomore year.

The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. Through freedom of academic inquiry and expression, UConn creates and disseminates knowledge by means of scholarly and creative achievements, graduate, and professional education, and outreach. With a focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national, and world communities.

Through research, teaching, service, and outreach, UConn embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. As the state’s flagship public University, and as a land and sea grant institution, UConn promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond.

The University serves as a beacon of academic and research excellence as well as a center for innovation and social service to communities. UConn is a leader in many scholarly, research, and innovation areas. Today, the path forward includes exciting opportunities and notable challenges. Record numbers of undergraduate applications and support for student success have enabled the University to become extraordinarily selective.

In under 20 years, the University’s ranking by U.S. News & World Report among public universities has risen from 38 in 1998 to 18 today. Many initiatives, including the recent addition of many new faculty, emerging programs in partnership with the Jackson Laboratory, as well as the nearly $1.7 billion investment in Next Generation Connecticut and the $900 million investment in Bioscience Connecticut present exciting opportunities and unique challenges for the University’s research endeavors. UConn’s partnerships with United Technologies, General Electric, Northeast Utilities, and other industries through UConn’s Technology Park also will help to secure its place as an institution of the highest rank among public research universities.

THE UCONN SCHOOL OF DENTAL MEDICINE

UConn’s School of Dental Medicine is located on the UConn Health campus in Farmington, also home to the UConn John Dempsey Hospital. University Dentists (a faculty group practice), a state-of-the-art outpatient facility, the UConn School of Medicine, and a thriving research enterprise. The School was chartered in 1963 and graduated its first dental (DMD) class in 1972. The School is the only dental school in Connecticut and the only public dental school in New England. As of 2017, it has educated and trained over 1700 dentists and currently has a DMD class size of 48 students per year. The School has a $48 million budget, and approximately 70 fulltime and 30 part-time faculty and 110 staff. UConn’s School of Dental Medicine is one of the country’s leading institutions because it continually strengthens and grows its renowned academic, research, and clinical programs to meet the challenges of tomorrow.
The pre-doctoral curriculum is considered rigorous and innovative and is noted for its emphasis on medical science education. During the first two pre-doctoral years, dental students co-participate with medical students in a combined basic medical science curriculum delivered by the School of Medicine. Educational outcomes have been exceptionally strong with graduates consistently placing in the top quintile on national board dental examinations. A high percentage of School graduates pursue advanced training, i.e. approximately 95% as compared to the national average of 40%.

Since 1972, the School has also developed eight advanced training or residency programs in the following areas: Advanced Education in General Dentistry, Endodontology, Periodontology, Orthodontics, Prosthodontics, Pediatric Dentistry, Oral and Maxillofacial Surgery, and Oral Radiology. As of 2017, the School has trained approximately 900 dental specialists, many of whom have attained graduate degrees (e.g. Master of Dental Science, Ph.D. in Biomedical sciences) and have tracked into academic careers. The School's reputation as a source of clinician-scholars committed to careers in academic dentistry has been aided by over 20 years of education/training funding (e.g. T-32) from NIH supporting the professional development of DMD/PhD specialty/PhD, PhD, post-doc and faculty trainees. Since 1991, 33 of these 41 trainees have remained in academic positions nationwide, many in leadership roles. In 2016, the School received the ADEA/Gies Foundation William J. Gies Award for Achievement by a Dental Education Institution, largely in recognition for the achievements of its T-32 dental scientist program.

The research programs of the School are broad in scope and aligned with UConn Health’s Research Strategic Plan and its Signature Programs. The School embraces research in all dimensions—basic, translational, clinical, and behavioral—with an orientation toward understanding, diagnosing, treating and preventing oral, craniofacial, and dental diseases and disorders. Research areas of particular interest include inherited diseases and disorders affecting tooth, craniofacial, and bone development; emerging and re-emerging infectious diseases, e.g., bacterial, viral, fungal and parasitic diseases and HIV/AIDS; neoplastic diseases; chronic disabling diseases, including osteoporosis and related bone disorders; temporomandibular joint disorders; pain, neuropathies and neurodegenerative diseases; systemic disorders with oral manifestations; biomimetics; tissue engineering and biomaterials; behavior; health promotion, and environmental factors. Tissue engineering and biomaterials research is further supported by the Department of Biomedical Engineering at UConn Health, overseen by the Dean of Dental medicine. Research funding in the School in 2015 was in excess of $8 million (annual), placing the School at 11th rank for NIDCR funding relative to the nation’s 66 dental schools. 2017 research funding was $8.612 million.

The School is active in clinical care and is the largest provider of dental care to traditionally underserved populations in the State of Connecticut. In FY17, the School provided over 55,000 patient visits at its campus clinics and, through its affiliation with 47 community-based clinics, provided an additional 28,000 visits at extramural sites. Over 65% of all care delivered is to the underserved. Net patient care revenue in FY17 was $10.7 million.
THE LEADERSHIP OPPORTUNITY

The UConn School of Dental Medicine is at a point of remarkable opportunity. UConn will welcome a Dean who thrives on innovation and the challenges and opportunities of developing, organizing, and managing new initiatives. The faculty at the UConn School of Dental Medicine are deeply committed to research, their students, and the advancement of clinical practice. As a thought leader about the future of dental medicine, the new Dean will articulate a vision for the School, defining its role in research and the healthcare continuum within the University community, the state, and the nation. From that vision, the Dean will shape the organization and, with the faculty, configure, create, and grow programs and attract a student body to realize their success.

The Dean can and will make critical contributions to the continued development of the School. This is an extraordinary opportunity for an individual with the drive, skill, and experience to bring creative leadership to the organization and to play a meaningful role in shaping its future. The new Dean will embrace these opportunities, helping to realize the potential of the UConn School of Dental Medicine. The successful candidate, whose leadership is eagerly sought, can make a personal difference to the institution. The new Dean will build on a solid foundation to contribute to the School and its diverse constituents to address some key challenges and pursue important opportunities.

THE POSITION

Reporting to the Provost and Executive Vice President for Academic Affairs for all matters except clinical operations, the Dean is the chief academic and administrative officer of the School of Dental Medicine, responsible for providing strategic vision and operational leadership to all aspects of the academic and scholarly program. For clinical operations, the Dean reports through the Executive Vice President for Health Affairs to the Provost and President in order to assure dental clinical operations are integrated with the total clinical enterprise at UConn Health.

The Dean will lead the School in promoting a research environment conducive to interprofessional endeavors, advancing innovative educational programs, and facilitating clinical initiatives, each of which represent major components of this role. The Dean will effectively define, articulate, and promote the School’s contributions in local, state, regional, and national arenas of dental medicine, healthcare, and policy. The Dean assists the President and Provost in representing the University on matters related to dental medicine and health to the state government. The Dean partners with the UConn Foundation to assure robust fundraising and alumni relations. The successful candidate will be a nationally recognized, strong, self-assured, entrepreneurial leader able to infuse the UConn School of Dental Medicine with a sense of pride, of purpose and of excellence.

Qualifications

The University of Connecticut seeks a dynamic leader that must have at least the following minimum knowledge and skills:

- A DDS, DMD, Ph.D. in a relevant field, or an equivalent degree.
- Credentials that merit appointment at the rank of full professor.
- A proven leader and talented administrator.
The successful candidate must have the following traits:

- A profound sense of integrity and professionalism.
- A deep commitment to excellence.
- A clear ability to use good judgment and make sound decisions.
- An energetic leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.
- Distinctive ability in managing change, resolving conflict, and building consensus.
- Superior interpersonal and communication skills, including tactfulness, a high level of emotional intelligence and concern for others, and the ability to navigate controversy gracefully and treat all people with civility and respect.
- The ability to sustain a vigorous research, clinical, and educational enterprise.

The ideal candidate will also have the following preferred characteristics:

- A sophisticated understanding of current healthcare issues and trends nationally and in higher education research and teaching.
- Demonstrated experience at a research university and success as a researcher or clinical collaborator committed to the search for new knowledge and the development of new technology.
- Demonstrated capability to support research at the student, resident, and faculty levels, and to foster interdisciplinary team science.
- A robust understanding of the process required for gaining extramural research funding.
- Demonstrated success as an educator, and a genuine appreciation of and good rapport with students.
- Demonstrated experience with the clinical environment and a deep understanding of health care delivery.
- A clear commitment to the continued development of research and clinical collaboration between the Schools of Medicine and Dental Medicine.
- The ability to imagine new possibilities for the School, develop and articulate a vision for the School, and develop and implement effective strategic plans, including the ability to translate institutional strategy into operational goals, and to specify and prioritize short and long-range objectives.
- Experience as an agent of innovation and change achieving excellence across a complex organization.
- A demonstrable track-record of administrative achievement that gives strong evidence of his or her capacity to manage a complex School, including its budget, workforce, and programs.
- The skills to navigate the organizational, political, and fiscal realities unique to a major public research university, and to make changes to improve current practice, including effective advocacy for the resources required to uphold mandates and achieve aspirations.
- Demonstrated capability to effectively manage professional and support staff, including hiring, motivating, training, developing, and evaluating the job performance of employees.
- A strong record of accomplishment with respect to promoting diversity, including assessing needs, developing initiatives, and applying best practices.
- The ability to recruit and retain highly desirable research and clinical faculty in a competitive environment.
- The ability to work productively and cooperatively with administrators, faculty, students, staff, educators, and community leaders as partners to advance the university’s research, teaching, engagement, outreach, and service missions.
- Significant experience with outreach and cross-organizational cooperation.
- Experience and/or the clear potential to represent the School articulately and compellingly to external constituencies, enhancing the visibility and impact of its work while increasing gifts, funded research, and other mission-aligned revenue.
- The ability to develop and maintain an active alumni network and connections to the state’s dental community.
- Strong written, oral, and interpersonal skills; the ability to communicate the School’s needs, plans, and programs effectively.

TO APPLY

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

All inquiries, nominations/referrals, and applications (including curriculum vitae and letters of interest responding to the position challenges and objectives outlined above) will be held in the strictest confidence and should be submitted to Kom Ferry at uconn-dental@kornferry.com.
This position was posted on Ability Jobs Online, AcademicJobsOnline.org, American Dental Association, Academy of General Dentistry, Journal of Prosthodontics, Women in Higher Education, Hispanic Outlook, Higher Ed Jobs, Diverse Issues in Higher Education, Chronicle of Higher Education, and the UConn Health website. Also the Korn Ferry management consulting company was utilized.

The goal candidates, 3 WF, were not interviewed for the following reasons:

- 1 WF did not have the preferred skills to navigate the organizational, political, and fiscal realities unique to a major public research university, and to make changes to improve current practice, including effective advocacy for the resources required to uphold mandates and achieve aspirations.
- 1 WF did not have the preferred skills of the ability to work productively and cooperatively with administrators, faculty, students, staff, educators, and community leaders as partners to advance the University’s research, teaching, engagement, outreach, and service missions.
- 1 WF did not have the preferred skills of significant experience with outreach and cross-organizational cooperation or a clear commitment to the continued development of research and clinical collaboration between the Schools of Medicine and Dental Medicine.

The goal candidate, 1 WF was interviewed and not selected because the core of her experience was not in research and building research programs for institutions. Her main focus was in curriculum development.

1 AF was selected. She had experience in building research capacity; designing research laboratories for a dental school; and doubling extramural research funding over a five-year period. Some of her accomplishments were creating innovative dental curriculum, and research training and career development, with an emphasis on clinicians. She has also been continuously funded for her research, and has taken part in multiple clinical trials that have led to Food and Drug Administration approved dental therapeutics for pain control. She has served as a faculty mentor and advisor.
Associate Vice President, Revenue Integrity

Our Mission: UConn Health is dedicated to helping people achieve and maintain healthy lives and restoring wellness/health to maximum attainable levels.

In this quest, we will continuously enable students, professionals and agencies in promoting the health of Connecticut’s citizens. We will consistently pursue excellence and innovation in the education of health professionals; the discovery, dissemination and utilization of new knowledge; the provision of patient care; and the promotion of wellness.

Who We Seek

Reporting to the Chief Clinical Revenue Cycle Officer, the AVP, and Revenue Integrity directs and manages all administrative functions that contribute to the capture of patient service revenue. Working collaboratively with operational, functional and clinical areas.

The AVP, Revenue Integrity is responsible for performing the following duties either personally, through the team members or in collaboration with other support areas. This position will also help to ensure that the correct reimbursement is gained from various third party payers performing charge review, chart reviews, audits, and clinical / financial appeals and providing education and guidance to practitioners and other team members.

KNOWLEDGE, SKILLS AND ABILITY:

Current knowledge of reimbursement requirements necessary for Third Party payers including Medicare, Medicaid, and Commercial plans; solid knowledge of medical coding, billing and Federal/State regulations and agencies guidelines; considerable knowledge of computer networks operations practice management, EPIC electronic health records and enterprise information systems and applications.

Excellent verbal and written communications skills; strong computer skill with the ability to work independently and meet crucial deadlines; ability to perform multiple tasks within time frame. Excellent interpersonal skills with the ability to relate well, communicate effectively, and interact with all levels of management, employees and others; strong analytical and interpretive skills; excellent use of personal applications such as word processing and spreadsheets.
Ability to interpret, translate and communicate governmental regulations, contracts, financial reports and technical EPIC application concepts to all levels of Management and staff; proven demonstrated ability to design workflows, trouble shoot revenue capture processes, and design query techniques to identify lost revenue opportunities.

EXPERIENCE & TRAINING:

Bachelor's degree required in Finance, Accounting, or related Health Care Business discipline.


Prior management experience required.

EPIC experience with implementation and/or revenue stabilization and capture preferred

Applicable EPIC certification required within one year of start date

RESPONSIBILITIES

Overall responsibility for JDH and UMG revenue integrity processes, charge capture, regulatory reporting, and reimbursement monitoring. Responsible for coordinating external regulatory reporting such as OHCA, Medicare, Medicaid, RAC and other agency reporting

Improve systems net revenues, revenue compliance and cash collections by optimizing the system wide revenue cycle. Lead the team to ensure revenue, billing, charging and coding compliance through education of hospital personnel on current and changing regulations.

Establishes policies and procedures for the revenue cycle activities including revenue reporting, analysis, budgeting, audit compliance and education.

Responsible for the integrity and management of the EPIC software as it related to the revenue cycle (i.e. charge master, work queue management, charge routing, edit development and assignment)

Assist in the reporting and monitoring of monthly accounts receivable targets, in accordance with revenue cycle key operating metrics, benchmark development, and other receivables.

Participate in the selection, training and motivation of employees; make effective recommendations regarding hiring, termination, discipline and changes in employment status. Conducts regular performance reviews for assigned personnel. Provided orientation for new employees and interprets for employees all Health Service Personnel and Policies and practices
Represents JDH and UMG Finance and works collaboratively with departments and practice operations throughout to develop and implement procedures which represent mutual concerns. Interact with practices and departments to resolve, including but not limited to, charges, lag times, incorrect coding & third party payers compliance.

Works on special projects requested by the CFO & Chief Revenue Cycle Officer with minimal supervision and direction.

Motivate, trouble shoot, automate & educate cross-department teams' performance towards excellence and optimization in charge capture methodologies, interface reconciliation and audit techniques.

Perform charge capture audits and identify root causes of charging practices and deficiencies to effectively address changes needed

Maintain up-to-date knowledge of regulatory (federal, state, and third party payer) requirements and changes impacting charging processes. Performs other related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

Aggressive Comp/Benefits Package, Salary Dependent on Experience

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
Recruitment activities included posting on UConn Health and Recruit Military websites.

The goal candidates, 12 WF, 3 BF, and 1 HF, did not meet the minimum requirements of the position for the following reasons:

- 2 WF did not have a Bachelor’s degree.
- 10 WF, 3 BF, and 1 HF did not possess four or more years of related management experience in a hospital finance environment.

The goal candidates, 3 WF and 1 BF, were qualified but not interviewed for the position for the following reasons:

- 2 WF and 1 BF did not have EPIC computer system software experience.
- 1 WF was interviewed previously for an AVP Business Analytics role but did not have experience with practical P&L assessments during charge capture audits and identify root causes of charging practices.

The 1 WM candidate selected had previous EPIC experience with over five years’ experience as the Director of Revenue Integrity for CT Children’s Medical Center (CCMC). The candidate is familiar with the job specifications as well as the customer base and local health care market segmentation.
A goal candidate, 1 BF, was selected.
A goal candidate, 1 WF, was selected.
The Assistant Vice President of Health Information Management is responsible for leading the development, enhancement, and promotion of the patient medical record data in support of regulating guidelines and UConn Values. This position is responsible for strategic initiatives, planning, program development, labor management and overall administration of all HIM and CDI operations. The position will be responsible for leading the organization to become more data driven in decision making and utilizing analytics to develop actionable insight. The Assistant Vice President of Health Information Management provides guidance and collaborates on department policies, facilitates reporting requirements, defines standard metrics and scorecards to drive operation performance. This position is integral to the long-term vision and strategy of the organization.

The AVP of Health Information Management acts as the strategic expert and liaison between executive level leadership and daily operations. As a key resource in our Health Information Management team, the qualified individual will:

### Leadership
- Define the vision, goals and objectives for the UCHC Heath Information Management department
- Develop the ownership, stewardship, oversight and assurance of Medical record physical safety, security, confidentiality and content, quality, and format to manage medical record data as a critical asset
- Manage medical records personnel in accordance with UCHC policies and procedures and appropriate union contracts
- Direct and provide guidance to department managers and supervisors; recruit, train, develop, motivate and supervise managers and staff across clinical enterprise
- Manage labor utilization and relations
- Conduct performance evaluations
- Provide appropriate and effective mentoring, coaching and feedback to staff members
- Chair and facilitate departmental and specialized user groups within UCHC to ensure patient safety through regulatory, and operational guidelines
- Collaborate closely with clinical and financial leadership to ensure continual alignment around the development, integrity, maintenance, access, use, security, retention and retirement of medical record data
- Participate in continuing education activities to enhance knowledge, skills and keep credentials current. Coach and educate staff on changes to regulations, new industry trends and skills.
- Adhere to established departmental policies for attendance, punctuality, procedures and safety. Comply with organizational policies and procedures
- Maintain professional competency according to department policies, procedures and protocols. Assumes responsibility for professional growth and development for departmental staff.
- Disseminate initiative and support continuous quality improvement efforts and perform special projects, training, education, and/or other duties as assigned by the Chief Revenue Cycle Officer/CFO
- Provide for orientation, training and continuing development of team members
- Create annual operating and capital plan and budget
- Monitor and summarize budget results
- Develop and maintain effective customer relationships to determine needs and provide services
- Work with various departments within clinical enterprise to prepare strategic and operational plans
- Analyze feasibility of proposed and actual projects, prepare cost estimates
- Evaluate vendor proposals, participate in vendor selection and negotiations for medical records systems and services
- Accept, review, process and respond to subpoenas as appropriate
- Manage relationships with clinicians, administration, internal customers, and external customers

### Quality and Compliance
- Coordinate, plan, implement and participate in continuous quality improvement activities and utilize results to improve quality of services provided
- Responsible for the integrity of the medical record and compliance with all state and federal laws and regulatory bodies
- Participate as key coordinator in preparing organization for announced accreditation and licensing reviews as well as unannounced investigations
- Collaborate with the Privacy Officer and Compliance Officer to enforce regulatory guidelines

### Data Integrity & Reporting
- Define and implement a collaborative approach for proactive monitoring, detecting, assessing and cleansing data quality issues to ensure patient safety and organization reimbursement
- Develop, design and implement metrics/dashboard reporting for key management initiatives
- Develop and generate daily, weekly and monthly operational reports
- Coordinate and perform end-user testing on new and modified software applications
- Analyze trends in clinical documentation and coding behavior and provide education back to areas of opportunity
- Analyze claim denials for coding and charging deficiencies to trend and educate staff
- Work with clinical departments to develop and maintain department specific coding guidelines
- Continuously scrutinize processes and workflow to enhance operational efficiencies and improve inter-departmental relationships
- Possess knowledge and understanding of discharge, not final billed (DNF/B) and discharge, not final coded (DNF/C) parameters/root causes
- Effective use of software to follow through on accuracy of deficiency analysis
- Work closely with Information Technology Department and clinical enterprise as it relates to deployment of current and future technology
- Closely with financial management staff to ensure prompt processing of all financial information as it relates to medical records
Additional Skills and Abilities
Technical mindset with the ability to critically think through EHR issues and troubleshoot within the electronic environment
Mature, flexible, and be able to adjust in changing environments
Excellent communication and interpersonal skills with the ability to effectively interpret, communicate, and educate others.
Ability to create and deliver high-quality executive presentations
Strong quantitative, analytical and organizational skills
Ability to respond to complex inquiries in a professional and efficient manner
Ability to travel and attend face to face meetings in off-site office locations
Perform other related duties as assigned or requested

Required Skills
Registered Health Information Administrator
Bachelor's Degree in Health Information Management, Healthcare Administration, or related field AND 10 years progressive experience in medical records
At least 3 years of experience at a managerial level in medical records, preferably at the director level
Experience in document capture, chart and documentation retrieval processes, transcription, chart completion, chart warehousing, release of information, Experience with Clinical Documentation Improvement programs and managing staff
Expert knowledge of inpatient, outpatient, and professional billing requirements, coding guidelines, and CMS Medicare reimbursement methodology
Knowledge of ICD-10, CPT-HCPCS, third party reimbursement methodologies, and revenue cycle process
Knowledge of NCCI Coding Edits
Knowledge of health information software and related hardware, networks and printers; knowledge of regulatory environment (JCAHO, HCFA, ACS, Department of Health);
Demonstrated working knowledge of Microsoft Office products (Outlook, Word, Excel, and PowerPoint)

Preferred Skills
10+ years of experience in hospital Health Information Management
5+ years of experience in management, preferably at the Director level
Coding certification with acute and ambulatory experience
Minimum three years related Epic experience and/or training; or equivalent combination of education and experience.
Master's Degree
Lean/Six Sigma Improvement

***Resume Required for Consideration***

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
The position was posted on UConn Health and the Recruit Military websites.

The black female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WF, were not interviewed for the following reasons:

- 1 WF's application materials did not indicate experience with medical coding, specifically IDC-9, CPT, CPT-HCPS, and the revenue cycle process.
- 1 WF did not have a Bachelor's degree in the desired field with the 10 years of experience.

Of the goal candidates, 2 WF, were interviewed but not selected for the following reasons:

- 1 WF gave very short answers and did not provide detail or examples to the questions asked about process improvements, operational leadership, and responding to executive leadership given a priority.
- 1 WF gave cursory answers to questions which did not demonstrate her depth of knowledge. The applicant was not able to elaborate when asked behavioral interview questions concerning leadership.

The 1 BF selected detailed her long history of coding experience managing a large patient base consisting of 5 healthcare centers. The applicant detailed an action plan to meet and develop the needs of the medical records coding area. She had experience with ICD-10, CPT-HCPCS codes as well as NCCI Coding Ethics rules and guidelines.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1B. University Director

Goals

1 black female
1 Hispanic male
1 AAANIIINPI male
1 AAANHNPI female
A goal candidate, 1 HM, was selected.
DIRECTOR OF PHYSICAL PLANT, ENGINEERING AND CONTROL

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health. Our organization is seeking a Director of Physical Plant, Engineering and Control to join our team and to share these same values. If you have proven experience in this field, as well as a passion for results and employee engagement, we want to hear from you.

Position Summary: This position is accountable for directing the management of physical plant systems and equipment, buildings and grounds, work planning and control programs, energy conservation programs, providing design input and review for construction projects, and management of personnel, budget, policies and procedures related to UConn Health physical plant operations. Areas of responsibility include Central Steam and Chilled Water Plants, electrical power distribution, and building heating, ventilating and air conditioning (HVAC), controls, fire protection, and plumbing systems.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Major and Minor Holidays off
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Reporting Relationship:
This position reports to the Associate Vice President, Facilities Management & Operations.

Duties & Responsibilities:
- Directs the management of all phases of operations, maintenance, and repairs performed by the skilled trades and administration of associated engineering work control, service contract management, energy conservation programs departmental business services, and related functions.
- The Director is responsible for directing management of the UConn Health Physical Plant including, but not limited to utility and environmental control systems and buildings and grounds operations, maintenance, and engineering support, and a staff of over 150 FTE, over three million square feet of building space.
- Acts as the mechanical engineering liaison for campus improvement projects.

Knowledge, Skills & Abilities Requirement:
Considerable knowledge of heating, ventilating, and air conditioning, mechanical, electrical, plumbing, fire protection systems, carpentry and building trades in health care and institutional settings; strong knowledge of institutional building mechanical and central plant systems, building automation and direct digital controls (DDC), energy conservation and commissioning practices, and water treatment practices.

Considerable knowledge of relevant State and Federal laws, statutes, healthcare and other regulations and healthcare and research industry standards; customer service programs and work standards; adept at working with computerized systems; excellent verbal and written communication and interpersonal skills; interpreting construction documents and contracts.

Qualification/Experience & Training:
- Bachelor of Science Degree in the field of mechanical or facilities engineering.
- Seven (7) years' experience in facilities management, e.g. building system operations and maintenance and administration.
- At least two (2) of the seven (7) years must have been in a director or managerial capacity

Preferred certifications:
- Professional Engineering (P.E.) license in the field of Mechanical Engineering
- Master's degree in Mechanical Engineering (MSME)
- Master's degree in Business Administration (MBA)
- Certified Healthcare Facility Manager (CHFM)- (American Society of Healthcare Engineers) or Certified Facility Manager (CFM) - (International Facilities Management Association (IFMA))

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The position was posted on the following websites: UConn Health, American Society of Healthcare Engineers (ASHE), New England Society of Healthcare Engineers (NEHES), Association of Physical Plant Administrators (APPA), International Facilities Managers Association (IFMA), and LinkedIn.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 BF, and 1 AM, did not meet the qualification requirements for the following reasons:

- 1 BF did not possess a Bachelor of Science Degree in the field of mechanical or facilities engineering.
- 1 AM application materials did not indicate at least two years of experience in a director or managerial capacity.

A goal candidate, 1 BF, withdrew her application from consideration.

The 1 WM selected held the title of Certified Healthcare Facilities Manager (CHFM) in a hospital setting similar in size and market segmentation. The candidate was the most detailed in addressing the necessity and regulatory compliance mandates for safety obligations and reporting obligations.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Director of Single Billing Office to our team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
- industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- 12 Major and Minor Holidays off per year
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- Progressive leadership and educational development programs available

Responsibilities:
- Responsible for managing the Epic Single Billing Office (SBO) to ensure the maximization of cash flow and implementation of Revenue Cycle "best practice". Must ensure Customer satisfaction is being met and exceeded at all times; personally and by all assigned staff members within the Single Billing Office. Ensures all processes, policy and procedures are accurate, and in compliance with hospital policies and payer/Medicare/Medicaid billing guidelines and regulatory mandates.

Supervision Received
- Works under the supervision of the Associate Vice President, Clinical Business Services.

Supervision Exercised:
- Manages Single Business Office Customer Service and Self Pay Collections Staff

Duties & Responsibilities:
- Responsible for a successful implementation of Epic's SBO functionality to produce a single statement for Hospital and Professional self-pay balances
- Effectively manage self-pay accounts receivable while maintaining a high level of patient satisfaction
- Develop and implement training and onboarding plan for staff members joining the department and oversees the alignment of Hospital and Professional customer service and self-pay teams.
- Ensures customer service and patient satisfaction are the highest priority for all staff members in the unit
- Manages the daily operations of the SBO self-pay and customer service unit
- Identifies trends and facilitates action plans
- Oversees the creation, distribution, and resolution of all self-pay, and customer services related work queues.
- Works directly with vendors to ensure all accounts are transferred based upon UConn Health's collection policy
- Sets performance criteria for staff and vendors
- Manages HR related issues including performance reviews and hiring staff. Works with employees on professional development and arranging training opportunities
- Prepares and manages department budget.
- Serves as a subject matter expert and responds to inquiries from other departments.
- Resolves employees' issues and provides direction and motivation to employees.
- Performs other related duties as required.

Minimum Qualification Required
- Knowledge, Skill and Ability:
  - Thorough knowledge of Revenue Cycle, self-pay collections and customer service
  - Considerable knowledge of relevant agency policies and procedures and State and Federal laws, statutes and regulations.
  - Ability to create, structure and organize teams
  - Ability to benchmark performance; exceptional ability to lead, manage, and mentor, staff through redesign efforts; logical, analytical.
  - Ability to work in a fast-paced environment under multiple pressures and deadlines.
  - Ability to communicate effectively, both verbal and written;
  - Exceptional analytical and complex problem-solving ability and ability to translate functional needs to computerized environment; ability to manage change;
  - Proficient with Windows computer environment and proficiency with Microsoft Office software.

Experience and Training:
- Nine (9) years of progressive professional experience in customer service/self-pay collection related functions.
- Or, Bachelor's degree in Health Administration, business administration, Health Science and Policy or closely related field and five (5) years of progressive professional experience in customer service/self-pay collection related functions
- At least three (3) years supervisory/management experience in healthcare or healthcare finance industry.
- Epic SBO certification required within 6 months of hire
- Demonstrated project management experience with software implementation/enhancement or conversions.
- Experience with Epic Professional or Hospital billing applications
- Previous supervisory/management experience in an Epic Single Business Office (SBO) environment
- Epic SBO certification

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm.
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This position was posted on both the UConn Health and Recruit Military websites.

The Hispanic male goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 BF and 1 AF, did not meet the minimum requirements for the following reasons:

- 2 BF did not possess three years supervisory/management experience in healthcare or health finance industries.
- 1 AF’s application package did not include a cover letter or resume and the application was not fully completed to adequately evaluate.

A goal candidate, 1 AM, was not selected for an interview because he did not possess hospital/healthcare or Epic software experience.

The goal candidates, 1 AM and 1 AF, were interviewed but not selected for the following reasons:

- 1 AM had overall fewer years of experience in the field and specifically no experience in billing for all hospital/professional billing areas.
- 1 AF was the second choice selection having 10 years fewer experience than the selected candidate and had no Epic software certification or familiarity of daily operations.

1 BM was selected for his detailed answers from 25 years of tenured experience. The candidate had worked in various areas in the patient billing office including access, billing, and financial counseling. He has Epic software certification and has trained staff in both professional and hospital billing offices.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Director of Patient Financial Services to our team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Major and Minor Holidays off per year
Multi-channel retirement options (savings and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
Progressive leadership and educational development programs available

General Description of Work Performed:
Under the general guidance of the AVP of Clinical Business Office, the Director of Patient Accounts is responsible for planning, organizing, and directing daily operations of Patient Financial Services to include: billing, Reimbursement, Contract Management review, Third Party Follow Up, Data Entry, Patient Services. Additionally, direct the management of EPIC Hospital and Professional billings and collections to meet the billing and financial needs of operations. To include development of system enhancements and implementation. Work with Information Technology, and Clinical areas to build, test, implement, and manage charge related systems.

Major duties include staffing, hiring, firing, evaluation, promotion, training of employees; communicating with physicians and department administrators and managers; developing, refining and implementing patient accounting policies and procedures; development, implementation, and evaluation of goals and objectives consistent with agency mission and policy; overseeing interaction between the Patient Accounts Department and UConn Health System, peer and professional organizations and third party insurance carriers; Analyze operational units to establish policies, procedures and monitors to maximize operational efficiency.

Acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures.
Conducts performance evaluations of managerial staff.
Develops short term and long term goals and objectives for Patient Financial Services.
Analyzes statistical and financial information.
Work to identify risks and assist clinical operations with risk management.
Collaborate with Compliance office as it relates to audits, financial and coding compliance to maintain and improve revenue integrity.

Responsibilities and Duties:
Provides direction to managerial staff in managing their respective units activities associated with the billing, collections, patient services, and management of patient accounts. Ensures staff mandated training requirements are up-to-date and provides advice and guidance to managerial staff in handling operations and/or administrative matters. Develops policies and procedures, sets performance standards, and provides feedback to achieve outstanding staff performance. Establishes and maintains the organizational environment to render accurate and timely bills for the UConn Health clinical activities. Develops short-term and long-term goals and objectives for the Patient Accounts Department.

Aggressively pursues opportunities to improve existing patient accounting operations. Works closely within the Health System and with third party insurance carriers to ensure efficiency and effectiveness of joint processes.
Maintains a service orientation to faculty members and department staff by providing assistance in reimbursement analysis and reporting, and in identifying opportunities and mechanisms to improve financial outcomes as appropriate.
Conducts research as required to stay abreast of the market with regard to Accounts Receivable (A/R) management and various regulatory changes and policies that impact billing and collections activities. Identify opportunities for revenue enhancement.
Prioritizes and communicates demands from Senior Management and motivates staff to successfully accomplish the group practice goals and objectives. Oversees Operating Budget of Patient Financial Services.
Assesses the feasibility of system programming project requests while investigating the operational impact, cost and availability of resources needed to institute program changes.
Maintains confidentiality and ensures that staff understand and respect patient's, customer's and staff's rights to confidentiality.
Develops networking relations and an industry presence, via workgroups, listservs, and other external advisory groups to remain abreast of regulatory changes, payer practices, Hospital, AAMC and HFMA and Physician Group Best Practices such as MGMA, CHA, AAPC, CMGMA, etc.
Performs special projects and other duties, as required.

Experience and training:
Nine (9) years of combined college, reimbursement, and private physician billing
3 years of experience in managing and supervising employees
A Bachelor's Degree in finance, business or a related field may be substituted for four (4) years of the general experience.
Preferred:
Experience and/or training.
Master's Degree
Six sigma process improvement

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm
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The position was posted on the Connecticut Chapter Healthcare Financial Management Association, LinkedIn, UConn Health and the Recruit Military websites.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 8 BF, 2 AM, and 1 AF, did not meet the minimum requirements of the position as follows:

- 5 BF, and 2 AM did not have nine years of combined college, reimbursement and private physician billing practices.

- 1 BF and 1 AF did not have experience of at least three years managing and supervising employees.

- 2 BF did not have a Bachelor’s degree in finance, business, or a related field or four years of general experience.

Of the goal candidates, 1 BF, was not interviewed as she had no experience with the EPIC software system.

The 1 WM selected for the position had a Master’s degree and Six Sigma certification. The applicant’s prior experience included managing a large multi-office practice and training staff in the EPIC system. He answered questions in detail and gave best practices involving MGMA, CHA and other regulatory financial practices. The applicant offered examples of developing short and long term objectives in a patient accounts department.
1B. (University Director) Hires – Part Time to Full Time – Adjusted Work Schedule

Administrative Director
(Emergency Medicine)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1C. Managers

Goals

2 black males
1 Hispanic male
1 Hispanic female
2 AA/AN/HNPI females
A goal candidate, 1 HM, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Clinical Practice Manager to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
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MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office management and principles; considerable knowledge of relevant State and Federal laws and regulations; knowledge of accrediting agencies, such as JACHO; guidelines; knowledge of financial management; considerable knowledge of billing systems and insurance regulations; knowledge of healthcare delivery systems; knowledge of systems/applications that impact the healthcare clinical delivery; considerable interpersonal skills; excellent computer skills and project management skills; leadership skills; ability to communicate effectively, both oral and written; able to problem solve and work under pressure deadlines; excellent supervisory ability; ability to apply quality improvement techniques; ability to manage change ability to deal compassionately with patients and family members.

EXPERIENCE AND TRAINING:
General Experience: Seven (7) years of healthcare management experience or business related field with at least three (3) years related clinical management experience.
Substitutions Allowed: Bachelor's degree in healthcare management, business administration or closely related field may be substituted for four (4) years of the general experience.

REQUIRED: Practice manager with RN experience.

SUPERVISION RECEIVED:
Receives general direction from the Director of Ambulatory Services and works closely with the Providers. Will work closely with the Nurse Manager in Ambulatory Care to ensure compliance with Joint Commission Standards

SUPERVISION EXERCISED: Manage the administrative and clinical personnel and any staff assigned to work in the multi-specialty practice and provide administrative management and supervision to clinical/technical personnel

EXAMPLES OF DUTIES:
- Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priority and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; acts in liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; assures the patients are handled courteously and efficiently; updates computer appointment system in accordance with provider requirements; explains insurance coverage and fees to patients; may perform chart audits; prepares and administers budget of faculty practice; prepares quarterly faculty practice plan statements; establishes computerized accounting and fiscal reports; prepares capital equipment requests and written justification; may perform clinical duties; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, flexibility needed.

FULL TIME MINIMUM ANNUAL SALARY: $73,694

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This posting was posted both on the UConn Health and Recruit Military websites.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 3 HF, and 2 AF, did not meet the minimum requirements of the position because they did not possess the seven (7) years of healthcare management experience or business related field with at least three (3) years related clinical management experience.

The goal candidates, 1 BM and 1 HF, were not interviewed due to the following reasons:

- 1 BM did not have practice manager experience with a RN designation.
- 1 HF withdrew her application.

The 1 WF selected had 15 years of management experience as a RN responsible for a minimum of 25 full time employees. The candidate gave the most expansive response with detailed examples of the questions posed to her specifically in reference to an interactive scheduling resolution ability.
UConn Health is searching for an experienced Nursing Manager to manage the daily activities; administrative and clinical responsibilities within Staffing & Payroll; collaborating with physicians and multidisciplinary professional staff, providing support for patients, friends and families consistent with the hospital's mission.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available
- Schedule: Predominantly Monday-Friday 8:00 am - 4:30 pm with off hours and weekend coverage as needed.

SUPERVISION EXERCISED:
- Directs and manages assigned staff.

EXAMPLES OF DUTIES:
- Manages and coordinates the operational activities of the assigned departments.
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KNOWLEDGE & SKILLS
- Considerable knowledge of principles and practices of nursing and healthcare administration; demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team; considerable knowledge of requirements by federal, state or regulatory bodies; considerable knowledge of effective workforce utilization; excellent interpersonal skill; effective oral and written communication skills; knowledge of general financial management; supervisory ability; considerable knowledge of relevant policies and procedures.

EXPERIENCE AND TRAINING
MINIMUM REQUIREMENTS:
The successful applicant must possess and maintain a current State of Connecticut Registered Nurse license; a Bachelor's degree in Nursing with a minimum of four (4) years nursing experience with at least two (2) years of the experience in a charge/leadership/supervisory capacity.

SUBSTITUTION:
Registered Nurse with 8 years' experience in direct patient care, at least two (2) years of the experience must have been in a supervisory capacity.

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the UConn Health website for UCH employees only.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF, a part-time UConn Health employee, was selected. She had a State of Connecticut Registered Nurse license; a Bachelor’s degree in Nursing; 5 years’ nursing experience with 2 years of the experience in a supervisory capacity. She was able to articulate answers to interview questions in a structured, organized, logical way and provided detailed examples of independent critical care thinking.
UConn Health is searching for an experienced Nursing Manager to manage the daily activities; administrative and clinical responsibilities, and oversight of Pre and Postoperative Services, GI Endoscopy, Interventional Radiology, and Cath Lab; collaborating with physicians and multidisciplinary professional staff; providing support for patients, friends and families consistent with the hospital's mission.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Sign on bonuses for nursing staff
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

Schedule: Generally Monday-Friday 7:30 am - 4:00 pm with off hours as needed and weekend coverage

SUPERVISION EXERCISED:
- Directs and manages assigned staff.

EXAMPLES OF DUTIES:
- Manages and coordinates the operational activities of the assigned departments.
- Administers personnel actions - recruits skilled staff; ensures adequate levels of people resources to meet business needs and financial parameters; coaches, counsels and disciplines employees; plans, monitors and appraises job results; develops staff by providing information, educational opportunities and experiential growth opportunities.
- Develops and interprets hospital and nursing division's philosophies and standards of care; enforces adherence to regulatory requirements; measures health outcomes against standards; makes and/or recommends adjustments. Maintains the stability and reputation of the unit(s) by ensuring compliance with accreditation requirements.
- Establishes and maintains communication between ancillary departments, physicians, nursing personnel and other healthcare professionals.
- Develops and directs the implementation of policies and procedures within assigned units; and recommends and/or participates in the development of policies and procedures as applicable. Manages unit costs in a fiscally responsible manner. Assists in the selection, provision and control of material resources required for the performance of the unit such as, equipment, supplies, space and facilities; establishes standards to ensure cost containment and to optimize working environment.
- Develops, implements and evaluates performance improvement plans in response to opportunities in patient care areas, and assured patient safety outcomes.
- Establishes a compassionate environment by providing emotional, psychological and spiritual support to patients, friends and families.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
- Performs all other duties as assigned.

KNOWLEDGE & SKILLS
- Considerable knowledge of principles and practices of nursing and healthcare administration; demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team; considerable knowledge of requirements by federal, state or regulatory bodies; considerable knowledge of effective workforce utilization; excellent interpersonal skill; effective oral and written communication skills; knowledge of general financial management; supervisory ability; considerable knowledge of relevant policies and procedures.

EXPERIENCE AND TRAINING

MINIMUM REQUIREMENTS:
- The successful applicant must possess and maintain a current State of Connecticut Registered Nurse license; a Bachelor's degree in Nursing; and three (3) years of medical/surgical/critical care experience in an acute care or clinical practice as required OR three (3) years RN utilization/critical case management experience in a hospital setting, healthcare insurance agency or regulatory organization.

SPECIAL:
- ACLS certification

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UConn Health is an Affirmative Action Employer. In addition to an EEO and M/F/V/PD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify Human Resources at 860-679-2528 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2428 or jobs@adp.uconn.edu.
This position was posted on the following websites: UConn Health, Recruit Military, and Diversity Nursing.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 HF, was interviewed but not selected as she did not have experience in the inpatient/hospital clinical setting.

1 WF selected had experience in the pre-operative area as well as detailed answers regarding quality, patient safety, and satisfaction. The candidate had 16 years' managerial experience in a pre/post-operative capacity. She possessed the ACLS certification as well as 20 years' RN duties in critical care with the following designations: Emergency Medical Technician (EMT), Bachelor's degree in nursing (BSN), and Basic Life Support (BLS).
SCOPE OF POSITION:
At the UHC Connecticut Bleeding Disorders and New England Sickle Cell Institute, this class is accountable for directing the Clinical, operational and administrative initiatives of the NESCI/CTBDO service line with the Medical Director and Nursing Leadership Team.

REPORTING RELATIONSHIP:
Receives administrative direction from the Medical Director and the Nursing Leadership Team.

SUPERVISION EXERCISED:
Directs and manages the staff of the assigned unit.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:
- Direct the Clinical, operational and administrative initiatives of the NESCI/CTBDO service line with the Medical Director and Nursing Leadership Team.
- Provides supervisory oversight and educational Development of the staff APRNs working in the unit.
- Ensures clinical competency and adherence to policy through practice analysis and case review of APRNs with physicians.
- Administrative oversight to the hiring, evaluation, mentoring and discipline of all APRN staff.
- Coordinate Quality Improvement and Process Improvement programs
- In conjunction with the with the Medical Director, designs changes in the care delivery system
- Administrative oversight to Financials and Billing Compliance. Works with operations on funding and reimbursement models
- Representative to Community Outreach Programs
- Administrative oversight of the clinical management of Apheresis, Infusion pain patients, Transfusion patients, Hemophilia Clinic, Sickle Cell Clinic and Research and Clinical trials. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITIES
Considerable knowledge of principles and practices of clinical care and healthcare administration; considerable knowledge of relevant policies and procedures; considerable knowledge of community resources; knowledge of quality assessment and/or improvement techniques; knowledge of requirements by federal, state or regulatory bodies; excellent interpersonal skills; effective oral and written communication skills; demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team; ability to set priorities; supervisory ability.

General Experience:
Certified Advanced Nurse Practitioner and five (5) years of experience with two (2) of those years working with bleeding disorders.

Special Requirement: Must possess and maintain a current State of Connecticut license as a APRN in the State of Connecticut.

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This position was posted on both UConn Health and the Recruit Military websites.

The Hispanic male goal was met with a previous hire and was no longer an established program goal.

Goal candidates did not apply for this position.

1 BF was selected as she had 8 years of Advanced Practice Registered Nurse (APRN) experience.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. UConn Health is searching for a Clinical Practice Manager to be located in the Radiology Department in Farmington.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commutes access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus

**SCHEDULE:** full-time 40 hours/week, 8:00 a.m. - 4:30 p.m., 30 minute unpaid meal break

**SCOPE OF POSITION:**
In the Radiology Department, this class is accountable for supervising employees and administering the administrative, financial, and personnel issues of a faculty practice, clinic, or other clinical department.

**EXAMPLES OF DUTIES:**

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**
- Schedules, assigns, oversees, and reviews the work of staff
- Provides staff training and assistance
- Conducts performance evaluations
- Determines priorities and plans unit work
- Establishes and maintains unit procedures
- Develops or makes recommendations on policies and standards
- Acts as liaison with other operating units, agencies, and outside officials regarding unit policies and procedures
- Prepares and maintains reports and correspondence
- Assures that patient care is handled courteously and efficiently
- Updates computer appointment system in accordance with provider requirements
- Explains insurance coverage and fees to patient
- May perform chart audits
- Prepares and administers budget of faculty practice
- Prepares quarterly faculty practice plan statements
- Prepares and maintains computerized accounting and fiscal reports
- Prepares capital equipment requests and written justification
- May perform clinical duties
- Performs all other duties as required

**KNOWLEDGE, SKILLS, & ABILITIES:**
- Considerable knowledge of office management and principles
- Considerable knowledge of relevant State and Federal laws and regulations
- Knowledge of accrediting agencies, such as TJC and guidelines
- Knowledge of financial management
- Considerable knowledge of billing systems and insurance regulations
- Knowledge of healthcare delivery systems
- Knowledge of systems/applications that impact the healthcare clinical delivery
- Considerable interpersonal skills
- Excellent computer skills and project management skills
- Leadership skills
- Ability to communicate effectively, both oral and written
- Ability to problem solve and work under pressure deadlines
- Excellent supervisory ability
- Ability to apply quality improvement techniques
- Ability to manage change
- Ability to deal compassionately with patients and family members

**POSITION REQUIREMENTS:**

**MINIMUM REQUIREMENTS:**
- Seven (7) years of healthcare management experience or business related field with at least three (3) years related professional administrative or clinical management experience.

**SUBSTITUTIONS:**
- Bachelor's degree in healthcare management, business administration or closely related field may be substituted for four (4) years of the general experience.

**STRONGLY PREFERRED:**
- Prior Radiology practice management experience
- Advanced Degree in Business or Healthcare Management
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This position was posted on the UConn Health website.

The Hispanic male goal had been met with a previous hire and was no longer an established hiring goal.

A goal candidate applied for this position, 1 HF, but was not interviewed as her on-line application and resume submitted did not agree on both dates of employment and titles held. The applicant also did not have the preferred skill of prior Radiology practice management.

1 BF was selected for the position as she held 9 years' experience as a Clinic Operations Manager that included supervisory and billing practice familiarity. She also had a prior Radiology practice management background.
Job Opportunity Bulletin

As of Tuesday, September 24, 2019

Department: Pharmacy
Date Posted: 9/11/2018
Posting Deadline: 10/2/2018

Job Title: Pharmacy Manager

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top-rated organization is looking to add a Pharmacy Manager to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

The UHPSI Pharmacy Manager manages the day-to-day operations of the UConn Health Pharmacy Services (UHPSI) unit which includes the administration, coordination and planning of unit services.

Reporting Relationship:
Works under the general direction of the Director, Pharmacy Department.

Supervision Exercised:
Supervises and manages the staff of UHPSI Pharmacy unit.

Examples of Duties:

Administrative and Clinical:
- Plans and manages all administrative activities
- Provides back-up staffing for Pharmacists as needed
- Serves as a resource to the UHPSI Pharmacy Director on financial, human resources and other administrative matters including analysis, planning and strategy formulation
- Assists in the formulation of program goals and objectives
- Develops or assists in the development of related policies and procedures
- Interprets and administers pertinent laws
- Monitors and ensures operations compliance with state and federal regulations as mandated by the state Commission of Pharmacy, Drug Enforcement Agency, Food and Drug Administration and state Drug Control or other regulatory agency
- Maintains contacts with individuals both within and outside of the operations who might impact on program activities
- Provides interpretive information, advice and assistance to agency and other officials both in and outside of the organization regarding statutes, regulations, policies and procedures as they relate to pharmacy practice
- Administers and keeps records
- Coords and presents statistical and other data, reports, analyses and trends
- Monitors and reviews programs for quality assurance and quality control
- Disseminates pertinent drug information to staff and responds to drug information inquiries from staff and other health professionals
- Participates on UHPSI health pharmacy and therapeutics committees and/or represents the department at various meetings as requested

Human Resources:
- Directs the staff and operations of the pharmacy administrative unit
- Plans and schedules work of staff, ensuring proper distribution of assignments
- Maintains an adequate staff service level by recruiting, selecting, orienting and training applicants
- Directs the department’s participation in orientation of new staff
- Sets standards for staff performance and provides corrective feedback to achieve outstanding staff performance by counseling, disciplining and monitoring performance
- Conducts performance evaluations of staff within required time frames
- Meets department workload needs without excessive use of personnel or monetary resources
- Works with UHPSI Pharmacy Director to provide direction and set clear priorities, providing resources for staff to meet workload needs for the department
- Monitors and implements proficiency testing if necessary

Fiscal:
- Coordinates the development of annual budgets for the UHPSI Pharmacy unit
- Monitors and reports on financial performance
- Recommends needed corrective action based on analysis
- Determines accuracy of distribution of labor, materials and overhead charges and trace discrepancies to sources
- Completes cost data for use in budget
- Analyzes and evaluates all contracts, business proposals and special projects

May undertake special assignments of a complex nature
- Maintains knowledge of current trends in pharmacy operations by attending educational sessions, reviewing literature and professional journals
- Performs other related duties as required

Minimum Knowledge, Skills and Abilities Required:
- Considerable knowledge and ability to apply management principles and techniques
- Extensive knowledge of the operation of a retail, long-term care, home infusion, specialty and/or LTAC pharmacy
- Considerable knowledge of relevant Federal and State Laws
- Considerable communication (oral and written) and interpersonal skills
- Supervisory ability
- Knowledge of OSHA and DEA requirements
- Excellent computer skills
- Ability to analyze problems and effectively resolve issues
- Strong organization skills and time management abilities
- Understanding of accounting and cost accounting techniques

Noreen Logan
Search Code: 2019-153
EXPERIENCE AND TRAINING:

General Experience:

Doctor of Pharmacy (PharmD) and five (5) years pharmacy experience with at least two (2) years of the experience at a supervisory level.

Substitution:

MBA may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain a current State of Connecticut pharmacist license.

WORK SCHEDULE:

This is a full-time salaried position with occasional off shift, weekend, and holiday hours as required.

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This position was posted on both the UConn Health and Recruit Military websites.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

A goal candidate, 1 AF, applied for this position but did not meet the minimum requirements of holding a Doctorate of Pharmacy (Phar.D.) and five (5) years pharmacy experience with at least two (2) years of the experience at a supervisory level or a MBA with one (1) year of the general experience.

1 WF was selected who possessed Doctorate in Pharmacy with five (5) years supervisory experience at a large, hospital based dental practice. The candidate was a Manager at a Veterans Administration facility.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Clinical Engineering Manager to our dynamic team.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-leave plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

At UConn Health, this class is accountable for managing the operations of the Clinical Engineering department including the repair and maintenance of clinical/radiological equipment.

SUPERVISION RECEIVED:
Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:
Supervises the Clinical Engineering department staff.

EXAMPLES OF DUTIES:
Schedules, assigns, oversees and reviews the work of the clinical engineering staff, provides training and assistance, conducts performance evaluations
Determines priorities and plans work
Establishes and maintains procedures
Develops or makes recommendations on the development of policies and standards
Acts as liaison with other departments, agencies and outside officials; prepares the budget
D( ) and controls the purchase of new medical equipment
Manages planning and budget projections for medical equipment service costs and needed resources
Supervises the monitoring of repair and testing activities to ensure completion of performance assurance testing and preventive maintenance
May provide technical expertise in the design/layout of equipment and rooms in all phases of construction
Supervises the acquisition of parts, components, tools, instruments and outside services
Provides technical consultation to hospital administration and clinical personnel
Ensures department's compliance with accreditation and regulatory agencies
Directs the department's quality assurance program
Represents department on various committees
Performs device-related incident investigations and monitors the UCHC device tracking program
Coordinates the department's recall/hazard alert notification program
Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE SKILLS AND ABILITY:
Considerable knowledge of relevant state and federal laws, statutes, and regulations
Considerable knowledge of UCHC policies and procedures
Considerable knowledge of relevant State and Federal Laws, statutes and regulations
Considerable knowledge of clinical/radiological instrumentation, radiation physics, biomedical engineering principles and clinical applications
Considerable technical knowledge of and ability to repair, maintain and calibrate the most sophisticated equipment
Considerable knowledge of current codes and standards governing equipment in a health care setting
Knowledge of medical terminology
Knowledge of anatomy and physiology
Knowledge of UCHC purchasing, shipping, receiving and accounts payable. Considerable interpersonal skills
Considerable oral and written communication skills. Ability to provide training and technical assistance
Supervisory ability

EXPERIENCE AND TRAINING:
General Experience:
A Bachelor's degree in Biomedical, Electrical, Electronic or Mechanical Engineering and five (5) years of professional experience in the selection, testing, repair and management of clinical/radiological instrumentation in a health care setting
An Associate's degree in biomedical, electrical, electronic technology or business and seven (7) years professional experience in the selection, testing, repair and management of clinical instrumentation in a health care setting

Special Experience:
Three (3) years of the general experience must have been in a supervisory capacity
Preferred Qualifications:
Experience or college level training in computer technology, including but not limited to: network access, database administration (Oracle, SQL, Access preferred), programming, system design principles and/or IT security experience
Experience with a computerized maintenance management system; such as TMS
Experience with maintaining an alternative equipment maintenance (AEM) program

Substitutions Allowed:
A Master's degree in a closely related field may be substituted for one (1) additional year of the general experience

WORKING CONDITIONS:
Incumbents in this class may be exposed to electric shock hazards from equipment and exposure to infectious diseases, radiation, toxic and hazardous substances
Ability to lift objects weighing twenty-five (25) pounds

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This position was posted both on the UConn Health and the Recruit Military websites.

The Hispanic male goal was met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply to this position.

1 WM was selected for this opening as he had A Master’s Degree in Electrical Engineering and a Bachelor’s Degree in Mechanical Engineering. He was recently employed as a Chief Engineer and had exposure to budget and planning projections. He expressed the importance of balancing a well-run management team of both clinical staff and engineering.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2A. Head of Department

Goals

1 Hispanic male
1 AA/AN/HNPI female
COMMUNITY MEDICINE & HEALTH CARE
DEPARTMENT HEAD

The UConn School of Medicine is seeking an outstanding leader for the position, Chair of the Department of Community Medicine and Health Care. The Chair is expected to provide guidance and vision to an interdisciplinary department while performing as a researcher, a teacher in the department’s academic programs, and a faculty colleague and mentor. Desired areas of expertise include but are not limited to health services research, public health, population health, epidemiology, public health informatics, and health disparities. This position is ideal for an energetic individual with the leadership skills and vision required to foster the health and growth of a department with diverse disciplines that values educational and research excellence. Faculty investigators engage in research on a wide range of topics including cancer epidemiology, substance use disorders, health services evaluation, health law and ethics, health behavior, public health dentistry, HIV/AIDS, and global health. The department is responsible for MPH and PhD programs in Public Health, as well as playing a significant role in the new medical and dental curriculums being currently implemented.

Candidates should possess a doctoral degree in an appropriate discipline, and have nationally recognized accomplishments in research, demonstrated capacity to secure extramural funding, commitment to training the next generation of public health and health care practitioners, significant experience in leading and fostering interdisciplinary groups, and ability to develop collaborations with public and private agencies. The successful candidate will be appointed at a rank of a tenured Associate or Full Professor.

The Chair of the Department of Community Medicine and Health Care reports directly to the Dean of the UConn School of Medicine, and is responsible for oversight of all research, educational, and administrative activities in the department. The Chair will work to enhance the funded research portfolio of the department by supporting the professional development and mentoring of faculty, play a major role in institutional governance, and promote departmental and institutional financial integrity and diversity.

UConn Health is located in Farmington CT, is a vibrant, integrated academic medical center that is in an era of unprecedented growth. The campus is a core component of the Bioscience Connecticut initiative: a bold plan to strengthen Connecticut’s leadership in bioscience innovation (http://biosciencect.uchc.edu). UConn Health has partnered with the Jackson Laboratory for Genomic Medicine as part of a major initiative in genomics, with state-of-the-art and renovated research laboratories.

Interested applicants should submit a cover letter indicating research interests, vision for the Department and description of leadership/mentoring style (maximum of 2 pages), and a curriculum vitae in a single pdf file to the UConn Health Employment Services website (Search no. 2018-819) https://jobs.uchc.edu. Please address questions to the search committee chair, Dr. Eric Mortensen (mortensen@uchc.edu). Applications will be accepted and reviewed until the position is filled.

UConn Health is an Affirmative Action and an Equal Opportunity Employer, who encourages males, females, veterans, minorities and persons with disabilities to apply.
This position was advertised in the Chest Journal and American Journal of Respiratory and Critical Care Medicine. It was also posted on the Association of Prevention Teaching and Research, American Public Health Association, Chronicle of Higher Education, Job Board American Association of Medical Clinicians, PublicHealthJobs.org, Academyhealth.org, Chest Journal, and the UConn Health website.

The goal candidates, 1 HM and 2 AF, did not meet the minimum requirements for the following reasons:

- 1 HM did not have a doctoral degree in an appropriate discipline and have nationally recognized accomplishments in research, and a capacity to secure extramural funding.
- 1 AF had been working as an instructor and program assistant. She did not possess actual experience with health services research, public health, population health, epidemiology, public health informatics, and health disparities.
- 1 AF did not have the required experience in leading and fostering interdisciplinary groups.

1 WM was selected. He had a doctoral degree in an appropriate discipline; nationally recognized accomplishments in research; ability to secure extramural funding; and had experience with health services research, public health, population health, and epidemiology.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2B. Professor

Goals

1 white female
1 black male
1 black female
1 Hispanic male
1 Hispanic female
2 AAIANHNPI males
3 AAIANHNPI females
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A goal candidate, 1 AF, was selected.
Hiring Goals

Faculty

2C. Associate Professor

Goals

1 white male
1 white female
1 AA/AN/NPI female
UCONN Health has an opportunity available for a Division Chief of the Nephrology Division, to join an academic unit at the University of Connecticut Health Center at the Associate Professor/Professor level in the in-residence track. We offer a collegial environment, faculty appointment, competitive salary and benefits. Candidates for this position should have a strong interest in teaching, research, resident/medical student supervision and fellowship training. Must be BC in Nephrology. Individuals with a history of extramural funding are preferred. No J1 or H1 visas.

The individual will have responsibility and lead the division overseeing faculty recruitment and advancement, serve as Chief Clinician for both hospital and practice activities, manage educational affairs and faculty scholarship or research initiatives of the University Health Center. The individual will contribute to the inpatient consulting service, the nephrology outpatient service including dialysis, administration and leadership, and teaching activities for residents, fellows and students.

The University of Connecticut School of Medicine will be adding new faculty members over the next few years as part of an exciting new initiative (Bioscience Connecticut), which also includes construction of a new patient care hospital tower, outpatient pavilion, renovation of research space, and expansion of the medical student class size.

Interested candidates should submit a cover letter and curriculum vitae through this website.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer.
Abbreviations in Posting:

BC – Board Certified

This position was advertised in the Journal of the American Society of Nephrology and New England Journal of Medicine. It was also posted in the New England Journal of Medicine and on the UConn Health website.

The goal candidates, 9 WM, 1 WF, and 1 AF, were not interviewed for the following reasons:

- 5 WM applied after interviews had been conducted and a hiring decision was in the process of being made.
- 1 WM only received National Institute of Health (NIH) funding once, so he had limited research background with federal funding.
- 3 WM and 1 WF withdrew their applications from consideration.
- 1 AF did not submit the required curriculum vitae.

The goal candidate, 1 WM, was interviewed and not selected because he had current corporate funding. It had been 9 years since he had NIH funding.

1 AM was selected. He was Board Certified in Nephrology with 10 years of research experience. The candidate had active and prior National Institute of Health grant funding work history.
Purpose of Class:

Tenure Track Faculty Position in Biomedical Engineering at the University of Connecticut

UConn Health Campus in Farmington, CT

The University of Connecticut (UConn) is seeking to fill a new tenure-track faculty position in the Department of Biomedical Engineering on the UConn Health (UCH), Farmington, CT campus. The position may be filled at the Assistant Professor, Associate Professor or Professor rank, commensurate with experience and scholarly achievement. Applications are now being accepted with an anticipated start date in fall 2019.

The University of Connecticut is in a transformational period of growth supported by the $1.7B Next Generation Connecticut (http://nextgenct.uconn.edu/) and the $1B Bioscience Connecticut (http://biosciencect.uconn.edu/) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty across all ranks during the past five years and elevated Biomedical Engineering to department status. Biomedical Engineering has 25 faculty members (https://www.bme.uconn.edu/faculty-staff/faculty) on both the Storrs and Farmington campuses, under the leadership of Professor Ki Chon, PhD, head of BME. The Department of Biomedical Engineering at Farmington just completed major renovations to all offices, laboratories and common areas, and hired four new faculty in the past year. UConn Health's position in New England provides access to a wide range of pharmaceutical firms, medical device manufacturers, the insurance industry involved in these areas, and incubator support and space for start-ups.

Applications are invited from strong candidates that can benefit and contribute within the health science environment at Farmington. A preference may be given to those that can contribute to translational solutions for tissue and organ regeneration that complements strong existing strengths at UConn Health in musculoskeletal, craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. Expertise is sought in the following areas, but not limited to: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioelectrodes; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. In addition to biomedical engineers, cell and matrix biologists, immunologists and geneticists with a proven interest in applying their scientific approach to engineering solutions would also be competitive applicants.

Those with an entrepreneurial spirit with experience in the development and commercialization of intellectual property are also encouraged to apply. Additional collaborative opportunities exist with faculty at the Jackson Laboratory for Genomic Medicine (JAX-GM). This world-renowned research institution has recently opened a new facility on the Farmington campus and strong candidates with research goals in line with JAX priorities; such as, big data analysis of wearable sensor data or computational analysis of the human microbiome may be selected to interview for a possible joint appointment between UConn Health and JAX-GM.

Candidates will have a full time academic appointment in the Department of Biomedical Engineering, School of Dental Medicine, with secondary appointments as appropriate. Candidates should have a doctoral degree, outstanding record of research, extramural funding, a vision for excellence, a strong collaborative spirit, teaching experience, a deep commitment to promoting diversity through their educational and research programs, and enthusiasm for helping to grow a new BME department.

Applicants should upload a full CV that includes a complete record of federal funding and journal publications; a 2-page vision statement regarding their evolving and future research opportunities and how they envision interacting with existing expertise at UConn Health; and the names, addresses, e-mail addresses and telephone numbers of 5 references. Applicants please go to https://jobs.uconn.edu, search code 2017-625; Applicant screening will begin immediately.

The positions will remain open until filled. For additional information about the application process please contact Joyce L. Smith, Director, Employment Services at josmith@uconn.edu or (860) 679-1784. For additional information about this Job Description please contact Jon Goldberg, PhD, Chair of the Search Committee for Biomedical Engineering - UConn Health at goldberg@uconn.edu or (860) 679-4455.
Abbreviations in Posting:

Ph.D. – Doctor of Philosophy
BME -- BioMedical Engineering
CV – curriculum vitae

This position was posted on Polytechnic Positions website and the UConn Health website.

The goal candidates, 1 WM and 1 WF did not meet the minimum requirements because they did not have a Ph.D.

The goal candidates, 5 WM and 1 AF, were not interviewed for the following reasons:

- 1 WM’s research did not focus on contributing to translational solutions for tissue and organ regeneration in craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. He also did not have expertise in the following areas: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales.
- 1 WM only had 2 first-author publications and did not have extramural funding.
Req: 2017-625 continued

- 2 WM’s research did not focus on contributing to translational solutions for tissue and organ regeneration in craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. They also did not have expertise in the following areas: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. They did not have any history of extramural funding.
- 1 WM and 1 AF did not have any research or extramural funding.

1 AM was selected. He had a highly interdisciplinary background in Chemistry (B.S. and M.S.), Electronic Engineering (Ph.D.), Mechanical Engineering (Postdoc) and Biomedicine (Career Development Award). He had invented a number of medical devices (i.e., microfluidic devices) and biomedical instrument (i.e., smart cup, surface plasmon resonance for the detection, diagnosis, and treatment of disease, such as HIV virus, Zika virus, and cervical cancer. His three inventions had been licensed to companies for commercialization. His research focused on applying interdisciplinary approaches (i.e., engineering, biomedicine) to develop new smart medical devices (i.e., microfluidic device, sensor, wearable device) for disease diagnostics, mobile health, and personalized medicine. He also had built an extensive collaboration with various disciplinary researchers (i.e., mechanical engineer, electronics engineer, clinician, biologist, and epidemiologist). He had excellent, 24 first-author publications, and extramural funding experience.

*In the last reporting period the following candidates were hired and discussed in the 2018 AAP.

- 1 WM was selected for an Associate Professor/Basic Science position in job group 2C.
- Goal candidates, 1 WF and 1 AM, were selected for two Assistant Professor of Basic Sciences positions in job group 2D.
2C. (Associate Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

**Associate Professor/Clinical**
(Emergency Medicine)

1 WM adjusted his work schedule from part time to full time during the reporting period.

**Associate Professor/Clinical**
(Psychiatry)

1 WF adjusted her work schedule from part time to full time during the reporting period.
Hiring Goals

Faculty

2D. Assistant Professor

Goals

7 white males
13 white females
2 black males
3 black females
ASSISTANT, ASSOCIATE PROFESSOR - TENURE- TENURE TRACK POSITION IN SENESCENCE BIOLOGY

Position requires MD, PhD or equivalent degree, as well as a track record of high quality research and publications addressing senescence biology from the perspective of basic biological mechanisms and/or the role of such pathways in common chronic diseases of aging.

The applicant must have a significant track record of publications in this field and be skilled in using state-of-the-art molecular, biochemical and genetic approaches. Demonstrated ability to collaborate with human subjects and/or human samples will be considered an important asset.
This position was posted on PhDJobs.com, Science Magazine, and on the UConn Health website.

The goal candidates, 4 WM, were not interviewed because they did not have a track record of research and publications addressing senescence biology from the perspective of basic biological mechanisms.

The goal candidates, 2 WM, were interviewed and not selected for the following reasons:

- 1 WM’s responses to interview questions were not methodical and raised concerns if he would be competitive for National Institute of Health funding.
- 1 WM’s training and work involved tissue culture (in vitro) as opposed to in vivo studies. His work and science would be difficult to incorporate into future translational studies.

1 AM was selected. His work had been published in the highest impact journals (PNAS, Nature Medicine, Journal of Gerontology) implicating senescence biology in three different, common and important conditions of aging (osteoporosis, osteoarthritis, frailty). His work in senescence was through (in vivo) rather than (in vitro) tissue culture studies, which had a much greater relevance for clinical translation.
A goal candidate, 1 WM, was selected.
A goal candidate, 1 WM, was selected.
Assistant Professor - Neurology (EMG)

The Department of Neurology at the University of Connecticut School of Medicine is seeking a BC/BE Neuromuscular Neurologist to join busy academic practice. Full-time faculty; In-residence track. 90% clinical; Participate in resident and medical student education.

Candidates with Neuromuscular fellowship training and/or subspecialty interest are encouraged to apply.

Supportive practice environment and established patient base with strong demand. Exciting opportunity to join a dynamic & growing organization as it takes its neurology program to the next level.

Duties and responsibilities:

Neurologist with special expertise in neuromuscular disease and EMG. Responsible for clinical service, teaching, and clinical investigation.

Provide care of neuromuscular subspecialty and general neurology patients in the Neurology Outpatient Clinic.
Perform consultations and admit Neurology patients to John Dempsey Hospital.
Perform EMGs
Teach medical students, medical residents, and neurology residents and fellows in outpatient clinic and John Dempsey Hospital.
Participate in research and scholarly activities

Minimum Qualifications: Neurology Residency
Board certified/eligible Neurologist

Special and Preferred Qualifications: Board certified/eligible in subspecialty.
One or more years of EMG fellowship training, preferred.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PW/DV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@ndp.uconn.edu.
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### Abbreviations in Posting:

EMG – Electromyography  
BC/BE – Board Certified/Board Eligible

This job was posted on Jobs Board Association for University Professors of Neurology, American Academy of Neurology, and the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected because he was not a BC/BE eligible Neurologist.

The goal candidate, 1 WM, was offered and declined the position.

1 HF was selected. She was a BC Neurologist and a Psychiatry who completed a Fellowship training.
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A goal candidate, 1 WF, was selected.
A goal candidate, 1 WM, was selected.
A goal candidate, 1 WM, was selected.
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A goal candidate, 1 WM, was selected.
The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) General Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical mental health services at UConn Health Center in the Mood and Anxiety clinic and through an agency serving a public sector population in a local community. Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students and psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry. A CV, contact information for three (3) references, and a letter describing interest and career plans should be uploaded through this website. Questions regarding this search should be addressed to David C. Steffens, M.D., Chair, Department of Psychiatry, (860) 679-4282, steffens@uchc.edu.
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This position was posted on the UConn Health website.

The goal candidate, 1 BM, was not interviewed because he withdrew his application from consideration.

The goal candidates, 1 WM and 1 WF, were selected for other UConn Health positions.

1 AM was selected. He had a license to practice psychiatry in the State of Connecticut and was board certified in General Psychiatry.
A goal candidate, 1 WM, was selected.
The University of Connecticut Health Center has a number of opportunities available for non-housestaff service hospitalists interested in joining an established hospitalist program. These opportunities involve inpatient and consultative care, and student teaching. Work schedule will be 7 days on/7 days off with 12 hour shifts. We offer a collegial environment, faculty appointment, competitive salary, and full benefits. Located in central Connecticut, approximately 2 hrs from Boston and New York, there are a wide range of upscale living choices including top rated schools, proximity to many cultural activities, the country and the beach. Full-time positions are available. Candidates must be BC/BE in internal medicine. No J1 or H1 visas. Candidates should submit a cover letter and curriculum vitae through this search.
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**Abbreviations in Posting:**

BC/BE – board certified/board eligible

This position was posted on the Recruit Military website and the UConn Health website.

The goal candidate, 1 WM was not interviewed. He was contacted to schedule an interview but declined as he had accepted another position.

A goal candidate, 1 WM, was selected.

1 AM, was also selected. The AM was BC in internal medicine and had completed his residency in Internal Medicine.
A goal candidate, 1 WF, was selected.
SEARCH ANNOUNCEMENT
DEPARTMENT OF IMMUNOLOGY
UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE

The Department of Immunology at the University of Connecticut, School of Medicine, seeks an outstanding investigator for a tenure-track position at the Assistant or Associate Professor rank to establish an extramurally funded laboratory. We are searching for faculty candidates in all areas of Immunology including cellular and molecular immunology in various fields of infectious and inflammatory diseases, cancer, autoimmunity, vaccines, metabolism and others. Prospective candidates should bring innovative ideas and cutting edge technology to an already vibrant Immunology community consisting of expertise in both adaptive and innate immunity. The ideal candidate will participate in graduate student training, and have access to a growing translational research community and an expanding scientific environment in the capital region. Salary and start-up funds are highly competitive and outstanding core facilities are available. Applicants must have a Ph.D. and/or M.D. with several years of postdoctoral training and a high impact publication record. For Associate Professor level a history of extramural funding is expected.

In addition to the beauty of the picturesque New England countryside, the Hartford area offers a lively art and cultural scene and an exceptional outdoor sports environment.

In a single pdf file please submit a curriculum vitae, maximum two page summary of research accomplishments and interests, and the names and contact information of three references through the UConn Health Employment Services website, https://jobs.uchc.edu. Search no. 2018-074. Please address questions to the search committee chair, c/o Ms. Kimberly Young (Email: Immunology@uchc.edu).

For further information on UCHC, please visit https://health.uchc.edu/immunology.

UHC is an Equal Opportunity Employer M/F/V/PwD

The deadline to submit applications is Dec 1, 2017.
This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WF, did not meet the minimum requirements of having a Ph.D. and/or M.D.

The goal candidates, 6 WF and 3 BM, were not interviewed due to obtaining fewer grants as a principal investigator (holder of the grant and lead researcher), their potential for future funding, and their publication records. Specifically:

- 1 WF was currently a Principal Investigator (PI) on 2 grants and did not have any pending PI grants.
- 1 WF was currently a PI on 3 grants and did not have any pending PI grants.
- 1 WF was currently a PI on 1 grant; did not have any pending PI grants; and had contributed to 8 papers.
- 1 WF was currently a PI on 1 grant and did not have any pending PI grants.
- 2 WF and 2 BM did not have any current grants and did not have any pending grants.
- 1 BM was currently a PI on 2 grants and had submitted 1 grant as a PI.

1 AM was selected. His primary research interest was to gain a better understanding of the in vivo and in vitro molecular pathogenesis and mammalian host innate immune responses to RNA virus infection. He had been working on the pathogenesis of flaviviral infection at the cellular and animal (mouse) levels and studying the molecular function of host genes that influence viral infection and the disease outcomes. On the host side, he was keen on the innate immune system, detection of viruses and initiation of antiviral immune responses. On the viral side, he hoped to understand the pathogenic mechanisms of viral diseases and immune evasion mechanisms. He was the Principal Investigator for 4 grants, and 2 that were pending funding decisions. He contributed to 14 papers including 2 in Nature and 1 in Science, both top-tier peer-reviewed journals. He also has 2 manuscripts under revision with additional high profile journals.
A goal candidate, 1 BM, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
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A goal candidate, 1 WF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for faculty members that share these same values. Our top rated organization is looking to add an Assistant Professor/Clinical Podiatrist. If you have a background in this field, as well as a passion for patient experience and clinical education, we want to hear from you.

Duties Include:

Evaluation and treatment of foot and ankle pathology, both medical and surgical.

Evaluation and fabrication for durable medical equipment to include UCB Berkeley shell

Diabetics (including Charcot, ulcers, infections, etc) Orthotics Plantar Fasciitis (op and non op)

Non Op trauma (sprains or fractures), Non op or operative toe fractures

Inpatient infection consults of the toes and feet and toenails

On call to be determined.

Teaching responsibilities to students and residents be determined.

Must have active involvement with continuing medical education programs.

May be required to be contracted to see Correctional Managed Health Care patients.

Minimum Qualifications: The qualified candidate will be a board certified or board eligible podiatrist.

Preferred Qualifications: Experience with continuing education programs, past experience teaching students and residents

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/N/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 873-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2403 or jobs@adp.uuchc.edu.
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**Abbreviations in Posting:**

UCB Berkeley shell – plastic device, molded of patient’s foot to provide control of the foot
Op and non op - operative

This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 2 WF, 2 BM, and 1 BF, were not interviewed for the following reasons:

- 1 WF applied after an offer was made.
- 1 WF, 1 BM, and 1 BF applied after a hiring decision was made.
- 1 BM was in a limb preservation fellowship and he would be unable to perform ankle and hindfoot surgery in CT as he does not have practice logs.

1 AF was selected. She was a board eligible podiatrist who graduated from a 3 year residency program specializing in the foot and ankle.
UConn health is seeking a physician to provide clinical care to patients both as a Dermatologist and a Dermatopathologist and a member of the UCONN Medical Group, the faculty practice plan of the School of Medicine, including office services at one or more locations designated for the specialty and attending physician services at John Dempsey Hospital assigned by the Department Chair.

Other duties include teaching and precepting residents, fellows and medical students as part of the faculty responsibilities and may be assigned other duties and responsibilities may be assigned as necessary (e.g. community outreach, lectures committee membership, etc.)

Qualifications include: American Board of Dermatology certified in Dermatology and board eligible/certified in Dermatopathology. Must possess and maintain license to practice medicine in the State of Connecticut.
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This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BF, did not meet the minimum requirements because she was not American Board of Dermatology certified in Dermatology, not board eligible/certified in Dermatopathology and did not possess a license to practice medicine.

1 WM was selected. He was American Board of Dermatology certified in Dermatology, board certified in Dermatopathology, and possessed a license to practice medicine.
The Division of Ophthalmology at the University of Connecticut Health Center is actively recruiting for a full-time Board Certified/Board Eligible Ophthalmologist, fellowship trained in Glaucoma at the rank of Assistant Professor.

The qualified applicant will join a busy academic practice and will have clinical, educational, and research responsibilities. The main practice is on the University Campus with satellite offices in the surrounding area.
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This position was posted on the American Academy of Ophthalmology and on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 2 WF and 2 BF, did not meet the minimum requirements because they were not Board Certified/Board Eligible Ophthalmologists.

1 AF was selected. She had completed a residency program in Ophthalmology in June 2018 and was a Board Eligible Ophthalmologist.
Assistant Professor of Clinical Orthopaedic Spine Surgery (in-residence)

The qualified candidate will have expertise as an orthopaedist with a principle concentration in spine surgery with deformity experience. The qualified candidate will be a Board Certified or Board eligible orthopaedic surgeon with fellowship training in the spine sub-specialty, with a firm commitment to academic medicine.

Duties will include operative care of orthopaedic patients, as well as patients with spine surgical needs. See patients in a collaborative Comprehensive Spine Center. Participation in education of resident from orthopaedic surgery, medical students and allied health professionals. Mentoring of students and residents on research. Participation in clinical teaching, conferences, journal clubs and lectures. Active involvement in the faculty of local, regional and national continuing medical education programs along with committee work in organizations at each of these levels. Participation in attending on-call schedule as required. Active participation in scientific investigation, clinical trial research, presentations, and publications.
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This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, was not interviewed because a reference was not favorable.

1 WM was offered and declined the position.

1 WM was selected. He was a Board Certified orthopaedic surgeon who completed his residency and fellowship at UConn Health.
A goal candidate, 1 WF, was selected.
The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) Child Psychologist at the Assistant Professor Level. This position will be devoted to providing outpatient psychotherapy and basic cognitive testing at UConn Health Center in the Child Psychiatry Clinic as well as review of psychotherapy cases in the clinic to ensure quality. Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students and psychiatry residents. The position requires a license to practice psychology in the State of Connecticut. A CV, contact information for three (3) references, and a letter describing interest and career plans should be uploaded through this website. Questions regarding this search should be addressed to Daniel Connor, M.D., Chief, Division of Child and Adolescent Psychiatry, (860) 679-2750, dconnor@uchc.edu.
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This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 3 WF and 1 BF, were not interviewed because their applications were received after decisions on interview candidates were made.

The goal candidates, 2 WF and 1 BF, were interviewed and not selected for the following reasons:

- 1 WF indicated she wanted to work with very young children which is not the population treated by this position.
- 1 WF had only 2 years' of academic experience.
- 1 BF did not have a license to practice psychology in the State of Connecticut, and would not be able to obtain a license until the end of the year.

1 WM was selected. He had been working in an academic setting as a Psychologist since 1996 and possessed a license to practice psychology in the State of Connecticut.
Academic Diagnostic Imager/Radiologist with expertise in Musculoskeletal & Breast Imaging

Responsibilities will primarily involve clinical care of patients as a Diagnostic Imager/Radiologist and a member of the UConn Medical Group, the faculty practice plan of the School of Medicine.

Diagnostic Imager/Radiologist with fellowship training and special expertise (e.g. fellowship trained or equally qualified) in Musculoskeletal Radiology and have significant experience in Breast Imaging/Mammography. The candidate will also be expected to perform general duties for all organ systems in CT, MR, Ultrasound, Fluoroscopy, and Plain Radiography. This will particularly be needed on call coverage.

Candidate appointment is at the Assistant Professor level at the University of Connecticut School of Medicine. As such, the faculty member will teach and supervise residents and medical students as part of routine faculty responsibilities. The candidate may be assigned other additional duties and responsibilities as necessary (e.g. community outreach, lectures, committee membership, etc.).

Qualifications:
- Current State of CT medical license
- American Board of Radiology certified in Diagnostic Radiology
- Competency in general Diagnostic Radiology
- Completion of Fellowship training program in Musculoskeletal Imaging
- High level of clinical experience in Mammography

UCon Health is an Affirmative Action Employer, in addition to an EEO and AFFIRMATIVE ACTION EMPLOYER. UConn Health has a strong commitment to the principle of diversity and equal opportunity. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4033, Farmington, CT 06034-4035 or (860) 679-4226 or jobs@epad.uconn.edu.
This position was posted on Recruit Military and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 HM was selected. He was American Board of Radiology certified in Diagnostic Radiology; possessed a license to practice medicine; completed a Fellowship training program in Musculoskeletal Imaging; and had general Diagnostic Radiology experience including clinical experience in Mammography.
Neurosurgeon - Assistant Professor

"UConn Health" is offering a faculty position in Neurosurgery. Applicants must be certified or eligible for certification by the American Board of Neurological Surgeons and be able to obtain a CT medical license. The successful applicant will participate in general neurosurgery care. Subspecialty training is preferred, particularly functional neurosurgery, though all subspecialties will be considered. The University of Connecticut offers ample opportunities for teaching and research. Interested applicants should apply at https://jobs.uchc.edu/CSS_External/CSSPage_Welcome.asp, search number 2017-1105, and upload a cover letter and CV in the system. Questions regarding this search should be addressed to Kolan R. Bullsara MD, MBA, Chief, Neurosurgery, University of Connecticut, bullsara@uchc.edu.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PW/D/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-3456 or jobs@adp.uchc.edu.
This position was posted on the Journal of Neurosurgery and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 AM was selected. He was certified by the American Board of Neurological Surgeons and able to obtain a CT medical license. He also completed a neurosurgery residency and a neurosurgical spine surgery fellowship program.
The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from BC/BE internists for primary care providers. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care. Opportunities for medical student and resident education are available.

We provide a comprehensive range of primary care services, currently in the following convenient locations: Farmington, West Hartford, East Hartford, Canton, Plainville, Simsbury and Mansfield (Storrs). Our physicians are board-certified in internal medicine and focus on prevention, wellness, screening and management of chronic medical problems. They are dedicated and work collaboratively to take care of patients in a cohesive and thoughtful manner. As part of the UConn Health Center, more than 450 UConn physicians, in more than 50 specialties, are available for consultation or referral; our physicians have admitting privileges at John Dempsey Hospital.

The University of Connecticut Health Center will be adding many new faculty members over the next few years as part of an exciting new initiative (Biosciences Connecticut), which also includes construction of a new patient care tower, ambulatory care building, renovation of research space, and expansion of the medical student class size.

Positions may be located in Southington, Avon/Canton or Farmington

Interested candidates should submit a cover letter and curriculum vitae through this site. The contact person is Ms. Cherell Curtis at 860-679-3493.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD
This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

1 AF was selected. She was American Board of Internal Medicine certified; possessed a license to practice medicine; and had completed her Internal Medicine residency at UConn Health.
**Req: 2018-1093**  
**Date Started: 9/26/2018**  
**JobTitle:** Assistant Professor/Clinical  
**JobGroup:** 2D-ASSISTANT PROFESSOR

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This position was posted on Recruit Military and on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WM was selected. He had certification from the American Board of Internal Medicine in Internal Medicine, Cardiovascular Disease, Interventional Cardiology and Adult Echocardiography. He also had Fellowships in General Cardiology and Interventional Cardiology.
University of Connecticut, Farmington, CT: The Division of Periodontology, Department of Oral Health and Diagnostic Sciences, School of Dental Medicine invites applications for a full-time clinical faculty position at the Assistant Professor In-Residence level.

Key responsibilities: Faculty will be primarily responsible for clinical and didactic teaching in the pre-doctoral and post-doctoral clinical training programs in Periodontology. Approximately 60% of the faculty time will be devoted to teaching, and 20% to research and other professional development activities. Dependent on qualifications, license eligibility and personal aspirations, consideration will be given within the appointment for either 20% (one day per week) intramural faculty practice or opportunity for extramural, community-based practice.

Minimum qualifications: The candidate must have a DDS/DMD degree or international equivalent and must have completed advanced training in a CODA-accredited Periodontics program and be board-eligible or board-certified by the American Board of Periodontology. The candidate must have an active dental license in a US state or Canada or be eligible for licensure in Connecticut. The successful candidate is expected to be able to provide direct clinical supervision of pre-doctoral students and residents and participate in didactic activities as needed in the Division of Periodontology.

Preferred experience: 2 years teaching and research experience as evidenced by relevant journal publications and extramural funding is desirable.
This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 3 WF, did not meet the minimum requirements for the following reasons:

- 1 WF did not have an active dental license in a US state or Canada and was not eligible for licensure in Connecticut.
- 1 WF indicated that she is not a US citizen and does not have a work authorization.
- 1 WF had not completed advanced training in a CODA-accredited Periodontics program and she was not board-eligible or board-certified by the American Board of Periodontology.

The goal candidates, 3 WF, were not interviewed for the following reasons:

- 1 WF did not have the preferred research experience or journal publications.
- 1 WF did not have the preferred 2 years of teaching or journal publications.
- 1 WF did not have the preferred 2 years of teaching, research experience, or journal publications.

1 WM, 1 HF, and 1 AM were offered and declined the position.

1 AF was selected. She had 4 years of teaching experience and a publication record.
Stroke Neurologist/Director of Stroke Research job posting

Responsibilities: The successful applicant will be responsible for acute and follow-up care of stroke and other neurology patients in the outpatient and inpatient setting, teaching of medical students and residents, and clinical or basic investigation resulting in publications. Clinical activity will be a mixture of inpatient neurology consult service at UConn John Dempsey Hospital, outpatient neurology with a focus on follow-up after acute stroke, and shared call for management of our interventional stroke program. The position holder will also develop a laboratory-based or clinical research program and coordinate stroke research across the institution, and is expected to acquire extramural funding to support research efforts.

Special and preferred qualifications: The applicant should be board-certified or board-eligible in Neurology, with one or more years of fellowship training in Vascular Neurology (BC/BE) and a PhD or other significant training in clinical or basic science research.

Interested applicants should apply through this site and upload a CV, cover letter and other related documents. Please address any questions regarding this search to L. John Greenfield, Jr., MD, PhD Chair, Department of Neurology, greenfield@uchc.edu.

UConn Health is an Affirmative Action Employer. In addition to an EEO and AFFIRMATIVE ACTION employer, UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3583 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2429 or jobs@admin.uchc.edu.
This position was posted on American Academy of Neurology, Recruit Military and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WM was selected. He was a board certified in Neurology and had 7 years’ experience treating stroke patients.
A goal candidate, 1 WF, was selected.
The Department of Medicine, Division of Pulmonary, Critical Care and Sleep Medicine at the University of Connecticut is seeking applications from outstanding Board Certified Sleep physicians to assume the role of Director of our Sleep Disorders Center. Appointment will be at the rank of Assistant or Associate Professor. The candidate must be Board Certified in Sleep Disorders, and Board eligible or certified in Pulmonary Medicine preferred. The successful candidate will have responsibility as the Medical Director of the UConn Health Sleep Disorders Center, a comprehensive multi-disciplinary Center that performs approximately 1000 sleep studies per year and cares for patients with all types of sleep disorders. The individual will interpret sleep studies, care for outpatients with sleep disorders and will be responsible for ensuring high quality, efficient care and ensuring compliance with UConn Health policies and procedures. The candidate will share responsibility for the inpatient pulmonary consult service with other members of the Division of Pulmonary, Critical Care and Sleep Disorders. The individual will see outpatients with pulmonary disorders in the Pulmonary office practice. There may also be an opportunity to attend in the medical-surgical ICU of the John Dempsey Hospital. The individual will play an active role in teaching medical students, residents and fellows who rotate through the ICU and the pulmonary inpatient and outpatient services.
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This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 UU was offered and declined the position.

1 HM was selected. He was Board Certified in Sleep Disorders and Critical Care.
UConn Health is seeking a faculty member with formal training in B lymphocyte immunology who will strengthen our basic research portfolio. The preferred candidate should not only be an expert in the clinical practice of Infectious Diseases but also possess expertise that integrates with ongoing projects within the Spirochete Research Laboratories of the Departments of Medicine and Pediatrics. It is also anticipated that this individual will strengthen growing partnerships with programs in Geographic Medicine and at other academic medical centers both within and outside the United States. The ultimate objective of this recruitment is to strengthen the Department of Medicine's competitiveness for extramural research funding in diverse areas relating to the immunology of infectious diseases and global health.

Job Duties
Research:
Conduct independent and collaborative research involving B cell immunology of bacterial and viral infections of humans.
Collaborate with investigators in the Spirochete Research Laboratories on projects relating to syphilis, Lyme disease, and other spirochetes

Educational:
Contribute to the undergraduate and graduate educational and training programs of the University of Connecticut School of Medicine, particularly the Infectious Diseases fellowship training program.

Clinical
Participate in the clinical activities of the Division of Infectious Diseases, including a share of inpatient and outpatient clinical responsibilities.

Job Requirements
MD or equivalent degree
Board Certified/Eligible in Infectious Diseases
Proven excellence in the practice of Infectious Diseases, especially in the areas of HIV/AIDS, hepatitis C, inpatient consultative services, and outpatient infectious diseases practice.
Proven ability to organize work efficiently, prioritize tasks, work with deadlines and within budgets, and pursue defined goals in the face of conflicting demands.
Experience in teaching clinical and/or research skills to physicians-in-training.
Strong qualitative and quantitative research skills, including
Proficiency in performance of multi-channel flow cytometry data and analysis of flow cytometric data
Proficiency with Ellspot assays
Proficiency with immunohistochemical analysis of human tissue samples
Proficiency with statistical software packages
Preferred Qualifications:
Experience in working with a broad range of collaborators from differing fields of clinical medicine and research disciplines
Administrative expertise in managing budgets, personnel, and grants.
Ability to nurture, strengthen and expand collaborations with domestic and international partners.
Proven experience in oral and written scientific communication, including publication of self-generated data in high quality peer-review journals.
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This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer an established hiring goal.

The goal candidates, 2 WF, did not meet the minimum requirements of being an M.D. or having an equivalent degree. Also, they were not Board Certified/Eligible in Infectious Diseases.

1 HM was selected. He was an M.D. and board certified in Infectious Diseases. He also had a current license to practice medicine in the State of CT and had completed a Fellowship in Infectious Diseases.
The Department of Pathology and Laboratory Medicine at the University of Connecticut is seeking a surgical pathologist with an interest in one of the subspecialties (Gyn, GI or GU) for appointment at the rank of assistant professor. Candidate must hold an M.D. and board certification in anatomic pathology, and is required to hold or to be eligible for a current license to practice medicine in the State of Connecticut. Board certification with Cytopathology subspecialty is desirable.

Approximately 9000 surgical pathology and 8500 cytopathology cases (gynecologic and non-gynecologic cytology) are accessioned into the department annually.

Clinical duties include sign-out responsibilities in surgical and autopsy pathology, as well as frozen section analysis. The successful candidate will be expected to participate in medical student education, in training clinical residents and fellows and actively participate in clinical, translational and/or basic research projects. The applicant must qualify for a faculty appointment at the School of Medicine of the University of Connecticut.

Applicants should submit curriculum vitae and the names of three references through this site. Questions regarding this search should be addressed to:

Enrique Ballesteros, M.D.
Interim Chair, Department of Pathology and Laboratory Medicine
Tel: 860-679-6714
Email: ballesteros@uchc.edu
Req: 2018-1234  Date Started: 12/7/2018  JobTitle: Assistant Professor/Clinical
JobGroup: 2D-ASSISTANT PROFESSOR

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**Abbreviations in Posting:**

GYN – Gynecology
GI – Gastroenterology
GU – Genitourinary tract

This position was posted on the College of American Pathologists, American Society for Clinical Pathology, American Journal of Clinical Pathology, Recruit Military, and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WF, did not meet the minimum requirements of being an M.D. with board certification in anatomic pathology. She did not hold and was not eligible for a current license to practice medicine in the State of Connecticut.

The goal candidate, 1 BM, was not interviewed because he had not worked in surgical pathology since his completion of fellowship in 2016.

1 AF was selected. She was an M.D. and board certified in anatomic pathology. She had a current license to practice medicine in the State of CT; and had been practicing pathology since 2005.
Academic Diagnostic Imager/Radiologist
with expertise in Thoracic & Breast Imaging

Responsibilities will primarily involve clinical care of patients as a Diagnostic Imager/Radiologist and a member of the UConn Medical Group, the faculty practice plan of the School of Medicine.

Diagnostic Imager/Radiologist with fellowship training and special expertise (e.g. fellowship trained or equally qualified) in Thoracic Radiology and have significant experience in Breast Imaging/Mammography. The candidate will also be expected to perform general duties for all organ systems in CT, MR, Ultrasound, Fluoroscopy, and Plain Radiography. This will particularly be needed for on call coverage.

Candidate appointment is at the Assistant Professor level at the University of Connecticut School of Medicine. As such, the faculty member will teach and supervise residents and medical students as part of routine faculty responsibilities. The candidate may be assigned other additional duties and responsibilities as necessary (e.g. community outreach, lectures, committee membership, etc.).

Qualifications:
Current State of CT medical license
American Board of Radiology certified in Diagnostic Radiology
Competency in general Diagnostic Radiology
Completion of Fellowship training program in Thoracic Imaging
Completion of Fellowship training program in Breast Imaging

UConn Health is an Affirmative Action Employer. In addition to an EEO and MFVR/MDPV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3583 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@apd.uconn.edu.
This position was posted on Recruit Military and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WM was selected. He was American Board of Radiology certified in Diagnostic Radiology; possessed a license to practice medicine; completed a Residency in Diagnostic Radiology and Fellowships in Cardiothoracic Imaging and Breast Imaging.
The Department of Molecular Biology and Biophysics at the UConn Health seeks an outstanding investigator for a tenure-track position at the Assistant or Associate Professor rank working in the field of Microbiology/Infectious Disease. We are searching for a highly-motivated individual with demonstrated potential for creativity and academic excellence. In this new position, we specifically seek an investigator who has developed a research program studying microbial pathogens (viruses, bacteria or other pathogenic organisms). We are especially interested in researchers who focus on the structure and function of microbial proteins, identification of novel drug targets for antimicrobial drug discovery or mechanisms of drug resistance. Organisms of interest include, but are not restricted to, pathogenic bacteria (e.g. Staphylococcus aureus, Clostridium difficile, Pseudomonas aeruginosa or Mycobacterium tuberculosis) and cancer-causing viruses including Papilloma and Hepatitis B and C. The successful candidate will have established a strong research program that utilizes state of the art molecular, genetic, cellular, biochemical, biophysical and/or structural methodologies. Other requirements include a strong publication record and evidence of successful extramural grant writing.

Research in the Molecular Biology and Biophysics department focuses on understanding the proteins and pathways affected in human disease. From the structural biology of cancer drug targets to the mechanistic interplay between viruses and human cells, MBB labs study the basic molecular processes underlying human illnesses. We seek candidates who complement existing strengths (http://mbb.uconn.edu/, http://structbio.uconn.edu, http://sb.uconn.edu). UConn Health offers outstanding X-ray Crystallography and NMR resources, including an Oxford MicroMax-00 X-ray generator and NMR spectrometers operating at 500, 600, and 800 MHz (all with cryogenic probes), as well as well-equipped biophysical and electron microscopy core facilities. The department also houses a bacterial and insect cell protein expression facility.

Minimum qualifications include a Ph.D. and/or M.D. and excellent publication record.

Applicants should apply through this site, and upload a CV, cover letter, concise statements of research and teaching interests, and at least three letters of reference on letterhead with signature.
Date Started: 1/4/2019
JobTitle: Assistant Professor/Basic Science
JobGroup: 2D-ASSISTANT PROFESSOR

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**Abbreviations in Posting:**

MBB – Molecular Biology and Biophysics
NMR – Nuclear Magnetic Resonance

This position was posted on the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 11 WF, were not interviewed for the following reasons:

- 5 WFs were not a microbiologist/virologist
- 3 WF's research interests were not focused on the structure and function of microbial proteins, identification of novel drug targets for antimicrobial drug discovery or mechanisms of drug resistance.
- 2 WF's research interests were not focused on the structure and function of microbial proteins, identification of novel drug targets for antimicrobial drug discovery or mechanisms of drug resistance. Their research plans were not clear due to lack of structure.
- 1 WF’s application was received after candidates were selected for interviews.

1 AF was selected. She was a microbiologist whose research interest was focused on the structure and function of microbial proteins, identification of novel drug targets for antimicrobial drug discovery or mechanisms of drug resistance. She also had a publication record and successful extramural grant writing.
Department of Neuroscience  
UConn Health  
Assistant Professor (tenure-track) Faculty Position Opening

The Department of Neuroscience at the University of Connecticut Health Center invites highly motivated investigators addressing key questions in neurodevelopment, synaptic or cognitive dysfunction or neuroinflammation to apply for tenure-track positions at the Assistant or Associate Professor rank. We welcome candidates using the most advanced techniques in mouse genetics, system neurobiology and electrophysiology. Candidates interested in deciphering disease etiology, molecular mechanisms or carrying out translational studies focused on neurodegenerative diseases, vascular dementia, neuroinflammatory disorders, or neural regeneration will complement the strengths of this department and are particularly encouraged to apply.

The University of Connecticut Health Center in Farmington has established areas of research excellence in Aging, Immunology, Psychiatry, Vascular Biology, and Stroke. We are part of an interactive, collaborative neuroscience community that includes faculty in Neurology and Psychiatry as well as researchers on the Storrs campus. The University of Connecticut is expanding its brain research initiatives and will engage researchers from multiple areas for collaborative researches. The Bioscience Connecticut initiative has expanded the University of Connecticut Health Center health care offerings and research capabilities. Researchers at the Jackson Laboratory for Genomic Medicine, which is located on the University's Health Center campus, are easily accessible for collaboration. The applicant will gain access to growing translational research programs in Connecticut and to many outstanding on-campus core facilities. The successful applicant will have the opportunity to participate in teaching and mentoring medical and graduate students.

Minimum qualifications include a PhD and/or MD. Applicants who are about to complete postdoctoral training or in a transition state will be considered for Assistant Professor. Established individuals seeking an Associate Professorship should demonstrate a history of extramural funding, excellent publications and a record of successful mentorship of graduate students and post-doctoral fellows. Applicants may apply through this site by uploading their CV, cover letter and a concise statement of their research and teaching interests. Applicants should arrange to have at least three letters of reference (on letterhead with signature) submitted.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/A/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3583 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2428 or jobs@adh.uconn.edu.
This position was posted on American Society for Cell Biology Newsletter, Indeed.com, Naturejobs, Recruit Military and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 10 WF, 1 BM, and 1 BF, were not interviewed for the following reasons:

- 1 WF’s background/experience was in chronic stress which is not aligned with our area of studies.
- 1 WF’s background/experience was in fetal/prenatal alcohol exposure which is not aligned with our area of studies.
- 3 WF have not completed their postdoctoral training.
- 1 WF has not had extramural funding since 2017.
- 1 WF has not had extramural funding since 2009.
- 1 WF’s background/experience was in smoking associated changes on platelet surface which is not aligned with our area of studies.
- 1 WF and 1 BM do not have a history with extramural funding.
- 1 WF and 1 BF have not had extramural funding since 2014.

The goal candidates, 3 WF, were interviewed and not selected for the following reasons:

- 1 WF withdrew her application from consideration.
- During the interview it was determined that 2 WF did not have advanced techniques in mouse genetics, system neurobiology and electrophysiology.
1 UU was offered the position and declined it.

1 AM was selected. This applicant’s study on brain and cortical development was unique. He brought a unique strength in the study of neural development and various neurological diseases by utilizing the ferret model, of which he was the pioneer. He had recently published his study in Nature as the first and corresponding author. He was brought back to give a chalk talk that focused on his grant proposal. His chalk talk was organized and informative, demonstrating his skills in presentation and potential teaching capability.
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A goal candidate, 1 WF, was selected.
Assistant Professor, In-residence Faculty Position  
Health Administration and Management  
Department of Community Medicine and Health Care, UCONN

We are recruiting a full-time Assistant Professor to teach and conduct research on topics of Health Administration/Management. We seek applicants capable of teaching graduate-level courses within our CEPH-accredited Public Health program on topics of health system administration, health economics and finance, health policy and advocacy, strategic planning or technology and information management.

The position will be located within the School of Medicine’s Department of Community Medicine which directs the MPH program and is a key contributor to our medical/dental curriculum. Department faculty maintain vibrant extramural research and service programs that reflect extensive associations with national, state and regional health agencies. A full description of our personnel, academic programs and setting can be found at:  

The successful candidate will commit to teaching our graduate program’s required Health Administration courses, design and deliver elective courses for both graduate and undergraduate students, participate through committee assignments in the life of the university and seek extramural funding that expands our curriculum and research on topics of health administration. An earned doctorate in health care management or administration, health services research or business administration is required. A substantive area of interest for this position is open, although persons with experience relevant to health disparities research, substance abuse, aging, disabilities or cancer are preferred.

Initial appointment to this position is for 2 years, with contract renewal contingent upon demonstrating success as a teacher and independent researcher. This is a 12-month, full-salary position that does not lead to tenure.

Interested applicants should apply at https://jobs.uchc.edu search 2017-1111. Questions regarding this search should be addressed to David I. Gregorio at gregorio@uchc.edu.
### Job Title: Assistant Professor/Basic Science – Health Administration & Management

### Job Group: 2D-ASSISTANT PROFESSOR

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### Abbreviations in Posting:

CEPH – Council on Education in Public Health
MPH – Masters in Public Health

This position was posted on PublicHealthJobs.net; APHA.org; Higheredjobs.org; Academyhelath.org; Recruit Military; and our UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WF and 2 BF, did not meet the minimum requirements because they did not have a doctorate and were not currently enrolled in a program.

The goal candidates, 10 WF, 2 BM, and 5 BF, were not interviewed for the following reasons:

- 1 WF was currently enrolled in a doctorate program and had not completed it.
- 6 WF and 2 BF’s research experience was not in the preferred areas of health disparities research, substance abuse, aging, disabilities, or cancer.
- 3 WF and 1 BF applied after a hiring decision had been made.
- 1 BM had insufficient research experience because his primary experience was teaching.
- 1 BM had limited research experience and potential for sustained funding because his primary experience was as a data base administrator.
- 1 BF only had research assistant experience.
- 1 BF withdrew her application from consideration.
Req: 2017-1111 continued

The goal candidates, 1 WF and 1 BF, were interviewed and not selected for the following reasons:

- 1 WF's teaching experience consisted of 3 workshops and 2 years of experience with health disparities research and aging.
- 1 BF withdrew her application from consideration.

1 UF was offered the position and she declined it.

1 AM was selected. He had a doctorate, background in public health, and 9 years of experience with health disparities research and aging. He also had Assistant Professor teaching experience, history of research and grants, peer reviewed presentations and symposia, book chapters and reviews and was involved in public service and committees.
The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from BC/BE interns for primary care providers. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care. Opportunities for medical student and resident education are available.

We provide a comprehensive range of primary care services, currently in the following convenient locations: Farmington, West Hartford, East Hartford, Canton, Plainville, Simsbury and Mansfield (Storrs). Our physicians are board-certified in internal medicine and focus on prevention, wellness, screening and management of chronic medical problems. They are dedicated and work collaboratively to take care of patients in a cohesive and thoughtful manner. As part of the UConn Health Center, more than 450 UConn physicians, in more than 50 specialties, are available for consultation or referral; our physicians have admitting privileges at John Dempsey Hospital.

The University of Connecticut Health Center will be adding many new faculty members over the next few years as part of an exciting new initiative (Biosciences Connecticut), which also includes construction of a new patient care tower, ambulatory care building, renovation of research space, and expansion of the medical student class size.

Positions may be located in Southington, Avon/Canton or Farmington

Interested candidates should submit a cover letter and curriculum vitae through this site. The contact person is Ms. Cherell Curtis at 860-679-3493.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD
This position was posted on American College of Physicians internist Career Connection website and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WF, was interviewed but she accepted another position.

1 HM was selected. He was a licensed board certified internist physician with 20 years’ primary care experience.
HOSPITALISTS

The University of Connecticut Health Center has a number of opportunities available for non-housestaff service hospitalists interested in joining an established hospitalist program. These opportunities involve inpatient and consultative care, and student teaching. Work schedule will be 7 days on/7 days off with 12 hour shifts. We offer a collegial environment, faculty appointment, competitive salary, and full benefits. Located in central Connecticut, approximately 2 hrs from Boston and New York, there are a wide range of upscale living choices including top rated schools, proximity to many cultural activities, the country and the beach. Full-time positions are available. Candidates must be BC/BE in internal medicine. No J1 or H1 visas. Candidates should submit a cover letter and curriculum vitae through this search.
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This position was posted on Recruit Military and the UConn Health website.

The WM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WM was selected. He was board certified in internal medicine and had 15 years’ hospitalist experience.
2D. (Assistant Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

Assistant Professor/Clinical
(Emergency Medicine)

1 WM adjusted his work schedule from part time to full time during the reporting period.

Assistant Professor/Basic Science
(Molecular Biology and Biophysics)

1 WM adjusted his work schedule from part time to full time during the reporting period.

Assistant Professor/Clinical
(General Medicine)

1 AM adjusted his work schedule from part time to full time during the reporting period.

Assistant Professor/Clinical
(Internal Medicine)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3D. Clinical Supervisors

Goals

2 white females
1 black female
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A goal candidate, 1 WF, was selected.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3E. Clinical Group

Goals

5 white females
5 black females
4 AA/AN/H/NI females
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Pharmacist to our team. If you have qualifications in this field, as well as a passion for the patient experience, we want to hear from you.

This crucial position oversees the preparation, distribution, and management of (compounds and oral) commercially available and investigational drug regimens to both inpatient and outpatient service areas.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Shift differentials for off-shifts worked
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 80 hours every two weeks, primarily evenings 1:00pm - 11:30pm. Weekends and Holidays as assigned.

SUPERVISION EXERCISED:
May lead/supervise Pharmacy Technicians, Pharmacy residents/students and other employees of lower rank as assigned.

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of hospital pharmacy, long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics
Knowledge of pharmaceutical waste management
Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800
Considerable Interpersonal, oral and written communication skills
Able to work with technical automated equipment and information systems
Ability to precept students
Ability to maintain records
Teaching ability

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:
Pharm-D or Bachelor degree in Pharmacy from an accredited Pharmacy program
Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

SPECIAL REQUIREMENTS:
At least one (1) year of experience working in an acute healthcare setting at the Pharmacist or Pharmacy Resident level

WORKING CONDITIONS:
Frequent standing & walking, and lifting of 5-10 lbs.
Requires manual dexterity using fine hand manipulation to operate prescription medications and computer keyboard
Requires ability to see medications, computer screen and reports
Requires handling and admixing of hazardous medications utilizing proper protective equipment, policies and procedures

EXAMPLES OF DUTIES:
Provides prescription services to inpatients/outpatients; checks unit dose medication for appropriate drug, dose quantity and packaging integrity; facilitates availability of first dose and specialty items
Maintain adequate medication supplies
Complete monthly controlled substances audits and quality assessment rounds; maintain and enforce the documentation and security of narcotic supplies
Check medication orders for therapeutic appropriateness; checks transcription of medication orders; updates medications on administrative records
Provides pharmacokinetic monitoring of patients receiving specific drugs and ensures that serum levels are drawn; monitors parental nutrition
Responds to emergency codes
Observe for adverse drug reactions; documents all medication incident reports
Provides medication counseling to patients; provides drug information to physicians, nurses, patients and other health care professionals; documents interventions with health care personnel related to drug therapy
Oversee delivery to patient care areas
Compounds IV medications, including chemotherapy meds; prepares hyperalimentation solutions; dispense and provide information on investigational
does drug utilization evaluations on medications
Oversee activities of medication administration nurses
Education: Participate in patient care rounds, attends departmental staff meetings, educational seminars; contributes to pharmacist continuing education seminars; may be clinical instructor for University undergraduate clinical pharmacy externship and pharmacy experience course; lecture students in undergraduate program; preceptor hospital pharmacy residents; provide in service education to hospital health care professionals
Maintain patient confidentiality and perform related duties as required.
MINIMUM FULL TIME EQUIVALENT SALARY: TRD

Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 HF was selected. She had a Pharm-D, a Registered Pharmacist Connecticut license; and had completed 1 year of Pharmacy Residency at UConn Health.
JOB OPPORTUNITY BULLETIN
As of Monday, July 8, 2019

Department: UMG-Neurosurgery  Job Title: Neurosurgical Physician Assistant
Recruiter: Julie zz Parrelle  Search Code: 2018-629  Date Posted: 12/18/2017  Posting Deadline:

UConn Health is looking for a highly skilled Physician Assistant with experience in neurosurgery and a passion for patient experience. This highly desirable position is located in the beautiful hills of Farmington.

Purpose of Class:
The UCONN Health Physician Assistant (PA) provides medical care and patient follow-up. The PA plays a key role in ensuring patient loyalty and success through the delivery of high quality, compassionate, and patient-centric care. The PA coordinates the prompt delivery of excellent care by supporting the oversight of a clinical team (Medical Assistants, Radiologic Technologists). Care and follow-up is documented in each patient's medical record. The PA may also support and participate in quality care and peer review activities.

Benefits of this position include:
- Competitive pay
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hour work week; weekends and holidays as required.

EXAMPLES OF DUTIES:
Performs histories and physicals on patients.
Formulates and monitors plans for medical care.
Evaluates employees' on-the-job injuries and ability to return to work.
Orders/interprets diagnostic tests under the supervision of the attending physician.
Prescribes medications in accordance with the provisions of state statute 20-12a.
Provides medication follow-up for discharged patients.
Inpatient care including admissions/discharges, evaluation of patients in the emergency department, and surgical first assisting in the operating room for non-surgical cases.
Participates in interdisciplinary team meetings.
Provides patient counseling.
Dictates medical discharge summaries to be countersigned by attending physician.
Develops/maintains medical records for outpatient medical follow-up.
Communicates with outside referral sources.
Provides in-service education to staff.
May function as a preceptor to students.
Performs all other duties as required.

MINIMUM REQUIREMENTS:
Graduate of an accredited PA Program.
Current unencumbered Physician Assistant (PA) License in the State of CT or new graduate with ability to obtain temporary Physician Assistant (PA) License in the State of CT.
Completion of accredited Physician Assistant Certification Program.
Surgical experience including assisting in the OR preferred but not required as long as willing to learn.

SPECIAL REQUIREMENTS:
Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

PREFERRED REQUIREMENTS: Neurosurgical experience preferred but not required as long as willing to learn.

Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/VPD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3553 or TDD 877-6242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@hdp.uconn.edu.
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### Abbreviations in Posting:

CT – Connecticut  
OR – Operating Room

This position was posted on the American Academy of Physician Assistants, Connecticut Academy of Physician Assistants, Healthcareers Network, LinkedIn, and the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirement of completing an accredited Physician Assistant Certification Program.

The goal candidate, 1 BF, was not interviewed because she did not have the preferred surgical experience including assisting in the OR.

1 WM was offered the position and declined it. He had the preferred surgical experience.

1 WM was selected. He was a graduate of an accredited PA Program; licensed in the state of CT; completed an accredited Physician Assistant Certification Program; and had the preferred surgical experience including assisting in the OR.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Physical Therapist with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Physical Therapist with experience in Spine Therapy and a passion for patient experience. At UConn Health, this class is accountable for independently performing the full range of tasks in the implementation and development of Physical Therapy programs and will work in Rehab Services located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, primarily Monday - Friday, 7:30 a.m. to 4:00 p.m. and 10:30 a.m. to 7:00 p.m., weekends & holidays may be required, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
Develops and implements physical therapy treatment programs for physically disabled adults, pediatrics, psychiatry and substance abuse patients in both inpatient and outpatient settings
Serves as consultant or clinical advisor to other staff
Recommends program changes to caregivers, as appropriate
Participates in department management
Maintains records and schedules
Participates in assigned clinics, rounds and patient conferences
Develops and implements clinical learning experiences for residents and students
Attend and participate in departmental and in-service meetings
Maintains patient confidentiality
Supports quality assurance activities
Performs other duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of physical therapy
Knowledge of anatomy, physiology, kinesiology, neurology, neuromuscular, general and abnormal psychology, group dynamics, human development, pharmacology
Considerable knowledge of relevant agency policies and procedures
Considerable knowledge of community resources
Considerable interpersonal skills, oral and written communication skills
Ability to instruct others in principles and practices of physical therapy
Ability to gain confidence, interest, and cooperation of physically, mentally and/or developmentally disabled clients
Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:
General Experience:
Bachelor Degree in Physical Therapy
Two (2) years' experience as a Physical Therapist

SPECIAL REQUIREMENTS:
Employees in this class will be required to possess and maintain current licensure in the State of Connecticut. Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:
Advance Masters Degree or a Doctorate of Physical Therapy with 5 years' experience focusing on ortho and ortho spine clients
Experienced in the development of Clinical Practice Guidelines and Clinical Research
Orthopedic Clinical Specialist (OCS) and/or Fellow American Academy of Orthopedic Manual Therapist (FAAOMPT)

WORKING CONDITIONS:
Incumbents in this class may be exposed to some risk of injury or physical harm, and to moderately disagreeable conditions while providing treatment to patients.
SUPERVISION RECEIVED: Works under the general supervision of a staff member of higher rank.

SUPERVISION EXERCISED: May lead/supervise staff of lower rank or other staff as assigned.

UM full time equivalent salary: TBD

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This position was posted on the Connecticut Physical Therapy Association, LinkedIn, and the UConn Health website.

The goal candidate, 1 BF and 2 AF, did not meet the minimum requirements for the following reasons:

- 1 BF and 1 AF did not have the required State of Connecticut (CT) Physical Therapist license.
- 1 AF was not eligible to work in the United States.

The goal candidates, 7 WF and 1 BF, were not interviewed for the following reasons:

- 1 WF did not have the preferred qualifications of 5 years’ experience focusing on orthopedic spine clients; OCS and/or FAAOMPT.
- 1 WF’s experience focusing on orthopedic and orthopedic spine clients was not current because it was over 7 years ago. She also did not have the Advance Master’s Degree or a Doctorate of Physical Therapy and OCS and/or FAAOMPT.
- 1 WF was contacted to set up an interview and she did not return the call.
- 1 WF did not have the preferred 5 years’ experience focusing on orthopedic and orthopedic spine clients.
- 3 WF and 1 BF did not have the preferred qualifications of Advance Master’s Degree or a Doctorate of Physical Therapy with 5 years’ experience focusing on orthopedic and orthopedic spine clients; experience in the development of Clinical Practice Guidelines and Clinical Research; and OCS and/or FAAOMPT.

1 WM was selected. He had the preferred Doctorate of Physical Therapy with 5 years’ experience focusing on orthopedic and orthopedic spine clients; and was an OCS.
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A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Physical Therapist with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Physical Therapist with a passion for patient experience. At UConn Health, this position is accountable for independently performing the full range of tasks in the assessment development and implementation of physical therapy treatment programs. This position will work in the UConn Health John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 80 hours every two weeks, flexibility required to work 7:30 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m. and 10:30 a.m. to 7:00 p.m., weekends & holidays may be required, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
Develops and implements physical therapy treatment programs for physically disabled adults, psychiatry and substance abuse patients in both inpatient and outpatient settings
Serves as consultant or clinical advisor to other staff
Recommends program changes to caregivers as appropriate
Participates in department management
Maintains records/schedules
Participates in assigned clinics, rounds and patient conferences
Develops and implements clinical learning experiences for residents and students
Attend and participate in departmental and in service meetings
Maintains patient confidentiality
Supports quality assurance activities
Performs other duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of physical therapy
Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
Considerable knowledge of relevant agency policies and procedures
Considerable knowledge of community resources
Considerable interpersonal skills
Considerable oral and written communication skills
Ability to instruct others in principles and practices of physical therapy
Ability to gain confidence, interest, and cooperation of physically, mentally and/or developmentally disabled clients
Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:
General Experience:
Bachelor Degree in Physical Therapy
Two (2) years’ experience as a Physical Therapist.

SPECIAL REQUIREMENTS:
Employees in this class will be required to possess and maintain current licensure in the State of Connecticut
Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:
Inpatient acute care physical therapy experience
Ability to supervise clinical education experiences

WORKING CONDITIONS:
Incumbents in this class may be exposed to some risk of injury or physical harm, and to moderately disagreeable conditions while providing treatment to patients.
SUPERVISION RECEIVED: Works under the general supervision of a staff member of higher rank

SUPERVISION EXERCISED: May lead/supervise staff of lower rank or other staff as assigned. May supervise clinical education experiences.

MINIMUM full time equivalent salary: TBD

Why UConn Health
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UConn Health is an affirmative action employer. In addition to an EEO and M/FV/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on Recruit Military and the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements of 2 years’ Physical Therapist experience.

The goal candidates, 3 WF and 1 AF were not interviewed for the following reasons:

- 1 WF had 10 years of physical therapy experience which included 4 years of part-time/per-diem inpatient acute care physical therapy.
- 1 WF previously worked as a member of UConn Health’s acute care rehabilitation team of physical therapists, and her productivity was sub-standard and she lacked people skills. She would not be suited for this fast-paced and changing acute care rehabilitation environment.
- 1 WF did not have the preferred qualifications of inpatient acute care physical therapy experience. Also her objective, on her resume, was to obtain a part-time and/or per-diem position in the evening and or weekends. This is a full-time position.
- 1 AF did not have the preferred qualifications of inpatient acute care physical therapy experience.

1 WM was selected. He had a Bachelor’s Degree in Physical Therapy and 17 years’ full time physical therapy experience which included 2.5 years of inpatient acute care physical therapy. For the past 6 months he has been successfully working as a contract physical therapist in the acute care section of UConn’s Rehabilitation department.
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A goal candidate, 1 AF, was selected.
The goal candidates, 2 WF, were selected.
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SUPERVISION RECEIVED:
Receives general supervision from the physician in charge or an employee of higher grade.

SUPERVISION EXERCISED:
May lead lower level as appropriate.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous compensation supplement payable bi-weekly
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: As needed 24/7,4 clinical sites, JDH, CCMC, and Waterbury Hospital.

EXAMPLES OF DUTIES:
Reviews patient's history, consults with surgeon or physician, and obtains necessary information to set up and operate heart-lung machine and related equipment
Prepares and tests equipment to ensure proper functioning.
Administers some types of anesthesia and medications via the extracorporeal circuit
Monitors and observes patient's physiological variables such as blood temperature, blood composition and flow rate, and adjusts equipment to maintain normal body functions; takes corrective action when abnormal situations arise, and keeps surgeon and anesthesiologist fully informed about patient's condition at all times
Documents and reviews data as determined by perfusion protocols or surgical team/hospital protocols;
 Operates other mechanical devices to assist in the conversion of blood and blood products during surgery; provides extended long-term support of patient's circulation outside of the operating room
Cleans, adjusts, and maintains equipment in proper functioning condition at all times
Purchases supplies and equipment; participates in quality assurance measures and implements these measures
Trains other staff as assigned;
May participate in research; keeps knowledge current with related data/technological advances that relates to the field
Performs other related duties.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS AND ABILITY:
In-depth knowledge of extracorporeal equipment
Knowledge of basic science with strong background in biology and chemistry
Knowledge of principles of laboratory analysis
Knowledge of biomedical engineering
Knowledge of relevant State, Federal or accreditation agencies laws, regulations and guidelines
Knowledge of the ethical professional conduct of clinical perfusionist
Knowledge of patient safety guidelines
Excellent interpersonal skills; ability to communicate effectively (written and oral)
Demonstrated competency in dealing with all age groups
Ability to work as a team member; ability to work under stressful conditions.

EXPERIENCE AND TRAINING:
General Experience. Graduation from accredited cardiovascular perfusion program and a two-year science degree or graduation from an accredited cardiovascular perfusion program and two (2) years experience in an allied health field.

Special Experience:
Certification or eligible by the American Board of Cardiovascular Perfusion (ABCP) as a Certified Clinical Perfusionist (CCP). Must have and maintain CT orperfusionist license.

WORKING CONDITIONS:
Exposure to body fluids, human tissues, contagious diseases, sharps, chemicals and explosive gases. Environment is climate controlled.

Full Time Minimum Equivalent Salary: $176,280 (plus generous yearly supplement)
UConn Health

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Abbreviation in Posting:

CT – Connecticut

This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 2 WF and 2 BF, did not meet the minimum requirements for the following reasons:

- 1 WF did not graduate from an accredited cardiovascular perfusion program.
- 1 WF and 1 BF did not graduate from an accredited cardiovascular perfusion program; have a 2 year science degree or graduation from an accredited cardiovascular perfusion program and 2 years’ experience in an allied health field.
- 1 BF did not have the required 2 years’ experience in an allied health field.

1 WM was offered the position and declined it.

1 WM was selected. He graduated from an accredited cardiovascular perfusion program; had 23 years’ experience in an allied health field, in which 10 of those years were at UConn Health; had been certified as a CCP; and had a CT Perfusionist license.
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A goal candidate, 1 WF, was selected.
UConn Health is looking for a highly skilled Physician Assistant and/or Advanced Practice Registered Nurse with a passion for patient experience. This highly desirable position will work in the Dermatology Clinic primarily at the Farmington, South Road location, but may go to other sites including Storrs, CT.

Purpose of Class:
The UConn Health Physician Assistant (PA)/Nurse Practitioner (APRN) provides medical care and patient follow-up. The PA/APRN plays a key role in ensuring patient loyalty and success through the delivery of high quality, compassionate, and patient-centric care. The PA/APRN coordinates the prompt delivery of excellent care by supporting the oversight of the clinical team (Medical Assistants, Registered Nurses, etc.). Care and follow-up is documented in each patient’s automated medical record. The PA/APRN may also support and participate in quality care and peer review activities.

Benefits of this position include:
- Competitive pay
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hour work week between the hours of 8:00 a.m. and 8:00 p.m., flexible shifts of 8 or 10 hour shifts according to departmental needs; with the possibility of holidays as required.

EXAMPLES OF DUTIES:
- Care of UConn Health urgent appointment patients as needed.
- Provides support and supervision for clinical staff, as appropriate, and supports the overall operation of the center
- Has a patient panel and is responsible for smooth and efficient patient flow
- Prioritizes patients as clinical or otherwise indicated
- Contacts patients with follow-up care and clinical testing results
- Makes appropriate referrals when specialty care or testing are clinically indicated
- Maintains accurate and professional electronic medical records (completed by the end of every shift)
- Cares for patients, introduces him or herself, and ensures a positive patient experience
- Attends meetings, participates in quality initiatives and actively participates in activities related to education, accreditation, credentialing, or certification, including participation in additional training
- Maintains orderliness, cleanliness, secures/maintains supplies
- Rotates to other clinics as required
- Performs all other duties as required
- Excellent customer service/patient interaction skills
- Computer, Practice Management and Electronic Medical Record (EMR) skills and ability to function in a variable and walk-in clinical setting which requires the ability to multi-task

MINIMUM REQUIREMENTS:
- Graduate of an accredited PA Program and/or completion of an accredited Nurse Practitioner program
- Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) License in the State of CT
- Exceptional communication and customer service skills
- Ability to work and flourish in a fast-paced and patient-centric environment
- BLS

PREFERRED REQUIREMENTS:
- Dermatology experience
- One (1) or more years of experience as a Physician Assistant (PA) or Nurse Practitioner (APRN)

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Employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
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**Abbreviations in Posting:**

CT – Connecticut  
BLS - Basic Life Support certification

This position was posted on Recruit Military and the UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 1 BF and 1 AF, did not meet the minimum requirements because they did not have a PA or APRN CT license.

The goal candidate, 1 AF, was not interviewed because she did not respond to attempt to schedule an interview.

1 WF was selected. She was a graduate of an accredited PA Program; licensed in the state of CT; had BLS certification; and 7 years’ Dermatology experience.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Pharmacist to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health Pharmacy Services Inc., this class is accountable for the preparation and distribution of all medications to patient care areas and providing clinical pharmacy services to outpatient customers and both inpatient and outpatient physicians and other hospital personnel.

This position will work in the UConn Health Pharmacy Services Inc., in Farmington, CT.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise Pharmacy Technicians, Pharmacy residents/students and other employees of lower rank as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of a hospital pharmacy or outpatient facility
Knowledge of long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics
Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800, USP 795
Considerable interpersonal skills
Oral and written communication skills
Ability to maintain records; teaching ability
Knowledge of pharmaceutical waste management
Independent decision-making, clinical judgment, and in-depth knowledge of pharmacy and therapeutics
Ability to work with technical automated equipment and information systems

EXPERIENCE AND TRAINING:
General Experience:
Pharm-D or Bachelor degree in Pharmacy from an accredited Pharmacy program
Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

SPECIAL REQUIREMENTS:
Incumbents in this class must possess and maintain a license as a Registered Pharmacist in the State of Connecticut
Incumbents must possess and maintain a Connecticut driver's license

PREFERRED QUALIFICATIONS:
Two (2) or more years of experience in pharmacy services

EXAMPLES OF DUTIES:
Accurately prepares sterile products and performs complex procedures utilizing all equipment in the pharmacy including balances, calculators and PC's, automated packagers, tablet splitters etc. Provides prescription services to inpatients/outpatients
Checks unit dose/multi-dose medication for appropriate drug, dose quantity and packaging integrity
Facilitates availability of first dose and specialty items
Maintain adequate medication supplies
Complete monthly controlled substances audits and quality assessment rounds
Maintain and enforce the documentation and security of narcotic supplies
Check medication orders for therapeutic appropriateness
Checks transcription of medication orders
Updates medications on administrative records
Performs pharmacokinetic monitoring of patients receiving specific drugs and ensures that serum levels are drawn
Monitors parental nutrition
Responds to emergencies
Observe for adverse drug reactions
Documents all medication incident reports
Provides medication counseling to patients
Provides drug information to physicians, nurses, patients and other health care professionals.
Documents interventions with health care personnel related to drug therapy
Oversee deliveries to patient care areas
Processes and distributes IV medications, chemotherapy meds
Processes hyperalimentation solutions
Performs drug utilization evaluations on medications
Participates in patient care rounds, attends departmental staff meetings, educational seminars
Contributes to pharmacist continuing education seminars
May be clinical instructor for University undergraduate clinical pharmacy externship and pharmacy experience course
Lectures students in undergraduate program
Preceptor hospital pharmacy residents
Provide in-service education to hospital health care professionals
Maintain patient confidentiality
Performs related duties as required. Participates in staff meetings, supports team work, must demonstrate ability to work alone as well as with others, demonstrates pride in self and workplace

WORKING CONDITIONS:
Frequent standing & walking, and lifting of 5-10 lbs, occasionally lifting 20-50 lbs
Requires manual dexterity using fine hand manipulation to operate prescription medications and computer keyboard
Requires ability to see medications, computer screen and reports
Requires handling and admixing of hazardous medications utilizing proper protective equipment, policies and procedures
Requires attention to detail
May be required to travel within the state of Connecticut
May be exposed to hazardous materials, infectious/communicable diseases and some disagreeable conditions

SCHEDULE:
Full time, 80 hours every two weeks, (8 hour shifts), primarily 7:00 a.m. to 11:30 p.m., variable days and evenings, occasional night shifts, weekends and holidays as assigned, 30 minute unpaid meal break

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1951. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on Recruit Military and our UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 5 AF, were not interviewed because they only had retail pharmacy experience. The process of filing prescriptions and the individuals they interact with in a retail pharmacy is different than in a hospital.

The goal candidate, 1 AF, was interviewed and not selected because she was a Pharm-D graduate May 2007; she scored 59% on the skills assessment, and 38.6/40 on the interview evaluation. The skills assessment was based on calculations, medication-use management, and Pharmacy management and policy. The interview evaluation was based on hospital pharmacy experience and ability to handle difficult situations.

1 WF was selected. She was a Pharm-D graduate May 2016; she scored 95% on the skills assessment, and 39.65/40 on the interview evaluation. She had also been employed for 8 months in this department as a temporary agency pharmacist.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Physical Therapist with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Physical Therapist with experience to work with our Physiatrists and Neurology physicians to provide care in our Neuro Therapy Rehabilitation Outpatient clinic, in the Department of Rehabilitation Services. This position is accountable for independently performing the full range of tasks in the assessment; development and implementation of physical therapy treatment programs/care to help patients with functional impairment from chronic orthopedic neurological conditions and progressive neuromuscular disease. This position will work in Rehab Services located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: Full time, 80 hours every two weeks, variable days with flexibility required to work 7:30 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m. and 10:30 a.m. to 7:00 p.m.; weekends & holidays may be required, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
- Reviews patient's medical history and any referrals or notes from doctors or surgeons.
- Evaluates patients' dysfunctional movements [motor and neurological capabilities] by observing, interviewing and listening to their concerns, selecting appropriate tests to quantitatively measure or use of other appropriate methods.
- Develops physical therapy treatment plan for physically impaired adults with functional impairment from orthopedic conditions
- Assists patient's goals and the expected outcome of the plan.
- Provides care using standard physical therapy therapeutic interventions such as mobilization and exercise which help them increase their mobility, prevent further pain or injury, and facilitate health and wellness.
- Determines and orders appropriate devices necessary to assist patients in performing physical activities.
- Instructs patients/families in care and use of the equipment.
- Evaluates patient's progress and modifies plan of care/intervention as necessary to achieve anticipated goals and expected outcomes.
- Develops and implements discharge plans.
- Educates patients and their families about what to expect from and how best to cope with the recovery process.
- Maintains records/schedules.
- Serves as content expert, consultant or clinical advisor to other staff.
- Participates in assigned clinics, rounds, patient conferences, in service education classes and team/family meetings.
- Participates in the department's education program by implementing clinical learning experiences and supervising physical therapy students.
- Attends/participates in departmental meetings, contributes to the department and profession through organizational activities, education, research and/or publications.
- Maintains patient confidentiality.
- Supports quality assurance activities.
- Participates in research projects as needed.
- Performs regular PT duties and other related duties.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of the principles and practices of physical therapy
- Knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology
- Considerable knowledge of relevant agency policies and procedures
- Considerable knowledge of community resources
- Considerable interpersonal skills
- Considerable oral and written communication skills
- Ability to instruct others in principles and practices of physical therapy
- Ability to gain confidence, interest, and cooperation of physically, mentally and/or developmentally disabled clients
- Considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:
- General Experience:
  - Bachelor Degree in Physical Therapy
  - Two (2) years' experience as a Physical Therapist with one year recent (within the last 2 years) experience in neurological disease rehabilitation with a strong understanding of stroke and progressive neurological disease rehabilitation.
SPECIAL REQUIREMENTS:
Employees in this class will be required to possess and maintain current licensure in the State of Connecticut. Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:
Advance Master's Degree or a Doctorate of Physical Therapy
Clinical Specialist Certification from ABPTS (American Board of Physical Therapy Specialists) in Neurology.

WORKING CONDITIONS:
Incumbents in this class may be exposed to some risk of injury or physical harm, and to moderately disagreeable conditions while providing treatment to patients.

SUPERVISION RECEIVED: Works under the general supervision of a staff member of higher rank.

SUPERVISION EXERCISED: May lead/supervise staff of lower rank or other staff as assigned.

MINIMUM full time equivalent salary: TBD

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### Abbreviations in Posting:

CT – Connecticut  
PT – Physical Therapist

This position was posted on American Physical Therapy Association Red Hot Jobs, Connecticut Physical Therapy Association, Recruit Military and the UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had a Master’s Degree in Physical Therapy and 17 years’ physical therapy experience in neurological disease rehabilitation with an understanding of stroke and progressive neurological disease rehabilitation.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Poison Information Specialist with a passion for delivering best-in-class patient experience, we are looking for you.

At UConn Health, this class is accountable for independently performing multiple tasks for triage, assessment and management of poison exposures reported by health care professionals and the public. Responds to drug and toxicology inquiries. This is a full-time position working in the Connecticut Poison Control Center within the department of Emergency Medicine in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SUPERVISION RECEIVED:
- Works under the general direction and reports to the CPCC Directors.

SUPERVISION EXERCISED:
- May lead/supervise lower level employees as assigned.

SCHEDULE: Full time, 80 hours every two weeks, primarily evenings and nights, rotating weekends and holidays, other mandated shifts including on call may be required to accommodate departmental needs

EXAMPLES OF DUTIES:
- Triage exposure calls, gathers history, assesses risk, and recommends appropriate management such as, referrals to ER and private physicians
- Acts as health professionals in management of poison victims
- Integrates information resources to respond effectively to all poison/drug exposures and queries
- Performs timely patient follow-up consultations
- Documents patient data and updates electronic medical record for all poison exposures, keeps records/statistics
- Documents informational queries and response in database
- Complies with HIPAA policies regarding patient/caller protected health information (PHI)
- Participates in quality assurance and organizational improvement activities
- Contributes to CPCC newsletters/publications, and presentation for scientific meetings
- Contributes to the upgrade and maintenance of information resources, guidelines and protocols
- Assist in preparation of educational/promotional materials
- Precepts new personnel
- Continues professional development through continuing education and AAPCC activities
- Performs other duties as required
- Maintains flexibility in duties and availability to meet the needs of the center

MINIMUM QUALIFICATIONS
- REQUIRED KNOWLEDGE, SKILLS & ABILITY:
  - Knowledge of pharmacology/ toxicology; human anatomy/physiology
  - Intermediate or better knowledge of desktop PC applications for informational data mining and data collection.
  - Principles of general/organic chemistry and general medicine.
  - Considerable Interpersonal, oral and written communication skills
  - Ability to work under stressful, fast paced conditions
  - Ability to prioritize medical emergencies and use considerable judgment
  - Ability to gain the interest, cooperation, trust and confidence of callers, patients and health care professionals.

- EXPERIENCE & TRAINING:
  - General Experience:
    - Graduation from an accredited Nursing Program and one (1) year experience in critical care, emergency room, or hotline/crisis service OR
    - Bachelor's degree in Pharmacy (5 year program), PharmD OR
    - Any clinical provider (i.e., APRN, PA, MD)

- SPECIAL REQUIREMENTS:
  - Incumbents in this class must possess and maintain the relevant license to practice in the State of Connecticut. AAPCC Certification as Poison Specialist within the second year of eligibility.

- PREFERRED QUALIFICATIONS:
  - PharmD, BSN or MD with one (1) year of poison center experience.
WORKING CONDITIONS:
Office environment. Incumbents are exposed to significant mental stress caused by distressed patients/families in a crisis situation. Incumbents may be subject to long periods of sitting, using a telephone and working in an area of limited mobility.

Maximum full time equivalent salary: TBD

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3583 or TDD 879-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
### Abbreviations in Posting:

CT – Connecticut  
CPCC – Connecticut Poison Control Center  
ER – Emergency Room  
HIPAA – Health Insurance Portability and Accountability Act  
AAPCC – American Association of Poison Control Centers  
PC – personal computer  
PharmD – Doctor of Pharmacy  
APRN – Advanced Practice Registered Nurse  
PA – Physician Assistant  
MD – Doctor of Medicine  
BSN – Bachelor’s Degree in Nursing

This position was posted on Recruit Military and the UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 2 AF, did not meet the minimum requirement of having licenses to practice in the State of CT.

1 WF, a part-time UConn Health employee, was selected. She graduated from an accredited Nursing Program; had 9 years’ experience in surgical intensive care; and was licensed to practice in the State of CT. She also had the preferred BSN.
UConn Health is looking for a highly skilled Neurosurgical Physician Assistant / Physician Assistant with experience in neurosurgery and a passion for patient experience. This highly desirable position is located in the beautiful hills of Farmington.

Purpose of Class:
The UCONN Health Physician Assistant (PA) provides medical care and patient follow-up. The PA plays a key role in ensuring patient loyalty and success through the delivery of high quality, compassionate, and patient-centric care. The PA coordinates the prompt delivery of excellent care by supporting the oversight of the clinical team (Medical Assistants, Radiologic Technologists). Care and follow-up is documented in each patient’s medical record. The PA may also support and participate in quality care and peer review activities.

Benefits of this position include:
- Competitive pay
- Industry-leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hour work week; flexible shifts of 8, 10 or 12 hour shifts according to departmental needs; weekends and holidays as required. Travel may be required between clinic locations.

EXAMPLES OF DUTIES:
Performs histories and physicals on patients.
Formulates and monitors plans for medical care.
Evaluates patients' on the job injuries and ability to return to work.
Orders/interprets diagnostic tests under the supervision of the attending physician.
Prescribes medications in accordance with the provisions of state statute 20-12a.
Provides medication follow-up for discharged patients.
Inpatient care including admissions/discharges, evaluation of patients in the emergency department, and surgical first assisting in the operating room for neurosurgical cases.
Participates in interdisciplinary team meetings.
Performs patient counseling.
Dictates medical discharge summaries to be countersigned by attending physician.
Develops/maintains medical records for outpatient medical follow-up.
Communicates with outside referral sources.
Provides in-service education to staff.
May function as a preceptor to students.
Performs all other duties as required.

PHYSICIAN ASSISTANT MINIMUM REQUIREMENTS:
Graduate of an accredited Physician Assistant Program.
Current unencumbered Physician Assistant License in the State of CT.
Surgical experience including assisting in the OR preferred but not required as long as willing to learn.

NEUROSURGICAL PHYSICIAN ASSISTANT MINIMUM REQUIREMENTS
Three (3) years neurosurgery experience with at least one (1) year First Assist experience.
Bachelor's degree and completion of an accredited Physician Assistant program.
Current National Commission on Certification of Physician Assistants [NCCPA].
Active State of Connecticut license to practice as a Physician Assistant.
ACLS certification required.

SPECIAL REQUIREMENTS:
Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

PREFERRED REQUIREMENTS: Neurosurgical experience preferred but not required as long as willing to learn.

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**Abbreviations in Posting:**

CT – Connecticut
ACLS - Advanced Cardiac Life Support (ACLS)

This position was posted on Recruit Military and the UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She was a graduate of an accredited PA Program; licensed in the state of CT; completed an accredited Physician Assistant Certification Program; had ACLS certification; and 17 years’ neurosurgery experience which included 4 years’ experience as a First Assist.
JOB OPPORTUNITY BULLETIN

As of Tuesday, July 9, 2019

Department: Pharmacy
Job Title: Pharmacist
Search Code: 2019-694
Date Posted: 3/12/2019
Posting Deadline: 3/19/2019

Mr. Noreen Logan

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Pharmacist to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health, this class is accountable for the preparation and distribution of all medications to patient care areas and providing clinical pharmacy services to outpatient customers and both inpatient and outpatient physicians and other hospital personnel.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise Pharmacy Technicians, Pharmacy residents/students and other employees of lower rank as assigned.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of the principles and practices of pharmacy and pharmacology and their application to the operation of a hospital pharmacy or outpatient facility
- Knowledge of long-term care pharmacy, home-infusion pharmacy, specialty pharmacy, and outpatient clinics
- Knowledge of relevant Federal and State laws and regulations, including USP 797 and USP 800, USP 795
- Considerable interpersonal skills
- Written/verbal communication skills
- Ability to maintain records; teaching ability
- Knowledge of pharmaceutical waste management
- Independent decision-making, clinical judgment, and in-depth knowledge of pharmacy and therapeutics
- Ability to work with technical automated equipment and information systems

EXPERIENCE AND TRAINING:
General Experience:
Pharm-D or Bachelor degree in Pharmacy from an accredited Pharmacy program
Must possess and maintain license as a Registered Pharmacist in the State of Connecticut

SPECIAL REQUIREMENTS:
At least one (1) year of experience working in an acute healthcare setting as a Pharmacist; or currently enrolled in a Pharmacy Residency Program (PGY-1)

PREFERRED QUALIFICATIONS:
Two (2) or more years of experience in pharmacy services

EXAMPLES OF DUTIES:
- Accurately prepares sterile products and performs complex procedures utilizing all equipment in the pharmacy including balances, calculators and PC's, automated packagers, tablet splitters etc. Provides prescription services to inpatients/outpatients
- Checks unit dose/multi-dose medication for appropriate drug, dose quantity and packaging integrity
- Facilitates availability of first dose and specialty items
- Maintain adequate medication supplies
- Complete monthly controlled substances audits and quality assessment rounds
- Maintain and enforce the documentation and security of narcotic supplies
- Check medication orders for therapeutic appropriateness
- Checks transcription of medication orders
- Updates medications on administrative records
- Provides pharmacokinetic monitoring of patients receiving specific drugs and ensures that serum levels are drawn
- Monitors parental nutrition
- Responds to emergencies
- Documents all medication incident reports
- Provides medication counseling to patients
- Provides drug information to physicians, nurses, patients and other health care professionals
- Documents interventions with health care personnel related to drug therapy
- Oversees deliveries to patient care areas
- Prepares and distributes IV medications, chemotherapy meds
Prepares hyperalimentation solutions
Performs drug utilization evaluations on medications
Participate in patient care rounds, attends departmental staff meetings, educational seminars
Contributes to pharmacist continuing education seminars

May be clinical instructor for University undergraduate clinical pharmacy externship and pharmacy experience course
Lecture students in undergraduate program
Preceptor hospital pharmacy residents
Provide in service education to hospital health care professionals
Maintain patient confidentiality
Perform related duties as required. Participates in staff meetings, supports team work, must demonstrate ability to work alone as well as with others, Demonstrates pride in self and workplace

WORKING CONDITIONS:
Frequent standing & walking, and lifting of 5-10 lbs, occasionally lifting 20-50 lbs
Requires manual dexterity using fine hand manipulation to operate prescription medications and computer keyboard
Requires ability to see medications, computer screen and reports
Requires handling and admixing of hazardous medications utilizing proper protective equipment, policies and procedures
Requires attention to detail
May be required to travel within the state of Connecticut
May be exposed to hazardous materials, infectious/communicable diseases and some disagreeable conditions

SCHEDULE:
Full time, 80 hours every two weeks, (8 hour shifts), primarily 7:30 a.m. to 4:00 p.m., variable days and evenings, occasional night shifts, weekends and holidays as assigned, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

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This position was posted on Recruit Military and the UConn Health website.

The WF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 3 AF, did not meet the minimum requirements because they did not have at least 1 year of experience working in an acute healthcare setting as a Pharmacist; or currently enrolled in a Pharmacy Residency Program.

The goal candidate, 1 AF, was interviewed and not selected because her responses to interview questions lacked scope/depth regarding the knowledge of the principles and practices of pharmacy and pharmacology.

1 WF was selected. She had a Pharm-D; a Registered Pharmacist Connecticut license; 1 year of experience working in an acute healthcare setting as a Pharmacist; and 14 years’ experience in pharmacy services. She provided in-depth responses to interview questions regarding the knowledge of the principles and practices of pharmacy and pharmacology.
3E. (Clinical Group) Hires – Part Time to Full Time – Adjusted Work Schedule

Speech Pathologist
(Rehabilitation)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Physician Assistant - UHP
(Surgery/Orthopedic)

1 AF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2E. Instructor

Goals

10 white males
1 black male
1 black female
AUDIOLOGIST

The audiologist is responsible for providing comprehensive diagnostic and rehabilitative services to individuals of all ages. This position is located in Farmington but will also be assigned to our satellite office in Southington.

Responsibilities:

Adult and pediatric diagnostic audiometry
Neuro-diagnostic and threshold ABR, DPOAE, vestibular evaluations - VNG
The recommendation, dispensing and fitting of appropriate amplification.
Cochlear implant evaluations and programming of cochlear processors (current working exclusively with Cochlear Corporation)
The assessment, fitting and management of osseointegrated systems (BAHA; manufactured by Cochlear Corporation)
Clinical guidance and instruction (in lecture format) of audiology students, medical students and ENT residents may be requested.

Requirements:
AuD
ASHA Certificate of Clinical Competency in Audiology
Connecticut state license
2 plus years of experience preferred with strong clinical skills

Schedule: 40 hour work week, Monday through Friday, 8am-5pm
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**Abbreviations in Posting:**

ABR – Auditory Brainstem Response  
DPOAE – Distortion Product Otoacoustic Emissions  
VNG – Video Nystagmography  
ENT – Ear, Nose, and Throat  
AuD – Doctor of Audiology  
ASHA – American Speech-Language-Hearing Association

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed because she applied after a candidate was selected for hire.

The goal candidate, 1 WM, was offered and declined the position.

1 WF was selected. She was an AuD; had an ASHA Certificate of Clinical Competency in Audiology; a Connecticut state license; and 1 year of audiologist experience.
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A goal candidate, 1 WM, was selected.
Division of Orthodontics

Job Description: Research Instructor / Burstone Award

The project requires a candidate possess a dental degree and it is preferred that the candidate also have master's degree in Orthodontics. Proficiency in English (written and spoken) is required and the candidate must also possess excellent interpersonal skills. Prior research experience would be advantageous, but not critical. We are searching for a highly-motivated individual with demonstrated potential for creativity and academic excellence.

The candidate will be responsible for conducting clinical studies on accelerated orthodontic tooth movement. Responsibilities will also include conducting clinical experiments, analyzing data and presenting the results in the scientific meetings and publishing the results. Additionally, the position requires the candidate to obtain the necessary approval from the Institutional Review Board to conduct said research.

UCare Health is an Affirmative Action Employer. In addition to an EEO and M/F/P/W/D/PV employer, UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@uconnhealth.org.
This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed for the following reasons:

- 1 WM did not have a master’s degree in Orthodontics and had not been a first/corresponding author.
- 1 WM withdrew his application from consideration.

1 AM was selected. He had a master’s degree in Orthodontics; research experience including publications; and had been a first/corresponding author.
Instructor

The Division of Nephrology and the Department of Medicine at UConn Health Center has an open full-time faculty position at the Research Instructor level. Responsibilities include biomedical research focusing on the roles of macrophages, immune cells, and fibroblasts in the pathogenesis of kidney injury and fibrosis. The ideal candidate will be expected to design and evaluate experiments, develop new ideas that promote current research, and prepare and publish manuscripts. The candidate will work with animal models relevant to human kidney diseases, using a variety of experimental techniques including cell culture, flow cytometry, confocal microscopy, PCR-based assays, histological and morphometric analysis, immunohistochemistry and work with laboratory animals, including genetic approaches using knockout and transgenic mice, surgery, and bone marrow cell transfer studies. Candidates must have a PhD degree and a strong background in immunology and inflammation and working experience with rodent models of kidney disease.

Salary commensurate with experience.
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**Abbreviations in Posting:**

PCR – polymerase chain reaction

This position was posted on Recruit Military and on the UConn Health website.

Goal candidates did not apply for this position.

1 AM was selected. He had a PhD; 3 years' experience working in a nephrology laboratory; and a background in immunology and inflammation and working experience with rodent models of kidney disease.
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A goal candidate, 1 WM, was selected.
**Instructor position available to perform the following:**

1. Expression, purification, refolding, biophysical and functional characterization of recombinant and native spirochetal proteins


3. Training personnel in the UConn Health Spirochete Research Laboratories in methods required for purification and biophysical characterization of native and recombinant spirochetal proteins.

4. Overseeing instrumentation in the UConn Health Spirochete Research Laboratories required for purification and analysis of native and recombinant spirochetal proteins.
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**Abbreviations in Posting:**

SAXS – Small-Angle X-ray Scattering software
NMR – Nuclear Magnetic Resonance

This position was posted on Recruit Military and on the UConn Health website.

Goal candidates did not apply for this position.

1 AM was selected. He had research expertise in structural microbiology of spirochetes, targeted ribonucleic acid (tRNA) modification and SAXS protein crystallography. He was working as a research scientist and had completed 6 years as a postdoctoral researcher.


Clinical Instructor - General Dentistry
Applications are being accepted for a clinical instructor position in the Division of General Dentistry. This is a clinical, non-tenure track position which is for a one year period with options for renewal on an annual basis contingent upon continued funding. The clinical instructor will be committed to approximately four days of direct patient care at an affiliated community site/clinic with teaching responsibilities at that site for students and residents on rotation. The remaining time will be committed to participation in didactic and clinical teaching and supervision at the undergraduate (predoctoral) and graduate (postdoctoral) levels. The clinical instructor may also pursue scholarly activities and research interests as appropriate.

The minimum qualifications are a DDS/DMD degree (or its equivalent) and advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT. Applicants with experience in educational and/or community settings are preferred.

Applicants should upload their CV and other supporting documents through this site.
Questions regarding this search should be addressed to Dr. Steven Lepowsky, Senior Associate Dean for Education and Patient Care and Chair, Division of General Dentistry.

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**Abbreviations in Posting:**

ADA CODA – American Dental Association Commission on Dental Accreditation

This position was posted on Recruit Military and on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he applied after candidates were selected for hire.

2 HF and 1 AM were selected.

- 1 HF was a DDS. She graduated from UConn School of Dental Medicine Advanced Education in General Dentistry program in 2017 and had a Connecticut dental license.

- 1 HF was a DDS. She graduated from UConn School of Dental Medicine Advanced Education in General Dentistry program in 2013 and was eligible for a Connecticut dental license.

- 1 AM was a DDS. He graduated from UConn School of Dental Medicine Advanced Education in General Dentistry program in 2018 and was eligible for a Connecticut dental license.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3A. Registered Nurse

Goals

58 white females
A goal candidate, 1 WF, was selected.
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A goal candidate, 1 WF, was selected.
JOE OPPORTUNITY BULLETIN
As of Monday, June 10, 2019

Department: Neag Comp Cancer Center  Job Title: Staff Nurse/CNI Neag Comprehensive  

UConn Health is looking for a highly skilled Oncology RN with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center at the UConn Health Outpatient Pavilion.

Benefits of this position include:
- Competitive pay structures
- Desirable day shift with major holidays off
- Strong sign-on bonuses for experienced RN's
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_5vzhfoY

SCHEDULE: This is a full time position, 40 hours/week, Mon - Fri with hours between 8:30 am - 5:30 pm, minor holidays as needed.

This crucial role is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Employee will guide and supervise assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: - Knowledge of the principles and practices of nursing;
- Knowledge of relevant health center policies and procedures;
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively. REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Minimum 2 years acute care experience.  SPECIAL REQUIREMENTS: BSN or enrolled in BSN program. PREFERRED:
- Gynecologic oncology experience
- Radiation therapy experience
- Women's health experience
- Oncology/hematology experience
- Outpatient clinic experience
- ONS chemotherapy/biotherapy provider card
- OCN certification

EXAMPLES OF DUTIES:
Performs a full range of tasks in providing nursing care to assigned patients.
Performs individualized nursing assessments for each assigned patient.
Develops and updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related therapy/personal needs.
Organizes coordinates patient care.
Collaborates with staff to implement patient care plans.
Participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.
Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow.
Directs nursing care involved, including blood draws, Implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies and injections.
Ability to work in a team environment.
Must work closely with nursing in the chemotherapy infusion room and chemotherapy APRN.
Communication is key to making this position a team approach.
FULL TIME EQUIVALENT SALARY MINIMUM: $61,734.

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/W/D/V employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.
Req: 2018-1217  Date Started: 8/31/2018  JobTitle: Staff Nurse CN1
JobGroup: 3A-REGISTERED NURSE

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**Abbreviations in Posting:**

RN – Registered Nurse
BSN – Bachelor’s Degree in Nursing
APRN – Advanced Practice Registered Nurse
ONS – Oncology Nursing Society
OCN – Oncology Certified Nurse

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 4 WF, did not meet the minimum requirements for the following reasons:

- 1 WF did not have the special requirement of a BSN or enrolled in BSN program.
- 3 WF did not have the required 2 years’ acute care nursing experience.

The goal candidates, 2 WF, were not interviewed for the following reasons:

- 1 WF withdrew her application.
- 1 WF’s current (past 9 years) experience had been in Labor and Delivery. This experience is not applicable to the position.
Req: 2018-1217 continued

The goal candidates, 3 WF were interviewed and not selected for the following reasons:

- 1 WF’s resume was not updated to include her RN experience and she was unable to articulate a response to why she was interested in working in a Cancer Center; which raised concerns with her oral and written communication skills.
- When 1 WF was asked a patient situational question, she repeated several times “That is an uncomfortable situation.” This raised concerns with her oral communication skills.
- 1 WF was a current full-time UConn Health RN working in the Cancer Center on first shift. She applied because it would be a provider change for her. Her manager agreed to make a provider change for her in her current position.

1 HF was selected. She had a current RN CT license; graduated from an accredited nursing program; had 4 years’ acute care experience; and provided proof of enrollment in a BSN program. She provided clear, articulate, and concise responses to interview questions, demonstrating excellent oral communication skills.
UConn Health is looking for a highly skilled Registered Nurse with dermatology experience and a passion for patient experience. This position will float to all dermatology locations (Farmington, Canton, and Southington).

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments

SCHEDULE: Full-time - 8 a.m. to 5 p.m. Required travel to Farmington, Canton, and Southington.

EXAMPLES OF DUTIES:
Performs a full range of tasks in providing nursing care to assigned patients
Performs individualized nursing assessments for each assigned patient
Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs
Organizes/coordinates patient care and collaborates with staff to implement patient care plans. Also, participates in staff/patient care conferences
Assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of nursing
Knowledge of relevant health center policies and procedures
Considerable Interpersonal skills; oral and written communication skills
Ability to establish priorities and manage effectively

MINIMUM QUALIFICATIONS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program and 2 years professional nursing experience.

STRONGLY PREFERRED: Previous Dermatology experience.

SPECIAL REQUIREMENT: BSN or active enrollment in a BSN program.

MINIMUM full time equivalent salary: $61,734

Why UConn Health
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**Abbreviations in Posting:**

RN – Registered Nurse  
BSN – Bachelor’s Degree in Nursing

This position was posted on the Diversity Nursing website, Recruit Military website and our UConn Health website.

The goal candidate, 1 WF did not meet the special requirements of having a BSN or enrolled in a BSN program.

The goal candidate, 1 WF was not interviewed because she withdrew her application.

The goal candidates, 2 WF were interviewed and not selected for the following reasons:

- 1 WF had 4 years of nursing experience, did not shadow in the clinic, did not research the Dermatology department, and did not ask pertinent questions.
- 1 WF had 2.5 years of nursing experience, did not shadow in the clinic, did not research the Dermatology department, and did not ask pertinent questions.

A goal candidate, 1 WF and 1 HF were selected. The HF had a BSN and 5 years of nursing experience. She shadowed in the clinic and asked pertinent questions.
The goal candidates, 2 WF, were selected.
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A goal candidate, 1 WF, was selected.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for a PACU Registered Nurse to join our patient-focused care team. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind. View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms: https://www.youtube.com/watch?v=BbdYfdxJFgU.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Competitive Sign on bonuses for experienced Operating Room Nurses
Shift Differentials for off shifts
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commutes access from I-84, Rte 9 and surrounding areas
State of the art facility and campus
SCHEDULE: 40 - M-F 3pm - 11:30 pm with major holidays and on-call

EXAMPLES OF DUTIES:
Performs a full range of tasks in providing nursing care to assigned patients
Performs individualized nursing assessments for each assigned patient
Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs
Organizes/coordinates patient care and collaborates with staff to implement patient care plans. Also, participates in staff/patient care conferences
Assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.
Position works regularly in perioperative phone call (CPM) area with floating to holding and PACU as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of nursing
Knowledge of relevant health center policies and procedures
Considerable Interpersonal skills; oral and written communication skills
Ability to establish priorities and manage effectively

POSITION REQUIREMENTS:
MINIMUM QUALIFICATIONS:
Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program
Must have at least 1-2 years of experience working in PACU with a focus on orthopedics and surgical experience
CPR, ACLS, PALS.
SPECIAL QUALIFICATIONS: BSN or active enrollment in a BSN program. Ambulatory experience preferred.
STRONGLY PREFERRED: Two (2) or more years of PACU experience; Epic Experience.
MINIMUM full time equivalent salary: $61,734

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**Abbreviations in Posting:**

PACU – Post Anesthesia Care Unit
RN – Registered Nurse
CPR – Cardiopulmonary Resuscitation
ACLS – Advanced Cardiac Life Support
PALS – Pediatric Advanced Life Support
BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements because she did not have the required 1-2 years’ experience working in PACU with focus on orthopedics and surgical experience, CPR, ACLS, and PALS.

The goal candidates, 2 WF, were interviewed and not selected because they both accepted other UConn Health positions.

1 WM was selected. He had a current RN CT license; graduated from an accredited nursing program; had 3 years’ experience working in PACU with a focus on orthopedics and surgical experience, CPR, ACLS, and PALS; and was enrolled in a BSN program.
A goal candidate, 1 WF, was selected.
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A goal candidate, 1 WF, was selected.
UConn Health is searching for an experienced Internal Medicine Nurse to join our patient-focused care team. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind.

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is in the UMG Internal Medicine Clinic in West Hartford.

Benefits of this position include:
Competitive pay structures
Industry leading, affordable access to medical, dental, vision, life and retirement benefits
Tuition waivers and reimbursements for self and dependents
Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
Organizational culture focused on diversity and inclusion, innovation and patient experience
State of the art, award winning campus environment, and more

SCHEDULE: FT - 40 hours; 8 hour shifts, 8:30 a.m. - 5:30 pm; also required to travel to other UMG sites as necessary.

EXAMPLES OF DUTIES:
Performs individualized nursing assessments for each assigned patient
Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs
Organizes/coordinates patient care
Collaborates with staff to implement patient care plans
Participates in staff/patient care conferences
Assists in clinical education/orientation of other staff
Performs all other duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of nursing
Knowledge of relevant health center policies and procedures
Excellent demonstrated interpersonal skills; oral and written communication skills
Proven ability to establish priorities and manage effectively

MINIMUM REQUIREMENTS:
Candidates must possess and maintain or be eligible for a current RN license in the State of CT
Graduation from an accredited nursing program and two (2) years professional nursing experience

SPECIAL REQUIREMENTS:
BSN or enrolled in BSN program.
Must have internal medicine nursing experience.

PREFERRED REQUIREMENTS: Minimum 3 years of internal medicine nursing experience.

MINIMUM FULL-TIME SALARY EQUIVALENT: $61,734.

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PW/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
Abbreviations in Posting:
UMG – University of Connecticut Medical Group  
RN – Registered Nurse  
CT - Connecticut  
BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 2 WF, did not meet the minimum requirements because they did not have the special requirement of a BSN or enrolled in a BSN program.

The goal candidates, 4 WF, were not interviewed for the following reasons:

- 2 WF did not have the preferred 3 years’ internal medicine nursing experience.
- 1 WF’s sister worked as a Medical Assistant (MA) in this department. Since MA’s report to RNs, selecting this individual for this position would violate UConn Health’s Nepotism Policy.
- 1 WF was selected for another UConn Health position.

A goal candidate, 1 WF was interviewed and not selected because she had been in an Admissions Coordinator position since 2010, with no hands on RN responsibilities. Because of the length of time she had been away from hands on nursing, she only correctly answered 3.5/12 didactic questions.
A goal candidate, 1 WF was interviewed, offered and declined the position.

1 BF was selected. She had a current RN CT license; graduated from a BSN program; and had 7 years' internal medicine nursing experience. Her responses to situational questions were based upon current safety standards and she correctly answered 11.5/12 didactic questions.
JOB OPPORTUNITY BULLETIN
As of Tuesday, June 18, 2019

Department: UMG-Surgery Module
Recruiter: Noreen Logan
Search Code: 2019-287
Date Posted: 10/12/2018
Posting Deadline: 3/24/2019

Job Title: Staff Nurse CN II - Outpatient

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is in the UMG Surgery Module in Farmington.

Benefits of this position include:
Competitive pay structures
Industry leading, affordable access to medical, dental, vision, life and retirement benefits
Tuition waivers and reimbursements for self and dependents
Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
Organizational culture focused on diversity and inclusion, innovation and patient experience
State of the art, award winning campus environment...and more

SCHEDULE: FT - 40 hours; 8 hour shifts, M-F between 7:30 a.m. - 5:30 pm; 60 minute unpaid meal break; may travel to other UMG sites as needed.

EXAMPLES OF DUTIES:
Performs individualized nursing assessments for each assigned patient
Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs
Organizes/coordinates patient care
Collaborates with staff to implement patient care plans
Participates in staff/patient care conferences
Assists in clinical education/orientation of other staff
Performs all other duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of nursing
Knowledge of relevant health center policies and procedures
Effective demonstrated interpersonal skills; oral and written communication skills
Proven ability to establish priorities and manage effectively

MINIMUM REQUIREMENTS:
Candidates must possess and maintain or be eligible for a current RN license in the State of CT
Graduation from an accredited nursing program and two (2) years professional nursing experience

PREFERRED REQUIREMENTS:
Previous RN experience in an outpatient setting in surgical practice
BSN or enrolled in BSN program

MINIMUM FULL-TIME SALARY EQUIVALENT: $61,734.

Why UConn Health:

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1951. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
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**Abbreviations in Posting:**

UMG – University of Connecticut Medical Group
RN – Registered Nurse
CT - Connecticut
BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements because she did not have the required 2 years’ professional RN experience.

The goal candidates, 14 WF, were not interviewed for the following reasons:

- 6 WF did not have the preferred RN experience in an outpatient setting in surgical practice.
- 3 WF did not have the preferred RN experience in an outpatient setting in surgical practice; BSN; or were not enrolled in a BSN program.
- 1 WF was a previous UConn Health employee who had resigned “Not in Good Standing”.
- 1 WF did not have the preferred BSN and was not enrolled in a BSN program.
- 3 WF declined the offer to schedule an interview.
The goal candidates, 7 WF, were interviewed and not selected for the following reasons:

- 1 WF’s, a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed, preferred RN experience in an outpatient setting in surgical practice was prior to 1999.
- 4 WF, UHP union members with contractual bargaining rights to be interviewed, did not have the preferred RN experience in an outpatient setting in surgical practice.
- 1 WF’s RN experience was in dermatology with 4 months of pre/post Gastroenterology procedure experience.
- 1 WF’s RN experience in an outpatient setting in surgical practice had been over 9 years ago. She has been in a leadership position and for the past 9 years did not have hands-on RN experience.

The goal candidate, 1 WF was interviewed, offered and declined the position.

*The goal candidate, 1 WF was selected. She was an UConn Health full-time RN, and this was a lateral transfer for her.

1 WM was selected. He had a current RN CT license; graduated from a BSN program; and had 3.5 years’ RN experience in an outpatient setting in surgical practice.
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A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
UConn Health is searching for an Oncology Registered Nurse. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind. This position will work in the New England Sickle Cell Institute and Connecticut Bleeding Disorders Clinic in Farmington, CT. This position may float to other areas of the Cancer Center.

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care.

SCHEDULE: FT 40 hours per week - 8:00 am- 4:30 pm with 30 minute unpaid meal period. Minor holidays as needed.

EXAMPLES OF DUTIES:
Performs a full range of tasks in providing nursing care to assigned patients
Performs individualized nursing assessments for each assigned patient
Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs
Organizes/coordinates patient care; collaborates with staff to implement patient care plans
Participates in staff/patient care conferences; assists in clinical education/orientation of other staff
Guides and supervises assigned personnel in the delivery of patient care
Performs related duties as required
Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow. Direct nursing care involved includes blood draws, implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies and injections.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. In patients in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, and abilities as stated above.

SPECIAL: Minimum of 2 years acute care experience and outpatient clinic experience

PREFERRED: BSN or enrolled in BSN program; bleeding disorder experience, sickle cell experience, hematology/oncology experience, infusion experience

MINIMUM full time equivalent salary: $61,734

Why UConn Health UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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**Abbreviations in Posting:**

RN – Registered Nurse  
CT - Connecticut  
BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 8 WF, did not meet the minimum requirements for the following reasons:

- 6 WF did not have the required 2 years’ acute care experience and outpatient clinic experience.  
- 2 WF did not have the required 2 years’ acute care experience.

The goal candidates, 6 WF, were not interviewed for the following reasons:

- 2 WF withdrew their applications.  
- 1 WF cancelled her interview.  
- 1 WF did not have the preferred BSN or was not enrolled in a BSN program; or experience with bleeding disorders; sickle cell; hematology/oncology; and infusion.  
- 1 WF did not have the preferred experience with hematology/oncology.  
- 1 WF did not have the preferred BSN or was not enrolled in a BSN program; or experience with hematology/oncology.
Req: 2019-299 continued

The goal candidates, 3 WF, were interviewed and not selected for the following reasons:

- 2 WF, current full-time UConn Health employees, indicated they were no longer interested in the position.
- 1 WF accepted another offer and was no longer interested in the position.

1 WM was selected. He had a current RN CT license; graduated from a BSN program; and had 20 years of RN experience which included hematology/oncology experience and sickle cell experience.
UConn Health is looking for a highly skilled Endoscopy RN with experience in acute healthcare and a passion for patient experience. This highly desirable flexible day shift is located in the Endoscopy Unit at John Dempsey Hospital.

Benefits of this position include:
- Competitive pay structures
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: FT- 40 hours/week - day rotator position with rotating holidays, and on-call.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of the principles and practices of nursing
- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Minimum 2 years acute care experience.

PREFERRED:
- Endoscopy experience.
- BSN or enrolled in BSN program

SAMPLES OF DUTIES:
- Assists a full range of tasks in providing nursing care to assigned patients.
- Performs individualized nursing assessments for each assigned patient.
- Develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related therapy/personal needs.
- Organizes/coordinates patient care.
- Collaborates with staff to implement patient care plans.
- Participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.
- Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow.
- Directs nursing care involved, includes blood draws, implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies and injections.
- Ability to work in a team environment.
- Must work closely with nursing in the chemotherapy infusion room and chemotherapy APRN.
- Communication is key to making this position a team approach.

FULL TIME EQUIVALENT SALARY
MINIMUM: $61,734.

Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3553 or TDD 879-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2242 or jobs@dpd.uconn.edu.
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**Abbreviations in Posting:**

RN – Registered Nurse  
CT - Connecticut  
BSN – Bachelor’s Degree in Nursing  
APRN – Advanced Practice Registered Nurse

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 2 WF, did not meet the minimum requirements because they did not have the required 2 years’ acute care experience.

The goal candidates, 7 WF, were not interviewed for the following reasons:

- 1 WF accepted another position and she was no longer interested in this position.
- 3 WF did not have the preferred endoscopy experience.
- 1 WF did not have the preferred BSN or was not enrolled in a BSN program or endoscopy experience.
- 2 WF did not have the preferred BSN or was not enrolled in a BSN program.
The goal candidates, 4 WF, were interviewed and not selected because they did not have the preferred endoscopy experience. They were University Health Professional (UHP) union members, who had contractual bargaining rights to be interviewed.

1 HF was selected. She had a current RN CT license; graduated from a BSN program; and had knowledge of procedures in the Endoscopy area. She had worked for the past 3 years in Urology where many of the diseases of the urinary tract require endoscopic procedures.
3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

Staff Nurse CN2  
(Medical – Surgical 5 Unit)

1 BF adjusted her work schedule from part time to full time during the reporting period.

Staff Nurse CN2 – Outpatient  
(UConn Medical Group – Internal Medicine Associates East Hartford)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Staff Nurse CN2  
(Procedure Center Unit)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Staff Nurse CN1  
(Operation Room)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46u-68-48)

Hiring Goals

Professional/Non-Faculty

3B. Nursing Supervisor

Goals

1 black male
1 Hispanic female
1 AAANHNPI female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two Assistant Nurse Managers, Dermatology to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Sign on bonuses for qualified nursing staff
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available
- Desirable weekday, first shift position in our brand new Outpatient Pavilion

SCHEDULE: This position is full time, generally Monday - Friday, 8:00 a.m. - 5:00 p.m.; flexible hours at time depending on unit needs, 1 hour unpaid meal break; minor holidays as needed, some travel to off sites as needed.

At UConn Health, this position is accountable for supervising the day to day operation of the Dermatology, Mohs Surgery and Dermatopathology in Farmington and off site locations.

EXAMPLES OF DUTIES:
- Responsible for performing a full range of nursing tasks which include:
  - Coordination of all activities in both front/back clinic areas.
  - Management of staffing, schedules, templates, evaluations.
  - Coordination of Kronos.
  - Approval/disapproval of time off requests.
  - Maintenance of unit shared calendar.
  - Attendance at staff meetings.
  - Facilitate front office staff meetings.
  - Daily huddle.
  - Rounding on employees.
  - Husky Buy entry and monitoring.
  - Patient relation issues.
  - Creating templates and Master schedules for residents and providers.
  - Assist with the coordinating the orientation of new staff, residents and providers.
  - Knowledge of Epic (HealthONE) and IDX essential.
  - Development and implementation of policies and procedures.
  - Complete performance appraisals on RN and MA staff.
  - Cover as RN in designated areas when needed.
  - Assist with staff performance concerns/issues.
  - Other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:
- Knowledge of the principles and practices of nursing. Knowledge of UConn Health resources, policies and procedures, standards of practice for nursing care, and patient's bill of rights. Joint Commission, Knowledge of hospital and community resources. Must be skilled in receptive listening and have considerable oral and written communication skills. Ability to effectively resolve conflicts, work under stressful conditions, and effectively prioritize.
- Knowledge of UConn Health's mission and department goals. Ability to assist in resolving performance issues, establish priorities and manage effectively. Must have excellent customer service and communication skills.

EXPERIENCE AND TRAINING: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program.

SPECIAL Required: Three (3) years of acute care and/or ambulatory nursing experience.

- BSN degree
- Dermatology, Surgical nursing experience; Epic experience, Management or Charge Nurse experience; multi-specialty practice experience.

MINIMUM Full Time Equivalent Salary: $65,894
UConn Health

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**Abbreviations in Posting:**

EPIC – integrated electronic medical records system  
IDX – scheduling, billing, and accounts receivable software  
RN – Registered Nurse  
MA – Medical Assistants  
CT – Connecticut  
BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum requirements because she did not have the 3 years’ acute care and/or ambulatory nursing experience.

The goal candidate, 1 HF, was not interviewed because she did not have the preferred BSN degree and she was not currently enrolled in a program.

The goal candidates, 2 HF and 1 AF, were interviewed and not selected for the following reasons:

- 1 HF was currently enrolled in a BSN program; she did not have the preferred management, dermatology, and surgical nurse experience.
- 1 HF did not have the preferred dermatology, surgical or multi-specialty experience.
- 1 AF did not have the preferred dermatology experience, management or charge nurse experience.

1 WM was selected. He had a current RN Connecticut license; graduated from an accredited nursing program; BSN; 3 years’ operating room experience; and was in a current role as a Clinical Nurse Leader. He also provided clear, articulate, and concise responses to interview questions, demonstrating excellent oral communication skills.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3C. Specialized Nurses

Goals

1 black male
3 black females
1 AAIAANIP male
1 AAIAINHNPI female
### Job Title: Clinical Case Manager  
### Job Group: 3C-Specialized Nurses

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**Abbreviations in Posting:**

RN – Registered Nurse  
CT – Connecticut  
DME – Durable Medical Equipment  
LTACH – Long Term Acute Care Hospital  
PPS – Prospective Payment System  
BSN – Bachelor’s Degree in Nursing

This position was posted on LinkedIn, Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 1 BF and 2 AF, did not meet the minimum requirements for the following reasons:

- 1 BF did not have the required BSN.
- 2 AF did not have the required 2 years’ case management experience.

The goal candidate, 1 BF, a UConn Health employee, was interviewed and not selected because she was selected for another UConn Health position.

1 WF was selected. She had a current RN Connecticut license; graduated from an accredited nursing program; BSN; and had 3 years’ case management experience.
UConn Health is looking for a highly skilled Clinical Nurse Specialist with experience in Emergency Medicine. This highly desirable day shift position is located at the John Dempsey Hospital.

Benefits of this position include:
- Competitive pay structures
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hours/week, predominantly M-F 8am-4:30pm with flexible hours as based on department needs and ongoing projects.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of current clinical literature
Research in practice and therapeutic nursing interventions
Considerable knowledge of the principles/theories of adult learning
Knowledge of unit based orientation plans
Skill in the process of educational needs assessment
Skill in planning, developing, implementing and evaluating of educational programs to meet the needs of the nursing department
Considerable interpersonal skills; considerable oral and written communication skills
Ability to provide therapeutic interactions with patients/clients
Ability to evaluate patient care plans
Ability to incorporate research findings into standards of care
Teaching ability

EXAMPLES OF DUTIES:
Serves as a clinical consultant and resource person to Nursing Managers, other clinical nurse specialists, physicians, preceptors, nursing staff from other departments, students, outside agencies and affiliated institutions to positively impact standards of care, nursing care delivery and patient outcomes.
Serves as consultant in areas of clinical specialty, orientation of new staff and career advancement development.
Acts as liaison by establishing effective collegial relationships
Initiates, facilitates and participates in research activities having implications for the understanding/improvement of clinical activities and nursing practice
Demonstrates and understanding of the group process
Uses learning methods in working with individuals and groups to impact standards of care and nursing delivery
Assists in coordinating and implementing educational/orientation/quality improvement programs
Facilitates the education process of staff and students
Performs all other duties as required.

MINIMUM REQUIREMENTS:
Incumbents must possess and maintain during employment an RN license to practice nursing in the State of Connecticut.
Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in Emergency Medicine in an acute care environment with at least one (1) year in education.

SPECIAL REQUIREMENTS:
Certification as a Certified Nurse Specialist (CNS). Certification must be maintained during employment or Certificate as a Certified Nurse Educator by NLN or Nursing Professional Development certificate by ANCC.
May be required to obtain certification for the subspecialty of the practice.

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JobTitle: Clinical Nurse Specialist
JobGroup: 3C-SPECIALIZED NURSES

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**Abbreviations in Posting:**

RN – Registered Nurse  
NLN – National League for Nursing  
ANCC – American Nurses Credentialing Center

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidate, 1 AF, did not meet the minimum requirements because she did not have the required Master’s degree in Nursing or Education.

1 WF, a part-time UConn Health employee was selected. She was a State of Connecticut licensed RN with a Master’s degree, had 2 years’ UConn Health experience in Emergency Medicine and education, and had been a CNS for 8 years.
UConn Health is looking for a highly skilled Clinical Nurse Specialist with step down unit experience for our Intermediate Unit. This highly desirable day shift position is located at the John Dempsey Hospital.

Benefits of this position include:
- Competitive pay structures
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hours/week, M-F with hours predominantly 8am-4:30pm

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of current clinical literature
Research in practice and therapeutic nursing interventions
Considerable knowledge of the principles/theories of adult learning
Knowledge of unit based orientation plans
Skill in the process of educational needs assessment
Skill in planning, developing, implementing and evaluating of educational programs to meet the needs of the nursing department
Considerable interpersonal skills; considerable oral and written communication skills
Ability to provide therapeutic interactions with patients/clients
Ability to evaluate patient care plans
Ability to incorporate research findings into standards of care
Teaching ability

EXAMPLES OF DUTIES:
Serves as a clinical consultant and resource person to Nursing Managers, other clinical nurse specialists, physicians, preceptors, nursing staff from other departments, students, outside agencies and affiliated institutions to positively impact standards of care, nursing care delivery and patient outcomes.
Serves as a consultant in areas of clinical specialty, orientation of new staff and career development.
Acts as liaison by establishing effective collegial relationships.
Initiates, facilitates and participates in research activities having implications for the understanding/improvement of clinical activities and nursing practice
Demonstrates an understanding of the group process
Uses learning methods in working with individuals and groups to impact standards of care and nursing delivery
Assists in coordinating and implementing educational/orientation/quality improvement programs
Facilitates the education process of staff and students
Performs all other duties as required.

MINIMUM REQUIREMENTS:
Incumbents must possess and maintain during employment an RN license to practice nursing in the State of Connecticut.
Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in an acute care environment with at least one (1) year in education.

SPECIAL REQUIREMENTS:
Certification as a Certified Nurse Specialist (CNS). Certification must be maintained during employment or Certificate as a Certified Nurse Educator by NLN or Nursing Professional Development certificate by ANCC.
May be required to obtain certification for the subspecialty of the practice.

FULL TIME EQUIVALENT SALARY MINIMUM: $84,552.

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
### Clinical Nurse Specialist
**Job Group:** 3C-SPECIALIZED NURSES

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### Abbreviations in Posting:
- RN – Registered Nurse
- CT – Connecticut
- NLN – National League for Nursing
- ANCC – American Nurses Credentialing Center

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The goal candidates, 2 BF external candidates, were interviewed and not selected because they did not have working knowledge of UConn Health and specifically our Intermediate Unit.

1 WF, part-time UConn Health employee, was selected. She had a RN license to practice nursing in the state of CT; Master's degree in Nursing Education; 2 years of experience in an acute care environment including education; was a CNS; and has been working in our Intermediate Unit for the past 3 years.
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A goal candidate, 1 AF, was selected.
UConn Health is looking for two (2) highly skilled RN Clinical Case Managers with experience in acute healthcare and a passion for patient experience (one of the position will require appeals and denials experience). These highly desirable positions are located at the John Dempsey Hospital.

Benefits of this position include:
- Competitive pay structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Route 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: full-time 40 hours/week, predominantly Monday-Friday, 8:00 a.m. - 4:30 p.m., with rotating weekends and holidays.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of the principles and practices of case management
- Knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions
- Knowledge of standards of practice for interdisciplinary delivery of patient care
- Excellent Interpersonal and oral and written communication skills
- Problem solving skills and the ability to establish priorities and manage effectively
- Ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs
- Experience with InterQual or Milliman

MINIMUM REQUIREMENTS:
- Candidates must possess and maintain or be eligible for a current RN license in the State of CT
- Graduation from an accredited nursing program
- Bachelor's degree in nursing with three years' experience in relative specialty
- Minimum 2 years of case management experience

PREFERRED REQUIREMENTS:
- Master's degree in Nursing
- Certification in Case Management

EXAMPLES OF DUTIES:
- Assess patient/family clinical status needs related to medical diagnosis, treatment plan, treatment providers, treatment options, financial resources and discharge planning needs
- Facilitates and secures all post-acute care referrals for homecare, DME, LTACH, Hospice and skilled nursing facilities
- Facilitates transitions within the hospital as well as direct admissions and transfers from other facilities as it relates to clinical bed management
- Interprets critical data and makes recommendations to effect improvement in outcomes based on trends in inappropriate, inefficient or costly utilization
- Intervenes to suggest creative options for inappropriate admissions; documents case manager intervention and comparison to established criteria for medical necessity
- Establishes ongoing dialogue with patient/family to determine if patient's needs are being met
- Monitors critical aspects of care affecting reimbursement
- Provides point of contact for community physicians, staff, payers and patient regarding plan of care and questions related to discharge and resource utilization
- Develops collaborative relationships with home care agencies or post-acute facilities to provide appropriate clinical documentation (e.g., PPS) and to support quality patient care
- Performs other related duties as required
- Update payers on severity of illness and medical necessity
- Obtain payer authorization for services provided and post-acute care services when applicable

FULL TIME EQUIVALENT SALARY MINIMUM: $77,438

Why UConn Health
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### Abbreviations in Posting:

- RN – Registered Nurse
- CT – Connecticut
- DME – Durable Medical Equipment
- LTACH – Long Term Acute Care Hospital
- PPS – Prospective Payment System
- BSN – Bachelor’s Degree in Nursing

This position was posted on Diversity Nursing, Recruit Military, and the UConn Health website.

The AF goal had been met with a previous part-time to full-time hire and was no longer an established hiring goal.

The goal candidate, 1 BF, was not interviewed because she had nursing home experience and experience at an acute rehabilitation infusion company where she worked as a clinical document specialist. This skill set does not translate to Case Management.

1 WF was selected. She had a current RN Connecticut license; graduated from an accredited nursing program; BSN; and 8 years’ case management experience. She also had the preferred Master’s degree in Nursing.

*1 WF, a current UConn Health employee, was laterally transferred to this department. She had a current RN Connecticut license; graduated from an accredited nursing program; BSN; and had 3 years’ case management experience.
3C. (Specialized Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

Clinical Nurse Specialist
(John Dempsey Hospital Organization and Staff Development)

WF adjusted her work schedule from part time to full time during the reporting period.
Hiring Goals

Professional/Non-Faculty

3F. Research

Goals

31 white males
  1 black female
  2 Hispanic males
15 AA/IANHNPI males
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1 AF, a part-time UConn Health employee, University Health Professional union member with contractual bargaining rights to the position, was selected.
At UConn Health this position is accountable for independently performing a full range of tasks for assigned clinical research projects/programs or segments of programs/projects. This position will work in the behavioral health area of the Calhoun Cardiology Center and will require travel within Connecticut and Massachusetts working with substance using patients.

SUPERVISION RECEIVED:
Works under the close supervision of an employee of higher grade when performing advanced tasks; works independently in the performance of routine research duties

SUPERVISION EXERCISED:
May lead lower level staff as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, primarily Monday - Friday, 8:00 a.m. to 4:30 p.m., flexibility is needed to work evening and weekend hours as necessary to accommodate research needs, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
Performs a range of duties in conducting clinical research, provides support services for assigned research projects; recruiting subjects; reviewing medical charts and data to determine eligibility; conducting structured psychiatric evaluations;
Administering physiological assessments in a human lab setting
Administering behavioral interventions;
Scheduling appointments entering, managing, and analyzing data using SPSS, Excel and REDCap
Performs tests and interacts with patients
Assists higher level research staff on assigned projects; receives and executes assignments in designated research protocols, procedures, techniques and equipment
Performs data entry, querying, editing and retrieval
Maintains research charts on all protocol registered patients; reviews medical records and other source documents in order to abstract data
Reviews study data report forms for completeness; disseminates information to other research staff
Receives training in designated research protocols, procedures and techniques that the supervisor deems appropriate
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Basic knowledge of research protocols, principles and procedures
Knowledge of aspects of clinical trials such as screening, interviewing, case report forms
Knowledge of experimental design, mathematics, statistics, computer applications and considerable oral and written communication skill
Ability to organize, analyze, evaluate and interpret data
Knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research
Ability to work as a member of a project team
Application of procedures and knowledge of clinical tasks required for research (e.g. psychiatric evaluations, interviewing).

EXPERIENCE AND TRAINING:
General Experience:
Bachelor's degree in Psychology or Social Science. Degrees in other areas may be substituted on a case-by-case basis.
One (1) year clinical research experience with six (6) months or more experience in contingency management/behavior modification with substance using patients
Demonstrated ability to perform psychiatric evaluations, physiological testing and behavioral treatment administration, recruitment and screening

SUBSTITUTIONS ALLOWED:
Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:
This position may require nights and weekends and travel within Connecticut and Massachusetts
Must be able to provide and maintain reliable means of transportation and appropriate insurance coverage.
Experience in the administration of psychiatric evaluations and psychological testing in substance use patients
Demonstrated computer skills, including working knowledge of Excel, SPSS, and REDCap
Conversational Spanish required.
WORKING CONDITIONS:
Incumbents in this class may be exposed to communicable/infectious diseases.

FULL TIME EQUIVALENT MINIMUM SALARY: $57,595.00

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Abbreviations: SPSS (statistical computer software), REDCap (web application for building and managing online surveys and databases), and SOCRA (Society of Clinical Research Associates).
This position was posted on the UConn Health employment website.

The goal candidates, 4 WM, 2 BF, and 2 HM, did not meet the minimum requirements for the following reasons:

- 3 WM, 2 BF, and 2 HM did not have the required one (1) year clinical research experience with six (6) months or more experience in contingency management/behavior modification with substance using patients.

- 1 WM did not possess the required contingency management/behavior modification background with substance using patients. The candidate’s application materials did not indicate the ability to perform psychiatric evaluations, psychological testing and behavioral treatment administration along with recruitment and screening familiarity.

The 1 WF selected had the mandatory position recall rights per the collective union bargaining agreement.
At UConn Health this position is responsible for independently performing a full range of tasks for assigned clinical research projects/programs or segments of programs/projects. This position is assigned to the Neag Comprehensive Cancer Center to coordinate the Clinical Trials IRB submission and monitor and maintain protocol and other study materials. This position is located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, Monday - Friday, 8 a.m. to 4:30 p.m., 30 minute unpaid meal break, this position may require local or out of state travel and may work evenings and weekends.

SUPERVISION RECEIVED: Works under general supervision of an employee of higher grade when performing advanced tasks; works independently in the performance of routine research duties.

SUPERVISION EXERCISED: May lead lower level employees.
EXAMPLES OF DUTIES:
Manages and coordinates the Clinical Trials Office's portfolio of research studies as related to regulatory activities.
Prepares and submits IRB applications related to initial review, annual continuing reviews, amendments, modifications, patient materials, protocol deviations, safety reports, IRB audits, and study closures
Drafts, reviews, edits informed consent forms, case report forms, protocols and other study related materials as applicable
Maintains regulatory master files throughout the cycle of the studies (pre, active and post study phases)
Uses existing systems to track assigned protocols through the submission, approval and activation process.
Collaborates with the study team regarding study progress, amendments, patient updates, serious adverse events (SAEs) etc. to ensure timely reporting to the IRB.
Works with the study team to proactively assess and resolve logistical, operational and financial issues prior to protocol activation. Obtains necessary approvals prior to study activation and patient accrual.
Effectively communicates with Principal Investigators, the research and clinic staff, IRB, study sponsors, regulatory authorities
Assists the research team with preparing protocol specific educational in-services to clinic, research and hospital staff as required.
Prepares for and actively participates in all study pre-activation educational meetings and study activation meetings for assigned studies.
Assists staff with workload prioritization, training and education.
Prepares for and actively participates in study monitoring visits, internal and external audits, and study closure visits
Maintains current working knowledge of all assigned research protocols
Assists in the development of Standard Operating Procedures as needed
Coordinates assigned research activities and actively participates in meetings
The successful candidate will have and maintain a working knowledge of FDA, DHHS, OHRP, NIH, GCP, and HIPAA regulations, laws and policies, and oncology principles, as they presently exist, as they change, or are modified.
Understands and adheres to UConn Health Compliance Standards as they appear in policy, Code of Conduct and Conflict of Interest Policy
Other duties as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of research protocols, principles and procedures
Knowledge of aspects of clinical trials such as screening, interviewing, case reports forms
Knowledge of experimental design, mathematics, statistics, computer applications and computer data management
Considerable oral and written communication skills
Knowledge of a science such as biology or psychology
Ability to identify, produce, organize, evaluate and interpret data
Knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications, data safety and monitoring plans) involved with clinical trials and other clinical research
Ability to work as a member of a project team
Knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:
This position may be filled as Clinical Research Assistant 1 or 2
Clinical Research Assistant II: Bachelor's degree in the appropriate scientific discipline, e.g. Biology or Psychology plus one (1) year of clinical research experience in medical conditions/diseases on seriously or terminally ill patients. Degrees in other areas may be substituted on a case-by-case basis. Clinical Research Assistant I: Bachelor's degree in the appropriate scientific discipline, e.g. Biology or Psychology or other areas on a case by case basis. Basic knowledge of the IRB submission process is required with an ability to receive and apply training to meet the expectation of the position.

SUBSTITUTION ALLOWED: Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with six (6) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.
PREFERRED QUALIFICATIONS:
Experience with Institutional Review Board (IRB) submissions.

WORKING CONDITIONS: This position may involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours.

GENERAL GUIDELINES: Must be competent, knowledgeable, and capable of independent decision-making, multitasking and assisting personnel. Must maintain current working knowledge of DHHS, FDA, OHRP, NIH, GCP, and HIPAA regulations, laws and policies, and oncology principles, as they presently exist, as they change, or are modified. Understands and adheres to UConn Health Compliance Standards as they appear in policy, Code of Conduct and Conflict of Interest policy MINIMUM full time equivalent salary: TBD

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This position was posted on the UConn Health employment website.

- Of the goal candidates, 1 WM, did not meet the minimum qualifications as the applicant’s application materials were vague and did not provide adequate documentation to determine if he possessed the minimum qualifications.

The goal candidates, 3 WM, 1 BF, 1 HM, and 1 AM, were not interviewed for the following reasons:

- 2 WM and 1 BF held Bachelors’ degrees but did not indicate any research knowledge or experience.
- 1 HM and 1 AM withdrew their applications after submission.
- 1 WM was an MD but his application did not include enough details to determine if his skill set in research was compatible.

The goal candidates, 2 WM and 2 BF, were interviewed but not selected for the position for the following reasons:

- 1 WM and 1 BF did not demonstrate effective communication or interpersonal skills and did not answer prioritization skills questions correctly.
- 1 BF indicated her interest was in direct patient care which was not applicable to the current position.
- 1 WM declined an offer for a second interview as he accepted a position elsewhere.

1 WF was selected as she answered all the questions correctly and with extensive detail. She exhibited favorable interpersonal and communication skills. The applicant asked very key and relevant questions regarding the position. She also held a similar position in an equally sized facility.
**Department:** Genetics & Genome Sciences  
**Job Title:** Research Assistant 2  
**Recruiter:** Pamela Rucker  
**Search Code:** 2018-938  
**Date Posted:** 3/22/2018  
**Posting Deadline:** 3/29/2018

At UConn Health this class is accountable for independently performing a full range of tasks for assigned research projects, programs or segments.

**SUPERVISION RECEIVED:**  
Works under the general supervision of an employee of higher grade in the performance of routine research duties and under closer supervision when performing more advanced tasks.

**SUPERVISION EXERCISED:**  
May lead/supervise lower level employees as assigned.

**COMPREHENSIVE BENEFITS OFFERED:**  
Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte. 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**Schedule:** 40 Hrs. per week, Mon-Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

************FLEXIBILITY NEEDED, SOME WEEKENDS MAY BE REQUIRED************

**EXAMPLES OF DUTIES:**  
May conduct routine technical laboratory tests including semen analyses, radioimmunoassay, microscopic, chemical, and/or other related tests  
May prepare and maintain cultures  
May make both simple and moderately complex solutions  
May perform animal dissection to obtain samples for study  
May inject laboratory animals and draw blood and serum  
May perform data collection
May interview research participants
May perform data analysis; records and reports test results
Researches literature to determine methods applicable to the study being performed
Performs laboratory maintenance
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of relevant research protocols, principles and practices
Knowledge of scientific techniques
Knowledge of experimental design, mathematics/statistics, relevant computer applications, laboratory equipment and procedures
Knowledge of a science such as chemistry, biology, microbiology, pharmacology
Knowledge of physical and data resources in applicable scientific fields
Oral and written communications skills
Ability to identify, produce, organize, analyze, evaluate, interpret and present data.
Must have computer skills including Microsoft Office.

EXPERIENCE AND TRAINING
General Experience:
Bachelor’s degree in Biology, plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by case basis.

Substitutions Allowed:
College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor’s degree.

SPECIAL REQUIREMENTS:
Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
Cerebellar slice culture experience
Neuronal and oligodendrocyte cell culture experience
Antisense oligonucleotide-mediated knockdown experience
Production and purification of Adeno-associated virus (AAV) vectors

PREFERRED QUALIFICATIONS:
Rodent handling and behavioral assay (rotor rod, elevated plus maze)
Fluorescence in-situ hybridization (FISH) & Immunofluorescence microscopy
Working Conditions:
Incumbents in this class may occasionally be required to lift heavy objects such as standard laboratory equipment and/or trays/boxes or glassware; may be exposed to such hazards as broken glass, toxic vapors, radioactive materials, and toxic or disease carrying substances.

Full Time Equivalent Minimum Salary: $57,595.00

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This position was posted on the UConn Health employment website.

- The goal candidates, 1 WM, 2 BF, and 2 HM, did not meet the minimum requirements as their application materials did not indicate the Special Requirement of having neuronal and oligodendrocyte cell culture experience.

1 WF was selected due to her tenured and relevant experience in the laboratory techniques associated with the research. The candidate had the molecular expertise in the areas of anti-sense knockdowns, neuronal and oligodendrocyte cell culture experience, in addition to previous cloning laboratory work.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Research Assistant to our growing team located in Farmington. We are seeking a candidate with prior experience working on Whole-Genome Exome Sequencing.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus

EXAMPLES OF DUTIES:
Preferred candidate with prior experience working on other Exome Sequencing and Data analysis for Glaucoma and/or other similar clinical entities. The candidate is expected to conduct routine laboratory tests and perform a range of related duties such as DNA extraction, PCR primers design, PCR optimization, running and photographing gels, interpretation of results, amplification of patients samples for DNA sequencing, and performing Sanger DNA sequencing and bioinformatics data analyses; provides support services for assigned research projects; provide technical and routine laboratory assistance to higher level research staff on their assigned projects and share experimental methodology with others by helping with the duties of other personnel in the lab. The candidate will receive appropriate trainee assignments in designated research protocols, procedures, techniques and equipment and is expected to perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITIES:
Basic knowledge of research protocols, principles and procedures; basic knowledge of scientific techniques such as reagent/solution preparation, DNA handling, dilution and staining, design of PCR primers, PCR Optimization, Gel electrophoresis; basic knowledge of experimental design, bioinformatics, statistics, routine computer applications, daily-used laboratory equipment and procedures; basic knowledge of molecular Biology and Genetics; basic knowledge of web-based data resources as applied in molecular Biology; oral and written communication skills; ability to identify, produce, organize, analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING:
General Experience:
The candidate must be well familiar with basic and advanced Molecular Genetics Techniques.
Bachelor degree in any Biological disciplines is required. Degrees in other areas may be substituted on a case by case basis.

Preferred Qualifications:
Candidates with prior experience working on Whole-Genome Exome Sequencing and Bioinformatics Data analysis for Glaucoma and/or other similar clinical entities.
Preference will be given to candidates with advance knowledge in Molecular Genetics and with prior and practical working knowledge with Exome Sequencing, Data Analysis, confirmation and prioritization of the DNA variations as identified by this methodology.
Individuals with a Master degree and/or advance knowledge of DNA and protein analyses, tissue culturing and study of protein-protein interactions will be extremely advantage to this project.

SPECIAL REQUIREMENTS:
Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases. It is also required that the candidate go through routine and regularly updated laboratory trainings as recommended by the Institution for this or any other routine laboratory job.

Working Conditions:
Incumbents in this class is required to upkeep our liquid nitrogen tank regularly and may also be occasionally required to lift heavy objects such as this tank or other standard laboratory equipment and/or trays/boxes or glassware; may be exposed to such hazards as broken glass, toxic vapors, biological materials, and toxic or disease carrying substances.
Schedule: 40 hour work week, Monday through Friday, 8am-5pm, 1 hour unpaid meal break.

Full Time Equivalent Minimum Salary: $49,462

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 9 WM, 4 BF, and 1 AM, were not selected for an interview as the hiring managers chose to hire a temporary employee who was performing all the functions of the position satisfactorily.

This resulted in the hire of 1 WF.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Research Assistant to our Child & Family Studies area. If you have a background in this specific field, we want to hear from you. This position is to offer research support to the A.J. Pappanikou University Program for Excellence in Developmental Disabilities (UCEDD).

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: Monday - Friday 8:00am - 4:30pm with a 30 minute lunch

Job Duties;
Performs a range of related duties in conducting applied research
Conducts assessments with children and families
Assists in higher level research staff on assigned projects
Receives trainee assignments in designated research protocol, procedures, techniques and equipment
Performs data entry
Supports staff in preparation of manuscripts for publication, including but not limited to copy editing and preparation of tables and graphs
Performs related duties as required

Minimum Qualifications:
Bachelor's degree in an appropriate discipline (e.g., child development, early childhood, early intervention, special education, psychology)
Basic knowledge of research protocols, principals and procedures
Basic knowledge of experimental design and applied research techniques
Excellent written and oral communication
Preferred Qualifications:
Experience working on federal grant funded projects on disability
Experience identifying, producing, organizing and evaluating data for large and small research projects
Familiarity with statistical analyses and software
Experience working at UCEDD
**This position requires local travel**

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 5 WM, 1 BF, and 1 AM, were not selected for an interview for the following reasons:

- 2 WM, 1 BF, and 1 AM did not have experience with federal grant funded projects on disability.
- 2 WM did not have a background utilizing statistical analyses and software.
- 1 WM application indicated that he was actively seeking a position in Neuroscience.

The 1 WF selected had a Bachelor’s degree in an appropriate discipline and experience working at UCEDD. The candidate had experience collecting, organizing, and evaluating data. She had supervisory experience on federal grants in a disability field.
A goal candidate, 1 AM, was selected.

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<th>WM</th>
<th>WF</th>
<th>BM</th>
<th>BF</th>
<th>HM</th>
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JOB OPPORTUNITY BULLETIN

As of Friday, July 26, 2019

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<th>Department:</th>
<th>Child &amp; Family Studies</th>
<th>Job Title:</th>
<th>Research Associate 1</th>
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At UConn Health this Grant Funded position is accountable for assisting in the design/development of complex research projects/programs; may act as a resource person in a prescribed research technique or field. This position is located in the Child & Family Studies department.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

EXAMPLES OF DUTIES:
Assists in the design/development of complex research projects/programs
Acts as a specialist in a designated field
Keeps abreast of the latest technical and scientific developments in relevant field
May plan unit work flow, determine priorities, schedule, assign, oversee or review work
May establish unit procedures
May recommend policies, standards
May prepare reports, correspondences
Designs and implements experiments; translates data collection theory into practice
Works with grant budgets
Contributes to research publications; conducts literature searches
May train lower level employees; trains fellows, medical/dental students; post-docs in related research techniques
Performs other duties as required.
Schedule: 40 hrs. per week, To be determined
MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITIES:
Considerable knowledge of relevant research protocols, principles and procedures
Considerable knowledge of relevant advanced scientific techniques
Knowledge of research practices
Knowledge of experimental design, mathematics, statistics, computer applications
Oral and written communication skills
Ability to work independently, to attend to detail, problem solve and be organized
Supervisory ability.

EXPERIENCE AND TRAINING:
General Experience:
A Master's degree, plus two (2) years of relevant administrative experience, preferably in a health science/health care setting.

Substitutions Allowed:
Bachelor's Degree and three (3) years of relevant experience, preferably in a health science/health care setting, may be substituted for the general experience.

Preferred Qualifications:
1. Incumbents in this class may be required to travel.
2. Experience presenting at national conferences.
4. Experience teaching adults.
5. Experience in writing quarterly and annual reports required by the grant, grant related objectives regarding materials and products for dissemination purposes.

FULL TIME EQUIVALENT SALARY: $73,694

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2018-1280  Date Started: 8/3/2018  Job Title: Research Associate 1  
Job Group: 3F-RESEARCH

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The position was posted both on the UConn Health and Recruit Military websites.

The goal candidates, 1 WM and 2 BF, did not meet the minimum qualification of the position as they did not have a Master’s Degree with two (2) years of relevant administrative experience preferably in a health/science/health care setting.

The goal candidates, 3 AM, were not interviewed as initially applicants that possessed all the preferred qualifications were invited to an interview.

The 1 WF selected had both all the minimum and preferred qualifications. She had a background in research practices and scientific techniques. This discipline required experience in writing reports required by granting agencies (DOE), supervision duties, responsibility to present at national conferences, and working directly with children with disabilities. The candidate had previously taught adults in an educational setting and had familiarity with creating annual reports.
At UConn Health this grant funded position will be responsible for independently performing a full range of tasks for research projects related to older adults who are considered cognitively vulnerable and their family members. This position is located in the Center on Aging.

SUPERVISION RECEIVED:
- Works under the general supervision of an employee of higher grade

SUPERVISION EXERCISED:
- May lead lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

Schedule: 40 hours per week, Monday - Friday 8:00am - 4:30pm with a 30 minute unpaid meal break
********Some early mornings or evenings or weekend hours on occasion************
**********Must be flexible to change hours as project and interview schedules require************

EXAMPLES OF DUTIES:
- Screening subjects for study eligibility VI telephone and in-person.
- Obtaining informed consent from subjects (and a family member when applicable)
- Performing structured interviews with subjects (and a family member when applicable)
- Administering cognitive testing to subjects.
- Coordinating research interview schedule.
Entering study data into RedCap customized data bases.
Working with the database manager and on maintaining the study database.
Conducting scientific literature reviews.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Basic knowledge of research protocols, principles and procedures.
Basic knowledge of aspects of clinical trials such as screening, interviewing, case report forms.
Basic knowledge of experimental design, mathematics, statistics, computer applications, and written communication skill.
Ability to organize and work with data
Knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research
Ability to work as a member of a project team; apply procedures
Knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing).
Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

EXPERIENCE AND TRAINING:
General Experience:
Bachelor’s degree in an appropriate discipline, i.e., Psychology, Gerontology, Social Work or other related discipline. Degrees in other areas may be substituted on a case by case basis.

Substitutions Allowed:
College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor’s degree.

SPECIAL REQUIREMENTS:
Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
Experience working with older adults in research and/or clinical settings.
Experience obtaining informed consent and conducting in-person interviews in the context of a clinical research study.
Experience working with confidential information and abiding by all HIPAA regulations.
Experience working as a member of a research or clinical team.
Must have a valid CT driver’s license and reliable transportation and must be willing to drive throughout the state of CT (mileage and parking are reimbursable).
Flexibility to work non-standard work week hours (early morning or evenings) may be necessary on occasion.
PREFERRED QUALIFICATIONS:
Experience working with older adults with cognitive impairment and/or depression in research and/or clinical settings.
Experience working with family members of older adults with cognitive impairment and/or depression in research and/or clinical settings.
Experience working with RedCap data entry software.
Experience working with Microsoft Word, Excel, and Access.

Working Conditions:
Incumbents in this class may be exposed to communicable /infectious diseases.

Full Time Equivalent Minimum Salary: $49,462.00

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This position was posted on the UConn Health website.

The goal candidates, 15 WM, 8 BF, and 4 HM, did not meet the minimum qualification for the position for the following reasons:

- 5 WM, 3 BF, and 1 HM did not have experience working with older adults in research and/or a clinical setting.
- 9 WM, 4 BF, 3 HM’s application materials did not indicate experience obtaining informed consent and conducting in-person interviews for the purposes of a clinical study of the data.
- 1 WM did not provide enough information in his application materials to make a determination on his qualifications.
- 1 BF did not possess a Bachelor’s degree in an appropriate disciple or a permissible substitution of educational area of focus.

The goal candidate, 1 AM, was not interviewed as he did not have experience working with older adults with cognitive impairment and/or depression in research or in a clinical environment

The goal candidate, 1 WM, was interviewed but was not selected for the position as he had no clinical research background. All his experience was in lab research only.

The 1 WF selected had relevant clinical experience specifically in assessing older adults with neurocognitive disorders including dementia. The candidate fielded all questions correctly regarding research and clinical documentation and classification. She stressed the importance of HIPPA laws in her area of study.
A goal candidate, 1 WM, was selected.
In the Molecular Biology & Biophysics Department at UConn Health the candidate for this position will join the laboratory of Dr. Jeffrey Hoch to work on an NIH funded project on non-Fourier methods of spectrum analysis applied to biomolecular multidimensional NMR spectroscopy.

Supervision Received:
Receives general supervision from a principle investigator, faculty member or other employee of higher rank
Supervision:
Leads research assistant, para-professional, clerical or other staff members of lower rank, as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: 40 hrs./wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Examples of Duties:
Will develop methods for enhancing sensitivity and resolution through the use of no uniform sampling (NUS), non-Fourier spectrum analysis and related deconvolution methods.
Will utilize the resources of NMRbox, the National Center for NMR Data Processing and Analysis.
Will work closely with the NMRbox team to promulgate methods developed and tutorial examples of best practices on the NMRbox platform.
Performs related duties as required

Minimum Qualifications Required
Knowledge, Skills & Ability:
Knowledge of NMR software and data formats; experience with modern biomolecular multidimensional NMR experiments including the implementation of NUS experiments on Agilent and Bruker instruments and analysis of results. Familiarity with non-Fourier methods of spectrum
analysis applied to NMR and especially to NUS data. Familiarity with MathLab and modern scripting and programming languages.

General Experience & Training:
A Master's Degree in Biophysics or a related discipline plus two (2) years of appropriate research experience preferably in a health care setting.
Substitution Allowed:
Bachelor’s Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

Special Requirements:
Incumbents in this class may be required to travel.
Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Preferred Experience:
Ph.D. in Biophysics or a related discipline.
5 years’ experience with modern biomolecular multidimensional NMR experiments:

Working Conditions:
The work environment is a typical Laboratory environment with minimal exposure to excessive noise or adverse environmental issues.

Full Time Equivalent Minimum Salary: $ 73,694.00

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**Abbreviations in Posting:**

NMR – Nuclear Magnetic Resonance

This position was posted on the UConn Health website.

The goal candidates, 3 WM, were determined not to have met the minimum requirements for the position as their application materials did not indicate of knowledge of NMR software and data formats.

Goal candidates, 1 WM and 1 AM, were not interviewed as they did not have experience with NUS experiments and implementation on Agilent and Bruker instruments and analysis of results.

The 1 WF selected had experience with both modern biomedical multidimensional NMR and NUS experiments and implantation of research data. The candidate had a Ph.D. in Biophysics and formerly specialized in immunizations for communicable diseases.
A goal candidate, 1 AM, was selected.
A goal candidate, 1 AM, was selected.
At UConn Health this Grant Funded position is accountable for assisting in the design/development of complex research projects/programs; may act as a resource person in a prescribed research technique or field. This position is located in the Child & Family Studies department.

COMPREHENSIVE BENEFITS OFFERED: Industry-leading health insurance options and affordability Generous vacation and sick-time plans Multi-channel retirement options (pension and match options) Tuition waiver and reimbursement for employees and qualified family members Quick commute access from I-84, Route 9 and surrounding areas State of the art facility and campus environments Progressive leadership and educational development programs available

EXAMPLES OF DUTIES: Assists in the design/development of complex research projects/programs Acts as a specialist in a designated field Keeps abreast of the latest technical and scientific developments in relevant field May plan unit work flow, determine priorities, schedule, assign, oversee or May establish unit procedures May recommend policies, standards May prepare reports, correspondences Designs and implements experiments; translates data collection theory into Works with grant budgets Contributes to research publications; conducts literature searches May train lower level employees; trains fellows, medical/dental students; Performs other duties as required. Schedule: 40 hours per week, to be determined

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Considerable knowledge of relevant research protocols, principles and procedures Considerable knowledge of relevant advanced scientific techniques Knowledge of research practices Knowledge of experimental design, mathematics, statistics, computer applications Oral and written communication skills Ability to work independently, to attend to detail, problem solve and be organized Supervisory ability including reviewing work practice of post-docs in related research techniques

EXPERIENCE AND TRAINING: General Experience: An Master’s degree, plus two (2) years of relevant administrative experience, preferably in a health science/health care setting.

Substitutions Allowed: Bachelor’s Degree and three (3) years of relevant experience, preferably in a health science/health care setting, may be substituted for the general experience.

SPECIAL REQUIREMENTS: 1. Incumbents in this class may be required to travel. 2. Experience presenting at national conferences. 3. Experience in early childhood with children with disabilities. 4. Experience teaching adults. 5. Experience in writing quarterly and annual reports required by the grant, grant related objectives regarding materials and products for dissemination purposes.

FULL TIME EQUIVALENT SALARY: $73,694
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This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 6 WM and 3 BF did not meet the minimum or special requirements of the position for the following reasons:

- 1 WM and 1 BF did not meet the special requirement of experience in early childhood with children with disabilities.
- 4 WM and 1 BF did not meet the special requirement of experience in writing quarterly and annual reports required by the grant which also includes grant related objective regarding materials and products for dissemination purposes.
- 1 WM did not meet the minimum requirement of a Master’s degree plus two years of relevant experience preferably in a health science/health care setting. The candidate did not qualify for the substitutions permitted.
- 1 BF did not meet the special requirement of experience teaching adults and experience presenting at a national conference.

Of the goal candidates, 1 WM was not interviewed as he had no experience presenting at national conferences or a history of working with children with disabilities. The candidate had no experience teaching adults or writing quarterly or annual reports.

The 1 WF selected had experience presenting at national conferences as well as working with children with disabilities. The applicant’s former position included teaching adults and responsibility for grant writing and creating all reports associated with the grants and their contracts.
JOB OPPORTUNITY BULLETIN

As of Saturday, June 29, 2019

Department: Center on Aging        Job Title: Clinical Research Associate I
Date Posted: 1/9/2019          Posting Deadline: 1/16/2019

At UConn Health this position is under the Money Follows the Person (MFP) contract from the CT Department of Social Services (DSS) and will serve as a Quality Manager overseeing statewide implementation of the Connecticut Universal Assessment (UA). Position will be part of a team dedicated to ensuring the UA is administered accurately statewide, to ensure that CT residents who apply for Medicaid Home and Community Based Services are assessed via a fair and standardized process. Position will be responsible for monitoring DSS’s 4 contracted community Access Agencies’ UA training programs and implementation of the UA in their respective regions. Position will serve as team resource for coding expertise on InterRAI assessment items and Connecticut-specific questions in the UA.

**********THERE ARE TWO POSITIONS AVAILABLE**********

Supervision Received:
Works under the general direction from the Principal Investigator.

Supervision Exercised:
Supervises staff as assigned to the related segment of the program.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Examples of Duties/Primary Responsibilities:
Evaluate samples of completed UAs from each Access Agency and each individual assessor to determine accuracy and reliability
How well the information in the assessment measures the functional needs of the person based on correlation of assessment domains
How well the information in the assessment correctly reflects InterRAI coding guidelines
(e.g., ADL and IADL 3 day performance coding and definitions)
Develop and implement assessor shadowing protocols
Develop and implement a plan to train and certify key trainers/assessors employed by the Access Agencies who will be designated to shadow assessors within their own agencies to improve quality and accuracy of UAs
Position will also directly shadow targeted assessors from all Access Agencies, based on experience and outcomes of assessments reviewed.
Position will also shadow randomly selected individual assessors from each agency, statewide.
Conduct retraining for individual assessors and groups of assessors to correct inaccurate coding of UA items or incorrect UA administration procedures
Provide clinical consultation on training materials and plans for implementing the UA
Analyze the State's progress on improving the accuracy of UAs conducted by Access Agency staff statewide
Identify key benchmarks within the UA that will indicate acceptable versus unacceptable completion of an individual UA
Track rates of acceptable UAs for each Access Agency
Write project reports for DSS
Assist DSS to draft necessary guidance regarding implementation of the UA
Collaborate with UConn Center on Aging team members, State agency staff, community organizations and CT Medicaid recipients to facilitate all aspects of quality management efforts
Responsible for data quality control and quality assurance
Performs other related duties as assigned

MINIMUM QUALIFICATIONS REQUIRED:
Knowledge, Skill & Abilities:
Knowledge of clinical assessment practices, including but not limited to communicating with key individuals, observation of home environment, review of records and documentation, reconciling multiple sources of information, etc.
Extensive knowledge of interRAI Home Care (HC) Assessment Tool and coding guidelines and Connecticut Universal Assessment
Extensive knowledge of Connecticut's long-term services and supports home and community based Medicaid waivers and programs for older adults and people with disabilities
Knowledge of quality assurance practices and procedures
Skilled in the use of computerized databases and computer applications such as, but not limited to Microsoft office suite, internet, etc.
Excellent oral and written communication skills
Excellent interpersonal and organization skills
Excellent project management skills
Ability to work as a member of a project team and independently
Ability to effectively lead and supervise
Ability to act as a positive change agent
Ability to meet the adult learners' needs through the medium that best meets the individual's learning style

Experience and Training:
Master's degree in social work, psychology, public health or gerontology or related discipline plus two (2) years of appropriate clinical assessment experience in Medicaid HCBS programs. Which included 6 months of experience conducting, supervising, and/or training on CT's Universal Assessment (UA).
Experience providing feedback, guidance, and corrective instruction to staff members
Clinical and program experience in health and human services

Experience working with older adults, people with disabilities and their families
Substitutions Allowed:
1.) Bachelor's degree and three (3) years of appropriate clinical assessment experience in Medicaid HCBS programs. Which included:
   6 months of experience conducting, supervising, and/or training on CT's Universal Assessment (UA)
Experience providing feedback, guidance, and corrective instruction to staff members
Clinical and program experience in health and human services
Experience working with older adults, people with disabilities and their families
OR
2.) Certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with ten (10) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

Working conditions and Special Requirements:
Extensive travel in own car (with mileage reimbursement) statewide to shadow assessors, review documents and attend meetings.

Full Time Equivalent Minimum Salary: $73,694.00

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 2 WM, 3 BF, and 2 AM did not qualify for the position as their application materials did not indicate 6 months of experience conducting, supervising, and/or training on CT’s Universal Assessment (UA).

The goal candidates, 1 WM and 2 BF, were interviewed but not selected for the following determinations:

- 1 BF did not answer detailed questions about CT’s Universal Assessment. She also did not have experience with Medicaid Long Term Services and Supports (LTSS) waivers.
- 1 BF did not have experience with the supervision or training on the Universal Assessment.
- 1 WM former positions did not include any training, leadership, or report development.

1 WF selected had experience with Department of Social Services (DSS) waivers, care management and conducting assessments. The applicant had over five years’ experience with the Universal Assessment. She has trained staff in multiple procedures and was familiar with the interRAI coding standards.

1 WF selected was a supervisor that had experience working with older adults and individuals with disabilities and their families. The applicant was familiar with the interRAI Home Care Assessment tool as well as the Universal Assessment. She also had experience with the DSS Medicaid LTSS program.
A goal candidate, 1 BF, was selected.
At UConn Health this Grant Funded position is accountable for assisting in the design/development of complex research projects/programs; may act as a resource person in a prescribed research technique or field. This position is located in the Child & Family Studies department.

SUPERVISION RECEIVED:
Works under the limited supervision of a staff member of higher rank.

SUPERVISION EXERCISED:
Leads research assistants, para-professional, clerical or other staff members of lower rank as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

EXAMPLES OF DUTIES:
Assists in the design/development of complex research projects/programs
Acts as a specialist in a designated field
Keeps abreast of the latest technical and scientific developments in relevant field
May plan unit work flow, determine priorities, schedule, assign, oversee or review work
May establish unit procedures
May recommend policies, standards
May prepare reports, correspondences
Designs and implements experiments; translates data collection theory into practice
Works with grant budgets
Contributes to research publications; conducts literature searches
May train lower level employees; trains fellows, medical/dental students; post-docs in related research techniques
Performs other duties as required.
Schedule: 40 hrs. per week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITIES:
Considerable knowledge of relevant research protocols, principles and procedures
Considerable knowledge of relevant advanced scientific techniques
Knowledge of research practices
Knowledge of experimental design, mathematics, statistics, computer applications
Oral and written communication skills
Ability to work independently, to attend to detail, problem solve and be organized
Supervisory ability.

EXPERIENCE AND TRAINING:
General Experience:
A Master's degree, plus two (2) years of relevant administrative experience, preferably in a health science/health care setting.
Substitutions Allowed:
Bachelor's Degree and three (3) years of relevant experience, preferably in a health science/health care setting, may be substituted for the general experience.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to travel.
2. Experience in early childhood intervention with children with disabilities.
3. Experience working in early childhood intervention birth to five.
4. Experience writing and editing annual/quarterly reports and manuscripts for grants.
5. Experience in working on a federally funded grant

FULL TIME EQUIVALENT SALARY: $73,694.00

Why UConn Health
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The position was posted on the UConn Health and Recruit Military websites.

The black female goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 13 WM, 2 HM, and 5 AM, did not meet the minimum qualifications for the position for the following reasons:

- 10 WM, 2 HM, and 4 AM’s application packages did not indicate experience writing and editing annual/quarterly reports and manuscripts for grants.
- 3 WM did not have experience working in the field of early childhood intervention from birth to five years old.
- 1 AM did not have experience in the field of early childhood intervention for children with disabilities.

Of the goal candidates, 1 WM was not interviewed as his educational degree and experience was in Exercise Science which is not the focus of the opening.

The 1 WF selected had experience in the field of children’s disabilities. She has a Master’s Degree in Early Childhood Intervention and formerly served as a supervisor at a healthcare facility specializing in children’s development and care. The applicant has experience in grant writing and producing annual and quarterly reports.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Research Associate 2 to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. At UConn Health this position is accountable for performing as a specialist in a research area, performing the most complex research and related tasks, may act as a working lead for professional staff members.

SUPERVISION RECEIVED:
Receives general supervision from a principle investigator, faculty member or other employee of higher rank.

SUPERVISION EXERCISED:
Leads research assistant, para-professional, clerical or other staff members of lower rank, as assigned.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon-Fri, 9:00am -5:00pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
- Designs and performs experiments and discusses concepts and results.
- Researches literature, assists in writing scientific publications and grants.
- May be responsible for budget preparation on grants.
- May perform laboratory maintenance.
- May train fellows, medical/dental students, post docs in relevant research techniques.
- Plans unit workload and determines priorities; schedules, assigns, oversees, and reviews work.
Establishes and maintains unit procedures.
Provides staff training and assistance; assists in conducting performance evaluations.
Acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures.
May make recommendations on policies or standards.
May prepare reports and correspondence.
Does database development and management.
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITIES
Considerable knowledge of relevant research protocols in Biomaterials and tissue regeneration, principles and procedures, knowledge of relevant advanced scientific techniques.
Considerable knowledge of experimental design, mathematics, statistics, relevant computer applications/resources, laboratory equipment/procedures.
Oral and written communication skills; interpersonal skills; ability to identify, produce, quantify, organize, analyze, evaluate, interpret and report data.
Considerable knowledge of physical and data resources in applicable research disciplines.
Additional experience writing research grants/research papers.
Supervisory ability.

EXPERIENCE AND TRAINING

General Experience:
Master's Degree, preferably in biology, or biomedical sciences, or biomedical/or chemical/or materials engineering, and three (3) years of appropriate research experience, preferably in a health science/health care setting.
Substitutions Allowed:
Bachelor's Degree and four (4) years of appropriate research experience, preferably in a health science/health care setting.
Special Experience:
One (1) year of the general experience must have been at a level equivalent to the Research Associate 1.

SPECIAL REQUIREMENTS: 1. Experience writing and editing annual/quarterly reports and manuscripts for grants.

WORKING CONDITIONS:
Incumbents in this class may occasionally be required to lift standard laboratory equipment/supplies; may be exposed to some risk of injury from such elements as toxic vapors, and/or disease bearing substances; may be exposed to moderately disagreeable conditions.

Full Time Equivalent Minimum Salary: $84,552.00
Why UConn Health?
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The posting was listed on the UConn Health and Recruit Military job boards.

The black female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WM, did not meet the minimum qualifications because they did not have experience writing and editing annual/quarterly reports and manuscripts for grants.

The goal candidates, 4 WM and 1 AM, were not selected for an interview as process initially included interviewing internal candidates.

The goal candidates, 1 WM and 4 AM, were interviewed but not selected as they did not have an employment history in a Research Associate 1 position or its equivalent.

The 1 WF selected held the title of Research Associate 1. She has experience in writing and editing reports and grants. The applicant has worked with laboratory standards of review and had worked supervising students and staff on managed clinical research projects.
3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule

Research Associate 2  
(Genetics and Genome Sciences)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Research Associate 1  
(Community Medicine)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Research Assistant 1  
(Neuroscience)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3G. Clinical Technologist

Goals

1 black male
4 black females
1 Hispanic male
1 Hispanic female
1 AAIANHNPI female
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an “A” patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

This class is accountable for providing laboratory testing services to the hospital and community, primarily in the areas of chemistry, hematology, urinalysis, and coagulation. This position will work primarily in the Core Lab within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

**THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2 AND IS OPEN TO MEDICAL TECHNOLOGIST STUDENTS ANTICIPATING GRADUATION WITH A RELEVANT BACHELOR DEGREE SPRING 2018.**

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SUPERVISION RECEIVED:** Receives direction from the Core Supervisor, Chief Technologist, Laboratory Director or Manager, Core Laboratory Division Director or Department Head.

**SUPERVISION EXERCISED:** May exercise technical and functional supervision over technical and administrative support staff.

**SCHEDULE:** Full time 40 hours per week, primarily nights, 11:00 p.m. to 7:30 a.m., rotating weekends and holidays as required, may work 1st and 2nd shift 3 days per week, plus 3 unpaid meal breaks.*Flexibility required to accommodate departmental needs per contract.

*Flexibility in scheduling is necessary to accommodate departmental needs. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as required in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

**EXAMPLES OF DUTIES AND TECHNICAL SKILLS:**
- Performs phlebotomy on inpatient/outpatient, adult/children.
- Utilizes the LIS, IDX, Siemens and other computer based systems to charge, process, and report patient results.
- Ability to trouble shoot patient demographic and order entry in these systems.
- Accepts and promptly prepares patient specimens in order to perform and analyze in an efficient manner, basic diagnostic procedures (e.g., electrolyte, gram stains, blood cell counts, urinalysis, bleeding times, compatibility testing, etc.) designed to produce accurate reproducible results to meet the needs of patients, as requested by the medical staff.
- Follows standard operating procedures (SOP) developed to produce accurate reproducible results.
- Operates laboratory equipment/instrumentation (e.g., Chemistry and Hematology Analyzer, Automated Microbiology/Serology Analyzer, and Blood Bank equipment) consistent with standard operating procedures and manufacturer’s instruction manuals.
- Prepares reagents, solutions and/or therapeutic products and restocks as required to complete necessary testing/requests according to the SOP, (e.g., daily review of results and quality control records).
- Maintains all records accurately, neatly and legibly in ink (unless otherwise required), (e.g., worksheets, chart reports).
- Must demonstrate, after receiving instruction and training, knowledge of the patient care requirements for all age groups as required by the laboratory standard operating procedures.

**COMMUNICATION:**
- Maintains effective communication with laboratory divisions and sections, other hospital departments, patients and public as necessary to assure dissemination of information and the identification/resolution of problems in support of the hospitals mission of patient care.
- Answers the telephone in a prompt and courteous manner identifying self and unit.
- Effectively and in a timely manner; communicates laboratory test results to the health care team.
- Communicates all appropriate information to patients necessary for their understanding of the procedure before, during and after designated procedure.
- Effectively communicates in a timely manner any unusual supply usage or critical supply levels to the supervisor to expedite ordering of required supplies to the continual service needs of patients.

**QUALITY ASSURANCE:**
- Performs required quality assurance and quality control procedures on a predetermined schedule to ascertain the reliability of reagents and laboratory equipment/instrumentation in order to assure timely accurate reproducible test results insuring quality patient care.
- Performs routine maintenance, calibrations and quality control of laboratory equipment/instrumentation as directed by the laboratory SOP within the predetermined time schedule, recognizing errors, responding in an appropriate manner and documenting completion.
- Recognizes basic instrument malfunctions and performs minor troubleshooting and aids in appropriate problem resolution, in a timely manner.
- Reports test results manually or via computer with limited errors as defined by laboratory section.
- Participates, as required, in proficiency testing/interpretation/reporting using established procedures.
Perform related duties as required

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:
- Knowledge of the practice and principles of basic laboratory operations, techniques and procedures utilized in the various divisions of the clinical laboratory
- Instrumentation including computers; scientific methods; safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals
- Knowledge of relevant agency (internal and external) policies and procedures
- Knowledge of operational characteristics of apparatus, equipment and materials used in a laboratory
- Interpersonal skills, oral and written communication skills
- Skill in drawing blood samples
- Skill in mathematical computations
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:

General Experience:
Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or take the ASCP exam; must be certified within six (6) months of graduation.
Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

SPECIAL REQUIRED CERTIFICATION: Med Tech 2- Must have current ASCP or NRM certification as a Medical Technologist or Registered Clinical Microbiologist or ability to obtain certification within six (6) months of employment.

SUBSTITUTION ALLOWED FOR BACHELOR DEGREE: (Med Tech 2): Accreditation as a Technologist in the related specialty from the Board of Registry (ASCP) in MT/MLS. If Medical Technologist Certification was received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required.

SPECIAL REQUIREMENTS:
Incumbents in this class will be given a visual color sampling.

PREFERRED EXPERIENCE AND TRAINING:
Bachelor's Degree in Medical Technology.
Knowledge of Soft Computer Systems, IDX, and Siemens Invision.

WORKING CONDITIONS:
Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances.
Work requires visual strain due to prolonged/extended close examination of specimens and use of a microscope (light or fluorescent).
Prolonged periods of standing, sitting and walking.
Must be able to lift 50 pounds.
Ability to bend and reach in order to operate instrumentation.

MINIMUM FULL-TIME SALARY EQUIVALENT:
Med Tech 1 $57,595
Med Tech 2 $66,811

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### Job Group: 3G-CLINICAL TECHNOLOGIST

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### Abbreviations in Posting:

ASCP – American Society for Clinical Pathology  
NRM – National Registry of Microbiologists  
MT/MLS – medical technician/medical laboratory scientist  
IDX – scheduling, billing, accounts receivable software

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements of having ASCP or NRM certification as a Medical Technologist or Registered Microbiologist or ability to obtain certification within 6 months of employment, or the allowable substitutions.

The goal candidates, 2 AF, were not interviewed for the following reasons:

- 1 AF declined our offer for an interview.
- 1 AF did not respond to our attempt to schedule an interview.

1 WF was selected. She had a Bachelor’s degree in Biology; ASCP certification; and 2 years of Medical Technology experience. She also had the preferred IDX experience.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Medical Technologist with experience in Microbiology, Serology and a passion for patient experience. This class provides laboratory testing services to the hospital and community primarily in the areas of infectious diseases, environmental health, and suspected bioterrorist agents. This position will work in the UConn Health John Dempsey Hospital located in Farmington, CT. THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2 AND IS OPEN TO MEDICAL TECHNOLOGIST STUDENTS ANTAGNIZING GRADUATION WITH A RELEVANT BACHELOR DEGREE SPRING 2018.

SCHEDULE: This is a full time position, days, 80 hours every two weeks, 8 hour shifts, 7:00 a.m. to 3:30 p.m. Including weekends and holidays, flexibility required to accommodate departmental needs*

*Flexibility in scheduling is necessary to accommodate departmental needs. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES:
This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Performs microbiological and related biological and bio-chemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease; identify microorganisms to the genus and species level; perform serological tests to aid in diagnosis of communicable and other diseases.

Utilizes automated systems, e.g. MicroScan, Bacitec, ECO, Ampliclone, Taoman, Panther, and Cepheid GeneXpert, to perform susceptibility testing, blood cultures, immunological, and molecular diagnostic procedures.

Performs molecular testing procedures such as PCR (Polymerase Chain Reaction), for the identification of communicable disease agents, e.g. Babesia, Anaplasma, Chlamydia, Gonorrhea, HIV, HCV, HPV, and Thrombophilia Mutations.

Use of the LIS, IDX, Siemens, and other computer based systems to charge, process, and report patient results. Must have the ability to trouble shoot patient demographic and order entry in these systems.

May perform virology procedures to isolate and identify viruses and mycoplasma, e.g. cell culture techniques, immunofluorescent procedures, and enzyme immunoassays.

May perform mycology and mycobacteriology procedures to isolate and identify yeast, dermatophytes, molds, other fungal agents and acid fast organisms.

Performs parasitology procedures to identify intestinal, blood and tissue parasites, and ectoparasites.

Performs serology procedures to diagnose HIV, Hepatitis, Lyme disease, and other infectious diseases. Procedures include EIA, immunoblot, latex agglutination, immunofluorescence, and instrument assisted chemiluminescence.

Performs proficiency tests on simulated specimens.

May order and/or prepare testing culture media, stains, reagents; prepare and examine slide preparations for the detection of microbial agents.

Accurately reads, interprets and records the results of laboratory tests and stains.

Integrates instrument data, quality control and test principles for accurate result reporting.

Assists with the collection and analysis of laboratory data; enter, retrieve and process computer generated lab reports.

Performs procedures for quality control and quality assurance of all laboratory analyses.

Keeps records, prepares and update written reports and procedure manuals.

Provides or communicates highly technical and complex information clearly to physicians, medical personnel and the public.

May assist in research, planning and evaluation of alternate methods and new testing procedures.

May assist with training of laboratory or other related personnel.

Reviews and follows current literature to maintain state-of-the-art methodology and technologies in the field of microbiology and molecular biology.

Prepares and analyzes samples in a BSL-2 and/or BSL-3 laboratory environment, including suspected bioterrorist agents.

Meets and adheres to all requirements of regulatory agencies and state and federal statutes.

Performs phlebotomy.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of:
Practices and principles of basic laboratory operations, techniques and procedures utilized in the areas of microbiology (e.g. virology, parasitology, mycology, mycobacteriology, and serology), chemistry, molecular diagnostics and / or immunology.

Lack of various microorganisms and their effect on the human body; the etiologies and epidemiology of the agents of communicable diseases (Pathogen) versus normal flora in clinical specimens

Safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals; appropriate hazardous clean up procedures; universal precautions and infection control procedures.
Ability to:
Perform microbiological procedures; culture and isolate microorganisms; analyze and interpret information from microscopy; prepare, read and interpret slide preparations.
Analyze test results and biochemical reactions; identify microorganisms; interpret tests and quality control results; know principles of test systems.
Understand the principles and possess the ability to perform molecular testing without supervision. Ability to troubleshoot and optimize all molecular assays and have safety precautions and handling of infectious specimens; remember principles involved in biochemical reactions; understand laboratory procedures.
Demonstrate correct laboratory methods, practices and techniques.
Manipulate and operate simple and complex laboratory equipment including computers; may perform maintenance and limited tear down and replacement of parts of laboratory equipment; problem-solve equipment malfunctions.
Perform basic laboratory techniques, including pipetting and follow test procedure directions as written. Ability to pipette small quantities accurately.
Explain procedures and findings to medical personnel.
Organize test data for the purpose of reporting and documenting test results for medical personnel's interpretation.
Analyze situations and arrive at accurate conclusions.
Learn, interpret and apply department policies, procedures, rules and regulations.
Guarantee confidentiality of laboratory test results and patient identity.
Prepare and record accurate laboratory reports.
Wear protective gear such as face shields, gloves and fluid resistant coats.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Understands and applies principles of customer service: communicates via phone or in person in a respectful, knowledgeable and professional manner.
Work quickly and accurately under stressful conditions.
Follows principles of age-specific patient interaction and HIPAA regulations.
Participate in the quality assurance program.

EXPERIENCE AND TRAINING:
Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or take the ASCP exam; must be certified within six (6) months of graduation.
Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENT: Med Tech 2 - Must have current ASCP or NRM certification as a Medical Technologist or Registered Clinical Microbiologist OR ability to obtain certification within six (6) months of employment.

SUBSTITUTION ALLOWED FOR BACHELOR DEGREE:
(Med Tech 2): Accreditation as a Technologist in the related specialty from the Board of Registry (ASCP) in MT/MLS. If Medical Technologist Certification was received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required.

Special Experience Requirements:
Knowledge of the technical aspects of the tests performed in bacteriology (including automated ID and antimicrobial susceptibility systems), serology, virology, parasitology, mycology, mycobacteriology, and molecular diagnostics.
Incumbents in this class will be given a visual color sampling.

Preferred Experience and Training:
Knowledge of Soft Computer Systems, IDX and EPIC Beaker Molecular testing experience
Possession of current certification as a Medical Technologist or Registered Clinical Microbiologist or the ability to obtain certification within 6 months (ASCP or NRM).

WORKING CONDITIONS: Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. Work requires visual strain due to prolonged/extended close examination of specimens and use of a microscope (light or fluorescent). Prolonged periods of standing, sitting and walking. Must be able to lift 50 pounds. Ability to bend and reach in order to operate instrumentation.

SUPERVISION RECEIVED: Receives direction from the Microbiology Supervisor, Chief Technologist, Laboratory Director or Manager, Microbiology Division Director or Department Head.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

MINIMUM full time equivalent salary: $65,611

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Abbreviations in Posting:

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NRM – National Registry of Microbiologists
MT/MLS – medical technician/medical laboratory scientist

This position was posted on Recruit Military and on our UConn Health website.

The goal candidate 1 AF, did not meet the minimum requirements because she did not have a Bachelor’s degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field; or the allowable substitutions.

The goal candidates, 1 HF and 1 AF, were not interviewed for the following reasons:

- 1 HF did not have 2 years of experience in a progressive clinical microbiology laboratory.  We only interviewed qualified Medical Technician 2.
- 1 AF’s resume did not contain detailed information on her experience in clinical microbiology.

1 WF was selected.  She had a Bachelor’s degree in Medical Technology; ASCP certification; and 4 years of Medical Technology experience at a high volume progressive clinical microbiology laboratory.  She also had experience in Bacteriology, Mycology Mycobacteriology, Serology, and validation and implementation of new technologies, as well as in training other technologists and medical students.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Histotechnologist with a passion for delivering best-in-class patient experience, we are looking for you.

This class is accountable for providing information for diagnosis and treatment of disease by independently performing histopathological tests as well as maintenance tasks and quality controls and quality assurances in compliance with regulatory and UConn Health standards. This position will work in the department of Histology within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-95, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Works under the general supervision of the Histology Supervisor.

SUPERVISION EXERCISED: Lead/supervise other laboratory staff of lower rank as assigned.

SCHEDULE: Full time, 80 hours every two weeks, Nights, 11:00 p.m. to 7:30 a.m., holidays and weekends as needed, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
Responsible for the preparation of diagnostic slides by fixation and processing of tissue blocks, embedding, microtomy, hematoxylin and eosin staining
Knowledge of the laboratory computer system to record results and report diagnostic and therapeutic findings
Maintains technical and diagnostic accuracy in the technical areas of the laboratory
Maintains neat and accurate records of test results
Prepares reagents standards and controls as needed
Observe all hospital and laboratory policies and safety practices
Maintains a safe, clean, and prepared work area
Performs and documents quality control procedures and instrument preventive maintenance
Notifies supervisor and/or Director of significant and critical test results or abnormal findings in a timely manner
Performs duties according to schedule to maintain appropriate workflow and timely completion
Participates in the overall quality control program of the laboratory
Ensures compliance with all regulatory and UConn Health standards
Assist with the training of residents, medical students and fellows
Assist with laboratory inventory
Other related duties as assigned.

MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE, SKILLS & ABILITY:
Must possess excellent technical and theoretical ability in clinical histology;
Demonstrates ability to work effectively within clinical inter-relationships and other diverse groups
Demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results
Considerable knowledge of laboratory instrumentation including computers
Knowledge of clinical laboratory procedures including safety practices;
Knowledge of scientific methods
Considerable interpersonal skills, oral and written communication skills
Ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:
General Experience:
Certification by the Board of Registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT)
Six (6) years full time acceptable experience in histopathology.

EXPERIENCES ALLOWED:
Board Registry (ASCP) certification as a Histology Technologist (HTL) and two (2) years of full time acceptable experience in histopathology.
Bachelor’s degree in a related field, and two (2) years of full time acceptable experience in histopathology.
Successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program and six (6) years of experience.
ASCP Board registry Certification must be obtained within one year of employment.
SPECIAL REQUIREMENTS:
incumbents in this class will be given a visual color sampling.
Exposure in IHC (Immunohistochemistry).

WORKING CONDITIONS:
Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances
Work requires visual strain due to prolonged/extended close examination of specimens and use of microscopy (light or fluorescent).
Prolonged periods of standing and walking.
Ability to lift objects weighing 25 lbs.

FULL TIME MINIMUM EQUIVALENT SALARY: TBD

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**Abbreviations in Posting:**

NAACLS - National Accrediting Agency for Clinical Laboratory Sciences

This position was posted on Recruit Military and on the UConn Health website.

The goal candidate, 1 AF, did not meet the minimum requirements because she did not have the required IHC.

1 WF was selected. She had a Bachelor’s degree in a related field; ASCP certification as a HT; 4 years’ experience in histopathology; and IHC.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. As you are a Histotechnologist with a passion for delivering best-in-class patient experience, we are looking for you.

This class is accountable for providing information for diagnosis and treatment of disease by independently performing histopathological tests as well as maintenance tasks and quality controls and quality assurances in compliance with regulatory and UConn Health standards. This position will work in the department of Histology within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Works under the general supervision of the Histology Supervisor.

SUPERVISION EXERCISED: Lead/ supervise other laboratory staff of lower rank as assigned.

SCHEDULE: Full time, 80 hours every two weeks, primarily days with flexibility to work between the hours of 7:00 a.m. and 5:00 p.m., holidays and weekends as assigned, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
- Responsible for the preparation of diagnostic slides by fixation and processing of tissue blocks, embedding, microtomy, hematoxylin and eosin staining techniques; immunoperoxidase and immunofluorescence techniques, muscle and nerve biopsy techniques
- Attain knowledge of the laboratory computer system to record results and report diagnostic and therapeutic findings
- Maintains technical and diagnostic accuracy in the technical areas of the laboratory
- Maintains neat and accurate records of test results
- Prepares reagents standards and controls as needed
- Observes all hospital and laboratory policies and safety practices
- Maintains a safe, clean, and prepared work area
- Performs and documents quality control procedures and instrument preventive maintenance
- Notifies supervisor and/or Director of any test results or abnormal findings in a timely manner
- Performs duties according to schedule to maintain appropriate workflow and timely completion
- Participates in the overall quality control program of the laboratory
- Ensures compliance with all regulatory and UConn Health standards
- Assist with the training of residents, medical students and fellows
- Assist with laboratory inventory
- Other related duties as assigned.

MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE, SKILLS & ABILITY:
- Must possess excellent technical and theoretical ability in clinical histology;
- Demonstrates ability to work effectively within clinical inter-relationships and other diverse groups
- Demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results
- Considerable knowledge of laboratory instrumentation including computers
- Knowledge of clinical laboratory procedures including safety practices;
- Knowledge of scientific methods
- Considerable interpersonal skills, oral and written communication skills
- Ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:
- General Experience:
- Certification by the Board of Registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT)
- Six years full time acceptable experience in histopathology.

SUBSTITUTIONS ALLOWED:
- Board Registry (ASCP) certification as a Histology Technologist (HTL) and two (2) years of full time acceptable experience in histopathology.
- Bachelor's degree in a related field, and two (2) years of full time acceptable experience in histopathology.
- Successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program and six (6) years of experience.
- ASCP Board registry Certification must be obtained within one year of employment.
SPECIAL REQUIREMENTS:
incumbents in this class will be given a visual color sampling.

WORKING CONDITIONS:
In incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances
Work requires visual strain due to prolonged/extended close examination of specimens and use of microscopy (light or fluorescent).
Prolonged periods of standing and walking.
Ability to lift objects weighing 25 lbs.

FULL TIME MINIMUM EQUIVALENT SALARY: TBD

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.
UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
Requisition: 2019-105  Date Started: 12/21/2016  Job Title: Histotechnologist  Job Group: 3G-CLINICAL TECHNOLOGIST

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This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 2 HF and 2 AF, did not meet the minimum requirements because they did not have the required ASCP certification as a HT; 6 years' of full time acceptable experience in histopathology; or the allowable substitutions.

The goal candidate, 1 AF, was interviewed and not selected because she scored 77 on the interview evaluation. This was based upon technical and theoretical ability in clinical histology; ability to work effectively within clinical inter-relationships and other diverse groups; communication skills; and ability to deal effectively with conflict and problem solving.

The goal candidate, 1 AF, was selected and she declined our offer.

1 WF was selected. She had a Bachelor's degree in a related field; ASCP certification as a HT; 6 years' experience in histopathology; and scored 96 on the interview evaluation.
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This class is accountable for providing laboratory testing services to the hospital and community, primarily in the areas of chemistry, hematology, urinalysis and coagulation. This position will work primarily in the Core Lab within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Receives direction from the Core Supervisor, Chief Technologist, Laboratory Director or Manager, Core Laboratory Division Director or Department Head.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

SCHEDULE: Full time 40 hours per week, primarily 3rd shift, five 8 hour shifts 11:00 p.m. to 7:30 a.m., every third weekend and holidays as required, may work 1st and 2nd shift to accommodate departmental needs per contract, 30-minute unpaid meal break, may be required to stay at or return to work during health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as required in an assigned response protocol. This may require working a non-traditional work schedule or work outside the normal assigned duties during an incident and/or emergency.

EXAMPLES OF DUTIES AND TECHNICAL SKILLS:
Performs phlebotomy on inpatient/outpatient, adult/children.
Utilizes the LIS, IDX, Siemens and other computer based systems to charge, process, and report patient results.
Ability to trouble shoot patient demographic and order entry in these systems
Accepts and promptly prepares patient specimens in order to perform and analyze in an efficient manner, basic diagnostic procedures (e.g., electrolyte, gram stains, blood cell counts, urinalysis, bleeding times, compatibility testing, etc.) designed to produce accurate reproducible results to meet the needs of patients, as requested by the medical staff.
Follows standard operating procedures (SOP) developed to produce accurate reproducible results.
Operates laboratory equipment/instrumentation (e.g., Chemistry and Hematology Analyzer, Automated Microbiology/Serology Analyzer, and Blood Bank equipment) consistent with standard operating procedures and manufacturer's instruction manuals.
Prepares reagents, solutions and/or therapeutic products and restocks as required to complete necessary testing/requests according to the SOP, (e.g., daily review of results and quality control records).
Maintains all records accurately, neatly and legibly in ink (unless otherwise required), (e.g., worksheets, chart reports).
Must demonstrate, after receiving instruction and training, knowledge of the patient care requirements for all age groups as required by the laboratory standard operating procedures.

COMMUNICATION:
Maintains effective communication with laboratory divisions and sections, other hospital departments, patients and public as necessary to assure dissemination of information and the identification/resolution of problems in support of the hospitals mission of patient care.
Answers the telephone in a prompt and courteous manner identifying self and unit.
Effectively and in a timely manner, communicates laboratory test results to the health care team.
Communicates all appropriate information to patients necessary for their understanding of the procedure before, during and after designated procedure.
Effectively communicates in a timely manner any unusual supply usage or critical supply levels to the supervisor to expedite ordering of required supplies for the continual service needs of patients.

QUALITY ASSURANCE:
Performs required quality assurance and quality control procedures on a predetermined schedule to ascertain the reliability of reagents and laboratory equipment/instrumentation in order to assure timely accurate reproducible test results insuring quality patient care.
Performs routine maintenance, calibrations and quality control of laboratory equipment/instrumentation as directed by the laboratory SOP within the predetermined time schedule, recognizing errors, responding in an appropriate manner and documenting completion.
Recognizes basic instrument malfunctions and performs minor troubleshooting and aids in appropriate problem resolution, in a timely manner.
Reports test results manually or via computer with limited errors as defined by laboratory section.
Participates, as required, in proficiency testing/interpretation/reporting using established procedures.
Perform related duties as required.
MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE, SKILLS & ABILITY:
Knowledge of the practice and principles of basic laboratory operations, techniques and procedures utilized in the various divisions of the clinical laboratory; laboratory instrumentation including computers; scientific methods; safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals
Knowledge of relevant agency (internal and external) policies and procedures
Knowledge of operational characteristics of apparatus, equipment and materials used in a laboratory
Interpersonal skills, oral and written communication skills
Skill in drawing blood samples
Skill in mathematical computations
Ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:
General Experience:
Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or take the ASCP exam; must be certified within six (6) months of graduation.
Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

SPECIAL REQUIRED CERTIFICATION: Med Tech 2: Must have current ASCP or NRM certification as a Medical Technologist or Registered Clinical Microbiologist OR ability to obtain certification within six (6) months of employment.

SUBSTITUTION ALLOWED FOR BACHELOR DEGREE: (Med Tech 2): Accreditation as a Technologist in the related specialty from the Board of Registry (ASCP) in MT/MLS. If Medical Technologist Certification was received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required.

SPECIAL REQUIREMENTS:
Incumbents in this class will be given a visual color sampling.

PREFERRED EXPERIENCE AND TRAINING:
Bachelor's Degree in Medical Technology.
Knowledge of Soft Computer Systems, IDX, and Siemens Invasion.

WORKING CONDITIONS:
Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances.
Work requires visual strain due to prolonged/extended close examination of specimens and use of a microscope (light or fluorescent).
Prolonged periods of standing, sitting and walking.
Must be able to lift 50 pounds.
Ability to bend and reach in order to operate instrumentation.

MINIMUM FULL-TIME SALARY EQUIVALENT:
Med Tech 1 $57,595
Med Tech 2 $65,811

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**Abbreviations in Posting:**

ASCP – American Society for Clinical Pathology  
NRM – National Registry of Microbiologists  
MT/MLS – medical technician/medical laboratory scientist  
IDX – scheduling, billing, accounts receivable software  

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed because her experience was as a surgical technologist, which is not the experience needed as a medical technologist in a clinical laboratory environment.

The goal candidate, 1 BF, was offered the position and she declined it.

1 WF, a part-time UConn Health employee, was selected. She had a Bachelor’s degree in Medical Laboratory Science; ASCP certification; and 2 years’ part-time Medical Technology experience in our laboratory.
A goal candidate, 1 HF, was selected.
THIS POSITION IS BEING POSTED FOR INTERNAL UCONN HEALTH EMPLOYEES ON REGULAR PAYROLL ONLY

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Supervisor - Cytology to our dynamic team.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

At UConn Health, this classification is responsible for the day-to-day supervision of the cytology laboratory operations and the personnel performing the testing and reporting of results.

Supervision Received:
Receives general direction from an employee of higher grade.

Supervision:
Supervises Cytotechnologists and other laboratory staff as assigned.

Duties & Responsibilities:
schedules, assigns, oversees and reviews the work of staff
provides staff training and assistance
conducts performance evaluations
defines priorities and plans unit work
establishes and maintains unit procedures
develops or makes recommendations on the development of policies and standards
acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures
prepares reports and correspondence
prepares reports of cytological findings
screens, evaluates, interprets and issues the final diagnosis on gynecology cytology specimens that are within normal limits, preliminary diagnoses on abnormal GYN cases and refers to pathologist for final diagnosis, and refers to pathologist for final diagnosis all non-gynecology and FNA specimens
assists clinicians in preparing and processing fine needle aspiration specimens and provides the clinician with an assessment of adequacy
maintains neat and accurate records of test results
prepares reagents standards and controls as needed
observes all hospital and laboratory policies and safety practices and maintains a safe, clean, and prepared work area
performs and documents quality control procedures and instrument preventive maintenance
notifies supervisor and/or Director of significant and critical test results or abnormal findings in a timely manner
performs duties according to schedule to maintain appropriate workflow and timely completion
participates in the overall quality control program of the laboratory
ensures compliance with all regulatory and UCONN Health standards
assists with the training of residents, medical students, fellows and cytology students
assists with laboratory inventory
provides medical information by answering questions and requests
maintains professional and technical knowledge
maintains patient confidence by keeping information confidential
performs related duties as required

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:
considerable knowledge of relevant agency policies and procedures
considerable knowledge of relevant State and Federal laws, statutes and regulations
considerable knowledge of cytology and laboratory standards and procedures
considerable oral and written communication skills
considerable interpersonal skills
ability to plan and organize workloads including varied tasks
demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results
considerable knowledge of laboratory instrumentation including computers
knowledge of clinical laboratory procedures including safety practices
knowledge of scientific methods
ability to work quickly and accurately under stressful conditions
supervisory ability
EXPERIENCE AND TRAINING:

General Experience:
Completion as a Cytotechnologist by an American Society for Clinical Pathology (ASCP) or equivalent certifying agency approved by Department of Human Health Services (HHS) and five (5) years current cytology experience

Special Experience:
Incumbents must maintain certification and registration by ASCP during employment

Preferred Requirement:
Experience with EPIC and/or WinSurge applications

WORK SCHEDULE:
This is a full-time position, primarily day shift, Monday through Friday

Working Conditions:
Environmental Working Conditions
laboratory setting with frequent exposure to infectious disease agents, chemical toxins and potential carcinogens
concentrated time sitting with use of the microscope and computer terminal
work requires visual strain due to protracted, close examination of specimens using the microscope
ability to lift objects weighing 25 pounds

Physical Requirements
Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job
Occasionally required to stand, walk, sit
Use hands to finger, handle, or feel objects, tools or controls
Reach with hands and arms
Climb stairs
Balance; stoop, kneel, crouch or crawl
Talk or hear; taste or smell
The employee must occasionally lift and/or move up to 25 pounds
Specific vision abilities required by the job include close vision, distance vision, and the ability to focus
Requires visual acuity and normal color perception

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This position was posted on the UConn Health website for our employees only.

Goal candidates did not apply for this position.

I WF, a part-time UConn Health employee, was selected. She had certification as a Cytotechnologist by an American Society for Clinical Pathology and 29 years’ part-time UConn Health cytology experience. She also had the preferred experience with EPIC.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

This class is accountable for providing laboratory testing services to the hospital and community, primarily in the areas of chemistry, hematology, urinalysis and coagulation. This position will work primarily in the Core Lab within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Receives direction from the Core Supervisor, Chief Technologist, Laboratory Director or Manager, Core Laboratory Division Director or Department Head.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

SCHEDULE: Full-time 40 hours per week, primarily 1st shift, five 8 hour shifts, 7:00 a.m. - 3:30 p.m., 2nd and/or 3rd shift weekend rotation as assigned; full-time 40 hours per week, primarily 1st shift, five 8 hour shifts, 7:00 a.m. - 3:30 p.m., 2nd and/or 3rd shift weekend rotation as assigned; may work 1st and 2nd shift to accommodate departmental needs per contract. 30-minute unpaid meal break, may be required to stay at work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as required in an assigned response position; this may require working a non-traditional work schedule or work outside the normal assigned duties during an incident and/or emergency.

EXAMPLES OF DUTIES AND TECHNICAL SKILLS:
- Performs phlebotomy on inpatient/outpatient, adult/children.
- Utilizes the LIS, Epic Electronic Health Record System and other computer based systems to charge, process, and report patient results.
- Ability to troubleshoot patient demographic and order entry in these systems.
- Accepts and promptly prepares patient specimens in order to perform and analyze in an efficient manner, basic diagnostic procedures (e.g., electrolyte, gram stains, blood cell counts, urinalysis, bleeding times, compatibility testing, etc.) designed to produce accurate reproducible results to meet the needs of patients, as requested by the medical staff.
- Follows standard operating procedures (SOP) developed to produce accurate reproducible results.
- Operates laboratory equipment/instrumentation (e.g., Chemistry and Hematology Analyzer, Automated Microbiology/Serology Analyzer, and Blood Bank equipment) consistent with standard operating procedures and manufacturer's instruction manuals.
- Prepares reagents, solutions and/or therapeutic products and restocks as required to complete necessary testing/requests according to the SOP, (e.g., daily review of results and quality control records).
- Maintains all records accurately, neatly and legibly in ink (unless otherwise required), (e.g., worksheets, chart reports).
- Must demonstrate, after receiving instruction and training, knowledge of the patient care requirements for all age groups as required by the laboratory standard operating procedures.

COMMUNICATION:
- Maintains effective communication with laboratory divisions and sections, other hospital departments, patients and public as necessary to assure dissemination of information and the identification/resolution of problems in support of the hospital's mission of patient care.
- Answers the telephone in a prompt and courteous manner identifying self and unit.
- Effectively and in a timely manner; communicates laboratory test results to the health care team.
- Communicates all appropriate information to patients necessary for their understanding of the procedure before, during and after designated procedure.
- Effectively communicates in a timely manner any unusual supply usage or critical supply levels to the supervisor to expedite ordering of required supplies to the continual service needs of patients.

QUALITY ASSURANCE:
- Performs required quality assurance and quality control procedures on a predetermined schedule to ascertain the reliability of reagents and laboratory equipment/instrumentation in order to assure timely accurate reproducible test results insuring quality patient care.
- Performs routine maintenance, calibrations and quality control of laboratory equipment/instrumentation as directed by the laboratory SOP within the predetermined time schedule, recognizing errors, responding in an appropriate manner and documenting completion.
- Recognizes basic instrument malfunctions and performs minor troubleshooting and aids in appropriate problem resolution, in a timely manner.
- Reports test results manually or via computer with limited errors as defined by laboratory section.
- Participates, as required, in proficiency testing/interpretation/reporting using established procedures.
- Performs related duties as required.
MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE, SKILLS & ABILITY:
Knowledge of the practice and principles of basic laboratory operations, techniques and procedures utilized in the various divisions of the clinical laboratory; laboratory instrumentation including computers; scientific methods; safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals
Knowledge of relevant agency (internal and external) policies and procedures
Knowledge of operational characteristics of apparatus, equipment and materials used in a laboratory
Interpersonal skills, oral and written communication skills
Skill in drawing blood samples
Skill in mathematical computations
Ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:
General Experience:
Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or take the ASCP exam; must be certified within six (6) months of graduation.
Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

SPECIAL REQUIRED CERTIFICATION: Med Tech 2: Must have current ASCP or NRMM certification as a Medical Technologist or Registered Clinical Microbiologist OR ability to obtain certification within six (6) months of employment.

SUBSTITUTION ALLOWED FOR BACHELOR DEGREE: (Med Tech 2): Accreditation as a Technologist in the related specialty from the Board of Registry (ASCP) in MT/MLT. If Medical Technologist Certification was received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required.

SPECIAL REQUIREMENTS:
Incumbents in this class will be given a visual color sampling.

PREFERRED EXPERIENCE AND TRAINING:
Bachelor's Degree in Medical Technology.
Knowledge of Epic Electronic Health Record System, including Beaker Laboratory System and Soft Computer Systems.

WORKING CONDITIONS:
Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. We require visual strain due to prolonged/extended close examination of specimens and use of a microscope (light or fluorescent). Protocols periods of standing, sitting and walking. Must be able to lift 50 pounds.

Ability to bend and reach in order to operate instrumentation.

MINIMUM FULL-TIME SALARY EQUIVALENT:
Med Tech 1 $57,595
Med Tech 2 $65,811

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
**JobTitle:** Medical Technologist 2  
**JobGroup:** 3G-CLINICAL TECHNOLOGIST

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**Abbreviations in Posting:**

- ASCP – American Society for Clinical Pathology
- NRM – National Registry of Microbiologists
- MT/MLS – medical technician/medical laboratory scientist

This position was posted on the UConn Health website.

The HF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BF, did not meet the minimum requirements because she did not have an ASCP or NRM certification as a Medical Technologist or Registered Microbiologist or ability to obtain certification within 6 months of employment.

The goal candidates, 3 AF, were not interviewed for the following reasons:

- 1 AF did not have 2 years of Medical Technology experience. We only interviewed qualified Medical Technician 2.
- 2 AF were unable to provide proof that they were eligible to work in the United States.

The goal candidate, 1 BM, was interviewed and not selected because he was selected for another UConn Health position.

1 WM was selected. He had a Bachelor’s degree in Clinical Laboratory Science; ASCP certification; and 8 years’ Medical Technology experience. He also had the preferred Epic experience.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Histotechnologist to our growing team in located in Farmington. If you have a background in this field, we want to hear from you.

This position will be in Mohs and DermPath and will be responsible for providing information for diagnosis and treatment of disease by Independently performing histopathological tests as well as maintenance tasks and quality controls and quality assurances in compliance with regulatory and UCHC’s standards.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Paid Holidays per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: Lead/supervise other laboratory staff of lower rank as assigned.

EXAMPLES OF DUTIES:
Responsible for the preparation of diagnostic slides by fixation and processing of tissue blocks, embedding, microtomy, hematoxylin and eosin staining as well as special staining techniques; immunoperoxidase and immunofluorescence techniques, muscle and nerve biopsy techniques, estrogen receptor assays; attain knowledge of the laboratory computer system to record results and report diagnostic and therapeutic findings; maintains technical and diagnostic accuracy in the technical areas of the laboratory; maintains neat and accurate records of test results; prepares reagents standards and controls as needed; observes all hospital and laboratory policies and safety practices and maintains a safe, clean, and prepared work area; performs and document quality control procedures and instrument preventive maintenance; notifies supervisor and/or Director of significant and critical test results or abnormal findings in a timely manner; performs duties according to schedule to maintain appropriate workflow and timely completion; participates in the overall quality control program of the laboratory; ensures compliance with all regulatory and UCHC standards; assist with the training of residents, medical students and fellows; assist with laboratory inventory; other related duties as assigned.

MINIMUM QUALIFICATIONS
REQUIRED KNOWLEDGE, SKILLS & ABILITY:
Must possess excellent technical and theoretical ability in clinical histology; demonstrates ability to work effectively within clinical inter-relationships and other diverse groups; demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results; considerable knowledge of laboratory instrumentation including computers; knowledge of clinical laboratory procedures including safety practices; knowledge of scientific methods; considerable interpersonal skills, oral and written communication skills; ability to work quickly and accurately under stressful conditions.

EXPERIENCE & TRAINING:
General Experience: Certification by the Board of Registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT) and six (6) years full time acceptable experience in histopathology.
SUBSTITUTION: Board Registry (ASCP) certification as a Histology Technologist (HTL) and two (2) years of full time acceptable experience in histopathology.
OR
Bachelor’s degree in a related field, and two (2) years of full time acceptable experience in histopathology.
OR
Successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program and six (6) years of experience.
ASCP Board registry Certification must be obtained within one year of employment.

WORKING CONDITIONS:
Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. Work requires visual strain due to prolonged/extended close examination of specimens and use of microscopy (light or fluorescent). Prolonged periods of standing and walking. Ability to lift objects weighing 25 lbs.

SPECIAL REQUIREMENT:
Incumbents in this class must not be colorblind.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm. Hours require flexibility.

FULL TIME EQUIVALENT MINIMUM SALARY: $65,811
Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/N/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3353 or TDD 679-3242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2428 or jobs@adp.uconn.edu.
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**Abbreviations in Posting:**

NAACLS - National Accrediting Agency for Clinical Laboratory Sciences

This position was posted on Recruit Military and on the UConn Health website.

The HF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 BF and 2 AF, did not meet the minimum requirements for the following reasons:

- 1 BF and 1 AF did not have the required ASCP certification as a HT; 6 years’ full-time acceptable experience in histopathology; or the allowable substitutions.
- 1 AF did not have experience cutting frozen sections.

1 WM was offered the position and he declined it.

1 WM was selected. He had ASCP certification as an HT; and 7 years’ experience in histopathology which included cutting frozen sections.
A goal candidate, 1 BM, was selected.
3G. (Clinical Technologist) Hires - Part Time to Full Time - Adjusted Work Schedule

Histotechnologist
(General Dermatology)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Medical Technologist 2
(Clinical Laboratory)

1 AM adjusted his work schedule from part time to full time during the reporting period.

Medical Technologist 2
(Core Laboratory)

1 AF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3H. Finance Group

Goals

4 white males
1 black female
1 Hispanic female
At UConn Health under the general direction of the Audit Manager, conducts independent audits to evaluate financial, administrative and functional operations in order to ensure compliance with federal and state regulations, University policies and procedures, and sound business practices; makes formal recommendations based on findings and provides follow up monitoring of the status of managements' corrective actions.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
SCHEDULE: 40 hrs. per week, Mon - Fri, 8:00 am to 5:00 pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Establishes an audit and/or project plan for each assignment in accordance with generally accepted auditing standards.
Conducts audits and other critical reviews to assess the effectiveness of business practices; compliance with pertinent governmental regulations and University policies and procedures; protection of University assets; and the achievement of both tangible and intangible objectives in relation to the following:
Financial records, reports and related fiscal matters
Operations, policies and procedures
Performance standards
Conducts management analyses, feasibility studies, etc. as requested.
Evaluates existing and proposed systems and procedures to determine efficiency, effectiveness, risk, and compliance with sound accounting and management principles.
Analyzes and evaluates results of audits, reports findings and makes formal recommendations for a range of corrective actions.
Effectively communicates observations and recommendations through clearly written reports and correspondence.
Reviews findings and formal recommendations with appropriate supervisory staff and administrative officials of areas audited and assists, as appropriate, in implementing corrective action.
Follows up on audit recommendations to appraise and press for implementation of recommended changes. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:
Bachelor's degree in accounting, business management or related field.
Two (2) years of experience in professional auditing or as a project accountant in a specialized industry.
Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).
Excellent oral and written communication skills.
Demonstrated proficiency with basic data analytical tools such as excel.
Preferred Experience:
Master's Degree in related field
Experience in a Health Care setting
Proficiency with advanced data analytic tools

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adh.uchc.edu.
The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 2 WM, 2 BF, and 3 HF, did not meet the minimum requirements for the position for the following reasons:

- 1 WM, 2 BF, and 1 HF were not Certified Public Accountants or Certified Internal Auditors.
- 1 WM’s application materials contained spelling and grammatical errors.
- 2 HF did not have a Bachelor’s degree.

A goal candidate, 1 WM, was not interviewed as his most recent audit experience was in the 1970’s and not current.

The goal candidates, 2 WM, were interviewed but not selected for the following reasons:

- 1 WM did not answer questions in a professional or concise manner.
- 1 WM acknowledged that he had let his Certified Public Accountant license expire.

The 1 WF selected had experience writing audit plans and working both independently and as part of a team in a healthcare environment. She accomplished this by utilizing advanced analytic tools.
A goal candidate, 1 WM, was selected.

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Under the direction of the Audit Director, conducts independent audits of clinical operations to assess whether processes, documentation and billing practices comply with applicable Federal, State, University of Connecticut, UConn Health and third party payer rules, policies and regulations. Provides clinical expertise to other members of the department and institution.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rt. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:00am - 4:30pm, with a 30 minute unpaid meal break

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Establishes an audit and/or project plan for each assignment.
Conducts audits (critical reviews, examinations and appraisals) as assigned to protect UConn Health and other interests related to:
Patient medical/dental and billing records
Documentation of medical necessity and diagnoses
Service-specific standard practices
Treatment protocols and
Coding rules and regulations
Conducts management analyses, feasibility studies, etc. as requested
Evaluates existing and proposed systems and procedures to determine efficiency, effectiveness, risk, and compliance with sound management principles.
Analyzes and evaluates results of audits, reports finding and recommendations for a range of corrective actions.
Reviews findings and formal recommendations with appropriate supervisory staff and administrative officials of areas audited and assists, as appropriate, in implementing corrective action.
Follows up on audit recommendations to evaluate and report for implementation of recommended changes. Maintains up-to-date knowledge of professional and technical developments relating to third party regulations with emphasis on Medicare, teaching physicians' regulations and coding requirements.

9. Makes formal recommendations based on audit findings designed to improve processes and provides follow-up and monitoring of the implementation of recommended corrective actions. Performs other related duties as required or directed.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY

Knowledge of medical diagnosis, treatment and insurance and/or billing, documentation and coding requirements, as well as Federal, State and UConn Health rules and regulations

Knowledge of auditing principles and practices

Excellent oral and written communication skills

Knowledge of computer applications used in healthcare and patient billing systems and Microsoft Office applications including Excel and Word Project Management skills

Ability to work independently, prioritize work and manage multiple tasks

EXPERIENCE AND TRAINING

Four (4) years of nursing or clinical experience or if experience is in medical coding, three years of experience auditing medical records.

PREFERRED QUALIFICATIONS

Bachelors’ Degree in nursing, business or other related field

State of Connecticut Registered Nurse license

Certified coding professional

Full Time Equivalent Minimum Salary: TBD

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, was interviewed but not selected because even though he held clinical expertise he had no audit experience. The candidate had never developed an audit work plan.

The 1 WF selected possessed two Bachelor’s degree in nursing and accounting. Her credentials include both a registered nurse and a certified coder. She held a supervisory auditor position and is familiar with the EPIC software system. She had experience managing health records in both a hospital and physician offices.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Staff Accountant 1 to our team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. /wk., Mon - Fri. 8:00a.m. - 4:30p.m. with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Responsible for performing multiple accounting functions. The Staff Accountant I works collaboratively and proactively to meet departmental deadlines including month-end closing schedules, informational requests, surveys, internal/external reporting, capitalizing assets, documentation, and other tasks as assigned.
Preparation of supporting documents for the annual audited statements. Preparation of monthly financial statements along with variance analysis of budget to actual results. The Accountant I will present these results to management at the monthly variance meetings.
Calculate and process monthly JE's assigned within the assigned time frame. After approved inputting those entries into GL system. Review the results in the ledger to assure accuracy.
Prepare Account Reconciliations assigned
Input LDCA's into GL system
Create PO's and review invoices as assigned
Review UConn Health employee reimbursements, process timely in accordance with established policies.
Work with budget department during the annual budget process to ensure funding is adequate
Performs related duties as required.
SUPERVISION RECEIVED:
Works under general supervision of an employee of higher grade and may take direction from various levels of staff within the organization.

SUPERVISION EXERCISED:
May lead lower level employees.

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS AND ABILITY:
Knowledge of basic accounting principles and practices; knowledge of federal and state financial regulations;
Knowledge of computerized financial systems
Proficient computer skills; good interpersonal skills
Ability to communicate effectively, written and oral
Ability to effectively communicate accounting information, policies and procedures
Ability to analyze and evaluate financial statements and other accounting reports and documents
Ability to apply accounting methods and procedures.
Attention to detail.

EXPERIENCE AND TRAINING:
General Experience:
Four (4) years relevant experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining. Demonstrated experience with Advanced Excel; Banner; HuskyBuy.
Substitution:
Bachelor's degree in Accounting or Finance

PREFERRED QUALIFICATIONS: Fixed asset accounting; healthcare experience.

Full Time Equivalent minimum Salary: $57,595.00

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 1 WM and 2 HF, did not qualify for the position for the following reasons:

- 2 HF did not have four years’ experience in accounting, auditing, financial examining or a Bachelor’s degree.
- 1 WM’s application did not indicate experience in computer software including Advanced Excel, Banner or HuskyBuy or possess a Bachelor’s degree.

The goal candidates, 6 WM, 2 BF, and 2 HF, were not interviewed as they did not have experience in fixed asset accounting and a background in a healthcare environment.

Of the goal candidates, 1 WM, 1 BF, and 2 HF, were interviewed but not selected for hire for the following reasons:

- 1 BF admitted that she had difficulty with managing accounts with accrual concepts.
- 1 HF did not have any journal entry or reconciliation expertise.
- 1 WM did not score well on the skill application designed to score a candidate’s accounting accuracy.
- 1 HF could not complete the financial or Excel portion of the skill sampler.

1 WF hired for the opening held a Bachelor’s degree in accounting and had worked at both a large insurance company and in a hospital setting. The applicant excelled on the skill sampler application and had over 20 years’ experience in the field.

1 WF was selected demonstrated the clearest understanding of the expectations for plant accounting. She had a position as Accounting Manager and scored the highest on the skill sampler.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3I. Administrative Group

Goals

7 white males
2 black males
ADA Case Manager
Under the general direction of Human Resources Management, the Americans with Disabilities Accommodations Case Manager is responsible for coordinating and implementing requirements of the Americans with Disabilities Act, and is responsible for facilitating access to the worksite, programs, services, and facilities for employees with disabilities. The successful candidate will support employees, supervisors and University staff in understanding rights and responsibilities under the Americans with Disabilities Act while determining and facilitating the implementation of reasonable workplace accommodations for employees with disabilities. The successful candidate will also consult with Human Resources Leave Administrators and other University administrators on complex cases where ADA, Family Medical Leave Act (FMLA), and Worker’s Compensation intersect and will assist with bringing resolution to problems or conflicts related to these entitlements.

MAJOR RESPONSIBILITIES:
* Collaborates with university offices and administrators to inform decision-making, ensure university compliance with state and federal mandates, and ensure equal opportunity for individuals with disabilities in employment, education, and programming.
* Engages in an interactive process with employees and University staff to evaluate requests for individualized disability-related worksite and job-related accommodations at the University; and consults with supervisors and managers to assist in accommodation processes.
* Reviews and analyzes medical documentation to determine eligibility for requested disability-related accommodations including, but not limited to, requests for workplace modifications to assist employees to perform their essential job duties, additional leave time from the University, changes in jobs and/or reassignment, and other potential accommodations.
* Provides support to employees with disabilities and their departments, including, but not limited to providing accommodation assessments in return-to-work situations; referring to appropriate campus and community resources; and, resolving conflicts related to accommodations.
* Documents and maintains records of written and verbal communications with employees, staff, faculty and others as it pertains to employees with disabilities.
* Collaborates with the Office of Institutional Equity, Human Resources Leave and Worker’s Compensation Administrators, and the Office of Faculty and Staff Labor Relations to provide university-wide consultation, education and training on accommodation processes and the intersections of ADA, FMLA, Worker’s Compensation and other related laws and regulations.
* Serves as a case manager for complex cases where any combination of FMLA, Worker’s Compensation, and ADA intersect; works closely with department managers, Labor Relations, and other involved constituents to ensure timely and complete resolution to cases.
* Works closely with the Human Resources Workforce Solutions Team for the Storrs based campuses and the Talent Acquisition team in
Farmington College seeks to review job descriptions to ensure essential functions are determined in compliance with the ADA.
* Participates in the development and evaluation of policies and practices to maximize campus access for all persons with disabilities.
* Ensures that university-related information is readily available on services, accommodations, policies, and demographics relating to individuals with disabilities.
* Researches, evaluates and stays abreast of best practices and trends in employment-related accessibility solutions; maintains current information regarding state and federal laws and regulations as well as the best practices of other colleges/universities concerning the rights of individuals with disabilities and ways of providing reasonable accommodations while maintaining university performance standards.
* Serves as a resource regarding ADA compliance matters including researching and communicating standards for architecture, technology, web accessibility, etc.; may attend meetings with University officials on these matters.
* Performs other related duties as required.

MINIMUM QUALIFICATIONS:
* Bachelor's degree with three years' of related experience working with employees with disabilities and/or ADA compliance matters. Consideration will be given to individuals with a combination of education, coursework and experience working with employees with disabilities and/or ADA compliance matters.
* Demonstrated case management experience in ADA, Worker's Compensation, and/or FMLA.
* Proven development and application of strategies and experience working with people with disabilities, and facilitating accommodations in complex employment environments.
* Clear knowledge and understanding of the application of Section 503, 504 and the ADA in employment, and ability to recognize and mitigate risk associated in the disability, employment, and accommodation context.
* Excellent written and oral communication skills, including strong public speaking skills.
* Demonstrated ability to communicate and interact well with people of all ages and diverse backgrounds.
* Demonstrated knowledge of physical, worksite and technological accommodations for people with disabilities.
* Demonstrated ability to exercise a high level of discretion, confidentiality and good judgment.
* Experience in building strong relationships, collaborating with, and influencing others while working in a cross functional environment, including administrators, faculty, staff and union leaders.
* Ability to interpret medical documentation to determine reasonable worksite or job-related accommodations.

PREFERRED QUALIFICATIONS:
* Master's degree in human resources management or related field
* Certified SHRM S/CP, or HRCI S/PHR
* Relevant experience related to ADA and/or FMLA case management in an academic institution
* Demonstrated experience preparing and delivering presentations and training
* Work experience in a unionized environment
* Demonstrated experience with Microsoft Office Suite with particular strengths in Word, Excel, and PowerPoint
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The position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had 3 years of experience as an American Disabilities Act Consultant at a major insurance firm. Her experience from a large and complex, matrix organization transferred well to UConn's organizational structure. The applicant had previous experience servicing many business divisions including the legal department.
JOBS OPPORTUNITY BULLETIN

As of Wednesday, May 22, 2019

Department: Creative Child Care
Recruiter: Noreen Logan
Search Code: 2018-1151
Date Posted: 5/31/2018
Posting Deadline: 6/6/2018

Job Title: Childcare Teacher

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Childcare Teacher to our award winning Creative Child Center. If you have a background in this field, as well as a passion for the child and family experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Monday-Friday 9a-6p with 60 minute unpaid break

Supervision Received:
Works under the general supervision of the Head Childcare Teacher, Center Director or an employee of higher grade. This important role supervises and instructs children aged six (6) weeks through preschool with a program designed to stimulate cognitive, emotional, physical and social growth in a safe, caring environment.

Examples of Duties:
Establishes and maintains a safe, healthy learning environment by: Implementing developmentally appropriate curriculum and instruction practices based on knowledge of individual children and curriculum goals. Creating and modifying environment to meet the specific needs of all children, including children with disabilities, developmental delays and special abilities. Maintaining a physically and psychologically safe and healthy learning environment. Supports social and emotional development and provides positive guidance by:
Observing and guiding child's behavior. Supporting the development and learning of individual children. Establishes and maintains positive and collaborative relationships with families by:
Communicating with parents/guardians about curriculum and children's development.
Demonstrating sensitivity to differences in family structures and social and cultural backgrounds.
Maintains a commitment to professionalism by Establishing and maintaining positive, collaborative relationships with colleagues, other professionals, and families, and working effectively as a member of a professional team. Ensures a well-run, purposeful program responsive to
enrollees need by: Observing, recording, and assessing child's development for the purpose of assisting in the planning of appropriate programs, environments and interactions. Maintaining staff child ratios in compliance with state regulations. Actively seeking out opportunities to grow professionally by locating and using appropriate professional literature, organizations, resources and experience to inform and improve practice. Performing other related duties as assigned.

Minimum Qualification Required
Knowledge, Skill and Ability:
Knowledge of theory and practices necessary to plan and implement curriculum for individual children and groups; knowledge of child development; ability to communicate effectively (written and oral); good interpersonal skills; problem sensitivity - ability to tell when something is wrong or is likely to go wrong; basic mathematical ability; ability to work as part of a team; creative thinking; speech recognition - ability to identify and understand the speech of others; basic medication and CPR knowledge; ability to respond to the needs of children from the broad diversity of cultural backgrounds.

Required Education and Training:
The Incumbent must have a high school diploma, be 18 years of age and have an Associates or Bachelors in Early Childhood Education or Child Development. Must also have a minimum of 1 year of experience in a childcare center environment with children ages 6 weeks to 5 years. Must have experience with all age groups from 6 weeks to 5 years.

Special Requirements:
Incumbents in this class must complete and maintain First Aid certifications and medication training and be responsible for obtaining state licensing required continuing education units. Will be required to complete and maintain CPR certification.

Preferred Requirements:
Prior or active experience working at the UConn Health Creative Child Center, or a similar NAERYC accredited organization.

Working Conditions:
Incumbent in this class may be required to lift children and may be exposed to some infectious/communicable diseases.

MINIMUM full time equivalent salary: $41,829 based on experience.

Why UConn Health
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UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2018-1151  Date Started: 6/22/2018  Job Title: Childcare Teacher  Job Group: 3I-ADMINISTRATIVE GROUP

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This position was posted on the UConn Health and Recruit Military websites.

A goal candidate, 1 WM, did not meet the minimum requirements for the position as he did not have an Associate’s Degree in Early Childhood Education or Child Development with at least 1 year of experience working in a child care center with all ages ranging from 6 weeks to 5 years in age.

The 1 WF selected had worked as a childcare teacher at this facility for 1.5 years in a special payroll capacity. She was trained at this site, received qualifying reviews and the children are accustomed to her presence and teaching ability.
Purpose of Class:
At UConn Health, this classification is responsible for conducting salary and classification studies, research and analysis for the development of compensation and classification programs. Provides consultative services to management on compensation, conducts job reviews, write and revises job descriptions, performs job analysis and classification.

Duties & RESPONSIBILITIES:
Advise and coordinates with management and staff personnel in the proper classification of positions, interpretation of job classifications and the application of compensation policies and procedures.
Conducts position evaluations, job classification.
Provides oversight of compliance with labor laws and regulatory guidelines.
Conducts research and analysis in different areas involving compensation, such as compensation statistics and market analysis. Participates in market compensation studies.
Designs and adjusts salary structures and compensation packages.
Participates in human resources planning and decision-making.
Serves as the subject matter expert and a resource for compensation questions and resolves compensation related issues.
Provides guidance and support to departments on interpretation of compensation policies and procedures and other compensation matters.
Supports the development and planning of new compensation programs and/or enhancements. Analyzes the needs of the organization and recommend solutions.
Provides quantitative analysis and consultation to operating units on work design, organizational design, classification of positions, and contemporary compensation practices, including alternative recommendations for consideration.
Reviews and processes reclassification requests.
Develops or assists in the development of policies and procedures.
Performs other related duties as assigned.

Knowledge, Skills And Abilities:
Knowledge of Human Resources principles and best practices in compensation, job analysis/evaluation; knowledge of labor laws and other federal and state laws regulation compensation; knowledge of research methods and data analysis techniques; knowledge of employee relations principles and practices.
Excellent analytical skills; advanced computer skills with focus on excel for data analysis, project management skills, customer service skills, excellent interpersonal and organizational skills.

Ability to collect and analyze diverse data; ability to make informed decisions based on data and statistics; ability to effectively communicate both verbal and written; ability to works with all levels of the organization; ability to work with diverse population, internal and external; ability to prepare findings in a concise format; ability to interpret policies, practices and procedures.

General Experience And Training:
Bachelor's degree in human resource management, business or closely related discipline and five [5] years of professional compensation and/or benefits experience in a large organization.
Or, a combination of education/training and experience which provides the skills and experience necessary to competently perform the duties.
Certification as a Certified Compensation Professional [CCP] by World At Work Society of Certified Professionals or equivalent preferred.
Knowledge of factor evaluation systems and public sector experience preferred.

SCHEDULE- Monday through Friday, 8:00 am to 5:00 pm

SALARY: Commensurate with experience.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources.
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This position was posted on both the UConn Health and Recruit Military websites. It was also mailed to the Connecticut Chapter of the International Public Management Association for Human Resources.

The goal candidates, 5 WM, did not meet the minimum requirements of the posting for the following reasons:

- 3 WM did not possess any human resources related experience.
- 2 WM does not have any compensation/classification experience.

The 1 WF selected had prior responsibilities of managing compensation and benefits divisions. The candidate’s background included working with a point factor evaluation system and developing and implementing compensation strategies. The applicant had created salary surveys to gather metrics and compensation data along with other human resources generalist functions.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members who share these same values. Our top rated organization is looking to add a full time Human Resources consultant to our team located in Farmington.

- Competitive salary/comp structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and qualified dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

Position Scope:
The HR Consultant serves as the primary point of contact for all HR matters including recruiting and on-boarding, performance management, interpretation and application of HR policies and business processes, collective bargaining agreement administration, and HR services for a group of assigned management team clients. The HR Consultant acts as a member of the client group's operational management team.

Reporting Relationship:
Reports to the Vice President of Human Resources.

Accountabilities:
Deliver HR services to the management team client groups in a customer-centric and values-driven approach while ensuring compliance with Federal, State employment regulations, collective bargaining agreements, and University of Connecticut and UConn Health policies and procedures. Provide full HR life cycle consulting services to assigned client group's operational management team and employee workforce. Participates in the talent interview and selection process for client employee workforce. Provides counseling and guidance on the corrective action and disciplinary process for union and non-union staff. Works closely with client to address employee performance deficiencies including development of individual performance improvement plans to correct performance deficiencies. Coordinates and assists in voluntary and involuntary termination process including face-to-face meetings with employees and client management team members. Manages and participates in CBA discipline, grievance process, arbitrations, prohibited practices, workplace investigations, disciplinary hearings, CHRO & EEOC procedures, administrative hearings and separation meetings. Assists in the development and delivery of strategic Human Resources programs and services. Serving as a liaison between HR and the client, coordinates delivery of HR services across assigned client workforce including but not limited to
leave administration, benefits administration, job postings, compensation and classification, Organizational and Staff Development. Delivers staff and management training programs to assigned client management team and employee workforce.

Plan, participate, and implement HR projects as assigned by the Assistant Vice President of Talent Management. Assist the Vice President of Human Resources in the creation and development of policies and procedures. Leverages EEO / AAP/ compliance strategies and goals to ensure EEO compliance and diversity goal achievement. Performs other duties as assigned.

Knowledge, Skills & Abilities Requirement:

Strong knowledge of employment law and understanding of current employment regulations and compliance issues. Knowledge of human resources policies and statutory applicable laws and regulations (i.e. FMLA, Worker's Compensation, Federal and State labor laws, EEO, ADA, etc.). Knowledge of and ability to apply management principles and techniques. Excellent knowledge of human resource administration. Exceptional knowledge of collective bargaining and labor relations. Exceptional organizational and time management skills. Exceptional interpersonal, leadership, and communication skills. Multi-tasking and prioritizing, planning work activities efficiently to meet deadlines and high level goals.

Ability to drive issues to closure despite obstacles and opposition. Ability to identify and solve complex workplace issues. Ability to exercise sound judgment in analyzing facts and arriving at conclusions for recommending action.

Ability to operate individually and employing solid decision-making skills. Ability to develop and maintain highly effective relationships, externally and internally. Ability to influence professionals of management level. Solid sense of confidentiality and discretion.

Qualification/Experience & Training:

Bachelor's degree in Human Resources, Healthcare Administration, Business or a related field.

Five [5] or more years human resources experience in a healthcare and/or academic environment.

Three [3] or more years of experience administering a collective bargaining agreement(s).

Requires experience in advising and educating managers with respect to employee relations issues and the human resources-related laws, regulations, and practices. Must have demonstrated expertise in consulting with managers and employees regarding human resources issues that arise through all stages of the employment relationship.

SHRM or HRCI Certification (SHRM-SCP/ SHRM-CP , SPHR/PHR) is desirable

Working Conditions:

Work is normally performed in a typical office environment.

SCHEDULE: Monday through Friday, 8:00 am 5:00 pm

Why UConn Health

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This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 5 WM and 2 BM, did not meet the minimum requirements for the employment opportunity for the following reasons:

- 4 WM and 2 BM did not have a Bachelor’s degree in Human Resources, Healthcare Administration, Business, or a related field. They also did not have 5 or more years of human resources experience in a healthcare and/or academic setting and 3 or more years’ experience administering collective bargaining agreements.
- 1 WM had human resources experience but not in an academic or healthcare environment.

The goal candidate, 1 WM, withdrew his application from the interview process as he felt the salary was too low.

The 1 WF selected had previous experience in both human resources and labor relations at UConn Health. The candidate is familiar with all the policies and procedures and the staff and issues of facing an academic medical facility. She has prior EEO and investigatory experience as well as leave of absence criteria.
UConn Health in Farmington is looking for a skilled and experienced Labor Relations Coordinator to join our expanding, diverse and industry-leading organization. Our dynamic environment offers candidates in this role the following:
- Competitive compensation structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and qualifying dependents
- Easy access to I-84, Route 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience.
- State of the art, award winning campus environment...and more

Schedule: Full time MONDAY - FRIDAY 8:00 AM - 5:00 PM

Salary: Negotiable based on experience and expertise (MIN of $61,734)

In the Human Resources Department of UConn Health, this crucial role is accountable for performing consultative assignments and high quality administrative support in Labor Relations, which includes labor relations research projects and assisting in the effective execution of the labor relations program.

Examples of Duties:
Provides administrative support with daily activities including; coordination/oversight of labor relations cases, assignments & triages, as well as investigations and complaints.
Coordinates any layoff processes when applicable - Objectively manages the following in relation to bargaining unit rules — reviews justifications, seniority, bumping, notice preparation, employee meeting coordination etc. Provides direction regarding established policies and procedures; addresses routine matters/concerns. Coordinates grievance procedures to handle employees' complaints Drafts and/or prepares correspondences, reports, and presentations, reviews for accuracy and completeness prior to submission. Reviews departments' evaluations, counseling letters, WTP extensions/separations, grievance responses, suggests revisions if applicable. Performs research regarding initiatives relevant to labor relations issues, assists with data collection, creates and maintains databases and accurately complies and prepares information for various projects, reports and/or presentations. Acts as an unbiased liaison while providing the utmost in customer support to our employees and staff Performs other related duties as required.
Knowledge, Skills and Abilities:
Knowledge of human resources administrative practices; collective bargaining and labor relations; research methods and techniques in the area of labor relations. Understanding of federal laws and CT labor laws/statute; legislative process, highly effective communication skills, oral and written. Considerable interpersonal skills, excellent customer service skills, cultural sensitivity. Ability to learn and understand and/or interpret, explain and apply UConn Health’s and bargaining units’ rules, regulations, policies and procedures and also apply State and federal regulations. Ability to exercise independent judgment and initiative within established guidelines. Ability to understand statistics and mathematics, public sector employee classification and compensation processes.

General Experience and Training:
Six (6) years of labor relations or human resources experience [at a para-professional level] with responsibility involving labor relations. Bachelor’s degree in Human Resources Management, business or closely related field. Also, Bachelor’s Degree may be substituted for four [4] years of the noted experience

Preferred Experience:
At least six (6) years of labor relations experience working directly with bargaining units, especially in the public sectors. Excellent skills in MS Office Suite, specifically Word, Excel, Access Outlook and Power Point.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or obs@adp.uchc.edu.
This position was posted on both UConn Health and the Recruit Military websites.

The goal candidates, 9 WM and 10 BM, did not meet the minimum job requirements for the following reasons:

- 2 WM and 2 BM’s application materials did not reference any labor relations experience.
- 6 WM and 3 BM responded incorrectly to the application submission questions.
- 1 WM and 5 BM did not have 6 years of labor relations or human resources experience with a concentration in labor relations.

A goal candidate, 1 BM, was not interviewed as he did not have direct daily experience with bargaining units.

The 1 WF selected had experience working as a director with labor unions in a local town. The applicant had negotiated contracts and addendums and acted as a liaison between the bargaining units and the town.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Procurement Contract Specialist to our team. If you have a background in this unique field, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Major and Minor Holidays off per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
Progressive leadership and educational development programs available
This classification is responsible for the compliance review, analysis and summarization of contracts activity on behalf of UConn Health.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS AND ABILITY:
Strong knowledge of the principles and practices of contract administration and management, applicable Federal/State laws, rules and regulations governing contract management / monitoring and procurement; knowledge of financial principles, and standards pertaining to various types of contracts including information system applications; medical equipment, etc.; knowledge of contract monitoring systems; computer skills which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong contract drafting, and organizational and time management skills, ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.
EXPERIENCE AND TRAINING:
General Experience: Eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment.
Substitution: Bachelor's degree in business administration, public administration, pre-law, or closely related field may be substituted for four (4) Years' of the above general experience.
Preferred Qualifications/Experience for Contracts Department:
Significant contract drafting experience, legal/paralegal experience or law degree.
Experience with clinical contracts; understanding of Stark and Anti-Kickback law; familiarity with medical equipment and supplies.
Knowledge of State of Connecticut contract language requirements.
Excellent interpersonal, communication (written and oral), negotiation and presentation skills.
Strong sense of urgency, ownership of assignments, and customer service with focus on problem-solving.
Team player who partners with his/her colleagues to ensure that a project is completed successfully.
Strong working knowledge of MS Word, Excel and Outlook.

SUPERVISION RECEIVED:
Works under the general supervision of the Director of Contracts or employee of higher grade.

SUPERVISION EXERCISED:
May supervise other staff as assigned

EXAMPLES OF DUTIES: Within UConn Health's Contracts Department:
Works independently, receiving little instruction on day-to-day work and general instruction for new projects and assignments.
Responsible for performing a full range of contract-related duties, including preparing, revising and finalizing contracts in compliance with applicable laws, regulations, policies and procedures; explaining/negotiating contract language; and maintaining contract files and records. May be responsible for large/complex contracts. Routine tasks and questions should usually be addressed within 1 business day. More complex projects must be moved along and completed in a timely fashion.
Works with internal customer departments and the Procurement Department, as needed, to draft clear, accurate and complete contracts that reflect any and all previously negotiated pricing and other terms. Final contracts must accurately memorialize the business deal that was negotiated, even if the Procurement Contract Specialist did not participate in those negotiations him/herself.
Liaises with stakeholders (including the Procurement Department, the contractor’s representatives and UConn Health’s internal customers) and the State of Connecticut Office of the Attorney General. Takes ownership of assignments to ensure that the contract drafting and negotiation process is organized, progresses as quickly as possible, and is compliant with all UConn Health requirements.
Tracks contract preparation status in accordance with current departmental procedures (for example, creating records in the contracts database and entering regular status updates).
Processes contracts in accordance with UConn Health's approval and signature requirements.
Prepares reports relating to agreements in contract database, and disseminates contract summaries to appropriate individuals within UConn Health as required. Works with counterparts in the Procurement Department to interpret and summarize party rights and responsibilities under awarded bids and contracts.
Ensures that all assignments are completed on schedule and contracts are executed on time.
Maintains accurate, timely methods of communication with all internal customers and external business partners.
Supports the department's effort to provide high level of service to internal customers. Creates and builds strong working relationships where none existed.

Maintains knowledge of current trends and development in laws and regulations that affect UConn Health's contract language/requirements. Drafts correspondence and other documents, as needed.

Follows the department's documentation and document retention requirements.

May also: provide training to UConn Health personnel on Contracts Department procedures and technical/legal contract requirements as needed; assist in the development of contract administration procedures in accordance with state laws, department rules and professional practices; evaluate contract database and other processes/resources for further enhancement to improve performance and further integrate the database as an information tool.

Performs other duties as necessary/as assigned.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5pm, this position may require overtime on occasion.

FULL TIME EQUIVALENT MINIMUM SALARY: $81,037

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 4 WM and 1 BM, did not meet the minimum requirements of the because they did not possess eight (8) years of professional experience handling highly complex procurement actions including experience with contact negotiations and legal issues in a public contact administrative environment.

The goal candidates, 5 WM and 1 BM, were not interviewed in the selection process for the following reasons:

- 1 WM has federal contract negotiations experience but none on the state level.
- 1 BM did not have enough relevant experience with procurement contacting.
- 1 WM has only one year of relevant contracting experience.
- 3 WM’s application materials did not indicate evidence of contract language drafting/negotiations.

Of the goal candidates interviewed, 1 WM was not selected as he did not have familiarity with the Stark and Anti-Kickback law and experience with medical equipment and supplies.

1 WF selected had significant contract drafting experience and a paralegal background. The applicant demonstrated an understanding of the Stark and Anti-Kickback law and had experience with medical equipment and supplies. She had experience with clinical contracts and spoke of the importance of internal department team work and customer service to each other.

1 WF was hired as she was the manager of contract compliance at a large insurance company. The candidate has written, negotiated, and formalized contracts including clinical contacts. She understand the methodology of a state audit and the importance of being accountable to stakeholders in the organization.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Web and Marketing Associate to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. At UConn Health this position is responsible for the marketing and communications initiatives for department(s) or major health care program utilizing both web and print.

SUPERVISION RECEIVED:
Works under general supervision of the Chief Executive Officer of Connecticut Convergence Institute

SUPERVISION EXERCISED:
May lead lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break
Schedule may vary according to program needs. May occasionally require work on weekends or non-major holidays
EXAMPLES OF DUTIES:

Marketing
Develops and prepares promotional and educational materials such as new releases, pamphlets, brochures, exhibits, bulletins and department’s newsletter.
Assists in the development of online marketing and social media campaigns and strategies that drive traffic to the department services. Creates and executes communication and marketing plans.

Web & Design
Creates webpages as well as manages and updates department website compliant with applicable legal requirements and UConn’s policies.
Continuously tests webpages, troubleshoot and provide analytic reports on a monthly basis or as needed.
Designs computerized forms and e-tools for use via website.
Monitors performance and results, monitors and develops reports using Google Analytics or similar tools.

Social Media
Proactively manages all social media accounts including reporting and responses on a daily/weekly basis.
Creates social media posts (Facebook, Instagram, LinkedIn, etc.) for marketing and communication purposes.
Assesses needs and provides advice on the various internet communications and other forms of marketing and public relations efforts.
Identifies and evaluates improvement options; modifies sites and associated social media as appropriate using combination of graphics, animation, videos and written material to present effective messaging.
Leads in the development of online marketing and social media campaigns strategies to drive traffic to the website and social media platforms.

Event Planning and Other
Manages the planning and execution of all small to large scale events, including internal and external media coverage.
Manages online events calendar
Manages sponsorship requests
Commits to continuous learning of emerging web marketing, social media and technology trends
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of marketing and promotion initiatives/strategies
Knowledge of web design principles and accessible web design principles based on federal or state guidelines; such as usability.
Knowledge of communication methods and procedures
Considerable communication, presentation, writing and research skills
Considerable interpersonal skills;
Considerable computer skills; programming skills
Ability to prioritize tasks and managed deadlines.
Artistic and creative abilities; ability to utilize various multimedia tools.
Good organizational skills; ability to meet deadlines; ability to create and manage work plans.
Excellent customer service skills.
EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:
Six (6) years of a combination of web design and communication experience.

SUBSTITUTION ALLOWED:
Bachelor's degree in marketing, communications, multimedia or closely related field may be substituted for four (4) years of the general experience. Master's degree in a closely related field may be substituted for one (1) year of the experience.

SPECIAL EXPERIENCE:
Incumbents in this class may be required to travel within the state in the course of their daily work
Experience with WordPress and Adobe creative programs.

Full Time Equivalent Minimum Salary $61,734.00

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 15 WM and 2 BM, did not meet the minimum requirements for the position for the following reasons:

- 8 WM and 2 BM’s application materials did indicate the special requirement of experience with WordPress computer software.
- 7 WM did not possess the minimum requirement of 6 years of a combination of web design and communication experience or the allowable substitutions.

The goal candidates, 8 WM, were not selected for an interview because of the following considerations:

- 5 WM did not have experience in an academic environment.
- 2 WM’s application materials did not indicate a blend of web design, graphics, and a marketing strategy that would complement the position.
- 1 WM withdrew his application from the interview process.

The goal candidates, 2 WM, were interviewed but not selected for the position because they did not have the experience of working in an academic or healthcare industry field.

The goal candidate, 1 WM, was offered the position but declined the offer.

The 1 WF selected demonstrated a steady growth of solid employment with promotional advancement. The applicant had both a writing content ability as well as with web and graphics. She has experience with UConn branding and an academic setting due to her internship with UConn Health. She communicated a clear market strategy for web design and graphics.
JOB OPPORTUNITY BULLETIN

As of Sunday, June 30, 2019

Department: Library
Recruiter: Pamela Rucker
Search Code: 2019-497

Job Title: Librarian 3 - Metadata Management
Date Posted: 1/4/2019
Posting Deadline: 2/4/2019

The Metadata Management Librarian has a unique opportunity to shape how we create, use and manage metadata for the 21st century library. Success in his position calls for innovation, creativity and a willingness to iteratively problem solve in our complex and dynamic environment. The Metadata Management Librarian will collaborate to enable discovery, access and stewardship of the UConn Library's collections. Along with UConn Health Sciences Library personnel, the Metadata Management Librarian make a positive contribution to a culture of inclusion and respect in all interactions within the library and across the University.

Supervision Received:
Reports to the Library Director

Supervision Exercised:
Leads professional staff members of lower rank, para and non-professional or other staff as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

Duties and Responsibilities:
Manages metadata necessary for the discovery, access and stewardship of UConn Library health sciences collections.
Applies knowledge of relevant international and national standards, rules and best practices for creation, analysis, enrichment, normalization and maintenance of metadata at levels ranging from sets to bibliographic records, items and holdings.
Collaborates across the university to develop and enhance procedures for effective metadata management and is responsible for developing solutions to metadata access and discovery problems.

Minimum Qualifications Required
Knowledge, Skill and Ability:
Demonstrated ability to work within a variety of complex and inter-related systems, interfaces and knowledge bases.
Demonstrated analytical and problem solving skills
Demonstrated ability to work independently and collaboratively.
Demonstrated ability to adapt to change.
Strong communication and interpersonal skills.

Experience and Training
General Experience
A Master's degree in Library and Information Science from an American Library Association accredited program (or international equivalent) plus three (3) years of relevant professional library experience in a health science setting.
Special Experience:
Two years of the general experience must have involved the performance of professional library tasks at or above the level of Librarian II.

Preferred Qualifications:
Bachelors or second Master's degree in fields relevant to position responsibilities (e.g. management of information systems, data analysis, computer sciences)
Demonstrated proficiency in MARC21 and knowledge of current and emerging structured metadata standards, models, applications, and initiatives (examples include RDA, Dublin Core, MODS, METS, BIBFRAME, KBART and Linked Open Data).
Knowledge of PubMed, Linkout and MeSH subject headings.
Knowledge of bibliographic utilities, tools and library management systems, vendor cataloging services, authority control services and automated routines for metadata maintenance.
Experience with the Alma library management system and the Primo discovery system.
Working knowledge of high level scripting language (e.g. Python, Perl, PHP, JavaScript)
Working understanding of Semantic WEb technologies (based on RDF).
Working knowledge of metadata tools and systems for creating, editing and transforming metadata (e.g. XML, XSLT, Oxygen, MarcEdit, OpenRefine).
Experience working with APIs and with normalizing and scripting transformations of structured metadata in an XML environment (e.g. JSON).

Full Time Equivalent Minimum Salary: $73,694.00

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum position qualification as he did not have a Master's degree in Library Science with three years of library experience in a healthcare setting.

The goal candidate, 1 WM, was interviewed but not selected for the position as he had worked for a library one year back in 2005 and did not demonstrate literacy with a variety of complex and interrelated computer software like MODS, METS, or BIBFRAME.

The 1 WF hired had completed training in CCS, HTML, Linux, and Python computer software systems. The applicant articulated a detailed plan to matriculate data into a new metadata environment. She had previous experience with content management systems and in a supervisory capacity gave examples of problem solving in relevant situations.
A goal candidate, 1 WM, was selected.
Are you an experienced talent acquisition expert with the ability to find and attract skilled candidates in the ever-changing market? Are you looking to add value to an organization that thrives on innovation and excellence? If so, UConn Health wants to speak with you!

The Talent Acquisition Specialist at UConn Health is responsible for the execution of full life cycle recruiting activities, as well as managing the candidate experience. This role will have full talent acquisition responsibility for the Registered Nurse and Advanced Practice Provider segments at UConn Health's John Dempsey Hospital. Additional segments may be assigned.

What's in it for you?
- Competitive salary structure
- Industry leading, affordable access to health benefits - plans with no high deductibles available
- Choice of a pension retirement plan or high-match standard retirement option
- Tuition waivers and reimbursements for self and qualified dependents
- Easy access to I-84, Rte. 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

Schedule: Full time MONDAY - FRIDAY, flexibility to work one of the following shifts: 7:30-4p (30 min lunch), 7:30-4:30p (60 min lunch), 8a-4:30p (30 min lunch), 8a-5p (60 minute lunch)

Salary: Negotiable based on experience and expertise

Reporting Relationship:
Reports to Director of Talent Acquisition

Duties & Responsibilities:
Develops fully integrated recruitment plan based on department needs and service agreements.
Executes recruitment plan by aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria.
Advises hiring managers regarding orientation, benefits, compensation and payroll; provides basic benefits information to hiring managers and candidates.
Trains departmental hiring managers on recruitment processes and interviewing techniques.
Develops and reviews diversity plan with focused recruitment strategies.
Ensures compliance with collective bargaining agreements regarding job posting and selection of internal candidates.
Establishes, cultivates and maintains ongoing relationships with hiring managers in order to understand the department and its recruitment needs.
Collaborates with the HR Consultants and other staff in the creation, development, and maintenance of retention strategies in specific job areas.
Participates in and promotes UConn Health at a variety of recruitment functions such as job fairs, university and college career days, and career events targeted for special populations.
Collects and analyzes data on demographics and hiring activity for use in designing recruitment plans.
Participates in exit interviews and recall rights process.
Remains current on union contracts, federal, state and local employment laws and applies knowledge appropriately in day to day work.
Works with employees to identify appropriate career paths.
Performs other related duties as assigned.
Knowledge, Skills & Abilities Requirement:
Knowledge of full lifecycle recruitment process.
Comprehensive knowledge of laws, acts and regulations associated with employment laws and their application to recruitment processes and transactions.
Basic knowledge of labor unions, and human resource functional areas
Ability to deliver high levels of customer service when dealing with positions that require multiple months to fill.
Strong communication skills needed for challenges associated with key critical positions.
Ability to cold-call, network and design long term sourcing plans.

Qualification/Experience & Training:
Bachelor's degree in related field; or equivalent knowledge and skills obtained through a combination of education, training and experience.
Three (3) years recruiting experience within a healthcare organization or a placement firm specializing in healthcare recruitment
Experience recruiting for critical, hard to fill positions across a variety of clinical and operational support areas required.
Experience using various sourcing techniques using the Internet, advertising, networking and community resources required.

Special Experience:
At least one (1) year of experience with executing proactive recruitment strategies of Registered Nurses and/or Advance Practice Providers (APRNs, PAs, CRNAs etc.).

Preferred Experience:
At least one (1) year of experience using proactive recruiting networks and tools, including LinkedIn Recruiter
Previous experience working in a role under recruiting metrics and analytics
*Resume must be included for consideration*

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The position was posted on the LinkedIn, UConn Health and Recruit Military websites.

The goal candidates, 5 WM, were not qualified for the position for the following reasons:

- 5 WM did not possess 3 years of Talent Acquisition experience or at least 1 year of experience recruiting for RN’s and/or Advanced Practice Medical providers.

The goal candidates, 3 WM, were not selected for an interview for the following reasons:

- 1 WM’s background included hiring mainly for physicians and a few advanced practice positions.
- 1 WM’s experience was in remote recruiting with no face-to-face interaction with applicants, customers, and hiring managers.
- 1 WM had five different recruiting positions in the last five years that were not promotional at different companies.

The 1 WF selected had experience in recruiting RN’s, APRN’s, PA’s and CRNA’s for an acute healthcare hospital locally. The applicant has experience recruiting for hard to source positions such as pre-operative services. The candidate also has experience with employee relations and employee development.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3J. Administrative Program Coordinator

Goals

3 white males
2 black males
3 Hispanic males
1 AA/IANAHNI male
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Coordinator to our growing team. If you have a background in this field as well as a passion for customer and patient experience, we want to hear from you.

This class is accountable for independently providing administrative management and/or advanced technical program support for the areas of Clinical Effectiveness and Quality and Epidemiology at UConn Health John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, primarily Monday - Friday, 8:00 a.m.- 5:00 p.m., flexibility is required to adjust schedule dependent on departmental needs, 60 minute unpaid meal break.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
- Effectiveness & Quality:
  - Attend weekly meeting to record correction action plans and scoring
  - Enter ACAs (Apparent Cause Analysis) into HPI (Healthcare Performance Improvement) spreadsheet as they arrive
  - Schedule RCAs (Root Cause Analysis)
  - Create sign in sheets
  - Embed documents that are part of correction action plans into RCA spreadsheet
  - Process all Travel Authorization and Reimbursement paperwork for attendance at conferences
  - Grant access to “Performance Excellence Initiative” Sharepoint site
  - Upload monthly; spotlight, variance report, scorecards to “JDH Finance” Sharepoint site for the monthly meeting
  - Create and distribute weekly Friday Flyer
  - Create and distribute quarterly Clinical Effectiveness Newsletter
  - Input Rapid Response Team (RRT)/Code blue data into spreadsheet
  - Attend weekly RRT meeting to record action plan, due dates, additional information on RRT or code blue
  - Order office supplies
  - Provide technical assistance and answer questions
  - Assist with data analysis graphing via advanced functions of excel
  - Performs other related administrative duties as required

Epidemiology:
- Record meeting minutes for:
  - Infection Control Committee (monthly)
  - Surgical Site Infection Committee (quarterly)
  - Infection Prevention Liaisons (monthly)
  - Influenza Prevention Committee (monthly)
  - Update annual influenza brochure
  - Create/organize publications as needed
  - Make revisions to policies using Sharepoint
  - Upload revised policies onto Infection Control Sharepoint website
  - Renew annual APIC (Association for Professionals in Epidemiology and Infection Control) memberships
  - Office supplies
  - Lab Coats
  - Provide technical assistance
  - Performs other related administrative duties as required
MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of applicable program rules and regulations
Knowledge of business math
Considerable knowledge of proper grammar, punctuation and spelling
Considerable knowledge of business communications, oral and written communication skills
Knowledge of medical/technical terminology
Considerable knowledge of office procedures
Considerable Interpersonal skills
Data management skills
Ability to schedule and prioritize work
Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:
Six (6) years medical/healthcare administrative experience.

SUBSTITUTIONS ALLOWED:
Bachelor's degree and two (2) years of medical/healthcare experience may be substituted for the general experience.

SPECIAL REQUIREMENTS: Must be proficient in the advanced use of Microsoft Excel with ability to create and maintain complex spreadsheets and graphs.

MINIMUM full time equivalent salary: $61,734
**Resume Attachment Required for consideration**

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academic research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State of Ethics which may be found at www.ethics.state.ct.us
This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 4 WM, 2 BM, and 1 AM did not meet the minimum requirements for the following reasons:

- 2 WM and 2 BM did not have the required 6 years’ of medical/healthcare administrative experience or the allowable substitution.
- 2 WM and 1 AM had a Bachelor’s degree, but did not have the 2 years’ of medical/healthcare experience.

1 WF, a part-time UConn Health employee, was selected. She had 7 years of medical/healthcare administrative experience and provided detailed responses to interview questions and in-depth examples of her data management experience. She scored 36/40 points on her interview questions. The interview questions were based upon oral and written communication skills; ability to schedule and prioritize work; and data management skills.
A goal candidate, 1 WM, was selected.
Primary focus of this position is to provide program coordination to the Undergraduate Medical Education (UME) Stage 1 courses Case Oriented Essentials (CORE) and Fabric of Anatomy and Biology Lab (FabLab).

EXAMPLES OF DUTIES:
Course Curriculum Coordination (tasks are not limited to what is identified below):

Collect Faculty COIs for Course (Teaching, Development, and Grading); work with course director on reviewing and signing of on faculty COI; posting to HuskyCT any conflicts disclosures.
Upload and Maintain Oasis Course Catalog (includes Course Details, Course Objectives, Contact information, etc.)
Upload and maintain session "activity" learning objectives in Oasis Coordinate Course information is consistent in HuskyCT and Oasis
Upload and maintain Curriculum Schedules in Oasis (curriculum database) Assist Course Faculty with curriculum tags for keywords with regards to input in Oasis the curriculum database
Coordinate and maintain course booklists and supply updated information to the bookstore as needed Monitor course enrollments as needed to make sure students are properly enrolled in the course for schedules and course content; outside of bulk uploads; enroll students as needed.
Create and adjust as needed student groups; upload for schedules and content systems as needed.
Course Schedule & Upload (tasks are not limited to what is identified below) Collect & Import Oasis Session Import Template by Block.
Maintain and be aware of the current student enrollments in your course (those that come in/out) Identify Number of Small Breakout Rooms needed for each session Identify & Create Student Group for conferences and/or sessions and make group assignment in Oasis
Collect faculty names that are teaching those activities (first and last names)
Collect a list of visiting faculty that will need parking vouchers and when they will be on campus Collect and make arrangements for any orientations that need to be set up, such as Lab/Anatomy Orientation, etc. (activities outside of the schedule)
Collect any other instructions or assistance with materials needed. Identify any requests for special AV needs as needed for your course sessions and make the appropriate arrangements. Identify or collect any other special needs or assistance as needed and make arrangements, etc. Identify course sessions in which you must attend to assist with session logistics Clinical Onboarding Communicate with clinical sites regarding student information Ensure compliance with any site requirements Work with Clinical Education in placing any visiting students Course Content & Upload (tasks are not limited to what is identified below) Collect & upload course session materials to HuskyCT Assist Course Faculty with content placement on HuskyCT within the MDelta course template Maintain content as needed Post course announcement on HuskyCT course as requested by Course Faculty Course Material & Document Preparation (tasks are not limited to what is identified below) Collecting session activity materials needed Reproduction and Printing of session materials Ordering supplies as needed
Organize, maintain, and track any supplies needed on a continual-basis Course Room Scheduling (tasks are not limited to what is identified below):
Work with the central scheduler to schedule your rooms and break out rooms needed.
Make arrangements for AV support needed with the appropriate IT group (TBD).
Identify special AV requirements are articulate those to central scheduler in order to be scheduled into a room that is equipped for your needs. Use Oasis course session template to identify rooms to be uploaded with schedule Course Evaluation & Assessment (tasks are not limited to what is identified below). Collect Identify and work with the Assessment office to set up on course surveys and/or evaluations (faculty/student/course evaluations, etc.)
Preform assignments of evaluations and tracking of completions as required. Identify and track your students that have testing accommodation during your course for low stakes examinations.
Work with the Course Director on low stakes examinations: iRATs, tRATS, quizzes; includes data entry of questions into HuskyCT, and basics assessment build and implementation, and score collection, reporting Work with the Course Director and Assessment Office with high stakes examinations Attending TBL sessions for administrative support and day of logistics of sessions Proctor course exams or quizzes as required; be day of admin support of session logistics, Course Grades & Reporting (tasks are not limited to what is identified below):

Identify and create course gradebook, include any reportable examination fields for scores and final grade. Upload exam or quiz scores to course gradebook in Oasis. Upload final course grades into course gradebook in Oasis. Prepare reports for Course Grading Committee Coordinate and schedule Course Grading Committees for your course. Attend Course Grading Committee to take minutes and to draft any grading letters for students. Misc Course Committee Admin Support & Coordination (tasks are not limited to what is identified below). Assist the course committee and/or course director with related scheduling of committees for the course (such as the course development committee, course grading committee, etc.) If requested to attend meeting and take minutes or be admin support. Send out course committee announcements, invites, and other logistical support needed. Assist with the coordination of other curricular requirements such as but not limited to: scholarship, global health, student research, awards ceremonies, community involvement, orientations, electives, on-boarding, committee support, etc.

Minimum Qualifications Required
Knowledge, Skill and Ability

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; considerable interpersonal skills; ability to troubleshoot effectively; data management skills; ability to schedule and prioritize work; some supervisory ability; demonstrated ability to work directly with students and faculty; demonstrated ability to maintain confidentiality; demonstrated ability to multi-task and coordinate several multi-faceted projects simultaneously.

Experience and Training:
General Experience
Six (6) years relevant administrative experience.
Substitutions Allowed
Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.
Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035

or (860) 679-2426 or jobs@apucho.edu

860-679-3363 or TDD 679-2242.

Individuals requiring special accommodations in the application process should notify the Office of Diversity Management in Equal Opportunity at the principle of diversity and in that spirit seeks a broad spectrum of candidates including women, minorities, and people with disabilities.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PW/D/V employer. UConn Health has a strong commitment to

FULL TIME EQUIVALENT MINIMUM SALARY: $61,734

SCHEDULE: 40 hour work week; Monday through Friday, 7:30am - 4pm. 30 minute unpaid meal break.

Experience working with students in Graduate or Undergraduate Medical Education.

Experience working with databases, including Blackboard and Oasis.

Preferred Requirements:

Experience working in higher education working with degree programs.

2 years relevant work experience in higher education working with degree programs.

Considerable knowledge of Microsoft Office, including Word, Excel, and PowerPoint.

Special Requirements:
This position was posted on the UConn Health website.

The goal candidates, 3 WM, 4 BM, and 1 HM, did not meet the minimum requirements because they did not have the required 6 years' relevant administrative experience or a bachelor's degree with two years' experience in higher education degree programs.

The 1 AF selected possesses a master's degree and 6 years' of direct experience in higher education supporting degreed programs. The candidate has both supervisory and student support experience. The applicant has a background in maintaining confidentiality in student record keeping related to course evaluations and student grading and attendance. She was responsible for data management systems and ranked number 1 in proficiency in Excel on work sample.
MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of NIH program rules and regulations, ability to interpret directives for filing of grant applications through federal, state and private funding agencies. Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; Ability to review/analyze financial documents and to communicate to supervisor; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:
Six (6) years relevant administrative experience. Experience with Banner, advanced Excel skills, demonstrated experience with budget preparation.

Substitutions Allowed:
Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

OFFICE MANAGEMENT: Manages and coordinates grants, contracts, and MOU's/MOA's for the Department of Medicine. Directs the workflow, assigns and reviews workflow of administrative and laboratory staff submitting purchase reqs, contracts, etc. Manages the pre and post award grants and contracts preparation for several faculty within the Department of Medicine. Works directly with SPS, Research Finance, Office of Clinical Trials Research, IRB, State, Federal and other granting agencies. Assists with back-up for administrative divisional activities within the department and back-up for Administrator.

FISCAL: Drafts and prepares budgets for NIH, foundations, governmental and state agencies. Manages approved budgets making decisions with regards to salary/fringe expense and other expenses. Prepares and submits Report of Expenditures, Contract Information Sheets and Budget Workbooks for clinical trials. Prepares long range budget projections and reviews with Administrator and Principal Investigators. Prepares IRB for
NIH grants and clinical trials. Prepares month end financial reports and statements. Tracks grant balances to ensure spending is within budget using Banner and HuskyBuy. Performs related duties as required.
ADMINISTRATIVE: Processes travel, reimbursements, orders on HuskyBuy and other miscellaneous administrative tasks for faculty. Kronos approvals for faculty and staff within the Department of Medicine.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break

FULL TIME EQUIVALENT MINIMUM SALARY: $61,734

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health website.

The goal candidate, 5 WM, 2 BM, and 2 AM did not meet the minimum position requirements for the following reasons:

- 4 WM, 1 BM, and 2 AM’s application materials did not indicate 6 years’ relative administrative experience, experience with advanced Excel skills or the Banner software system. The applicants did not qualify for the substitution allowance of a Bachelor’s degree with 2 years administration experience.

- 1 WM and 1 BM did not indicate budget preparation experience or the allowable substitution requirements.

A goal candidate, 1 WM, was not selected for an interview as the hiring panel chose to interview internal candidates with both administrative skills and budget preparation abilities initially.

The 1 WF selected had familiarity with contracts and internal systems like Husky Buy, Banner, and UConn Health policies and procedures. The applicant scored highly on the sample module and has worked previously as a team lead.
JOB OPPORTUNITY BULLETIN

As of Wednesday, June 5, 2019

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<tr>
<th>Department:</th>
<th>Enrollment Planning &amp; Management</th>
<th>Job Title:</th>
<th>Administrative Program Coordinator - Associate</th>
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<td>Recruiter:</td>
<td>Marisa Leone</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Associate Registrar to our growing team in Student Services located in Farmington. If you have a background in this field, as well as a passion for customer and student experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Paid Holidays per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:
General Experience:
Six (6) years' experience in a Registrar's Office in higher education serving in an Assistant Director of Registrar capacity. Must have PeopleSoft Student Administration System, Microsoft Office Products (Excel, Outlook, PowerPoint Word)

Substitutions Allowed:
Bachelor's degree and two (2) years of relevant experience (as described above) may be substituted to the general experience.
Preferred Qualifications - Word Press, VA Once, National Student Clearinghouse, Acrobat DC, National Board of Medical Examiner. Knowledge of FERPA, State Retention Guidelines, and Veteran's Benefits preferred.

EXAMPLES OF DUTIES:
Under the general guidance of the UConn Health Registrar, manage essential functions for the School of Medicine, School of Dental Medicine and Graduate Programs. Serves as a resource to UConn Health students, faculty, and staff regarding academic policies, procedures, and permanent records. Monitors and enforces compliance to University policy and by-laws relating to courses, academic catalog requirements and registration. Works closely with University offices including UCONN Storrs: Registrar, Graduate Center, Financial Aid, Bursar, UConn Health: Graduate Programs, Schools of Medicine and Dental Medicine, to ensure smooth coordination and accuracy of information. Verifies completion of degree requirements for the Schools of Medicine and Dental Medicine. Corresponds with University offices concerning registration procedures and degree conferrals. Manages the scheduling, publishing, and distribution of UConn Health Graduate school courses. Develops, conducts, and supervises training programs and workshops for faculty, staff, and administrators to utilize all aspects of the SAS Registrar System. Coordinates and analyzes the schedules of course offerings and registration of students to meet academic deadlines each semester. Provides training to staff and faculty on the Student Administration System. Leads registration sessions for incoming students in the UConn Health Graduate programs. Coordinates the dissemination of required forms for incoming student's demographic data and FERPA access. Coordinates dissemination and collection of commencement information for graduating students in Schools of Dental Medicine, Medicine and UConn Health Graduate programs. Serves as the Veterans certifying official and point of contact for students with prior service or actively serving in the military ensuring compliance with regulations, policies and procedures. Manages Registrar components of the Student Services Website. Enforces the provisions of the Family Education Rights & Privacy Act and State confidentiality statutes as they affect release of confidential information contained in student academic records. Supervises the collection, processing, and distribution of grades; transcript requests, forms and letters that verify student enrollment status. Additionally, certifies requests for the NBME USMLE exams. Compiles, analyzes data and prepares reports as required; including enrollment data, demographic data, student status and maintains historical records of such reports.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm; 1 hour unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: $61,734

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.
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Requisition: 2018-785     Date Started: 9/14/2018

**Job Title:** Administrative Program Coordinator  **Job Group:** 3J-ADMIN PROGRAM COORDINATOR

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The position was posted on the UConn Health and the Recruit Military websites.

The goal candidates, 26 WM, 8 BM, 3 HM, and 4 AM, did not meet the minimum position requirements for the following reasons:

- 25 WM, 8 BM, 3 HM, and 4 AM did not have six (6) years’ experience in a Registrar’s Office in higher education serving in an Assistant Director of Registrar capacity.
- 1 WM’s application materials did not reference Microsoft office experience and capability.

A goal candidate, 1 WM, was not interviewed as he did not have experience with Word Press, VA Once, or FERPA.

A goal candidate, 1 WM, was interviewed but not selected because he was looking for a position with supervisory capacity. This position does not have such managerial oversight.

The 1 WF selected was currently performing all aspects of registrar activities at a local university. She had utilized Word Press and Acrobat DC computer software. The candidate had knowledge of FERPA, State Retention Guidelines, VA Once, the National Student Clearinghouse and Veteran’s Benefits. She emphasized the importance of communication and team development.
JOB OPPORTUNITY BULLETIN
As of Wednesday, June 5, 2019

<table>
<thead>
<tr>
<th>Department: Volunteers</th>
<th>Job Title: Administrative Program Coordinator</th>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Coordinator to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

In the Voluntary Services Department at UConn Health, this class is accountable for independently coordinating the volunteer services program logistics and providing administrative management program support to the department.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of applicable program rules and regulations
Knowledge of business math
Considerable knowledge of proper grammar, punctuation and spelling
Considerable knowledge of business communications
Knowledge of medical/technical terminology
Considerable knowledge of office procedures
Oral and written communications skills
Considerable interpersonal skills
Data management skills
Ability to schedule and prioritize work
Some supervisory ability
EXPERIENCE AND TRAINING:

General Experience:
Six (6) years relevant administrative experience that includes considerable customer service and organizational skills
Proficiency using Microsoft Office Suite software, especially Excel, Word and Outlook

Substitutions Allowed:
Bachelor's degree and two (2) years of relevant administrative experience that includes considerable customer service and organizational skills
and proficiency using Microsoft Office Suite software.

Preferred Requirements:
Familiarity with hospital/health center processes and procedures

EXAMPLES OF DUTIES:

OFFICE MANAGEMENT:
Manages and coordinates volunteer program logistics that includes tracking requests, assignments and approval of volunteers, administrative support
for professional staff, making adjustments to accommodate changing priority needs Directs the work flow of the administrative support staff and
supervises the necessary administrative paperwork, records, complex filing systems to support the volunteer services program, including fiscal,
personnel and volunteer records Develops volunteer programs related to hospital needs, coordinates annual recognition program for ongoing
volunteer achievement Recruits, trains, supervises and evaluate clerical and volunteer staff, update and maintain the Volunteer Services Department
website, creates and
updates departmental policies and procedures to comply with regulatory and legal requirements.

INTERPERSONAL:
Resolves administrative and logistical problems and transactions by collaborating with state/federal/international agencies and institutions as
appropriate Acts for and regularly makes decisions in the manager’s absence within prescribed limits of authority. Represents the department head to
other university offices, the public or outside agencies in matters of administrative consequence.

FISCAL:
Drafts budgets, which usually involve external funding
Manages approved budget making decisions related to the appropriateness of requested expenditures
Prepares budget summaries and long-range budget projections
Arranges for international fiscal transactions as required
Performs related duties as required.

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m., 60 minute unpaid meal break

FULL TIME EQUIVALENT MINIMUM SALARY: $61,734
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.
Date Started: 2/15/2019

Job Title: Administrative Program Coordinator
Job Group: 3J-ADMIN PROGRAM COORDINATOR

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The position was posted on both the UConn Health and Recruit Military websites.

Of the goal candidates, 12 WM, 1 BM, and 2 AM, did not meet the minimum criteria as follows:

- 8 WM, 1 BM, and 2 AM did not have the six (6) years relevant administrative experience that includes considerable customer service and organizational skills or the allowable substitution of a Bachelor’s degree with two (2) years’ experience.
- 4 WM’s application materials did not reference background or proficiency in Microsoft Office Suite software.

The goal candidates, 2 WM, were not interviewed because they did not have the familiarity with hospital/health center processes and procedures.

Of the goal candidates, 1 WM, 1 BM, and 1 HM, were interviewed but not selected for the following reasons:

- 1 WM did not demonstrate the necessary interpersonal and communication skills necessary for this customer centered position. The candidate admitted shyness was an issue for him and he exhibited it during the interview. The position requires effective business oral communication skills.
- 1 BM and 1 HM could not explain the need or importance for the Volunteer Services Division with which the job opening would work closely.

The 1 HF selected held the prior title of Volunteer Services Coordinator at a health clinic. The applicant spoke to the inter-relationship with the office management, fiscal responsibilities, and communication skills necessary to be successful at the position and provided detailed examples of this customer focused role.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative & Clinical Research Coordinator to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

This class is accountable for independently supporting office management, administrative functions and clinical research management of grants and community outreach services for the Naeg Comprehensive Cancer Center located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, primarily Monday - Friday, 8:00 a.m.- 4:30 p.m., flexibility is required to adjust schedule dependent on departmental needs, 30 minute unpaid meal break.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Responsible for the oversight and on-going quality control of the Community Specialist roles in the Greater Hartford community
Works to provide on-going quality review of the qualitative and quantitative data gathered from the two Community Specialists and the Administrative Program Coordinator for the Breast Team
Creates a database for statistics gathered in the community to find opportunities for research and quality improvement (QI) projects
Serves as a project manager for QI projects by engaging both research and clinical teams
Assists in the design and implementation of quality control systems with written Standard Operating Procedures (SOPs) to ensure that data generated from the community is documented in a compliant manner
Responsible for a full range of administrative, financial office management, research and grants work in the Cancer Center
Responsible for the CCO required needs assessment
Engages UConn Health MPH students, Residents and Fellows as a means to gain research experience and may serve as PI's and Co-PI's
Engages community leaders to engage their center, churches, and clubs to foster trust, and engagement with the Naeg cancer center
Other related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of applicable program rules and regulations
Knowledge of business math
Considerable knowledge of business communications
Knowledge of medical/technical terminology
Considerable knowledge of office procedures
Considerable knowledge of research protocols
Oral and written communications skills
Considerable interpersonal skills and computer skills
Considerable organizational skills
Ability to schedule and prioritize work
Some supervisory ability

EXPERIENCE AND TRAINING:
General Experience:
Six (6) years relevant administrative and clinical research experience.

SUBSTITUTIONS ALLOWED:
Bachelor's degree and two (2) years of relevant administrative and clinical experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS: Work experience engaging the health care community in underserved populations.
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PVD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
Date Started: 4/12/2019

JobTitle: Administrative and Clinical Research Coordinator
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

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### Abbreviations in Posting:

COC – Certificate of Confidentiality  
MPH – Master’s in Public Health  
PI – Principal Investigator

This position was posted on Recruit Military and the UConn Health website.

Goal candidates did not apply for this position.

1 HF, a part-time UConn Health employee, was selected. She had 9.5 years’ of administrative and clinical research experience; a Bachelor’s Degree in Mathematics and a Master’s Degree in Public Health; and had experience managing staff and students. She has also worked with community-based partners.
3J. (Administrative Program Coordinator) Hires – Part Time to Full Time – Adjusted Work Schedule

Administrative Program Coordinator
(Neurology)

WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3K. Social Worker

Goals

5 black males
3 Hispanic males
6 Hispanic females
1 AA/AN/NPI male
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top-rated organization is looking to add a full-time Social Worker II to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

EXAMPLES OF DUTIES:
- Performs psycho-social assessments on new and continued patients and families; works independently and/or collaboratively with staff in formulating and implementing treatment plans; attends rounds, staff and team meetings and case conferences to provide social work consultation and/or referral for further intervention; provides direct clinical social work with patients and families; consults with other staff and community resources; engages patients and families in discharge planning; records significant psycho-social data in patient charts; prepares summaries and reports to other agencies; may provide court testimony as an expert witness; conforms to institutional, department and professional standards; maintains patient confidentiality; may participate in training residents and students; may supervise social work/public health students; performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
- Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services; considerable knowledge of social, psychological, psychiatric, medical, economic and legal factors influencing individual and group behavior; considerable knowledge of group dynamics and case work methods; considerable knowledge of community resources; oral and written communication skills; considerable interpersonal skills; ability to plan, execute and evaluate service programs meeting clients' needs; ability to work autonomously to make decisions affecting patients and families, and to respond to crises under pressure/deadline; ability to work with chronically and terminally ill/physically impaired individuals and their families.

EXPERIENCE AND TRAINING:
- General Experience:
  - A Master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in a medical/health science setting for the medical services and in a psychiatric mental health setting for the psychiatric services.

SPECIAL REQUIREMENTS:
- 1. Employees in this class must possess and retain a license to practice clinical social work in the State of Connecticut.
- 2. Employees in this class may be required to travel.
- 3. Incumbents in this class may be required to be bilingual.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, flexibility required.

FULL TIME MINIMUM EQUIVALENT SALARY: $69,754

Why UConn Health
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This position was posted on Recruit Military and our UConn Health website.

The goal candidates, 1 BM and 1 HF, did not meet the minimum requirements because they did not have the required Master’s degree from an accredited school of social work and 2 years of relevant experience, in a medical/health science setting for the medical services and in a psychiatric mental health setting for the psychiatric services.

The goal candidates, 1 BM, 1 HM, and 4 HF, were not interviewed for the following reasons:

- 1 BM, 1 HM, and 2 HF’s major function of their positions have not been providing psychotherapy.
- 2 HF withdrew their applications from consideration.

The goal candidate, 1 HM, was interviewed and not selected because he did not provide clear, concise, detailed responses to interview questions pertaining to psychotherapy and group questions.

1 WF, part-time UConn Health employee, was selected. She had a Master’s degree in Social Work, 7 years of experience in a medical/health setting, and 4 years of part-time experience in our Psychiatric Clinic providing psychotherapy. She provided individual and group therapy including trauma recovery, and dual diagnosis treatment. She also had experience in crisis intervention and had completed Dialectical Behavior Therapy DBT training.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Social Worker to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health, this class is accountable for independently performing a full range of tasks in providing direct social work services to patients and families. This position will provide social work services at UConn Health located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available.

SCHEDULE: This is a full time position, 80 hours every two weeks, 8:00 a.m. to 4:30 p.m., rotating weekends and holidays as assigned.

EXAMPLES OF DUTIES:
Performs psycho-social assessments on new and continued patients and families
Works independently and/or collaborates with staff in formulating and implementing treatment plans
Attends rounds, staff and team meetings and case conferences to provide social work consultation and/or referral for further intervention
Provides direct clinical social work with patients and families
Consults with other staff and community resources
Engages patients and families in discharge planning
Records significant psycho-social data in patient charts
Prepares summaries and reports to other agencies
May provide court testimony as an expert witness
Conforms to institutional, department and professional standards
Maintains patient confidentiality
May participate in training residents and students
May supervise social work/public health students
Performs other duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of principles, procedures and techniques of medical social work services
Considerable knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior
Considerable knowledge of group dynamics and case work methods
Considerable knowledge of community resources
Oral and written communication skills
Considerable interpersonal skills
Ability to plan/execute effective service programs to meet client needs
Ability to work autonomously to make decisions effecting patients and families and to respond to crises under pressure/deadline
Ability to work with chronically and terminally ill/physically impaired individuals and their families

EXPERIENCE AND TRAINING:
General Experience:
A Master's degree from an accredited school of social work
Two (2) years of medical social work experience, preferably in a medical/health science setting for the medical services.

SPECIAL QUALIFICATIONS:
Employees in this class must possess and retain a license to practice clinical social work (LCSW) in the State of Connecticut
Employees in this class may be required to travel
Incumbents in this class may be required to be bilingual.

PREFERRED QUALIFICATION:
Current CPI Certification.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower rank staff members and other staff as assigned.

MINIMUM full time equivalent salary: TBD
Why UConn Health

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
This position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 1 BM and 1 HF, did not meet the minimum requirements. They had experience in behavioral health not the required medical social work expertise.

Of the goal candidates, 1 HF, was not interviewed as she did not respond to requests for an interview.

The 1 WF selected possessed clinical, acute inpatient, and outpatient care. Prior position was in a hospital in a medical social work role. The applicant has CRI certification and has a background as a unit supervisor.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Social Worker 2 to our Intensive Outpatient Program team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Major and Minor Holidays off per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
Progressive leadership and educational development programs available

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower rank staff members and other staff as assigned.

EXAMPLES OF DUTIES: Independently performing a full range of tasks in providing direct social work services to patients and families; Performs psycho-social assessments on new and continued patients and families; works independently and/or collaborates with staff in formulating and implementing treatment plans; attends rounds, staff and team meetings and case conferences to provide social work consultation and/or referral for further intervention; provides direct clinical social work with patients and families; consults with other staff and community resources; engages patients and families in discharge planning; records significant psycho-social data in patient charts; prepares summaries and reports to other agencies; may provide court testimony as an expert witness; conforms to institutional, department and professional standards; maintains patient confidentiality; may participate in training residents and students; may supervise social work/public health students; performs other duties as required.
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services; considerable knowledge of social, psychological, psychiatric, medical, economic and legal factors influencing individual and group behavior; considerable knowledge of group dynamics and case work methods; considerable knowledge of community resources; oral and written communication skills; considerable interpersonal skills; ability to plan/execute effective service programs meeting client’s needs; ability to work autonomously to make decisions effecting patients and families, and to respond to crises under pressure/deadline; ability to work with chronically and terminally ill/physically impaired individuals and their families.

EXPERIENCE AND TRAINING:
General Experience:
A Master’s degree from an accredited school of social work and two (2) years of facilitation of group and individual psychotherapy and psychoeducation with dual diagnosis populations. Experience with assessment, evaluation and treatment planning for individuals with psychiatric and dual diagnoses.

SPECIAL REQUIREMENTS:
Employees in this class must possess and retain a license to practice clinical social work in the State of Connecticut.
SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $69,784

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was listed on the UConn Health and Recruit Military websites.

The goal candidates, 1 BM and 3 HF, did not meet the minimum qualifications for the position as they did not possess a license to practice clinical social work (LCSW).

Of the goal candidates, 1 HF, was not selected for an interview as her background did not have work group experience with dual diagnosis populations.

The 1 WF selected had experience with a group working with dual diagnosis populations. The candidate completed DBT and EMDR training and implemented Trauma and Dual Diagnosis group therapies in the past eight years.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4B. Patient Service Representative

Goals

15 white males
4 black males
1 black female
At UConn Health, this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling.

*******THERE ARE TWO POSITIONS**********

SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
SCHEDULE: 40 hrs/week, Mon - Fri, 8:00am - 5:00pm, with a one hour unpaid meal break
** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

EXAMPLES OF DUTIES:
Produces accurate and timely billing of patients in accordance with pre-established schedules
Completes insurance, disability and compensation forms
Interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment;
Makes payments to insurance brokers for student insurance
Answers patient and insurance inquiries
Searches requests for patient information and prepares reports and correspondence; maintains records and files
Reviews vouchers and monitors fees, collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements
Initiates charitable (title 19) and other payment sources application process, if appropriate
Provides relevant insurance/financial information to Social Services and home care institutions
Acts as liaison between the patient/family and government agencies
May perform receptionist/triage duties
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
Knowledge of Federal, State and other patient financial assistive health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology;
Knowledge of general office procedures;
Considerable interpersonal skills; oral and written communication skills; organizational skills;
computer skills;
Basic negotiation skills; record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:
General Experience:
Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:
Associates degree may be substituted for and two (2) years of the general experience

Preferred Experience:
Knowledge of dental terminology and CDT codes
Previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances.
Experience determining covered procedures and explaining treatment plans to patients
Thorough knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures.
Oral surgery and/or oral pathology Medical billing knowledge
Knowledge of ICD-10 coding for oral procedures.
Experience collecting copayments in high volume practice.
Bilingual Spanish/English speaking

Full Time Minimum Equivalent Salary: $45,531.00
Why UConn Health
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**JobTitle:** Patient Services Representative  
**JobGroup:** 4B-PATIENT SERVICE REP

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**Abbreviations in Posting:**

CDT – Current Dental Terminology  

This position was posted on the UConn Health website.

The goal candidates, 5 WM, 8 BM, and 45 BF, did not meet the minimum requirements for the following reasons:

- 5 WM, 7 BM, and 44 BF did not have the required 3 years of dental billing/insurance claims experience including Medicaid for dental procedures.
- 1 BM, University Health Professional Union member, is not eligible to transfer per union contract because he had just been assigned a new position in December 2017, and has not been in the position for the required 6 months.
- 1 BF did not provide enough information on her resume and application to determine qualifications. She only provided 3 sentences to describe her job duties.

The goal candidate, 1 BF, was not interviewed because she had been offered a previous UConn Health position and upon entering her into the CORE system, it was discovered that she had not included her State of Connecticut work history on her application.

1 HF was selected. She had 1 year of dental billing/insurance claims experience including Medicaid for dental procedures. She also had all of the following preferred experiences: Knowledge of dental terminology and CDT codes; billing experience in a dental office setting and working with the accounts receivable for both; experience determining covered procedures and explaining treatment plans to patients; knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization; and experience collecting copayments in a high volume practice.

*1 HF was selected in the previous reporting period and was discussed in the 2018 Affirmative Action Plan.*
At UConn Health, this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-94, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
SCHEDULE: 40 hrs/week, Mon - Fri, 8:00am -5:00pm, with a one hour unpaid meal break
** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

EXAMPLES OF DUTIES:
Produces accurate and timely billing of patients in accordance with pre-established schedules
Completes insurance, disability and compensation forms
Interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital
Makes payments to insurance brokers for student insurance
Askins patient and insurance inquiries
Reviews vouchers and monitors fees, collects fees for services and may make deposits; keeps records/files; performs financial counseling
Initiates charitable (title 19) and other payment sources application process, if appropriate
Provides relevant insurance/financial information to Social Services and home care institutions
Acts as liaison between the patient/family and government agencies
May perform receptionist/ triage duties
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
Knowledge of Federal, State and other patient financial assistive health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology;
Knowledge of general office procedures;
Considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills;
Basic negotiation skills; record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:
General Experience:
Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:
Associates degree may be substituted for and two (2) years of the general experience

Preferred Experience:
Prior billing experience in a dental office setting or orthodontic setting
Experience determining covered procedures and explaining treatment plans to patients
Experience collecting copayments in a high volume practice

Full Time Minimum Equivalent Salary: $45,531.00
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This position was posted on Recruit Military and UConn Health websites.

The goal candidates, 4 WM, 4 BM, and 32 BF did not meet the minimum requirements of 3 years of dental billing/insurance claims experience including Medicaid for dental procedures or the substitution allowed.

The goal candidates, 1 WM and 1 BF were not interviewed for the following reasons:

- 1 WM withdrew his application.
- 1 BF's dental experience was over 17 years ago.

The goal candidate, 1 BF was interviewed and not selected. She had 3 years of dental billing/insurance claims experience including Medicaid for dental procedures. During the interview she was unable to provide accurate responses to questions regarding Medicaid requirements for dental coverage and she did not have experience with the following: submitting Medicaid claims; reducing accounts receivable; working to collect on past due accounts; and reconciling patient accounts. All of which are necessary as a solid foundation for success in this position. Concerns were raised when she made an error in the date of her initial interview and had to reschedule; and then made a mistake with the time of her rescheduled interview and arrived 20 minutes late. Additionally, she scored 50% on the Dental Finance Insurance Assessment and 56% on the Dental Finance Patient Services Assessment.
The Dental Finance Insurance Assessment was based upon the following:

- knowledge of Medicaid guidelines for insurance coverage, prior authorization, age, and frequency limitations
- private insurance guidelines for coverage and prior authorization
- knowledge of requirements for claims submission

The Dental Finance Patient Services Assessment was based upon the following:

- knowledge of how to handle an emergency patient
- knowledge of privacy practices, identification requirements, and registration
- knowledge on how to handle missing insurance card or identification
- knowledge relating to collecting copays and past due balances
- knowledge of how to handle patients that arrive late for an appointment
- knowledge of how to handle patient information requests from an outside source

A goal candidate, 1 WM was selected; and 1 HF and 1 AF were selected.

- 1 HF had 14 years of experience in a high volume dental practice collecting copayments; billing; determining covered procedures and explaining treatment plans to patients; and experience with the computer systems we use axiUm and Epic. Her experience also included posting patient payments; working to collect on past due accounts; working with Connecticut (CT) Medicaid for dental and medical procedures; working with commercial dental insurance, and signing contracts; treatment plans and financial documents; knowledge of dental codes and terminology. During the interview she provided accurate responses to questions regarding Medicaid requirements for dental coverage. Additionally, she scored 100% on the Dental Finance Insurance Assessments and 100% on the Dental Finance Patient Services Assessments.

- 1AF had 6 years of experience in a high volume dental practice collecting copayments; billing; and determining covered procedures and explaining treatment plans to patients; and experience with the computer systems we use axiUm and Epic. Her experience also included posting patient payments; working to collect on past due accounts; working with CT Medicaid; working with commercial dental insurance; signing contracts; treatment plans; and financial documents; reducing accounts/receivable; and knowledge of dental codes; terminology. Additionally, she scored 100% on the Dental Finance Insurance Assessments and 100% on the Dental Finance Patient Services Assessments.
At UConn Health, this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling.

**********THIS POSITION IS LOCATED IN THE KANE STREET CLINIC**********

***** WILL BE REQUIRED TO TRAVEL TO AND WORK IN FARMINGTON OFFICE 2 DAYS A WEEK*****

SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: 40 hrs per wk, Mon & Fri, 8:30am - 5:00pm, Tues, Wed, & Thurs 11:00am - 7:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Produces accurate and timely billing of patients in accordance with pre-established schedules
Completes insurance, disability and compensation forms
Invoices patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital payment;

Makes payments to insurance brokers for student insurance
Answers patient and insurance inquiries
Reviews vouchers and monitors fees, collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements

Initiates charitable (title 19) and other payment sources application process, if appropriate
Provides relevant insurance/financial information to Social Services and home care institutions
Acts as liaison between the patient/family and government agencies
May perform receptionist/triage duties
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of, and ability to interpret health center/Medicare/Insurance billing procedures
Knowledge of Federal, State and other patient financial assistance health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology;
Knowledge of general office procedures;
Considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills;
Basic negotiation skills; record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:
General Experience:
Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:
Associates degree may be substituted for and two (2) years of the general experience

Prior Experience:
Previous billing experience in a dental office setting
Experience determining covered procedures and explaining treatment plans to patients
Experience collecting copayments in a high volume practice

Full Time Minimum Equivalent Salary: $45,531.00
UConn Health

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This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 3 BM and 16 BF, did not meet the minimum requirements because they did not have the required 3 years' of dental billing/insurance claims experience including Medicaid for dental procedures.

1 WF was selected. She had 27 years of experience working in the dental field which included the following experience: obtaining prior authorizations for Medicaid and commercial insurance; posting patient and insurance payments; reducing accounts receivable; submitting claims and following up on unpaid claims; and reviewing and signing contracts, treatment plans, and financial documents with patients. She also had an understanding of dental coding, the CT Medicaid guidelines and requirements for dental procedures.
JOB OPPORTUNITY BULLETIN
As of Friday, February 22, 2019

Department: Patient Access
Recruiter: Noreen Logan
Search Code: 2019-094
Date Posted: 8/14/2018
Posting Deadline: 8/20/2018

Job Title: Patient Access Representative

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add four (4) Patient Access Representatives to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this class is accountable for performing a full range of tasks in obtaining insurance referrals from physician’s offices and insurance companies, and initiating follow-up on required pre-certifications for scheduled admissions and procedures in coordination with those offices.

EXPERIENCE AND TRAINING: Three (3) years of experience processing medical pre-authorizations and insurance verifications for healthcare services.

SUBSTITUTIONS ALLOWED: Associates degree or higher may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:
Thorough knowledge of insurance benefits, coordination of benefits, and third party liability
Knowledge of medical terminology, and experience with ICD-10 and CPT coding
Previous pre-certification experience in a medical clinic or hospital
Experience with IDX and/or EPIC
Experience with LCR/Nextgen electronic medical records

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:
Working knowledge of a managed care environment, third party reimbursement, hospital and community services and hospital and health care policies
Basic knowledge of medical coding and medical terminology
Skill in articulating information in a clear and informative manner to patients, family members, insurers, staff and other relevant parties
Organizational skills
Computer skills
Ability to gather and record all appropriate information that provides for the accurate billing and collection for provided services
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations

SAMPLES OF DUTIES:
Identifies visits/procedures requiring prior approval
Utilizing knowledge of ICD-10, CPT coding and medical terminology, obtains required referral/prior authorization from insurance companies prior to date of service
Communicates with physician and medical providers regarding clinical clarifications to facilitate requests
Interviews patient via visits or phone to determine payment sources and payment arrangements
Verifies patient’s benefits with insurance companies as needed
Refers uninsured and underinsured patients to financial counselors as identified
Assists in the appeals process for denied claims
Documents daily activities in the computer system
Communicates with departments regarding authorization status
Researches requests for patient information and prepares reports and correspondence
Maintains records and files may perform receptionist/triage duties
Performs related duties as required

SCHEDULE: 8:00 a.m. - 4:30 p.m., and 8:30 am - 5:00 pm; 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
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<th>Date Started: 10/12/2018</th>
<th>JobTitle: Patient Access Representatives</th>
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TOTAL ACCESSIONS: 14

**Abbreviations in Posting:**

CPT – Current Procedural Terminology
IDX – scheduling, billing, and accounts receivable software
EPIC – integrated electronic medical records system

This position was posted on Recruit Military website and the UConn Health website.

The goal candidates, 1 WM, 1 BM, 19 BF, did not meet the minimum requirements because they did not have the required 3 years’ of experience processing medical pre-authorizations and insurance verifications for healthcare services, or the allowable educational substitution and experience. All of these applicants responded no to the question about meeting the minimum requirements or the allowable substitution in their applications.

The goal candidates, 3 BF, were not interviewed for the following reasons:

- 2 BF were not mandatory University Health Professional (UHP) union members with contractual bargaining rights to be interviewed and they did not have 10 years of experience in a medical setting completing prior authorizations and registrations along with the preferred requirement of experience with IDX and/or EPIC.
- 1 BF’s experience was verifying completed radiology authorizations, not processing the authorization.
Req: 2019-094 continued

The goal candidates, 1 WM and 3 BF, were interviewed and not selected for the following reasons:

- 1 WM scored 9.25 out of 15 interview samplings correctly. He did not have thorough knowledge of the required medical pre-authorizations.
- 1 BF scored 5.75 out of 15 interview samplings correctly and during the interview it was discovered that she did not have knowledge of the required medical pre-authorizations.
- 1 BF scored 6.5 out of 15 interview samplings correctly. She did not have full knowledge of insurance benefits and authorizations.
- 1 BF scored 8.5 out of 15 interview samplings correctly. She did not have thorough knowledge of the required medical pre-authorizations.

The interview samplings were based upon the following: ability to articulate information; Medicare/Medicaid coverages; precertification; predetermination; specialty pharmacy; referrals; determining primary insurance; and authorizations.

2 WF were selected for the following reasons:

- 1 WF scored 9.75 out of 15 interview samplings correctly. She had over 10 years of experience in a medical setting completing prior authorizations and registrations; and had full knowledge of insurance benefits and medical terminology. She also had the preferred requirement of experience with IDX and/or EPIC.
- 1 WF scored 14.5 out of 15 interview samplings correctly. She had been working in the Patient Access Precertification Department as a temporary Patient Access Representative for 1 year. She had over 10 years of experience in a medical setting completing prior authorizations and registrations and had full knowledge of insurance benefits and medical terminology. She also had the preferred requirement of experience with IDX and/or EPIC.

*1 WF was a lateral transfer. She was a UHP Patient Services Representative who scored 9.25 out of 15 interview samplings correctly. She had over 10 years of experience in completing prior authorizations and registration; had full knowledge of insurance benefits, medical terminology; training in the Patient Access areas of EPIC, and was a super user in EPIC. Additionally, she had the preferred requirement of experience with IDX.

*1 HF was promoted and is discussed in the Promotional Goals Analysis.
At UConn Health, this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employee and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
SCHEDULE: 40 hrs/week, Mon - Fri, 8:00am - 5:00pm, with a one hour unpaid meal break
** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

EXAMPLES OF DUTIES:
Produces accurate and timely billing of patients in accordance with pre-established schedules
Completes insurance, disability and compensation forms
Interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment;
Makes payments to insurance brokers for student insurance
Answers patient and insurance inquiries
Processes requests for patient information and prepares reports and correspondence; maintains records and files
Reviews vouchers and monitors fees, collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements
Initiates charitable (title 19) and other payment sources application process, if appropriate
Provides relevant insurance/financial information to Social Services and home care institutions
Acts as liaison between the patient/family and government agencies
May perform receptionist/ triage duties
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
Knowledge of Federal, State and other patient financial assistive health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology;
Knowledge of general office procedures;
Considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills;
Basic negotiation skills; record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:
General Experience:
Three (3) years of dental billing/insurance claims experience.

SUBSTITUTIONS ALLOWED:
Associates degree may be substituted for and two (2) years of the general experience

Preferred Experience:
Previous experience with CT Medicaid for dental procedures
Previous billing experience in a dental office setting
Experience determining covered procedures and explaining treatment plans to patients
Experience collecting copayments in a high volume practice

Full Time Minimum Equivalent Salary: $45,531.00
Why UConn Health

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This position was posted on Recruit Military and our UConn Health website.

The goal candidates, 3 WM, 2 BM, and 20 BF, did not meet the minimum requirements because they did not have the required 3 years of dental billing/insurance claims experience.

The goal candidates, 1 BM and 2 BF, were not interviewed because they did not have the preferred qualifications of previous experience with CT Medicaid for dental procedures; previous billing experience in a dental office setting; experience determining covered procedures and explaining treatment plans to patients; and experience collecting copayments in a high volume practice.

The goal candidates, 2 BF, were interviewed and not selected for the following reasons:

- During 1 BF’s interview it was discovered that she did not have dental billing/insurance claims experience at the medical reimbursement company she worked at.
- 1 BF had 9 years of experience working in a dental setting; however, she did not have any experience with commercial insurance, claims, or dental coding or billing and her experience with Medicaid is limited to verifying eligibility only. She also did not have experience with posting patient or insurance payments or working insurance Explanation of Benefits (EOBs) and denials. Additionally she scored 88% on the Dental Finance Insurance Assessment and 33% on the Dental Finance Patient Services Assessment.
The Dental Finance Insurance Assessment was based upon the following:

- knowledge of Medicaid guidelines for insurance coverage, prior authorization, age, and frequency limitations
- private insurance guidelines for coverage and prior authorization
- knowledge of requirements for claims submission

The Dental Finance Patient Services Assessment was based upon the following:

- knowledge of how to handle an emergency patient
- knowledge of privacy practices, identification requirements, and registration
- knowledge on how to handle missing insurance card or identification
- knowledge relating to collecting copays and past due balances
- knowledge of how to handle patients that arrive late for an appointment
- knowledge of how to handle patient information requests from an outside source

I HF was offered the position and she declined it. She had 14 years of experience working in the dental field, during which she had responsibility for financial related and front desk duties which were directly related to the duties of this position. She had vast experience with CT Medicaid for dental procedures as 90% of the patients, of her employer, were Medicaid patients. Her experience included the following: obtaining prior authorizations for Medicaid and commercial insurance, posting patient and insurance payments, reducing accounts receivable, submitting claims and following up on unpaid claims, working EOBs and denials, and reconciling patient accounts. Additionally she scored 100% on the Dental Finance Insurance Assessment and 92% on the Dental Finance Patient Services Assessment.

I HF was selected. She had 14 years of experience working in a high volume dental/hospital setting in the dental field which included the following experience: obtaining prior authorizations for Medicaid and commercial insurance, posting patient and insurance payments, reducing accounts receivable, submitting claims and following up on unpaid claims, working EOBs and denials, and reconciling patient accounts. Additionally she scored 100% on the Dental Finance Insurance Assessment and 100% on the Dental Finance Patient Services Assessment.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Patient Services Representative to our dynamic team.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

At UConn Health, in the Radiology Services, this position is accountable for independently performing a full range of tasks in the medical billing, insurance claims and/or duties related to financial counseling.

EXPERIENCE AND TRAINING:
Three (3) years of hospital/medical billing experience in a hospital/medical billing setting.
Substitution allowed: Associates degree and one (1) year experience in a hospital/medical billing setting.

PREFERRED QUALIFICATIONS:
- Current certification from an accredited coding program (i.e., AAPC-CPC, AHIMA, CCS-P)
- Experience working in a Radiology department

KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge of and ability to interpret health care/Medicare/insurance billing procedures
- Knowledge of Federal, State and other patient financial assistance health programs
- Knowledge of the principles and techniques of interviewing patients on billing issues
- Knowledge of medical/dental terminology
- Knowledge of general office procedures
- Considerable interpersonal skills
- Oral and written communication skills
- Organization skills
- Computer skills
- Record keeping ability
- Ability to interpret basic Medicare/Medicaid and commercial insurance industry regulations

EXAMPLES OF DUTIES:
- Produces accurate and timely billing of patients in accordance with pre-established schedules
- Completes insurance, disability and compensation forms
- Interviews/counsels patients on billing procedures, compensation claims/disability claims
- Requests prior authorizations for hospital care/payment
- Answers patient and insurance inquiries
- Researches requests for patient information and prepares reports and correspondence
- Maintains records and files
- Reviews vouchers and monitors fees
- Collects fees for service and may make deposits
- Performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements
- Initiates charitable (title 19) and other payment sources application process, if appropriate
- Provides relevant insurance/financial information to Social Services and home care institutions
- Acts as liaison between the patient/family and government agencies
- May perform receptionist/triage duties
- Performs related duties as required

WORKING CONDITIONS AND PHYSICAL EFFORT:
- Frequent stooping, bending and lifting
- Frequent standing and or sitting
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions

SCHEDULE: 40 hour work week, Monday through Friday, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $45,31
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This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 1 WM, 1 BM and 9 BF, did not meet the minimum requirements because they did not have the required 3 years’ of hospital/medical billing experience in a hospital/medical billing setting or the allowable substitution.

The goal candidates, 3 BF, were not interviewed because they did not have the preferred qualifications of certification from an accredited coding program and experience working in a Radiology department.

1 WF was selected. She had certification from an accredited coding program and 6 years of experience as a Medical Biller and Coder in a Radiology department.
JOB OPPORTUNITY BULLETIN

As of Tuesday, July 16, 2019

Department: Rehab Services - Outpatient
Cruiter: Donna Alexander
Search Code: 2019-442
Job Title: Patient Services Representative - Storrs
Date Posted: 12/5/2018
Posting Deadline: 12/7/2018

THIS POSITION IS LOCATED IN STORRS, CT

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

At UConn Health this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling. This position will work in Rehab Services at the Nayden Clinic and Urgent Care Center in Storrs, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work 7:30 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m. and 10:30 a.m. to 7:00 p.m., weekends and holidays as assigned, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
- Produces accurate and timely billing of patients in accordance with pre-established schedules
- Completes insurance, disability and compensation forms
- Interviews patients and counsel patients on billing procedures, compensation claims and disability claims
- Requests prior authorization for hospital care/payment
- Makes payments to insurance brokers for student insurance
- Answers patient and insurance inquiries
- Researches requests for patient information and prepares reports and correspondence
- Maintains records and files
- Receives vouchers and monitors fees
- Collects fees for services and may make deposits
- Keeps records/files
- Performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate
- Provides relevant insurance/financial information to Social Services and home care institutions
- Acts as liaison between the patient/family and government agencies
- May perform receptionist/triage duties
- Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of, and ability to interpret health center/Medicare/Insurance billing procedures
- Knowledge of Federal, State and other patient financial assistive health programs
- Knowledge of the principles and techniques of patient interviewing
- Some knowledge of medical/dental terminology
- Knowledge of general office procedures
- Considerable interpersonal, oral and written communication and organizational skills
- Computer skills
- Basic negotiation skills
- Record keeping ability
- Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING REQUIRED:

GENERAL EXPERIENCE:
- Three (3) years of hospital/medical billing/insurance claims experience.

SUBSTITUTION ALLOWED:
- Associates degree may be substituted for two (2) years of the general experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:
- Experience with Rehab specific precertification and authorizations
- Working knowledge of therapy cap and exemption processes for Rehab
- Experience in billing Rehab claims
- ICD10 coding experience.

MINIMUM full time equivalent salary: $45,531

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This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements because they did not have the required 3 years’ of hospital/medical billing experience in a hospital/medical billing setting or the allowable substitution.

1 WF was selected. She had certification from an accredited coding program and 6 years of experience as a Medical Biller and Coder in a Radiology department.
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SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

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Industry-leading health insurance options and affordability
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**SCHEDULE: 40 hrs/week, Mon - Fri, 8:00am - 5:00pm, with a one hour unpaid meal break**
**THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30pm - 7:30pm**

EXAMPLES OF DUTIES:
Produces accurate and timely billing of patients in accordance with pre-established schedules
Completes insurance, disability and compensation forms
Interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment;
Makes payments to insurance brokers for student insurance
Tracks patient and insurance inquiries
Reviews vouchers and monitors fees, collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as,
but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements
Initiates charitable (title 19) and other payment sources application process, if appropriate
Provides relevant insurance/financial information to Social Services and home care institutions
Acts as liaison between the patient/family and government agencies
May perform receptionists/triage duties
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
Knowledge of Federal, State and other patient financial assistance health programs
Knowledge of the principles and techniques of interviewing
Some knowledge of medical/dental terminology;
Knowledge of general office procedures;
Considerable interpersonal skills; oral and written communication skills; organizational skills;
computer skills;
Basic negotiation skills; record keeping ability
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:
General Experience:
Three (3) years of dental billing/insurance claims experience...

SUBSTITUTIONS ALLOWED:
Associates degree may be substituted for and two (2) years of the general experience

Preferred Experience:
Previous experience with CT Medicaid for dental procedures
Previous billing experience in a dental office setting
Experience determining covered procedures and explaining treatment plans to patients
Experience collecting copayments in a high volume practice

Full Time Minimum Equivalent Salary: $45,531.00
Why UConn Health

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This position was posted on Recruit Military and the UConn Health websites.

The goal candidates, 1 WM, 2 BM, and 16 BF, did not meet the minimum requirements of 3 years’ of dental billing/insurance claims experience including Medicaid for dental procedures or the substitution allowed.

The BF goal candidate was not interviewed because in a previous interview for Patient Services Representative, it was discovered that determining covered procedures was not a major function of her insurance related experience. She also did not have experience calling patients for past due balances.

A goal candidate, 1 BF, was selected.

1 HF was also selected. The HF had 5 years’ of experience with dental finance related duties such as coverage and limitations for private insurance and Medicaid for dental procedures; determining and collecting co-pays and deductibles; posting insurance payments; obtaining prior authorizations; and following up on unpaid Medicaid claims. She also had experience reconciling patient balances/accounts; collecting; and posting patient payments. Her background as a Dental Assistant was also beneficial as it has helped to enhance her knowledge of coding, procedures, and dental conditions. She also had experience calling patients for past due balances.
Excellence, Teamwork, Leadership and innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Patient Service Representative to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling. This position is responsible for billing, prior authorization and financial services for the Neag Comprehensive Cancer Center billing functions located in the Outpatient Pavilion in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, 8:00 a.m. to 5:00 p.m., 60 minute unpaid meal break.

EXAMPLES OF DUTIES:
- Produces accurate and timely billing of patients in accordance with pre-established schedules
- Completes insurance, disability and compensation forms
- Interview and counsel patients on billing procedures, compensation claims/disability claims
- Requests prior authorization for hospital care/payment
- Makes payments to insurance brokers for student insurance
- Answers patient and insurance inquiries, researches requests for patient information and prepares reports and correspondence
- Maintains records and files
- Reviews EMR work queues and monitors fees
- Charges fees for services and may make deposits; keeps records/files
- Performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements
- Initiates charitable (title 19) and other payment sources application process
- Provides relevant insurance/financial information to Social Services and home care institutions
- Acts as liaison between the patient/family and government agencies
- May perform receptionist/ triage duties
- Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
- Knowledge of Federal, State and other patient financial assistive health programs
- Knowledge of the principles and techniques of patient interviewing
- Some knowledge of medical/dental terminology
- Knowledge of general office procedures
- Considerable interpersonal, oral and written communication and organizational skills
- Computer skills
- Basic negotiation skills
- Record keeping ability
- Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXPERIENCE AND TRAINING REQUIRED: GENERAL EXPERIENCE:
Three (3) years of hospital/medical billing/insurance claims experience

PREFERRED EXPERIENCE/QUALIFICATIONS:
- Experience coding surgical procedures performed by hematologist, oncologists and auxiliary staff such as, chemotherapy administration, hydration services therapeutic, prophylactic and diagnostic administration, bone marrow aspiration and biopsies, venipuncture, vaccinations, therapeutic phlebotomy, etc.
- Experience reading and abstracting physician office and procedure notes; experience applying correct ICD-10-CM, CPT, HCPCS Level II and other modifier coding assignments.
- Experience in evaluation and management documentation guidelines (both 1995 & 1997); rules and regulations of Medicare billing including but not limited to: proper documentation of hospital teaching situations, shared Visits, consultations, local coverage determination (LCD), national coverage determination (NCD) and global surgery.
- Working knowledge of medical terminology, anatomy and physiology
- Current medical coding certification and/or completion of a medical coding course
MINIMUM full time equivalent salary: $45,531

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This position was posted on Recruit Military and the UConn Health website.

The BF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements because he did not have the required 3 years' of hospital/medical billing/insurance claims experience.

1 BF was selected. She had 5 years of hospital/medical billing/insurance claims experience which included the following experience: cancer center, prior authorization, and patient interaction.
I adjusted her work schedule from part time to full time during the reporting period.

(Premium) Patient Service Representative

AB. (Patient Service Representative) Hires - Part Time to Full Time - Adjusted Work Schedule
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3L. Technical Professional

Goals

4 white males
2 black males
1 black female
6 Hispanic males
5 AA/NHPI males
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A goal candidate, 1 HM, was selected.
JOB OPPORTUNITY BULLETIN
As of Wednesday, June 5, 2019

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<tr>
<th>Department: Information Technology</th>
<th>Job Title: Application Analyst III - Epic Optime/Anesthesia</th>
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<tr>
<td>Recruiter: Pamela Rucker</td>
<td>Search Code: 2018-1276</td>
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<tr>
<td></td>
<td>Date Posted: 7/6/2018</td>
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<td>Posting Deadline: 8/10/2018</td>
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The Optime/Anesthesia Application Analyst III provides leadership for highly complex application support implementation and input into technical and clinical workflow decisions. Serves as the primary resolution point, managing and responding to requirements in a manner that enhances the overall success of strategic initiatives through the delivery of technology services. Position supports highly complex project that requires in-depth knowledge of Epic Optime and Epic Anesthesia modules and device integration.

Supervision Received:
Works under general supervision of Director, HealthONE Ancillary or designee.

Supervision Exercised:
Leads/Supervises staff and/or project team members as assigned. Leads large projects.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Duties & Responsibilities:
Leads/participates in project planning sessions with clients, and business partners to analyze requirements perform needs assessments and impacts analysis and provide design recommendations for highly complex systems. Assesses needs and troubleshoot solutions, maintain application upgrade plans, and implement new applications as needed. Understand the business and processes of applicable areas. Monitors project status maintains and manages project issue log ensuring that service level agreements standards are met or exceeded.
Leads, coaches and mentors staff and project team members; provides feedback. Assists with establishing performance standard, assigns, oversees and review the work of assigned staff, conducts performance review. Maintains relationship and open communication channels with vendors and business partners. Analyzes and makes highly complex system design/architecture decisions in conformance with clinical and business operational needs, policies and procedures. Leads and/or participates in solution/system design reviews. Develops detailed specification for functions and
changes to new or modified solutions Creates test files, oversees and/or participates in system testing including cross application scenarios and external interfaces, ensuring applications meet specifications and organizational business needs. Monitors clinical operational issues focusing on efficient and effective delivery of complete and accurate to achieve quality outcomes. Provides support to end users and escalates issues outside as appropriate.

Stays current on the Clinical Systems related advanced features of software technologies operational practices, policies, procedures and workflows for areas of expertise and closely related areas. Performs other related duties as required.

Knowledge, Skills & Ability:
Considerable knowledge of various systems, and data analysis techniques and tools
Considerable knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations.
Considerable knowledge of the principles of systems analysis, design and decision support, system integration and development.
Excellent analytical thinking and problem solving skills and the ability to coach others and build consensus across multiple teams and resolve conflicts.
Excellent project management techniques and ability to apply appropriate tools to the process.
Ability to explain the interrelationship of multiple concepts and translates these concepts,
Demonstrated ability to develop complex solutions and application requirements with careful attention to details.
Ability to write and maintain system documentation
Ability to communicate effectively [oral and written] and present to audiences of all levels, converts technical ideas and situations into clear, understandable and simple terms.
Demonstrated ability to supervise staff.
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio.

General Experience & Training:
Ten [10] years progressive experience in at least two of the following, complex clinical informatics, clinical process redesign, clinical systems analysis, build, design and implementation, four [4] of which must be in an adult acute care hospital facility
A current certification in Epic Optime and Epic Anesthesia.
Demonstrated recent experience in participation and completion of OR/Anesthesia workflows.
Demonstrated experience with 3rd party software integration and mapping.
Solid experience with device integration.

Preferred:
Documented experience performing as a Data Courier, Testing Lead, Charging/billing, status boards and reporting.
Full understanding of Security Classifications and Security template management.
Dashboard and reporting experience.
Familiarity with workflows and processes for more than one of the following preferred:
OR workflows
Anesthesia workflows
PACU workflows
PAT workflows
Working Conditions:
May be required to work some flexible hours to meet project deadlines or business needs.
Will be required to participate in on-call rotation.

Full time Equivalent Minimum Salary: $88,005.00

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was listed on both the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum required experience of four (4) years in an adult acute care hospital facility.

Of the goal candidates, 1 BF, was not interviewed as she did not have familiarity with Anesthesia, Post Anesthesia Care Unit (PACU), or PAT workflows.

The 1 WF selected was certified in both Optima and Anesthesia. The applicant had both clinical and supervisory experience, knowledgeable in both PACU and PAT workflows.
A goal candidate, 1 WM, was selected.
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A goal candidate, 1 BF, was selected.
JOB OPPORTUNITY BULLETIN

As of Sunday, June 30, 2019

Department: Information Technology
Recruiter: Pamela Rucker

Job Title: Application Analyst II - Research
Search Code: 2019-212
Date Posted: 9/20/2018
Posting Deadline: 9/27/2018

The Research Application Analyst participates in all aspects of planning, design, development and maintenance of new or existing functionality in the HealthONE [EHR]. This includes providing analysis, development, modification, configuration, installation, programming, testing and maintenance of the EHR and other Clinical Systems applications.

Supervision Received:
Works under general supervision of Director, Ambulatory Applications or designee.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Duties & Responsibilities:
Participates in or leads small project planning sessions with clients, and business partners to analyze requirements perform needs assessments, impacts analysis and provides recommendations for system design solutions/alternatives/improvements for complex to highly complex systems in conformance with clinical and business operational needs, policies and procedures.
Analyses new releases features and functions to determine impact and opportunity for enhancements.
Understand the business and processes of ambulatory & inpatient processing commensurate with research study participation. Performs an in depth analysis of workflows, data collection, report details and other technical issues associated with the EHR environment.
Prepares and present project status updates, ensures service level agreements standards are met or exceeded.
Maintains relationship and open communication channels with vendors and business partners.
Develops detailed specification for functions and changes to new or modified solutions.
Creates test files and preform testing for cross application scenarios and external interfaces, ensuring the organizational business needs are met.
Monitors clinical operational issues focusing on efficient and effective delivery of complete and accurate achievable quality outcomes. Provides support to end users and escalates issues outside as appropriate.
Stay current on the Clinical Research & Research Billing Systems related advanced features of software technologies operational practices, policies, procedures and workflows for areas of expertise and closely related areas. Performs other related duties as required.

Knowledge, Skills & Ability:
Substantial knowledge of Ambulatory, inpatient, and billing processing in clinical workflows.
Substantial knowledge of the principles of systems analysis, design, decision support and data analysis techniques and tools.
Substantial knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations.
Substantial knowledge of the principles of systems analysis, design and decision support, system integration and development.
Excellent analytical thinking and problem solving skills and ability to research/information seeking.
Excellent project management skills and the ability to build consensus across multiple teams and resolve conflicts.
Ability to explain the interrelationship of multiple concepts and translates these concepts,
Demonstrated ability to develop complex solutions and application requirements with careful attention to details.
Ability to write and maintain system documentation.
Ability to communicate effectively [oral and written] and present to audiences of all levels, converts technical ideas and situations into clear, understandable and simple terms.
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio.
Ability to lead and coach staff.

General Experience & Training:
Eight (8) years progressive experience in at least one of the following; complex research or clinical informatics, clinical process redesign, clinical systems analysis, build, design and implementation.
Two [2] year of the experience must have been in a healthcare or research setting
A current certification or proficiency in Epic Ambulatory or solid understanding of end to end workflows in a healthcare setting
Demonstrated experience with system build in a healthcare environment
Substitutions:
Associate's degree in Software Engineering, Management Information Systems, Clinical Informatics may be substituted for two [2] years of the general experience.
Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics may be substituted for four [4] years of the general experience.

Special:
Incumbents in the class must have or achieve within 6 months of hiring, the Epic Research & Research Billing certifications & maintain certification while in the position.
Preferred:
Epic current Research & Research billing or ambulatory certification is a plus.
Experience with Change Control and Data Courier processing, Testing Lead, BPA, Order sets
Detailed understanding of healthcare workflows and understanding of Epic applications integrating with research.
Understanding of the processes involved in the application and approval process of the IRB.
Demonstrated IT project management experience in healthcare.
Work experience in an academic medical center IT department with familiarity with practices, processes, protocols, procedures, and regulations.

Working Conditions:
May be required to work some flexible hours to meet project deadlines or business needs.
Will be required to participate in on-call rotation.

Full Time Equivalent Minimum Salary: $84,552.00

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The goal candidate, 1 BF did not meet the requirements of the position as she did not possess the eight (8) years progressive experience in any of the acceptable desired areas.

The 1 WF hired had over 10 years of progressive healthcare IT experience in clinical systems analysis. The applicant used Epic software to build tools including those used for ambulatory and inpatient settings. She is certified in three Epic applications—Ambulatory, Inpatient Clinical Documentation, and reporting Workbench. She is currently looking for approval in Rada certification.
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A goal candidate, 1 WM, was selected.
The Grand Central/Prelude Application Analyst participates in all aspects of planning, design, development and maintenance of new or existing functionality in the HealthONE [EHR]. This includes providing analysis, development, modification, configuration, installation, testing and maintenance of the EHR and other 3rd party revenue cycle applications. Position requires in-depth knowledge of hospital and clinic ADT functions and workflows, along with bed planning, EVS and transport services.

Supervision Received:
Works under general supervision of Director, Access & Revenue Cycle Applications or designee.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Duties & Responsibilities:
Leads/participates in project planning sessions with clients, and business partners to analyze requirements, perform needs assessments and impacts analysis and provide design recommendations for highly complex systems.
Assesses needs and troubleshoot solutions, maintain application upgrade plans, and implement new applications as needed.
Understands the business and processes of applicable areas.
Monitors project status, maintains and contributes to the project issue log ensuring that service level agreements are met or exceeded.
Maintains relationship and open communication channels with vendors and business partners.
Analyzes and makes system design/architecture decisions in conformance with clinical and business operational needs, policies and procedures. Leads and/or participates in solution/system design reviews.
Develops detailed specification for functions and changes to new or modified solutions.
Creates test files, oversees and/or participates in system testing including cross application scenarios and external interfaces, ensuring applications meet specifications and organizational business needs.
Monitors operational issues focusing on efficient and effective processes optimizing the use of system functions.
Provides support to end users and escalates issues as appropriate.
Stays current on the Revenue Cycle Systems for advanced features of software technologies, operational practices, policies, procedures and workflows for areas of expertise and closely related areas.
Performs other related duties as required.

Knowledge, Skills & Ability:
Considerable knowledge of various systems, and data analysis techniques and tools.
Considerable knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations. Considerable knowledge of the principles of systems analysis, design and decision support, system integration and development.
Strong analytical thinking and problem solving skills. Ability to explain the interrelationship of multiple concepts and translates these concepts, Demonstrated ability to develop complex solutions and application requirements with careful attention to details.
Ability to write and maintain system documentation. Ability to communicate effectively [oral and written] and present to audiences of all levels, converts technical ideas and situations into clear, understandable and simple terms. Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio.

General Experience & Training:
6 (six) year's progressive Patient Access/Registration experience in at least two of the following: process redesign, systems analysis, build, design and implementation in a healthcare environment.
Experience with 3rd party software integration and implementation with an EHR.

SPECIAL REQUIREMENTS:
Incumbents in this class must have or achieve within six months EPIC certification in the Grand Central/Prelude application and/or specialties and maintain certification while in the position.

Preferred:
Current Epic certification in Grand Central/Prelude
Current Epic certification in Real Time Eligibility (RTE)
Experience performing Epic Data Courier functions
Experience as an Epic Testing Lead, Security template build and Dashboard and reporting
Strong working knowledge with the following workflows:
Registration (including RTE), Bed Planning, EVS, Transport
SUBSTITUTION ALLOWED:
Associate Degree in Management Information Systems, Business Administration or closely relevant/related field may be substituted for two [2] years of the general experience.

Bachelor's degree in Management Information Systems, Business Administration or closely relevant/related field may be substituted for four [4] years of the general experience.

Working Conditions:
May be required to work some flexible hours to meet project deadlines or business needs.
Will be required to participate in on-call rotation.

Full Time Equivalent Minimum Salary: $77,438.00

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
This position was posted on both the UConn Health and Recruit Military job boards.

The black female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 4 WM, did not meet the minimum qualifications of the position due to the following:

- 3 WM did not have 8 years’ experience in at least one of the following: complex research or clinical informatics, clinical process redesign, clinical systems analysis, build, or in design and implementation processes.
- 1 WM did not have two (2) years of experience in a healthcare or research setting.

The goal candidates, 3 BM, were not selected for an interview for the following reasons:

- 2 BM’s application packages was received after the selected candidate had been offered employment.
- 1 BM does not have experience in system build, Change Control and Data Courier processing.

The 1 WF selected has a background in system build, testing, troubleshooting, problem resolution, implementation both with Epic and other Electronic Health Records. Her responses to the interview questions were detailed, specific, and evident of a strong working knowledge as an analyst in the application scope. The candidate also has familiarity with research and research billing.
A goal candidate, 1 HM, was selected.
At UCHC this class is accountable for overseeing/coordinating including development, analysis, design, programming and support of large complex administrative and/or clinical systems.

SUPERVISION RECEIVED:
Works under the supervision of the Integration Architect or employee of higher grade.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per wk., Mon - Fri, 7:30am - 4:30pm with a 30 minute unpaid meal break

***********Flexibility may be needed with the hours***********

EXAMPLES OF DUTIES:
The Technical Business Systems Analyst will provide technical analysis and support for multiple integration applications within the team's portfolio. This includes successful resolution of technical issues that arise within the clinical applications, troubleshooting interfaces and interface engine. Ability to understand and explain technical information to non-technical staff and clients. Identifies, gathers, analyzes and documents business requirements for interface and information technology projects Creation of test plans, proper documentation of test plan results, ability to escalate issues when appropriate. Develops reports and/or provide application guidance and specification necessary in developing customized reports Recommends alternative action to meet schedules

Must work effectively under intense pressure in order to meet the demands of resolving critical technical issues that address client business needs. Excellent written and verbal communication skills, including ability to comprehend and communicate technical information precisely and unambiguously. Good interpersonal skills; extremely motivated and flexible. Highly organized with exceptional time management skills.
Must be able to manage and coordinate multiple, complex technical issues.
Possess a self-managed proactive work style and work well in a team environment.
Review, analyze and triage integration issues, providing support as needed.
Translates work processes into business and functional requirements; writes business and functional specifications.
Coordinates system activities with user and internal departments to ensure that the data is correct and system integrity is maintained.
Act as a liaison between users and programming staff
Monitor system availability, working closely with System Administrators, Business Analysts, Epic Project Team members and Integration Team.
Recommend changes in development, maintenance and system standards.

MINIMUM QUALIFICATIONS REQUIRED:
Demonstrated expertise in the principles and techniques of systems integration and best practices.
Extensive experience with planning and managing integration functional and unit testing.
Experience and knowledge of Epics EMR architecture and testing methodology.
Experience with Epic Bridges functionality and work queue processing.
Extensive knowledge of system architecture and in-depth understanding of clinical business process flows.
Knowledge of system integration design and development, including knowledge of standard healthcare interface protocols.
Knowledge of interface engine hardware and software platforms.
Strong problem-solving ability and the ability to coach others in problem-solving techniques.
Must have demonstrated ability to create and maintain technical specifications for application implementations, customizations, and interfaces.
Knowledge of HIPAA policies and procedures
Considerable knowledge of project management principles and techniques
Good interpersonal skills; extremely motivated and flexible; the ability to adapt to change.
Highly organized with exceptional time management skills.
Understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business
Excellent written and verbal communication skills, including ability to comprehend and communicate technical information precisely and unambiguously; Demonstrates careful attention to details.
Establish and maintain effective working relationships and team work

EXPERIENCE AND TRAINING

General Experience:
Nine (9) years relevant experience in a technical analyst role, clinical operations, including medical administration, systems integration, clinical information systems planning, project management, application installation, and support.
Substitution: Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:
Experience with HL7 / Integration specification analysis.
Experience with Interfaces and Systems Integration.
SPECIAL REQUIREMENTS:
Experience with Epic Bridges.
Experience with Infor Cloverleaf.

Full Time Equivalent Minimum Salary; $77,438.00

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The position was posted on the UConn Health and Recruit Military websites.

The black female goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 4 WM and 2 BM, did not meet the minimum requirements of the position for the following:

- 3 WM and 2 BM, did not meet the special requirements of knowledge of the Epic Bridges and Cloverleaf computer systems.
- 1 WM application materials were too vague to determine qualifications.

The 1 WF selected had been performing the duties of the position with the IT team in a consultant capacity. The applicant is fluent in Epic Bridges and Cloverleaf computer software systems. She also had experience with the HL7/Integration specification analysis.
At UConn Health this classification provides support for a variety of information technology issues. Identifies, researches, and resolves technical problems.

COMPLEXITY LEVEL:
In the desktop area, works on complex project and act as a lead. In the network and infrastructure areas works on low to moderately complex projects.

SUPERVISION RECEIVED:
Works under general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead and direct the work of others.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Sign on bonuses for qualified nursing staff
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: 40 hours per week, Schedule to be determined, with a 30 minute unpaid meal break

************Will have ON CALL Responsibility************
EXAMPLES OF DUTIES:
Responds to calls, email and personnel requests for technical support
Tracks status of all problems and monitors open problems to ensure that service level agreements are met or exceeded
Interacts with clients in a courteous and professional manner and builds relationships with client area
Attends training to keep current with latest technologies related to area
Supports and maintains user account information including rights, security and system groups
Works with multiple vendors' technical support to coordinate solutions between clients and vendors
Escalates problems appropriately; serves as liaison between vendors and UCHC customers
Performs testing of various types of peripherals for users and documents installation
Provides on the spot training when necessary; creates checklist for team use
Documents solution of all problems; performs others related duties as assigned.
Desktop -
Handles and solves highly complex technical calls from customers
Defines procedures and standards
Leads the deployment of new hardware and software, troubleshoots complex issues/problems requiring broad product/infrastructure knowledge and significant technical abilities
Mentors less experience personnel in multiple areas of expertise
May be responsible for scheduling assigning, overseeing and reviewing work; establishes performance standards
Provides orientation for new personnel; configures
Installs, tests and troubleshoots department specialty peripherals and documents installation for future use
Acts as liaison with operating units, other departments and vendors
Lead resource for non-standard operating systems; works as a lead on projects
Creates unit procedures
Uses diagnostic tools to identify hardware and/or software problems and initiates repair; works in conjunction with other IT personnel in helping to diagnose problems
Prepares new desktop computers, printers and peripherals, installs software as necessary.
Network - Provides first level support for network connectivity, or related network issues for user community
Diagnoses and resolves simple network problems using problems utilizing traces, hardware diagnostic tools and software aids
Resets and reinitializes devices when appropriate; installs and maintains network components
Assists with the configuration of network components; monitors facilities bandwidth requirements and schedule request for bandwidth and adjustments
Ensures the recover of systems and network services; implements network security procedures; assist in executing specific disaster recovery plans
Monitors and resolves minor remote access problems, resets remote access IDs; installs, monitors, maintains and upgrades network access to mainframe services; assists in the design and configuration of network solutions to meet customer's needs.
Infrastructure - Provides support to clients experiencing problems with hardware, operating system components, including database management systems
Analyzes assigned detailed specifications, codes, tests, and implements software solutions, utilizing appropriate software engineering
processes. Participates in project planning sessions with team members to analyze requirements; participates in system integration testing of operating system, system utilities, hardware upgrades as well as new software and hardware technologies.
Installs new software releases; system upgrades and patches in support of hardware products.
Monitors system performance; documents system changes and problem resolutions; participates in recovery activities.
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Desktop -
In-depth knowledge of a broad range of hardware and software products
Working knowledge of operational and physical environment
Familiar with architectural principles and network technology guidelines and standards
In-depth knowledge of help desk management tools and utilities; ability to read component

Some supervisory ability
Ability to research various resources for solutions; good organizational skills.

Network -
Knowledge of foundation hardware and familiarity with architectural principles, guidelines and standards in functional area
Working knowledge of operating and physical environment requirements for hardware components
Understands and interprets the principles of network technology
Knowledge in the use of software capacity planning tools; possesses basic understanding of various types of systems tools and utilities and the roles these tools and utilities play in optimizing system development, accessibility, administration and management
Ability to apply network theory to set up local network configurations
Familiarity with project administration tools and can demonstrate basic proficiency in their use.

Infrastructure -
Knowledge of system architecture used consistently within or across the organization or enterprise
Knowledge of programming language(s) and knowledge of design principles required to produce application modules
Understanding of tools, techniques and practices used in the development, maintenance and operation of systems;
Ability to identify which tools and utilities are most applicable to the environment;
Knowledge of disaster recovery processes, practice and methodologies; ability to develop disaster recovery and restoration plans.

General -
Ability to work as a team member;
Ability to understand customers’ needs and develop solution in a timely manner;
Ability to understand problem solving concepts together with the need to have a structure approach to problem analysis;
Knowledge of commonly-used concepts, practices, and procedures within a relevant field;
Ability to work with customers in a courteous manner;
Interpersonal skills; effective communication skills (oral and written).
EXPERIENCE AND TRAINING:
General Experience: Five (5) years in-depth experience working with microcomputer hardware and software requiring problem solving/troubleshooting skills or five (5) years’ experience in utilizing computer network devices, systems and communication services or the experience in systems engineering applications development, operating systems and network design/configuration and management.
Substitution Allowed: Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) year of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirements:
One (1) year experience and a good working knowledge of Linux operating systems
Experience installing and configuring Linux operating systems.
Prior experience with scripting in a production environment.

Preferred:
Previous experience managing Linux users in a Microsoft Active Directory environment.
Prior experience with deployment and configuration of Linux virtual machines in a VMWare VSphere environment.

Full Time Equivalent Minimum Salary: $65,811.00

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The position was posted on the UConn Health and Recruit Military websites.

The BF goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 6 WM, 11 BM, 3 HM, and 4 AM, did not meet the special requirement of experience of installing and configuring the Linux operating software system.

The goal candidates, 3 WM and 1 AM, were not interviewed for the position for the following reasons:

- 2 WM and 1 AM had no prior experience with scripting in a production environment.
- 1 WM was a no show/no call for a scheduled interview.

Of the goal candidates, 1 HM, was interviewed for the position but his resume did not accurately reflect his actual experience or skill level.

The 1 WF selected had her Bachelor’s degree in computer science and had experience installing and configuring the Linux operating system. The applicant also has a prior background with scripting in a production environment,
A goal candidate, 1 WM, was selected.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3M. Nurse Practitioner

Goals

24 white males
3 black males
2 black females
1 Hispanic male
2 Hispanic females
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A goal candidate, 1 HM, was selected.
At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is in the Adult ICU.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:
General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED: Inpatient critical care APRN experience preferred or will consider those with APRN inpatient or student critical care clinical experience.

EXAMPLES OF DUTIES: Evalues, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counselling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, 80 hours/2 weeks, variable hours with shift and weekend rotation based on unit need and coverage, holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: 94,765.
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**Abbreviations in Posting:**

ICU – Intensive Care Unit
APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 WM, did not meet the minimum requirements because they did not have the required license to practice Advance Nursing in the State of Connecticut (CT).

The goal candidate, 1 WM, was not interviewed because he withdrew his application.

The goal candidates, 1 WM and 1 HF, were interviewed and not selected for the following reasons:

- 1 WM only had eight (8) months of critical care experience as a Registered Nurse; was not able to provide complete answers to questions regarding critical care pathophysiology; and had an inconsistent work history.
- 1 HF had critical care experience as a Registered Nurse; but was not able to provide complete answers to questions regarding critical care pathophysiology or detailed examples of her critical thinking skills; and her references indicated she had difficulty with time management.

1 WF was offered and declined the position. She had critical care experience as a Registered Nurse and APRN; was able to provide complete answers to questions regarding critical care pathophysiology; and provided detailed examples of her critical thinking skills.
1 WF, a part-time UConn Health employee, was selected. She had critical care experience as a Registered Nurse and did a rotation in UConn Health's ICU last semester in a Nurse Practitioner role. She was able to provide complete answers to questions regarding critical care pathophysiology and provided detailed examples of her critical thinking skills. Her clinical professors at UConn provided excellent recommendations.

*1 WF was selected in March 2017 and her hire was discussed in the 2017 Affirmative Action Plan.
As of Monday, June 24, 2019

Department: Medicine
Recruiter: Julie zz_Parnette
Search Code: 2018-103
Date Posted: 8/2/2017
Posting Deadline: 3/28/2018

Job Title: Nurse Practitioner - Hospitalist Medicine

PURPOSE OF CLASS:
At the UCHC, this class works collaboratively in an inter-disciplinary manner to provide patient care in a health care specialty. This position is located on the Hospitalist Medicine Service.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty; knowledge of pharmacology as it relates to advanced nursing practice; knowledge of different disciplines and disease states; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing specialty specific invasive procedures; ability to effectively assess physical and psychosocial conditions; ability to work independently; ability to work under pressure; ability to formulate appropriate treatment plans; decision making ability; ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:
General Experience:
Certified Advanced Practice Nurse.

SPECIAL REQUIREMENT:
Incumbents in this class must possess and maintain a valid license to practice Advance Nursing in the State of Connecticut, as well as maintain certification as an advanced practice nurse in the specified specialty.

One (1) year of demonstrated applicable work experience in Medicine as an APRN. BLS and ACLS required.

EXAMPLES OF DUTIES:
Provides preventive and acute care in area of specialty; assesses diagnoses, patient condition and develops and implements treatment plans in collaboration with designated physician; administers treatments, performs physical examinations and researches medical histories; orders laboratory and diagnostic tests and interprets results, prescribes, administers and dispenses medications and other treatments; provides patient/family education and counseling; maintains patient health information records; coordinates treatment and makes appropriate referrals to other health care providers as necessary and monitors patient's outcomes; maintains safety, infection control and quality of care standards; participates as a member of an interdisciplinary team; assists in the development of policies/procedures; participates in or designs changes in the system of care delivery; participate in clinical research and services in various program areas through teaching and education; acts as a clinical consultant/resource to peers and other health care professionals within or outside the institution; performs related duties as required.

SCHEDULE: 12 Hour shifts, 7:00 am to 7:00 pm, rotating weekend and holidays.
Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse
BLS – Basic Life Support certification
ACLS – Advanced Cardiac Life Support

This position was posted on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 WM, 4 BF, and 2 HF, did not meet the minimum requirements for the following reasons:

- 1 WM did not have the required 1 year of demonstrated applicable work experience in Medicine as an APRN or BLS/ACLS certifications.
- 2 BF and 1 HF did not have the required 1 year of demonstrated applicable work experience in Medicine as an APRN.
- 1 BF and 1 HF did not have the required APRN license or BLS/ACLS certifications.
- 1 BF did not have the required 1 year of demonstrated applicable work experience in Medicine as an APRN; BLS/ACLS certifications; and an APRN license.

1 WF was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; BLS/ACLS certification; and had 1 year of APRN experience.
UConn Health is looking for a highly skilled Physician Assistant/Nurse Practitioner with Internal Medicine/Primary Care experience in an outpatient setting. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services. This highly desirable day shift is located in our UMG/IMA Internal Medicine Center located in Simsbury. Benefits of this position include:

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: This is a full time salaried position M-F with hours between 8am - 5pm including minor holidays. May be required to travel to other UMG site and work some off-shits.

EXAMPLES OF DUTIES:
Evaluates, assesses patient illness/injuries
Performs physical examinations, and special examinations
Takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration
Provides routine and Illness care; orders medications; orders diagnostic tests and evaluates results
Assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary
Maintains patient health information records
May develop policies/procedures; participates in or designs changes in the system of care delivery
May participate in clinical research
Provides patient counseling/education
Participates in medical student and health professional teaching
Acts as a clinical consultant to peers and other health care professionals
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of anatomy and physiology.
- Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions.
- Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills.
- Ability to perform invasive procedures.
- Ability to work independently.
- Ability to work under pressure.
- Ability to formulate plans of care.
- Decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse and/or completion of an accredited Nurse Practitioner or Physician Assistant program.
Special Requirement: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse or physician assistant. APRN or PA experience is required.

SPECIAL REQUIREMENT: A minimum of 2 years work experience as either a registered nurse, an APRN, or Physician Assistant in an inpatient or outpatient area caring for Internal Medicine patients as part of their patient population mix.

Preferred Experience: Experience or a practicing background in Internal Medicine

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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**Abbreviations in Posting:**

UMG – UConn Medical Group  
IMA – Internal Medicine Associates  
APRN – Advanced Practice Registered Nurse  
PA – Physician Assistant

This position was posted on Recruit Military and the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

2 WF were selected.

- 1 WF had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had 6 years’ of Registered Nurse experience and 1 year of APRN experience in Internal Medicine.

- 1 WF had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had 10 years’ of APRN experience with 3 years in Internal Medicine.
UConn Health is looking for a highly skilled Nurse Practitioner with Orthopedic experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in order to provide patient care in an outpatient Orthopedic Clinic.

Benefits of this position include:
- Competitive pay rates
- Strong sign on bonuses for APRNs
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: This is a full time salaried position with hours between M-F 8am - 5pm including minor holidays. May be required to travel to other UMG sites and work some off-shifts.

EXAMPLES OF DUTIES:
Provides preventive and acute care in the outpatient Orthopedic Clinic.
Assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designation physician.
Administers treatments, performs physical examinations, and researches medical histories.
Orders laboratory and diagnostic testing and interprets results, prescribes, administers, and dispenses medications and other treatments.
Provides patient/family education and counseling.
Maintains patient health information records.
Coordinates treatment and makes appropriate referrals to other health providers as necessary and monitors patient’s outcomes, maintains safety, infection control, and quality of care standards
Participates as a member of an interdisciplinary team.
Assists in the development of policies/procedures.
Participates in or designs changes in the system of care delivery.
Participates in clinical research and services in various program areas through teaching and education.
Acts as a clinical consultant/resource to peers and other health care professionals within or outside the institution.
Performs all other duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology.
Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions.
Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills.
Ability to perform invasive procedures.
Ability to work independently.
Ability to work under pressure.
Ability to formulate plans of care.
Decision making ability.

EXPERIENCE AND TRAINING:
General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program. Incumbents in this class must possess a valid APRN license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL REQUIREMENT: A minimum of 2 years work experience as either a registered nurse or an APRN in an inpatient or outpatient area caring for Orthopedic patients as part of their patient population mix.

PREFERRED: Experience working with spine patients.

FULL TIME EQUIVALENT SALARY MINIMUM: $94,765.

Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3363 or TDD 679-2342. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 2035, Farmington, CT 06034-2035 or (860) 679-2486 or jobs@adh.ucnh.edu.
**Abbreviations in Posting:**

APRN – Advanced Practice Registered Nurse

This position was posted on Recruit Military and the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 WM, did not meet the minimum requirements of completion of an accredited Nurse Practitioner program; APRN license to practice in the State of Connecticut; APRN certification; and 2 years’ of experience as a Registered Nurse or APRN.

The goal candidate, 1 BF, was not interviewed because she did not return phone calls or emails to schedule an interview.

1 AM was selected. He had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had 4 years’ of Registered Nurse experience including inpatient area caring for orthopedic patients as part of their patient population mix.
UConn Health is looking for a highly skilled Oncology APRN with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award-winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion!

Benefits of this position include:
- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_9vzHl0Y

SCHEDULE: This is a full-time position, 40 hours/week, Mon - Fri 8:00 a.m. - 5:00 p.m. OR four 10 hour shifts, minor holidays as needed; One hour unpaid meal break.

This crucial role is responsible for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision-making ability.

EXPERIENCE AND TRAINING:
General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse. APRN experience is required.

PREFERRED: Medical Oncology APRN experience is preferred.

EXAMPLES OF DUTIES:
Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

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**Abbreviations in Posting:**

APRN – Advanced Practice Registered Nurse

The following Social media tools were utilized in the recruitment for this position: Facebook, LinkedIn, and Twitter. This position was also posted on the UConn Health website.

The HM goal was met with a previous hire and was not an established hiring goal.

Goal candidates did not apply for this position.

1 WF was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had APRN experience including oncology experience.

*1 WF was hired in the previous reporting period and was discussed in the 2018 Affirmative Action Plan.
UConn Health is looking for a highly skilled APRN with experience in sickle cell, hemophilia, and hematology with a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center and The Connecticut Bleeding Disorders Clinic.

Benefits of this position include:
- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_9vzhfoY

SCHEDULE: FT - four 10 hour shifts between 7:30 am and 6:30 pm with minor holidays as needed.
This crucial role is responsible for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:
General Experience: Certification as an Advanced Practice Nurse from an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIFIC REQUIREMENT: APRN experience is required.

PREFERRED: Bleeding disorder experience, sickle cell experience, hematology experience, infusion experience; EPIC experience.

EXAMPLES OF DUTIES:
Evaluates, assesses patient illness/injuries
Performs physical examinations, and special examinations; takes medical histories
Develops plans of care
Intervenes in crisis situations or patient deterioration; provides routine and illness care
Orders medications; orders diagnostic tests and evaluates results
Assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary
Maintains patient medical records
May develop policies/procedures; participates in or designs changes in the system of care delivery
May participate in clinical research
Provides patient counseling/education
Participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals
Performs all other duties as required

FULL TIME MINIMUM EQUIVALENT SALARY: $ 94,765 - additional based on experience

Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/N/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2428 or jobs@adp.uchc.edu.
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**Abbreviations in Posting:**

APRN – Advanced Practice Registered Nurse  
EPIC – integrated electronic medical records system  

This position was posted on Diversity Nursing, Recruit Military, and on the UConn Health website.  

The HM goal had been met with a previous hire and was no longer an established hiring goal.  

Goal candidates did not apply for this position.  

1 WF was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had 5 years’ of APRN experience in multiple specialties including internal medicine, family care, and pain management.
At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is for the Center on Aging.

SCOPE OF POSITION
This is a full-time position to provide clinical care, per study protocol, for a five year research study funded by the Patient-Centered Outcomes Research Institute (PCORI) entitled "3D Team Care for Cognitively Vulnerable Older Adults". The nurse practitioner will serve as clinical leader of a 3D Team, a multidisciplinary team that includes a pharmacist, licensed clinical social worker, occupational therapist, physical therapist, registered dietitian, and community health worker. In this position, the nurse practitioner will conduct in-home, comprehensive clinical assessments with older adults (age 65 and older) enrolled in the PCORI-funded study, all of whom will have evidence of depression, dementia, and/or a recent history of delirium. In addition, depending on results of clinical assessments, the nurse practitioner will refer older adults to other members of the 3D Team. The nurse practitioner also will provide education related to cognitive vulnerability to family members of study participants.

SUPERVISION RECEIVED
For clinical responsibilities, works independently, but with collaboration and supervision if required, from a UConn Health faculty member with Board Certification in Internal Medicine and Geriatric Medicine, a UConn faculty member with Board Certification as a psychiatrist with added qualifications in Geriatric Psychiatry.

For responsibilities related to adhering to study protocol, supervision from the Principal Investigator of the PCORI-funded study, a UConn Health faculty member based at the UConn Center on Aging.

SUPERVISION EXERCISED
Coordinates and supervises activities of other members of the 3D Team.

ACCOUNTABILITIES & RESPONSIBILITIES
Provide a minimum of four (4) in-home visits during a 12-month period to each study participant, and a minimum of monthly telephone contact following the final in-home visit during the 12-month period.
Serve as clinical leader of 3D Team and conduct responsibilities below per study protocol.
Conduct comprehensive assessments to determine severity of depression, dementia, and delirium symptoms.
Check status of diagnosed comorbid medical conditions.
Check for underlying infections or undiagnosed comorbid conditions.
Screen for fall risk and environmental barriers which guides referral to 3D Team occupational and/or physical therapist.
Screen for nutritional risk which guides referral to 3D Team registered dietician.
Conduct comprehensive medication review and determine adherence with medication regimen; provide 3D Team pharmacist with results of medication review.
If depression severity warrants and patient agrees, refer to 3D Team social worker to offer Problem Solving Therapy.
Communicate clinical findings to primary care provider after every contact with member, and relays other 3D Team members' clinical findings as appropriate.
Assess for gaps in preventive care or recommended chronic condition-relevant care; report findings to primary care provider.
Offer and provide end of life care discussions; refer to community resources for palliative and hospice care services, as well as for advance care planning.
Provide education about depression, dementia, and delirium to family members, per study protocol; refer to 3D Team community health worker for linkage with appropriate community resources.
Assess presence of unmet needs and unaddressed problems related to social determinants of health; refer to 3D Team community health worker for linkage with appropriate community resources.
Access clinical advice and guidance from UConn specialists in geriatrics and geriatric psychiatry as needed.

SCHEDULE: This is a full time salaried position, 40 hours / week; generally Monday - Friday, but evenings and weekends may be required; 8:30 a.m. - 5:00 p.m., 1/2 hour unpaid meal break, minor holidays as needed.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Clinical knowledge commensurate with an advanced practice nursing degree
Ability to effectively assess physical and psychosocial health conditions in adults and older adults
Knowledge of signs and symptoms of depression, dementia, and delirium in older adults
Excellent Interpersonal skills
Excellent oral and written skills

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Registered Nurse, and completion of an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL REQUIREMENT: Minimum of 1 continuous year of direct clinical experience with older adults

PREFERRED:
Additional training in geriatrics or geropsychiatry
Experience in home health care nursing
Experience working as a member of a health care team
Experience working in clinical research
FULL TIME EQUIVALENT SALARY MINIMUM: $94,765.

UConn Health

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APRN – Advanced Practice Registered Nurse

This position was posted on Diversity Nursing, Recruit Military, and on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 BF, was not interviewed because she did not have the preferred experience in home health care nursing.

The goal candidate, 1 HF, was interviewed and not selected because she did not have excellent interpersonal, oral, and written skills. She did not provide clear, articulate, and concise responses to interview questions; and she had inaccuracies in her application materials and resume.

1 WF was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had the preferred experience in home health care nursing. She also provided clear articulate, and concise responses to interview questions which demonstrated her clinical knowledge and understanding of geriatric patients.
UConn Health is looking for a highly skilled Nurse Practitioner with OB/GYN experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services. This highly desirable day shift is located at UMG Women's Health primarily in Canton!

Benefits of this position include:
- Competitive pay
- Strong sign on bonuses for APRNs
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: This is a full time salaried position with hours between M-F 7:30 am to 5:30 pm. Must be flexible based on patient volume/staffing needs. May be required to travel to other UMG sites.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology.
Knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions.
Physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills.
All to perform invasive procedures.
Ability to work independently.
Ability to work under pressure.
Ability to formulate plans of care.
Decision making ability.

EXPERIENCE AND TRAINING:
Minimum Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL REQUIREMENT:
Previous APRN OB/GYN Clinic Experience is necessary, including:
Providing prenatal care, family planning services and obstetric and gynecologic screening services.
Conducting primary and specialty care services for premenopausal and postmenopausal women.
Performing procedures, including but not limited to PAP smears and biopsies.
Counseling and educating patients about preventive measures to avoid illnesses specific to Women's Health.

EXAMPLES OF DUTIES:
Evaluates, assesses patient illness/injuries.
Performs physical examinations, and special examinations.
Takes medical histories.
Develops plans of care.
Intervenes in crisis situations or patient deterioration.
Provides routine and illness care.
Orders medications; orders diagnostic tests; and evaluates results.
May perform invasive procedures.
 Assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary.
Maintains patient medical records.
May develop policies/procedures.
Participates in or designs changes in the system of care delivery.
Participates in clinical research.
Provides patient counseling/education.
Participates in medical student and health professional teaching.
Acts as a clinical consultant to peers and other health care professionals.
Performs related duties as required.

FULL TIME EQUIVALENT SALARY MINIMUM: $94,765.
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**Abbreviations in Posting:**

OB/GYN – Obstetrics/Gynecology  
APRN – Advanced Practice Registered Nurse  
UMG – UConn Medical Group

This position was posted on Recruit Military and the UConn Health website.

The HM goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 BF, did not meet the minimum requirements because they were not APRNs.

The goal candidate, 1 HF, was not interviewed because she did not have the special requirement of APRN OB/GYN Clinic experience.

1 WF, a part-time UConn Health employee, was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had APRN OB/GYN Clinic experience.
A goal candidate, 1 BF, was selected.
UConn Health is looking for a highly skilled Oncology APRN with a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center!

Benefits of this position include:
- Competitive pay structures
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_9vRzHfoY

SCHEDULE: FT - May work 4 ten hour shifts or 5 eight hour shifts. Clinic hours are 7:30am - 6:30pm and minor holidays as needed.

This crucial role is responsible for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:
- General Experience: Certification as an Advanced Practice Nurse from an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut

- Preferred:
  - Hematology/oncology experience, infusion experience; EPIC experience.
  - APRN experience is required preferably in hematology/oncology.

EXAMPLES OF DUTIES:
- Evaluates, assesses patient illness/injuries
- Performs physical examinations, and special examinations; takes medical histories
- Develops plans of care
- Intervenes in crisis situations or patient deterioration; provides routine and illness care
- Orders medications; orders diagnostic tests and evaluates results
- Assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary
- Maintains patient medical records
- May develop policies/procedures; participates in or designs changes in the system of care delivery
- May participate in clinical research
- Provides patient counseling/education
- Participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals
- Performs all other duties as required

FULL TIME MINIMUM EQUIVALENT SALARY: $ 94,765 - additional based on experience

Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 877-2242. Any information on positions should be addressed to UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2498 or jobs@adp.uconn.edu.
Title: Nurse Practitioners  
JobGroup: 3M-NURSE PRACTITIONER  
Date Started: 3/29/2019  
Req: 2018-1086

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Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse  
EPIC – integrated electronic medical records system

This position was posted on Diversity Nursing, Recruit Military, and on the UConn Health website.

The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, 1 HF, was interviewed and not selected because her only oncology experience was when she performed clinical rotations as a Nurse Practitioner student. Also, during the interview, she was not able to verbalize why she was interested in working in a cancer center.

1 WF was selected. She had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had an APRN certification; and had 2 years' of RN oncology experience along with an APRN rotation in hematology/oncology. She also had the preferred EPIC experience.

*1 two or more race female, was selected during the next reporting period and will be discussed in the 2020 Affirmative Action Plan.
UConn Health is looking for a highly skilled Nurse Practitioner with psychiatric experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services in the Adult Psychiatry Outpatient Clinic located primarily at 10 Talcott Notch.

Benefits of this position include:
- Competitive pay structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: This is a full time salaried position - 40 hours/week with a flexible schedule. There is a 1/2 hour unpaid meal break. Travel may be required to other sites.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of anatomy and physiology; general knowledge of medical disciplines and disease states; knowledge of medications and their interactions and reactions; physical assessment skills; mental health assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:
MINIMUM REQUIREMENTS: Registered Nurse, and completion of an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut as well as maintain certification as an advanced practice nurse.

SPECIAL REQUIREMENTS:
Must have at least 1 year full-time experience working with patients with mental illnesses (with and without co-morbid addictions) and be able to prescribe psychotropic drugs
Must be able to function independently in an outpatient clinic setting.

PREFERRED: Experience using electronic medical records; Experience providing direct psychiatric care in an outpatient setting.

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This position was posted on the Diversity Nursing, Recruit Military, and UConn Health websites.

The HM goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 3 BF, did not meet the minimum requirements for the following reasons:

- 2 BF did not have the required 1 year full-time experience working with patients with mental illnesses (with and without co-morbid addictions) and be able to prescribe psychotropic drugs.
- 1 BF did not have the required completion of Nurse Practitioner program and she did not possesses a valid license to practice in the state of Connecticut.

1 WF and a goal candidate, 1 BF, were selected.

The WF, part-time UConn Health employee, had completed a Nurse Practitioner program; possessed a license to practice in the state of Connecticut; and had eight years of full-time experience working with patients with mental illnesses and was able to prescribe psychotropic drugs.
3M. (Nurse Practitioner) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Practitioner
(Electrophysiology Laboratory)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4A. Office Assistant

Goals

1 black female
1 AA/NHPI male
1 AA/NHPI female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Office Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

At UConn Health this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work. This position will work 1st shift in the Department of Patient Access, located in Farmington, CT.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of office systems and procedures including proper telephone usage and filing
Oral and written communication skills
Skill in performing arithmetical computations
Basic interpersonal skills
Ability to perform a full range of clerical tasks
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
Ability to schedule and prioritize workflow
Ability to read and interpret complex instructions

MINIMUM REQUIREMENTS:
Ten (10) years of general clerical work experience.

Substitution Allowed:
College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED REQUIREMENTS:
Three (3) years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines
Experience in a call center environment
A minimum of five (5) years of demonstrated customer service experience
Knowledge of IDX systems

EXAMPLES OF DUTIES:
Type a variety of materials in relation to other duties or as assigned
Enter and retrieve data on personal computers and computer terminals
Set up and maintain office procedures, filing and indexing systems and forms for own use
Compose routine correspondence
Compile and generate recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data (format)
Provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority
Respond to inquiries from other work units or departments/agencies
Apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance
May lead lower level employees in carrying out assigned clerical functions
Maintain calendars of due dates and initiate recurring work or special clerical projects accordingly
Process a variety of documents in determining routine case status
Exercise discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, notifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter
Process purchase requisitions/purchase orders for subsequent action
Prepare payment lists and billing invoices
Receive shipments of materials and match/verify shipment or billing invoices against original purchase orders
Maintain billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.
File payments, costs, discounts and adjustments using prescribed methods and formulas
Receive monies in various forms such as cash, checks and money orders and prepare for deposit
Maintain inventory and order supplies
Use a variety of automated equipment to perform job functions
Perform related duties as required
PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to travel.

SCHEDULE: 9:30 a.m. - 6:00 p.m., 30 minute unpaid meal break, 40 hour work week

FULL TIME EQUIVALENT SALARY MINIMUM: $40,901

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Req: 2019-279  Date Started: 12/21/2018  JobTitle: Office Assistant
JobGroup: 4A-OFFICE ASSISTANT

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**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

This position was posted on Recruit Military and on our UConn Health website.

The goal candidates, 5 BF and 1 AF, did not meet the minimum requirements because they did not have the required 2 years of general clerical work experience, or the allowable substitution.

The goal candidates, 39 BF, 2 AM, and 4 AF were not interviewed for the following reasons:

- 7 BF did not have the preferred knowledge with IDX systems.
- 1 BF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; 5 years of customer service experience; and knowledge with IDX systems.
- 1 BF had an interview scheduled and she did not show up or call to cancel the interview.
- 1 BF was previously employed at UConn Health and her resignation was not in good standing.
- 1 BF did not have the preferred 5 years of customer service experience.
- 1 BF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; and experience in a call center environment.
- 1 BF had discrepancies in employment history between the online application and resume submitted, and response to a question on the online application.
Req: 2019-279 continued

- 1 BF and 1 AM did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; experience in a call center environment; and knowledge with IDX systems.
- 14 BF, 1 AM, and 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; and knowledge with IDX systems.
- 11 BF and 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines.
- 1 AF was contacted to schedule an interview and she declined.
- 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; 5 years of customer service experience; experience in a call center environment; and knowledge with IDX systems.

The goal candidates, 4 BF, were interviewed and not selected for the following reasons:

The interview questions were based upon medical office/hospital registration experience; knowledge of medical insurance plans and related government guidelines.

- 1 BF had 4 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 8 years of customer service experience; experience in a call center; and IDX systems. She scored 5/16 on the interview questions.
- 1 BF had 6 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; experience in a call center; and IDX systems. She scored 11/16 on the interview questions.
- 1 BF was currently employed in Patient access through a temporary agency. She had 8 months of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines. She scored 15/16 interview questions.
- 1 BF had 4 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 6 years of customer service experience; experience in a call center; and IDX systems. She scored 7.5/16 on the interview questions.

1 WF was selected. She had 9 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; experience in a call center; and IDX systems. She scored 15/16 on the interview questions.

*1 WF was promoted. Please see her justification in the Goals Analysis, Promotions section, Job Group 4A.
This position is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

REQUIREMENTS:
Two (2) years' general clerical work experience. Demonstrated experience with Microsoft office products including Word/Excel.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED: Experience processing accounts payable in a fast paced/customer service oriented office environment. Banner/SciQuest Systems experience. Proficient with the number pad (ten key by touch).

EXAMPLES OF DUTIES:
TYING: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on computer terminals.

FILING: Sets up and maintains office procedures, filing and indexing systems and forms for own use.

CORRESPONDENCE: Compose routine correspondence.

REPORT WRITING: Compiles and completes recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data format.

INTERPERSONAL: Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.

PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures; verifying information through use of internal resources with contact and other work units and soliciting additional information as required by phone or written letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8:30am - 5pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT SALARY: $40,901
This position was posted on Recruit Military and on our UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements because she did not have the required 2 years of general clerical work experience, experience with Microsoft office products, or the allowable substitution.

The goal candidates, 33 BF, 1 AM, and 3 AF, were not interviewed for the following reasons:

- 28 BF, 1 AM and 3 AF did not have the preferred experience processing accounts payable in a fast paced/customer service oriented office environment, and Banner/SciQuest Systems experience.
- Was unable to open up 1 BF’s resume or cover letter. Her application did not indicate Microsoft office products.
- 4 BF did not have 2 or more years of Accounts Payable experience dealing with multiple accounting software and spreadsheets.

The goal candidate, 1 BF, was interviewed and not selected because her experience was primarily in financial aid and she took 13 minutes to complete the skills assessment and had 14 errors. In the skills assessment candidates had to accurately key in information such as invoice number, date, contact information, etc. into 10 invoices. The importance of correct detailed information is crucial to avoid delays in processing.

1 WM was selected. He had a finance degree with 2 years of experience processing accounts payable in a fast paced/customer service oriented office environment utilizing multiple accounting software and spreadsheets. He took 8 minutes to complete the skills assessment and had 1 error.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4C. Clerk

Goals

9 white males
3 black males
2 black females
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY: Excellent interpersonal skills; ability to communicate verbally and in writing; ability to follow oral and written instructions; ability to operate computer terminal; knowledge of grammar, spelling, punctuation; ability to schedule and prioritize workflow; exemplary customer service skills.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS:
Current accounts payable experience with two or more years of data entry experience and knowledge of Husky and Banner computer systems.

EXAMPLES OF DUTIES:
1. Typing: Enters and retrieves data on personal computers and computer terminals; types a variety of forms, cards, labels, envelopes, routine memos, etc.
2. Filing: Maintains logs; sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order); searches files for information.
4. Interpersonal: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (e.g. count receip/or/Information desk).
5. Processing: Copies and distributes materials; prepares routine forms and correspondence making minor revisions and additions; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness (ensures categorical information completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

SCHEDULE: 40 hour week, Monday through Friday, 8am - 5:00pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $34,781.
This position was posted on Recruit Military and on our UConn Health website.

The goal candidates, 6 WM, 4 BM, and 33 BF, were not interviewed for the following reasons:

- 6 WM, 4 BM, and 32 BF, did not have data entry experience, which is 98% of the job duties.
- We did not interview 1 BF who had worked in our office through a temporary agency. During her time in our office, she was unable to keep up with daily expectations of the number of invoices to be entered into the system.

The goal candidate, 1 BF, was interviewed and not selected because she was not fluid in keyboarding. She had taken the most time, 15 minutes, to complete the keyboarding/data entry skills assessment and she made 4 mistakes. In the skills assessment candidates had to accurately key in information, into 10 invoices, such as invoice number, date, contact information, etc. The importance of correct detailed information is crucial to avoid delays in processing.

1 AF was offered the position and she declined it. She had 8 years of accounts payable experience and she was fluid and accurate in keyboarding/data entry skills.

1 HF was selected. She had 5 years of billing and data entry experience so she was fluid and accurate in the keyboarding/data entry skills assessment.
1 WF was selected. She had been an UConn Health Clerk durational employee for longer than 6 months and was made permanent per the memorandum of understanding between the State of Connecticut and all Office of Legislative Research (OLR) Bargaining Units.
**JOB OPPORTUNITY BULLETIN**

**As of Monday, July 15, 2019**

<table>
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<tr>
<th>Department: Radiology</th>
<th>Search Code: 2018-1257</th>
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<tr>
<td>Recruiter: Erica Dangelo</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Clerk to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:** 40 hour work week; Monday through Friday, 8:00 a.m. - 4:30 p.m., with a 30 minute unpaid meal break; must be available to help cover the other shifts/days/weekends when needed.

At the UConn Health, this position is accountable for performing a full range of general clerical functions, including basic processing, reception, filing, record keeping and bookkeeping.

**EXAMPLES OF DUTIES:**
- Function as member of the Diagnostic Imaging team by performing a full range of clerical tasks
- Great patients while performing check-in and check-out functions
- Collect and manage cash associated with co-pays and deductible
- Schedule, cancel and reschedule patient appointments
- Answer phones, relay calls and take messages
- Send out mailings, reminder cards and letters
- Keep records and files as needed
- May order supplies as needed
- For all locations duties may include maintaining the medical record

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILLS, ABILITY:**
- Excellent interpersonal skills
- Ability to communicate verbally and in writing
- Ability to follow oral and written instructions
- Ability to operate computer terminal
- Knowledge of grammar, spelling, punctuation
- Ability to schedule and prioritize workflow
- Exemplary customer service skills

**EXPERIENCE AND TRAINING:**
- General Experience:
  - Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, and abilities as stated above.

**PREFERRED QUALIFICATIONS:**
- Knowledge and understanding of clerical/clinic requirements in a medical clinic office
- Knowledge of medical terminology
- Previous medical scheduling experience in a Radiology hospital-based or outpatient setting
- Experience with EPIC scheduling
- Experience with telephone triage

**FULL TIME EQUIVALENT MINIMUM SALARY:** $34,791

Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2242 or (ids @adp.uconn.edu).
This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 6 WM, 5 BM, and 39 BF were not interviewed for the following reasons:

- 1 WM withdrew his application.
- 5 WM, 5 BM, and 37 BF did not have the preferred qualification of previous medical scheduling experience in a Radiology hospital-based or outpatient setting.
- 1 BF was previously employed at UConn Health, and resigned not in good standing.
- 1 BF did not have the preferred experience with EPIC (software) scheduling.

1 WF was selected. She had the preferred qualifications of knowledge and understanding of clerical/clinic requirements in a medical clinic office; knowledge of medical terminology; 30 years of medical scheduling experience in a Radiology hospital-based or outpatient setting; experience with EPIC scheduling; and experience with telephone triage.
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A goal candidate, 1 BF, was selected.
This class is accountable for performing a full range of general clerical functions, including basic processing, reception, filing, record keeping and bookkeeping.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY: Excellent interpersonal skills; ability to communicate verbally and in writing; ability to follow oral and written instructions; ability to operate computer terminal; knowledge of grammar, spelling, punctuation; ability to schedule and prioritize workflow; exemplary customer service skills.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS:
Current accounts payable experience with two or more years of data entry experience and knowledge of Husky and Banner computer systems.

EXAMPLES OF DUTIES:
1. TYPING: Enters and retrieves data on personal computers and computer terminals; types a variety of forms, cards, labels, envelopes, routine memos, etc.
2. FILING: Maintains logs; sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order); searches files for information.
3. REPORT WRITING: Compiles information from standard sources and prepares reports.
4. INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (e.g. counter, reception/information desk).
5. PROCESSING: Copies and collates materials; prepares routine forms and correspondence making minor revisions and additions; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness (ensures categorical information completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5:00pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $34,761
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**Abbreviations in Posting:**

HuskyBuy – online purchasing system
Banner – integrated human resources, information management, and accounting system

This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 10 WM, 5 BM, and 24 BF, were not interviewed because they did not have the preferred accounts payable experience or purchasing background.

1 HF was selected. She had 12 years of accounts payable experience.
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COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: 40 hour work week; Monday through Friday, 8:00 a.m. - 4:30 p.m., with a 30 minute unpaid meal break; must be available to help cover the other shifts/days/weekends when needed.

At the UConn Health, this position is accountable for performing a full range of general clerical functions, including basic processing, reception, filing, record keeping and bookkeeping.

EXAMPLES OF DUTIES:
Function as member of the Diagnostic Imaging team by performing a full range of clerical tasks
Great patients while performing check-in and check-out functions
Collect and manage cash associated with co-pays and deductible
Schedule, cancel and reschedule patient appointments
Answer phones, relay calls and take messages
Send out mailings, reminder cards and letters
Keep records and files as needed
May order supplies as needed
For all locations duties may include maintaining the medical record
Other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY:
Excellent interpersonal skills
Ability to communicate verbally and in writing
Ability to follow oral and written instructions
Ability to operate computer terminal
Knowledge of grammar, spelling, punctuation
Ability to schedule and prioritize workflow
Exemplary customer service skills.

EXPERIENCE AND TRAINING:
General Experience:
Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS:
Knowledge and understanding of clerical/clinic requirements in a medical clinic office
Knowledge of medical terminology
Previous medical scheduling experience in a Radiology hospital-based or Radiology outpatient setting
Experience with EPIC scheduling
Experience with telephone triage

FULL TIME EQUIVALENT MINIMUM SALARY: $34,781

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This position was posted on the Recruit Military and UConn Health websites.

The goal candidates, 9 WM, 1 BM, and 30 BF were not interviewed for the following reasons:

- 9 WM and 28 BF did not have the preferred requirement of previous medical scheduling experience in a Radiology hospital-based or Radiology outpatient setting.
- 1 BM was previously employed at UConn Health in Central Sterile and performance issues were documented on his evaluations such as making mistakes; documents needing revisions and attendance issues.
- 1 BF indicated she was not interested in this position because it would be a demotion for her.
- 1 BF's previous work history was unstable, she held 7 jobs in 4 years.

A goal candidate, 1 BF, was selected.

1 WF was also selected. The WF had 8 years' experience in a medical clinic office with the following preferred qualifications: knowledge and understanding of clerical/clinic requirements in a medical clinic office; knowledge of medical terminology; and experience with telephone triage. This experience included 3 years part-time medical scheduling in a Radiology hospital-based setting.
At UConn Health, this class is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing. This position will work in Facilities Management at UConn Health located in Farmington, CT.

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING: General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with course work in typing.

PREFERRED EXPERIENCE: Customer Service Experience, experience using Excel and working knowledge of FAMIS work order system.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES:

TYING: Using a personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.

FILING: Filing of sensitive material, maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.

REPORT WRITING: Compiles information from standard sources and prepares reports.

INTERPERSONAL: Customer Service, answers phone, handling multi phone lines, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; prioritize emergencies

PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; assists In or maintains inventory and orders supplies; input data into FAMIS work order system, maintain department spreadsheets using excel. Becomes familiar with building layout and locations to assist customer's needs appropriately; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, 7:30 a.m. to 4:00 p.m., minor holidays may be required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: $36,671.00

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This position was posted on Recruit Military and on the UConn Health website.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 8WM and 2 BM, were not interviewed for the following reasons:

- 8 WM and 1 BM did not have the preferred knowledge of FAMIS or equivalent work order system and experience using Excel.
- 1 BM did not have the preferred knowledge of FAMIS or equivalent work order system.

1 WF was selected. She had the preferred customer service experience, experience using Excel and working knowledge of FAMIL work order system.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4D. Secretarial/Clerical

Goals

2 white males
2 white females
1 black male
1 black female
1 AA/ANHNI female
A goal candidate, 1 AF, was selected.
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A goal candidate, 1 WF, was selected.
Purpose of Class:

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

UConn Health is an Affirmative Action Employer. In addition to an EEO and M/F/VPWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-677-3583 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2429 or jobs@ehr.uchc.edu.
This position was posted on the UConn Health website.

The AF goal was met with a previous hire and was no longer an established hiring goal. The WF goal was met with a hire off of this search, so it was no longer an established hiring goal.

The goal candidates, 8 WM, 19 WF, 4 BM, and 15 BF, were not interviewed for the following reasons:

- 1 WM, 3 WF, and 5 BF did not have the preferred qualification of medical office scheduling experience.
- 7 WM, 10 WF, 3 BM, and 9 BF did not have the preferred qualifications of call center experience or medical office scheduling experience.
- 3 WF did not have the preferred call center experience.
- 1 WF’s application contained grammatical errors.
- 1 WF’s medical office scheduling experience was over 10 years ago and she did not have the preferred qualification of call center experience.
- 1 WF was previously interviewed for another UConn Health position. During the interview she did not demonstrate excellent communication skills because she did not provide detailed and complete answers to interview questions.
- 1 BM withdrew his application.
- 1 BF only had 4 months of work experience.

The goal candidates, 1 WF and 1 BF, were interviewed and not selected for the following reasons:

- The major function of 1 WF’s experience was in billing and bank deposits. It was not with medical office scheduling or answering phones.
- 1 BF didn’t meet the minimum requirement being able to speak proper English and to enunciate clearly.
**JOB OPPORTUNITY BULLETIN**

As of Wednesday, July 3, 2019

<table>
<thead>
<tr>
<th>Department:</th>
<th>Human Resources</th>
<th>Job Title:</th>
<th>Front Desk Administrative Assistant - Human Rt</th>
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UConn Health is currently looking for a *Front Desk Administrative Assistant - Human Resources* to join our innovative organization, focusing on the best in patient care. This position will be front-facing with high access to employee and community phone calls and walk-ins. The responsibility of this position is to provide strong administrative support of day-to-day Human Resources activities and programs, while providing top-level customer service support to the UConn Health community.

**Schedule - Monday - Friday 8a-5p (1 hour lunch/40 hours)**

**Examples of Duties**

- Greets visitors, assists with online application and document set up for employees and applicants
- Assist with copying & scanning projects for departments within HR (primarily Benefits), email and hard copy post all relevant information within the administrative building and main hospital/university building
- Assist with appointment coordination for both internal staff and department visitors
- Manage scheduling for HR conference rooms
- Manage and distribute all in-coming department mail, HR notifications and relevant information
- Manage supply stock room
- Perform additional administrative duties as needed

**Minimum Qualifications Required**

- High school diploma or equivalent plus two (2) years of experience, within the last 5 years, in an administrative support role above the routine clerk level
- One (1) out of the two (2) years of experience should be working within a Human Resources Department
- Basic knowledge of Human Resources principles and practices
- Knowledge of business operations and software, with solid proven experience in functions of MS Office Suite and internet based systems
- Proven ability to communicate effectively both orally and in writing, along with excellent interpersonal/customer service skills

**Must meet both minimum and special qualifications to qualify. Strong preference given to candidates with preferred experience**
Special Qualification:
- Experience working within an administrative role that has high public contact

Strongly Preferred Qualifications
Experience working in a front desk role within a large organization

MINIMUM full time equivalent salary: $41,829

**Must include resume in application to qualify**

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health and the Recruit Military websites.

The WF and AF goals were met with a previous hires and were no longer established hiring goals.

The goal candidates, 11 WM, 6 BM, and 38 BF, did not meet the minimum requirements for the position for the following reasons:

- 2 WM, 1 BM, and 3 BF did not possess any human resources or administrative experience above the routine clerk level in the past two years.
- 3 WM, 1 BM, and 14 BF applications materials did not indicate any human resources experience.
- 2 WM, 2 BM, and 4 BF employment histories did not contain at least one year employment in a human resources department.
- 4 WM, 2 BM, and 17 BF candidates self-indicated that they do not meet the minimum requirements for position.

The goal candidates, 4 BF, were not selected for an interview for the following reasons:

- 3 BF applications materials did not indicate any of the preferred qualifications for this position.
- 1 BF did not possess the experience of working in a front desk role at a large organization.

The 1 WF selected had prior human resources experience as well as a tenure at a large professional organization. The applicant demonstrated the favorable communications and customer service skills necessary for the high public contact. The candidate was well versed in Microsoft Office Suite and several data based scheduling systems.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Cash Accounting Clerk to our growing team. If you have a background in this field, we want to hear from you. At UConn Health, this class is accountable for collecting large amounts of money and posting to proper accounts.

EXPERIENCE AND TRAINING:
General Experience: Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.
Minimum Qualification Required
Knowledge, Skill and Ability:
Knowledge of accounting codes
Knowledge of general office procedures
Basic bookkeeping skills
Interpersonal skills
Ability to handle large amounts of money
Ability to perform general clerical tasks
Ability to operate a variety of office equipment which may include word processors, computer terminals, typewriters, calculating machines, cash registers and check writing machines

Preferred Qualifications:
Proficient with the number pad
Proficient with Excel, Word and Outlook
IDX experience
Able to work independently in a fast paced environment under significant time constraints
EPIC - Experience with Payment application for SBO experience
EXAMPLES OF DUTIES:
Performs the following duties to receive funds, to disburse funds, and to record monetary transactions
Receives cash, checks, credit cards in person or by mail
Counts money to verify amounts and issues receipts for funds received
Issues change and cashes checks
Compares totals on cash register with amount of currency in register to verify balances
Endorses checks and totals cash and checks for bank deposit
Prepares bank deposit slips
Searches files (manually or using a computer terminal) for proper account information
Posts data to accounts and balances receipts and disbursements in EPIC and IDX
Answers questions in person or by phone regarding account status
Compiles collection and disbursement reports
Performs related general office work (typing, filing, etc.) as required
Processes refunds to insurance and/or patient
Post insurance payments received from various insurance payers to EPIC accounts receivable system
Receives 835 file, posts, and reconciles file
Performs other related duties as assigned
SCHEDULE: 40 hours weekly, Monday - Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $38,870

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uche.edu
The position was posted on the UConn Health and Recruit Military websites.

The WF and AF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 4 BF, did not meet the minimum requirement for the position as they did not have two (2) years clerical experience in accounting, financial record keeping or bookkeeping or the substitution allowance.

The goal candidates, 11 WM, 5 BM, and 9 BF, were not chosen for an interview for the opening due to the following reasons:

- 7 WM, 1 BM, and 3 BF did not have the preferred qualification of a working knowledge of the Epic computer system with the SBO payment application system.
- 4 WM, 4 BM, and 6 BF’s application materials did not indicate experience with the utilization of the IDX and Epic applications to process data posts and account balances.

Of the goal candidates, 2 BF, were interviewed but not selected for the following determinations:

- 1 BF scored 70 out of 100 on the interview questions. She was employed as a temporary employee and had 6 months of cash posting experience.
- 1 BF scored 50 out of 100 on the interview questions. The candidate was experienced with the payment application process in the SBO financial program software. She had 8 months of cash posting history.
The 1 HF selected for the opening scored 95 out of 100 on the interview questions. The applicant had 10 years of cash posting expertise and is currently a temporary worker at UConn Health. The candidate was familiar with the processes and procedures of the position and used the Epic and SBO applications daily.

The interview questions tested an applicant's ability with basic addition, subtraction, and examples of correct change amounts and accounting codes utilized and general office proficiency.
A goal candidate, 1 BF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center. Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.

Flexibility may be needed with scheduling.

There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and MF/F/PW/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on Recruit Military website and on the UConn Health website.

The WF, BF, and AF hiring goals were met with previous hires and were no longer established goals.

The goal candidates, 6 WM and 2 BM, were not interviewed because they did not have the preferred qualifications of Call Center and/or medical office scheduling experience.

1 HF was selected. She had 4 years of medical office scheduling experience with a high volume (approximately 100 a day) of incoming calls.

*1 BF was promoted and is discussed in the Promotional Goals analysis section.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Cash Accounting Clerks to our growing team. If you have a background in this field, we want to hear from you. At UConn Health, this class is accountable for collecting large amounts of money and posting to proper accounts.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Minimum Qualification Required
Knowledge, Skill and Ability:
Knowledge of accounting codes
Knowledge of general office procedures
Interpersonal skills
Ability to handle large amounts of money
Ability to perform general clerical tasks
Experience in billing within a Health care/Provider/Hospital based facility

Preferred Qualifications:
Proficient with the number pad
Proficient with Excel, Word and Outlook
Able to work independently in a fast paced environment under significant time constraints
EPIC - Experience with Payment application for SBO experience
Experience processing resolutions of insurance credit balances for insurance companies and/or patients
Cash posting of third party/insurance payors
2 years' experience in billing within a Health care/Provider/Hospital based facility
EXAMPLES OF DUTIES:
Performs the following duties to receive funds, to disburse funds, and to record monetary transactions
Receives cash, checks, credit cards in person or by mail
Counts money to verify amounts and issues receipts for funds received
Compares totals in EPIC with amount of check(s) in Bank to verify payment posting/balancing
Retrieves information from Web Portal/Clearing House necessary for payment posting.
Prepares and/or validates deposits received from Clinics/offsites at UConn Health
Searches files (manually or using a computer terminal) for proper account information
Posts data to accounts and balances receipts and disbursements in EPIC and IDX
Answers questions in person or by phone regarding account status
Compiles collection and disbursement reports
Performs related general office work (typing, filing, etc.) as required
Processes refunds to insurance and/or patient
Post insurance payments received from various insurance payers to EPIC accounts receivable system
Receives 835 file, posts, and reconciles file
Processing resolutions of insurance credit balances for insurance companies and/or patients
Performs other related duties as assigned

SCHEDULE: 40 hours weekly, Monday - Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $38,870

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@apd.uchc.edu
The position was posted on the UConn Health website.

The WF, BF and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements of the posting as they did not have the two (2) years of clerical experience in accounting, financial record keeping or bookkeeping nor any substitution allowance.

The goal candidates, 4 WM, were not selected for an interview for the following reasons:

- 2 WM did not have 2 years’ experience in billing with a health care, provider, or hospital based facility.
- 2 WM did not have experience utilizing the computer system Epic with the SBO payment application system.

The goal candidate, 1 WM, was interviewed but not selected because he scored 80 out of 100 on the interview questions.

1 BF was offered the position and she declined the offer.

2 WF were selected.

- 1 WF selected scored 95 out of 100 on the interview questions.
- 1 WF selected scored 90 out of 100 on the interview questions.

The interview questions tested an applicant’s ability with basic addition, subtraction, and examples of correct change amounts and accounting codes utilized and general office proficiency.
At UConn Health this grant funded position is accountable for independently performing a full range of administrative and/or program functions for an academic/clinical or administrative office. This position will act as an Executive Assistant for the Director of the A.J. Pappanikou Center for Excellence in Developmental Disabilities, Child and Family Studies Department.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule; 40 hrs./week, Monday - Friday, 8:00a.m. to 4:30p.m. with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
1) OFFICE MANAGEMENT: Plans office workflow and determines priorities; may schedule, assign, oversee and review work; establishes and maintains office procedures; provides staff training and assistance; may conduct or assist in conducting performance evaluations; assists in interviewing and hiring of support staff; processing faculty and Graduate Assistant paperwork and maintains and organizes files, manuals and reference materials.
2) REPORT WRITING: Complies information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the items to be included.
3) CORRESPONDENCE: Composes complex correspondence for own or supervisors signature.
4) INTERPERSONAL: Acts as liaison with faculty, agencies and outside officials regarding unit policies and procedures; acts as a resource to staff; acts for department head by interpreting established policies and procedures; troubleshoot by relieving supervisor of as much administrative detail as possible. Acts for and regularly makes decisions in the supervisor's absence within prescribed limits of authority.
5) PERSONAL ASSISTANT: Arranges and coordinates meetings for international organizations; researches, assembles and coordinates meeting materials; makes complex travel arrangements; coordinates faculty appointment and promotion procedures; maintains calendars; compiles national data entries for Director on a daily basis; gathers information for Director as needed; assists in arranging conferences and training, including such things as general planning, catering, guest TA's and assists in coordinating off site and on site meeting logistics.
6.) Typing/Editing: Typing/editing/processing manuscripts for journal articles and book chapters; prepare materials for grants and presentation; format reports including Center's Annual Report; using Endnote with speed and accuracy to help edit and format articles and manuscripts; correspondence with authors for journal entries and supports journal editing assignments using web-based system. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; some supervisory ability. Demonstrated strong typing and editing skills; considerable experience in arranging and scheduling travel and knowledge of the UConn Health TA system and policies.

EXPERIENCE AND TRAINING:
General Experience:
Four (4) years of experience above the routine clerk level in office support or secretarial work.
Special Experience:
One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Special Requirements:
Demonstrate proficiency in MS Word, Excel, Outlook, Endnote and PowerPoint. Knowledge of telecommunications software, web video conferencing platforms such as go to meeting, skype, or wiggio applications.

Preferred Experience:
Experience with conference organization and internet research; experience with grant construction and management; demonstrated strong typing and editing skills; considerable experience in arranging and scheduling travel arrangements, demonstrated ability to work under pressure. Experience with federal and grant funded programs.

Substitutions Allowed:
College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.
Full Time Equivalent Minimum Salary: $57,595.00

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 7 WM, and 2 BM did not meet the minimum qualifications for the position for the following reasons:

- 4 WM, and 1 BM application materials did not indicate any experience in arranging and scheduling travel and an understanding of the UConn TA system and policies.
- 1 BM did not meet the special experience of one year at a level comparable to Administrative Program Assistant 2.
- 3 WM did not possess 4 years’ experience above the routine clerk level in office support or clerical work.

The goal candidate, 1 WM, was not selected for an interview because he stated beginner level of Microsoft Excel and PowerPoint with no Endnote software experience.

The 1 WF selected was interviewed three times during the process and demonstrated the knowledge and necessary skills to ensure success at the position. The applicant had both experience in grant construction and administration of federally funded grant programs. The candidate was well versed in Endnote software and was responsible for coordinating daily meetings via Skype, wiggio, or Go To Meetings.
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In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

COMPREHENSIVE BENEFITS OFFERED:
industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator with in one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm 30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,738.00

Why UConn Health:
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This position was posted on Recruit Military website and on the UConn Health website.

The WF, BF, and AF hiring goals were met with previous hires and were no longer established goals.

The goal candidates, 7 WM and 3 BM, were not interviewed because they were not presently working as a Telecom Operator in the Call Center.

1 WF was selected. She had been working as a durational Telecom Operator in the Call Center.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Executive Assistant to the Institute for Regenerative Engineering. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

In the Institute for Regenerative Engineering, this class provides a complete range of administrative and/or program functions for the Director's academic and administrative functions, including those in the Department of Orthopedic Surgery.

SUPERVISION RECEIVED:
Work under the general direction of the Director, Institute for Regenerative Engineering.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per week, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Acts for and regularly makes decisions in the supervisor's absence within prescribed limits of authority.

Coordinates travel arrangements including: filling out and submitting travel authorizations for approval, registering for conferences, coordinating air travel and lodging. Creates detailed itinerary for each trip. Submits travel expenses for reimbursement to the University and host agencies.
Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate attendance and participation in a variety of meetings.
Composes and edits correspondence, press releases, grant applications and journal reviews as directed.
Strong decision-making ability with attention to detail
Processes payment of external invoices, membership dues, and conference registrations.
Answer and triage Director’s incoming telephone calls promptly and efficiently.
Ability to carry out written and oral instructions.
Assists with preparing documents, copying and University/Institute functions.
Creates and maintains files for use by the Director. Related duties as required.
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office administration and management;
Considerable knowledge of the department’s policies and procedures;
Considerable knowledge of proper grammar, punctuation and spelling;
Considerable knowledge of business communications, medical terminology, transcription; knowledge of business math;
Considerable interpersonal skills;
Considerable oral and written communication skills;
Ability to operate office equipment which may include computers, scanner, fax machine, printer, and projector
Some supervisory ability.

EXPERIENCE AND TRAINING:
General Experience:
Four (4) years of experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED
College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

SPECIAL EXPERIENCE:
One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.
Demonstrated experience with MS Office products including Word, Excel, PowerPoint, Publisher.

PREFERRED QUALIFICATIONS:
Experience with website design a plus (i.e. Dreamweaver, html).

FULL TIME EQUIVALENT MINIMUM SALARY: $57,595.00
Why UConn Health

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 5 WM and 2 BM, did not meet the minimum qualifications of the position for the following reasons:

- 3 WM’s application materials did not indicate considerable knowledge of medical terminology.
- 1 WM’s resume did not include experience using MS Office products including PowerPoint and Publisher.
- 1 WM and 1 BM did not have four (4) years of experience above the routine clerk level in office support or secretarial work or the substitution of years with college credit.
- 1 BM’s background did not include one (1) year at a comparable level to Administrative Program Assistant 2.

The 1 AF selected for hire had current travel arrangement responsibilities in a competing healthcare facility. The candidate gave detailed answers to problem solving and stressed the need of professionalism and customer service to executive management. She had experience in web design and was fluent in the Dreamweaver computer software.
JOB OPPORTUNITY BULLETIN

As of Friday, July 19, 2019

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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Cash Accounting Clerk to our growing team. If you have a background in this field, we want to hear from you. At UConn Health, this class is accountable for collecting large amounts of money and posting to proper accounts.

EXPERIENCE AND TRAINING:
General Experience: Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: College training may be substituted for the General Experience on the basis of sixty (60) semester hours equaling two (2) years of experience.

Minimum Qualification Required
Knowledge, Skill and Ability:
Knowledge of general office procedures
Interpersonal skills
Ability to handle large amounts of money
Ability to perform general clerical tasks
Experience in billing within a Health care/Provider/Hospital based facility

Preferred Qualifications:
Proficient with the number pad
Proficient with Excel, Word and Outlook
Able to work independently in a fast paced environment under significant time constraints
EPIC - Payment application for SBO
Experience processing resolutions of insurance credit balances for insurance companies and/or
2 years of experience in billing within a Health care/Provider/Hospital based facility
1 year credit balance experience in a hospital or physicians setting
EXAMPLE OF DUTIES:
Performs the following duties to receive funds, to disburse funds, and to record monetary transactions
Counts money to verify amounts and issues receipts for funds received
Compares totals in EPIC with amount of check(s) in Bank to verify payment posting/balancing
Prepares and/or validates deposits received from Clinics/offsites at UConn Health
Searches files (manually or using a computer terminal) for proper account information
Receives letters from Insurance companies requesting patient refunds. Validates and process accordingly.
Coordinates with insurance company to dispute request in writing or by phone
Acts as a liaison between finance and operations regarding AP questions of refunds
Works various payor overpayment WQ's in EPIC and refunds overpayments to the appropriate insurance payor remaining compliant with all payors time line.
Maintains accurate records of refunds sent for auditing purposes
Compiles collection and disbursement reports
Performs related general office work (typing, filing, etc.) as required
Processes refunds to patient through EPIC
Works with Banner system at UConn Health to reconcile refunds to AP
Participate in RAC Audits for both HB and PB
Performs other related duties as assigned

SCHEDULE: 40 hours weekly, Monday - Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break

MINIMUM FULL TIME EQUIVALENT SALARY: $38,870

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidate, 1 WM, did not meet the minimum qualifications for the position as he did not have the two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. Nor did he qualify for the college credit substitution allowance.

The goal candidates, 4 WM, were not selected for an interview based on the following reasons:

- 2 WM responded affirmatively to possessing the preferred qualifications yet there is no indication of these specific skills on the online application nor their resumes.

- 2 WM do not have any Epic software systems experience specifically with Payment application for SBO.

The 1 BF selected for the position scored 88.5 out of the 97.5 maximum. The candidate is currently employed at UConn Health as a temporary worker and had been getting good reviews and was eager to help fellow staff members.

The interview questions tested an applicant’s ability with basic addition, subtraction, and examples of correct change amounts and accounting codes utilized and general office proficiency.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.
PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

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Req: 2019-300  Date Started: 12/21/2018  Job Title: Telecom Operators  Job Group: 4D-SECRETARIAL/CLERICAL

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 6 WM and 3 BM, were not selected for an interview for the following reasons:

- 6 WM and 2 BM did not possess the preferred qualifications of experience at a call center and/or a medical office scheduling patients.
- 1 BM did not have the medical office scheduling backgrounds.

1 HF selected had a 12 years’ of call center scheduling at a large hospital in the area. The applicant stressed the importance of customer service, attention to detail, and the follow-up often required with many patients.

1 WF selected emphasized the importance of customer service when handling patient calls and referrals. She was familiar with the UConn Health scheduling system. The applicant worked in a fast-passed multiple physicians’ office where routine and specialty appointments were common practice. The applicant spoke to the importance of abiding by HIPPA regulations.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Cash Accounting Clerks to our growing team. If you have a background in this field, we want to hear from you. At UConn Health, this class is accountable for collecting large amounts of money and posting to proper accounts.

EXPERIENCE AND TRAINING:
General Experience: Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Minimum Qualification Required
Knowledge, Skill and Ability:
Knowledge of general office procedures
Basic bookkeeping skills
Interpersonal skills
Ability to handle large amounts of money
Ability to perform general clerical tasks
Ability to operate a variety of office equipment which may include word processors, computer terminals

Preferred Qualifications:
Proficient with Excel, Word and Outlook
Able to work independently in a fast paced environment under significant time constraints
EPIC - Experience with Payment application for SBO experience
Experience processing resolutions of insurance credit balances for insurance companies and/or patients
Cash posting of third party/insurance payors.
2 years' experience in billing within a Health care/Provider/Hospital based facility

EXAMPLES OF DUTIES:
Performs the following duties to receive funds, to disburse funds, and to record monetary transactions
Receives cash, checks, credit cards in person or by mail
Counts money to verify amounts and issues receipts for funds received
Retrieves daily deposits from Webster Bank submit to Bursar's and reconciles receipts daily
Compares totals in EPIC with amount of check(s) in Bank to verify payment posting/balancing
Retrieves information from Web Portal/Clearing House necessary for payment posting.
Prepares and/or validates deposits received from Clinics at UConn Health in EPIC
Searches files (manually or using a computer terminal) for proper account information
Posts data to accounts and balances receipts and disbursements in EPIC and IDX
Answers questions in person or by phone regarding account status
Compiles collection and disbursement reports
Works in Collaboration with Supervisor to reconcile credit card and front end cash collections for all clinics
Performs related general office work (typing, filing, etc.) as required
Processes refunds to insurance and/or patient
Post insurance payments received from various insurance payers to EPIC accounts receivable system
Processing resolutions of insurance credit balances for insurance companies and/or patients
Performs other related duties as assigned.

SCHEDULE: 40 hours weekly, Monday - Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $38,870

Why UConn Health
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All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WM and 2 BM, did not meet the minimum requirements of the position as they did not have the two (2) years of clerical experience in accounting, financial record keeping, or bookkeeping nor the allowed substitution of college training.

The goal candidates, 2 WM and 3 BM, were not selected for an interview for the following reasons:

- 1 WM's application materials did not indicate a background with the Epic computer software system with Payment application for SBO experience.
- 2 BM did not have the two (2) years' experience in billing in a Health care/Provider/Hospital based facility.
- 1 WM and 1 BM do not possess cash posting of third party/insurance payors experience.

1 WF selected scored 95 out of 100 on the interview questions. The applicant was a former employee that held the title of Patient Services Representative. The applicant received excellent reviews and was noted as a team player. The applicant had given advanced notice of her prior separation.

1 WF selected scored 95 out of 100 on the interview questions. The candidate had been employed as an Office Manager at a large chiropractic office and was responsible for much of the office billing and insurance reconciliations.

The interview questions tested an applicant’s ability with basic addition, subtraction, and examples of correct change amounts and accounting codes utilized and general office proficiency.
A goal candidate, 1 WM, was selected.
This position is located at Storrs.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS: Call Center and/or medical office scheduling experience.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: University of Connecticut Health Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records; may operate a computer; may perform varied clerical, typing and statistical work; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $37,736
Why UConn Health

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uche.edu.
The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WM and 2 BM, were not selected for an interview as they did not have the preferred qualifications of current call center and/or medical office scheduling experience.

The 1 HF selected was employed in a medical practice where she answered over 100 calls a day. Her title was Telecom Operator. The applicant is well versed in the Epic medical software system and had experience with the FIRST CHOICE insurance and billing application.
At the UCHC, this class is accountable for independently performing tasks in the setup/monitoring of departmental expenses, preparation of statistical and financial reports or other bookkeeping and record-keeping functions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Knowledge of basic bookkeeping, accounting and financial record keeping procedures; knowledge of general office procedures; skill in performing arithmetic computations; oral and written communication skills; interpersonal skills; ability to operate a variety of office equipment which may include word processors, computer terminals, typewriters, calculating machines, etc.

EDUCATION AND TRAINING:

General Experience:
Two (2) years relevant experience in accounting, financial record keeping, or bookkeeping. Must be proficient in Microsoft Excel.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Qualifications: Experience working with a general ledger system; experience performing various types of reconciliations; demonstrated ability to conceptualize complex processes and organize into logical efficient workflows. Accounts Payable and/or Purchasing experience; experience working with Husky Buy and Banner systems.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Establishes/maintains bookkeeping systems, cash journals, ledgers, and other financial records; monitors accounts; verifies discrepancies; prepares reports and correspondence; acquires cost information from vendors; researches/resolves vendor payment problems; maintains records and files; may assist in budget preparation; may deposit checks; compiles, acts as liaison with auditors; performs internal audits on late charge...
review, billing, productivity, rebilling, patient inquiries, collections; initiates paperwork for money being spent (purchasing, hiring); provides salary/cost projections for grants; coordinates integration of budget categories between projects; participate in system testing, validation and documentation of various financial records for system upgrades including Travel and Expenses, Student Loan Management, Document Management System; responsible to staff the help desk and resolve and/or triage issues with internal employees/departments and external customers/vendors associated with requisitions, purchase orders, accounts payable and invoices; perform reconciliations as assigned including cash deposits and purchase orders between UCHC systems; performs clerical duties; works on special projects; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 5 WM and 1 BM, were not selected for an interview based on the following reasons:

- 4 WM and 1 BM candidates selected for an interview had four plus years of Accounts Payable background.
- 1 WM had no work history in the past 10 years.

The goal candidate, 1 WM, was interviewed but not selected because he had some responsibility in Accounts Payable but his main focus was in tele-collections.

1 HF was offered the position and she declined the offer.

1 HF selected had a long tenured Accounts Payable Supervisory role in another large medical practice. The applicant stressed the importance of responding to patients’ enquiries and always providing exceptional customer service.

1 WF selected had a background in accounts payable at a hospital medical office. The candidate had prior supervisory duties and had experience operating the Banner HRIS and Husky Buy software systems.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PW/DFV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on Recruit Military website and on the UConn Health website.

The WF, BF, and AF hiring goals were met with previous hires and were no longer established goals.

The goal candidates, 8 WM and 6 BM, were not interviewed because they were not presently working as a Telecom Operator in the Call Center.

1 HF was selected. She had been working as a durational Telecom Operator in the Call Center.
MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS: Call Center and/or medical office scheduling experience.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: University of Connecticut Health Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records; may operate a computer; may perform varied clerical, typing and statistical work; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $37,736
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The position was posted on the UConn Health, and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 2 WM and 1 BM, were not selected for an interview as they did not have the call center and/or medical office scheduling experience.

The 1 WF selected was currently employed as a temporary worker in the outpatient psychiatry office. The applicant had 20 years’ experience working with cognitively impaired patients with behavioral mental health issues. The candidate had received fine reviews and willingly assists other team members. The candidate had HealthOne computer experience and gave a detailed understanding of the outpatient psychiatry schedules with numerous providers.
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In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*************** THERE ARE 4 POSITIONS AVAILABLE***************

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
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Tuition waiver and reimbursement for employees and qualified family members
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MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.
SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 7 WM and 6 BM, were not selected for an interview because they did not have the preferred qualification of having a call center or medical office scheduling experience.

1 WF selected had experience in a high-volume call center for a large network of doctors. The applicant answered all the questions correctly and provided problem solving examples that she had used in her position. She was very concerned about customer service.

1 WF selected had previous hospital operator experience. She was a team lead who handled complaints. She was also tasked with responding to callers for scheduling information.

1 WF selected was a liaison with medical staff and patients who called. She would take and transmit messages from doctors, nurses, and technicians.

1 BF selected was responsible for responding to correspondence at a medical clinic. She would schedule appointments and fill out medical record and document requests.
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The 1 BF selected had SEBAC contractual rights to the position.
JOB OPPORTUNITY BULLETIN

As of Friday, July 19, 2019

Department: Procurement  Job Title: Supply Coordinator
Recruiter: Marisa Leone  Search Code: 2019-175  Date Posted: 9/7/2018  Posting Deadline: 1/30/2019

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Supply Coordinator to our growing team in located in Farmington. If you have a background in this field, we want to hear from you. This position is responsible for performing a full range of tasks in ordering equipment, supplies and implants. This is a support position that manages and monitors clinical inventory, clinical orders for UHSC which directly affects patient care.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Paid Holidays per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of higher rank.

SUPERVISION EXERCISED:
May lead lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of purchasing procedures and related materials/supplies/implants; knowledge of surgical procedures, knowledge of sterilization procedures; knowledge of infection control and safety; oral and written communication skills; interpersonal skills; customer service; record keeping skills; ability to lift 20lbs; and ability to work under pressure deadlines.
EDUCATION AND TRAINING:

General Experience:
Four (4) years of experience working in a relevant medical field which included the ordering of appropriate supplies/equipment/implants. Word and Excel, EPIC, Q-Sight or comparable inventory management system and eProcurement systems, such as (Sci Quest, Oracle, Banner, HuskyBuy). Eye for detail and high level of accuracy.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Education & Experience
Four-year or two-year degree and 3 - 5 years’ experience in Hospital Supply Chain or clinical department ordering supplies/equipment/implants.

EXAMPLES OF DUTIES:

Daily
Generate cycle count.
Reconcile cycle count inventory.
Adjust Q-Sight min-mx levels based upon cycle count.
Determine clinical products needed based upon adjusted Q-Sight inventory levels.
Approve HuskyBuy requests.
Break down daily shipments Report (20-57 boxes per day) & restock shelves (stock room, inner core, Perfusion Room) Twice Daily.
Receiving in Q-Sight twice per day.
Record product receipts on requisition log sheet twice per day.
Review Bill-Onlys and Compare with EPIC. Update Q-Sight as necessary.
Generate 6 week OR schedule in EPIC (special needs and all inclusive).
Order implants, Interstim, intra ocular lenses, replacement wound vacs from KCI, holmium lasers, lithoclast, KTP laser from Counter Pulsation: confirm cases with Counter Pulsation and document in OR schedule.
Keep track of allografts and Cancellous Chips on spreadsheets
Assist PAR Staff with ordering suture
Assist OR staff looking for specific products.
Check on B/O report with Logistics.
Check on backorders with suppliers and reorder item if needed.
Utilize WEB Focus Reports for item use, min/max evaluation, inventory change audit, implant log search for serial #’s.
Send items down to UHSC for surgeries or vice versa.
Respond to surgical/medical/ED calls for stock from supply room.
Answer comments from AP in HuskyBuy.
Approve Receiving, Credits, payments, change order requests in HuskyBuy with AP.

Weekly
Generate various min-max level reports from Q-Sight report templates & adjust Q-Sight levels as necessary.
Consult with sales reps for products needed for upcoming surgeries as indicated by 6 week schedule.
Consult with surgeons for specific items needed in upcoming surgeries as indicated in 6 week schedule.
Check with office coordinators for lens & breast implant information. Document in OR schedule when items are ordered and received for surgeries.
(3 times per week).
Check with sales reps on pricing, surgeries and expedited products needed on site ASAP.
Change locations of products in supply room, change or print new labels for new products or new locations twice per week.
Obtain substitutes for backorder items from supplier if verifies why an order has not been fulfilled. (four times per week)
Assist PAR staff with new items to stock and shortages
Label Items to expire with fluorescent stickers.
Write expiration date on all boxes in supply room and remote procedure carts.
Run bill only forms.
Check bill only forms from sales reps before sending to Resource team for processing. May compile and analyze data using Excel.
Follows all department procedures, protocol and brand guidelines.
Monthly
Order office supplies for Supply Room & CSS twice a month.
Return implants and prepare MM-17 for returns twice a month.
Contact area hospitals to borrow products as needed for cases.

SCHEDULE: 40 hour work week; Monday through Friday, 7:30am - 4pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $49,462

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 22 WM and 13 BM, did not qualify for the position as they did not have the required four (4) years’ experience working in a relevant medical field with duties that included ordering supplies, equipment, and implants. These candidates’ application packages did not indicate the use of the Q-Sight or comparable inventory management system and eProcurement systems such as Sci Quest, Oracle, Banner, or HuskyBuy.

The goal candidates, 2 WM and 1 BM, were not selected for an interview for the following reasons:

- 1 WM and 1 BM had only three years’ experience working with medical supplies.
- 1 WM’s application materials did not reference relevant computer system usage.

The goal candidate, 1 BM, was interviewed but not selected because he scored 180 out of 325 on the skill check assessment. The candidate had more experience ordering equipment rather than supplies.

The goal candidate, 1 WM, was offered the position and he declined the offer for employment.

1 WF was selected as she had the highest score achievement on the skill check assessment with a 311.67 out of 325. The candidate gave detailed responses to the situational questions with the focus always on customer service and attention to detail.

1 WF was selected with a score of 269 out of 325 on the skill set assessment. The applicant had a similar position and with her demonstrated technical skill would require little training. The applicant researched UConn Health thoroughly and knew the specifics about the position.

The skill assessment for this position queried applicants on inventory and ordering procedures. This included inventory management and procurement procedures including cycle count inventories and reconciliation audits.
JOBOPPORTUNITY BULLETIN
As of Friday, July 19, 2019

Department: Call Center  Job Title: Telecom Operator

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add full time Telecom Operators to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.
In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*************** THERE ARE 2 POSITIONS AVAILABLE***************

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition reimbursement for employees
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.
SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.
Flexibility may be needed with scheduling.
There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

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The position was posted on the UConn Health and Recruit Military websites.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 2 WM, were not selected for an interview because they did not possess the preferred qualifications of having a call center and/or medical office scheduling experience.

1 WF was selected gave the best responses to the situational response questions. She demonstrated excellent interpersonal and oral communication skills. The applicant provided detailed answers and expressed logical thinking and sound judgement. She has over two years’ experience in a medical call center practice.

1 BF was selected due to the confidently articulated accurate responses to the situational questions. The candidate exhibited excellent interpersonal and communication skills. Her focus was always on accuracy and customer service. The applicant had two plus years of experience with the preferred qualifications.
4D. (Secretarial/Clerical) Hires – Part Time to Full Time – Adjusted Work Schedule

Executive Assistant
(General Surgery)

1 BF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4E Administrative Program Assistant 1

Goals

1 white female
1 Hispanic female
1 AA/AN/HNPI female
4E. Administrative Program Assistant 1

No hiring activity occurred in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4F Admin Program Asst 2

Goals

2 white males
4 black females
This position is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit’s policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs; ability to follow-through; organizational ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:
Three (3) years administrative experience, preferably in an academic setting. Demonstrated experience with Excel and Access.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS: Experience with MyEvaluations.com, Blackboard, ERAS; experience with residency training programs.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Process resident travel authorizations, and reimbursements for approximately 130 medical residents in the Internal Medicine Residency Program tracking travel expenses in Excel data base

Reimburse residents for purchases of educational supplies

Look up resident candidate applications in ERAS (Electronic Residency Application Service) in reply of candidate inquiries for status of application

Assist with recruitment interviews, Husky Buy requisitions, office coverage.
Inpatient Clinical Education Clerkship Coordinator.

Database entry work

Red Cap - should have Microsoft Access experience

Related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $49,462
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**Abbreviations in Posting:**

- Blackboard – resource for students
- HuskyBuy – online purchasing system

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements of 3 years administrative experience, preferably in an academic setting; experience with Excel and Access; or the allowable substitution.

The goal candidates, 7 WM and 10 BF, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining interview rights to the position.

The goal candidate, 1 BF, was interviewed and not selected because she did not have the preferred qualifications of experience with residency training programs.

1 WF, a part-time UConn Health employee, was selected. She had 15 years of administrative experience which included the preferred 6 months of academic experience; and experience with residency training programs;
JOB OPPORTUNITY BULLETIN

As of Tuesday, May 28, 2019

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<th>Department:</th>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Assistant 2 to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

This position is accountable for independently providing responsible administrative support, and/or significant program support for The Connecticut Institute for Clinical and Translational Science (CICATS).

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED:
Works under the general supervision of the Chief Executive Officer

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

SCHEDULE: 40 hours/week, Mon- Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break.
This position may be required to work some evenings and weekend hours.

DUTIES & RESPONSIBILITIES:
Provides administrative support for faculty and staff. Manages vacation calendar for faculty and staff. Work with new hires to coordinate moves, lab coats, equipment and paperwork and all other "On-Boarding" requirements. Maintains faculty bio sketches in NIH format and CFAR. Composes manuscripts, abstracts, correspondence, PowerPoint presentations, brochures, and listserv. Makes travel arrangements and prepare expenses for reimbursement. Schedules and manages conference call meetings and conference room bookings. Takes meeting minutes, transcribes and disseminate. Organizes and maintains files. Update and maintain office policies and procedures, review manual and reference materials. Maintain contact lists. Processes paperwork including the arrangement of complex domestic and international travel and international immigration. Assist with
monitoring monthly budget, tracking expenditures and processing paperwork. Assists in program activities and logistics. Gather quotes for purchases from the department and process them in HuskyBuy. Assist in grant preparation and submission. Perform routine personnel/payroll functions, EPAFs and LDCAs. Maintain office supplies for department. Performs other duties required/assigned.

KNOWLEDGE, SKILLS & ABILITY:
Considerable knowledge of office systems and procedures. Considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications. Knowledge of the unit's policies and procedures. Knowledge of business math. Considerable interpersonal skills; oral and written communication skills. Ability to schedule and prioritize office workflow.

Ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular). Strong organizational skills with the ability to multi-task; excellent customer service.

GENERAL EXPERIENCE & TRAINING:
Three (3) years' experience above the routine clerk level in office support or secretarial work.
Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Minimum full time equivalent salary: $49,462.00

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This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 5 WM and 11 BF, did not meet the minimum qualifications for the following reasons:

- 3 WM and 5 BF’s application materials did not indicate a proficiency in MS Office (MS Excel and PowerPoint in particular).
- 1 WM and 3 BF did not have 3 years’ experience above the routine clerk level in office support or secretarial work.
- 1 WM’s application materials did not provide enough information to determine qualifications.
- 3 BF’s application materials showed no indication of proficiency in PowerPoint.

The goal candidates, 4 WM and 8 BF, were not interviewed for the following reasons:

- 3 WM and 5 BF did not have experience with travel processing and reimbursements for related travel expenses.
- 1 WM and 3 BF’s backgrounds did not include new hire onboarding, PowerPoint presentations, or listserv experience.

The 1 WF selected had current administrative support experience working in multiple departments. The candidate had experience in processing travel expenditure, new hire onboarding, composing brochures, PowerPoint presentations, and a familiarity with HuskyBuy usage.
UConn Health in Farmington is looking for a skilled and experienced Administrative Assistant to the Labor and Employee Relations Division (UConn Health Administrative Program Asst. II) to join our expanding, diverse and industry-leading organization. Our dynamic environment offers candidates in this role the following:

- Competitive salary/comp structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and qualified dependents
- Easy access to I-84, Route 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

Schedule: Full time MONDAY - FRIDAY 8:00 AM - 5:00 PM

Salary: Negotiable based on experience and expertise, but will pay a very minimum of $49,462. This position is accountable for independently providing responsible administrative support for the Labor Relations Unit within Human Resources.

Duties & Responsibilities:

Project Management: This role will be responsible for management of frequent ongoing projects as provided/directed by Employee and Labor Relations Associate, requiring advanced use of MS Office, as well as the ability to effectively prioritize duties and meet multiple deadlines. Calendar Management: This role will be responsible for the calendar management of the Employee/Labor Relations Associate and possibly other HR Leaders. Will need to use advance functions of Outlook to manage the calendar, as well as perform all correspondences with meeting attendees

Employee/Labor Relations Triage: This position will be responsible for the intake of calls coming into the Employee/Labor Relations Team. Responsibility will be to either answer baseline questions for employees, or refer to the appropriate Consultant Interpersonal: Acts for and represents supervisor to other University offices, the public or outside agencies. Coordinates a variety of non-routine matters. Confers with and assists supervisor in the performance of administrative and program activities. Acts as resource person for department/program.
Office Management: Coordinates administrative details for an office/department; directs the work flow and may perform administrative support for program staff. Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine budget matters. Arranges and coordinates meetings and functions, to include space and equipment. Maintains an inventory of supplies and equipment and purchases items when necessary. Performs other related duties as required.

Knowledge, Skills & Ability:

Proven intermediate to advance functioning knowledge of MS Office Considerable knowledge of business communication and office management. Excellent organizational and proactive project management skills; excellent customer service and interpersonal skills, effective verbal and written communication skills; analytical and critical thinking skills; good judgement and work ethic. Ability to schedule and prioritize office workflow; ability to problem solve; ability to use and troubleshoot standard office equipment; ability to take initiative; ability to work under pressure and exercise good judgement.

General Experience & Training:

Three [3] recent years (in the last 5 years) of experience above the clerk level in office support or administrative work. Or, a combination of education and training that provided sufficient knowledge and skills to perform the duties and responsibilities.

Preferred Experience:

At least one [1] year of experience working in either an HR department or within a large organization (over 100 employees). At least one [1] year working in direct support of a management employee (director level and above). Prior experience within an employee or labor relations unit. Prior experience working with unions/bargaining units. Resume Required for Consideration.

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This position was posted both on UConn Health and the Recruit Military websites.

The goal candidates, 1 WM and 3 BF, did not meet the minimum position requirements for the following reasons:

- 1 WM and 3 BF’s application packages did not indicate 3 recent years (in the last 5) of experience above the clerk level in office support or administrative work or a combination of education and training that provided sufficient knowledge and skills to perform the duties and responsibilities of the posting.

The goal candidates, 3 WM and 8 BF, were not selected for an interview for the following reasons:

- 1 BF’s work history included experience as a Case Manager in a non-profit organization with an emphasis on Outlook and Salesforce documentation. Her application materials did not reference any of the preferred qualifications.
- 3 WM and 3 BF are workers in the role on a temporary basis with unsatisfactory performance issues.
- 4 BF’s application materials did not reference any of the preferred experience of the position.

The 1 WF selected currently serves as a temporary employee in this title and has been performing the duties for over 5 months. The candidate has accomplished working interviews with the hiring manager and has experience with labor relations and collective bargaining agreements.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Administrative Program Assistant to our CT AHEC team located in Farmington. If you have a background in this field, as well as a passion for customer and student experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Paid Holidays per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available. This position is responsible for providing administrative support for the Urban Service Track/AHEC Scholars Program and affiliated AHEC programs focused on primary care and the National Health Service corps.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years administrative experience which includes experience with health-related educational programs and experience with grant funded programs. Data base creation and management, creation and editing of letters and program materials; experience in educational environment and experience working with community-based nonprofit organizations.
Substitutions Allowed:
College training may be substituted for the General Experience on the basis of\textsuperscript{3} of\textsuperscript{13} semester hours equaling one-half (1/2) year of experience and the experience as listed above.

**PREFERRED EXPERIENCE:** Black Board and Oasis, clinical skills training experience with health students and professionals.

**SUPERVISION RECEIVED:**
Works under the general supervision of an employee of higher grade.

**SUPERVISION EXERCISED:**
May lead/supervise lower level employees or student interns as assigned.

**EXAMPLES OF DUTIES:** This individual will be involved in a variety of activities including:
1) assist in data collection and management of UST/AHEC Scholars and AHEC Program student and program records;
2) providing support for the UST learning retreats, identifying dates, facilities, supplies needed, speakers as well as related correspondence with the respective UST faculty, students and community agencies sponsoring and/or supporting the 8 retreats, 2 clinical skills boot camps, 2 simulation activities and the academic year opening and closing ceremonies;
3) provide assistance in developing and updating UST/AHEC Scholars and AHEC program materials including website information which includes the annual application process for learners, the clinical skills boot camp modules and training modules;
4) manage scheduling, notification and documentation of Urban Health/AHEC Scholars for community outreach activities with students, preceptors and community partners;
5) provide general assistance for AHEC -UST related activities including but not limited to assisting in:
   a) providing support to Associate Dean for Primary Care with semi-annual National Health Service Corps informational sessions b) travel and mileage reimbursement of the Urban Health Scholars, UST faculty, AHEC Director and Associate Director
   c) reservation of on-campus and off-campus facilities for AHEC-UST program meetings
d) creation and maintenance of a central calendar UST/AHEC Scholar Programming and personnel
e) preparation for semi-annual UST/AHEC Scholar Faculty meetings
f) technical support in creating presentations about AHEC-UST/AHEC Scholars for local, regional and national conferences. Other duties include: developing and maintaining spreadsheets; preparing on-line surveys for student learners, faculty and community partners; providing assistance for the day-to-day operations of the Urban Service Track/AHEC Scholars program, serve as liaison between the six health professions schools participating in the Urban Service Track/AHEC Scholars program the larger University community, and the community agencies that support AHEC programs. Related duties as required.

**SCHEDULE:** 40 hour work week, generally Monday through Friday, 8:30am - 5pm, must also be flexible to provide assistance during the evening or weekends to meet AHEC program needs. Must have own transportation and ability to lift 50 pounds.

**FULL TIME EQUIVALENT MINIMUM SALARY:** $49,462
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Job Group: 4F-ADMIN PROGRAM ASSISTANT 2

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This job was position was posted both on the UConn Health and Recruit Military websites.

The goal candidates, 2 WM, did not meet the minimum requirements of the position as they did not have three (3) years administrative experience which includes experience with health-related educational programs and experience with grant funded programs. They did not qualify for the substitution requirement of a half year of college.

The goal candidates, 4 WM and 9 BF, were not selected for an interview as UConn Health employees with experience in health-related educational and grant funded program were interviewed initially.

The 1 WF selected has experience with both Black Board and Oasis computer software and worked with students and health professionals in a similar institution in a managerial capacity. The applicant also had experience with educational and grant funded programs at UConn Health.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Administrative Program Assistant 2 to our growing team in our Graduate Office/Medical Dean’s Office located in Farmington. If you have a background in this field, as well as a passion for customer and student experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Paid Holidays per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

EXAMPLES OF DUTIES: Independently provide a wide range of administrative and support services for both the Graduate Office and the Faculty Consulting Office.
Graduate Office (60%) - Responsibilities include:
Planning and carrying out major events including the two recruitment weekends, new student orientation, and student research days during the year - Biomedical Science PhD Program Orientation, Fall Open House, Recruitment Weekends, Graduate Student Research Day, Undergraduate Summer Internship Program in Biological and Biomedical Sciences.

Administrative support for Associate Dean
Faculty Consulting Office - FCO (40%) Processing requests to consult; assisting with training of faculty and staff; developing and distributing required monthly, quarterly and annual reports.
In collaboration with the Director of Health Affairs Policy Planning this person will participate in policy/procedure review & interpretation and with the annual audits; Administrative support for the Director of Health Affairs Policy Planning Prepares correspondence and maintains calendar. Schedules meetings. Prepares travel authorizations, mileage reimbursements, purchase orders and similar office documents. Related duties as required.
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs; ability to manage projects with minimal supervision; work effectively in a team; critical thinking skills; ability to solve problems and resolve concerns independently; ability to foster good working relationships.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years of administrative experience in office support or secretarial work. Proficient in the use of Microsoft Word and Excel, especially the use of Pivot tables.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preferred Skills
Demonstrated ability to read and interpret policy statements
Ability to approach problems creatively.
Desire to re-assess and improve existing systems and practices (i.e. continuous quality improvement.)
Proficiency with UConn systems such as Banner, Husky Buy and Blackboard

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break; must be flexible to work some weekends and evenings.

FULL TIME MINIMUM EQUIVALENT SALARY: $49,462

Why UConn Health
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All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us UConn.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities.
Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2019-060 Date Started: 10/12/2018 Job Title: Administrative Program Assistant 2
Job Group: 4F-ADMIN PROGRAM ASSISTANT 2

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This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 5 BF, did not meet the minimum requirements of the posting as they did not have the three (3) years of administrative experience in office support or secretarial work or a half year of college.

The goal candidates, 7 WM and 9 BF, were not interviewed as UConn Health employees with relevant experience in higher education were interviewed initially.

The 1 WF selected has experience in Higher Education. The applicant has familiarity with Banner, Husky Buy, and Blackboard. She has been on managerial committees interpreting organizational policy and procedures and continuous quality improvements efforts.
At UConn Health, this class is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus
Progressive leadership and educational development programs available
Schedule: 40 hours per week, Mon - Fri, 8:00am - 4:30 pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Typing: ability to type a full range of correspondence, reports, bills, drafts, etc., from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling. In typing grants must be able to write application from notes, determining appropriate information and format. Filing: Organizes and maintains a complex filing system to support a program/department, including fiscal, personnel and other records. Compiles and maintains a collection of resource materials and program information.
Correspondence: Composes complex letters, memos, etc. for manager's signature. Report Writing: Assembles data, writes and/or edits reports, requiring knowledge of subject area. Uses complex spreadsheet programs. Interpersonal: Acts for and represents supervisor to other University offices, the public or outside agencies. Coordinates a variety of non-routine matters. Confers with and assists supervisor in the performance of administrative and program activities. Acts as resource person for department/program. Office Management: Coordinates administrative details for an office/department; directs the work flow and may perform administrative support for program staff. Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine
budget matters. Arranges and coordinates meetings and functions, to include space and equipment. Maintains an inventory of supplies and equipment and purchases items when necessary. Makes travel arrangements. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures
Considerable knowledge of proper grammar, punctuation, and spelling
Knowledge of business communication
Knowledge of the unit’s policies and procedures
Knowledge of business math
Oral and written communication skills; interpersonal skills
Ability to schedule and prioritize office workflow
Ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years’ experience above the routine clerk level in office support or secretarial work.
Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements:
Demonstrated proficiency in MS Word, Excel, Outlook, PowerPoint and Adobe Acrobat.
Experience in arranging and scheduling travel arrangements.

Preferred Experience:
Experience in the preparation of federal grants.
Ability to manage multiple grant priorities and meet timelines.
Demonstrated strong typing and editing skills.

Full Time Equivalent Minimum Salary: $49,462.00

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Why UConn Health
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Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

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This position was posted on both the UConn Health and Recruit Military websites.

This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 2 WM and 11 BF, did not meet the minimum requirements for the position for the following reasons:

- 2 WM and 10 BF did not meet the special requirement of arranging and scheduling travel arrangements.
- 1 BF’s applications materials were not detailed enough to determine qualifications.

Of the goal candidates, 1 BF, was not interviewed because her background did not include experience in grant writing.

The 1 WF selected has expertise in developing learning content for PowerPoint presentations. Answered detailed questions on grant writing techniques and was responsible for the travel arrangements in her previous role.
**JOB OPPORTUNITY BULLETIN**

*As of Friday, May 31, 2019*

<table>
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<th>Department: Enrollment Planning &amp; Management</th>
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<td>Date Posted: 11/19/2018</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Assistant Registrar to our growing team in Student Services located in Farmington. If you have a background in this field, as well as a passion for customer and student experience, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- 12 Paid Holidays per year
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SUPERVISION RECEIVED:**
Works under the general supervision of the Registrar and Director of Student Services.

**SUPERVISION EXERCISED:**
May lead/supervise lower level employees as assigned.

**EXAMPLE OF DUTIES:**
Serves as a knowledgeable and authoritative source of information for faculty, administration, students, and others regarding records, enrollment, grading and general registrar-related inquiries. This often requires independent interpretation, judgment, initiative and the ability to analyze, troubleshoot and resolve data conflicts, typically only working with the UCH Registrar and Associate Registrar to respond to unusual situations. Ensure the accuracy and security of student academic records in accordance with FERPA, University Policy and records management practices. Work in cooperation with the Registrar and others to ensure academic policies and procedures are enforced. Coordinates the Registrar email account; will respond to, and resolve, questions and concerns, ensuring all correspondence is handled efficiently, accurately and professionally. This requires the ability to write clearly and effectively.
Responsible for updating student information system in regards to biographical, registration, and grading records. Coordinates and performs all duties associated with the creation and delivery of transcripts, both current and archival. Responds to requests for enrollment and degree verifications. Coordinates and provides assistance in all aspects of National Student Clearinghouse and Degree Verifications, including resolving enrollment reporting errors, researching and confirming enrollment and degree information requests. Responsible for participation in all aspects of major office functions including creating the schedule of courses, collecting thesis and dissertation documents and plans of study, preparing for and participating in commencement, distributing diplomas, reviewing data reports as necessary, bundle testing, and providing presentations as requested. Coordinates workflow and processes administrative paperwork, recommending changes as necessary to improve business process. Assists with coordination of records retention initiatives adhering to State Document Retention Guidelines in coordination with the University Registrar, the Office of Audit, Compliance, and Ethics and the University Archivist. This will include coordination of the archiving of documents using scanning software, ensuring accurate scanning and archiving of records, implementing scanning when feasible, updating and maintaining paper filing systems, and making records destruction requests as appropriate. Maintains calendar of office deadlines and procedures manual. Updates yearly. Keeps abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and FERPA guidelines. May be responsible for creating and revising training documentation that is technical in nature. Independently manage special projects, which may be short- or long-term, and which require technical understanding and a broad knowledge of Registrar functionality. Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, spelling; strong analytical skills and attention to detail, commitment to quality and customer service (faculty, staff and students), administrative, organizational, problem-solving, prioritization and time management skills; ability to independently manage multiple responsibilities and participate as a team member; oral and written communication skills; ability to establish rapport with students and to maintain effective working relationships with faculty and staff; familiarity with computers as a user.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:
Three (3) years administrative experience, which included working in higher education and/or prior registrar experience in higher education; advanced skills in Microsoft Suite (Excel) required.
Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS: Prior experience in a Registrar's Office at the University level or equivalent; experience working with students, faculty and staff; experience with a student information system as an administrative user (PeopleSoft preferred); Knowledge of FERPA; ability to read and interpret policies (internal, University and State of Connecticut).

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break. May require occasional night and weekend hours throughout the year.

FULL TIME MINIMUM EQUIVALENT SALARY: $49,462
Why UConn Health

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This position was posted both on the UConn Health and Recruit Military websites.

The goal candidates, 2 WM and 11 BF, did not meet the minimum position requirements of possessing three (3) years administrative experience, which included working in higher education and/or prior registrar experience in higher education with advanced skills in Excel (required) or one half years of college credit.

The goal candidates, 9 BF, were not interviewed for the following reasons:

- 2 BF’s resumes had grammatical and punctuation errors.
- 7 BF had a degree but no related work experience.

Of the goal candidates, 1 BF, was interviewed but not selected as she did not give complete responses to questions posed concerning interpreting policy and the PeopleSoft software system. She also did not have knowledge of FERPA (Family Educational Rights and Privacy Act).

The 1 WF selected had previous administrative and higher education experience. She currently possesses the title of Assistant Director of Admissions. The candidate was able to demonstrate analytical skills and troubleshooting in examples to questions. She spoke about the necessity to build rapport in a department and the importance of communication.
JOB OPPORTUNITY BULLETIN

As of Friday, May 31, 2019

Department: Academic Affairs-Med
Recruiter: Marisa Leone
Job Title: Adm Program Assistant II
Search Code: 2019-345
Date Posted: 10/31/2018
Posting Deadline: 11/7/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Assistant 2 to our team for Academic Affairs/Residency Administration. If you have a background in this unique field, as well as a passion for employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Major and Minor Holidays off per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
Progressive leadership and educational development programs available
This position is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years' experience in an administrative position. Must be proficient with Excel and have strong database experience.
Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.
Preferred Qualifications: Experience with Blackboard and MyEvaluations.com; experience with residency/fellowship databases; experience in an academic setting.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Manage a complex residency and fellowship database containing information for 50+ training programs pertaining to required information for continued compliance with or GME accrediting body. Compile and analyze reports for program manager in a useful and insightful format. Ability to track, organize, and follow-up various information requests in collaboration with GME program manager to ensure timely submission to accrediting body are met. Compose official GME Office correspondence to all training programs on behalf of program manager via Blackboard. Take minutes for GMEC program review and other meetings as needed. Provide all training verifications for all graduates of an UConn SOM sponsored GME training programs to include:
  Process malpractice forms for all current residents.
  Process loan forms for all current residents.
  Process visiting resident paperwork
  Manage resident appointment database for all programs
  Answer and direct incoming GME office phones and office visitors as appropriate
  Responsible for resident GME hotline for any confidential resident concerns
  Schedule and reserve all conference rooms and catering on behalf of GME office and resident leadership.
  Assist in monitoring MyEvaluations.com with resident duty hour compliance
  Related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: $49,462

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2019-345 Date Started: 2/1/2019

Job Title: Administrative Program Assistant 2
Job Group: 4F-ADMIN PROGRAM ASSISTANT 2

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This position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 9 BF, did not meet the minimum requirements for the following reasons:

- 1 BF did not reference any computer or systems experience on her application materials.
- 8 BF did not possess 3 years’ experience in an administrative position.

The goal candidates, 4 WM and 8 BF, were not interviewed for the following reasons:

- 4 WM and 6 BF had degrees but worked in different business industries with advanced titles and did not list any administrative duties they performed or for which they were responsible.
- 2 BF did not have a background utilizing Blackboard, MyEvaluations, or experience in an academic setting.

The 1 AF selected had experience operating Blackboard, SharePoint, and MyEvaluations computer software. The candidate was a former UConn graduate student and worked with the residency/fellowship databases. The applicant gave detailed responses to all questions and posed pertinent questions. It was evident that she had researched available information on the GME website.
JOB OPPORTUNITY BULLETIN

As of Sunday, June 30, 2019

Department: Surgery
Recruiter: Marisa Leone
Job Title: Adm Program Assistant II
Search Code: 2019-495
Date Posted: 1/14/2019
Posting Deadline: 1/21/2019

EXAMPLES OF DUTIES:
Act as a resource for the Division Chief of General Surgery by interpreting policies and procedures for all divisional/departmental faculty
Act as a liaison for internal business, as well as outside agencies Schedule and maintain calendar of appointments, meetings and travel itineraries for the Division Chief of General Surgery and faculty members within the division.
Oversee and maintain the division in-residence, joint and community based faculty appointment files, as well as send out re-appointment letters annually.
Oversee department faculty vacations and prepare annual summary report for the Dean of School of Medicine.
Compile Merit and PTR (promotion, tenure, and reappointment) forms; setup individual meeting with Division Chief and Department Chairman to review material prior to submission to SAPC. Prepare a summary report of the faculty appointments, promotions and reappointments for the Dean of the School of Medicine
Maintain Academic Enhancements funds for the division
Coordinate recruitment of new divisional faculty, candidate interviews, and prepare interview schedule within UCONN HEALTH, coordinate travel for candidates
Work with new hires to coordinate moves, lab coats, equipment and paperwork
Prepare invoices, purchase requisitions for dues, registration, travel, supplies and equipment
Maintain the Division Chief and faculty bio sketches in NIH format and CFAR
Compose manuscripts, abstracts, correspondence, PowerPoint presentations, brochures, and listserv
Compose confidential correspondence with regards to patients and case review lawyers for the division Chief and faculty including scheduling depositions, court appearances, travel time, etc.
Make travel arrangements and prepare expenses for reimbursement
Prepare on-call schedule for General Surgery
Prepare and send out monthly teaching schedule
Act as the JDH Site Coordinator
Responsibilities as JDH Site Coordinator
1). Set up resident and site director 6 month evaluation meetings with Dr. Shames
2). Residents letters of recommendation for Dr. Shames
3). Various responsibilities to surgery residents while rotating at JDH (JDH Site Coordinator)
set up computer access prior to arrival, and any training they may need send and monitor paper evaluations to the PA's for completion
MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:
Three (3) years administrative experience to include experience with Residency programs; familiarity with ACGME regulations and guidelines; database experience and must also be proficient in Excel.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preferred Qualifications
Experience using Mac/Apple products
ERAS (Electronic Residency Application Service)
HuskyBuy/Banner

SCHEDULE: 40 hour work week; Monday through Friday, 8:30am - 5pm.

FULL TIME MINIMUM EQUIVALENT SALARY: $49,462

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adt.uchc.edu
The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 2 WM and 7 BF, did not meet the minimum requirements for the position of three (3) years administrative experience. The experience was to include a Residency program, familiarity with ACGME regulations and guidelines and database familiarity. These candidates did not qualify for the substitution allowance of semester hours and six months experience.

Of the goal candidates, 1 BF, was not selected for an interview as she did not have experience with Residency program or the ACGME guidelines.

The 1 WF selected had experience with the HuskyBuy and Banner computer systems and also the Electronic Residency Application Service. The applicant stressed confidentiality and had experience scheduling for previous physicians. She had positive references.
JOBS OPPORTUNITY BULLETIN

As of Sunday, June 30, 2019

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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Assistant to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. At UConn Health this class is accountable for independently providing responsible administrative support and/or significant program support for the Neag Comprehensive Cancer Center located in the Outpatient Pavilion in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, 7:45 a.m. to 4:45 p.m., minor holidays as needed; One hour unpaid meal break.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Composes complex letters, memos, etc. for manager's signature
Types and formats a full range of correspondence, reports, bills, etc., from rough draft, transcription, dictated notes, etc. and proofreads for content
Edits using knowledge of grammar, punctuation and spelling
Organize and maintains a complex filing system to support a program/department, including fiscal, personnel and other records
Compiles and maintains a collection of resource materials and program information
Assembles data, writes and/or edits reports requiring knowledge of subject area
Uses complex spreadsheet programs
Acts for and represents supervisor to other University offices, the public or outside agencies
Acts as liaison with other department members in financial management and consultant role
Performs routine personnel/payroll functions using KRONOS, staffing/scheduling, time off requests, call out management
Prepare Personnel Transaction Requests (PTR)
Assists with new staff/provider onboarding
Grants computer access, responds to department technical issues
Coordinates a variety of non-routine matters
Confers with and assists supervisor in the performance of administrative and program activities
Acts as resource person for department/program
Coordinates administrative details for an office/department; directs the work flow and may perform administrative support for program staff
Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine budget matters
Prepares budget reports
Pays invoices and creates purchase orders
Arranges and coordinates meetings and functions to include space and equipment
Maintains an inventory of supplies and equipment and purchases items when necessary
Perform clerical duties for Survivorship Program
Maintain Outlook distribution lists
Makes travel arrangements
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of office systems and procedures
Considerable knowledge of proper grammar, punctuation, and spelling
Knowledge of business communication
Knowledge of the unit's policies and procedures
Knowledge of business math
Oral, written and interpersonal skills
Ability to schedule and prioritize office workflow
Ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs

POSITION REQUIREMENTS:
EXPERIENCE AND TRAINING: General Experience:
Three (3) years' experience above the routine clerk level in office support or secretarial work.
SUBSTITUTION ALLOWED:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:
Working knowledge of EPIC
Experience using Husky Buy and BANNER
Experience using KRONOS, Meeting Room Manager and Outlook

MINIMUM FULL TIME EQUIVALENT SALARY: $49,462

Why UConn Health
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The position was posted on the UConn Health and Military Careers website.

The goal candidates, 4 BF, did not meet the minimum requirements for the position as they did not have the three (3) years’ experience or the substitution allowance.

The goal candidates, 5 WM and 3 BF, were not selected for an interview as they did not have the preferred qualifications of experience with Epic, HuskyBuy, Banner, or the KRONOS computer systems.

Of the goal candidates, 1 WM, 2 BF, were interviewed but not selected for the following reasons:

- 1 WM had experience in a human resources capacity that did not include administrative assistant functions.
- 1 BF spoke negatively about previous employers and related unprofessional behavior on her part.
- 1 BF had difficulty in formulating focused answers to interview questions.

The 1 WF selected had two decades of relevant administrative assistance experience. The applicant had worked in higher education dealing with both faculty and all levels of staff. The applicant had experience with KRONOS and Epic compute software systems.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4G Clinic Office Assistant

Goals

3 white males
1 white female
2 black males
1 Hispanic male
### Clinic Office Assistant

**JobGroup:** 4G-CLINIC OFFICE ASSISTANT

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A goal candidate, 1 WF, was selected.
SCHEDULE: 40 hr/wk. Mon-Fri, Flexible 8 hr shifts between 7:30am and 5:30 pm with a 1 hour unpaid meal break.

EXAMPLES OF DUTIES:
- Daily scheduling of surgeries and in office procedures.
- Coordinate provider schedules with FSC and PEC.
- Provide administrative support to providers including but not limited to:
  - Making patient appointments
  - Calling pharmacies
  - Referrals
  - Patient letters
  - Consults-triages
  - Check in or out patients as part of coverage of front desk COA's.
  - Contact patients regarding surgeries and pre-surgical testing.
  - Schedule pre-surgical testing.
  - Ordering and inventory of office and clinical supplies as needed.
  - Providing customer service as needed
  - Answering telephone related to clinic
  - Any related duties required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:
- Knowledge of the principles and practices of clinical office management
- Considerable knowledge of proper grammar, punctuation and spelling
- Knowledge of medical terminology
- Considerable interpersonal skills
- Knowledge of business communication
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow
- Understanding of referral processing
- Ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:
- Two (2) years of medical appointment scheduling experience in a medical setting.

SUBSTITUTION:
- Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS:
- May be required to work in other areas of UMG and travel to satellite offices.

REFERRED:
- Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; IDXWeb; NextGen.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829

UCon Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PW/D/V employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
Req: 2018-1209    Date Started: 9/14/2018    JobTitle: Clinic Office Assistant
                      JobGroup: 4G-CLINIC OFFICE ASSISTANT

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**Abbreviations in Posting:**

FSC – Farmington Surgery Center
PEC – Preadmission Evaluation Center
COA – Clinic Office Assistant
UMG – UConn Medical Group
IDXWeb – scheduling, billing, and accounts receivable software
NextGen – electronic medical records software

This position was posted on Recruit Military and the UConn Health website.

The WF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidate, 1 BM, did not meet the minimum requirements because he did not have the required 2 years of medical appointment scheduling experience in a medical setting or the allowable substitution.

The goal candidate, 1 WM, was not interviewed because he was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed and he did not have the preferred previous experience in a multi-specialty office practice setting; surgical scheduling experience; or experience utilizing IDX and NextGen.

1 HF was selected. She had 7 years of surgical scheduling experience; experience in a multi-specialty office practice setting; and experience with IDX and NextGen.
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**Abbreviations in Posting:**

- MRI – magnetic resonance imaging
- PSR – Patient Services Representatives

This position was posted on Recruit Military and the UConn Health website.

The WF goal had been met with a previous hire and it was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 BF was selected. She had experience scheduling complex medical procedures and testing: MRI, right sided cardiac catheters for pulmonary hypertension, complex diagnostic testing. Experience scheduling invasive electrophysiology procedures and testing, cardiac and thoracic surgeries, biopsies as appropriate for discipline and bronchoscopies. She also had familiarity with appropriate ICD10 and CPT coding for scheduling; precertification experience including coding and medical terminology, completing referrals to other specialists. Experience with payer relations and claims resolution including understanding of revenue cycle as it relates to front end office procedures; experience processing billing and insurance information; and experience preparing vouchers and assisting PSR staff.
This position will float within UMG Orthopaedics.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management
considerable knowledge of proper grammar, punctuation and spelling
knowledge of medical terminology
considerable interpersonal skills
knowledge of business communication
ability to operate office equipment which may include word processors, computer terminals or other automated equipment
ability to schedule and prioritize workflow; understanding of referral processing
ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: May travel to multiple locations.

PREFERRED: Surgical scheduling experience; previous experience in an outpatient physician office practice setting. NextGen/IDX, ICD-9/CPT coding; EPIC.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls;
schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records;
prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information;
send out reminder cards/letters to cancel and reschedule appointments;
perform secretarial duties;
keeps records/files; prepares reports/correspondence;
transcribes MD orders;
acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829.
**Abbreviations in Posting:**

UMG – UConn Medical Group  
NextGen – electronic medical records software  
IDX – scheduling, billing, and accounts receivable software  
CPT – Current Procedural Terminology  
EPIC – integrated electronic medical records system  
MD – Doctor of Medicine

This position was posted on Recruit Military and the UConn Health website.

The WF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidate, 1 HM, was not interviewed because he did not have the preferred surgical scheduling experience and NextGen/IDX, ICD-9/CPT coding and EPIC experience.

1 AF was selected. She had 2 years of outpatient physician office experience scheduling medical appointments in a medical setting. She also had the preferred surgical scheduling experience and NextGen/IDX, ICD-9/CPT coding and EPIC.
This position is located in West Hartford and will independently perform a full range of administrative tasks in the scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of medical scheduling experience in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above. Must have medical appointment scheduling experience.

SPECIAL REQUIREMENTS: May travel to satellite offices as needed.

PREFERRED: Previous experience in multispecialty outpatient scheduling; EPIC; electronic medical record; referrals and front office responsibilities.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; uses AIDET with all patient interactions; schedule patient appointments for clinics, surgery and diagnostic testing; coordinate supplies and other resources; confirm accurate CPT and ICD9/10 codes for billing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; takes messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; prepare and fax required documentation to assure prior authorization is obtained as required by payor; organize chart assuring all documentation is in place prior to RN reviewing with patient before procedure; assure all vouchers are received for all patients and procedures within 24 hours of service; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8:30am - 5:30pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical mission over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
### Abbreviations in Posting:

- EPIC – integrated electronic medical records system
- AIDET – customer support values
- MD – Doctor of Medicine
- RN – Registered Nurse

This position was posted on Recruit Military and the UConn Health website.

The WF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidates, 1 WM and 3 BM, did not meet the minimum requirements of having 2 years of medical appointment scheduling experience or the allowable substitution.

The goal candidates, 2 BM and 1 HM, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.

1 HF, part-time UConn Health UHP employee, was selected. She had 2 years of medical appointment scheduling experience; EPIC; and referrals and front office responsibilities.
This is a float position for the UMG Float pool. Will be required to work in other areas of UMG and travel to satellite offices, which include Canton, Simsbury, Southington, Farmington, West Hartford, East Hartford, and Storrs.

SCHEDULE:
40 hr/wk, Mon - Fri, 8:00am - 5:00pm, 1 hr unpaid meal break.

EXAMPLES OF DUTIES:
Acts as triage/receptionist for incoming patients and telephone calls
Schedules patient appointments for clinics, surgery and diagnostic testing
Assure availability of medical records
Prepares a variety of requests for patient diagnostic testing;
Take messages for providers;
Process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments;
Perform secretarial duties
Keeps records/files; prepares reports/correspondence; transcribes MD orders
Acts as receptionist providing both check in and check out functions including cash collections; triages phone calls;
Cross covers for other assistants as needed; may order supplies as needed;
Perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY:
Knowledge of the principles and practices of clinical office management;
Considerable knowledge of proper grammar, punctuation and spelling;
Knowledge of medical terminology; considerable interpersonal skills;
Knowledge of business communication;
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment;
Ability to schedule and prioritize workflow; understanding of referral processing;
Able to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:
Two (2) years of medical appointment scheduling experience in a medical setting.

SUBSTITUTION:
Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS:
Will be required to work in other areas of UMG and travel to satellite offices, which include Canton, Simsbury, Southington, Farmington, West Hartford, East Hartford, and Storrs.

PREFERRED:
Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; EPIC.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
Req: 2019-470  Date Started: 3/15/2019  JobTitle: Clinic Office Assistant  JobGroup: 4G-CLINIC OFFICE ASSISTANT

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**Abbreviations in Posting:**
- UMG – UConn Medical Group
- MD – Doctor of Medicine
- EPIC – integrated electronic medical records system

This position was posted on Recruit Military and our UConn Health website.

The WF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 BM, did not meet the minimum requirements because they did not have the required 2 years of medical appointment scheduling experience in a medical setting or the allowable substitution.

The goal candidates, 1 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM, an UConn Health employee, had not taken the initiative/opportunity to troubleshoot and solve patient’s issues/concerns.
- 1 BM did not have experience scheduling appointments.

The goal candidate, 1 HM, was interviewed and not selected because during the interview he indicated that he was interested in being a float Medical Assistant rather than a Clinic Office Assistant.
1 WF and 1 BF were selected.

- 1 WF had 7 years of experience scheduling medical appointments in a medical setting.
- 1 BF had 2 years of medical appointment scheduling experience in a multi-specialty office practice setting, which also included surgical scheduling and EPIC experience.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

At UConn Health, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing of services to patients. This position will provide coverage to the following areas of the Cancer Center: Sickle Cell and Colon Cancer prevention located in the Main building, Infusion Services and Cancer Center front desk and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT.

THERE ARE MULTIPLE POSITIONS AVAILABLE

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full-time position, 40 hours per week, Monday - Friday, flexibility is required to work any of the following shifts as assigned, 7:30 a.m. to 4:30 p.m., 7:45 a.m. to 4:45 p.m., 8:00 a.m. to 5:00 p.m. or 8:30 a.m. to 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

EXAMPLES OF DUTIES:
Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing
Assures availability of medical records
Prepares a variety of requests for patient diagnostic testing
Transports specimens
Reviews and records test results, notifies physicians of results
Processes billing/insurance information
Sends out reminder cards/letters to cancel and reschedule appointments
May assist physicians in minor office procedures
May stock rooms and order supplies
Works on special projects
Performs secretarial duties, keeps records/files, prepares reports/correspondence
May transcribe orders, discharge/admission summaries from tape recordings
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of clinical office management
Knowledge of medical terminology
Considerable interpersonal skills
Oral and written communications skills
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:
EXPERIENCE AND TRAINING: General Experience:
Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

SPECIAL REQUIREMENT:
High volume outpatient clinic experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:
Experience using EPIC
Oncology medical practice experience
Chemotherapy/Infusion therapy scheduling experience.
Surgical Scheduling experience.

Full time equivalent salary: $41,829
UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1931. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Approximately 101 new applicants were received. We referred 50 of these applicants to the Health Information Management area. We referred 19 to the Business Office area. We referred 28 to the Administration area. This position was posted on Recruit Military and our UConn Health website.

The WF goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 WM, 1 BM, and 1 HM, did not meet the minimum qualifications for the following reasons:

- 1 WM did not have the required high-volume outpatient clinic experience.
- 1 BM and 1 HM did not have the required 2 years of experience providing clinical office support including scheduling of appointments and procedures, or high-volume outpatient clinic experience.

2 BF and 1 HF were selected.

- 1 BF had 10 years of experience in a high-volume outpatient clinic setting providing clinical office support that included scheduling of appointments and procedures, and using EPIC.
- 1 BF had 7 years of experience in a high-volume outpatient clinic setting providing clinical office support that included scheduling of appointments, procedures, and surgeries; EPIC experience; oncology medical practice experience; and chemotherapy/infusion therapy scheduling experience.
- 1 HF had 2 years of experience in a high-volume outpatient clinic setting providing clinical office support that included scheduling of appointments, procedures, and surgeries. She also had EPIC experience.
A goal candidate, 1 HM, was selected.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

At UConn Health, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing of services to patients. This position will provide coverage to the pulmonary units in Farmington, CT and may rotate to provide coverage in Cardiology. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders) and may be required to travel to off-site satellite offices in CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work between 7:30 a.m. to 5:30 p.m., 30 minute unpaid meal break.

EXAMPLES OF DUTIES:
Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing
Assures availability of medical records
Prepares a variety of requests for patient diagnostic testing
Manages transport specimens
Records and records tests results, notifies physicians of results
Processes billing/insurance information
Sends out reminder cards/letters to cancel and reschedule appointments
May assist clinical staff in obtaining prior authorization for specialty medications and durable medical equipment
May stock rooms and order supplies
Works on special projects
Performs secretarial duties, keeps records/files, prepares reports/correspondence
May transcribe orders, discharge/admission summaries from tape recordings
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of the principles and practices of clinical office management
Knowledge of medical terminology
Considerable interpersonal skills
Oral and written communications skills
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:
EXPERIENCE AND TRAINING: General Experience:
Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.
SPECIAL REQUIREMENTS: This position provides support to all UConn Health Pulmonary units and may require travel to off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders).

PREFERRED EXPERIENCE/QUALIFICATIONS:
Three (3) years’ experience in medical practice preferably a specialty office
Experience scheduling complex medical procedures and testing; MRI, right sided cardiac cath procedures for pulmonary hypertension, complex diagnostic testing
Experience scheduling sleep studies, PFTs, bronchoscopies, thoracentesis, biopsies as for appropriate disciplines
Familiarity with appropriate ICD10 and CPT coding for scheduling
Presentation experience including coding and medical terminology, completing referrals to other specialists
Experience processing billing and insurance information
Experience preparing vouchers and assisting PSR staff

MINIMUM full time equivalent salary: $41,829
Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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### Clinic Office Assistant

**JobGroup:** 4G-CLINIC OFFICE ASSISTANT

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### Abbreviations in Posting:

- PFT Lab – pulmonary function test laboratory
- MRI – magnetic resonance imaging
- PSR – Patient Services Representatives

This position was posted on Recruit Military and the UConn Health website.

The WF goal had been met with a previous hire and it was no longer an established hiring goal.

The goal candidates, 2 WM, did not meet the minimum requirements of having 2 years of experience providing clinical office support including scheduling of appointments and procedures.

The goal candidates, 1 WM and 1 HM, were not interviewed because they did not have the following preferred qualifications:

- Three (3) years' experience in medical practice preferably a specialty office;
- Experience scheduling complex medical procedures and testing: MRI, right sided cardiac cath. procedures for pulmonary hypertension, complex diagnostic testing;
- Experience scheduling sleep studies, PFT's, bronchoscopies, thoracentesis, biopsies as for appropriate disciplines;
- Familiarity with appropriate ICD10 and CPT coding for scheduling;
Req: 2019-498 continued

- Precertification experience including coding and medical terminology, completing referrals to other specialists;
- Experience processing billing and insurance information;
- Experience preparing vouchers and assisting PSR staff.

1 WF was selected. She had 7 years of experience providing clinical office support in which 4.5 of those years were in a Cardiology office. This experience included scheduling complex medical procedures and testing; experience with prior authorizations and scheduling sleep studies.
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At UConn Health, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing of services to patients. This position will provide coverage to the following areas of the Cancer Center: Sickle Cell and Colon Cancer prevention located in the Main building, Infusion Services and Cancer Center front desk and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, flexibility is required to work any of the following shifts as assigned, 7:30 a.m. to 4:30 p.m., 7:45 a.m. to 4:45 p.m., 8:00 a.m. to 5:00 p.m. or 8:30 a.m. to 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

EXAMPLES OF DUTIES:
- Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing
- Assures availability of medical records
- Prepares a variety of requests for patient diagnostic testing
- Maintains and records test results, notifies physicians of results
- Processes billing/insurance information
- Sends out reminder cards/letters to cancel and reschedule appointments
- May assist physicians in minor office procedures
- May stock rooms and order supplies
- Works on special projects
- Performs secretarial duties, keeps records/files, prepares reports/correspondence
- May transcribe orders, discharge/admission summaries from tape recordings
- Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communications skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow.

POSITION REQUIREMENTS:
EXPERIENCE AND TRAINING: General Experience:
- Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

SPECIAL REQUIREMENT:
- High volume outpatient clinic experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:
- Experience using EPIC
- Oncology medical practice experience
- Chemotherapy/infusion therapy scheduling experience
- Surgical Scheduling experience.

M/F full time equivalent salary: $41,829
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**Abbreviations in Posting:**

EPIC – integrated electronic medical records system

This position was posted on Recruit Military and the UConn Health website.

The WF and HM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 5 WM and 1 BM, did not meet the minimum qualifications for the following reasons:

- 2 WM and 1 BM did not have the required 2 years of experience providing clinical office support including scheduling of appointments and procedures, or high volume outpatient clinic experience.
- 3 WM applied after the 4th position had been cancelled.

1 WF, 1 BF, and 1 HF were selected.

- 1 WF had 2 years of experience in a high volume outpatient clinic setting providing clinical office support that included scheduling of appointments and procedures.
- *1 BF was a lateral transfer. She was a Clinic Office Assistant that had the preferred experiences of using EPIC and surgical scheduling.
- 1 HF had 4 years of experience in a high volume outpatient clinic setting providing clinical office support that included scheduling of appointments, procedures, and surgery.
This position will float within MSI practices to include Orthopaedics, Rheumatology, Osteoporosis, and Comprehensive Spine.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management
considerable knowledge of proper grammar, punctuation and spelling
knowledge of medical terminology
considerable interpersonal skills
knowledge of business communication
ability to operate office equipment which may include word processors, computer terminals or other automated equipment
ability to schedule and prioritize workflow; understanding of referral processing
ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: May travel to multiple locations.

PREFERRED: Surgical scheduling experience; previous experience in an outpatient physician office practice setting; EPIC.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls;
schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records;
prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information;
send out reminder cards/letters to cancel and reschedule appointments;
perform secretarial duties;
keeps records/files; prepares reports/correspondence;
transcribes MD orders;
acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour week. Monday through Friday, 8am - 5pm, may also work 7:30am - 4:30pm as needed, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829.
### Abbreviations in Posting:

MSI – Musculoskeletal Institute  
EPIC – integrated electronic medical records system  
MD – Doctor of Medicine  

This position was posted on Recruit Military and the UConn Health website.

The WF and HM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had 8.5 years of experience in an outpatient orthopedic practice setting and an additional 10 years of experience working all aspects of clerical support in an outpatient medical practice. Specifically, she had experience scheduling medical and surgical appointments.
This position will schedule surgeries for multiple surgeons for Surgery.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; ability to communicate effectively with patients, surgeons, co-workers and supervisor; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment. Strong attention to detail and active team participation.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Surgical Scheduling experience; May travel to multiple locations.

PREFERRED: Previous experience in an Ophthalmology office practice setting. Experience with IDX, Epic or other EHR; ICD-10/CPT coding;

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, work between the hours of 7:30am - 5:30pm, 1 hour unpaid meal break. Flexibility needed and willing to work in multiple office locations.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829
Abbreviations in Posting:

IDX – scheduling, billing, and accounts receivable software
EPIC – integrated electronic medical records system
EHR – electronic health record
CPT – Current Procedural Terminology

This position was posted on Recruit Military and the UConn Health website.

The WF and HM goals had been met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

1 WF was selected. She had 11 years of experience scheduling medical and surgical appointments in a medical setting. She also had experience with coding.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5A Clinical/Paraprofessional

Goals

9 white females
1 AA/AN/HP/I female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Community Health Specialist to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health in the Neag Comprehensive Cancer Center, the Community Health Specialist promotes breast health screening and education while reducing or eliminating barriers to care and improving access to screening services in under-represented communities in Hartford County.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours every two weeks, 8:00 a.m. to 4:30 p.m., primarily Monday - Friday; flexibility is required to work outside of normal business hours including weekends to provide outreach services and attend programs, 30 minute unpaid meal break.

SUPERVISION RECEIVED: Works under the limited supervision of an employee of higher grade.

EXAMPLE OF DUTIES:
Clinical:
Navigates patient to receive breast screening
Educating on breast health in both English and Spanish by phone or in person
Provides free educational materials in both English and Spanish
Offers free mammograms to African American or Latino women that are uninsured who agree to receive screening at UConn Health
Delineates patients' eligibility for the free mammogram program per guidelines.
Calling Radiology at UConn Health to register and schedule screening appointment
Coordinates and refers medically underserved women to the CT WISEWOMAN and Connecticut Breast and Cervical Cancer Early Detection Program
Connects medically underserved women that are uninsured to the mammogram bus
Assists in scheduling all medically underserved women that are insured to imaging facility
Offers patient gas cards and bus passes to reduce the barrier of transportation; track the number offered and given out
Coordinates and refers current or past cancer patients to lifestyle programs free of charge to include but not limited to the LIVESTRONG program at the YMCA across the state.
Maintains a network of breast cancer survivors
Works with breast program coordinator and breast nurse navigator in planning and implementing all community outreach programs and events
Responsible for maintenance of NAPBC standard 4.1 Education, Prevention, and Early Detection Programs under the direction of the breast nurse navigator and breast program coordinator
Enters all information into Excel spreadsheets and saves physical copy of information

Administrative:
Utilize HEALTHONE to determine if patient attended screening appointment and acquire results to enter into spreadsheet
Conducting phone calls to encourage attendance to screening appointment and rescheduling screening appointments
Tracking all interactions - # of phone calls made, # of appointments missed
Collaborating with other health care institutions as well as follow up phone calls with patients will be essential in ensuring compliance
Sending surveys to patients to evaluate their mammogram experience
Tracking which and how many patients have returned to UConn Health to receive a second breast screening
Maintains accurate and thorough confidential patient assessments and records documenting services provided and unmet needs
Will participate in provider lead meetings at each site to ensure a solid referral base
Works within the host facility to provide data to promote navigation program and determine community based needs in order to build patient referrals
Keeps list of challenges experienced in host facility
Reports all activities to the breast program coordinator weekly
Reports data to host facility as well as challenges and possible solutions to improve navigation process and program
Reports all activities and data monthly to the Breast Nurse Navigator and quarterly to the Breast Program Leadership Committee in an effort to:
Troubleshoot ineffective processes
Share program improvements
Determine if the education and experience of receiving a breast screening encourages women to continue receiving screenings
Evaluate the effectiveness of the CBP program by tracking the number of screening mammograms and ultrasounds from the targeted communities that are streamlined by the CBP as compared to data prior to the program's implementation
Develops and implements ongoing assessment of patient satisfaction with service provided
Participates in public speaking/group educational sessions and other related activities especially within the host community/UConn Health
Assists in program activities and logistics.
MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of community resources and experience providing supplementary assistance to clients/families as required by program/project
Considerable knowledge of dynamics of individuals and families in the community
Knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior
Oral and written communication skills
Considerable interpersonal skills
Ability to plan and execute service programs to meet client needs
Ability to respond to crises under pressure/deadlines
Ability to work with chronically and terminally ill/physically impaired individuals and their families
Ability to interact with interdisciplinary team including medicine, social work, nursing, administration, and other para-professionals if required by program/project
If specified, ability to read, write both English and Spanish and to communicate information in either language to staff, clients and others
Other related duties as required

Works cooperatively as a member of the oncology health care team to facilitate timely and appropriate cancer care. Team includes:

Breast Nurse Navigator
Located within the Beekley Imaging Center, works to coordinate care with the patient, oncology surgeons, medical oncologist who specialize in breast health, and a vast array of support services to alleviate the burden of scheduling and tracking appointments with the breast surgeon, medical oncologist, anc radiologist.

ACS Patient Navigator
Housed in UCH's Cancer Center to ensure patients are receiving supportive services such as transportation to appointments, care packages, wigs and gift cards to purchase groceries, support group information, educational brochures, and much more.

Licensed Clinical Social Worker

Ensure patients are not overwhelmed by stress in their personal lives by administering a psychosocial distress questionnaire.

Breast Tumor Board
This interdisciplinary breast cancer conference occurs once a week and is focused on treatment planning for newly diagnosed, patients who have treatment decisions to be made and recurrent breast cancer patients. It provides an opportunity for members of the breast care team to provide updates on new data and recent advances.

EXPERIENCE AND TRAINING: General Experience:
General Experience: Five (5) years' experience providing services in the community for human services or social services programs.

Solution allowed: Bachelor degree in social work, psychology, or other related field may be substituted for four (4) years of the general experience plus one (1) year experience providing services in the community for human services or social services programs.

SPECIAL REQUIREMENTS:
Employees in this class will be required to travel within the State in the course of their daily work
Experience working with diverse populations in an Oncology clinical setting
Proficiency using Microsoft Word, Excel, PowerPoint
Working knowledge with EPIC
Must be bilingual (Spanish)

PREFERRED REQUIREMENTS:
Certification In Patient Navigation and/or three (3) or more years' experience as a Community Health Worker or Outreach experience including developing strategies to overcome barriers to care

MINIMUM full time equivalent salary: TBD

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**Abbreviations in Posting:**

EPIC – integrated electronic medical records system

This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 5 WF, did not meet the minimum requirements for the following reasons:

- 4 WF did not have the required experience working with diverse populations in an Oncology clinical setting; experience with EPIC; and bilingual in Spanish.
- 1 WF did not have the required 5 years of experience providing services in the community for human services or social services programs; experience working with diverse populations in an Oncology clinical setting; and bilingual in Spanish.

1 HF was selected. She had a Bachelor’s degree; 1 year of experience providing services in the community for human services or social services programs; experience working with diverse populations in an Oncology clinical setting; experience utilizing Microsoft Word, Excel, PowerPoint; experience with EPIC; and bilingual in Spanish. She had previously worked in this role at UConn Health as special payroll in a grant funded position.
1 HF was selected. She was an 1199 union member with contractual bargaining rights to the position.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top-rated organization is looking to add a Community Health Specialist to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health in the Neag Comprehensive Cancer Center, the Community Health Specialist promotes cancer prevention and early detection as well as sickle cell trait testing while reducing or eliminating barriers to care and improving access to screening services in underrepresented communities in Hartford County. The Community Health Specialist aims to reach beyond UConn Health's established patient population to serve medically underserved populations, navigates socially disadvantaged individuals through the health care delivery system to ensure screenings are conducted and health outcomes are improved.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., flexibility is required to work outside of normal business hours to provide outreach services and attend programs, 30 minute unpaid meal break.

SUPERVISION RECEIVED: Works under the limited supervision of an employee of higher grade.

EXAMPLE OF DUTIES:

1. Build relationships with community leaders to engage centers, organizations, churches and clubs to foster participation within their groups in health and wellness outreach.
2. Provides one on one education to patients while navigating scheduling and attendance of screenings and additional diagnostic and/or treatment support services.
3. Conducts appointment reminder calls to encourage appointment attendance.
4. Tracks patient interactions and screening results.
5. Works closely with appropriate staff throughout the healthcare system to improve patient care outcomes.
6. Plans and attends outreach events and activities.
7. Regularly informs leadership of activity level and outcome of outreach activities focusing on increases in volume and/or addressing issues with referral partners.
8. Identifies, develops, and strengthens partnerships and collaborations directly aligned with short- and long-term program goals.
9. Implements systems to gather, track, and report information on outreach and partnership activities.
10. Analyzes data collected from screened patients to motivate changes in programs to address barriers and access and offer needed resources.
11. Meets monthly with senior leadership to discuss outcomes on sickle cell anemia education and screening in the community.
12. Provides outreach as needed at these various centers.
13. Performs related assignments such as research and quality improvement projects to support the overall vision and mission of the UConn Health Carole and Ray Neag Comprehensive Cancer Center.
14. Responsible for meeting several standards surrounding community outreach and prevention for the Commission on Cancer Accreditation.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of community resources and experience providing supplementary assistance to clients/families as required by program/project
Considerable knowledge of dynamics of individuals and families in the community
Knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior
Strong oral and written communication skills
Considerable interpersonal skills
Ability to plan and execute service programs to meet client needs
Ability to respond to crises under pressure/deadlines
Ability to work with chronically and terminally ill/physically impaired individuals and their families
Ability to interact with interdisciplinary team including medicine, social work, nursing, administration, and other para-professionals if required by program/project
If specified, ability to read, write both English and Spanish and to communicate information in either language to staff, clients and others

EXPERIENCE AND TRAINING: General Experience:
General Experience: Five (5) years' experience providing services in the community for human services or social services programs.

Substitution allowed: Bachelor degree in health or human services may be substituted for four (4) years of the general experience plus one (1) year experience providing services in the community for human services or social services programs.
SPECIAL REQUIREMENTS:

Employees in this class will be required to travel within the State in the course of their daily work.
Experience working with diverse populations.

Special using Microsoft Word, Excel and PowerPoint.

PREFERRED REQUIREMENTS:

Certification in Patient Navigation and/or three (3) or more years' experience as a Community Health Worker or Outreach experience including developing strategies to overcome barriers to care.
Ability to read, write both English and Spanish and to communicate information in either language to staff, clients and others.

MINIMUM full time equivalent salary: TBD

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1951. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 15 WF and 1 AF, did not meet the minimum requirements for the following reasons:

- 4 WF had a Bachelor's degree, but did not have the required 1 year of experience providing services in the community for human services or social services programs.
- 2 WF did not have the required 5 years of experience providing services in the community for human services or social services programs, or the allowable substitution.
- 9 WF and 1 AF had a Bachelor's degree, but they did not have the required 1 year of experience providing services in the community for human services or social services programs; and experience utilizing Microsoft Word, Excel, and PowerPoint.

1 WF was interviewed and not selected. She had been working in the Information Technology field for the past 11 years, and doesn't have community connection or understanding of underserved populations today.

1 BF was selected. She had a Bachelor's degree in Health Promotion; Master's degree in Public Health; 7 years of experience providing services in the community for human services or social services programs; and experience utilizing Microsoft Word, Excel, and PowerPoint. She currently works in the community and has relationships with schools, barbershops, and salons and understands the Connecticut health code for facilities.
A goal candidate, 1 WF, was selected.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5B Technical/Paraprofessional

Goals

25 white females
4 black males
6 black females
3 Hispanic females
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A goal candidate, 1 WF, was selected.
JOB OPPORTUNITY BULLETIN

As of Friday, June 28, 2019

Department: Radiology
Recruiter: Noreen Logan
Search Code: 2018-904
Date Posted: 3/8/2018
Posting Deadline: 5/22/2018

Job Title: Diagnostic Rad Tech

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a skilled Diagnostic Radiology Tech to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you. This posting is for 2 identical positions.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: Primarily day shift but ability to cover any shift, any location with on call and weekend/holiday rotation coverage inclusive
At the UConn Health, this position is accountable for independently performing a full range of technical diagnostic radiologic procedures.

EXAMPLES OF DUTIES:
Positions/transfers, transports and prepares patients for exams; provides immobilization devices as required; selects proper technical factors on individual patient basis; selects/operates equipment as directed
Develops film for automatic/manual processing; provides protection in accordance with prescribed safety standards
Assists physician in administering contract media
Responsible for delegated areas of authority in the performance of routine or special procedures; may be responsible for specific areas of instruction for ancillary personnel; in the absence of the lead technologist, may be designated as acting supervisor
Assists in performing patient care as necessary
Practices sterile techniques and prevents cross contamination
may assist the physician in the administration of ionizing radiation
Maintains records; maintains orderliness, cleanliness; secures/maintains supplies
Rotates to other areas of department as required
May be required to assists in the development of technical factors/film selection; reports/records equipment problems
May participate in research
Performs related duties as required
MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment; ability to exercise independent judgement; knowledge of radiographic film processing techniques; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills.

EXPERIENCE AND TRAINING:
General Experience: Graduation from an ARRT approved two year certificate or Associate’s degree program in Radiology Technology.
Special Experience: Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT). Also must possess and maintain a current license to practice radiography in the State of Connecticut.

MINIMUM full time equivalent salary: $53,477, based on experience

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M /F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
This position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 10 WF and 2 BM, were not interviewed for the following reasons:

- 1 BM was currently employed for three different employers six days a week, one of which was a full time second shift position. Training and this position’s need to cover any shift would conflict with the candidate’s other commitments.
- 1 WF was previously interviewed for a similar position. She did not research UConn Health and gave short responses that did not thoroughly answer questions. The applicant did not have hospital experience.
- 1 WF was selected for another opening at UConn Health.
- 3 WF did not return messages to schedule an interview.
- 1 WF had a restricted schedule that would not allow for coverage of differing shifts.
- 1 WF was interviewed previously. She stated that her passion and focus were working in the operating room. The needs of this position cover a variety of departments and needs.
- 1 BM was interviewed previously and stressed that he thought positions at UConn Health would involve participation in research which was his passion. This position involves minimal research activities.
- 1 WF had not been employed in several years and would require extensive re-training for this position.
- 1 WF was interested only in part-time employment.
- 1 WF was previously interviewed and asked more questions about the benefits offered than the position itself.
The goal candidates, 10 WF and 1 BF, were interviewed but not selected for the following reasons:

- 1 WF stated that she would not be able to cover alternate shifts if needed.
- 3 WF did not have a CT license or ARRT certification.
- 1 WF wanted to pursue a career primarily in CAT scan which was not the in the scope of this position.
- 1 WF wanted to cross train in Mammography but this position would not avail such an opportunity.
- 1 WF was not able to answer questions in detail or offer examples of infection control procedures.
- 1 WF stated that she preferred not to work in a fast-paced environment which was contrary to this position.
- 1 WF stated her clinical school rotations as her sole work experience. She was currently employed full time at a pharmacy. Her resume did not reflect this situation.
- 1 WF and 1 BF could not identify common fluoroscopy exams which are a large share of this position’s duties.

1 WM selected researched both UConn Health and the position’s requirements. He cited examples of patient care skills and had completed his clinical training at UConn Health. The applicant correctly answered all the radiographic questions in detail and gave examples of triage of radiologic equipment.

1 HM selected had 10 years of hospital based experience in the same position in a similar hospital. The applicant worked in the imaging department and his references gave positive reviews.
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A goal candidate, 1 WF, was selected.
A goal candidate, 1 HF, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
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A goal candidate, 1 HF, was selected.
JOBOPPORTUNITYBULLETIN

As of Wednesday, June 5, 2019

Department: Diagnostic Imaging & Therapeutics

Job Title: Computed Tomography [CT] Technologist II

Noreen Logan

Search Code: 2019-114

Date Posted: 8/21/2018

Posting Deadline: 11/2/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Computed Tomography Technologists 1 or 2 to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this classification is responsible for providing diagnostic patient care services through the independent operation/utilization of complex imaging equipment to produce quality computed tomography images.

Minimum Qualifications Required:
Knowledge, Skills And Abilities:
Considerable knowledge of physiology and anatomy; considerable knowledge of applicable diagnostic equipment, procedures and techniques; knowledge of radiation safety, infection control and patient safety techniques and policies; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effective (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age groups and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g. PACS and RIS] and office applications [e.g. MS outlook and Word]; ability to work efficiently and cope with emergency situations.

General Experience And Training for the Computed Tomography Technologist 1:

- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) CT](ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State Radiography license to practice radiography.
- Must possess and maintain Basic Life Support certificate [BLS] active/current during employment.
- Must maintain CEU compliance for ARRT registry/certification during employment.

General Experience And Training for the Computed Tomography Technologist 2:

- Two [2] years of work experience performing computed tomography imaging.
- BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) CT](ARRT)] by American Registry of Radiologic Technologist.
- Must possess and maintain during employment a Connecticut State license to practice radiography.
- Must possess and maintain Basic Life Support certificate [BLS], must active/current during employment.
- Must maintain CEU compliance for AART registry/certification during employment.

Working Conditions:
- Emotional and physical health sufficient to meet the demands of the position.
- Ability to position patients of various weights who may need assistance and to move patients in wheelchairs and stretchers.
- May be required to stand for long periods.
- May be exposed to infectious / communicable diseases.
- May be required to use hands to finger, handle or feel objects, tools or controls.

Supervision Received:
- Works under limited supervision of an employee of higher grade

Examples of Duties:
- Performs computed tomography imaging examinations and procedures on appropriate as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum diagnostic results in accordance with standards and protocols
- Prepares IV site and administers IV contrast agents according to protocol
- Prepares patient for procedure including taking a medical history, explaining process to patient and answering questions about the procedure
- Correctly positions patient for a successful imaging study
- Works with Radiologist to protocol exams to ensure the appropriate exam is being performed
- Assumes responsibility patient's care, safety, and physical comfort while they are in the CT area/department [in your care]
- Complies with all safety policies and regulations and maintains safety for other and self
- Prepares technical findings and contacts physician when required, according to established protocols
- Maintains daily log of patients seen, keep track of patients' records; stores digital image data as appropriate and documents patient dose exposures
- Maintains imaging equipment and work area cleanliness, and promptly reports equipment failures to appropriate personnel; maintains work area
- Follows quality assurance guidelines and maintains patients' confidentiality
- Assists with the daily operations of the CT laboratory, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required
- Establishes and maintains ethical working relationship with healthcare team
- Performs other related duties as required

SCHEDULE:
- 12 hour shift, 8 hour shift, 40 hour work week, with weekend, holiday and on call rotation
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on Recruit Military and the UConn Health websites.

The goal candidate, 1 WF, did not meet the minimum requirements of having both Radiography and Computed Tomography certification and registry by the American Registry of Radiologic Technologists.

The goal candidate, 1 WF, was not interviewed because she was a prior UConn Health per-diem employee who was not renewed.

The goal candidates, 4 WF and 1 HF, were interviewed and not selected for the following reasons:

- 1 WF, a UConn Health employee, had not worked in the field of CT Scan for 10 years.
- 1 WF did not have experience with the required diagnostic equipment GE CT scanners and had only occasionally utilized Siemens CT Scanners utilized at UConn Health.
- 1 WF had only utilized Siemens CT Scanners a few times, which was part of the diagnostic equipment utilized at UConn Health.
- 1 WF and 1 HF had only utilized Siemens CT Scanners and cardiac a few times, which was part of the diagnostic equipment utilized at UConn Health. Also, they had performed cardiac imaging only a few times.

The goal candidate, 1 WF, was offered and declined the position.

A goal candidate, 1 WF, was selected.

1 AM was also selected. The AM had experience with diagnostic equipment utilized at UConn Health; and had experience in CAT Scan angiography imaging, perfusion scanning and cardiac CAT Scan angiography imaging, allowing him to work independently. He also provided detailed and complete answers to interview questions.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
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A goal candidate, 1 WF, was selected.
A goal candidate, 1 BM, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
5B. (Technical/Paraprofessional Hires – Part Time to Full Time – Adjusted Work Schedule)

Cardio Sonographer
(Cardiology)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Diagnostic Radiology Technician
(Canton Urgent Care)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5C Health Care Support

Goals

6 white females
2 black females
6 Hispanic females
### JOB OPPORTUNITY BULLETIN

**As of Thursday, March 14, 2019**

**Department:** Radiology  
**Job Title:** Diagnostic Imaging Assistant  
**Search Code:** 2018-1159  
**Date Posted:**  
**Posting Deadline:** 6/11/2018

This posting is for Internal UConn Health employees only.

**EXCELLENCE, TEAMWORK, LEADERSHIP AND INNOVATION.** These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Diagnostic Imaging Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

**COMPENSATIVE BENEFITS OFFERED:**  
Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
State retirement  
Tuition reimbursement for employees  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

At UConn Health, in the Department of Diagnostic Imaging & Therapeutic Services Department, Magnetic Resonance Imaging Unit (MRI), this class is accountable for performing a full range of basic tasks in clinical patient care support, MRI Unit readiness and clerical tasks.

**SCHEDULE:** Mondays - Fridays, day shift primary

**EXAMPLES OF DUTIES:**  
Maintains smooth and efficient work flow in the Imaging (MRI and CT) Units to include patient care support, scanning room and equipment readiness and clerical tasks  
Places phone calls to patients in advance of appointments to screen for metallic objects  
Prints patient schedules and organizes patient files  
Uses Picture Archiving and Communication System (PACS) and Radiology Information System (RIS) computer systems to manage the patient's flow of electronic information  
Scans paper documents into PACS  
Uses supply inventories and places orders  
Cleans areas as assigned  
Conducts patient communication in a professional manner and appropriate to patient age, condition and cultural needs  
Answers phones and handles calls as appropriate  
Prepares the Imaging Unit to perform scans to include changing of MRI coils, placing clean linens on beds and other related tasks  
Prepares scan rooms and work areas for general imaging services including stocking of rooms and carts with supplies and equipment  
Checks equipment and reports those which are malfunctioning  
Prepares patients by conducting an Interview and records information  
Prepares and assists patient to change garments for examination  
Provides assistance to the patient to be positioned on the table for study  
Assists the technologists with patient lifts  
Low Dose Chest CT screening program  
performs related duties as required

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**
- Knowledge of medical assisting practices
- Knowledge of relevant policies and procedures
- Knowledge of relevant State and Joint Commission regulations
- Knowledge of patient safety goals
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS)
- Interpersonal skills
- Oral and written communication skills

**EXPERIENCE AND TRAINING:** General Experience: One (1) year of radiology technical assistance to include patient support care. Substitution Allowed: A combination of education and experience that provides the ability and knowledge to perform the above duties may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:**
1. Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
2. Candidates in this class must pass a screening for Implanted metallic objects. Imbedded ferromagnetic objects are not allowed in the MRI suite due to the interest in the candidate's personal safety. Example: Candidates who possess a pacemaker cannot work in the MRI suite.

**FULL TIME EQUIVALENT MINIMUM SALARY:** $33,007

**WORKING CONDITIONS:** Incumbents in this class are subject to long periods of standing and must be able to lift a coil weighing approximately 35 lbs.; considerable effort may be required in assisting and/or lifting patients; there may be exposure to infectious or communicable diseases and chemical cleaning agents.
SUPERVISION RECEIVED: Initially works under the close supervision of an Imaging Technologist or an employee of a higher grade and works more independently with acquired experience.

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
### Abbreviations in Posting:

CT – computed tomography

This position was posted on the UConn Health website for UConn Health employees only.

The goal candidates, 1 BF and 2 HF, were not interviewed because they did not have Radiology or CT Lung screening program experience.

1 AM, part-time UConn Health employee, was selected. He was employed as a Diagnostic Imaging Assistant and was performing all Diagnostic Tech duties.
A goal candidate, 1 WF, was selected.
JOB OPPORTUNITY BULLETIN

As of Friday, June 28, 2019

Department: Pharmacy
Recruiter: Donna Alexander
Search Code: 2018-1263
Job Title: Pharmacy Technician
Date Posted: 7/9/2018
Posting Deadline: 7/15/2018

The class/position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work primarily days in the Pharmacy at UConn Health John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience performing technical pharmacy duties.

NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Hospital pharmacy experience with IV and chemo compounding and using Pyxis.
WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.

EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time, 80 hours every two weeks, primarily days, 7:30 a.m. to 4:30 p.m., schedule includes evening, night and weekend shifts as assigned, holiday coverage is required, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adr.uhc.edu.
The position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 4 WF, 3 BF, and 2 HF, did not meet the minimum job requirements as they did not have current federal certification as a Pharmacy Technician (PTCB).

The goal candidates, 3 WF, 1 BF, and 2 HF, were not selected for an interview for the following reasons:

- 1 BF was interviewed and chosen for an alternate position.
- 1 WF withdrew from the interview process.
- 1 WF did not have any Pharmacy Tech experience. Her experience was as a Community Care Supervisor.
- 1 WF accepted another position externally and withdrew her application.
- 1 HF had four years of Pharmacy Tech experience with three different organizations.
- 1 HF had eight months of experience nearly five years ago. Concern for current skill set.

The goal candidates, 3 WF, were interviewed but not selected for hire for the following reasons:

- 2 WF did not answer many knowledge based questions correctly.
- 1 WF had IV compounding experience but none with chemo drugs like Pyxis.

The 1 WM selected had experience with both IV and chemo compounding including Pyxis. The candidate has prior hospital experience and served in a supervisory role. He has all the required certifications and is registered with the Department of Consumer protection.
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The goal candidates, 2 BF, were selected.
The goal candidate, 1 HF, was selected.
The class/position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work in the Pharmacy at UConn Health John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING
General Experience: One (1) year of experience performing technical pharmacy duties.
NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Experience with IV and chemo compounding and using Pyxis.
WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.

EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time, 80 hours every two weeks, primarily nights, ten (10) hour shifts, 9:30 p.m. to 8:00 a.m., flexibility required to cover day and evening shifts to accommodate departmental needs, holidays as assigned, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
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This position was posted on the UConn Health and Recruit Military websites.

The female goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WF and 1 HF, did not meet the minimum requirements of the position as they did not have current federal certification as a Pharmacy Technician (PTCB).

Of the goal candidates, 2 WF and 1 HF, were not interviewed as they did not have experience with IV and chemo compounding and the use of Pyxis.

The 1 BF selected has worked in a hospital pharmacy for 18 years. The candidate has experience in IV room and compounding drugs. She spoke to the vision and mission statement of UConn Health and the responsibilities of staff to serve patients.
A goal candidate, 1 WF, was selected.
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A single candidate, 1 HF, was selected.
At UConn Health this position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work primarily days in UConn Health Pharmacy Services Inc. located at the Exchange in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience performing technical pharmacy duties.

NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Two or more year’s pharmacy experience in long term care, retail or wholesale. Experience working with automated pharmacy dispensing machines.

WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.
EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time 80 hours every two weeks, primarily days, 8 hour shifts to work between 7:00 a.m. and 5:00 p.m., evenings, nights, weekends and holidays as assigned, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

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The position was posted on both the UConn Health and Recruit Military websites.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 3 WF and 2 HF, did not meet the minimal position qualifications because:

- 2 HF did not have federal certification as a Pharmacy technician (PTCB),
- 3 WF were not currently registered with the Department of Consumer Protection as a Pharmacy Technician.

The goal candidates, 2 WF and 1 HF, were not interviewed for the following reasons:

- 1 WF was a former employee who did not give adequate notice of resignation.
- 1 WF’s application materials did not give adequate detail to determine skill set for this position.
- 1 HF withdrew her application for employment.

Of the goal candidates interviewed, 3 WF, were interviewed and not selected due to the following reasons:

- 1 WF wanted a hospital position and not a retail one. She withdrew her application during the interview.
- 1 WF, although she purported to have a great deal of IV experience, she refused to answer questions in relation to this skill set.
- 1 WF had worked previously as a temporary worker and there was documentation of excessive breaks taken.

1 WF selected demonstrated knowledge of the industry and researched the position with detailed responses. The applicant stated she really wanted a retail job as “loves living the retail dream”. She asked questions relevant to the position and noted the priority of customer service.

1 BF was selected as she demonstrated knowledgeable follow-up questions in her responses with detailed examples. The applicant has 5 years pharmacy experience and she emphasized the need for quality customer service and quality control review processes.
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A goal candidate, 1 WF, was selected.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5D Medical Assistants

Goals

6 white males
3 black males
11 black females
1 AA/AN/NNPI male
3 AA/AN/NNPI females
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an “A” patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for two (2) Oncology Specialty Medical Assistants with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. These positions will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle Cell Institute and Colon Cancer Prevention Program. There are two positions available. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures, i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING: General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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 Req: 2018-996  
 Date Started: 6/8/2018  
 Job Title: Medical Assistant  
 Job Group: 5D-MEDICAL ASSISTANTS

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This position was posted on the UConn Health website.

The goal candidates, 4 WM, 1 BM, 8 BF, and 1 AF, did not meet the minimum qualifications because they did not indicate CPR certification on their application materials.

The goal candidates, 2 BF and 1 AF, were not interviewed due to the following reasons:

- 2 BF did not have the preferred oncology experience.
- 1 AF was recently interviewed for another position and gave an inappropriate response to a question about a patient in distress.

A goal candidate, 1 BF, was selected.

1 WF selected had training in hematology/oncology/infusion medical practices. The candidate was also fluent in the EPIC computer software system.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- knowledge of relevant policies, procedures, routines
- considerable interpersonal skills
- oral and written communication skills
- ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Orthopedic setting; Next Gen, IDX, and insurance program experience preferred.
SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols;
- prepares patients and assists with exams and special procedures;
- instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections;
- refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician;
- charts activities in the record; participates in implementation of care plans;
- attends interdisciplinary meetings;
- prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment;
- checks equipment and reports that which is malfunctioning;
- answers phone and performs clerical work as needed;
performs related duties as required.

SCHEDULE: 40 hours per week, Monday through Friday; 8am - 5pm; 30 minute hour unpaid meal break. This position will be working for Storrs Orthopedic Dept. in Storrs.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uche.edu.

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This position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 1 WM and 1BF, did not have the minimum qualification of a currently registered Certified Medical Assistant.

The goal candidates, 1 WM, 1 BF, and 1 AF, were not interviewed as HR chose to interview current UConn Health employees and special payroll employees with directly related experience in the department.

A goal candidate, 1 WM, was interviewed but not selected as the candidate did not have the necessary urgent care experience.

The 1 WF selected currently operated EPIC and worked in Orthopedics. She gave a detailed explanation of the department workflows, rooming, and urgent care experience. The candidate was also an EMT that was familiar with splitting and in mobilization and trauma transportation.
UConn Health is seeking to fill a Student Worker position to provide support for the CT AHEC (Area Health Education Center) Network's data collection needs, including entry of programmatic data. This position directly supports CT AHEC Network's institutional and federal reporting requirements.

COMPREHENSIVE BENEFITS OFFERED:
- Gain experience in work class facility
- Quick commute access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus

SCHEDULE: 10 hours per week - Hours based on department needs

EXAMPLES OF DUTIES:
- Data entry into the Connecticut AHEC Network database, "cleaning" and reformatting of data
- Creating and updating data spreadsheets
- Providing follow-up of data tracking initiatives, including the National Student Clearinghouse
- General office support, including but not limited to photocopying, mailing, stocking supplies, etc.
- Assist in additional tasks assigned

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
- Superior attention to detail
- Good communication skills
- Ability to work independently
- Experience in data entry and manipulation (Especially Excel)
- Advanced problem solving
- Experience with full Microsoft Office suite a plus

POSITION REQUIREMENTS:
- Ability to stay in position for a minimum of one (1) year.
SPECIAL REQUIREMENTS:
MUST PROVIDE PROOF OF STUDENT STATUS UPON OFFER OF EMPLOYMENT: Acceptable documentation must include either a letter from an academic advisor on letterhead; or a course schedule listing current term of enrollment, name of educational institute and students name; official transcripts or Student Clearinghouse course schedule.

Salary: $10.10 per hour. No benefits.

Why UConn Health

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum requirements as his application did not indicate experience with data entry and manipulation such as Excel.

Of the goal candidates, 1 BF, was not interviewed as the hiring managers interviewed UConn Health employees and two contract employees with directly related dermatology experience.

1 AF, a goal candidate was selected.

1 WF selected had current dermatology experience in all areas of dermatology specifically at UConn Health.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.

SPECIAL REQUIREMENTS: Must provide current registration as a Certified Medical Assistant; may need to travel between satellite offices.

PREFERRED QUALIFICATIONS: Experience in a Dermatology practice office; EPIC experience.
SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday and Tuesday, 12:00 p.m. - 9:00 p.m., Wednesday through Friday; 8:00 a.m. - 5:00 p.m., one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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Req: 2019-028 Date Started: 8/31/2018 Job Title: Medical Assistant
Job Group: 5D-MEDICAL ASSISTANTS

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The position was posted listed on the UConn Health and Recruit Military job boards.

The goal candidates, 3 BF and 2 AF, did not meet the minimum qualification as they did not indicate current registration as a Certified Medical Assistance (CMA).

The goal candidates, 1 WM, 1 BM, and 3 BF, were not interviewed as they do not have the preferred qualification of experience in a Dermatology practice.

Of the goal candidates interviewed, 1 WM and 2 AF, were not selected for the following reasons:

- 1 AF is currently working in the Dermatology department as a special payroll employee. Her schedule does not permit flexibility and would be better suited for a standard hour positions.

- 1 WM and 1 AF did not have the experience of practice in a Dermatology office.

The 1 WF selected currently works in the Dermatology department and has a schedule that allows of flexibility based on the department’s needs. She has all the necessary certifications and has EPIC software experience and is able to work at multiple work sites as needed.
A goal candidate, 1 BF, was selected.
# JOB OPPORTUNITY BULLETIN

As of Friday, June 21, 2019

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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

Schedule: 40 hrs./wk., Mon-Fri, either 8:00am - 5:00pm or 7:45am - 4:45pm with a 1 hour unpaid meal break

**EXAMPLES OF DUTIES:**
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- Prepares patients and assists with exams and special procedures
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
- Refers patients to appropriate physician/nursing staff when special needs are identified
- Reports pertinent observations to nurse and/or physician
- Charts activities in the record
- Participates in implementation of care plans; attends interdisciplinary meetings
- Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning
- Answers phone and performs clerical work as needed
- Performs related duties as required.
MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL AND ABILITY
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills; oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENT:
Must submit a copy of certification at time of application.

PREFERRED QUALIFICATIONS:
Experience in EMR (NextGen, EPIC)
Experience working in Orthopedic or Spine outpatient practice

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients

Full Time equivalent Minimum Salary: $45,531.00

Why UConn Health
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All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

UConn Health is an Affirmative Action Employer, in addition to an EEO and M /F/V/PWD/VP employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.
The position was posted on UConn Health and the Recruit Military websites.

The goal candidates, 6 BF, did not meet the minimum position requirements for the following reasons:

- 5 BF’s application materials did not indicate current Medical Assistant certification.
- 1 BF indicated that she had taken the exam but did not provide documentation of certification as instructed.

The goal candidates, 1 BM, 3 BF, and 2 AF, were not interviewed for the position for the following reasons:

- 1 BF expressed during the interview that she wanted to step away from face-to-face interactions with patients. The position required a high degree of patient interaction.
- 1 BM, 1 BF, and 2 AF was not interviewed as the initial interview process involved UConn Health special payroll certified MA employees only.
- 1 BF did not complete her current six month probationary position in another role.

The goal candidates, 1 BF and 2 AF, were interviewed but not selected for the following reasons:

- 1 BF’s manager gave less than a positive reference noting issues with communication and punctuality.
- 2 AF accepted different positions.

The 1 WF selected had positive references from her current practice manager. The candidate has 16 years of experience in the medical field with 8 years in the MA field. The candidate was very concerned with patient care and following protocol.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) full time Medical Assistant Float positions to our growing team. This position will float within our Farmington clinics as well as travel to off-site locations. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
Considerable interpersonal skills
Oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify.
SPECIAL REQUIREMENTS:
Will travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
Experience in multi-specialty practice office; EPIC experience preferred.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician
Charts activities in the record; participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

SCHEDULE:
40 hours per week, Monday through Friday; 8:00 a.m. - 5:00 p.m.; one hour unpaid meal break. This is a float position.

MINIMUM FULL TIME EQUIVALENT SALARY:
$45,531

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adm.uconn.edu.
The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 3 BF and 1 AF, did not meet the minimum requirements for the position as they did not possess current certification as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

One goal candidate, 1 WM, was not interviewed as he withdrew his application during the process.

Of the goal candidates, 1 BF and 1 AF, were interviewed but not selected because of the following reasons:

- 1 BF admitted during the interview she had difficulty reporting to work on time.
- 1 AF frequently referred to completing tasks outside of a Medical Assistant’s scope of duty during the interview.

1 WF selected was previously employed as a MA for UConn Health for a year and received excellent reviews from patients and staff and managers.

A goal candidate, 1 BF, was selected.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for a Neurology Clinic Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift position is located in Farmington. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, either 8:00 a.m. - 5:00 p.m. or 8:30 a.m. - 5:30 p.m., with a one (1) hour unpaid lunch break; minor holidays are required.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
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Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing Environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC
Neurology practice experience or Neurology outpatient clinical experience

MINIMUM full time equivalent salary: $45,531

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| Job Title: Medical Assistant |
| Job Group: 5D-MEDICAL ASSISTANTS |

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 2 BF, did not meet the minimum requirements for the position as they were not currently registered as CMA.

The goal candidates, 2 WM, 7 BF, and 3 AF, were not selected for an interview for the following reasons:

- 1 WM and 1 BF did not possess experience using the Epic software system.
- 1 WM, 6 BF and 3 AF’s application materials did not indicate having experience in a Neurology practice or outpatient clinical environment.

The 1 HF selected had over 10 years’ experience as a Certified Medical Assistant and is currently employed as a temporary worker in the Neurology department. The applicant was well versed in the Epic computer system and manages the heavy resident workload in the division and possessed CPR certification.
A goal candidate, 1 WM, was selected.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

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<th>Department:</th>
<th>Pulmonary Clinic</th>
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<td>Noreen Logan</td>
<td>Search Code:</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills
Oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.
PREFERRED QUALIFICATIONS:
Experience in a Pulmonary clinic practice office
Next Gen or EPIC experience
Experience in performing spirometry testing

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record; participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; flexible hours between 8:00 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break, may travel to off sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidate, 1 BF, did not meet the minimum qualifications for the position as she was not currently registered as a Certified Medical Assistant (CMA), or a LPN, or an EMT.

The goal candidates, 4 BF and 1 AF, were not selected for an interview for the following reasons:

- 2 BF did not have experience performing spirometry testing.
- 2 BF and 1 AF did not possess experience in a pulmonary clinic practice office.

The 1 WF selected was currently employed as a temporary employee as a pulmonary Medical Assistant. The candidate had excellent reviews and references. Physicians, RN's, and mid-level health providers felt that she had demonstrated good clinical skills and exhibited sound judgment. The applicant was accustomed to a fast-paced environment and spoke about patient safety and the importance of cross unit communication.
A goal candidate, 1 BF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add three (3) Medical Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify.

SPECIAL REQUIREMENTS: Must be able to work in satellite locations (Farmington, Avon, Southington). Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
NextGen/EPIC or EMR experience
wound care/suture/staple removal experience
medication pre-authorization experience
telephone triage experience
experience working at an Ortho & Spine outpatient practice
bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventorys and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday, either 8:00 a.m. - 5:00 p.m. or 7:45 a.m. - 4:45 p.m.; one hour unpaid meal break

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

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**Job Title:** Medical Assistants
**Job Group:** 5D-MEDICAL ASSISTANTS

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**Abbreviations in Posting:**

- CAAHEP – Commission on Accreditation of Allied Health Education Programs
- ABHES – Accrediting Bureau of Health Education Schools
- AAMA – American Association of Medical Assistants
- LPN – Licensed Practical Nurse
- EMT – Emergency Medical Technician

This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 1 WM, 1 BF, and 1 AF, did not meet the minimum requirements for the following reasons:

- 1 WM and 1 AF did not have the required completion of an accredited Medical Assistant Program and current registration as a CMA, and/or is not an EMT or LPN.
- 1 BF's certification expired April 1, 2018.

The goal candidates, 1 WM, 2 BF, and 1 AF, were not interviewed for the following reasons:

- 1 WM did not have the preferred qualifications of wound care/suture/staple removal experience; telephone triage; working at an Ortho and Spine outpatient practice; and was not bilingual in Spanish, Polish, or other languages.
- 1 BF was currently an UConn Health special payroll employee with chronic tardiness issues.
Req: 2018-1243 continued

- 1 BF did not have the preferred qualifications of experience working at an Ortho and Spine outpatient practice and was not bilingual in Spanish, Polish, or other languages.
- 1 AF did not have the preferred qualifications of wound care/suture/staple removal experience; working at an Ortho and Spine outpatient practice; and was not bilingual in Spanish, Polish, or other languages.

A goal candidate, 1 AF was interviewed and not selected because she was selected for another UConn Health position.

A goal candidate and part-time UConn Health employee, 1 WM, was selected.

1 HF was also selected. She was certified and had 1.9 years of experience as a Medical Assistant. She also had the preferred qualifications of EMR experience; telephone triage; experience working at an Ortho and Spine outpatient practice; and was bilingual.

*1 AF, a goal candidate, was a lateral transfer. She was an UConn Health Medical Assistant who was certified and had 16 years of experience as a Medical Assistant. She also has the preferred qualifications of NextGen experience; medication pre-authorization; telephone triage; wound care experience; experience working at an Ortho and Spine outpatient practice; and was bilingual.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- knowledge of relevant policies, procedures, routines
- considerable interpersonal skills
- oral and written communication skills
- ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in an outpatient practice Office; Next Gen or EPIC experience preferred.
SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures;
- instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections;
- refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician;
- charts activities in the record; participates in implementation of care plans;
- attends interdisciplinary meetings;
- prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment;
- checks equipment and reports that which is malfunctioning;
- answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: 40 hours per week, Monday through Friday; 8:30am – 5:30pm; one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu
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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 8 BF and 2 AF, did not meet the minimum requirements of the position as they were not currently registered as Certified Medical Assistants (CMA).

The goal candidates, 4 BF, and 1 AF, were not selected for an interview for the following reasons:

- 2 BF and 1 AF because only qualified UConn Health employees were interviewed initially per contractual bargaining language.
- 1 BF had attendance/tardiness issues.
- 1 BF accepted another employment opportunity.

The 1 WF selected had Epic computer experience. The applicant scored 9.5 out of 10 on the didactic questions. The situational responses always focused on patient safety. The candidate is a temporary employee that demonstrated quality work and a team player attitude.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant Float position to our growing team. This position will float within our Avon, Southington, and Farmington clinics, as well as travel to off-site locations. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
- General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
SPECIAL REQUIREMENTS:
Will travel to satellite offices in Avon and Southington
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:
Experience working in an orthopedic clinic
Experience working at an Ortho & Spine outpatient practice
Experience working in a Rheumatology Clinic
Wound care experience
Suture removal experience
Front desk/scheduling experience
EPIC experience
Bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; work between the hours of 7:30 a.m. - 4:30 p.m. to meet the needs of the unit; one hour unpaid meal break. This is a float position.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 1 WM, 1 BM, and 5 BF, were not selected for an interview because of the listed considerations:

- 1 WM and 1 BF’s application materials were too vague to assess eligibility for preferred qualifications.
- 1 BM and 4 BF did not have the preferred qualification of being bilingual (Spanish, Polish, other).

The 1 HF selected for hire had experience as a Medical Assistant using EPIC software. Her former duties included titles as a Patient Registration Representative performing all check in/out clerical duties, triaging patients and assisting in exams and procedures. The applicant had familiarity with scheduling (surgeries, diagnostic visits) and practice flow/rooming patients. She had certification in wound care, crutch training, DME lifting and is bilingual.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify.
Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills
Oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
Experience working in an orthopedic clinic
Experience working at an Ortho & Spine outpatient practice
Wound care experience
Suture removal experience
Front desk/scheduling experience
NextGen or EPIC experience
Bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record; participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; work between the hours of 7:30 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 AF, did not meet the minimum qualifications of completion of an accredited Medical Assistant Program and current registration as a CMA.

The goal candidates, 1 WM and 5 BF were not selected for an interview for the following reasons:

- 1 BF’s references were negative.
- 1 WM and 4 BF are not bilingual (Spanish, Polish, other), a preferred qualification.

The 1 HF selected has worked for the past 4 years as a Medical Assistant in an orthopedic outpatient setting. She is trained in phlebotomy and has over 2 years’ experience using EPIC EMR software. The candidate is trained in wound care, suture/staple removal, telephone triage, med preauthorization, and is a certified Interpreter in Spanish.
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COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant
PREFERRED QUALIFICATIONS:
Recent experience in a Cardiology practice setting
Next Gen or EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols.
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checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; flexible hours between 8:00 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break, may travel to off sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum requirements as he was not a currently certified CMA, EMT or a LPN.

The goal candidates, 1 WM, 5 BF and 1 AF, were not selected for an interview for the following reasons:

- 3 BF and 1 AF did not have recent experience in a cardiology practice setting.
- 1 BF was a previous temporary employee with attendance issues.
- 1 WM and 1 BF did not have backgrounds with the NextGen or EPIC software usage.

Of the goal candidates, 1 BF, was interviewed but not selected for the position as her experience in Internal Medicine was at an entry level and with no working knowledge of the EPIC computer software system.

1 WF selected for the employment opportunity was a former temporary employee with UConn Health with experience with EKG’s and spirometry. The candidate had broad patient experience working in Internal Medicine. She had received UConn Health cardiology providers in the Simsbury and Canton offices and is familiar with policy and procedures.
JOBS OPPORTUNITY BULLETIN

As of Tuesday, June 25, 2019

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At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation’s leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for an Oncology Specialty Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. These positions will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle cell Institute and Colon Cancer Prevention Program. There are two positions available. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 5 BF and 2 AF did not meet the position requirement as follows:

- 1 BF did not have her current CPR certification which is a Special Requirement.
- 4 BF and 2 AF were not currently registered with any CMA, EMT, or LPN credentials.

The goal candidates, 3 WM, 1 BM, 4 BF, and 1 AF were not selected for an interview for the following reasons:

- 2 WM, 1 BM, 3 BF, and 1 AF did not have Hematology/oncology/infusion medical practice or outpatient clinical experience.
- 1 WM and 1 BF were selected for other job openings.

The 1 HF selected for the position had previous experience working in a Hematology/oncology/infusion medical practice. She was the team lead in her former role. She is currently employed a temporary worker in the Cancer Center.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for a Psychiatric Clinic Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift position is located in the out-patient Psychiatric Clinic in Farmington, CT. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, 8:00 a.m. - 5:00 p.m., with a one (1) hour unpaid lunch break; minor holidays are required.

**EXAMPLES OF DUTIES:**
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- Prepares patients and assists with exams and special procedures
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
- Refers patients to appropriate physician/nursing staff when special needs are identified
- Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC
Psychiatric outpatient clinical experience
2 years of experience in an emergency medicine or urgent care setting
Knowledge of IDX and NextGen

WORKING CONDITIONS:
Flexibility as necessary to accommodate the departmental needs
Work requires visual strain due to protracted use of a computer
Prolonged standing and walking or long periods of sitting
Must be able to lift 50 pounds
Ability to bend or reach in order to operate equipment, or other tasks assigned
Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident/emergency.
Minimum full time equivalent salary: $45,531

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The position was posted on the UConn Health and Recruit Military employment boards.

The goal candidates, 1 BF, did not meet the minimum qualification of the position as she did was not a currently credentialed Medical Assistant.

The goal candidates, 2 WM, 1 BM, and 5 BF, were not selected for an interview for the following considerations:

- 1 BF was previously employed as a temporary worker with UConn Health and was noted for lack of team communication and tardiness issues.
- 2 WM, 1 BM, and 4 BF did not have any psychiatric outpatient clinical experience.

The 1 HF selected is currently employed in the Psychiatric Outpatient Clinic. Her work has been evaluated as thorough, detailed, and always completed in a timely fashion. The applicant spoke of the importance of UConn Health’s policy and procedures in the work environment. She received positive reviews from the clinical staff she support (APRN’s, MD’s, and PsyD’s.).
A goal candidate, 1 BF, was selected.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

Department: UMG-General Ob/Gyn
Recruiter: Noreen Logan
Search Code: 2019-721

Job Title: Medical Assistant
Date Posted: 3/25/2019
Posting Deadline: 4/1/2019

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add 2 (two) Medical Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.
Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant
PREFERRED QUALIFICATIONS:
Experience in a women’s health practice office
EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- maintains smooth and efficient patient flow
- may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- prepares patients and assists with exams and special procedures
- instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
- refers patients to appropriate physician/nursing staff when special needs are identified
- reports pertinent observations to nurse and/or physician
- charts activities in the record; participates in implementation of care plans
- attends interdisciplinary meetings
- prepares rooms and work area for clinics, including stocking of rooms and carts
- inventories and orders equipment
- checks equipment and reports that which is malfunctioning
- answers phone and performs clerical work as needed
- performs related duties as required

SCHEDULE: 40 hours per week, as needed by department between hours of 7:30 a.m. and 5:30 p.m.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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The position was posted on the UConn Health Careers website.

The goal candidates, 1 WM and 3 BF, did not meet for the minimum requirements of the position as they did not possess a current registration as a Certified Medical Assistant (CMA), a LPN, or an EMT.

The goal candidates, 1 WM, 3 BF, and 1 AF, were not selected for an interview for the following reasons:

- 1 WM and 3 BF did not have the preferred qualification of experience working in a women’s health practice office.
- 1 AF had four years’ of CMA experience. For the past two years the applicant has been working in the OB/GYN area. The candidate did not give complete answers and was not confident in her responses.

1 WF was selected as she had worked for the past 11 years of her 25 year total as a CMA in a women’s health practice office. The applicant responded correctly to all questions and demonstrated that she researched the position and more specifically UConn Health as a care driven, patient operation.

1 HF was selected as she was a CMA of over 20 years’ experience. The last 2 years were in service OB/GYN patients. The applicant was familiar with the culture of UConn Health and emphasized safety, documentation, and communication to deliver optimum patient care.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

Department: Neag Comp Cancer Center  
Job Title: Medical Assistant
Recruiter: Noreen Logan  
Search Code: 2019-735  
Date Posted: 3/26/2019  
Posting Deadline: 4/2/2019

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for an Oncology Specialty Medical Assistant with experience in acute health care and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center at the UConn Health Outpatient Pavilion. This position will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle Cell Institute and Colon Cancer Prevention Program.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Medical Assistants to our growing team, in the Dermatology Clinic located at 21 South Road, Farmington, CT. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
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Quick commute access from I-84, Route 9 and surrounding areas
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MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
knowledge of medical assisting practices
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considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.
SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:
Experience in a dermatology clinic
Next Gen or EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE:
Position One: 40 hours per week, 9:00 a.m. - 6:00 p.m., Monday through Friday, 60 minute lunch, possible travel to Canton Position Two: 40 hours per week, Mondays, Wednesdays, Thursdays & Fridays, 8:00 a.m. - 5:00 p.m.; Tuesdays 12:00 noon - 9:00 p.m.; 60 minute unpaid meal break, required to travel to Canton

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
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The position was posted on the UConn Health website.

The goal candidates, 1 WM and 3 BF, did not meet the minimum qualifications of the position as they did not have current registration status as a Certified Medical Assistant (CMA).

The goal candidates, 1 BM, 1 BF, and 2 AF, were interviewed but not selected for appointment to the position for the following reasons:

- 1 BM did not have the preferred qualifications of experience in a dermatology clinic or familiarity with the Next Gen or Epic computer software.
- 1 BF and 2 AF did not have a background working in a dermatology clinic practice.

1 WF selected took the initiative to ask to job shadow during the interview. The staff determined that she had asked pertinent questions and demonstrated motivation at accessing all the duties associated with the position. The applicant does have experience working at a dermatological practice. The candidate is a certified CMA.

1 WF selected was a temporary employee that was issued positive references from her manager. The applicant demonstrates her team player ability as she was flexible in her scheduled shifts and would often cover for her co-workers. The applicant was familiar with the duties of the position and answered questions correctly and gave detailed responses. The applicant is a certified CMA.
The position was posted on the UConn Health website.

The goal candidates, 1 WM and 3 BF, did not meet the minimum requirements for the position as they were not currently registered as Certified Medical Assistants.

The goal candidates, 2 WM, 1 BF, and 2 AF, were not selected for an interview as they did not have experience in Hematology/oncology/infusion medical or outpatient clinical practice experience.

The 1 HF selected had Epic computer experience and was currently employed in the Cancer Center as a temporary worker. The candidate had experience in Hematology/oncology/infusion medical and outpatient clinical practice experience. She holds a current registration as a Certified Medical Assistant.
5D. (Medical Assistants) Hires – Part Time to Full Time – Adjusted Work Schedule

Medical Assistant
(Storrs Urgent Care)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Medical Assistant
(UMG - Orthopedics)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5B Technical/Paraprofessional

Goals

25 white females
4 black males
6 black females
3 Hispanic females
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A goal candidate, 1 WF, was selected.
JOE OPPORTUNITY BULLETIN

As of Friday, June 28, 2019

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<tr>
<th>Department: Radiology</th>
<th>Job Title: Diagnostic Rad Tech</th>
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<tr>
<td>Recruiter: Noreen Logan</td>
<td>Search Code: 2018-904</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a skilled Diagnostic Radiology Tech to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you. This posting is for 2 identical positions.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: Primarily day shift but ability to cover any shift, any location with on call and weekend/holiday rotation coverage inclusive
At the UConn Health, this position is accountable for independently performing a full range of technical diagnostic radiologic procedures.

EXAMPLES OF DUTIES:
Positions/transfers, transports and prepares patients for exams; provides immobilization devices as required; selects proper technical factors on individual patient basis; selects/operates equipment as directed
Develops film for automatic/manual processing; provides protection in accordance with prescribed safety standards
Assists physician in administering contract media
Responsible for delegated areas of authority in the performance of routine or special procedures; may be responsible for specific areas of instruction for ancillary personnel; in the absence of the lead technologist, may be designated as acting supervisor
Assists in performing patient care as necessary
Practices sterile techniques and prevents cross contamination
may assist the physician in the administration of ionizing radiation
Maintains record; maintains orderliness, cleanliness; secures/maintains supplies
Rotates to other areas of department as required
May be required to assists in the development of technical factors/film selection; reports/records equipment problems
May participate in research
Performs related duties as required
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment; ability to exercise independent judgement; knowledge of radiographic film processing techniques; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills.

EXPERIENCE AND TRAINING:
General Experience: Graduation from an ARRT approved two year certificate or Associate’s degree program in Radiology Technology.
Special Experience: Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT). Also must possess and maintain a current license to practice radiography in the State of Connecticut.

MINIMUM full time equivalent salary: $53,477, based on experience

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M /F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adh.uc.edu.
This position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 10 WF and 2 BM, were not interviewed for the following reasons:

- 1 BM was currently employed for three different employers six days a week, one of which was a full time second shift position. Training and this position’s need to cover any shift would conflict with the candidate’s other commitments.
- 1 WF was previously interviewed for a similar position. She did not research UConn Health and gave short responses that did not thoroughly answer questions. The applicant did not have hospital experience.
- 1 WF was selected for another opening at UConn Health.
- 3 WF did not return messages to schedule an interview.
- 1 WF had a restricted schedule that would not allow for coverage of differing shifts.
- 1 WF was interviewed previously. She stated that her passion and focus were working in the operating room. The needs of this position cover a variety of departments and needs.
- 1 BM was interviewed previously and stressed that he thought positions at UConn Health would involve participation in research which was his passion. This position involves minimal research activities.
- 1 WF had not been employed in several years and would require extensive re-training for this position.
- 1 WF was interested only in part-time employment.
- 1 WF was previously interviewed and asked more questions about the benefits offered than the position itself.
Req: 2018-904 continued

The goal candidates, 10 WF and 1 BF, were interviewed but not selected for the following reasons:

- 1 WF stated that she would not be able to cover alternate shifts if needed.
- 3 WF did not have a CT license or ARRT certification.
- 1 WF wanted to pursue a career primarily in CAT scan which was not the in the scope of this position.
- 1 WF wanted to cross train in Mammography but this position would not avail such an opportunity.
- 1 WF was not able to answer questions in detail or offer examples of infection control procedures.
- 1 WF stated that she preferred not to work in a fast-paced environment which was contrary to this position.
- 1 WF stated her clinical school rotations as her sole work experience. She was currently employed full time at a pharmacy. Her resume did not reflect this situation.
- 1 WF and 1 BF could not identify common fluoroscopy exams which are a large share of this position’s duties.

1 WM selected researched both UConn Health and the position’s requirements. He cited examples of patient care skills and had completed his clinical training at UConn Health. The applicant correctly answered all the radiographic questions in detail and gave examples of triage of radiologic equipment.

1 HM selected had 10 years of hospital based experience in the same position in a similar hospital. The applicant worked in the imaging department and his references gave positive reviews.
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A goal candidate, 1 WF, was selected.
### Job Title:
Central Sterile Processing Instrument Specialist

### Job Group:
5B-TECHNICAL/PARAPROFESSIONAL

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A goal candidate, 1 HF, was selected.
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A goal candidate, 1 HF, was selected.
JOB OPPORTUNITY BULLETIN
As of Wednesday, June 5, 2019

Department: Diagnostic Imaging & Therapeutics
Job Title: Computed Tomography [CT] Technologist II
Orcutte: Noreen Logan
Search Code: 2019-114
Date Posted: 8/21/2018
Posting Deadline: 11/2/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Computed Tomography Technologists 1 or 2 to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this classification is responsible for providing diagnostic patient care services through the independent operation/utilization of complex imaging equipment to produce quality computed tomography images.

Minimum Qualifications Required:
Knowledge, Skills And Abilities:
Considerable knowledge of physiology and anatomy; considerable knowledge of applicable diagnostic equipment, procedures and techniques; knowledge of radiation safety, infection control and patient safety techniques and policies; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effective (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age group and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g. PACS and RIS] and office applications [e.g. MS outlook and Word]; ability to work efficiently and cope with emergency situations.

General Experience And Training for the Computed Tomography Technologist 1:

General Experience And Training for the Computed Tomography Technologist 2:

Working Conditions:
Emotional and physical health sufficient to meet the demands of the position.
Ability to position patients of various weights who may need assistance and to move patients in wheelchairs and stretchers.
May be required to stand for long periods.
May be exposed to infectious/communicable diseases.
May frequently be required to use hands to finger, handle or feel objects, tools or controls.

Supervision Received:
Works under limited supervision of an employee of higher grade

Examples of Duties:
Performs computed tomography imaging examinations and procedures on appropriate as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum diagnostic results in accordance with standards and protocols
Prepares IV site and administers IV contrast agents according to protocol
Prepares patient for procedure including taking a medical history, explaining process to patient and answering questions about the procedure
Corrects positioning patient for a successful imaging study
Works with Radiologist to protocol exams to ensure the appropriate exam is being performed
Assumes responsibility patient's care, safety, and physical comfort while they are in the CT area/department [in your care]
Complies with all safety policies and regulations and maintains safety for other and self
Prepares technical findings and contacts physician when required, according to established protocol
Maintains daily log of patients seen, keep track of patients' records; stores digital image data as appropriate and documents patient dose exposures
Maintains imaging equipment and work area cleanliness, and promptly reports equipment failures to appropriate personnel; maintains work area
Follows quality assurance guidelines and maintains patients' confidentiality
Assists with the daily operations of the CT laboratory, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required
Establishes and maintains ethical working relationship with healthcare team
Performs other related duties as required

SCHEDULE:
day shift, 8 hour shift, 40 hour work week, with weekend, holiday and on call rotation
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on Recruit Military and the UConn Health websites.

The goal candidate, 1 WF, did not meet the minimum requirements of having both Radiography and Computed Tomography certification and registry by the American Registry of Radiologic Technologists.

The goal candidate, 1 WF, was not interviewed because she was a prior UConn Health per-diem employee who was not renewed.

The goal candidates, 4 WF and 1 HF, were interviewed and not selected for the following reasons:

- 1 WF, a UConn Health employee, had not worked in the field of CT Scan for 10 years.
- 1 WF did not have experience with the required diagnostic equipment GE CT scanners and had only occasionally utilized Siemens CT Scanners utilized at UConn Health.
- 1 WF had only utilized Siemens CT Scanners a few times, which was part of the diagnostic equipment utilized at UConn Health.
- 1 WF and 1 HF had only utilized Siemens CT Scanners and cardiac a few times, which was part of the diagnostic equipment utilized at UConn Health. Also, they had performed cardiac imaging only a few times.

The goal candidate, 1 WF, was offered and declined the position.

A goal candidate, 1 WF, was selected.

1 AM was also selected. The AM had experience with diagnostic equipment utilized at UConn Health; and had experience in CAT Scan angiography imaging, perfusion scanning and cardiac CAT Scan angiography imaging, allowing him to work independently. He also provided detailed and complete answers to interview questions.
![Table](image)

A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
### Ophthalmology Technician

**Job Group:** 5B-TECHNICAL/PARAPROFESSIONAL

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The goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 BM, was selected.
A goal candidate, 1 WF, was selected.
A goal candidate, 1 WF, was selected.
5B. (Technical/Paraprofessional Hires – Part Time to Full Time – Adjusted Work Schedule)

Cardio Sonographer
(Cardiology)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Diagnostic Radiology Technician
(Canton Urgent Care)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5C Health Care Support

Goals

6 white females
2 black females
6 Hispanic females
This posting is for internal UConn Health employees only.

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Diagnostic Imaging Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

At UConn Health, in the Department of Diagnostic Imaging & Therapeutic Services Department, Magnetic Resonance Imaging Unit (MRI), this class is accountable for performing a full range of basic tasks in clinical patient care support, MRI Unit readiness and clerical tasks.

SCHEDULE: Mondays - Fridays, day shift primary

EXAMPLES OF DUTIES:
- Maintains smooth and efficient work flow in the Imaging (MRI and CT) Units to include patient care support, scanning room and equipment readiness and clerical tasks
- Places phone calls to patients in advance of appointments to screen for metallic objects
- Prints patient schedules and organizes patient files
- Uses Picture Archiving and Communication System (PACS) and Radiology Information System (RIS) computer systems to manage the patient's flow of electronic information
- Sorts paper documents into PACS
- Uses supply inventories and places orders
- Cleans areas as assigned
- Conducts patient communication in a professional manner and appropriate to patient age, condition and cultural needs
- Answers phones and handles calls as appropriate
- Prepares the Imaging Unit to perform scans to include changing of MRI coils, placing clean linens on beds and other related tasks
- Prepares scan rooms and work areas for general imaging services including stocking of rooms and carts with supplies and equipment
- Checks equipment and reports those which are malfunctioning
- Prepares patients by conducting an interview and records information
- Prepares and assists patient to change garments for examination
- Provides assistance to the patient to be positioned on the table for study
- Assists the technologists with patient lifts
- Low Dose Chest CT screening program
- Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of medical assisting practices
- Knowledge of relevant policies and procedures
- Knowledge of relevant State and Joint Commission regulations
- Knowledge of patient safety goals
- Ability to use computers and/or equipment technology such as Picture Archiving and Communication System (PACS)
- Interpersonal skills
- Oral and written communication skills

EXPERIENCE AND TRAINING: General Experience: One (1) year of radiology technical assistance to include patient support care. Substitution Allowed: A combination of education and experience that provides the ability and knowledge to perform the above duties may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
1. Incumbent must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
2. Candidates in this class must pass a screening for Implanted metallic objects. Imbedded ferromagnetic objects are not allowed in the MRI suite due to the threat interest in the candidate's personal safety. Example: Candidates who possess a pacemaker cannot work in the MRI suite.

FULL TIME EQUIVALENT MINIMUM SALARY: $33,007

WORKING CONDITIONS: Incumbents in this class are subject to long periods of standing and must be able to lift a coil weighing approximately 35 lbs.; considerable effort may be required in assisting and/or lifting patients; there may be exposure to infectious or communicable diseases and chemical cleaning agents.
SUPERVISION RECEIVED: Initially works under the close supervision of an Imaging Technologist or an employee of a higher grade and works independently with acquired experience.

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
### Abbreviations in Posting:

CT – computed tomography

This position was posted on the UConn Health website for UConn Health employees only.

The goal candidates, 1 BF and 2 HF, were not interviewed because they did not have Radiology or CT Lung screening program experience.

1 AM, part-time UConn Health employee, was selected. He was employed as a Diagnostic Imaging Assistant and was performing all Diagnostic Tech duties.
A goal candidate, 1 WF, was selected.
The class/position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work primarily days in the Pharmacy at UConn Health John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience performing technical pharmacy duties.

NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Hospital pharmacy experience with IV and chemo compounding and using Pyxis.
WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.

EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time, 80 hours every two weeks, primarily days, 7:30 a.m. to 4:30 p.m., schedule includes evening, night and weekend shifts as assigned, holiday coverage is required, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on both the UConn Health and Recruit Military websites.

The goal candidates, 4 WF, 3 BF, and 2 HF, did not meet the minimum job requirements as they did not have current federal certification as a Pharmacy Technician (PTCB).

The goal candidates, 3 WF, 1 BF, and 2 HF, were not selected for an interview for the following reasons:

- 1 BF was interviewed and chosen for an alternate position.
- 1 WF withdrew from the interview process.
- 1 WF did not have any Pharmacy Tech experience. Her experience was as a Community Care Supervisor.
- 1 WF accepted another position externally and withdrew her application.
- 1 HF had four years of Pharmacy Tech experience with three different organizations.
- 1 HF had eight months of experience nearly five years ago. Concern for current skill set.

The goal candidates, 3 WF, were interviewed but not selected for hire for the following reasons:

- 2 WF did not answer many knowledge based questions correctly.
- 1 WF had IV compounding experience but none with chemo drugs like Pyxis.

The 1 WM selected had experience with both IV and chemo compounding including Pyxis. The candidate has prior hospital experience and served in a supervisory role. He has all the required certifications and is registered with the Department of Consumer protection.
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The goal candidate, 1 HF, was selected.
The class/position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work in the Pharmacy at UConn Health John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING
General Experience: One (1) year of experience performing technical pharmacy duties.
NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Experience with IV and chemo compounding and using Pyxis.
WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.

EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time, 80 hours every two weeks, primarily nights, ten (10) hour shifts, 9:30 p.m. to 8:00 a.m., flexibility required to cover day and evening shifts to accommodate departmental needs, holidays as assigned, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

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This position was posted on the UConn Health and Recruit Military websites.

The black female goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 1 WF and 1 HF, did not meet the minimum requirements of the position as they did not have current federal certification as a Pharmacy Technician (PTCB).

Of the goal candidates, 2 WF and 1 HF, were not interviewed as they did not have experience with IV and chemo compounding and the use of Pyxis.

The 1 BF selected has worked in a hospital pharmacy for 18 years. The candidate has experience in IV room and compounding drugs. She spoke to the vision and mission statement of UConn Health and the responsibilities of staff to serve patients.
### Recruitment Summary

**Job Title:** Pharmacy Technician  
**Job Group:** 5C-Health Care Support  
**Req:** 2018-1289  
**Date Started:** 11/9/2018

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A gnal candidate, I HF, was selected.
JOB OPPORTUNITY BULLETIN
As of Friday, June 28, 2019

Department: Pharmacy
Recruiter: Donna Alexander
Job Title: Pharmacy Technician - UConn Health Pharmac
Search Code: 2018-1287
Date Posted: 7/17/2018
Posting Deadline: 7/23/2018

At UConn Health this position will independently perform a full range of tasks in technical pharmacy functions in traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units. This position will work primarily days in UConn Health Pharmacy Services Inc. located at the Exchange in Farmington, CT.

SUPERVISION RECEIVED: Works under the direct supervision of a licensed pharmacist.

SUPERVISION EXERCISED: May lead/supervise lower level staff as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience performing technical pharmacy duties.
NOTE: For state employees the General Experience is interpreted as one (1) year of experience at the level of a Pharmacy Technician Trainee.

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Position requires candidates to be registered with the Department of Consumer Protection.
Must be a Board Certified Pharmacy Technician (PTCB).
Incumbents in this class may be required to travel.
Incumbents must be able to walk and stand for working hours.

PREFERRED EXPERIENCE: Two or more year’s pharmacy experience in long term care, retail or wholesale. Experience working with automated pharmacy dispensing machines.

WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Prolonged periods of standing, sitting and walking.
EXAMPLES OF DUTIES: Compounds and delivers medications and other pharmaceutical supplies; maintains pertinent operational records; orders supplies from bulk storage, restocks dispensing carts and delivers contents to patient care areas according to schedule; computes and compiles prescription charges; assists pharmacist in reviewing written prescriptions to determine ingredients needed and ensure established procedures followed; assists pharmacist in filling prescriptions from bulk stock; uses clean air center and sterile technique in filling and labeling syringes for delivery to patient care units; assists pharmacist in filling bottles, capsules or other package forms with measured amount of medications according to prescription specifications; types and affixes labels to containers showing identification data and directions for use; makes entries on and maintains patient medication profiles; maintains and stores inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security; assists pharmacist in preparation of extemporaneous medications on an as-needed basis; maintains work area in clean and neat condition; prepares intravenous admixtures orders; assists in preparation of sterile and non-sterile products according to established procedures; orders and controls all necessary supplies from hospital stores; conducts special surveys under guidelines established by Director of Pharmacy or Pharmacist; may serve as liaison between nursing units and pharmacy; may sterilize injectable preparations; performs related duties as required.

WORK SCHEDULE: Full time 80 hours every two weeks, primarily days, 8 hour shifts to work between 7:00 a.m. and 5:00 p.m., evenings, nights, weekends and holidays as assigned, 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: $42,367

All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us).

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu
The position was posted on both the UConn Health and Recruit Military websites.

The BF goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 3 WF and 2 HF, did not meet the minimal position qualifications because:

- 2 HF did not have federal certification as a Pharmacy technician (PTCB),
- 3 WF were not currently registered with the Department of Consumer Protection as a Pharmacy Technician.

The goal candidates, 2 WF and 1 HF, were not interviewed for the following reasons:

- 1 WF was a former employee who did not give adequate notice of resignation.
- 1 WF’s application materials did not give adequate detail to determine skill set for this position.
- 1 HF withdrew her application for employment.

Of the goal candidates interviewed, 3 WF, were interviewed and not selected due to the following reasons:

- 1 WF wanted a hospital position and not a retail one. She withdrew her application during the interview.
- 1 WF, although she purported to have a great deal of IV experience, she refused to answer questions in relation to this skill set.
- 1 WF had worked previously as a temporary worker and there was documentation of excessive breaks taken.

1 WF selected demonstrated knowledge of the industry and researched the position with detailed responses. The applicant stated she really wanted a retail job as “loves living the retail dream”. She asked questions relevant to the position and noted the priority of customer service.

1 BF was selected as she demonstrated knowledgeable follow-up questions in her responses with detailed examples. The applicant has 5 years pharmacy experience and she emphasized the need for quality customer service and quality control review processes.
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A goal candidate, 1 WF, was selected.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5D Medical Assistants

Goals

6 white males
3 black males
11 black females
1 AA/AN/NPI male
3 AA/AN/NPI females
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for two (2) Oncology Specialty Medical Assistants with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. These positions will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle Cell Institute and Colon Cancer Prevention Program. There are two positions available. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING: General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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 Req: 2018-996   Date Started: 6/8/2018   Job Title: Medical Assistant
Job Group: 5D-MEDICAL ASSISTANTS

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This position was posted on the UConn Health website.

The goal candidates, 4 WM, 1 BM, 8 BF, and 1 AF, did not meet the minimum qualifications because they did not indicate CPR certification on their application materials.

The goal candidates, 2 BF and 1 AF, were not interviewed due to the following reasons:

- 2 BF did not have the preferred oncology experience.
- 1 AF was recently interviewed for another position and gave an inappropriate response to a question about a patient in distress.

A goal candidate, 1 BF, was selected.

1 WF selected had training in hematology/oncology/infusion medical practices. The candidate was also fluent in the EPIC computer software system.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- knowledge of relevant policies, procedures, routines
- considerable interpersonal skills
- oral and written communication skills
- ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Orthopedic setting; Next Gen, IDX, and insurance program experience preferred.
SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols;
- Prepares patients and assists with exams and special procedures;
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections;
- Refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician;
- Charts activities in the record; participates in implementation of care plans;
- Attends interdisciplinary meetings;
- Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment;
- Checks equipment and reports that which is malfunctioning;
- Answers phone and performs clerical work as needed;
- Performs related duties as required.

SCHEDULE: 40 hours per week, Monday through Friday; 8am - 5pm; 30 minute hour unpaid meal break. This position will be working for Storrs Orthopedic Dept. in Storrs.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2018-1103  Date Started: 7/6/2018  Job Title: Medical Assistant  Job Group: 5D-MEDICAL ASSISTANTS

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This position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 1 WM and 1 BF, did not have the minimum qualification of a currently registered Certified Medical Assistant.

The goal candidates, 1 WM, 1 BF, and 1 AF, were not interviewed as HR chose to interview current UConn Health employees and special payroll employees with directly related experience in the department.

A goal candidate, 1 WM, was interviewed but not selected as the candidate did not have the necessary urgent care experience.

The 1 WF selected currently operated EPIC and worked in Orthopedics. She gave a detailed explanation of the department workflows, rooming, and urgent care experience. The candidate was also an EMT that was familiar with splitting and in mobilization and trauma transportation.
UConn Health is seeking to fill a Student Worker position to provide support for the CT AHEC (Area Health Education Center) Network’s data collection needs, including entry of programmatic data. This position directly supports CT AHEC Network’s institutional and federal reporting requirements.

COMPREHENSIVE BENEFITS OFFERED:
Gain experience in work class facility
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus

SCHEDULE: 10 hours per week - Hours based on department needs

EXAMPLES OF DUTIES:
Data entry into the Connecticut AHEC Network database, "cleaning" and reformatting of data
Creating and updating data spreadsheets
Providing follow-up of data tracking initiatives, including the National Student Clearinghouse
General office support, including but not limited to photocopying, mailing, stocking supplies, etc.
Assist in additional tasks assigned

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Superior attention to detail
Good communication skills
Ability to work independently
Experience in data entry and manipulation (Especially Excel)
Advanced problem solving
Experience with full Microsoft Office suite a plus

POSITION REQUIREMENTS:
Ability to stay in position for a minimum of one (1) year.
SPECIAL REQUIREMENTS:
MUST PROVIDE PROOF OF STUDENT STATUS UPON OFFER OF EMPLOYMENT: Acceptable documentation must include either a letter from an academic advisor on letterhead; or a course schedule listing current term of enrollment, name of educational institute and students name; official transcripts or Student Clearinghouse course schedule.

Salary: $10.10 per hour. No benefits.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu
The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum requirements as his application did not indicate experience with data entry and manipulation such as Excel.

Of the goal candidates, 1 BF, was not interviewed as the hiring managers interviewed UConn Health employees and two contract employees with directly related dermatology experience.

1 AF, a goal candidate was selected.

1 WF selected had current dermatology experience in all areas of dermatology specifically at UConn Health.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.

SPECIAL REQUIREMENTS: Must provide current registration as a Certified Medical Assistant; may need to travel between satellite offices.

PREFERRED QUALIFICATIONS: Experience in a Dermatology practice office; EPIC experience.
SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday and Tuesday, 12:00 p.m. - 9:00 p.m., Wednesday through Friday; 8:00 a.m. - 5:00 p.m., one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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Req: 2019-028 Date Started: 8/31/2018

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The position was posted listed on the UConn Health and Recruit Military job boards.

The goal candidates, 3 BF and 2 AF, did not meet the minimum qualification as they did not indicate current registration as a Certified Medical Assistance (CMA).

The goal candidates, 1 WM, 1 BM, and 3 BF, were not interviewed as they do not have the preferred qualification of experience in a Dermatology practice.

Of the goal candidates interviewed, 1 WM and 2 AF, were not selected for the following reasons:

- 1 AF is currently working in the Dermatology department as a special payroll employee. Her schedule does not permit flexibility and would be better suited for a standard hour positions.
- 1 WM and 1 AF did not have the experience of practice in a Dermatology office.

The 1 WF selected currently works in the Dermatology department and has a schedule that allows of flexibility based on the department’s needs. She has all the necessary certifications and has EPIC software experience and is able to work at multiple work sites as needed.
A goal candidate, 1 BF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. /wk., Mon-Fri, either 8:00am - 5:00pm or 7:45am - 4:45pm with a 1 hour unpaid meal break

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans; attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
 Performs related duties as required.
MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL AND ABILITY
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills; oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENT:
Must submit a copy of certification at time of application.

PREFERRED QUALIFICATIONS:
Experience in EMR (NextGen, EPIC)
Experience working in Orthopedic or Spine outpatient practice

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients

Full Time equivalent Minimum Salary: $45,531.00

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Req: 2018-1017  Date Started: 9/14/2018  Job Title: Medical Assistant  Job Group: 5D-MEDICAL ASSISTANTS

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The position was posted on UConn Health and the Recruit Military websites.

The goal candidates, 6 BF, did not meet the minimum position requirements for the following reasons:

- 5 BF’s application materials did not indicate current Medical Assistant certification.
- 1 BF indicated that she had taken the exam but did not provide documentation of certification as instructed.

The goal candidates, 1 BM, 3 BF, and 2 AF, were not interviewed for the position for the following reasons:

- 1 BF expressed during the interview that she wanted to step away from face-to-face interactions with patients. The position required a high degree of patient interaction.
- 1 BM, 1 BF, and 2 AF was not interviewed as the initial interview process involved UConn Health special payroll certified MA employees only.
- 1 BF did not complete her current six month probationary position in another role.

The goal candidates, 1 BF and 2 AF, were interviewed but not selected for the following reasons:

- 1 BF’s manager gave less than a positive reference noting issues with communication and punctuality.
- 2 AF accepted different positions.

The 1 WF selected had positive references from her current practice manager. The candidate has 16 years of experience in the medical field with 8 years in the MA field. The candidate was very concerned with patient care and following protocol.
JOB OPPORTUNITY BULLETIN

As of Friday, June 21, 2019

<table>
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<tr>
<th>Department:</th>
<th>UMG-Floats Module</th>
<th>Job Title:</th>
<th>Medical Assistant</th>
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<td>Noreen Logan</td>
<td>Search Code:</td>
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<td>Posting Deadline:</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) full time Medical Assistant Float positions to our growing team. This position will float within our Farmington clinics as well as travel to off-site locations. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte. 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED**
- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work under pressure deadlines and a rapidly changing environment

**EXPERIENCE AND TRAINING:**
- General Experience:
  - Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
  - You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.
SPECIAL REQUIREMENTS:
Will travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
Experience in multi-specialty practice office; EPIC experience preferred.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified; reports -pertinent observations to nurse and/or physician charts activities in the record; participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

SCHEDULE:
40 hours per week, Monday through Friday; 8:00 a.m. - 5:00 p.m.; one hour unpaid meal break. This is a float position.

MINIMUM FULL TIME EQUIVALENT SALARY:
$45,531

Why UConn Health
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All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us).

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or [jobs@adp.uchc.edu](mailto:jobs@adp.uchc.edu).
The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 3 BF and 1 AF, did not meet the minimum requirements for the position as they did not possess current certification as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

One goal candidate, 1 WM, was not interviewed as he withdrew his application during the process.

Of the goal candidates, 1 BF and 1 AF, were interviewed but not selected because of the following reasons:

- 1 BF admitted during the interview she had difficulty reporting to work on time.
- 1 AF frequently referred to completing tasks outside of a Medical Assistant’s scope of duty during the interview.

1 WF selected was previously employed as a MA for UConn Health for a year and received excellent reviews from patients and staff and managers.

A goal candidate, 1 BF, was selected.
### JOB OPPORTUNITY BULLETIN

**As of Tuesday, July 9, 2019**

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At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for a Neurology Clinic Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift position is located in Farmington. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

### COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

### SCHEDULE:
This is a full time position, 40 hours per week, Monday - Friday, either 8:00 a.m. - 5:00 p.m. or 8:30 a.m. - 5:30 p.m., with a one (1) hour unpaid lunch break; minor holidays are required.

### EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- Prepares patients and assists with exams and special procedures
- Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
- Refers patients to appropriate physician/nursing staff when special needs are identified
- Reports pertinent observations to nurse and/or physician
- Charts activities in the record
- Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing Environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC
Neurology practice experience or Neurology outpatient clinical experience

MINIMUM full time equivalent salary: $45,531

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 2 BF, did not meet the minimum requirements for the position as they were not currently registered as CMA.

The goal candidates, 2 WM, 7 BF, and 3 AF, were not selected for an interview for the following reasons:

- 1 WM and 1 BF did not possess experience using the Epic software system.
- 1 WM, 6 BF and 3 AF’s application materials did not indicate having experience in a Neurology practice or outpatient clinical environment.

The 1 HF selected had over 10 years’ experience as a Certified Medical Assistant and is currently employed as a temporary worker in the Neurology department. The applicant was well versed in the Epic computer system and manages the heavy resident workload in the division and possessed CPR certification.
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</table>

A goal candidate, 1 WM, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED**
- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work under pressure deadlines and a rapidly changing environment

**EXPERIENCE AND TRAINING:**
- General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.
PREFERRED QUALIFICATIONS:
Experience in a Pulmonary clinic practice office
Next Gen or EPIC experience
Experience in performing spirometry testing

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports -pertinent observations to nurse and/or physician
Charts activities in the record; participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; flexible hours between 8:00 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break, may travel to off sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidate, 1 BF, did not meet the minimum qualifications for the position as she was not currently registered as a Certified Medical Assistant (CMA), or a LPN, or an EMT.

The goal candidates, 4 BF and 1 AF, were not selected for an interview for the following reasons:

- 2 BF did not have experience performing spirometry testing.
- 2 BF and 1 AF did not possess experience in a pulmonary clinic practice office.

The 1 WF selected was currently employed as a temporary employee as a pulmonary Medical Assistant. The candidate had excellent reviews and references. Physicians, RN’s, and mid-level health providers felt that she had demonstrated good clinical skills and exhibited sound judgement. The applicant was accustomed to a fast-paced environment and spoke about patient safety and the importance of cross unit communication.
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A goal candidate, 1 BF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add three (3) Medical Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN’s and EMT’s may qualify.

SPECIAL REQUIREMENTS: Must be able to work in satellite locations (Farmington, Avon, Southington). Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
NextGen/EPIC or EMR experience
wound care/suture/staple removal experience
medication pre-authorization experience
telephone triage experience
experience working at an Ortho & Spine outpatient practice
bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday, either 8:00 a.m. - 5:00 p.m. or 7:45 a.m. - 4:45 p.m.; one hour unpaid meal break

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
### Job Group: 5D-Medical Assistants

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### Abbreviations in Posting:

- CAAHEP – Commission on Accreditation of Allied Health Education Programs
- ABHES – Accrediting Bureau of Health Education Schools
- AAMA – American Association of Medical Assistants
- LPN – Licensed Practical Nurse
- EMT – Emergency Medical Technician

This position was posted on Recruit Military and the UConn Health website.

The goal candidates, 1 WM, 1 BF, and 1 AF, did not meet the minimum requirements for the following reasons:

- 1 WM and 1 AF did not have the required completion of an accredited Medical Assistant Program and current registration as a CMA, and/or is not an EMT or LPN.
- 1 BF’s certification expired April 1, 2018.

The goal candidates, 1 WM, 2 BF, and 1 AF, were not interviewed for the following reasons:

- 1 WM did not have the preferred qualifications of wound care/suture/staple removal experience; telephone triage; working at an Ortho and Spine outpatient practice; and was not bilingual in Spanish, Polish, or other languages.
- 1 BF was currently an UConn Health special payroll employee with chronic tardiness issues.
Req: 2018-1243 continued

- 1 BF did not have the preferred qualifications of experience working at an Ortho and Spine outpatient practice and was not bilingual in Spanish, Polish, or other languages.
- 1 AF did not have the preferred qualifications of wound care/suture/staple removal experience; working at an Ortho and Spine outpatient practice; and was not bilingual in Spanish, Polish, or other languages.

A goal candidate, 1 AF was interviewed and not selected because she was selected for another UConn Health position.

A goal candidate and part-time UConn Health employee, 1 WM, was selected.

1 HF was also selected. She was certified and had 1.9 years of experience as a Medical Assistant. She also had the preferred qualifications of EMR experience; telephone triage; experience working at an Ortho and Spine outpatient practice; and was bilingual.

*1 AF, a goal candidate, was a lateral transfer. She was an UConn Health Medical Assistant who was certified and had 16 years of experience as a Medical Assistant. She also has the preferred qualifications of NextGen experience; medication pre-authorization; telephone triage; wound care experience; experience working at an Ortho and Spine outpatient practice; and was bilingual.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

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<td>Marisa Leone</td>
<td>Search Code:</td>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in an outpatient practice Office; Next Gen or EPIC experience preferred.
SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures;
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections;
- Refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician;
- Charts activities in the record; participates in implementation of care plans;
- Attends interdisciplinary meetings;
- Prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment;
- Checks equipment and reports that which is malfunctioning;
- Answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: 40 hours per week, Monday through Friday; 8:30am - 5:30pm; one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu
The position was posted on the UConn Health and Recruit Military websites.

The goal candidates, 8 BF and 2 AF, did not meet the minimum requirements of the position as they were not currently registered as Certified Medical Assistants (CMA).

The goal candidates, 4 BF, and 1 AF, were not selected for an interview for the following reasons:

- 2 BF and 1 AF because only qualified UConn Health employees were interviewed initially per contractual bargaining language.
- 1 BF had attendance/tardiness issues.
- 1 BF accepted another employment opportunity.

The 1 WF selected had Epic computer experience. The applicant scored 9.5 out of 10 on the didactic questions. The situational responses always focused on patient safety. The candidate is a temporary employee that demonstrated quality work and a team player attitude.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant Float position to our growing team. This position will float within our Avon, Southington, and Farmington clinics, as well as travel to off-site locations. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills
Oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
SPECIAL REQUIREMENTS:
Will travel to satellite offices in Avon and Southington
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:
Experience working in an orthopedic clinic
Experience working at an Ortho & Spine outpatient practice
Experience working in a Rheumatology Clinic
Wound care experience
Suture removal experience
Front desk/scheduling experience
EPIC experience
Bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports -pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; work between the hours of 7:30 a.m. - 4:30 p.m. to meet the needs of the unit; one hour unpaid meal break. This is a float position.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 1 WM, 1 BM, and 5 BF, were not selected for an interview because of the listed considerations:

- 1 WM and 1 BF's application materials were too vague to assess eligibility for preferred qualifications.
- 1 BM and 4 BF did not have the preferred qualification of being bilingual (Spanish, Polish, other).

The 1 HF selected for hire had experience as a Medical Assistant using EPIC software. Her former duties included titles as a Patient Registration Representative performing all check in/out clerical duties, triaging patients and assisting in exams and procedures. The applicant had familiarity with scheduling (surgeries, diagnostic visits) and practice flow/rooming patients. She had certification in wound care, crutch training, DME lifting and is bilingual.
JOB OPPORTUNITY BULLETIN

As of Tuesday, June 25, 2019

Department: UMG-Orthopaedics Module  
Recruiter: Noreen Logan  
Search Code: 2019-243  
Job Title: Medical Assistant  
Date Posted: 10/3/2018  
Posting Deadline: 10/9/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.
Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills
Oral and written communication skills
Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
SPECIAL REQUIREMENTS: May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:
Experience working in an orthopedic clinic
Experience working at an Ortho & Spine outpatient practice
Wound care experience
Suture removal experience
Front desk/scheduling experience
NextGen or EPIC experience
Bilingual (Spanish, Polish, other)

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
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Checks equipment and reports that which is malfunctioning
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Performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; work between the hours of 7:30 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break.

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The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 AF, did not meet the minimum qualifications of completion of an accredited Medical Assistant Program and current registration as a CMA.

The goal candidates, 1 WM and 5 BF were not selected for an interview for the following reasons:

- 1 BF's references were negative.
- 1 WM and 4 BF are not bilingual (Spanish, Polish, other), a preferred qualification.

The 1 HF selected has worked for the past 4 years as a Medical Assistant in an orthopedic outpatient setting. She is trained in phlebotomy and has over 2 years' experience using EPIC EMR software. The candidate is trained in wound care, suture/staple removal, telephone triage, med preauthorization, and is a certified Interpreter in Spanish.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
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Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant
PREFERRED QUALIFICATIONS:
Recent experience in a Cardiology practice setting
Next Gen or EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols.
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE: 40 hours per week, Monday through Friday; flexible hours between 8:00 a.m. - 5:30 p.m. to meet the needs of the unit; one hour unpaid meal break, may travel to off sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

Why UConn Health
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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uche.edu
The position was posted on the UConn Health and Recruit Military websites.

The goal candidate, 1 WM, did not meet the minimum requirements as he was not a currently certified CMA, EMT or a LPN.

The goal candidates, 1 WM, 5 BF and 1 AF, were not selected for an interview for the following reasons:

- 3 BF and 1 AF did not have recent experience in a cardiology practice setting.
- 1 BF was a previous temporary employee with attendance issues.
- 1 WM and 1 BF did not have backgrounds with the NextGen or EPIC software usage.

Of the goal candidates, 1 BF, was interviewed but not selected for the position as her experience in Internal Medicine was at an entry level and with no working knowledge of the EPIC computer software system.

1 WF selected for the employment opportunity was a former temporary employee with UConn Health with experience with EKG’s and spirometry. The candidate had broad patient experience working in Internal Medicine. She had received UConn Health cardiology providers in the Simsbury and Canton offices and is familiar with policy and procedures.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for an Oncology Specialty Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. These positions will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle cell Institute and Colon Cancer Prevention Program. There are two positions available. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections
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Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

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The position was posted on the UConn Health and Recruit Military job boards.

The goal candidates, 5 BF and 2 AF did not meet the position requirement as follows:

- 1 BF did not have her current CPR certification which is a Special Requirement.
- 4 BF and 2 AF were not currently registered with any CMA, EMT, or LPN credentials.

The goal candidates, 3 WM, 1 BM, 4 BF, and 1 AF were not selected for an interview for the following reasons:

- 2 WM, 1 BM, 3 BF, and 1 AF did not have Hematology/oncology/infusion medical practice or outpatient clinical experience.
- 1 WM and 1 BF were selected for other job openings.

The 1 HF selected for the position had previous experience working in a Hematology/oncology/infusion medical practice. She was the team lead in her former role. She is currently employed as a temporary worker in the Cancer Center.
JOB OPPORTUNITY BULLETIN

As of Tuesday, June 25, 2019

Department: Psychiatric Clinic  
Recruiter: Noreen Logan  
Search Code: 2019-452  
Job Title: Medical Assistant  
Date Posted: 12/4/2018  
Posting Deadline: 12/11/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for a Psychiatric Clinic Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift position is located in the out-patient Psychiatric Clinic in Farmington, CT. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, 8:00 a.m. - 5:00 p.m., with a one (1) hour unpaid lunch break; minor holidays are required.

EXAMPLES OF DUTIES:
Maintains smooth and efficient patient flow
May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
Prepares patients and assists with exams and special procedures
Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC
Psychiatric outpatient clinical experience
2 years of experience in an emergency medicine or urgent care setting
Knowledge of IDX and NextGen

WORKING CONDITIONS:
Flexibility as necessary to accommodate the departmental needs
Work requires visual strain due to protracted use of a computer
Prolonged standing and walking or long periods of sitting
Must be able to lift 50 pounds
Ability to bend or reach in order to operate equipment, or other tasks assigned
Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident/emergency.
MINIMUM full time equivalent salary: $45,531

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The position was posted on the UConn Health and Recruit Military employment boards.

The goal candidates, 1 BF, did not meet the minimum qualification of the position as she did was not a currently credentialed Medical Assistant.

The goal candidates, 2 WM, 1 BM, and 5 BF, were not selected for an interview for the following considerations:

- 1 BF was previously employed as a temporary worker with UConn Health and was noted for lack of team communication and tardiness issues.
- 2 WM, 1 BM, and 4 BF did not have any psychiatric outpatient clinical experience.

The 1 HF selected is currently employed in the Psychiatric Outpatient Clinic. Her work has been evaluated as thorough, detailed, and always completed in a timely fashion. The applicant spoke of the importance of UConn Health’s policy and procedures in the work environment. She received positive reviews from the clinical staff she support (APRN’s, MD’s, and PsyD’s.).
A goal candidate, 1 BF, was selected.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

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<th>Department:</th>
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Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add 2 (two) Medical Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
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Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
Knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body. You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify.
Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant
PREFERRED QUALIFICATIONS:
Experience in a women’s health practice office
EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
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reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
perform related duties as required
SCHEDULE: 40 hours per week, as needed by department between hours of 7:30 a.m. and 5:30 p.m.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531

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The position was posted on the UConn Health Careers website.

The goal candidates, 1 WM and 3 BF, did not meet for the minimum requirements of the position as they did not possess a current registration as a Certified Medical Assistant (CMA), a LPN, or an EMT.

The goal candidates, 1 WM, 3 BF, and 1 AF, were not selected for an interview for the following reasons:

- 1 WM and 3 BF did not have the preferred qualification of experience working in a women’s health practice office.
- 1 AF had four years’ of CMA experience. For the past two years the applicant has been working in the OB/GYN area. The candidate did not give complete answers and was not confident in her responses.

1 WF was selected as she had worked for the past 11 years of her 25 year total as a CMA in a women’s health practice office. The applicant responded correctly to all questions and demonstrated that she researched the position and more specifically UConn Health as a care driven, patient operation.

1 HF was selected as she was a CMA of over 20 years’ experience. The last 2 years were in service OB/GYN patients. The applicants was familiar with the culture of UConn Health and emphasized safety, documentation, and communication to deliver optimum patient care.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

Department: Neag Comp Cancer Center  
Job Title: Medical Assistant
Recruiter: Noreen Logan  
Search Code: 2019-735  
Date Posted: 3/26/2019  
Posting Deadline: 4/2/2019

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you. UConn Health is looking for an Oncology Specialty Medical Assistant with experience in acute health care and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center at the UConn Health Outpatient Pavilion. This position will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle Cell Institute and Colon Cancer Prevention Program.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

SCHEDULE: This is a full-time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- Prepares patients and assists with exams and special procedures
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
Refers patients to appropriate physician/nursing staff when special needs are identified
Reports pertinent observations to nurse and/or physician
Charts activities in the record
Participates in implementation of care plans
Attends interdisciplinary meetings
Prepares rooms and work area for clinics, including stocking of rooms and carts
Inventories and orders equipment
Checks equipment and reports that which is malfunctioning
Answers phone and performs clerical work as needed
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of medical assisting practices
Knowledge of relevant policies, procedures, routines
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:
General Experience:
Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
Must have current and maintain CPR certification.

PREFERRED QUALIFICATIONS:
Working experience using EPIC.
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: $45,531

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.
All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242.

Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Medical Assistants to our growing team, in the Dermatology Clinic located at 21 South Road, Farmington, CT. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
knowledge of medical assisting practices
knowledge of relevant policies, procedures, routines
considerable interpersonal skills
oral and written communication skills
ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.
You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's and EMT's may qualify. Please be prepared to upload a copy of your required, current MA, LPN or EMT credentials and CPR Certification at the time of application.
SPECIAL REQUIREMENTS:
May travel to satellite offices
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:
Experience in a dermatology clinic
Next Gen or EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
maintains smooth and efficient patient flow
may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
prepares patients and assists with exams and special procedures
instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
refers patients to appropriate physician/nursing staff when special needs are identified
reports pertinent observations to nurse and/or physician
charts activities in the record; participates in implementation of care plans
attends interdisciplinary meetings
prepares rooms and work area for clinics, including stocking of rooms and carts
inventories and orders equipment
checks equipment and reports that which is malfunctioning
answers phone and performs clerical work as needed
performs related duties as required

SCHEDULE:
Position One: 40 hours per week, 9:00 a.m. - 6:00 p.m., Monday through Friday, 60 minute lunch, possible travel to Canton Position Two: 40 hours per week, Mondays, Wednesdays, Thursdays & Fridays, 8:00 a.m. - 5:00 p.m.; Tuesdays 12:00 noon - 9:00 p.m.; 60 minute unpaid meal break, required to travel to Canton

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
The position was posted on the UConn Health website.

The goal candidates, 1 WM and 3 BF, did not meet the minimum qualifications of the position as they did not have current registration status as a Certified Medical Assistant (CMA).

The goal candidates, 1 BM, 1 BF, and 2 AF, were interviewed but not selected for appointment to the position for the following reasons:

- 1 BM did not have the preferred qualifications of experience in a dermatology clinic or familiarity with the Next Gen or Epic computer software.
- 1 BF and 2 AF did not have a background working in a dermatology clinic practice.

1 WF selected took the initiative to ask to job shadow during the interview. The staff determined that she had asked pertinent questions and demonstrated motivation at accessing all the duties associated with the position. The applicant does have experience working at a dermatological practice. The candidate is a certified CMA.

1 WF selected was a temporary employee that was issued positive references from her manager. The applicant demonstrates her team player ability as she was flexible in her scheduled shifts and would often cover for her co-workers. The applicant was familiar with the duties of the position and answered questions correctly and gave detailed responses. The applicant is a certified CMA.
The position was posted on the UConn Health website.

The goal candidates, 1 WM and 3 BF, did not meet the minimum requirements for the position as they were not currently registered as Certified Medical Assistants.

The goal candidates, 2 WM, 1 BF, and 2 AF, were not selected for an interview as they did not have experience in Hematology/oncology/infusion medical or outpatient clinical practice experience.

The 1 HF selected had Epic computer experience and was currently employed in the Cancer Center as a temporary worker. The candidate had experience in Hematology/oncology/infusion medical and outpatient clinical practice experience. She holds a current registration as a Certified Medical Assistant.
5D. (Medical Assistants) Hires – Part Time to Full Time – Adjusted Work Schedule

Medical Assistant
(Storrs Urgent Care)

1 WF adjusted her work schedule from part time to full time during the reporting period.

Medical Assistant
(UMG - Orthopedics)

1 WF adjusted her work schedule from part time to full time during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

Se Paraprofessional/Administrative

Goals

1 white female
1 black female
3 Hispanic females
1 AA/NH/P male
The position was posted on the Healthy Simulation, Society for Simulation in Healthcare, UConn Health and Recruit Military websites.

The white female goal had been met with a previous promotion that was posted externally, and was no longer an established hiring goal.

The goal candidates, 1 BF, and 4 AM, did not meet the minimum position requirements for the following reasons:

- 1 BF and 1 AM’s application materials did not indicate any video recording/editing and production experience.
- 2 AM’s application materials did not indicate any advanced knowledge and management of healthcare simulation equipment.
- 1 AM’s application materials were too vague to determine if minimum qualifications were met.

A goal candidate, 1 HF, was invited to an interview but declined as she received another position elsewhere.

The 1 WM selected for the position demonstrated detailed problem solving ability when given varying case scenarios. The applicant explained the importance of writing a manual for trouble shooting specific errors to share with the team when errors arise. He had served as a Supervisory Trainer in a past position and had experience with specifically training students.
Simulation Center Technology Specialist and Simulation Operator

Overview
Under the direction of the Medical Director and the Simulation Center Coordinator, the technology specialist will primarily provide technical support to the UConn Simulation Center for all simulation operations, including preparation, maintenance and repair of computerized mannequins (software and hardware), task trainers and related multimedia peripherals. The job will require flexibility and a variety of other responsibilities as a member of the small simulation center team.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Duties and Responsibilities
Simulation Technology Management
Manages all simulation related technology in the simulation center
Responsible for operation and troubleshooting of all simulation equipment and task trainers and ensures they are cleaned and functioning properly.
Maintains and supports learning management system to include uploading courses, adding participants, running reports, and providing technical support to LMS users.
Interacts and coordinates with UConn Health IT departments and other vendors in support of computer operations scheduling.
Works with technical staff on problem resolution, schedule product installation and upgrades, and other various applications required for operations production.
Works closely with vendors to ensure simulation software and hardware are operational.
Researches technology (software, hardware, and AV) in an effort to make the center more efficient.
Audiovisual operations (digital video / DVR systems) for capture of simulated scenarios with subsequent editing and transfer into PC and Web-friendly archive format. Assistance in development and maintenance of such archival system.

Operation of computerized mannequins requiring mastery of its operating software, characteristics, and programming. Autonomous operation of basic scenarios and coordinated interaction with other simulation staff during advanced scenarios expected.

Operate various modalities of simulators, to include Mannequins (examples include: METI, Laerdal, Gaumard), Advanced Task Trainers (examples include: Simbionix, Mentice, SonoSim), and Basic Task Trainers (examples include: Simulab, Limbs & Things, etc.) set up and operate the simulator update the simulator and software install the software and program accordingly independently work with the technical support staff.

Have the capability to program clinical scenarios in LLEAP and run the manikins using the LLEAP platform.

Simulation Center Operations
Assistance with conceptualization, development, and implementation of high fidelity medical simulation scenarios and courses in a fully-equipped medical simulation center.

Scheduling and logistic organization of planned simulation courses by communicating with students, resident and attending physicians, and staff from UConn and other hospitals. Assembly of staff with preparation of environment and equipment for planned simulations.
Participates in simulation computer operator training.
Interfacing with Hospital Safety, Development, and Public Relations leadership regarding activities of the simulation center. Contact with external simulation experts and centers for activity coordination.

Tours and orientations of center as needed

REQUIREMENTS:
Education: Bachelor's degree preferred. Computer science, engineering, communications, and other technical majors preferred. Medical knowledge or certification preferred but not required.

Skill Requirements:
Ability to prioritize work, anticipate supply and equipment needs, assess equipment failures, and remedy such failures.
Must be able to communicate with multiple healthcare professions especially medical and dental students.
Must be able to work well with others and effectively work with a team.
Ability to work independently and reliably within parameters designated by the director.

Physical Requirements:
Work does require lifting and moving of manikins and equipment which can weigh 150 lbs.
Work requires prolonged periods of activity and standing, demonstrating skills

Experience Requirements:
At least 4 years in technology related field required.
Video recording/editing and production expertise.
Knowledge of learning management systems.
Advanced knowledge and management of healthcare simulation equipment or similar
Significant background in computer use, setup, troubleshooting, and maintenance required
Intermediate to advanced computer operations for simulation-control PC and audiovisual PC hardware acquisition and setup, software installation, operating system maintenance, content distribution and backup, and advanced troubleshooting.

Preferred Requirements:

Degree in computer science, engineering, communications and other technical majors.

Medical knowledge or certification
Simulation experience
Expertise in PC and MAC platforms

SCHEDULE: Monday through Friday, 7:30 am to 4:00 pm, with 30 minute meal break.

Minimum full time equivalent annual salary: $57,595

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
At UConn Health this class is accountable for independently performing a full range of supportive tasks for any assigned library function.

SUPERVISION RECEIVED:
Works under the general supervision of the head of the Information Services Department.

SUPERVISION EXERCISED:
May lead student workers as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs. per week, Mon - Fri, 8:00am - 5:00pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
May work in any library department providing services to patrons, including but not limited to cataloging, circulation activities, maintaining records and files
Acting as resource person for various library functions in the absence of the department head
Researches journals and/or audiovisual programs in cataloging information to make it readily retrievable for library patrons
Uses online national databases to perform routine unit functions
May attend library related workshops/seminars
Open/close library as needed
Cover for absent /late staff
May be required to work a temporary, alternative schedule or shift due to insufficient staffing level or inclement weather as requested by supervisor.
Performs related duties as required.
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of library science techniques and practices
Knowledge of advanced library systems, techniques, resources and equipment, including computer and other automated systems
Considerable interpersonal skills; oral and written communications skills
Ability to maintain accurate records
Ability to follow instructions.
Knowledge of Microsoft Office

EXPERIENCE AND TRAINING:
General Experience:
Three (3) years of experience involving a variety of library functions.
Substitutions Allowed:
College training in Library Science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate’s Degree.

Full Time Equivalent Minimum Salary: $49,462.00

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu
The position was posted on the UConn Health and Recruit Military websites.

The white female goal had been met with a previous promotion that was posted externally, and was no longer an established hiring goal.

The goal candidates, 5 BF, and 5 HF, did not meet the minimum position requirements for the listed reasons:

- 5 BF, 5 HF did not possess the three (3) years of experience involving a variety of library functions or the substitution of (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate’s Degree.

The goal candidates, 1 BF, and 1 AM, were not interviewed for the following reasons:

- 1 AM did not meet the advanced library systems, techniques, resources, and equipment minimum qualification.
- 1 BF did not have the minimum technological library and automated library systems qualifications.

The 1 WF selected for hire has relevant experience having worked in all departments in a similar sized library. She was flexible to the needs of the position with the ability to cover differing shifts based on need. The applicant was knowledgeable about sever computer systems including Microsoft Office.
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The position was posted on the UConn Health and Recruit Military websites.

The white female goal had been met with a previous promotion that was posted externally, and was no longer an established hiring goal.

The goal candidate, 1 AM, did not meet the minimum requirements of the position because his application materials did not indicate any experience with Microsoft Windows or Office computer software systems.

The 1 WF selected for the opening had previous experience working with UConn Health. Her background also includes PBX and management level experience with Avaya Communications systems.
At UConn Health, this class is accountable for independently performing a full range of tasks in the installation, maintenance and repair of telecommunications and data networking equipment. Provide technical support for network connections, voice services and all associated hardware and software.

Supervision Received:
Works under the supervision of an employee of a higher grade.

Supervision Exercised:
May lead other employees or contractors as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: 40 hrs. Per Week Monday-- Friday 8:00AM - 4:30PM with a 30 minute unpaid meal break. Work on weekends, Holidays, or other shifts maybe required periodically based on the needs of UConn Health

Duties & Responsibilities:
Installs and/or troubleshoot new or existing communication equipment, digital, analog, SIP, VOIP devices to various locations
Installs jacks/wired devices, network wiring, fiber optic cable connections at the main frame, telephone closets and work areas
Modifies and updates to multiple databases conforming to user needs/requests; carries out disaster recovery plans
Acts as a liaison between end users and other departmental services
May prepare reports and correspondence
Provides staff consultation/training to end users of telecommunications/networking equipment
Provides consultation to sub-contractors and other UConn Health departments
Maintains inventories of equipment
Responds to emergency codes to make sure telecommunications equipment is operational
Performs other related duties as required.

Minimum Qualifications Required
Knowledge, Skills & Ability:
Excellent knowledge of voice and data telecommunications
Strong knowledge of communications wiring, trouble shooting and repair
Considerable knowledge of network equipment, personal computers and printers
Excellent interpersonal skills; oral and written communications skills; ability to interact with all levels of employees during pre-survey and installation of voice and data equipment
Ability to install data hardware and components
Ability to follow complicated instructions; excellent record keeping ability

Special Requirement
Employees in this class must possess and maintain a current T-2 license
Experience in a PBX environment
Experience with Microsoft Windows and Microsoft Office

Preferred Qualifications
Experience with Avaya Communications Manager
Experience with Avaya Session Manager
General Experience & Training:
Four (4) years of hands on experience in voice and data communications

Working Conditions:
Incumbents in this class may be exposed to communicable diseases, electrical shock and working in areas such as crawl spaces. Employees in this class will be required to travel in the course of their daily work. Employees may be required to work outside of normal hours for service effecting work.

Full Time Equivalent Minimum Salary: $61,734.00
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

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Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
A goal candidate, 1 AM, was selected.
JOB OPPORTUNITY BULLETIN

As of Monday, July 8, 2019

<table>
<thead>
<tr>
<th>Department: Human Resources</th>
<th>Job Title: Human Resources Associate - International Offi</th>
</tr>
</thead>
</table>

In the Human Resources Department, this position is responsible for providing support for the UCHC International Community related to nonimmigrant issues. The position also provides support with Human Resources functions related to international employees.

Minimum Qualification Required:
Knowledge, Skill and Ability:
Knowledge of immigration related to international exchange visitors, students and scholars. Familiarity with employment based visas.
The incumbent must be able to effectively work with students and scholars from diverse backgrounds and be able to foster good working relationships with hiring department, academic programs, and professional colleagues. Qualified candidate must be very flexible, have a high tolerance for ambiguity, and be able to work both independently and cooperatively as part of a team within a wide range of responsibilities.
Knowledge of basic Human Resources principles and practices; willing to learn relevant State and Federal regulations and internal policies and procedures.
Ability to organize and prioritize work; excellent interpersonal skills; ability to communicate effectively both oral and in writing; excellent customer service skills; ability to manage multiple simultaneous priorities; knowledge of methods and procedures pertaining to records maintenance; ability to establish and maintain effective working relationships with others; to handle confidential matters with tact and discretion; exercise good judgment in analyzing situations and making decisions.

Education and Training:
Four (4) years’ experience in administrative work, including one (1) year of experience involving immigration related work.
Special Requirement: 1 year of the administrative experience must have involved immigration related work.
Substitution Allowed:
Bachelor’s degree in Human Resources Management or related field may be substituted for four (4) years of the general experience.

Special Requirement:
Applicants must be a U. S. Citizen.
Examples of Duties:
Under the direction of the Personnel Officer for International Affairs, provides assistance, information and guidance to international students, faculty, administrators and staff regarding Federal immigration regulations; Designated School Official for F visa program and Alternate Responsible Officer for J visa program; prepares, processes or reviews a variety of personnel transactions, including but not limited to, assists in the administration of the SEVIS (Student Exchange and Visitor Information System); tracking and processing of visa sponsorship as well as the maintenance of records, files and data bases for compliance with appropriate federal regulations. Provide administrative coordination and communication to the international population; Process visa sponsorship request as needed. Coordinate immigration and employment related activities for international employees such as, processing employees through sign up, orientation and exit functions, status changes, retirement and insurance deductions, prepares and processes applicants; maintains applicant tracking system; prepares and maintains personnel records, including, training and work history, maintains confidential records and filing systems; prepares routine correspondence and forms; enters appropriate information into computer systems; provides assistance with and recommends improvements to general workflow to improve efficiency; maintains level of individual competence to support correct and compliant service delivery; assists customers and officers by providing information on policy, procedures, status of transactions, answering general and routine questions; performs other related duties as assigned.

SCHEDULE: Monday through Friday, 8:00 am to 5:00 pm

FULL TIME MINIMUM EQUIVALENT SALARY: $49,462

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The position was posted on the UConn Health, Recruit Military, and NAFSA websites.

The WF goal had been met with a previous promotion that was posted externally, and was no longer an established hiring goal. The AM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 13 BF and 16 HF, did not meet the minimum qualifications for the position as they did not have four (4) years’ experience in administrative work with one (1) of those years involving immigration related duties.

The goal candidate, 1 HF, was not selected for an interview as her application materials stated that she “handled” paperwork for J1 visas. This notation left it hard to determine if the applicant meets the special requirements.

The 1 WF selected had experience processing both the F and J visa applications. She currently holds the Designated School Official certificate for processing F-1 visas and previously held the Admissions Review Officer title for the J visa programs.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Multimedia Specialist to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. At UConn Health, this class is accountable for performing a wide range of tasks in providing intermediate level multimedia technology products, production, and maintenance services utilizing all aspects of media arts.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Works with clients as a first level responder to troubleshoot AV issues in auditoriums, classrooms, and conference rooms.
Produces various types of instructional material, multimedia product.
Schedules production, support, and videoconference times and appointments
Performs all aspects of multimedia production including photography, graphics, local and remote recording, editing, duplication, web streaming, and videoconferencing; tests and adjusts AV product.
Maintains documentation regarding product and services provided
Provides day to day support for auditoria, classrooms, and conference rooms.
Schedules and operates all forms of teleconferences and webcasts.
Performs and/or coordinates routine software and hardware maintenance on all related multimedia equipment.
Stays current with and may research new, AV, computer based technologies in order to recommend, install, maintain and troubleshoot new technologies adopted by the University.
May assist with training/leading computer related workshops and/or one to one instruction for staff, faculty and other users.
Records and maintains status of service requests, incidents/troubles and accurate logs relating to issues.
Prepares electronic and hard to copy documentation to advance technology staff records of supported systems and end user knowledge of how to effectively utilize AV and computing technology.
Works with customers to explain feature/functionality, best practices, administrative tasks, document site and hierarchy and topology, and ensure documentation is kept up to date.
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
General knowledge of a variety of industry-standard multimedia computer design, production, teleconferencing, presentation, and editing software packages and their application;
Demonstrated knowledge of office productivity software (e.g. Microsoft Office products)
Considerable interpersonal skills, creative skills and good understanding of technical integration processes. Proficient in computer (Windows, MAC, and portable devices) operation, and general network understanding. Good communication and presentation skills
Excellent organizational, dependability, and time-management skills with the ability to relate to customers. Ability to work to deadlines. Ability to analyze problems and suggest solutions
Good record keeping skills.

EDUCATION AND TRAINING:

GENERAL EXPERIENCE:
Four (4) years of professional experience in multimedia production.

SUBSTITUTIONS ALLOWED:
Associate Degree in a closely related field and two (2) years related professional experience in multimedia production may be substituted for the General Experience.
Bachelor's Degree in a closely related field may be substituted for the General Experience.

SPECIAL REQUIREMENTS:
Incumbents in this class may be required to travel within the state during the course of their daily work.

WORKING CONDITIONS:
Incumbents in this class may be subject to heavy lifting and pushing equipment on carts may be required to occasionally work outside normal business hours as assigned or on an emergency basis.

Full Time Equivalent Minimum Salary: $49,462.00
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The position was posted on the UConn Health and Recruit Military websites.

The WF goal had been met with a previous promotion that was posted externally, and was no longer an established hiring goal. The AM goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

The 1 WM selected demonstrated knowledge of Microsoft office products and familiarity with PC, MAC and portable devices. The applicant also had experience in AV support with the most current hardware and software systems. He answered questions correctly and in detail on web streaming support and multimedia products and services. The candidate had a degree in computer science and gave an understanding of technical integration process necessary for the scope of the position.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5F Dental Assistant

Goals

2 white females
1 black male
1 Hispanic male
1 AAIANHNPI female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Dental Assistant to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. In a state dental clinic this class is accountable for performing instrument exchange in all areas of dentistry and assisting dentists in other clinic functions.

SUPERVISION RECEIVED:
Works under the general supervision of a licensed dentist.

SUPERVISION EXERCISED:
May lead helpers as assigned.

Schedule:
40 hours per week, Mon/Fri 8:30a.m. to 5:00p.m., Tues/Wed/Thurs 11:00a.m. - 7:30p.m.
with a 30 minute unpaid meal break

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:
General Experience:
One (1) year of experience in dental assistant work.

Substitution Allowed:
Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:
Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).
EXAMPLES OF DUTIES:
Performs instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery)
Prepares dental restorative and prosthetic materials
Assists in oral surgery as required
Ensures compliance with OSHA regulations on infection control
Prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories
Schedules appointments; prepares a variety of requests for patient diagnostic testing
Processes billing and/or insurance information
Illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards
May participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls
Performs related duties as required.

WORKING CONDITIONS:
Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

Full Time Equivalent Minimum Salary: $44,335.00

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The position was posted on the UConn Health and Recruit Military job sites.

The goal candidates, 4 WF and 1 HM, did not meet the minimum requirements for the following reasons:

- 4 WF and 1 HM were not credentialed in Radiation and Safety by the Dental Assisting Nursing Board (DANB).

The goal candidates, 21 WF, and 2 HM, were not interviewed for the position for the following reasons:

- 17 WF and 2 HM did not have experience in all aspects (general, oral surgery, orthodontic, and pediatric) of dental specialties.
- 1 WF did not include enough information on her application materials to determine extent of qualifications.
- 2 WF did not respond to requests for an interview.
- 1 WF did not pass the UConn Health background check.

Of the goal candidates, 3 WF, were interviewed for the opening but not selected for the following reasons:

- 1 WF did not have experience in oral and surgical dentistry.
- 1 WF did not have experience in pediatric dentistry.
- 1 WF did not have experience in orthodontics and retainer and brace care.

A goal candidate, 1 WF, was selected.

1 BF selected demonstrated sound judgement with an emphasis on safety from her responses. She is accustomed to working independently and researched the position. The applicant was accustomed to working in a fast paced environment.
Req:  2019-024 continued

1 HF was selected as her prior employment was in a fast paced environment, the candidate spoke about the importance of patient care and being a team player.

1 HF was selected as she was able to demonstrate well in the many practices of dental care. The applicant has worked both standard and flexible hours and she stated she enjoys the variety of the job.
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1 WF was selected. She was an 1199 union member with contractual bargaining rights to the position.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Dental Assistant to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

In a state dental clinic this class is accountable for performing instrument exchange in all areas of dentistry and assisting dentists in other clinic functions.

**********THERE ARE TWO FULL TIME POSITIONS***********

SUPERVISION RECEIVED:
Works under the general supervision of a licensed dentist.

SUPERVISION EXERCISED:
May lead helpers as assigned.
Schedule:
40 hours per week, Mon/Wed/Fri 8:30a.m. to 5:00p.m., Tues/Thurs 11:00a.m. - 7:30p.m.
with a 30 minute unpaid meal break

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:
General Experience:
One (1) year of experience in dental assistant work.
Substitution Allowed:
Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.
SPECIAL REQUIREMENT:
Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).
Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

EXAMPLES OF DUTIES:
Perform instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery)
Prepares dental restorative and prosthetic materials
Assists in oral surgery as required
Ensures compliance with OSHA regulations on infection control
Prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment;
maintains equipment and supply inventories
Schedules appointments: prepares a variety of requests for patient diagnostic testing
Processes billing and/or insurance information
Illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards
May participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls
Performs related duties as required.

WORKING CONDITIONS:
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The position was posted on the UConn Health and Recruit Military jobsites.

The goal candidates, 6 WF, did not meet the minimum requirements for the following reasons:

- 5 WF were not credentialed by the Infection Control Exam with the Dental Assisting Nursing Board (DANB).
- 1 WF was not a certified Dental Assistant.

The goal candidates, 19 WF, 1 HM, and 2 AF, were not interviewed for the position for the following reasons:

- 8 WF, 1 HM, and 1 AF did not have experience in all aspects (general, oral surgery, orthodontic, and pediatric) of dental specialties.
- 10 WF and 1 AF did not have any chairside experience with patients. The applicant’s backgrounds were in sterilization of dental instruments and oral hygiene equipment and supply preparation.
- 1 WF did not respond to interview requests.

Of the goal candidates, 1 WF and 1 HM, were interviewed for the opening but not selected for the following reasons:

- 1 WF declined the offer of employment.
- 1 HM stated he wished to specialize in Oral Surgery care mainly. The position is with multi-specialty care and treatment.

A goal candidate, 1 WF, was selected.

1 HF selected had clinical skills across all dental specialties. The applicant was effectively articulate about how her background and prior work prepared her for the position. She stressed patient care, patient follow-up, and the importance of triage assessment.
Req: 2019-368 continued

1 HF selected worked in a busy dental clinic treating in all dental areas. The applicant would prepare dental restorative and prosthetic materials for patients.

1 BF had experience preparing and developing radiographic mounts. The applicant would schedule patients for all visits and process insurance and bill information when needed.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5G Licensed Practical Nurse

Goals

30 white females
3 AA/ANHNIPI females
5G. Licensed Practical Nurse

No hiring activity occurred in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Skilled Craft

6A Qualified Craft Workers

Goals

2 white females
1 black male
1 black female
1 Hispanic male
1 Hispanic female
1 AA/AN/NPI male
6A. Qualified Craft Workers

No hiring activity occurred in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7A Protective Services

Goals

1 black male
7A. Protective Services

No hiring activity occurred in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7B Custodian

Goals

11 white males
2 black males
2 black females
1 Hispanic male
1 AA/AN/NPI male
7B. Custodian

No hiring activity occurred in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7C Other Services/Maintenance

Goals

9 white females
4 black females
1 AA/AN/NP/I female
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A goal candidate, 1 WF, was selected.
I WM, part-time UConn Health employee, was selected. He was a Maintenance and Service (NP-2) union member with contractual bargaining rights to the position.
At UConn Health this class is accountable for performing a full range of basic tasks in the receiving, storing and issuing of materials and supplies. This position will work in the Office of Logistics Management and may be assigned to any of the divisions of Logistics Management within UConn Health. This position will require travel. There are two (2) positions available.

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to work days, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver’s license and have a good driving record.

PREFERRED QUALIFICATIONS: Two years’ experience in Materials Management or a related field utilizing materials-handling system, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier fax etc. Must have good computer and data entry experience.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination is required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights of 50 pounds or more throughout the work day may be exposed to weather conditions and may be required to handle hazardous materials/chemicals; may be required to travel to other state agencies and off-site locations in Connecticut and other states. Ability to work days, nights and weekends as required. The department is part of the UConn Health Disaster Control System, may be required to work holidays, during blizzards or other natural disasters or "Code Yellow" emergencies.

SUPERVISION RECEIVED: Initially works under the close supervision of a Storekeeper or an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: Incumbents in this class will work an automated mail apparatus and barcode scanner; perform routine store tasks, with related work in recordkeeping, requisitioning, or inventory control, Shipping and receiving of materials and supplies, i.e., furniture, chemicals, records, parcels, mail and other various materials, unloads, counts, weighs, inspects for damage or non-conformance with order, wraps, picks and assembles items, drive a box truck, van, materials truck, and other related vehicles as assigned; move and or distribute equipment, furniture, chemicals, records, parcels, mail and various bulk items (50-100 pounds); sort and route parcels, mail packages and other related materials. General cleaning of work and storage areas to include snow removal from delivery areas and delivery vehicles. Minor maintenance of vehicles done, taking Fleet vehicles for maintenance including: oil changes minor tune-ups, washing and waxing, etc. Inventory control; physical inventory and PAR inventory. Operation of material-handling equipment. Filing, typing, data entry and other related office duties and record keeping as assigned.

Materials Logistics:
Incumbent in the class will conduct inventories; data control, Par Inventory, stock maintenance, receiving, replenishment; records management; receive, short, route, meter, distribute and ship; scheduling, reservations, minor maintenance for Motor Pool and Transportation Services.

Inventory and Asset Management:
Conducting physical inventories; data control, moving equipment, parcels, packages and various related materials; stock maintenance; scheduling.

Central Warehouse:
Stock maintenance; receiving; replenishment; storage.

Materials Resource Management Operations:
Value analysis; data control; filing; record keeping; help/resource desk; communications; other related duties as assigned within the divisions of Logistics Management.

SCHEDULE: Full time, 75 hours every two weeks, variable days Monday - Saturday, 7.5 hour shifts between the hours of 6:00 a.m. and 4:00 p.m., minor holidays are required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY:
$31,367 While in Working Test Period
$34,652 Upon successful completion of Working Test Period
This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 1 WF and 1 BF, did not meet the minimum requirements for the following reasons:

- 1 WF’s documentation demonstrated poor written communication skills, with many spelling and grammar errors. This position requires written communication skills, and ability to keep simple records.
- 1 BF did not have the required driver’s license.

The goal candidates, 5 WF and 2 AF, were not interviewed because they did not have the preferred experience in Materials Management or a related field utilizing a materials-handling system.

1 AM was selected. He had the preferred experience in Materials Management utilizing a materials-handling system, using a computer and barcode equipment/scanners; knowledge of office equipment; and computer and data entry experience.

*1 BM was a voluntary demotion. He was a Maintenance and Service union member with contractual bargaining rights to the position.
At the UConn Health Central Sterile Processing and Distribution Department, this class is accountable for performing a full range of basic tasks in the sterilization, decontamination, processing, storing and distribution of medical supplies, devices and equipment. This position will work evenings in the OR Central Sterile Supply Room in Farmington, CT.

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of and ability to apply aseptic techniques and proper methods of decontamination processes; knowledge of hospital equipment and its proper sterilization procedures; some interpersonal skills; some oral and written communication skills; ability to operate sterilization and/or decontamination equipment.

EXPERIENCE AND TRAINING:
GENERAL EXPERIENCE:
Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENTS: Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016 or obtain and retain one of the following:

A Certified Registration Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSMM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire.

Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED EXPERIENCE: Current experience as a Sterile Supply Aide in a hospital setting with current Sterilization Certification (CBSPD).

EXAMPLES OF DUTIES:
Performs acceptable aseptic techniques and proper methods of decontamination, processing and distribution of all hospital supplies and equipment used in patient care; receives, sorts, identifies, inspects and discards un-reclaimable items; washes, cleans, sterilizes, assembles, packages, and labels instruments, equipment and supplies according to established procedures; loads and operates washers, sonice equipment, sterilizers, cart washers and specialized cleaning equipment according to established procedures; loads and operates ethylene oxide sterilizers and aerators; transfers sterile and non-sterile supplies from processing to distribution area to maintain proper supply level in assigned area; observes all safety requirements in use of detergents and other cleaning and sterilizing products; maintains current knowledge of hospital supply item nomenclature; maintains a clean and orderly environment; distributes and returns sterile supplies to patient floors, departments and dental clinics; performs related duties as required.

WORKING CONDITIONS:
Incumbents in this class may be required to lift heavy weights; may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases.

WORK SCHEDULE: Full time, 37.5 hours per week, primarily evenings, 2:00 p.m. to 10:00 p.m., holidays and weekends as needed, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY $31,367 during training; $34,852 after successful completion of training period.
This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 3 WF, 2 BF, and 2 AF, did not meet the minimum requirements for the following reasons:

- 3 WF, 1 BF and 2 AF did not have the required ability to apply aseptic techniques and proper methods of decontamination processes and knowledge of hospital equipment and proper sterilization procedures.
- 1 BF did not have the required knowledge of hospital equipment and proper sterilization procedures.

The goal candidate, 1 BF, was not interviewed because she did not have the preferred experience as a Sterile Supply Aide.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF withdrew her application from consideration.
- 1 WF was not able to explain in detail the decontamination process of simple instruments.

1 HM was selected. He had the preferred experience as a Sterile Supply Aide in a hospital setting with current Sterilization Certification. He was also able to accurately describe the decontamination and assembly process, and provided detailed information about quality control in sterile processing.
In a state agency this class is accountable for performing duties a substantial amount of time (75%) in the area of grounds care (outside services) and equipment operation. This position will work in Facilities Management-Grounds at UConn Health in Farmington, CT.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee the work of contractors and sub-contractors assigned to assist in maintenance functions.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate equipment and vehicles used in daily work; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple recordkeeping.

EXPERIENCE AND TRAINING: Any experience and training which provide the knowledge, skills and abilities to safely operate Bobcat-skid steer, backhoe, heavy duty trucks with plows and sanders and any other equipment/tools used in the day to day operations and as listed in the duties of this position.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess and maintain a valid driver's license.

PREFERRED: Pesticide application license. Five (5) or more years experience operating heavy equipment, grounds maintenance and landscape equipment. Knowledge of plants and plant care.

PHYSICAL REQUIREMENTS:
1. Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination will be required.

WORKING CONDITIONS:
1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.
2. This position requires working long hours as the appointing authority may require/mandate staff to be available during inclement weather, natural disasters, etc.

EXAMPLES OF DUTIES: GROUNDS CARE (OUTSIDE SERVICES) Operates the following equipment a substantial amount of time (75%): Hedge trimmer, lawn mower - zero turn and walk behind, Bobcat - skid steer, weed wacker, chain saw, backhoe, sweeper, leaf vacuum, wood chipper, snow blower, trucks with plows and sanders. Performs safety checks in parking lots, garages, building entrance and exits, posts signs (parking and construction), plow snow, shovel, material distribution, mow lawns, weed, tree and bush trimming, road sweeping, mulching, insect and rodent removal, pesticide application, assists other trades as assigned. These are only examples of types of tasks and equipment used that a Maintainer (Driver/Equipment Operator) may be expected to perform. Incumbents in this class will also be expected to perform related duties as required.

SCHEDULE: Full Time, 37.5 hours per week, primarily Monday through Friday, 7:30 am - 3:30 pm; holidays may be required, in urgent/emergency situations must be able to work other mandated shifts including weekends and holidays. 30 minute unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM:
$33,163 during training
$36,847 after successful completion of the training period.
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This position was posted on Recruit Military and on the UConn Health website.

Goal candidates did not apply for this position.

1 WM was selected. He had the skills and abilities to safely operate Bobcat-skid steer, backhoe, heavy duty trucks with plows and sanders, and has a valid driver's license. He also had the preferred pesticide application license; 15 years of experience operating heavy equipment, grounds maintenance and landscape equipment; and knowledge of plants and plant care.
At UConn Health his class is accountable for performing the full range of basic tasks in the receiving, storing and issuing of materials and supplies. This position will work in Property Management for the Department of Logistics Management. This position requires the ability to travel throughout the State of CT.

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to work days, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver's license and have a good driving record.

PREFERRED QUALIFICATIONS: Experience operating a box truck and use of motorized and manual warehousing equipment such as, but not limited to forklifts, pallet jacks, etc.
Retail, moving and/or logistics/stockroom experience.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination is required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights, 50 lbs. or more throughout the work day; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals; may be required to travel to other state agencies and off-site locations in Connecticut and other states. Ability to work days, nights and weekends as required. The department is part of the UConn Health Disaster Control System, may be required to work holidays, during blizzards or other natural disasters or “Code Yellow” emergencies.

SUPERVISION RECEIVED: Initially works under the close supervision of a Storekeeper or an employee of higher grade; works more independently with acc.

EXAMPLES OF DUTIES:
Recordkeeping
  * Submits reports to supervisor on progress of assigned projects
  * Keeps records of vehicle use and associated fleet maintenance forms
  * Makes labels for items put in the surplus store
  * Enters data from store labels into Macola
  * Maintains Macola Surplus Store sale program
  * Maintains a record of items going into and coming out of long/short term storage
  * Stores and maintains records related to warehouse annual inventory
  * Assist with keeping logs of processed LM-2, LM-1 and IC-6 forms
  * Assist with gathering information and maintains a database related to e-Waste disposals
  * Assist with initiating cash receipts for surplus sales
Inventory Control
  * Maintains counts and security of items in the surplus store
  * Maintains inventory in warehouse storage
  * Assists with receiving cash for public purchases in the surplus store

Shipping/Receiving
  * Issues items to customers of the surplus store
  * Assists with receiving and sorting incoming items to go to e-Waste, Scrap or Surplus Store
  * Assists with coordinating with Vendor for e-Waste pick up

Equipment Operator
  * Using motorized and manual warehousing equipment
  * Uses state vehicles to transport personnel and equipment on campus and to outlying clinics
  * Uses state and agency fleet vehicles
  * Schedules fleet and agency owned vehicles for maintenance
  * Assists in using DOD degaussing machine to remove data from hard drives
  * Assists in using DOD software to securely erase data from hard drives
Special Projects and related duties as required.
* Performs annual inventory of surplus store and related warehouse spaces
* Moves and maintains records related to warehouse annual inventory
* Monitors contractor moves for compliance with forms
* Moves items into and out of short/long term storage
* Inventories items being handled by contractors as part of moves/surplus
* Assists mailroom operators in the completion of basic mail handling duties; use of mail handling equipment
* Assists Capital Asset teams during annual inventory of UConn Health facilities

SCHEDULE: Full time, 37.5 hours per week, Monday - Friday, 7.5 hour shifts, 8:00 a.m. to 4:00 p.m., Must have flexibility to work days, nights, weekends and holidays as required, 30 minute unpaid meal break.

DURING TRAINING: Hours may vary during training.

FULL TIME EQUIVALENT MINIMUM SALARY:
WHILE IN TRAINING: $31,367
AFTER SUCCESSFUL COMPLETION OF TRAINING: $34,852
This position was posted on Recruit Military and on the UConn Health website.

The goal candidates, 3 WF, and 1 BF, were not interviewed for the following reasons:

- 2 WF did not have the preferred requirement of operating a box truck and use of motorized and manual warehousing equipment such as box trucks, forklifts, or pallet jacks.
- 1 WF and 1 BF did not provide detailed information on their application to determine if they had the preferred requirement of operating a box truck and use of motorized and manual warehousing equipment such as box trucks, forklifts, or pallet jacks.

The goal candidate, 1 AF, was interviewed, offered the position, and declined it.

1 BM was selected. He had the preferred experience of operating a box truck and use of motorized and manual warehousing equipment such as box trucks, forklifts, or pallet jacks.
A goal candidate, 1 BF, was selected.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Central Sterile Processing & Distribution Aide to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health, in the Central Sterile Processing and Distribution Department, this class is accountable for performing a full range of basic tasks in the sterilization, decontamination, processing, storing and distribution of medical supplies, devices and equipment. This position will be for the evening shift in Farmington, CT.

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS, ABILITIES:
knowledge of and ability to apply aseptic techniques and proper methods of decontamination processes
knowledge of hospital equipment and its proper sterilization procedures
some interpersonal skills
some oral and written communication skills
ability to operate sterilization and/or decontamination equipment

EXPERIENCE AND TRAINING:
GENERAL EXPERIENCE:
Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENTS:
Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016 or obtain and retain one of the following:

A Certified Registration Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSMM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire.
Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED EXPERIENCE:
Current experience as a Sterile Supply Aide in a hospital setting with current Sterilization Certification (CBSPD).

EXAMPLES OF DUTIES:
performs acceptable aseptic techniques and proper methods of decontamination, processing and distribution of all hospital supplies and equipment used in patient care
Receives, sorts, identifies, inspects and discards un-recyclable items
Washes, cleans, sterilizes, assembles, packages, and labels instruments, equipment and supplies according to established procedures
Loads and operates washers, sonic energy equipment, sterilizers, cart washers and specialized cleaning equipment according to established procedures
Loads and operates ethylene oxide sterilizers and aerators
Transfers sterile and non-sterile supplies from processing to distribution area to maintain proper supply level in assigned area
Observe all safety requirements in use of detergents and other cleaning and sterilizing products
Maintains current knowledge of hospital supply item nomenclature
Maintains a clean and orderly environment
Distributes and returns sterile supplies to patient floors, departments and dental clinics
Performs related duties as required

WORKING CONDITIONS:
Incumbents in this class:
may be required to lift heavy weights
may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases

WORK SCHEDULE:
40 hrs, 37.5 hours per week, primarily evenings, 2:00 p.m. to 10:00 p.m., holidays and weekends as needed, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY
$31,367 during training
$34,852 after successful completion of training period
Why UConn Health

Why UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on Recruit Military and on the UConn Health website.

The goal candidate, 1 WF, did not meet the minimum requirements of having the ability to demonstrate an ability to operate sterilization and/or decontamination equipment.

The goal candidates, 2 WF, 1 BF, and 1 AF, were not interviewed for the following reasons:

- 1 WF did not have the preferred hospital setting sterilization experience.
- 1 WF, 1 BF, and 1 AF did not have the preferred hospital setting sterilization experience and current sterile certification.

The goal candidates, 1WF and 1 BF, were interviewed and not selected for the following reasons:

- 1 WF, when asked of examples of customer service involving the operating room, could not elaborate. One of the values needed in central supply is customer service.
- 1 BF had not been working as a Sterile Supply Aide in a hospital setting since October 2018, which was a preferred requirement. She also did not have the preferred certification as a sterile processing technician.

1 WM was selected. He had the preferred experience as a Sterile Supply Aide in a hospital setting with current Sterilization Certification. During the interview, he described examples of teamwork and excellence which aligns with the core values in UConn Health. He also gave examples of great customer service.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1A. Executive

Goal

2 white females
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This position was posted externally; therefore, our hiring and promotional goals were utilized.

A goal candidate, 1 WF, was promoted and she met a hiring goal.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1B. University Director

Goals

1 black female
JOB OPPORTUNITY BULLETIN
As of Friday, February 1, 2019

Department: Neag Comp Cancer Center

Job Title: Associate Director of Clinical Operations -

Name: Julie Parrette
Search Code: 2018-1200
Date Posted: Posting Deadline: 6/19/2018

UConn Health is looking for a highly skilled Associate Director of Nursing Operations for our Neag Comprehensive Cancer Center. This class is accountable for directing and coordinating the administration, organization, control and supervision of the staffing operations within John Dempsey Hospital Nursing Department. Responsibilities include developing and implementing policies and operational practices, and coordinating and promoting the common activities of all constituent components in order to deliver the optimum level of care for the specific service. This position will ensure that operational goals are achieved efficiently and effectively. This position is also responsible for identifying potential or existing risks or liabilities relating to the respective programs and making appropriate recommendations to ensure quality care while maximizing revenue. This individual will plan, develop and implement new programs to maintain UConn Health as a leader in patient care services while strengthening existing clinical and administrative activities in an effort to enhance quality and promote overall effectiveness within the Nursing Operation.

Supervision Received:
Reports to the Senior Director of Inpatient Nursing and Oncology Services.

Supervision:
Supervision is exercised over professional, medical, technical and clerical staff.

Duties & Responsibilities:
Develops operational systems and ensures adequate staffing coverage in accordance with established productivity measures based on patient population needs.
Assists in the preparation of Hospital/departamental budgets and allocation of staffing resources based upon reviews of department variance/recommendations, familiar with operating procedures and cost/revenue projections.
Consults with the Chief Nursing Officer, Nursing Directors and Nurse Managers related to the management of the annual nursing staffing plan and staff position control of all Inpatient Units and the Emergency Department.
Effectively communicates departmental, divisional, organization and industry information to staff.
Responds in a timely fashion to staff concerns and functions proactively to maintain staff satisfaction.
In conjunction with department managers, provides for the identification, analysis, development and recommendation of operating policies, systems, programs and standard related to nurse staffing. Ensures documentation, implementation and compliance with established guidelines.
Interprets Hospital and Nursing Department policies and procedures to clinical departments as appropriate. Reviews patient census and makes rounds on a regular basis. Reviews incident reports and action taken. Analyzes and evaluates services to improve quality of patient care.

As inpatient nursing units deliver quality services in accordance with applicable policies, procedures and professional standards. Organizes nursing work force structure, plans, directs and supervises the unit staffing processes. Plans organizes, coordinates and directs the clinical services functions and activities to achieve objectives and comply with regulatory requirements.
Manages human resources to assure quality services and promote positive employee relations.
Responsible for inpatient nursing operations including oversight to staffing models, nursing payroll, budgeting, recruitment and retention, financial performance, and regulatory compliance.
Evaluates and recommends purchases of capital equipment.
Responsible for developing, implementing, monitoring, and evaluating the effectiveness of services provided to improve patient access, bed management, patient experience, safety, quality, and stewardship.
Responsible for communications within the nursing department and support services as assigned throughout the organization to ensure that information is shared for effective operations and to promote positive employee relations.
Serves on various committees as requested and represents the Nursing Department in planning, communication and decision-making discussions.
Provides nursing leadership across the enterprise and is responsible for recruiting, retaining, developing and evaluating performance for all direct reports.
Works in collaboration with clinical systems and clinical program leaders in establishing and achieving shared goals fostering clinical integration.
Administratively responsible for ensuring that the assigned services are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals (JCAHO), Department of Public Health (DPH), Connecticut Department of Drug Control (DCP), and other regulatory bodies which govern the practice and services of the nursing department.
Attends meetings, conferences and seminars as required.
Uses, understands, and assists in formulating practice specific computer applications such as EPIC, and/or other systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments within staffing/payroll functions.
May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:
Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of the Inpatient and Emergency Department operations, considerable knowledge of relevant Federal and State Laws; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals; good knowledge of acceptable business practices in dealing with contract agencies; good knowledge of the principles and practices of administrative supervision and decision making; knowledge of risk management issues in a hospital or health delivery setting; ability to deal effectively with lay and professional persons and gain their support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound professionalism judgment, resourcefulness; initiative; tact; discretion; thoroughness; Integrity; strong organization skills and time management abilities; understanding of accounting and cost accounting techniques.

EXPERIENCE AND TRAINING:

General Experience:
Five (5) years nursing experience in oncology with at least three (3) years of the experience at a supervisory/management level required.
Incumbents in this class must possess and maintain a license as a Registered Nurse in the State of Connecticut.
Requires independent decision-making, clinical judgment, and in-depth knowledge of Nursing Operations.
Bachelor of Science in Nursing; Master's degree preferred.

Advanced Degree in Business/Hospital Administration preferred.

Experience in computer analytics and/or computer science preferred.

Substitution:
A Master's Degree* in Health Care, Health Science, Hospital Administration, Business Administration, or Public Administration may be substituted for one year of the general experience

SPECIAL REQUIREMENTS:
Incumbents in this class must possess and maintain a current State of Connecticut nursing license.

WORK SCHEDULE:
This is a full-time salaried position with occasional off-shift and weekend hours as required.

*Note: The asterisk indicates that a Master's degree is preferred, not required.
This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 WF was promoted. She had 11 years’ nursing experience in oncology with 3 years’ experience at a management level and possessed a license as a Registered Nurse in the State of Connecticut. She also had the preferred Master’s degree in Clinical Nurse Leadership.
As of Friday, February 1, 2019

Associate Director of Laboratory Medicine

UConn Health is looking for a skilled Associate Director of Laboratory Medicine.

At UConn Health, this role is responsible for directing and coordinating the administration, organization, control and supervision of the operations within the clinical and pathology laboratory services. Responsibilities include developing and implementing policies and operational practices, and coordinating and promoting the common activities of all constituent components in order to deliver the optimum level of care for the specific service. This position will ensure that operational goals are achieved efficiently and effectively. This position is also responsible for identifying potential or existing risks or liabilities relating to the respective programs and making appropriate recommendations to ensure quality care while maximizing revenue. Assumes responsibility for ensuring regulatory compliance is maintained in all applicable areas.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: Full time, 1st shift salaried position - occasional off shift and weekend hours as needed

This position receives administrative direction from the Chief of Laboratory Medicine (Department Chair) and the Senior Director of Hospital Operations for Pharmacy, Clinical Engineering, and Laboratory Services. In addition, it directs the professional, medical, technical and clerical staff of Laboratory Medicine.

Duties & Responsibilities:
Develops, plans, organizes and coordinates the technical and administrative functions of laboratory services;
Selects, trains, supervises, disciplines, evaluates, and schedules the work of the staff in the laboratory;
Participates in budget preparation; monitors the laboratory revenue plan, expenditures, and revenues; purchases equipment and supplies; ensures inventory control
Develops or assists in the development of related policy.
Negotiates contracts with outside vendors, consultants or organizations for services in the laboratory; administers and monitors contracts;
In conjunction with the clinical faculty, reviews and approves lab testing reports; researches, formulates, develops and applies testing procedures to meet current public health needs;
Assists in developing, implementing, and maintaining quality control procedures; conducts quality control testing;
Maintains an effective working relationship with a variety of organizations, including medical, nursing and clinical staff in other clinical areas, agencies, and private health care providers.
Analyzes service delivery problems and adopts an effective course of action to resolve them.
Attends and participates in hospital committees, as appropriate
Assists in developing and monitoring strategic operating goals and objectives; and reports operational performance, justification and/or corrective action.
Evaluates quality management and performance improvement programs across all clinical and administrative disciplines and ensures related policies and procedures are maintained, communicated and implemented.
Develops policies and procedures, in compliance with various regulatory agencies. Maintains established technical and operational standards to ensure compliance with licensing and accrediting agencies.
Coordinates collection and preparation of system statistical data, as required.
Ensures compliance with all regulatory standards including but not limited to: NYSDOH, CAP, AABB, OSHA, FDA, TJIC, EPA, governing the Clinical Lab.
Attends meetings, conferences and seminars as required.
May perform other related duties, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:
Considerable knowledge and ability to apply management principles and techniques to the laws, regulations and standards governing public health and clinical laboratories.
Considerable knowledge of current technology, laboratory practices, procedures and techniques used in clinical laboratories in the application of tests and analyses.
Considerable knowledge of accreditation standards and safety guidelines related to laboratory services.
Considerable knowledge of techniques, equipment, and terminology used in the examination of body fluids and tissues, foods, water and environmental specimens.
Working knowledge of principles and practices of program management, including program planning, implementation, and evaluation.
Knowledge of human resources management, laboratory services operation, and familiarity with regulatory and accrediting agency standards required.
Understanding of proper laboratory safety precautions and procedures.
Knowledge of the principles of administration, including basic budgeting.
Good knowledge of acceptable business practices in dealing with contract agencies
Good knowledge of the principles and practices of administrative supervision and decision making
Skill in the operation and maintenance of laboratory equipment and instruments.
Considerable interpersonal skills
Considerable ability to communicate effectively both orally and in writing
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to use sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity
Demonstrate strong organization skills and time management abilities;

EXPERIENCE AND TRAINING:

General Experience:
Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, Flow Cytometry or other related field and seven (7) years' experience working in a clinical laboratory.
Five years of the experience must have been at the supervisory level.
Special Experience:
Certification as a medical technologist or specialist from the ASCP Board of certification

Substitutions Allowed:
Masters of Science degree with appropriate courses in Biology, Chemistry, and Mathematics which would qualify him/her as a Medical Technologist, or Medical Technologist/Clinical Laboratory Scientist B.S. (ASCP), or Medical Technologist (AMT/ASCP) with B.S. or B.A. degree in Biology, Chemistry or Physics and has passed Board of Registry examination may be substituted for one (1) year of the general experience.

Experience in computer analytics and/or computer science preferred.
Strongly Preferred Qualification:
Focused experience in Hematology

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the Recruit Military website and on the UConn Health website.

Since it was posted externally, the hiring and promotional goals were utilized.

The goal candidate, 1 AF, was not interviewed because she was interviewed for another UConn Health position. At that interview, concerns were raised with her ability to effectively manage staff by following set policies and rules due to a statement she made about how she does not like to follow in-place union contracts in her current role.

1 WF was promoted. She had a Bachelor’s degree in Medical Technology; 19 years’ experience working in a clinical laboratory with 11 of those years at a supervisory level; and certification as a medical technologist from the American Society for Clinical Pathology Board of certification. She also had the preferred experience in computer analytics.
The Director of Clinical Education Administration is accountable for the recruitment, retention and management of University, affiliated and community faculty for the CLIC course for Undergraduate Medical Education (UME). The major responsibilities of this position include the recruitment and coordination of community preceptors, their orientation to the program, evaluation of the program and faculty development of the preceptors. The Director is also responsible for the placement of students, continual monitoring of sites and their appropriateness, evaluation of students and providing reports to the course director and Associate Dean. The Director of Clinical Education Administration will foster additional relationships for expanded utilization of outside clinic sites and work closely with the Associate Dean for Clinical Medical Education to evaluate and monitor the appropriateness, adequacy and comparability of clinical sites. In addition, this position independently assists the Associate Dean for Clinical Medical Education by working on special projects and providing data and reports of clinical education activities. Accountable for the daily operations of clinical education for Undergraduate Medical Education (UME), including overseeing the implementation of clinical curricular requirements, clinical affiliates and community sites and hiring, training, scheduling and monitoring employees (staff members).

EXAMPLES OF DUTIES:

Identify, recruit and maintain a cohort of 300+ community faculty for medical students in years 1-4 for the SCP/CLIC course and CLIC Flex experience. Duties include interviewing, orienting and maintaining communications to ensure objectives of the course are met and act as liaison for faculty concerns. Strong emphasis on making UConn a presence in the clinical learning environment throughout the state.

Ensure that all preceptors have appropriate contracts, agreements and faculty appointments.

Recruit and orient specialty preceptors for third year students entering the CLIC Flex program.

Build a supplementary cohort of CLIC preceptors specifically trained to work with students requiring remedial clinical experiences.

Match all students to appropriate UConn, affiliate or community physicians’ offices. Duties include interviewing incoming students, providing student orientation during launch, counseling students and moving students to practices when course requirements are not being met.

Work closely with the Associate Dean of Clinical Education and CLIC faculty course director on goals and objectives of the course, scheduling and organizing the CLIC course grading committee, reviewing evaluations and responding to issues, organizing and tracking remediation, compiling teaching related materials, student and preceptor orientation, student attendance issues. Participate as an active member of the clinical course planning and grading committees.

Work with the Associate Dean for Clinical Medical Education on various curricular projects. Includes acting as liaison with affiliate hospital sites for contracting and curricular resource needs and learner onboarding procedures.

Directly supports the Associate Dean for Clinical Medical Education and the Stage 2/3 Director to assist in the implementation of Stage 1 clinical education and Stage 2 and Stage 3 clinical education, including but not limited to, overseeing the day to day operations and management of the course, clerkships, policies, procedures and timelines. Works closely with the Stage 1 Curriculum Coordinator regarding pre-clinic course classroom space and curriculum map to ensure smooth function of curriculum and staff.

Provide oversight of tracking, maintaining and reporting of data related to the clinical education curriculum. Provide written reports, analyze data and assess compliance. Assist the Associate Dean for Clinical Medical Education and the Stage 2/3 Director with academic calendar, course catalogs and schedules.

Coordinate annual CLIC Advisory Committee, CLIC outreach gatherings, recreation dinners and other CLIC-related programs.

Provide CLIC faculty with student feedback on teaching performance. Assist the faculty course director and Associate Dean for Clinical Medical Education to work with individual faculty to ensure students receive the highest-quality experiences.

Assist the faculty course director and Associate Dean for Clinical Medical Education to create and facilitate faculty development opportunities and faculty recognition for community preceptors. Faculty development includes conducting outreach sessions, identifying CME opportunities, constructing videos and reading materials.

Work closely with the Associate Dean for Clinical Medical Education in the acquisition of new ambulatory clerkship sites as needed. Initiate and maintain new contracts and provide accurate and complete information to Academic Educational Affairs in order to process proper and complete payment to sites for clerkship experiences.

Assist the Associate Dean for Clinical Medical Education with managing clinical sites for UME. Work with affiliated and external site’s key education/HR personnel responsible for developing onboarding requirements or UConn students. Develop, implement and maintain a centralized process to meet the needs of individual clinical education sites associated with CLIC, DoCC, Clinical Home and clerkships.

Oversee the process for tracking of site onboarding requirements for clinical experiences.

Work with Student Affairs and clinical education staff to oversee the tracking of students on leave from the curriculum and/or Individualized Education Plans (IEPs) and coordinate transitioning plans and site clearance prior to their reentering into the curriculum.

Administratively supervise clinical education staff. Includes routine monitoring of projects and course-related tasks, providing training, support, solutions to performance evaluations and counseling, time cards, vacation requests, etc. Work with Administrative Manager of the department in matters pertaining to discipline or counseling.

Focus on continuous quality improvement of CLIC sites; identify problems and areas for improvement and develop and implement solutions when areas of concern are identified.

Provide oversight of Stage 1 DoCC and Clinical Home courses as well as Stage 2 clerkship implementation and ongoing administrative, scheduling issues. Magnify UConn’s presence in the clinical learning environment throughout Connecticut.

Oversee CLIC budget, track expenses and initiate and maintain contracts and necessary agreement. Maintain accurate and updated contact and site location information and student/preceptor assignment locations. Initiate new contracts for new recruitment and oversee existing contracts with the Administrative Manager. Work closely with Academic Affairs/Administrative Manager to ensure proper and timely stipend payments to all sites on a regular basis.

Work with the department Administrative Manager to prepare, maintain and track operational budgets for clinical education curriculum. Tasks include but are not limited to budget justifications, balancing budgets, managing encumbrances, approving purchases and expenditures, tracking curricular needs for budgetary justifications, and assisting the Administrative Manager in large purchase orders related to curriculum functions such as faculty, staff and educational use replacements, etc.

Manage contract leases and utilities for clinical education rental properties. Issue payments, track and initiate renewals, research new properties as needed.

Oversee clinical education events such as home weeks, award ceremonies, etc.

Other duties as required or assigned.
Minimum Qualifications Required - Knowledge, Skill and Ability

Knowledge of curriculum theory, design and planning and basic knowledge of instructional and educational methods and techniques
Proficiency with office applications, including database, spreadsheets, PowerPoint presentations and word processing and other educational technologies
Considerable complex analytic and problem-solving skills
Considerable ability to create and interpret reports with a large volume of data and to effectively evaluate outcomes of educational programs including quality of instruction
Knowledge of statistics
Excellent interpersonal and presentation capabilities
Excellent oral and written communication skills
Considerable demonstrated ability (minimum 2 years of experience) to manage/supervise others with respect to training, job performance and staff evaluation

Experience and Training
Master's Degree in education (curriculum development or leadership) or other closely related field and 3 years' experience in curricular oversight, operation and evaluation.
Demonstrated success in working with physicians in academic, affiliated hospital and community environments
Minimum 3 years' experience in managing staff

SCHEDULE: 40 hour work week, generally Monday through Friday, 7:30am - 4pm.

SALARY: TBD

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/P/V/W/D employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3553 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@aep.uconn.edu.
### Academic Curriculum Coordinator to University Director

**Job Group:** 1B-UNIV DIRECTOR

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This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 WF was promoted. She had the required Master's degree in Medical Education Leadership; 4 years' experience in curricular oversight, operation and evaluation working successfully with physicians in academic, hospital, and community environments including managing staff. She also provided detailed, concise, concrete examples of her ability to problem solve which demonstrated excellent communication skills.
Director of Quality  
Nursing Administration

Purpose of Class:  
At UConn Health: John Dempsey Hospital (JDH), this position is accountable for management of Quality. This position, plans, organizes, coordinates and directs the Quality Department.

Reporting Relationship:  
Reports to the Vice President Quality and Patient Care Services, Chief Nursing Officer.

 Supervision Responsibility:  
Directs, mentors, coaches and manages staff within areas of responsibility.

Schedule:  
Full-time salaried position with AOC on-call rotation.

Experience and Training:  
Bachelor's and Master's Degrees required, one of which must be in Nursing.

Special Requirements:  
Minimum of eight (8) years nursing experience with five (5) years progressive experience in the field of Nursing.  
Five (5) years experience as a clinical leader involved in Quality Programs.  
Must have and maintain a current license as a registered professional nurse in the State of Connecticut.

Preferred Requirements:  
State of Connecticut Licensed APRN

Principal duties and Accountabilities:  

Clinical Performance
Serves as a liaison with the senior team in planning strategic goals and objectives, implementation and evaluation of operations and clinical outcomes.  
Conducts regularly scheduled meetings with the departmental leaders to address goals and objectives, operational performance, and improvement strategies.  
Ensures the safe and compliant development and maintenance of objectives, policies and procedures.  
Assures departmental goals and objectives are established to ensure the institutional goals are met.  
Recommends and/or participates in the development of policies and procedures as applicable.  
Develops, implements and evaluates performance improvement plans in response to opportunities in patient care areas, and assures patient safety outcomes;

Financial Performance  
Develops and oversees the preparation and monitoring of the responsible department's annual personnel, supply and equipment budgets.  
Monitors budgetary variances and progress in budget performance and makes necessary adjustments as needed.  
Hires, educates, mentors, and evaluates personnel.  
Makes recommendations and provides opportunities for growth and development of personnel and arranges for appropriate education and training.  
Ensures succession planning for own role as well as roles within area of responsibility.  
Promotes a level of professionalism, which motivates academic pursuit and continuing education on the part of the staff by establishing and meeting departmental based educational goals.  
Creates and maintains a supportive, continual learning environment for all staff, and students.  
Ensures annual performance evaluation of staff are completed timely.  
Responds in a timely fashion to staff concerns and functions proactively to maintain staff engagement.  
Demonstrates self-development and keeps current in a variety of quality, regulatory, patient support and health care topics by participation on a national and/or local level in professional associations.  
Attends national and regional meetings and conferences pertaining to quality programs.

Quality - Standards Compliance  
Assists with assuring continual compliance of responsible departments with The Joint Commission, Department of Public Health, Centers for Medicare & Medicaid Services, Public Health Law, HIPAA, Corporate Compliance, institutional and departmental rules and regulations and makes certain these are properly addressed in policy and procedure.  
Actively participates in relevant committees of the Connecticut Hospital Association.  
Collaborates with the Chief Nursing Officer and others as applicable to establish standards and evaluates overall compliance  
Ensures that a safe environment is maintained for all department staff.  
Promotes and implements programs within the departments that support cultural diversity.

Interactive Relationships  
Promotes empowerment of the departmental staff by utilizing collaborative approaches and encouraging new ideas.  
Functions as a leader in support of the healthcare team and various interdisciplinary committees to improve patient care and meet patient needs.
Promotes collegial relationships based on mutual respect and support at all levels of the nursing organization. Coaches, counsels and disciplines employees; plans, monitors and appraises job results; develops staff by providing information, educational opportunities and differential growth opportunities. Collaborates with Medical Director of Clinical Effectiveness and Patient Safety on improving patient outcomes.

Knowledge, Skills & Abilities:
Considerable knowledge and ability to apply management principles and techniques; considerable knowledge of relevant federal, state and regulatory agencies regulations and risk standards; ability to establish strong working relationships with physicians and staff at all levels, considerable communication (oral and written) and interpersonal skills; ability to analyze problems quickly and effectively resolve issues; effective leader comfortable with autonomous decision making under stressful conditions, strong organizational and time management skills.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
Req: 2019-669  Date Started: 3/01/2019  JobTitle: Nurse Practitioner to University Director  
JobGroup: 1B-UNIV DIRECTOR  

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**Abbreviations in Posting:**

AOC – Administrator on Call  
APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website for employees only.

This position was posted internally; however, the promotional goal had been met, so the hiring goals were utilized.

The HM hiring goal had been met with a previous hire and was no longer an established hiring goal.

Goal candidates did not apply for this position.

1 WF, was promoted. She had Bachelor’s and Master’s degree in Nursing; an APRN State of Connecticut license; 27 years of nursing experience which included 24 years progressive experience in the field of Nursing and 15 years of experience as a clinical leader involved in Quality Programs. She also had been in this position on an interim basis where she has performed in a highly satisfactory manner.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Director of Ambulatory Practice Operations to our team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
12 Major and Minor Holidays off per year
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
Progressive leadership and educational development programs available

Scope of Position:
This position is responsible for providing support to practice operations for UConn Medical Group. Duties include planning, directing and overseeing the administrative, financial, strategic and contracting functions within the medical group. This position will travel to different facilities, West Hartford, East Hartford, and Southington. Farmington is the main practice site.

Supervision Received:
Reports to the Vice President of Ambulatory Operations

Supervision Exercised:
Provides leadership and oversight to Practice Managers, Assistant Nursing Managers and or Clinical Coordinators

Accountabilities & Responsibilities:
Oversees the operations of assigned practices and service delivery focusing on safety, patient satisfaction, quality, and solid financial management and oversight.
Ensures ongoing programmatic excellence, rigorous program evaluation and consistent quality outcomes, as well as recommend timelines and resources needed to achieve strategic goals. Develops an operational plan which incorporates goals and objectives to achieve the strategic direction of the organization.
Develops, plans and implements policies and procedures in support patient care activities in the UMG practices.
Collaborates with department chairs and heads of programs to maintain a high level of quality in the practices.
Provides direction to supervisory/managerial staff in managing their respective sections and offers advice and guidance in handling special operations and administrative matters.
Serves as a leader to all levels of administration, providers and outside organization in the coordination of the patient care functions.
Determines appropriate staffing levels; provides training and assistance for staff.
Ensures all staff are functioning at the highest level of their licensure or training and responsibilities.
Conducts performance evaluations of direct staff and oversees performance evaluation for all staff.
Conducts professional needs assessments.
Directs human resource activities of departments including discipline, grievances, hiring and participates in all nursing recruitment and retention.
Serves as a key strategic operations leader for labor management team and collective bargaining responsibilities.
Prepares and monitors departments' budget; responsible for overseeing all aspects of revenue cycle within assigned clinics and ensuring appropriate clinical documentation for effective billing procedures.
Works closely with physicians on clinic processes and procedures to ensure effective integration between all members of the clinical team.
Manages patient concerns and issues, resolving them in a timely manner and reviewing all patient concerns to determine how to limit future recurrences.
Develops, implements and manages operating and capital budgets of assigned services demonstrating effective stewardship of resources and achieving annual goals.
Apply current knowledge and understanding of regulations, industry trends, current best practices, new developments, and applicable laws regarding assigned departments for operational and financial effectiveness. Ensures regulatory compliance for all areas of responsibility which may include Joint Commission, DPH and other regulatory agencies. Follow all local, state, federal law and hospital policies.
Serve on various committees
Performs related duties as required.

Minimum Qualifications Required
Knowledge, Skills And Abilities:
Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statutes and regulations; understanding of managed care and group practice operations; considerable knowledge UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

GENERAL Experience & Training Requirements:
A Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred. Or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing).
Six (6) years professional experience working in an ambulatory group practice or integrated health care system. At least two (2) years of the experience in a supervisory/management capacity is required.

PREFERRED: licensed RN with management experience
Working Conditions:
Will include travel to multiple sites, which include Farmington, West Hartford, East Hartford, and Southington. 
Must be willing to travel within the State in the course of their daily work.

SCHEDULE: 40 hour work week, must be flexible for off sites, holidays and hours as needed for operations.

SALARY: TBD

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/P/W/D/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/P/W/D/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3963 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.
### Abbreviations in Posting:

UMG – UConn Medical Group  
DPH – Department of Public Health  
UCHC – UConn Health Center  
RN – Registered Nurse

This position was posted on the American Medical Group Association NHCN, LinkedIn, Recruit Military, and on the UConn Health website.

This position was posted externally, so the hiring goals were utilized with the exception of the HM goal because it had been met with a previous hire. Also the promotion goal was not utilized because it had been previously met and was no longer an established goal.

The goal candidates, 1 BF and 1 AM, did not meet the minimum requirements of a Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred; or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing); six (6) years professional experience working in an ambulatory group practice or integrated health care system; and at least two (2) years of the experience in a supervisory/management capacity.

A goal candidate, 1 AM, was not interviewed because he was a physician who currently lived outside of the United States and would require a visa.

A goal candidate, 1 AM, was interviewed and not selected because he did not have experience working with unions or in multi-specialty areas.

1 WF was promoted. She was actively enrolled in a Master’s program; had 11 years’ professional experience working in an ambulatory practice in multi-specialty areas which included supervisory/management experience; and she had an RN license. Currently, she was a nursing supervisor in a large acute care unit, managing over 90 people in a complex environment, which involved working with unions. Also, her responses to interview questions were organized and safety conscious.
**This position is open to internal UConn Health employees only**

**GRADUATE MEDICAL EDUCATION DIRECTOR**

**PURPOSE OF CLASS:**
At the University of Connecticut's Graduate Medical Education department, this class is accountable for the assisting the Associate Dean for Graduate Medical Education and Assistant Dean for Graduate Medical Education in the administration of the UConn sponsored residency and fellowship programs.

**SUPERVISION RECEIVED:**
receives administrative direction from the Associate Dean for Graduate Medical Education and Assistant Dean for Graduate Medical Education.

**SUPERVISION EXERCISED:**
Directs the staff and operations of the GME department.

**EXAMPLES OF DUTIES:**
Coordinates, plans and manages the GME activities in conjunction with the Deans for GME: formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; evaluates staff; prepares and oversees the GME Office operating budget, maintains contacts with individuals both inside and outside of the Health Center who might impact GME activities; advises and mentors program leadership on accreditation standards; understands and implements all state and federal reporting requirements; educates affiliated hospitals about GME policies and institutes policies as they apply to residents; participates on all GME committees; works with the Capital Area Health Consortium Executive Director and the Attorney General on any issues related to the employment of residents; works with program directors on new program applications and expansions; works as liaison with John Dempsey Hospital Patient Safety Office to ensure ACGME Clinical Learning Environment compliance; works as liaison between John Dempsey Hospital Patient Safety Office, John Dempsey Hospital Radiation Safety Office, and GME Office; monitors compliance of residents/fellows ACGME Clinical and Work Hour program requirements, and reviews program directors' action plans for residents/fellows found out of compliance; manages graduation requirements for programs with procedure requirements; keeps current with Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements and Program Requirements for all UConn sponsored programs. Works with Assistant Dean/DIO to implement changes; works with program directors and program coordinators to ensure ACGME program requirements and deadlines are met; reviews annual ACGME program update for accuracy and completeness; oversees Annual Program Reports for residency and fellowship programs, prepares data and graphs for GME leadership; manages all ACGME Clinical Learning Environment Reviews, ACGME Institutional Site Visits, and ACGME program site visits; ensures institutional and programmatic compliance with Educational Commission for Foreign Medical Graduate policies for residents/fellows who need visa sponsorship; Ensures institutional and programmatic compliance with National Resident Matching Program, and San Francisco Match; Manages Med-IQ Risk Management curriculum with outside vendor; Works with State of Connecticut DPH Director to resolve resident/fellow Medicaid prescriptions and training permit issues; provides onboarding for new program coordinators; directs, plans, and responsible for developing and providing twice yearly program coordinator development programs; directs program coordinators of their role in the ACGME Annual Program Update and ACGME Milestone process; FMLA Leave Administrator for residents/fellows; VA School Certifying Official, monitors GME Hotline; participates in related educational activities; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITIES:**
Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statute and regulations, including FMLA; considerable knowledge of ACGME Institutional requirements; experience with National Resident Matching Program, ECFMG, and resident/fellow professional clinical enrollments (eg: PECOS, CMAP, CPAPRS, NPI); considerable interpersonal skills; Training Administrator Graduate Medical Education (TAGME) certification; completion of VA School Certifying Official Training; effective interpersonal and communication skills; organizational ability; ability to work in a peer relationship with medical professionals; At least five (5) years in a supervisory role.

**PREFERRED**

Lean/Six Sigma certified

**EXPERIENCE AND TRAINING:**

**General Experience:**
Ten (10) years of combined college, Graduate Medical Education experience

**SUBSTITUTIONS ALLOWED:**
A Master's degree in business or a related field may be substituted for four (4) years of the general experience.
Req: 2019-644  Date Started: 3/15/2019  JobTitle: Program Manager Clinical Education to University Director  JobGroup: 1B-UNIV DIRECTOR

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**Abbreviations in Posting:**

GME – Graduate Medical Education  
DIO – Designated Institution Official  
DPH – Department of Public Health  
FMLA – Family Medical Leave Act  
VA – Veterans Administration  
PECOS – Provider Enrollment, Chain and Ownership System  
CMAP – Connecticut Medical Assistance Program  
CPMRS – Connecticut Prescription Monitoring and Reporting System  
NPI – National Provider Identifier Standard

This position was posted on the UConn Health website for employees only.

This position was posted internally; however, the promotional goal had been met, so the hiring goals were utilized with the exception of the HM hiring goal because it had been met with a previous hire.

The goal candidate, 1 BF, did not meet the minimum requirements of 10 years’ combined college, GME experience or the allowable substitution.

1 WF was promoted. She had 10 plus years’ GME experience and 6.5 years managing staff within a GME program.
1B. (University Director) Promotions - Reclassifications

Administrative Manager to Administrative Director
(Deans Office - Medical)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Health Attorney to Senior Health Attorney
(Deans Office - Medical)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Academic Administrative Manager to Administrative Director
(NEAG Cancer Center)

A goal candidate, 1 BF, was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1C. Managers

Goals

2 black females
1 AA/AN/HNPI female
At UConn Health this grant funded position directs and manages the UCEED's administrative related activities (clinical/education/research) including serving as the Department's Business Manager, developing and supervising programs for the maximum utilization of services.

REPORTING RELATIONSHIP:
Reports directly to the Executive Director, UCEDD.

SUPERVISION EXERCISED:
Provide direct and on-going guidance and direction to subordinates assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Administrative Management: Assist the Department Head in the establishment goals, objectives by participation in the strategic planning initiatives (short and long term). Oversees the planning and coordination of a variety of training or educational events/conferences.
Develops and administers policies and procedures consistent with pertinent laws and regulations and monitors compliance. Align the Center's processes and organizational structure with the academic, clinical, research and business strategies of UConn Health to ensure policies that reinforce these strategies and acceptable business practices.
Assist in the promotion of the program through various medias.
Serve as liaison and UConn Health representative for the development and implementation of business and research relationships.

Human Resources: Recruit, hire and train staff, develops goals and objectives for staff and evaluate staff. Serve as the primary contact for Human Resources issues (hiring, firing; assignment of staff duties, staff counseling and evaluation; workers' compensation, intermediary between faculty and staff, etc.).

Financial Management: Assists in the budget development and manages the Center's budgets (all accounts) in a cost efficient and fiscally responsible manner. Ensures compliance with UCHC financial policies and procedures; prepares non-standard financial reports and analyzes data for decision-making purposes.

Research Management: Oversees the grant management functions for the Center. Provides budgetary and administrative guidance and direction and serve as the primary liaison for grant management activities. Develops, negotiates and oversees contractual services and grants. Performs other related duties.

KNOWLEDGE, SKILLS & ABILITY
Considerable knowledge of the principles and practices office management, information systems and project management
Knowledge of research and design methodologies
Comprehensive knowledge of statutory or regulatory provisions relevant to higher education, healthcare and grants
Knowledge of Health Center's policies, procedures, practices and interrelationships
Knowledge of the purposes, plans, objectives and programs of the University
Accounting and budgetary skills
Excellent communications (written and verbal) and interpersonal skills
Computer skills
Supervisory ability;
Analytical capabilities required for complex problem-solving responsibilities.

EXPERIENCE AND TRAINING
General Experience:
Master's Degree in public administration, business administration, human services and five (5) years' experience in administration and grants management, with at least two (2) years of the experience at a supervisory level.
Bachelor's degree in public administration business administration, human services and six (6) years' experience with at least two (2) years of the experience at a supervisory level.

Substitution:
Five (5) years of related professional experience may be substituted for the Bachelor's degree.

Preferred Experience:
Experience working with a University Center for Excellence (UCEDD).
Demonstrated skills and knowledge of the field of developmental and other disabilities, especially federal, state and local policies and programs supporting people with disabilities.
Special Requirements:
Travel may be required. Some nights and weekends.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8:30am - 5pm, 30 minute unpaid meal break. Some nights and weekends.

**Why UConn Health**
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academic research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the Star Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally therefore hiring and promotional goals were utilized. The HM goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, 2 BF and 3 HF, did not meet the minimum requirements of a Master’s degree in public administration, business administration, human services and 5 years’ experience in administration and grants management with at least 2 years’ experience in a supervisory level or the allowable substitution.

The goal candidates, 2 BM, 10 BF, 1 HF, and 3 AF, were not interviewed because they did not have the preferred experience working with a University Center for Excellence.

1 WF was promoted. She had the allowable substitution of 10 years’ experience in administration and grants management with 3.5 years’ supervisory experience. She also had the preferred experience working with a University Center for Excellence.
At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for a Clinical Practice Manager to be located at The Adult Psychiatric Outpatient Services clinic at 10 Talcott Notch Road in Farmington.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte. 9 and surrounding areas
State of the art facility and campus

SCHEDULE: FT-40 hours per week, 8:30 am to 5:00 pm.

SCOPE OF POSITION:
In the Psychiatry Department this class is accountable for supervising employees and administering the administrative, financial, and personnel issues of a faculty practice, clinic, or other clinical department.

EXAMPLES OF DUTIES:

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Schedules, assigns, oversees, and reviews the work of staff
Provides staff training and assistance
Conducts performance evaluations
Determines priorities and plans unit work
Establishes and maintains unit procedures
Devises or makes recommendations on policies and standards
Acts as liaison with other operating units, agencies, and outside officials regarding unit policies and procedures
Prepares reports and correspondence
Assures that patients are handled courteously and efficiently
Updates computer appointment system in accordance with provider requirements
Explains insurance coverage and fees to patient
May perform chart audits
Prepares and administers budget of faculty practice
Prepares quarterly faculty practice plan statements
Establishes computerized accounting and fiscal reports
Prepares capital equipment requests and written justification
May perform clinical duties
Performs all other duties as required

KNOWLEDGE, SKILLS, & ABILITIES:
Considerable knowledge of office management and principles
Considerable knowledge of relevant State and Federal laws and regulations
Knowledge of accrediting agencies, such as TJC and guidelines
Knowledge of financial management
Considerable knowledge of billing systems and insurance regulations
Knowledge of healthcare delivery systems
Knowledge of systems/applications that impact the healthcare clinical delivery
Considerable interpersonal skills
Excellent computer skills and project management skills
Leadership skills
Ability to communicate effectively, both oral and written
Ability to problem solve and work under pressure deadlines
Excellent supervisory ability
Ability to apply quality improvement techniques
Ability to manage change
Ability to deal compassionately with patients and family members

PHON REQUIREMENTS:

MINIMUM REQUIREMENTS: Seven (7) years of healthcare management experience or business related field with at least three (3) years related professional administrative or clinical management experience.

SUBSTITUTIONS: Bachelor's degree in healthcare management, business administration or closely related field may be substituted for four (4) years of the general experience.
STRONGLY PREFERRED: Prior practice management experience.

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the Recruit Military and the UConn Health website.

Since it was posted externally, the hiring and promotional goals were utilized. The HM goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 BM, 3 BF, and 1 HF, did not meet the minimum requirements of 7 years’ healthcare management experience or business related field with at least 3 years’ related professional administrative or clinical management experience or allowable substitution.

A goal candidate, 1 HF, was not interviewed because she withdrew her application from consideration.

The goal candidates, 1 BF and 1 HF, were interviewed and not selected for the following reasons:

- 1 BF had 9 years’ clinical practice management experience.
- 1 HF was selected for another UConn Health position

1 WF was promoted. She had 10 years of clinical coordinator experience in UConn Medical Group offices which included the last 18 months as acting practice manager in Internal Medicine, and had 10 years prior practice manager experience at Connecticut Children’s Medical Center.
Req: 2019-808  
Date Started: 4/12/2019  
JobTitle: Executive Staff Assistant to Business Services Manager  
JobGroup: 1C-MANAGERS  

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**Abbreviations in Posting:**

OR – Operating Room  
EPIC – integrated electronic medical records system  
UHSC – UConn Health Surgery Center  
JDH – John Dempsey Hospital

This position was posted on the UConn Health website for UConn Health employees only.

Since it was posted internally, only promotional goals were utilized.

A goal candidate, 1 BF, was interviewed and not selected because she did not provide thorough examples of her ability to use statistical software and data driven approaches for problem solving.

1 WF was promoted. She had a Bachelor's degree in Business; 8 years of experience in a healthcare environment in a financial/administrative position; and the preferred EPIC experience. Also, during the interview she provided thorough examples of her experience in finance, statistical software, and data driven approaches for problem solving.
This position is accountable for the development, implementation and operation of Employee Assistance Programs at the UCHC, other State agencies and contract employers.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

Supervises lower level employees and leads support staff functions.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance to residents, medical students and other students in EAI concepts; develops curricula and instructs employees on related mental health topics in concert with other departments; conducts performance evaluations, determines priorities and plans unit work; establishes and maintains procedures; develops, coordinates, plans and manages the employee assistance program; develops program policy; collaborates with staff to market and contract with other agencies/employers to provide EAP services; provides clinical supervision and to network affiliate counselors; assesses and refers clients to appropriate health care providers; provides counseling to clients including crisis intervention, and consultation to supervisors; provides telephone triage, assessment, brief counseling and referral services for individuals, couples and families; maintains contacts with individuals both within and outside of the health center who might impact on program activities; position provides oversight of the Adoption Assistance Program (AAP) including accountability of annual budget and compliance with MOU between UCH and DCF; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of employee assistance programs; considerable knowledge of social, psychosocial, psychiatric, medical, economic and legal factors influencing individual and group behavior; knowledge of case work methods; considerable knowledge of community resources; considerable interpersonal skills; considerable oral and written communication skills; ability to plan and execute programs to meet client needs; ability to respond to crisis supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Master's Degree in Counseling, Social Work or other related field and four (4) years of relevant professional experience.

SPECIAL EXPERIENCE:

Incumbents in this class must have post adoption competency.
Incumbents in this class must be credentialed by the appropriate certifying organization.

Working Conditions:

Incumbents in this class may be exposed to communicable/infectious disease and risk of injury from patients/clients.

Special Requirement:

Incumbents must be able to travel within the State.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm.

FULL TIME EQUIVALENT MINIMUM SALARY: $73,694
### Abbreviations in Posting:

- UCHC – UConn Health Center
- EAP – Employee Assistance Program
- OR – Operating Room
- MOU – memorandum of understanding
- DCF – Department of Children and Families

This position was posted on the UConn Health website for UConn Health employees only.

Since it was posted internally, only promotional goals were utilized.

Goal candidates did not apply for this position.

1 WF was promoted. She had a Master’s degree in Social Work; 9 year employee assistance program experience; and 13 years’ adoption experience.
This position is an excellent opportunity for a charge nurse or top performing staff nurse with acute care and research experience to transition into a leadership role! Highly desirable shift and schedule are an added benefit.

The Nurse Manager is responsible for the administration, management, and evaluation of all research subject care components of the Clinical Research Center. As director of the Clinical Core, the nurse manager is responsible for supervising all research staff, e.g., nurses, Clinical Research Assistants/Technicians, within the Clinical Research Center.

Principal Duties and Accountabilities

A. Clinical
Establish, implement and monitor research care for research subjects.
Manage, coordinate and, oversee activities of the research team to ensure safe and competent care and effective protocol management. Promote evidence-based practice by facilitating identification of research subject care issues for research, collaborating in the design and implementation of appropriate research for clinical practice improvement, and/or applying research data to modify clinical practice in the CRC.

Management
Assign responsibilities and evaluate programs and activities to ensure efficient use of staff resources in meeting CRC objectives. Monitor clinical staff productivity; perform clinical staff performance and competency evaluations. Participate in evaluation of administrative staff. Serve as key member of CRC Scientific Advisory Committee (SAC)/Service Center (SC) Project Teams to monitor protocol progress, review new study request and address problems.

Work with investigators and other related study personnel in the planning and implementation of protocols. Act as liaison between staff of clinical cores and investigators to resolve conflicts related to the conduct of CRC research protocols. Facilitate continuous quality improvement and risk management activities. Assure maintenance of infection control and safety guidelines.

B. Establish, monitor and implement standards, objectives, policies and procedures of the CRC in accordance with NIH, FDA, and institution guidelines. Review all protocols prior to review by the SAC/SC project team and identify nursing requirements and resources. Serve as an Ex Officio member of the Scientific Advisory Committee and Executive Committee of CRC.

C. Maintain liaison relationship with UConn Health nursing leadership for reference on professional practice issues. Work closely with Program Director, Executive Committee members, and Administration of CRC to assure strong coordination of efforts. Assist with fiscal requirements and budgetary recommendations; monitor costs and expenditures of clinical core activities. Perform other tasks as directed by the Program Director.

Educational/Professional
Serve as a resource to investigators and staff throughout the process of protocol development, implementation and evaluation. Plan and implement clinical education programs for new CRC clinical staff. Conduct regularly scheduled clinical core staff meetings. Act as ongoing resource to clinical core staff and UConn community, as applicable.

Prerequisites
Demonstrated broad research knowledge and clinical skills in the care of patients. Demonstrated ability to use basic data entry and retrieval systems. Demonstrated flexibility and adaptability to change. Demonstrated analytical abilities necessary to successfully identify problems. Demonstrated managerial skills in overseeing clinical staff.

Minimum Requirements:
Current licensure to practice nursing in Connecticut. Bachelor's degree in nursing, hospital administration or equivalent. At least five years' nursing experience required. At least three years' experience in clinical research.

Supervisory Relationships
Supervises and manages members of the clinical core of the CRC. Reports to Program Director, CRC.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/IPv employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
**Abbreviations in Posting:**

CRC – Clinical Research Center  
NIH – National Institute of Health  
FDA – Food and Drug Administration  

This position was posted on the UConn Health website for UConn Health employees only.

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Goal candidates did not apply for this position.

1 WF was promoted. She had a current license to practice nursing in Connecticut; a Bachelor’s degree in nursing; 5 years’ nursing experience and 5 years’ experience in clinical research.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Perioperative Business Services Manager to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this position is accountable for establishing and maintaining effective systems support for surgical services and all additional Perioperative cost centers. This position will work in the UConn Health John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, 7:30 a.m. to 4:00 p.m., Monday-Friday, 30 minute unpaid meal break

SUPERVISION RECEIVED:
Receives administrative direction from the Executive Director of Perioperative Services.

EXAMPLES OF DUTIES:
The OR Business Services Manager is responsible for the management of surgical services reporting systems
Supports and audits daily workflows and identifies areas for improvement
Responsible for EPIC data mining, reporting and analyzing financial data
Maintains metrics and prepares reports for the Surgical Services Executive Committee, Surgical Services Director and OR Managers.
With advice and consultation of nursing OR leadership and the Medical Director of Perioperative Services Surgical Department, builds block times for both OR locations to the advantage of the participating surgeons of all departments
Monitors and maintains surgeon/procedure preference cards at the direction of perioperative staff
Administers all applications and provides customer support for reporting deliverables
Develops and manages strong relationships across the institution with a focus on the Surgical Departments, Nursing, Finance and Administration
Enhances strategic relationships with physicians and administrators of UConn Health surgical departments in order to align goals and priorities of departments, Perioperative Services and UConn Health overall
Communicates financial and operational analysis and Information to UConn Health leaders
Performs other related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of health care delivery systems
Considerable knowledge of office administration and management
Knowledge of the principles and procedures of accounting
Knowledge of and ability to apply management principles and techniques
Considerable interpersonal skills
Considerable oral and written communication skills
Strong organizational and time management skills
Organizational, analytical and presentation skills
Computer, word processing and spreadsheet skills
Considerable ability to apply relevant State and Federal laws and regulations
Considerable ability in the preparation and analysis of financial and statistical reports
Ability to analyze budgetary and related problems
Ability to use computer systems for financial management

EXPERIENCE AND TRAINING:
Minimum Required Experience:
Seven (7) years of experience in a financial/administrative position.

Select Experience: At least three (3) years of experience must have been in healthcare environment.
Substitutions Allowed:

Computer training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree in Business, Accounting or IT; other disciplines may be considered on a case by case basis.
A Master's degree in Public Administration, Business Administration or Accounting may be substituted for one (1) additional year of the general or specialized experience.

Preferred Qualifications: EPIC training and/or experience.

MINIMUM full time equivalent salary: TBD

Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
1C. (Managers) Promotion - Reclassification

Childcare Head Teacher to Business Services Manager
(Creative Child Center)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
**Abbreviations in Posting:**

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GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2A. Head of Department

Goals

1 AA/ANHNP male
Chair of Pathology/Laboratory Medicine, UConn Health.

The School of Medicine at the University of Connecticut seeks a well-qualified candidate for the position of Chair of the Department of Pathology and Laboratory Medicine. The department serves the anatomic and clinical pathology needs of UConn Health, including the John Dempsey hospital, a 274 bed tertiary hospital, and University Medical Group, comprising approximately 370 physicians with nearly 1M clinical encounters annually. The Chair will report to the Dean of the School of Medicine and serve as the academic Chair of the Department for educational opportunities in the medical school and, when relevant, postgraduate training opportunities. Excellence in pathology and laboratory medicine is critical to clinical care, educational leadership, and collaborative research. The chair will work collaboratively with faculty, professional, and administrative leadership in the management of the following operational areas: anatomic pathology (including surgical pathology, cytopathology, and autopsies), clinical pathology/laboratory medicine (blood bank, chemistry, hematology, and microbiology) including laboratory specimen collection, specimen management, in-house and referral testing services, and point-of-care testing. We seek a chair who will demonstrate a willingness to not only promote excellent departmental services, but also enthusiastically support translational clinical research opportunities. The selected candidate will lead an experienced and diverse team within the Department of Pathology and Laboratory Medicine and will oversee all aspects of the department including clinical practice, fiscal management, faculty development, education, and research in accordance with the strategic plan of the UConn School of Medicine and UConn Health.

Required knowledge, skills, and abilities:
The successful candidate will lead the department's effort of expanding clinical care services and technology to UConn Health. The successful candidate will organize and ensure compliance with applicable regulatory standards and internal policies, program development, appropriate staff recruitment and development of resources and budget management. The successful candidate will lead the division's quality monitoring and improvement initiatives, strategic planning, and evaluation of policies and procedures to ensure quality patient care and patient satisfaction. The ideal candidate should have experience in administration and leadership, a strong commitment to clinical excellence, and a demonstrated track record of excellent communication with diverse teams of clinicians, educators, and administrators.

Required education and/or experience:
Minimum qualifications including M.D./D.O. degree with board certification in anatomic pathology or clinical pathology.

Application instructions:
Consideration of candidates will begin immediately and continue until the search has been successfully concluded. Candidates should submit a cover letter and curriculum vitae for consideration.

UConn Health is an Affirmative Action Employer. In addition to an EEO and M/F/V/PWD/PV employer, UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@uhp.uconn.edu.
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**Abbreviations in Posting:**

M.D. – Doctor of Medicine  
D.O. – Doctor of Osteopathic medicine

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 HM was promoted. He had a M.D. degree with board certification in combined anatomic and clinical Pathology. He has also been performing the functions of this position on an interim basis and his performance had been very good.
2A. (Head of Department) Promotion - Reclassification

Associate Professor/Clinical to Head of Department/Clinical (Family Medicine)

1 BM was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2B. Professor

Goals

6 white females
1 black male
1 black female
1 Hispanic male
10 AAIAINHNP males
4 AAIAINHNP females
2B. (Professor) Promotions - Reclassifications

Associate Professor/Clinical to Professor/Clinical
(Pathology and Laboratory Medicine)
A goal candidate, 1 AF, was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Basic Science to Professor/Basic Science
(Neuroscience)
A goal candidate, 1 AM, was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Clinical to Professor/Clinical
(Oral/Maxillofacial Diagnostic Sciences)
A goal candidate, 1 HM, was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Clinical to Professor/Clinical
(Periodontology)
A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Visiting to Professor/Clinical
(Nephrology)
A goal candidate, 1 AM, was performing all of the duties of the position and was promoted through a reclassification.
Promotional Goals

Faculty

2C. Associate Professor

Goals

1 white male
2 white females
1 Hispanic male
1 Hispanic female
4 AA/AN/HNPI females
2C. (Associate Professor) Promotions - Reclassifications

Assistant Professor/Clinical to Associate Professor/Clinical (Endocrinology)

A goal candidate, 1 AF, was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Basic Science to Associate Professor/Basic Science (Cell Biology)

1 AM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Basic Science to Associate Professor/Basic Science (Cell Analysis Modeling)

1 AM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (Center for Comparative Medicine)

1 AM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (Calhoun Cardiology Center)

1 AM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Basic Science to Associate Professor/Basic Science (Academic Affairs and Education)

1 BF was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (Dermatology)

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.
2C. (Associate Professor) Promotions – Reclassifications Continued

Assistant Professor/Clinical to Associate Professor/Clinical  
(Gastroenterology)

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical  
(Emergency Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical  
(NEAG Cancer Center)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Basic Science to Associate Professor/Basic Science  
(Molecular Biology & Biophysics)

A goal candidate, 1 WM, was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Basic Science to Associate Professor/Basic Science  
(Occupational & Environmental Medicine)

1 WM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical  
(Infectious Diseases)

1 WM was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical  
(Emergency Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
2C. (Associate Professor) Promotions – Reclassifications Continued

Assistant Professor/Basic Science to Associate Professor/Basic Science
(Occupational & Environmental Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical
(Orthopedic Surgery)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2D. Assistant Professor

Goals

1 white male
2 white females
This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 WF, goal candidate, was promoted. She met a promotional goal.
This position was posted for UConn Health employees only.

1 WF, a goal candidate, was promoted.
2D. (Assistant Professor) Promotion - Reclassification

Instructor/Clinical to Assistant Professor/Clinical
(Deans Office - Dental)

1 HM was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2E. Instructor

Goals

No promotional goals were established for this job group.
Instructor, In Residence
Department of Neuroscience

The Instructor (in residence) position will begin in February 2019. The individual will be involved in research in the laboratory of Dr. Zhao-Wen Wang investigating how premotor interneurons and motor neurons of C. Elegans interact through chemical and electrical synapses to produce forward and backward movements. The individual will also be comparing postsynaptic currents from muscle cells and whole-cell currents from motor neurons among wild type, slo1 mutant and bkip-2 mutant, and mutants of other functionally related genes to answer the question why Bkip-2 (a melatonin receptor) is required for physiological function on the SLO-1 potassium channel. Responsibilities include designing and carrying out experiments related to these projects, and analyzing and interpreting data generated by the project. In addition, the individual will play a significant role in writing manuscripts, presenting the work at scientific conferences, and in the preparation of grant proposals. The position may also involve the laboratory supervision and training of undergraduate students, graduate students, and postdoctoral fellows, as well as some possible teaching in Graduate School courses and other venues depending on departmental needs.

The individual should have a strong background in Neuroscience, as well as experience in the area of C. elegans research, with a strong publication record and good communication skills. The individual should also have experience with techniques related to the dual voltage-clamp recordings to characterize biophysical properties of gap junctions between ABV premotor interneurons and B-type cholinergic motor neurons analyzing electrophysiological data.
This position was posted on the UConn Health website for employees only.

Since there were no promotional goals established for this job group, hiring goals were utilized.

Goal candidates did not apply for this position.

1 AM was promoted. He had a background in Neuroscience, as well as experience in the area of C. elegans research with a publication record and communication skills. He also had experience with techniques related to the dual voltage-clamp recordings to characterize biophysical properties of gap junctions between ABV premotor interneurons and B-type cholinergic motor neurons analyzing electrophysiological data.
INSTRUCTOR - BASIC SCIENCES

DUTIES AND RESPONSIBILITIES:

1. Design research projects with testable hypotheses
2. Oversee and direct ongoing research in the laboratory
3. Write up research results for publication in peer-reviewed journals and be the first or corresponding author on some of them
4. Write and submit grants, especially NIH grants, to fund the laboratory
5. Present work at recognized regional and national research conferences
6. Make a meaningful contribution to the academic mission of the institution by:
   a. Precepting pre-doctoral students (medical and dental students) and graduate students in the laboratory
   b. Participating fully in the activities of one of the areas of concentration of the Graduate School of Biomedical Sciences

QUALIFICATIONS REQUIRED:

1. PhD degree, with 3 or more years of subsequent experience in basic biomedical research
2. Demonstrated expertise in bone biology, specifically with regard to the effects of hormones, prostaglandins and inflammatory agents on bone turnover and aging bone loss
3. A record of publication in peer-reviewed journals and first author on some of them
This position was posted on the UConn Health website for UConn Health employees only.

Since there were no promotional goals established for this job group, hiring goals were utilized.

Goal candidates did not apply for this position.

1 AF was promoted. She had a PhD degree with 9 years’ experience in biomedical research with expertise in bone biology, specifically with regard to the effects of hormones, prostaglandins and inflammatory agents on bone turnover an aging bone loss; and a record of publication in peer-reviewed journals and first author.
2E. (Instructor) Promotion - Reclassification

Research Associate 1 to Instructor/Basic Science
(Cell Biology)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3A. Registered Nurse

Goals

No promotional goals were established for this job group.
3A. Registered Nurse

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3B. Nursing Supervisor

Goals

5 white females
1 black male
2 black females
1 Hispanic female
1 AA/AN/NI female
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This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 WF, a goal candidate, was promoted. She met a promotional goal.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3C. Specialized Nurses

Goals

1 black female
3C. Specialized Nurses

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3D. Clinical Supervisors

Goals

4 white females
This position was posted on Recruit Military and UConn Health website.

Since it was posted externally, the hiring and promotional goals were utilized.

A goal candidate, 1 WF was promoted. She met a promotional goal.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3E. Clinical Group

Goals

1 white female
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Poison Information Specialist with a passion for delivering best-in-class patient experience, we are looking for you.

At UConn Health, this class is accountable for independently performing multiple tasks for triage, assessment and management of poison exposures reported by health care professionals and the public. Responds to drug and toxicology inquiries. This is a full time position working in the Connecticut Poison Control Center within the department of Emergency Medicine in Farmington, CT.

**COMPREHENSIVE BENEFITS OFFERED:**
- Telecommuting option available with this position
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SUPERVISION RECEIVED:**
Works under the general direction and reports to the CPCC Directors.

**SUPERVISION EXERCISED:**
May lead/supervise lower level employees as assigned.

**SCHEDULE:** Full time, 80 hours every two weeks, primarily evenings and nights, rotating weekends and holidays, other mandated shifts including on call may be required to accommodate departmental needs

**EXAMPLES OF DUTIES:**
- Receives calls, gathers history, assesses risk, and recommends appropriate management such as, referrals to ER and private physicians
- Advice to health professionals in management of poison victims
- Integrates information resources to respond effectively to all poison/drug exposures and queries
- Performs timely patient follow-up consultations
- Documents patient data and updates electronic medical record for all poison exposures, keeps records/statistics
- Documents informational queries and response in database
- Complies with HIPAA policies regarding patient/caller protected health information (PHI)
- Participates in quality assurance and organizational improvement activities
- Contributes to CPCC newsletters/publications, and presentation for scientific meetings
- Contributes to the upgrade and maintenance of information resources, guidelines and protocols
- Assist in preparation of educational/promotional materials
- Precepts new personnel
- Continues professional development through continuing education and AAPCC activities
- Performs other duties as required
- Maintains flexibility in duties and availability to meet the needs of the center

**MINIMUM QUALIFICATIONS**

**REQUIRED KNOWLEDGE, SKILLS & ABILITY:**
- Knowledge of pharmacology/toxicology; human anatomy/physiology
- Intermediate or better knowledge of desktop PC applications for informational data mining and data collection
- Principles of general/organic chemistry and general medicine
- Considerable interpersonal, oral and written communication skills
- Ability to work under stressful, fast paced conditions
- Ability to prioritize medical emergencies and use considerable judgment
- Ability to gain the interest, cooperation, trust and confidence of clients.

**EXPERIENCE & TRAINING:**
General Experience:
Graduation from an accredited Nursing Program and one (1) year experience in critical care, emergency room, or hotline/crisis service
OR
Bachelor's degree in Pharmacy (5 year program), PharmD
OR
Relevant clinical provider (i.e., APRN, PA, MD).

**SPECIAL REQUIREMENTS:**
Incumbents in this class must possess and maintain the relevant license to practice in the State of Connecticut. AAPCC Certification as Poison Specialist within the second year of eligibility.
PREFERRED QUALIFICATIONS:
PharmD, BSN or MD with one (1) year of poison center experience.

WORKING CONDITIONS:
Office environment. Incumbents are exposed to significant mental stress caused by distressed patients/families in a crisis situation. Incumbents may be subject to long periods of sitting, using a telephone and working in an area of limited mobility.

MINIMUM full time equivalent salary: $65,811

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

Health is an Affirmative Action Employer. In addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-675-3563 or DDI 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2428 or jobs@edp.uconn.edu.
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

The goal candidates, 2 WF and 1 AF, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only a UHP union member with contractual bargaining rights to be interviewed was interviewed.

1 HF was promoted. She graduated from an accredited Nursing Program and had 13 years’ experience in the Intensive Care Unit, a stressful, high paced area. She provided articulate detailed examples of her ability to communicate clearly and calmly when dealing with patients, family members, and callers under stress.
This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 WF, a goal candidate, was promoted. She met a promotional goal.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Research Facilitator to our team. If you have a background in this unique field, as well as a passion for patient experience and employee engagement, we want to hear from you.

COMPREHENSIVE BENEFITS HIGHLIGHTS:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- 12 Major and Minor Holidays off per year
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- Progressive leadership and educational development programs available

Accountable for independently performing and supervising a full range of clinical and administrative tasks in the implementation and maintenance of research protocols for the Dermatology Clinical Trials Program.

EXAMPLES OF DUTIES:
- Assists in the design of research projects; Evaluates, organizes, coordinates and manages dermatology clinical trial research projects including: 1) Administrative tasks including Organization of all Current and Proposed Clinical Trials, Completion of Feasibility Questionnaires, Assist with Site Evaluation Visits, Completion of and printing, filing/electronic filing of regulatory documents for study initiation and maintenance, professionally corresponding with IRB/RIS, and Central IRBs and sponsor, electronic data entry, Source Document development if not provided by sponsor, Scheduling and meeting with various study monitors and auditors, manage appropriate study advertisements and phone screening of prospective patients, serve as a resource person to others on studies being conducted and; 2) Patient Tasks, including research patient management and completion of research visits, including Obtaining consent, Determining Appropriateness and Eligibility, Scheduling, Data collection, Vital Signs, Medical history and Updates to medical condition, including AE’s, and phone Triage of Patient calls; Phlebotomy, Specimen processing and shipping, including Centrifuge, Pipetting, Ambient and Dry ice shipments, ECG’s, Investigational Medication management, query resolution, management of electronic devices such as handheld diaries, electronic tablets for patient and investigator use, and 3) Financial tasks including Budget workbook completion, Feasibility of study and staffing needs, review of EPIC for correctness of research billing, development and completion of subject tracking logs, to enable accurate accounting of payments received for study activities, and 4) Other duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
- Detailed knowledge of research protocols; considerable knowledge of crisis theory, family dynamics; considerable nursing skills, including clinical management and triage of research patients; considerable interpersonal skills; considerable oral and written communication skills with patients and professional and sponsor contacts; ability to multitask; administrative abilities; ability to assist in budget preparation for clinical trials: ability to understand and use computers.

EXPERIENCE AND TRAINING:
General Experience: Bachelor’s Degree in Nursing or closely related field and three (3) years applicable experience working in research.

Substitutions Allowed: A Master’s degree in a closely related field may be substituted for one (1) year of the general experience.

PREFERRED QUALIFICATIONS:
- Experience reviewing standard of care and research charges.
- Demonstrated knowledge of UConn Health policies, Microsoft Excel, EPIC.

SCHEDULE: 40 hour work week; Monday through Friday, 8am-5pm; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $73,694

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All UConn Health employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
### Abbreviations in Posting:

IRB – Institutional Review Board  
IRIS – electronic system used by research personnel and the IRB for the submission and review of research projects  
AE’s – adverse events  
ECG’s – Electrocardiogram  
EPIC – integrated electronic medical records system

This position was posted on the Society of Clinical Research Associates and on the UConn Health website.

Hiring and promotional goals were utilized for this position because it was posted externally.

The goal candidates, 3 WF, 1 BF, and 5 AF, did not meet the minimum requirements for the following reasons:

- 3 WF and 5 AF did not have the required Bachelor’s degree in nursing or closely related field; 3 years’ applicable experience working in research; or the allowable substitution.
- 1 BF did not have a Bachelor’s degree in nursing or closely related field.
Req: 2019-701 continued

The goal candidates, 2 WF and 1 AF, were not interviewed for the following reasons:

- 1 WF did not have clinical trials experience working with humans.
- 1 WF’s research experience did not include clinical trials.
- 1 AF had not worked in research since 2015 and her employment dates on her application did not match her resume.

The goal candidate, 1 WF, was initially interviewed by phone to determine qualifications. She did not reply to multiple requests to schedule a formal in-person interview.

1 WM was selected. He was a physician with 14 years’ clinical trials experience working with humans.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3F. Research

Goals

No promotional goals were established for this job group.
3F. (Research) Promotions - Reclassifications

Planning Specialist to Clinical Research Associate 1
(Occupational and Environmental Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3G. Clinical Technologist

Goals

No promotional goals were established for this job group.
3G. Clinical Technologist

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3H. Finance Group

Goals

2 white males
1 black female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Patient Services Accounts Coordinator to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this class is accountable for acting as a working supervisor for those engaged in patient account functions. This highly desirable position is located at UConn Health in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-91, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

EXPERIENCE AND TRAINING:
General Experience:
Five (5) years of experience in patient services, processing prior authorization and patient registration in a medical setting.

Preferred Requirement/Experience:
Experience working in the EPIC system
Considerable knowledge in insurance benefits: Managed Care, Commercial and Other Third Party
Knowledge in the Prior authorization process
Ability to problem solve and multitask
Knowledge of the managed care environment, third party reimbursement, and revenue cycle
Capable of articulating information in a clear and informative manner to patients, insurance companies, and Internal staff
Strong working knowledge of patient insurance deductibles, co-insurance, sources of payment and Medicare/Medicaid billing requirements

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of patient accounts functions
Knowledge of health center policy and procedures
Knowledge of computers
Knowledge of physician billing systems, including appropriate coding references
Knowledge of collection and billing regulations and procedures
Knowledge of medical terminology
Considerable interpersonal skills
Oral and written communication skills
Ability to schedule and prioritize workflow
Ability to analyze fee schedules
Supervisory ability

EXAMPLES OF DUTIES:
Coordinates unit workflow and determines priorities
Assigns, oversees and reviews work
Establishes and maintains unit procedures, provides unit specific staff training and assistance
Acts as a liaison with operating units, agencies, and outside officials
May make recommendations on policies or standards
May prepare reports and correspondences
Acts as a department resource for staff
Obtains required referrals and authorizations from insurance companies
Manages daily OR and urgent admission schedules, and corresponds with Case Management staff
Monitors and communicates departmental KPIs to include front-end collections, productivity, denials related to scope
Verifies patient benefits
Documents daily activities
Reviews and resolves claim edits
Other duties as assigned
Performs related duties as required

SCHEDULE: 8:00 am - 4:30 pm, Monday through Friday, 40 hour work week, 30 minute unpaid meal break; this position will also have some weekends and Holidays scheduled.
FULL TIME MINIMUM EQUIVALENT SALARY:  $53,477

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PW/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

The goal candidates, 4 WM, 25 BF, and 20 HF, did not meet the minimum requirements because they did not have the required 5 years’ experience in patient services, processing prior authorization and patient registration in a medical setting.

The goal candidates, 1 WM, 3 BF, and 4 HF, were not interviewed because they were not University Health Professionals (UHP) union members with contractual bargaining agreements to be interviewed. Only UHP union members with contractual bargaining agreements to be interviewed were interviewed.

The goal candidate, 1 BF, was interviewed and not selected. She was a UHP union member who answered 5 out of 14 interview samplings correctly. The interview samplings were based upon communication skills; ability to deal with difficult situations; EPIC experience; prior authorizations experience; and knowledge of patient insurance benefits, patient insurance deductibles, co-insurance, sources of payment and Medicare/Medicaid. She had 3 years’ experience in patient registration, insurance benefits, and authorizations in a medical setting along with 2 months’ experience working with EPIC (integrated electronic medical records system).

1 WF was promoted. She was a UHP Patient Access Representative employed in the Patient Access Department. She answered 13.5 out of 14 interview sampling questions correctly. She had 8 years’ experience in patient registration, insurance benefits, and processing prior authorizations in a medical setting. She also had 4 years’ experience working in the EPIC system, and had been a Super User in EPIC for 4 years.
This position is responsible for the maintenance and reporting of contract terms for assigned Managed Care and Governmental contracts, as well as preparation and reporting of contract performance. Monitors third party reimbursement according to contracted rates and assists in the preparation of thin party and financial reporting. Assist higher-level staff member designated to oversee the contract management system with maintaining contract management activities for assigned contracts.

**EXAMPLE OF DUTIES:**

Shares responsibility of the AM/FM review process of daily claim file validation of imports into the contract management system and the communication of any claim issues identified during the import process to the appropriate billing personnel for resolution;

Reviews, analyzes and interprets insurance payments and denials of assigned contracts to ensure proper payment and takes corrective action when needed;

Responsible for variance reporting of assigned contracts, for effective analyses of reimbursement trends, and provides reimbursement patterns and trends to management;

Maintains a system for tracking and evaluating performance of assigned insurance carrier contracts to maximize reimbursement and ensure billing compliance with audit standards;

Monitors current reimbursement rules and changes that impact revenue capture and communicates this information to billing personnel;

Maintains and updates contract terms and reimbursement rates for assigned contracts upon contract renewal;

Communicates with payer representatives directly to ensure that fee schedules and other key materials are shared to effectively build contracts consistent with aged upon contract terms;

Models all contract changes for assigned contracts in a simulation environment to determine the financial impact of modifications and communicates the impact to billing personnel and management as necessary;

Communicates project plans and schedules for each new contract or contract renewal to ensure that preparations and negotiations are conducted in a manner that minimizes the need for extensions, holding claims, and other operational/financial issues;

Produces reports and analyzes insurer reimbursement of assigned contracts to support contract negotiations and assists in the negotiation process as needed at the discretion of the AVP;

Applies and administers policies and procedures related to contract management practices;

Acts as liaison with other operating units, agencies and outside officials regarding third party reimbursements;

Serves as assigned by the AVP or Chief Financial Officer.

Related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of insurance billings and collection procedures including DRG, Revenue Codes, CPT, and ICD-10 coding;

Spreadsheet and computer skills with analytic ability utilizing Excel, Access or other computer-based programs;

Knowledge and ability to apply relevant Federal and State laws, statutes and regulations;

Considerable interpersonal skills, oral and written communication skills;

**EDUCATION AND TRAINING:**

Six (6) years' experience in healthcare environment related to contract management, revenue capture, and hospital reimbursement; Demonstrated experience utilizing the KREG Contract Management Analysis (CMA) tool to accurately calculate expected payment amounts and to simulate contract changes to support payer negotiations.

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience

Special Requirements:

Proficient in KREG/CMA, Excel, and Word

Knowledgeable of and experienced with various payer reimbursement methodologies; i.e., DRG, fixed fees, ASC case rates, etc.

Strong problem solving and issues resolution skills.

Demonstrated analytical, organizational, and communication skills.

Preferred Requirements:

Demonstrated experience in facility billing and coding.

Experience working with facility third party claims processing/denial resolution.

**SCHEDULE:** 40 hour week, Monday through Friday, 7:30am - 4pm, 30 minute unpaid meal break.

**FULL TIME MINIMUM EQUIVALENT SALARY:** $61,734
This position was posted on the UConn Health website for employees only.

The goal candidates, 2 BF, did not meet the minimum requirements of experience utilizing the KREG Contract Management Analysis (CMA) tool.

1 WF was promoted. She had 9 years’ healthcare experience in revenue cycle and hospital reimbursements which included experience utilizing the KREG CMA.
3H. (Finance Group) Promotions - Reclassifications

Account Careers Trainee to Accountant
(Research Finance)

1 AF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Fiscal Assistant to Financial Aid Officer
(Student Services)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Lead Patient Services Representative to Patient Services Accounts
(Deans Office - Dental)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3I. Administrative Group

Goals

6 white males
UConn Health is looking to fill a Strategic Planner position for Strategy and Business Development.

This position is responsible for assisting UConn leadership in all aspects of strategic planning, business development, and clinical improvement initiatives, specifically for John Dempsey Hospital (JDH) and UConn Medical Group (UMG). Conduct studies, prepare reports, and advise on feasibility, cost-effectiveness, and regulatory conformance of long and short term strategic business plans, proposals, special projects and programs.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Major and Minor Holidays off
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SUPERVISION RECEIVED:
Reports to the Director of Strategic Planning, Strategy and Business Development.

EXAMPLES OF DUTIES:
Consults with UConn Health upper management to:
formulate feasible recommendations on optimizing near and long term growth, develop strategic plans and directions, and suggest changes to current business plans, policies and procedures.
Develops business plans that support and introduce solutions for strategic issues.
Conduct organizational reviews to identify strengths, weaknesses, opportunities and threats.
Evaluates the operational effectiveness of the organization.
Develops overall intent of programs or projects to determine broad guidelines for studies utilizing knowledge of subject area, research techniques, and regulation limitations.
Performs market analyses and monitors industry trends and news to inform strategic intent in support of business decision making regarding healthcare cost, trends and outcomes.
Organizes and analyzes complex and varied healthcare data from relevant sources, using statistical methods to ensure validity of results. Recognizes and identifies trends or factors essential to optimizing clinical, operational and strategic performance.
Reviews and evaluates materials such as environmental impact statements, budgets, staffing estimates, to determine financial and operational impact.
Conducts field investigations, economic or public opinion surveys, demographic studies or other appropriate research to gather required information.
Prepares graphic presentations and summary reports and participates in design and preparation of reports to support upper management strategies.
Prepares Certificate of Need (CON) applications and reports for clinical programs and services, including collection/analysis of financial and other statistical data, and written reports. CON applications include an extensive and detailed analysis of:
Public Need: populations demographics, service utilization patterns, epidemiology of selected diseases and conditions, and access to service.
Financial Feasibility: expenses, projected revenues; current financial status, and ability to retire debt.
Performs routine and ad hoc qualitative and quantitative analyses of JDH and UMG activity with detailed information of department and physician activity to the purpose of identifying trends to support management strategies.
Organizational Experience: experience and past performances in operating a health care service and compliance with pertinent laws and practices.
Oversee compliance requirements for the Department of Public Health Office of Health Care Access (OCHA). Attends hearing and other OHCA meetings as required.
Develops and maintains internal and external data information resources in support of the data analysis and reporting requirements for JDH and UMG including quantitative and qualitative data.
Maintains communications and systems necessary to secure comprehensive data from external sources including but not limited to CHIME, Crimson, Vizient and Press Ganey.
Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:
Excellent analytical skills; knowledge of principles and practices of financial management; strong problem solving skills; demonstrated knowledge of healthcare terminology and HIPAA regulations; ability to communicate effectively with diverse audiences; strong interpersonal and organization skills; superior verbal and written communication skills; advanced computer skills, report extraction/writing and database programs; documented willingness to work in a time-pressured environment with a diverse set of demands; ability to be a team member; ability to exercise judgment within limits of responsibilities, and handle multiple competing, high priority assignments; high respect and sensitivity for confidentiality; ability to interpret and apply relevant Federal and State statutes and regulations; knowledge of health care industry; knowledge of and ability to apply UCHC policies and administrative procedures.
EXPERIENCE AND TRAINING:

General Experience: Six (6) years professional experience in healthcare finance or financial management with some experience in health care management. Must have a firm grasp of economics, financial analyses, market research, and statistics; demonstrated advanced computer skills including case design and data extraction using a relational database (MS Access, SQL, Server).

Substitution: Bachelor's degree in business management, engineering, marketing, finance or science may be substituted for four (4) years of the general experience.

Preferred: Bachelor's degree and 6 years relevant experience; MBA/MS in business administration, healthcare administration or related field.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm.

SALARY: TBD

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

The goal candidates, 1 WM and 1 BM, did not meet the minimum qualifications of 6 years’ professional experience in healthcare finance or financial management with some experience in health care management or the substitution allowed; grasp of economics, financial analyses market research, and statistics, computer skills including database design and data extraction using a relational database.

The goal candidates, 3 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM’s experience was in purchasing and procurement which was not a match to the needs of this position.
- 1 WM withdrew his application.
- 1 WM had 2.5 years’ of financial experience and for the past 2 years had been working in a clinical management position which was more in line with ambulatory services.
- 1 BM’s experience was in banking which was not related to the needs of this position.

A goal candidate, 1 WM, was interviewed and not selected because he was unable to articulate how his experience would translate to the position, which raised concerns of his ability to communicate effectively with customers.

1 WF was promoted. She met the minimum qualifications of having knowledge of and experience in economics, financial analyses market research, and statistics, computer skills including database design and data extraction using a relational database. She also met the preferred qualifications of 13 years’ professional experience in healthcare finance/financial management and a Master’s degree in Business Administration Healthcare. She was able to articulate how her experience would translate to the position which demonstrated excellent communication skills.
Position Scope:
The Employee Resource Specialist provides first response support for Human Resources processes to the UConn Health workforce.

Reporting Relationship:
Works under limited supervision of the Benefits Director.

Supervision:
This position is not required to supervise

Duties & Responsibilities:
Accurately responds to employees inquiries [via phone, email], recommends resolution within policy guidelines, and escalates to appropriate area as needed to ensure prompt resolution.
Responds to HR inquiries in a professional and courteous manner.
Accurately document call activity and responses.
Provide transactional support in Benefits areas such as but not limited to, FMLA, Workers' compensation, etc.
Maintains knowledge of organization policies and procedures.
Performs special projects and other related duties as assigned.

Knowledge, Skills & Abilities Requirement:
Knowledge of Benefits Health & Welfare Plans, FMLA, Human Resources policies and practices.
Good critical thinking and problem solving skills.
Excellent/effective communication skills [verbal and written] interpersonal skills.
Proficient computer skills, ability to utilize HR systems and Microsoft Office suite.
Professional phone etiquette skills and ability to handle high call volume.
Ability to provide excellent, professional customer service to all employees.
Ability to interact with all levels of the workforce.
Ability to manage multiple projects and reprioritize tasks as necessary.
Ability to maintain a high level of confidentiality.
Ability to consistently deliver high customer services a professional manner.

Qualification/Experience & Training:
Six [6] years human resources, administrative or customer service experience.
Two [2] years of the experience performing human resources related work.
PHR or SHRM equivalent certification preferred.
Bachelor's degree in Human Resources management may be substitute for four [4] years of the experience.

Salary Range: $54,730 - $76,576
This position was posted on the UConn Health website for employees only.

No goal candidates applied for this position.

1 WF was promoted. Her responses to interview questions were detailed and specific, relevant to this position, and demonstrated proficiency with verbal communication. Additionally, she had prior experience in forward-facing customer service roles. She served in a temporary capacity in the Employee Resource Specialist role while covering for a leave of absence, and had proven her ability to interact with the workforce in a positive and resourceful way. Furthermore, she worked in several areas within Human Resources at UConn Health, and had functional knowledge of the systems and policies that were used by the Employee Resource Center.
**This position is currently open to UConn Health Employees only**

Schedule: Monday - Friday 8:00a - 4:30p

This position independently performs administrative, financial and supervisory functions for the efficient operations of the Patient Relations Department. Coordinates and manages specific projects, acts as liaison with other UConn Health departments, supports the Vice President of Patient Experience with oversight of administrative details and supervision of APC staff; troubleshoots and can address issues in the VP’s absence, within defined limits.

REPORTING RELATIONSHIP:

Receives administrative direction from the Vice President, Patient Experience.

SUPERVISION EXERCISED:

Supervises the Patient Relations APC staff and reports to the Vice President, Patient Experience.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Business Functions
Indepedently manages the administrative functions of the patient complaint and grievance process, reporting to the VP Patient Experience on program operations and progress; serves as a central resource concerning patient rights, and complaint and grievance resolution, in accordance with related state and federal regulations; develops or assists in the development of related policy; analyzes data, prepares and distributes statistical reports. Independently manages the administrative functions of the complaint management data system, creates and maintains user access, acts as liaison with vendor, tracks any trends investigations, compiles and distributes reports, prepares presentations for QAPI, Grievance Committee and other related committees. Manages the administrative functions of patient satisfaction surveys, reports monthly progress to VP, coordinates with various departments, creates and distributes reports and notifications to UConn Health leadership under the direction of VP; acts as liaison with the vendor for any logistical concerns. Maintains contact with individuals both within and outside of the department; initiates appropriate follow up to concerns, prepares correspondence, performs related duties as required. Coordinates hiring of staff, trains new staff on office procedures, provides input on evaluations.

Financial Management
Fiscal responsibility for all department FOAPAL accounts, acts as a resource to office staff, authorizes purchases and payments within limits of authority, prepares and submits budget, monitors expenses and maintains accurate budget and expense data and financial records, prepares budget projections, budget modifications, and various financial reports. Serves as department liaison with Procurement.

General Administrative Responsibilities for VP Patient Experience
Maintains and organizes calendar; schedules and prioritizes meetings and events; coordinates travel arrangements, drafts letters to patients and families concerning feedback; prepares draft correspondence for senior leadership, maintains and updates patient admission binder, patient rights notice and other materials. Performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; ability to prepare data and statistical reports; budgetary and accounting skills; considerable knowledge of relevant State and Federal Laws, statutes and regulations; considerable ability to read, interpret and apply complex materials; considerable interpersonal skills; demonstrated oral and written communication skills; demonstrated computer and database management skills; ability to work collaboratively with a team; ability to schedule and prioritize workflow; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:
Seven (7) years’ relevant experience working in an academic or clinical administrative position, which included direct customer/client service, budgetary and fiscal responsibilities. Demonstrated organizational and problem solving skills.

Substitution allowed: Bachelor’s degree may be substituted for 4 years of the general experience.

A Master’s degree may be substituted for one additional year of the general experience.

Preferred Qualifications

Two years of administrative support experience in patient relations, guest relations, process improvement, quality/regulatory compliance, or executive office development, or closely related field.

*Resume must be included for consideration*
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
JobTitle: Administrative Program Coordinator to Administrative Officer
JobGroup: 3I-ADMINISTRATIVE GROUP

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**Abbreviations in Posting:**

APC – Administrative Program Coordinator  
VP – Vice President  
QAPI – Quality Assessment Performance Improvement  
FOAPAL – Fund Organization Account Program Activity Location

This position was posted on the UConn Health website for employees only.

Since it was posted internally, promotional goals were utilized.

Goal candidates did not apply for this position.

1 WF was promoted. She had 8 years’ experience working in an academic administrative position, which included direct customer/client service, budgetary and fiscal responsibilities; and administrative support experience in guest relations. She also provided clear detailed examples of her organizational and problem solving skills.
Excellence, Teamwork, Leadership, Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is currently searching for an Executive Assistant to the Executive Vice President for Health Affairs. If you have a background in this field, as well as a passion for delivering the highest level of service and support, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Competitive salary structure
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive educational development programs available

**Schedule:** Monday - Friday 8a-5p, 1 hour unpaid meal break

The Executive Assistant to the EVP reports directly to the EVP and must function efficiently and effectively in a fast-paced professional environment. The selected candidate will have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, and organize and maintain administrative processes. The EA performs administrative work of a complex nature and regularly interfaces with Board of Directors, community and political leaders and the general public, as well as faculty and staff of the Health Center. The Executive Assistant must consistently demonstrate the highest degree of professionalism and maintain confidentiality at all times.

**POSITION DUTIES AND RESPONSIBILITIES:**

Provide direct support to the EVP.

- Manage the daily schedule of CEO, ensuring that he knows the schedule in advance. Keep appointments and meetings on time or adjust to changing schedules when necessary. Prepare EVP for all internal/external meetings, to include researching organization/individuals and making travel arrangements.
- Devise and prepare presentations, correspondence and other business communication.
- Research and assemble information from a variety of sources and prepare various administrative, statistical, financial and/or narrative reports; analyze information and make recommendations.
- Anticipate the VP's needs and proactively bring together appropriate people and resources to support the EVP in addressing issues.
- Develop and maintain a system that alerts EVP to upcoming deadlines on incoming requests or events.
- Ensure that various administrative tasks are done in an effective and efficient manner, including copying, reviewing outside mail, screening phone calls and e-mails when requested, and maintaining executive files as needed.
- Facilitate communication between the EVP and staff at all levels.

In collaboration with others, coordinate the Board of Directors and their standing committees.

- Act as the lead in preparation for quarterly Board Meetings, including drafting the agenda, setting the timetable and owners for board material preparation, producing a final draft of the Board Book and producing accurate Board minutes at each meeting.
- Coordinate all aspects of meeting logistics including invitations, confirmations, AV/telecommunications, catering and site coordination.
- Maintain board records.

Oversee office and information management

- Manage paper and electronic office files.
- Ensure proper operation of office equipment by completing preventive maintenance; troubleshooting malfunctions and calling for repairs, as needed.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies.

- Attends meetings to furnish information and take/distribute notes, as requested.
- Prepare financial reports and monitor expenses. Prepare, review and track invoices and expense reports.
- Handle special projects as assigned by the EVP.
- Participate in professional development activities.
- Provides coverage for Administrative staff supporting senior administrators in Health Center Administration when needed.

**GENERAL EXPERIENCE:**

- Eight (8) years of experience in an academic administrative position that provided the knowledge, skills and abilities to independently perform the position duties and responsibilities.
- Special Experience: Advanced knowledge of Microsoft Office programs such as Word, Excel, PowerPoint and Outlook.
SUBSTITUTIONS ALLOWED:

A Bachelor's degree and four (4) years of experience in an academic administrative position may be substituted for the general experience.

**Resume Required for Consideration**

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWDB employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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### Abbreviations in Posting:

EVP – Executive Vice President  
CEO – Chief Executive Officer  
AV – audio visual

This position was posted on the Recruit Military and on the UConn Health website.

Since it was posted externally, hiring and promotional goals were utilized.

The goal candidate, 1 WM, did not meet the minimum qualifications because he did not have the required 8 years’ experience in an academic administrative position that provided the knowledge, skills, and abilities to independently perform the position duties and responsibilities or the allowable substitution.

1 WF was promoted. She had 11 years’ experience in an academic administrative position; and knowledge of Microsoft Office programs.

*1 WF was a lateral transfer. She had 9 years’ experience in an academic administrative position; and knowledge of Microsoft Office programs.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Officer for our Office of Healthcare and Regulatory Compliance team.

**COMPREHENSIVE BENEFITS HIGHLIGHTS:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- 12 Major and Minor Holidays off per year
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- Progressive leadership and educational development programs available

**SCHEDULE:** FT - 40 hour work week; Monday through Friday, predominantly 7:30am - 4:00pm

**SUPERVISION RECEIVED:** Receives administrative direction from an employee of higher grade.

**SUPERVISION EXERCISED:** Directs the office staff and other staff as assigned.

**EXAMPLES OF DUTIES:** Independently performing a full range of administrative, financial office management and supervisory functions in the coordination of diverse office activities.

- Coordinates and oversees general office business functions
- Develops or assists in the development of related policy; interprets and administers pertinent laws
- Evaluates staff; provides staff training and assistance
- Performs or assists in the preparation of the department/division budget
- Co-zies purchases, payments, time reports, assignment authorizations within prescribed limits of authority
- Acts for the manager by interpreting established policies and procedures
- Coordinates the manager in administrative details
- Acts for and regularly makes decisions in the managers absence within prescribed limits of authority
- Maintains financial records
- Arranges/coordinates meetings
- Researches, assembles and coordinates meeting materials
- Composes complex letters/memoranda, etc for own or managers signature
- Researches and assembles information from a variety of sources and prepares various administrative, statistical, financial and/or narrative reports
- Analyzes information and makes recommendations
- Conducts/attends department/division meetings
- May serve on committees
- Participates in professional development activities
- Performs related duties as required

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**
- Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; accounting/budgeting skills; considerable interpersonal skills; oral and written communication skills; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which may include work processors, computer terminals or other automated equipment; ability to schedule and prioritize work flow; supervisory ability.

**EXPERIENCE AND TRAINING**
- General Experience: Seven (7) years experience in an academic administrative position
- Substitution Allowed: Bachelors Degree and three (3) years experience in an academic administrative position

**FULL TIME MINIMUM EQUIVALENT SALARY:** $65,811
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the UConn Health website for employees only.

Since it was posted internally, promotional goals were utilized.

Goal candidates did not apply for this position.

1 WF was promoted. She had 7 years’ experience in an academic administrative position in which 5 of those years were in compliance supporting exclusions program including reviewing monthly reports, tracking and contacting people.
REGULATORY COMPLIANCE SPECIALIST

Scope of Position:
Participates in a variety of duties associated with the UConn Health's Regulatory Compliance activities.

Reporting Relationship:
Works under the limited supervision of the Compliance Officer or designee.

SUPERVISION:
May supervise staff and projects as assigned.

Principal Duties and Accountabilities:
- Oversees and monitors implementation of UCHC's regulatory compliance programs.
- Assists with the revision of the compliance program in response to new or revised regulations, policies and guidelines.
- Assists with UConn Health's regulatory compliance awareness communication programs through various media's, posting, website, etc.
- Monitors adherence to UConn Health's regulatory compliance policies and reviews policies to determine their effectiveness.
- Assists in the development of, and conducts in-service training programs to personnel regarding compliance related activities.
- Stays current of legal and regulatory requirements related to accreditation standards and compliance regulation and best practices.
- Participates on committees as representative of the Compliance Office.
- Performs other related duties.

KNOWLEDGE & SKILLS:
Considerable knowledge and understanding of State and Federal laws, regulations and statutes as related to area of responsibility, ability to interpret complex statutes and regulations; strong knowledge is accreditation standards and policy formulation; ability to communicate effectively (written and oral); excellent interpersonal skills; skilled in receptive listening; considerable knowledge of performance improvement and work redesign principles and methods; skilled in data collection, analysis and interpretation; strong organizational and analytical skills; strong computer skills with application and database knowledge; ability to work with a variety of disciplines and levels of staff across departments and the health system; knowledge of educational needs assessment, education planning, implementation and evaluation.

EXPERIENCE:
General Experience: Five (5) years experience in health care administration or related field with three (3) years experience in one or more of the following fields: professional patient care, health care administration, utilization review, medical audits or peer reviews.

Substitution: Bachelor's degree may be substituted for two (2) years of the experience.

Preferred Requirements:
Experience with Health Care Regulatory agencies and surveys.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/P/DFV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3553 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@hrp.uconn.edu.
This position was posted on the UConn Health website for employees only.

Since it was posted internally, promotional goals were utilized.

Goal candidates did not apply for this position.

1 WF was promoted. She had a Bachelor’s degree; 4 years’ experience in health care administration; and experience with Health Care Regulatory agencies and surveys.
This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 WM, goal candidate, was promoted. He met a promotional goal.
At UConn Health in the Connecticut Convergence Institute this class is accountable for directing a variety of complex fiscal and administrative functions with a major emphasis on fiscal and program administration.

SUPERVISION RECEIVED:
Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED:
Directs the office staff and other staff as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: 40 hrs per week, 8:30am - 5:00pm, Monday - Friday with a 30 minute unpaid meal break
Some evenings and weekend hours may be required

EXAMPLES OF DUTIES:
Assists the Department Head in the establishment goals, objectives by participation in the strategic planning initiatives (short and long term).
Assist in the promotion of the Institute and its programs through onsite conferences and forms.
Recruit, hire and train staff, develop goals and objectives for staff and evaluate staff. Serve as the primary contact for Human Resources issues (hiring, firing, assignment of staff duties, staff counseling and evaluation; training, workers' compensation, intermediary between faculty and staff, etc)
Assist in the budget development and manages the Center's budgets (all accounts) in a cost efficient and financially responsible manner.
Ensure compliance with UConn Health financial policies and procedures; prepares non-standard financial reports and analyzes data for decision making purposes.
Develops, negotiates and oversees contractual services and grants.
Liaison with other departments, units and individuals on joint planning and activities, including grants and program activities.
Ensure the Institute complies with University policies.
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office administration and management
Knowledge of grants and contract administration
Knowledge of the principles and procedures of accounting budgeting and purchasing,
Knowledge of and ability to apply management principles and techniques.
Considerable interpersonal skills, oral and written communication skills;
Considerable ability to understand and apply relevant state and federal laws, statutes and regulations
Considerable ability in the preparation and analysis of financial and statistical reports.
Ability to analyze budgetary and related problems
Ability to use computer systems for financial management, including cost recovery analysis.
Supervisory experience needed.

EXPERIENCE AND TRAINING
General Experience:
Seven (7) years of administrative and grants management experience, research environment preferred.

Substitution Allowed:
Bachelor's degree in public administration, business administration, human services and three (3) years administrative experience in administration and grants management.

Special Requirement:
2 years of the above experience must have been at a supervisory level.

W1 Conditions
This position may involve local and out of state travel.
May be required to work some evenings and weekend hours.

Full Time Equivalent Minimum Salary: $65,811.00
Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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This position was posted on Recruit Military and on our UConn Health website.

Since it was posted externally, our hiring and promotional goals are being utilized.

The goal candidates, 4 WM and 2 BM, did not meet the minimum qualifications for the following reasons:

- 3 WM and 1 BM did not have the required grants management experience.
- 1 WM and 1 BM did not have the required 7 years of administrative and grants management experience or the allowable substitution.

The goal candidate, 1 WM, was interviewed and not selected because he expressed, during the interview, that the salary was too low.

1 BF was promoted. She had 9 years of administrative and grants management experience and 20 years of experience at a supervisory level.
3f. (Administrative Group) Promotions - Reclassifications

Administrative Program Coordinator to Administrative Officer
(Emergency Medicine)
1 WM was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Coordinator to Program Manager
(Connecticut Convergence Institute)
1 WF was performing all of the duties of the position and was promoted through a reclassification.

Executive Assistant to Administrative Officer
(Hospital - Administration)
1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Coordinator to Program Manager
(Deans Office - Medical)
1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Coordinator to Administrative Officer
(Neurology)
1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3J. Administrative Program Coordinator

Goals

1 Hispanic male
1 Hispanic female
2 AAIANHNPI females
Residency Program Coordinator provides a structured educational program for the benefit of the residents.

The Residency Coordinator, under the supervision of the Program Director, directs the daily operation of the residency program office, ensuring smooth flow of planning, preparation and execution of activities related to maintaining program accreditation, residency recruitment, resident education and wellness. Acts as a resource for the Program Director and residents. Is responsible for administration of the residency program in accordance with the Accreditation Council of Graduate Medical Education (ACGME) accreditation requirements.

Provides administrative support to the Program Director of the residency, Chief Residents, and acts as an educational liaison between attending physicians, residents, and medical students, other specialty departments, outside institutions, GME office, and Medical Staff Office.

May be solely responsible for a Residency Program, or may act in a lead role for large Residency Programs (greater than 20 residents) requiring two or more Coordinators.

Duties and Responsibilities:

Regulatory:
Supports and coordinates resident education and program documentation including, but not limited to, resident orientation, scheduling, resident evaluations, payroll and other personnel actions, etc.
With the Program Director, formulate and implement regulatory affairs policies and procedures to ensure that regulatory compliance is maintained or enhanced. Monitors compliance with ACGME requirements; anticipates and identifies deficiencies and notifies Program Director(s), makes recommendations, implements changes to meet requirements as warranted, assembles material for accreditation site visits. Manages the preparation and submission of reports to governing bodies and professional organizations. Interacts with outside governing bodies to ensure seamless information exchange (e.g., ABS, ACS, Friede, NRMP, etc.); Understands and applies accreditation requirements as well as state and federal regulations for licensure, malpractice, visas, etc.

Creates effective and efficient tracking processes for residents for compliance (e.g., duty hours, evaluations, demonstrable competency activities); Accesses the resources and Web sites involved in medical education and utilizing networking and Internet opportunities efficiently and effectively. Maintains current knowledge of relevant regulations, including proposed and final rules.

Recruitment:
Working with the Program Leadership, develops a marketing plan to recruit applicants. Maintains/update internet resources (i.e., FRIEDA, etc.) to solicit candidates.
Evaluates trends in recruitment and the job market to recommend recruitment strategies.
Screen applications based on the needs of the residency and legal recruitment guidelines. Ensures that residents possess required credentials and certifications.
Obtains documents necessary for administration to invite applicants to interview (through Electronic Residency Application Service (ERAS) and direct communication).
Implements procedures for coordinating candidate interviews with Program Director and candidate. Escorts prospective candidates to interview sites.
Participates in credentialing and orientation process for newly hired physicians.
Participates in career days, open houses, and other activities to attract qualified candidates.
Maintaining recruitment statistics and post-match comparative data.

Human Resources:
Communicates the policies and benefits of the Residency and/or System, participating in orientation and maintaining time away records for employees.
Directs the annual revision of the residency policy manual and assists the Program Director in the creation and implementation of new policies and procedures. Provides communication to the faculty and residents to ensure compliance with the established policies and procedures. Acts as a liaison to the Program Director for residents. Advises residents in resolving employee relations issues, and directs them to appropriate system resources.

Maintains residency database (myEvaluations.com), for evaluation management and procedural credentialing.
Schedules and prepared biannual evaluation (summative review) for all residents.
Oversees and assists with enforcement of program and resident compliance according to the policies and regulations set by the accreditation council, program, department, and institution.

Training Management:
In coordination with the Program Director(s), plan, organize, and implement training and development programs for residents, not limited to needs assessments, Grand Rounds, Case Conferences, Basic Science lectures, simulation center coordination, and all the CME management therein. Prepares call schedule for distribution. In coordination with Program Director(s) and Chief Residents, prepares master resident rotation schedule.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

- Possess exceptional administrative and organizational skills
- Must have excellent written and verbal communication skills
- Able to work independently with minimal supervision
- Possess critical thinking, problem-solving, and decision-making skills
- Able to make decisions based on urgency of the situation in accordance with System policies
- Able to exercise initiative, judgment, in meeting organization objectives; demonstrate initiative in new approaches; able to establish and maintain effective relations candidates/colleagues.
Able to maintain extreme confidentiality of information in accordance with policies and procedures. Must possess proficient computer technology and modern information skills including on-line databases, Internet communication and teleconferencing to fulfill the requirements of a modern academically oriented department.

Transcribe dictation
- Ability to write routine reports and correspondence.
- Medical terminology

Knowledge of recruitment, able to collect, organize and interpret data from applicant interviews. Must be able to organize work load and prioritize activities. Ability to speak effectively before groups. Ability to work our problems of medium difficulty with little or no direction. Good listening skills and positive attitude. Work cooperatively with others. Some supervisory ability.

EXPERIENCE AND TRAINING:
General Experience:
Six (6) years relevant administrative experience.
Substitutions Allowed:
Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.
Experience working with databases and Myevaluations.com

Preferred Skills:
Prior work in a General Surgery environment
Prior work with on-call scheduling and on-call computer systems
1 year experience with a General Surgery Residency Program

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This position was posted on the UConn Health website for employees only.

No goal candidates applied for this position.

1 WF was promoted. She had the minimum requirements of 6 years’ administrative experience and experience working with databases and Myevaluations.com. She also had all of the preferred skills of experience working in a General Surgery environment; prior work with on-call scheduling and on-call computer systems; and 2 years’ experience with a General Surgery Residency Program.
**This position is being posted for UConn Health employees only**

UConn Health is looking for a skilled and experienced Administrative Program Coordinator to join the Parking & Transportation Department.

MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILL AND ABILITY:**
- Considerable knowledge of office systems and procedures including MS Office
- Excellent working knowledge of Word, Excel (or Access) and PowerPoint required
- Ability to create databases and spreadsheets to be used for divisional accounts and for periodic reporting purposes
- Considerable knowledge of proper grammar, punctuation and spelling with the ability to compose moderately complex letters and correspondence
- Knowledge of Banner and Health Center policies and procedures
- Supervisory ability

**EXPERIENCE AND TRAINING:**
- General Experience:
  - Six (6) years relevant administrative experience
  - Experience with Banner
  - Demonstrated experience with budget preparation

Substitutions Allowed:
- Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

**PREFERRED EXPERIENCE:**
- Experience working with parking management and revenue systems
- Experience with event scheduling systems
- Experience with security access systems
- Demonstrated ability to effectively interact with a diverse customer base including senior management, faculty, staff, students, contractors, patients and visitors

**DUTIES:**
- Supervises office staff as assigned
- Interacts with all levels of both internal and external customers
- Coordinates parking registration activities, including distribution of permits, the administration of parking enforcement, citation payments, appeals and the issuance of identification badges
- Tracks and analyzes the use of parking areas, including garages, surface lots and on-street parking, and makes recommendations to respond to changing conditions
- Assists with room scheduling and the coordination of event services
- Attends meetings, serves on committees and represents the interests of the department
- Reconciles customer conflicts in a professional manner
- Maintains Parking and Transportation Rules and Regulations
- Assists in the preparation of presentations
- Prepares routine internal communications related to Parking, Transportation and Events
- Assists the Director and Business Services Manager in the development of budgets and standard operating procedures

**SCHEDULE:**
- 40 hour work week; Monday through Friday, 8:30 a.m. - 5:00 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:**
- $61,734

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All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on the UConn Health website for employees only.

The goal candidate, 1 HF, did not meet the minimum requirements because she was not a current UConn Health employee.

- The interview questions were based upon experience with the coordination of events on campus, handling adverse situations and tough questions, ability to work effectively in a team environment and strategies for improving customer experience.

1 WF and a goal candidate, 1 HF, were promoted. The WF scored an average of 26 out of a best score of 30 for interview questions.
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This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 BM, a goal candidate, was promoted. He met a hiring goal.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Coordinator to our growing team. If you have a background in this field as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this class is accountable for independently providing administrative management and/or advanced technical program support for the Neag Comprehensive Care Center's Breast Cancer Program including prevention, screening and survivorship located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, primarily Monday - Friday, 8:00 a.m.- 5:00 p.m., flexibility is required to adjust schedule dependent on departmental needs, 30 minute unpaid meal break.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

OFFICE MANAGEMENT:
Manages and coordinates program logistics and administrative support for professional staff and faculty making adjustments to accommodate changing priority needs
Directs the work flow and supervises the necessary administrative paperwork, records, complex filing systems to support a program, including fiscal, personnel and student records
Assists in planning outreach programs, conferences, meetings, seminars, with responsibility to make all necessary arrangements including travel and coordinates events and details
May recruit, train supervise and evaluate clerical and/or student staff

INTERPERSONAL:
Resolves administrative and logistical problems and transactions collaborating with state/federal/international agencies and institutions as appropriate
Represents the department head to other university offices, the public or outside agencies in matters of administrative consequence

FISCAL:
Drafts budgets, which usually involve external funding
Manages approved budget making decisions related to the appropriateness of requested expenditures
Prepares budget summaries and long-range budget projections
Arranges for international fiscal transactions as required

ADDITIONAL INTERNAL JOB DUTIES:
Assumes lead role in maintaining Breast Cancer accreditation.
Coordinates and participates in educational, community outreach, and fundraising efforts.
Engages Breast researchers/Breast team members in ongoing participation in community education and outreach programs.
Maintain and update member listing of Breast Cancer Research Program and their projects.
Maintain list of ongoing studies at institutions including Storrs for the Breast Cancer Research Program.
Make recommendations to improve clinical efficiencies in relation to the Breast Program.
Make a committed effort to build connections with all outreach sponsors to ensure ongoing collaboration and fulfillment of their needs.
Works with Key Clinical Person to maintain a patient database in part to assist compliance to National Comprehensive Cancer Network guidelines.
Coordinates and manages the Cancer Center Mammogram Program.

E nsure the Breast Cancer Resource guide for Cancer Center patients is well maintained, will need to work on coordination of updates bi-annually.
Ensure survivorship database in place and up to date in coordination with Survivorship Coordinator
Maintain the "Survivor" database with OP-in forms obtained from the clinic to assure patient participation in community events.
Work with the Breast surgeon on breast education CMEs, organizing speakers, material and maintaining education requirements.
Work with Communications Department for Broadcast messages, Breast cancer program brochures, bio cards etc. and Breast sponsorship
requests for breast cancer events.
Organize with Key Research Person the Breast Cancer Research conferences and maintain the listings.
Identify Research grant opportunities to share with the Breast team and researchers and assist them in application process.
Performs other related duties as required.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**
Knowledge of applicable program rules and regulations
Knowledge of business math
Considerable knowledge of proper grammar, punctuation and spelling
Considerable knowledge of business communications
Knowledge of medical/technical terminology
Considerable knowledge of office procedures
Oral and written communications skills
Considerable interpersonal skills
Data management skills
Ability to schedule and prioritize work
Some supervisory ability

**EXPERIENCE AND TRAINING:**
General Experience:
Six (6) years' relevant administrative experience.

**SUBSTITUTIONS ALLOWED:**
Bachelor's degree and two (2) years' relevant administrative experience.

**SPECIAL REQUIREMENTS:**
Demonstrated proficiency using MS Word, Excel, PowerPoint and Outlook.
One or more years administrative support experience in an outpatient oncology setting.
This position will require ability to work some nights and weekends to participate in community Breast Program events.

**PREFERRED REQUIREMENT:**
Bilingual Spanish.

**MINIMUM full time equivalent salary:** $51,734

UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and Mi/F/V/PWD/PL employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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**Abbreviations in Posting:**

OP-in forms – outpatient  
CMEs – Continuing Medical Education  
MS – Microsoft

This position was posted on the UConn Health website for employees only.

Since it was posted internally, only promotional goals were utilized.

The HF goal had been met with a previous promotion and it was no longer an established promotional goal.

Goal candidates did not apply for this position.

1 HF was promoted. She had 6 years’ administrative experience which included 2.5 years’ administrative support experience in an outpatient oncology setting; and was bilingual in Spanish.
This position provides administrative, financial and grant/contract support for the Department of Medicine, Administration division.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
OFFICE MANAGEMENT: Manages and coordinates grants, contracts, and MOU's/MAO's. Directs the workflow, assigns and reviews workflow of administrative and laboratory staff submitting purchase req, contracts, etc. Manages the pre and post award grants and contracts preparation for several faculty. Works directly with SPS, Research Finance, Office of Clinical Trials Research, IRB, State, Federal and other granting agencies. Assists with back-up for administrative divisional activities within the department and back-up for Administrator.

INTERPERSONAL: Excellent oral and written communication skills, organizational ability. Ability to review/interpret financial documents and communicate results and plans to supervisor and PIs. FISCAL: Drafts and prepares budgets for NIH, foundations, governmental and state agencies. Manages approved budgets making decisions with regards to salary/fringe expense and other expenses. Prepares and submits Report of Expenditures, Contract Information Sheets and Budget Workbooks for clinical trials. Prepares long range budget projections and reviews with Administrator and Principal Investigators. Prepares IRB for NIH grants and clinical trials. Prepares month end financial reports and statements. Tracks grant balances to ensure spending is within budget using Banner and HuskyBuy.

ADMINISTRATIVE: Processes travel, reimbursements, orders on HuskyBuy and other miscellaneous administrative tasks for faculty and fellows including tracking expenses in an Excel database. Provides administrative support for recruitment interviews. Provides support with publications and research articles in support of Principal Investigators. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of NIH program rules and regulations; ability to interpret directives for filing of grant applications through federal, state and private funding agencies; Considerable experience with Excel spreadsheets. Some supervisory ability.

EXPERIENCE AND TRAINING:
General Experience: Six (6) years relevant administrative experience, which includes grant and budget experience. Experience with Banner and advanced Excel skills. Demonstrated experience with budget preparation. Substitutions Allowed: Bachelor's degree and two (2) years of relevant administrative experience, which includes grant and budget experience, may be substituted to the general experience.

SCHEDULE: 40 hour work week; Monday through Friday, 8:30am-5pm. 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: $61,734

UConn Health is an Affirmative Action Employer. In addition to an EEO and M/F/V/P/W/D/V employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3583 or TDD 877-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.
Abbreviations in Posting:

MOU’s/MOA’s – Memorandum of Understanding/Memorandum of Agreement
SPS – Sponsored Program Services
IRB – Institutional Review Board
NIH – National Institute of Health

This position was posted on the UConn Health website for employees only.

Since it was posted internally, only promotional goals were utilized.

The HF goal had been met with a previous promotion and it was no longer an established promotional goal.

Goal candidates did not apply for this position.

2 WF were promoted.

- 1 WF had 8 years’ administrative experience, which included grant and budget preparation experience; and experience with Banner and Excel.
- 1 WF had 6 years’ administrative experience, which included grant and budget preparation experience; and experience with Banner and Excel.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Coordinator to our growing team. If you have a background in this field as well as a passion for customer and patient experience, we want to hear from you.

UConn Health is looking for an Administrative Program Coordinator with experience with oversight of grants, working with contractors, vendors and providers of resources for patients. This highly desirable day shift is located in the Neag Cancer Center at UConn Health. This position will work under the Hemophilia 340B program in the Hemophilia Treatment Center located in Farmington CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 4:30 p.m., minor holidays may be required, 30-minute unpaid meal break.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Office Management:
List/maintain working with Red Chip (3rd party company) on new contracting, vendors, PO establishment
List/maintain with Hemophilia Alliance, and other local and national chapters focused on hemophilia resources for patients
Oversee all aspects of the HRSA 340B grant and prepare quarterly progress reports

Interpersonal:
Contact person for all matters involving patient assistance, gift cards, resources etc.
Build a community outreach path for patients, caregivers and providers in the Greater Hartford area to the Hemophilia program at UConn Health, engaging churches, schools and health centers
Plan and organize "Lunch & Learn" seminars for patients and caregivers and for providers
Become a part of the CCMC's Transition clinic for hemophilia patients entering adult age
Track referral patterns

Fiscal:
Review expected revenue for new potential patients and make recommendation for LOAs before submitting to Pharmacy Senior Director and CFO for review
Work closely with Budget and Finance to create the program's budget each fiscal year
Work closely with pharmacy staff to integrate all hospital 340B potential savings to the Hemophilia Treatment Center
Propose changes to program funds as needed based on enrollment or pharmaceutical orders
Reconcile monthly reports from Red Chip with internal tracker
Validate fiscal projections of patients enrolling in the program
Oversee the invoice and payment process with third party payers and Husky Buy
Prepare HRSA required annual expenditure report to ensure continued approval to participate in the 340B program
Track and deposit checks from insurance companies and third parties
Alert Cancer Center Administrative Director to revenue fluctuations and prepare ad hoc reports to support the fluctuations

Clinical:
Run quarterly hemophilia patient lists to verify carrier coverage and discuss with clinical staff
Work with clinical team to put in place resources of need identified by the social worker
Other related duties as assigned

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Knowledge of applicable program rules and regulations
Knowledge of business math
Considerable knowledge of proper grammar, punctuation and spelling
Considerable knowledge of business communications
Knowledge of medical/technical terminology
Considerable knowledge of office procedures
Oral and written communications skills
Considerable interpersonal skills
Data management skills
Ability to schedule and prioritize work
Some supervisory ability

EXPERIENCE AND TRAINING: General Experience:
Six (6) years relevant administrative experience

SUBSTITUTION ALLOWED:
Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience

PREFERRED QUALIFICATIONS:
Two or more years' fiscal experience preparing and/or overseeing programmatic budget work

MINIMUM full time equivalent salary: $61,734

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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**Abbreviations in Posting:**

HRSA – Health and Human Services Health Resources and Services Administration  
CCMC – Connecticut Children’s Medical Center  
CFO – Chief Financial Officer

This position was posted on Recruit Military and on our UConn Health website.

Since it was posted externally, our hiring and promotional goals are being utilized with the exception of the HF promotional goal because it was met with a previous promotion and no longer an established promotional goal.

The goal candidate, 1 AM, did not meet the minimum qualifications because he did not have the required 6 years of administrative experience or the allowable substitution.

The goal candidates, 4 WM, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. We only interviewed UHP union members with contractual bargaining rights to be interviewed.

1 WF, UHP union member, was promoted. She had a Bachelor’s degree and 3.5 years of administrative experience which included 2 years of fiscal experience managing budgets.
3J. (Administrative Program Coordinator) Promotions - Reclassifications

Executive Assistant to Administrative Program Coordinator
(Office of Health Affairs)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 2 to Administrative Program Coordinator
(Office of Health Affairs)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Fiscal Assistant to Administrative Program Coordinator
(General Surgery)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Executive Assistant to Administrative Program Coordinator
(Medicine - Administration)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Coding Reimbursement Specialist to Administrative Program Coordinator
(Clinical and Translational Research Services)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 2 to Administrative Program Coordinator
(General Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Executive Assistant to Administrative Program Coordinator
(General Surgery)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3K. Social Worker

Goals

No promotional goals were established for this job group.
3K. Social Worker

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3L. Technical Professional

Goals

3 white males
1 black female
2 Hispanic males
2 AA/IANHNPI males
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A goal candidate, 1 WM, was promoted.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative & Clinical Systems Coordinator to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this position is accountable for oversight/coordinating information systems including development, installation, analysis, design, programming, and support of the systems. This position will work in the UConn Health Pharmacy Services Inc. located in Farmington, CT.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:**
Full time, 40 hours per week, primarily days (8 hour shifts) 8:00 a.m. to 4:30 p.m., Monday-Friday, with evening, weekend rotation, and on-call responsibilities, 30 minute unpaid meal break

**SUPERVISION RECEIVED:**
Receives general direction from an employee of a higher grade.

**SUPERVISION EXERCISED:**
May lead/supervise Systems Coordinators, programmers and other Information systems staff.

**EXAMPLES OF DUTIES:**
- Oversees and coordinates the development and installation of clinical and/or administrative information systems
- Identifies business needs ensuring that applications are integrated with other systems
- Plans, coordinates and schedules projects
- Defines software parameter definitions, back up operations and statistical compile
- Audit trail monitoring and systems purges
- Assists in the re-engineering of clinical systems
- Evaluates system hardware/software problems
- Provides for the preparation and maintenance of documentation at the user levels
- Coordinates training of staff in use of computer systems and software packages
- Prepares progress reports
- Plans, coordinates and conducts project briefings with staff; may provide input to performance evaluations related to systems function
- Defines management policies, procedures and support for operationalizing software products
- May act for director in his/her absence
- Performs related duties as assigned

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**
- Considerable knowledge of principles and techniques of systems analysis, design and development
- Considerable knowledge of the principles of information systems
- Knowledge of computer operating systems
- Considerable knowledge of principles and theories of business and planning functions
- Knowledge of the principles and techniques of business information systems re-engineering
- Considerable knowledge of the capabilities of computer technology
- Knowledge of project management principles and techniques
- Considerable oral and written communication skills
- Considerable problem solving skills
- Project coordination skills
- Considerable interpersonal skills
- Considerable ability to prepare reports, documentation and other written materials
- Considerable ability to identify, analyze and resolve complex business and technical problems
- Supervisory ability

**EXPERIENCE AND TRAINING:**
- **Minimum Required Experience:**
  - Eight (8) years' pharmacy operations experience, which may include clinical information systems planning, project management, installation and support;
  - Two (2) years of the general experience must be in hospital pharmacy.

- **Substitutions Allowed:**
  - Bachelor degree in Health Science/Science including course work in Clinical Informatics, Consumer Informatics and/or Public Informatics; may substitute for 4 years of general experience (non-inclusive of the 2 years of hospital pharmacy experience required).
Preferred Qualifications:
Proficiency in Pyxis ES, Pharmagistics, DoseEdge, EPIC

MINIMUM full time equivalent salary: TBD

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

A goal candidate, 1 BM, did not meet the minimum requirements of 8 years' pharmacy operations experience, which may include clinical information systems planning, project management, installation and support, or the allowable educational substitution and 4 years of pharmacy operations experience.

The goal candidates, 1 WM and 1 BM, were interviewed and not selected for the following reasons:

- 1 WM scored 56% on the skills assessment.
- 1 BM scored 44% on the skills assessment.

The skills assessment was based upon the following: knowledge of computer operating system; knowledge of computer technology; information technology background; knowledge of project management; ability to solve problems; and create reports.

1 WF was promoted. She scored 72% on the skills assessment; had 8 years' pharmacy operations experience which included installation and support; and the preferred qualifications of experience in Pyxis ES, Pharmagistics, and DoseEdge.
This position was posted externally; therefore, the hiring and promotional goals were utilized.

1 WM, a goal candidate, was promoted. He met a hiring goal.
3L. (Technical Professional) Promotions - Reclassifications

Network Telecom Specialist to Technical Analyst 1
(Unified Communications)

1 WM was performing all of the duties of the positions and were promoted through reclassifications.

Administrative Program Coordinator to Administrative and Clinical System Coordinator
(Curricular Affairs)

1 WF was performing all of the duties of the positions and were promoted through reclassifications.

Desktop Technician II to Technical Analyst 1
(Customer Support Services)

1 WM was performing all of the duties of the positions and were promoted through reclassifications.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3M. Nurse Practitioner

Goals

1 white male
1 black male
1 black female
1 Hispanic female
3M. Nurse Practitioner

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46u-68-48)

Promotional Goals

Secretarial/Clerical

4A. Office Assistant

Goals

1 black female
1 AA\+ANH\+NPI male
3 AA\+ANH\+NPI females
At UConn Health this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area. This position will work 2nd shift on the Psychiatric Nursing Unit at the UConn Health John Dempsey Hospital in Farmington, CT.

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS, ABILITIES: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions. THIS POSITION MAY BE UNDERFILLED AT THE CLERK TYPIST LEVEL.

EXPERIENCE AND TRAINING:
Two (2) years' general clerical work experience. To be eligible for hire as Office Assistant, Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

SUBSTITUTION ALLOWED:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED: Clerical experience in an inpatient psychiatric or acute care hospital unit.

EXAMPLES OF DUTIES:
Processes admissions, greets and receives new patients; obtains patients' information, assembles/reviews patients' charts upon admission; notifies nursing staff/physicians of patient admissions. Screens all staff and visitors entering and exiting the locked unit. Communicates with patients' family members and help them comply with admissions and discharge procedures. Provides appropriate factual information. Transcribes physician orders, processes/schedules orders for diagnostic and therapeutic tests and procedures; notifies staff of new orders; requests services from ancillary and support; notifies staff of critical diagnostic test results; transcribes diagnostic test results; transports specimens, supplies and medication using pneumatic tubes. Maintains unit records; performs quality assurance information [verifies that charts/forms are filed and labeled correctly, all orders have been transcribed, allergies are noted]; coordinates entry/maintenance of admission/discharge records ensuring patients' information is recorded in all required systems; maintains patient charts by thinning and adding forms as needed; file forms and reports. Order supplies and maintains stock of unit materials e.g. supply of chart forms, patient care supplies, equipment, and clerical/desk supplies. Maintains a hazardous-free work environment and adheres to infection control standards and unit security. Sends and receive documents via fax machine, scanners, email, etc.; duplicates documents using copier or scanner. Use software for word-processing, emailing, spreadsheets, etc; generate reports and responds to correspondence as directed. Responds to patients and staff and visitors requests or complaints. Answers and triages all phone calls to the units. Assists in the orientation of new staff. Attends in-service training sessions and department, staff meeting as required. Participates in performance improvement activities. Other related duties as assigned.

SCHEDULE: Full time, 40 hours per week, evenings, 3:00 p.m. to 11:30 p.m., rotating weekends and holidays, 30 minute unpaid meal break. THIS POSITION MAY BE UNDERFILLED AT THE CLERK TYPIST LEVEL.

FULL TIME EQUIVALENT SALARY MINIMUM
Office Assistant $40,901
Clerk Typist $36,671
This position was posted on the UConn Health website for employees only.

The goal candidate, 1 AF, did not meet the minimum requirements because she was not an UConn Health employee.

The goal candidate, 1 BF, was interviewed and not selected because she did not have the preferred clerical experience in an inpatient psychiatric patient population or acute care hospital unit.

1 WF was selected. She had the preferred clerical experience in an inpatient psychiatric patient population.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add two (2) Office Assistants to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

**COMPREHENSIVE BENEFITS OFFERED:**
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

At UConn Health this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work. This position will work 1st shift in the Department of Patient Access, located in Farmington, CT.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**
- Knowledge of office systems and procedures including proper telephone usage and filing
- Oral and written communication skills
- Skill in performing arithmetical computations
- Basic interpersonal skills
- Ability to perform a full range of clerical tasks
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow
- Ability to read and interpret complex instructions

**MINIMUM REQUIREMENTS:**
- Two (2) years of general clerical work experience.

Substitution Allowed:
- College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**PREFERRED REQUIREMENTS:**
- Three (3) years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines
- Experience in a call center environment
- A minimum of five (5) years of demonstrated customer service experience
- Knowledge of IDX systems

**EXAMPLES OF DUTIES:**
- Type a variety of materials in relation to other duties or as assigned
- Enter and retrieve data on personal computers and computer terminals
- Set up and maintain office procedures, filing and indexing systems and forms for own use
- Compose routine correspondence
- Compile and generate recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data (format)
- Provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority
- Respond to inquiries from other work units or departments/agencies
- Apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance
- May lead lower level employees in carrying out assigned clerical functions
- Maintain calendars of due dates and initiate recurring work or special clerical projects accordingly
- Process a variety of documents in determining routine case status
- Exercise discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter
- Process purchase requisitions/purchase orders for subsequent action
- Prepare payment lists and billing invoices
- Receive shipments of materials and match/verify shipment or billing invoices against original purchase orders
- Maintain billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.
- File, pay monies, costs, discounts and adjustments using prescribed methods and formulas
- Record monies in various forms such as cash, checks and money orders and prepare for deposit
- Maintain inventory and order supplies
- Use a variety of automated equipment to perform job functions
- Perform related duties as required
PHYSICAL REQUIREMENTS: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to travel.

SCHEDULE: 9:30 a.m. - 6:00 p.m., 30 minute unpaid meal break, 40 hour work week

FULL TIME EQUIVALENT SALARY MINIMUM: $40,801

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
**Req: 2019-279**  
**Date Started: 12/21/2018**  
**JobTitle:** Clerk to Office Assistant  
**JobGroup:** 4A-OFFICE ASSISTANT

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**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

This position was posted on Recruit Military and on our UConn Health website.

Since this position was posted externally, our hiring and promotional goals were utilized.

The goal candidates, 5 BF and 1 AF, did not meet the minimum requirements because they did not have the required 2 years of general clerical work experience, or the allowable substitution.

The goal candidates, 39 BF, 2 AM, and 4 AF, were not interviewed for the following reasons:

- 7 BF did not have the preferred knowledge with IDX systems.
- 1 BF had an interview scheduled and she did not show up or call to cancel the interview.
- 1 BF was previously employed at UConn Health and her resignation was not in good standing.
- 1 BF did not have the preferred 5 years of customer service experience.
- 1 BF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; and experience in a call center environment.
- 1 BF had discrepancies in employment history between the online application and resume submitted, and a response to a question on the online application.
Req: 2019-279 continued

- 1 BF and 1 AM did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; experience in a call center environment; and knowledge with IDX systems.
- 14 BF, 1 AM, and 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; and knowledge with IDX systems.
- 11 BF and 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines.
- 1 BF and 1 AF did not have the preferred 3 years of medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; 5 years of customer service experience; experience in a call center environment; and knowledge with IDX systems.
- 1 AF was contacted to schedule an interview and she declined.

The goal candidates, 4 BF, were interviewed and not selected for the following reasons:

The interview questions were based upon medical office/hospital registration experience; knowledge of medical insurance plans and related government guidelines.

- 1 BF had 4 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 8 years of customer service experience; experience in a call center; and IDX systems. She scored 5/16 on the interview questions.
- 1 BF had 6 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 12 years of customer service experience; experience in a call center; and IDX systems. She scored 11/16 on the interview questions.
- 1 BF was currently employed in Patient access through a temporary agency. She had 8 months of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 3 years of customer service experience; experience in a call center environment; and knowledge with IDX systems. She scored 15/16 interview questions.
- 1 BF had 4 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 6 years of customer service experience; experience in a call center; and IDX systems. She scored 7.5/16 on the interview questions.

1 WF was promoted. She had 3 years of medical registration experience in a hospital with thorough knowledge of medical insurance plans and related government guidelines; 7 years of customer service experience; experience in a call center; and IDX systems. She scored 15/16 on the interview questions.

*1 WF was hired and discussed in the Goals Analysis, Hires section, Job Group 4A.
4A. (Office Assistant) Promotions - Reclassifications

Data Entry Operators 1 to Office Assistants
(Patient Services)

A goal candidate, 1 BF, and 2 WF were performing all of the duties of the positions and were promoted through reclassifications.

Clerk Typists to Office Assistants
(Patient Access)

1 WF, 1 HF, and a goal candidate, 1 AM, were performing all of the duties of the positions and were promoted through reclassifications.

Cash Accounting Clerks to Office Assistants
(Patient Services)

1 WF and 1 BF were performing all of the duties of the positions and were promoted through reclassifications.

Clerk Typists to Office Assistants
(Patient Services)

1 BF and 1 HF were performing all of the duties of the positions and were promoted through reclassifications.

Clerk Typist to Office Assistant
(Finance and Reporting)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4B. Patient Service Representative

Goals

1 white male
1 Hispanic male
Clinic Office Assistant 1 to Patient Service Representative (Rehabilitation Services)

A goal candidate, 1 HM, was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4C. Clerk

Goals

No promotional goals were established for this job group.
4C. Clerk

Promotional activity did not occur in this job group during the reporting period.
Promotional Goals

Secretarial/Clerical

4D. Secretarial/Clerical

Goals

1 white male
1 white female
1 black male
### Job Title:
Administrative Program Assistant 2 to Executive Assistant

### Job Group:
4D-SECRETARIAL/CLERICAL

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A goal candidate, 1 WF, was promoted.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Fiscal Assistant to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

EXAMPLES OF DUTIES:
- Independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts
- Assists in the preparation of the annual department/hospital budget
- May maintain hospital statistics including census
- May update hospital fee schedule; may act as liaison with auditors
- Performs internal audits on late charge review, billing, productivity
- Independently accountable for an accounts receivable process and accounts payable process including varied and complex procedures and activities
- Prepares and maintains financial reports and statements
- Ensures that expenditures plus encumbrances are within itemized budgets
- Reviews routine expenditures for compliance with itemized budgets
- Reviews routine personnel/payroll functions
- Acts as liaison with other department members in financial management and consultant role
- Provides training in all aspects of budget, finance and monitoring to staff
- Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices
- Knowledge of basic procedures of budget preparation and control
- Some knowledge of personnel/payroll procedures
- Interpersonal skills; oral and written communication skills
- Computer skills; organizational ability
- Ability to review/analyze financial documents
- Ability to understand and apply statutes and regulations

EXPERIENCE AND TRAINING:
- General Experience:
  Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.0657

Substitutions Allowed:
- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.

Preferred Experience:
- Advanced college degree in Business Administration or Business Management

Special Requirements:
- Experience working with HuskyBuy and Banner HR
- Experience working with federal grants and agencies in the disability field
- Experience with budgets development and grant management
- Ability to manage multiple grant priorities, reporting requirements and meet grant timelines
- Experience working with a UCEDD.

Full Time Equivalent Minimum Salary: $ 53,477.00
Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
JobTitle: Administrative Program Assistant 2 to Administrative Fiscal Assistant
JobGroup: 4D-SECRETARIAL/CLERICAL

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**Abbreviations in Posting:**

HR – Human Resources
UCEDD – University Center for Excellence in Developmental Disabilities

This position was posted on the UConn Health website for employees only.

The WF promotional goal had been met with a previous promotion and was no longer an established goal.

1 WM, a goal candidate, did not meet the minimum requirements because he did not have the special requirements of experience working with HuskyBuy and Banner.

1 WF was promoted. She had the substitution allowed/preferred experience of a Bachelor’s degree in Business Management and 6 months’ experience in complex clerical work in fiscal/administrative functions. She also had the special requirements of experience working with HuskyBuy and Banner HR; working with federal grants and agencies in the disability field; budget development and grant management; manage multiple grant priorities, reporting requirements, meet grant timelines; and working with a UCEDD.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

SUPERVISION RECEIVED:
Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:
Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:
1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecom Operator within one (1) year of appointment.

PHYSICAL REQUIREMENT:
A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:
Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:
UConn Health, Call Center: Responds to telephone inquiries, determines caller’s need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:
Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE:
40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm; 30 minute unpaid meal break. Flexibility may be needed with scheduling. There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary $37,736.00

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PW/IV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

The WF hiring/promotional goals were met with previous hires and a promotion and were no longer established goals. The BF and AF hiring goals were met with previous hires were are no longer established goals.

The goal candidates, 6 WM and 2 BM, were not interviewed because they did not have the preferred qualifications of Call Center and/or medical office scheduling experience.

1 BF was promoted because she had 1 year of medical office scheduling experience with high volume (approximately 100 a day) of incoming calls.

*1 HF was hired and explained in the Hiring Goals Analysis section.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add four (4) Patient Access Representatives to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this class is accountable for performing a full range of tasks in obtaining insurance referrals from physician’s offices and insurance companies, and initiating follow-up on required pre-certifications for scheduled admissions and procedures in coordination with those offices.

EXPERIENCE AND TRAINING: Three (3) years of experience processing medical pre-authorizations and insurance verifications for healthcare services.

SUBSTITUTIONS ALLOWED: Associates degree or higher may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:
Thorough knowledge of insurance benefits, coordination of benefits, and third party liability
Knowledge of medical terminology, and experience with ICD-10 and CPT coding
Previous pre-certification experience in a medical clinic or hospital
Experience with IDX and/or EPIC
Experience with LCR/Nexgen electronic medical records

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY:
- Working knowledge of a managed care environment, third party reimbursement, hospital and community services and hospital and health care policies
- Basic knowledge of medical coding and medical terminology
- Skill in articulating information in a clear and informative manner to patients, family members, insurers, staff and other relevant parties
- Organizational skills
- Computer skills
- Ability to gather and record all appropriate information that provides for the accurate billing and collection for provided services
- Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations

EXAMPLES OF DUTIES:
Identifies visits/procedures requiring prior approval
Utilizing knowledge of ICD-10, CPT coding and medical terminology, obtains required referral/prior authorization from insurance companies prior to date of service
Communicates with physician and medical providers regarding clinical clarifications to facilitate requests
Interviews patient via visits or phone to determine payment sources and payment arrangements
Verifies patient’s benefits with insurance companies as needed
Refers uninsured and underinsured patients to financial counselors as identified
Assists in the appeals process for denied claims
Documents daily activities in the computer system
Communicates with departments regarding authorization status
Researches requests for patient information and prepares reports and correspondence
Maintains records and files may perform receptionist/triage duties
Performs related duties as required

SCHEDULE: 8:00 a.m. - 4:30 p.m., and 8:30 am - 5:00 pm; 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: $45,531

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Abbreviations in Posting:

CPT – Current Procedural Terminology
IDX – scheduling, billing, and accounts receivable software
EPIC – integrated electronic medical records system

This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals for job group 4D were utilized.

The WF hire/promotional goals were met with a previous hire/promotion and were no longer established goals. The BF and AF hiring goals were met with previous hires and were no longer established goals.

The goal candidates, 1 WM and 1 BM, did not meet the minimum requirements because they did not have the required 3 years’ experience processing medical pre-authorizations and insurance verifications for healthcare services, or the allowable educational substitution and experience. All of these applicants responded no to the question about these minimum requirements or the allowable substitution on their applications.

The goal candidate, 1 WM was interviewed and not selected because he scored 9.25 out of 15 interview samplings correctly. He did not have thorough knowledge of the required medical pre-authorizations.
Req: 2019-094 continued

The interview samplings were based upon the following: ability to articulate information; Medicare/Medicaid coverages; precertification; predetermination; specialty pharmacy; referrals; determining primary insurance; and authorizations.

1 HF was promoted. She scored 11.5 out of 15 interview samplings correctly. She had over 10 years' experience in completing prior authorizations and registration; had full knowledge of insurance benefits, medical terminology; and was an EPIC super User in the Department of Patient Access. She also has the preferred requirement of experience with IDX.

*2 WF were hired and 1 WF was a lateral transfer. Their justifications were provided in the Hiring Goals Analysis, section 4B.
4D. (Secretarial/Clerical) Promotions - Reclassifications

Administrative Program Assistant 2 to Executive Assistant (Anesthesiology Operating)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 1 to Supply Coordinator (Logistics Management Administration)

1 HM was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4E Administrative Program Assistant 1

Goals

No promotional goals were established for this job group.
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No promotional goals were established for this job group, therefore hiring goals were utilized.

A goal candidate, 1 WF, was promoted.
Since there were no promotional goals established the hiring goals were utilized with the exception of the WF goal because it was met with a previous promotion and was no longer an established hiring goal.

A goal candidate, 1 HF, was promoted. She met a hiring goal.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Assistant to our growing team. If you have a background in this field, as well as a passion for customer experience, we want to hear from you.

At UConn Health, this class is accountable for providing a full range of administrative support and/or entry level program support for an academic/clinical/administrative department or program. This position will be accountable for a full range of administrative and data maintenance support for the Office of Logistics Management at the UConn John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday – Friday, 7:30 a.m.– 4:30 p.m., 60 minute unpaid meal break.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of higher rank.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
PAR Program Auditing
Quick control testing to include rotation of stock, examination of expiration dates and adhering to PAR levels
Store PAR staff and report findings
Review optimization metrics output from PAR operations software
Review PAR operations/stock levels and present optimization suggestions

Central warehousing Support
Cross train on all central warehouse programs
Act as warehouse lead when supervisors are unavailable
Respond to emergency warehouse or PAR requests

Staff Monitoring
Monitor/report bi-weekly attendance for tardiness/unexpected outages
Monitor/report bi-weekly straight and premium overtime usage
Participate in semiannual performance evaluations
Review/ensure compliance with required training or certifications

Reporting
Provide weekly reports to OLM Director on PAR audits and OLM staff exceptions
Take and prepare meeting minutes as required
Monitor daily vehicle inspection checklists

Supply Chain Management Liaison
Cross train on Q-Sight, the MM3 maintenance program and EDI transmissions
Optimize usage of CB017 and associated stockrooms

Special projects
Coordinate Annual Consumable Inventory Audit
Work with Director when the Emergency Operations Center is activated
Assist other unit managers in projects as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of office systems and procedures
Considerable knowledge of proper grammar, punctuation, and spelling
Knowledge of business communications
Knowledge of the unit's policies and procedures
Knowledge of business math
Considerable interpersonal, oral and written communication skills
Ability to operate office equipment which may include word processors, computer terminals, barcode equipment, scanners, sorting, metering or other automated and/or technical equipment.
EXPERIENCE AND TRAINING:
General Experience:
To years administrative experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling a half (1/2) year of experience.

SPECIAL EXPERIENCE/TRAINING/QUALIFICATIONS:
Proficient in the use of Microsoft Office programs to include Outlook, Word, Access, PowerPoint
Advanced working knowledge in the use of Excel performing formulas, filtering, sorting, creating pivot tables, etc.

PREFERRED REQUIREMENTS:
Logistics Management experience
Experience dealing with product requisitioning/receiving
Knowledge of Warehouse operations
Knowledge of inventory functions/processes
Working knowledge/experience using Q-Sight, SIS, MACOLA, e-Portal and HuskyBuy
Experience using Microsoft Visio

MINIMUM full time equivalent salary: $41,829

Why UConn Health
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UConn Health is an affirmative action employer, in addition to an EEO and M/F/N/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
Abbreviations in Posting:

PAR – program that provides routinely used supplies to units
OLM – Office of Logistics Management
Q-Sight – inventory management system
SIS – managed maintenance system
MACOLA – inventory management software
e-Portal – procurement system
HuskyBuy – purchasing system

This position was posted on Recruit Military and on our UConn Health website.

Since there were no promotional goals established the hiring goals were utilized with the exception of the WF and HF goals because they were met with previous promotions and were no longer established hiring goals.

The goal candidates, 2 AF, did not meet the minimum qualifications for the following reasons:

- 1 AF did not have the special qualifications of advanced working knowledge in the use of Excel performing formulas, filtering, sorting, creating pivot tables, etc.
- 1 AF did not have the required 2 years of administrative experience above the routine clerk level in office support or secretarial work or the allowable substitution. She also did not have the special qualifications of being proficient in the use of Microsoft Office programs, or advanced working knowledge in the use of Excel performing formulas, filtering, sorting, creating pivot tables, etc.
The goal candidate, 1 AF, was not interviewed because she did not have the preferred Logistics Management experience, experience dealing with product requisitioning/receiving; knowledge of Warehouse operations; knowledge of inventory functions/processes; working knowledge/experience using Q-Sight, SIS, MACOLA, e-Portal and HuskyBuy.

1 WF was promoted. She had 7 years of administrative experience above the routine clerk level; proficient in the use of Microsoft Office programs, and advanced working knowledge in the use of Excel performing formulas, filtering, sorting, creating pivot tables, etc. She also had the preferred requirements of Logistics Management experience; experience dealing with product requisitioning/receiving; and experience using MACOLA and HuskyBuy.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4F Admin Program Asst 2

Goals

1 white male
2 black females
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an Administrative Program Assistant to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this class is accountable for independently providing responsible administrative support and/or significant program support for the Neag Comprehensive Cancer Center located in the Outpatient Pavilion in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: This is a full time position, 40 hours per week, Monday - Friday, 7:30 a.m. to 4:30 p.m., minor holidays as needed; One hour unpaid meal break.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:
Composes complex letters, memos, etc. for manager's signature
Formats a full range of correspondence, reports, bills, etc., from rough draft, transcription, dictated notes, etc. and proofreads for content
Uses knowledge of grammar, punctuation and spelling
Organizes and maintains a complex filing system to support a program/department, including fiscal, personnel and other records
Compiles and maintains a collection of resource materials and program information
Assembles data, writes and/or edits reports requiring knowledge of subject area
Uses complex spreadsheet programs
Acts for and represents supervisor to other University offices, the public or outside agencies
Acts as liaison with other department members in financial management and consultant role
Performs routine personnel/payroll functions using KRONOS, staffing/scheduling, time off requests, call out management
Prepare Personnel Transaction Requests (PTR)
Assists with new staff/provider onboarding
Grants computer access, responds to department technical issues
Coordinates a variety of non-routine matters
Confers with and assists supervisor in the performance of administrative and program activities
Acts as resource person for department/program
Coordinates administrative details for an office/department; directs the work flow and may perform administrative support for program staff
Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine budget matters
Prepares budget reports
Pays Invoices and creates purchase orders
Arranges and coordinates meetings and functions to include space and equipment
Maintains an inventory of supplies and equipment and purchases items when necessary
Perform clerical duties for Survivorship Program
Maintain Outlook distribution lists
Makes travel arrangements
Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of office systems and procedures
Considerable knowledge of proper grammar, punctuation, and spelling
Knowledge of business communication
Knowledge of the unit's policies and procedures
Knowledge of business math
Oral, written and interpersonal skills
Ability to schedule and prioritize office workflow
Ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs

POSITION REQUIREMENTS:
EXPERIENCE AND TRAINING: General Experience:
Three (3) years' experience above the routine clerk level in office support or secretarial work.
SUBSTITUTION ALLOWED:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED EXPERIENCE/QUALIFICATIONS:
- Working knowledge of EPIC
- Experience using Husky Buy and BANNER
- Experience using KRONOS, Meeting Room Manager and Outlook

MINIMUM FULL TIME EQUIVALENT SALARY: $49,462

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PW/PV employer.
All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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**Abbreviations in Posting:**

EPIC – integrated electronic medical records system
Husky Buy – purchasing system
Banner – integrated human resources, information management, and accounting system
Kronos – time and attendance

This position was posted on the UConn Health website for employees only.

The goal candidate, 1 BF, did not meet the minimum requirements because she did not have experience above the routine clerk level in office support or secretarial work and she did not have the allowable substitution.

The goal candidate, 1 BF, was not interviewed because she was not a University Health Professional (UHP) union member. Only UHP union members with contractual bargaining interviewing rights to the position were interviewed.

The goal candidate, 1 WM, was interviewed and not selected because he had 1 year and 8 months of office support (Clinic Office Assistant) experience which included 8 months in the Neag Cancer Center and the allowable substitution.

1 HF was promoted. She had 7 years of administrative office support (Administrative Assistant) experience which included 10 months in the Neag Cancer Center.
At UConn Health this class is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

Schedule: 40 hrs per week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
Serves as primary intake and point of control for end user support
Provides administrative support to AVP and serve as manager of AVP's calendar
Creates agendas and takes meetings minutes
Reserve space and event needs such as catering & AV requests for workshops and meetings
Coordinates/facilitate student worker training
Provides basic fiscal support for department (purchasing, HuskyBuy, assist w/budgets, PTR documentation, etc.)
Responsible for ordering supplies for department
Coordinate student workers timecards, schedules, availability
 clerical work such as organizing, email, scheduling, inventory management.
Ability to follow and fill out administrative paperwork (surplus, HR forms, etc.)
Manage desktop and laptop fleet inventory for logistic purposes
Ordering and maintaining any information systems related components (hard drives, monitors, CPU's etc.) as needed for general upkeep of desktop and laptop fleet.
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures
Considerable knowledge of proper grammar, punctuation, and spelling
Knowledge of business communication
Knowledge of the unit's policies and procedures
Knowledge of business math
Excellent oral and written communication skills; interpersonal skills
Attention to details
Ability to schedule and prioritize office workflow
Ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preferred Qualification:
Proficiency with Windows 7 Windows 10 and Office Suite
Experience with Learning Management System (Blackboard)
Knowledge of Web/Internet Technology
Experience with Event Management System (schedule events, manage multiple department calendars)

Full time Equivalent Minimum Salary: $49,462.00
Why UConn Health

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UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/N/PW/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-870-3553 or TDD 870-2442. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 870-2428 or jobs@adp.uconn.edu.
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### Abbreviations in Posting:

AVP – Associate Vice President  
A/V – audio visual  
HuskyBuy – purchasing system  
PTR – Personnel Transaction Request  
HR – Human Resources  
CPU’s – Central Processing Unit

This position was posted on the Recruit Military website and on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements of 3 years’ experience above the routine clerk level in office support or secretarial work and did not have the allowable substitution.

The goal candidates, 6 WM and 18 BF, were not interviewed because they were not UConn Health employees.

The goal candidate, 1 BF, was interviewed and not selected because during the interview it was determined that she did not have the minimum qualifications of knowledge of office systems and procedures, which were Husky Buy and Banner (integrated human resources, information management and accounting system). She also did not have direct administrative support experience, she only had experience as a Patient Service Representative; and her resume contained formatting mistakes which demonstrated a lack of attention to detail and written communication skills.

1 WF was promoted. She had secretarial experience utilizing Husky Buy and Banner systems in purchasing and budget/financial management. She also had experience scheduling, managing multiple calendars, attention to detail; and written communication skills.
At UConn Health, this class is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

SUPERVISION RECEIVED:
Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead/supervise lower level employees as assigned.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Rte 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available
Schedule: 40 hrs per wk, Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:
1). TYPING: Using a typewriter, word processor, or other automated equipment, formats an types a full range of correspondence, reports, bills, drafts, etc., from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling. In typing grants must be able to write application from notes, determining appropriate information and format.

2). FILING: Organizes and maintains a complex filing system to support a program/department, including fiscal, personnel and other records. Compiles and maintains a collection of resource materials and program information.

3). CORRESPONDENCE: Composes complex letters, memos, etc. for manager's signature.

4). REPORT WRITING: Assembles data, writes and/or edits reports, requiring knowledge of subject area. Uses complex spreadsheet programs.

5). INTERPERSONAL: Acts for and represents supervisor to other University offices, the public or outside agencies. Coordinates a variety of non-routine matters. Confers with and assists supervisor in the performance of administrative and program activities. Acts as resource person for department/program.

6). OFFICE MANAGEMENT: Coordinates administrative details for an office/department; directs the work flow and may perform administrative support for program staff. Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine budget matters. Arranges and coordinates meetings and functions, to include space and equipment. Maintains an inventory of supplies and equipment and purchases items when necessary. Makes travel arrangements.

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING
GENERAL EXPERIENCE:
Three (3) years experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements:
Microsoft Office Suite with demonstrated experience in Microsoft Word and Excel
Frequent travel and reimbursement experience
Event coordination.

Preferred Qualifications:
Experience working with grants and contract, HuskyBuy and Banner

Full Time Equivalent Minimum Salary:$49,462.00
Why UConn Health

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This position was posted on the UConn Health website for employees only.

The goal candidate, 1 BF, did not meet the minimum requirements because she did not have the travel and reimbursement experience.

1 WF was promoted. She had 13 years of experience above the routine clerk level; Microsoft Office Suite with demonstrated experience in Microsoft Word and Excel; travel and reimbursement experience; event coordination; and experience working with contracts, HuskyBuy and Banner.
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Administrative Program Assistant 2 to our growing team, to support the Department of Pathology/Lab Medicine to assist in coverage/backfill of Anatomic Pathology front office as needed per needs of the department. The position will be responsible for performing daily reconciliation and resolution of EPIC Billing/Charging/Registration work queues, and providing routine administrative support. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPENSATIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- State retirement
- Tuition reimbursement for employees
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

MINIMUM QUALIFICATION REQUIRED
KNOWLEDGE, SKILL AND ABILITY:
- Considerable knowledge of office systems and procedures
- Considerable knowledge of proper grammar, punctuation, and spelling
- Knowledge of business communications
- Knowledge of the unit's policies and procedures
- Some knowledge of business math
- Oral and written communication skills
- Interpersonal skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

EXPERIENCE AND TRAINING:
General Experience:
- Three (3) years of administrative experience above the routine clerk level in office support or secretarial work.
- Proficiency with Microsoft Applications such as Word, Excel, Powerpoint and Outlook
- Proficiency with mathematical calculations to ensure accurate billing

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS:
- Proficiency with EPIC, HuskyBuy, MACOLA computer programs
- Knowledge of EPIC billing work queues such as Charge Review, CCI/LCD Edits, and Reference Lab (Send Out)
- Proficiency with laboratory terminology

EXAMPLES OF DUTIES:
- TYPING: Using a typewriter, word processor or other automated equipment, organizes, formats and types a full range of correspondence, reports, bills, drafts, etc., from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling. In typing, grants must be able to write application from notes, determining appropriate information and format.
- FILING: Organizes and maintains files. Maintains, updates and reviews manuals and reference materials.
- CORRESPONDENCE: Screens letters, memos and other materials to determine action needed. Composes correspondence related to duties and responsibilities. Writes and/or edits and disseminates information, promotional and occasional technical matter to support program activities.
- REPORT WRITING: Assembles data, writes and/or edits reports, requiring general knowledge of subject area. May use complex spreadsheet programs.
- INTERPERSONAL: Acts for manager by interpreting established policies and procedures and relates such to others. Makes decisions in managers absence within prescribed limits of authority. Greets and directs visitors, answers phones, screens and triages incoming calls. May deal with patient crisis, prioritizing needs and assigning.
- PROCESSING: Processes paperwork including the arrangement of complex domestic and international travel and international immigration. Monitors and balances monthly budget, tracking expenditures and processing paperwork. Assists in program activities and logistics. Performs related duties as required

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm

TIME MINIMUM EQUIVALENT SALARY: $49,462
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This position was posted on our UConn Health website.

The goal candidates, 1 WM and 3 BF, did not meet the minimum requirements because they did not have the required 3 years of administrative experience above the routine clerk level in office support or secretarial work or the allowable substitution.

The goal candidates, 5 WM and 2 BF, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. We only interviewed UHP union members.

The goal candidate, 1 BF, was interviewed and not selected because she did not have the preferred knowledge of EPIC billing work queues.

1 WF, UHP union member, was promoted. She had 6 years of experience above the routine clerk level; experience with Microsoft Office applications; experience with mathematical calculations to ensure accurate billing; and had experience with EPIC billing work queues.
This position is responsible for independently performing a full range of tasks for provider and entity enrollment for UMG and JDH. This position is responsible for coordinating the enrollment and re-enrollment functions for 350-400 UConn Medical Group practitioners for 20 health plans (including Medicare and Medicaid), as well as the enrollment and re-enrollment functions for JDH Emergency Department and JDH psychiatry providers. Responsibilities for re-enrollment functions for up to 50 UMG Medicaid Groups. This also includes administrative support of the provider enrollment application system, timely enrollment, revalidation, carrier web-site updates and ensuring appropriate revenue flow.

EXAMPLES OF DUTIES:
Set up and maintenance of provider enrollment application system.

Prepares and submits enrollment applications for the purpose of participation with contracted payors.

Creates monthly rosters to enroll providers with delegated plans.

Updates and maintains monthly, quarterly and/or semiannual provider rosters for delegated plans.

Reviews supporting documentation necessary to ensure compliance with payors regulations.

Works with Medical Staff office to validate information regarding licensure and certification.

Works with providers and leadership to obtain missing documentation and information required for enrollment.

Create and maintain Council for Affordable Quality Healthcare (CAQH) attestations.

Maintain Medicare and Medicaid requirements for individual provider, group and entity revalidation.

Consistently follows up on and documents the status of enrollment with all carriers within specified time frames.

Updates provider enrollment status with carriers based on change of specialty board certification, practicing address locations, legal name etc.

Monitors and evaluates current reimbursement rules and changes that impact revenue capture and communicates this information to UMG Ambulatory Operations staff.

Interprets policies regarding specialty enrollment to ensure appropriate taxonomies structures are followed and payments flow accordingly.

Interprets carrier bulletins and manuals to determine process and financial impact to UMG regarding enrollment.

Updates carrier web-sites with current provider practicing locations and specialty.

Assists with internal procedures relating to the provider enrollment and carrier requirements.

Provides guidance to UMG and JDH Clinical areas to appropriately resolve pending enrollment status as it relates to patient care.

Identify system flow and enrollment issues while monitoring and resolving encounters held claim edits for enrollment and financial flow of revenue.

Maintains a high level of technical knowledge related to CMS and carrier on-line systems that manage provider credentials and participation.

Maintains a high level of knowledge related to billing requirements in support of professional charging and reimbursement i.e. Locum Tenens, Moonlighting, external provider and carrier contract arrangements.

Works with payor provider representatives to clarify restrictions causing a delay in enrollment and assess accurate estimated effective dates.

Responds to inquiries from payor provider representatives regarding provider and group status i.e. Malpractice insurance, licensure and certifications.

Maintains provider confidentiality as it relates to personal information and credentials.

Meets regularly with the Assistant Vice President, Revenue Integrity, UMG Ambulatory Operations to discuss the status of enrollment, barriers and solutions to maximize reimbursement.

Works with Coding Trainers, Department Administrators and Directors to identify enrollment concerns regarding specialty requirements.

Acts as a liaison with Patient Financial Services, Ambulatory Clinics and other UConn Health departments regarding enrollment status and compliance with enrollment regulations.
MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

- Working knowledge of State and Federal regulations or college training/certification in medical billing. Knowledge of revenue capture; strong verbal and written communication skills; considerable knowledge of insurance billings and collection procedures; reporting skills; ability to interact with individuals in diverse job levels; ability to read and interpret standard reports; ability to maintain confidentiality; knowledge and ability to apply relevant Federal and State laws, statues and regulations.

EXPERIENCE AND TRAINING:

- Three (3) years' relevant administrative experience to include provider credentialing and enrollment. Proficiency with MS office including excel and word.

Special Requirements:

- Experience working with provider credentialing and enrollment to include working with credentialing application systems. PECOS and CAQH preferred.

SCHEDULE: 40 hour work week; Monday through Friday, 7:30am - 4pm

FULL TIME EQUIVALENT MINIMUM SALARY: $49,462
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This position was posted on the UConn Health website for employees only.

The goal candidates, 3 BF, did not meet the minimum requirements for the following reasons:

- 2 BF did not have the required experience working with provider credentialing and enrollment to include working with credentialing application systems.
- 1 BF was not an UConn Health employee.

1 WF was promoted. She had 3 years of administrative experience that included provider credentialing and enrollment utilizing credentialing application systems, PECOS and CAQH; and experience with Microsoft Office applications.
A goal candidate, 1 BF, was promoted.
4F. (Administrative Program Assistant 2) Reclassifications

Administrative Program Assistant 1 to Administrative Program Assistant 2
(Research Finance)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 1 to Administrative Program Assistant 2
(Property)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 1 to Administrative Program Assistant 2
(Imaging Services Administration)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 1 to Administrative Program Assistant 2
(Anesthesiology Operating Statement)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinic Office Assistant to Administrative Program Assistant 2
(UMG - Orthopedics)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
4F. (Administrative Program Assistant 2) Reclassifications continued

Administrative Program Assistant 1 to Administrative Program Assistant 2
(Office of the General Counsel)

A goal candidate, 1 WM, was performing all of the duties and was promoted through a reclassification.
GOALS ANALYSIS
(46u-68-48)

Promotional Goals

Secretarial/Clerical

4G Clinic Office Assistant

Goals

4 white males
1 white female
1 black male
**Job Group:** 4G-CLINIC OFFICE ASSISTANT

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A goal candidate, 1 WF, was promoted.
**Job Opportunity Bulletin**

**As of Thursday, March 7, 2019**

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**Schedule:**

40 hr/wk, Mon - Fri, 8:00am - 5:00pm, 1 hr unpaid meal break.

**Examples of Duties:**

- Acts as triage/receptionist for incoming patients and telephone calls
- Schedule patient appointments for clinics, surgery and diagnostic testing
- Assure availability of medical records
- Prepares a variety of requests for patient diagnostic testing;
- Take messages for providers;
- Process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments;
- Perform secretarial duties
- Keeps records/files; prepares reports/correspondence; transcribes MD orders
- Acts as receptionist providing both check in and check out functions including cash collections; triages phone calls;
- Cross covers for other assistants as needed; may order supplies as needed;
- Perform related duties as required.

**Minimum Qualifications Required**

**Knowledge, Skills, Ability:**

- Knowledge of the principles and practices of clinical office management;
- Considerable knowledge of proper grammar, punctuation and spelling;
- Knowledge of medical terminology; considerable interpersonal skills;
- Knowledge of business communication;
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment;
- Ability to schedule and prioritize workflow; understanding of referral processing;
- Ability to work under pressure in a rapidly changing environment.

**Experience and Training:**

Two (2) years of medical appointment scheduling experience in a medical setting.

**Substitution:**

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

**Special Requirements:**

Will be required to travel to West Hartford satellite office.

**Preferred:**

Previous experience in an outpatient Psychiatry office practice setting. Experience; EPIC.

**Full Time Equivalent Minimum Salary:** $41,829

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UCONN Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PW/D/V employer. UCONN Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 877-2242. Any information on positions should be addressed to: UCONN Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@aeip.uconn.edu.
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**Abbreviations in Posting:**

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website for UCH employees only.

The WF goal had been met with a previous promotion and was no longer an established promotional goal.

The goal candidate, 1 BM, did not meet the minimum requirements because he was not an UConn Health employee.

1 WF was promoted. She had 2 years’ medical appointment scheduling experience in a Psychiatry office practice setting and had been covering the Clinical Office Assistant position on a daily basis.
SCHEDULE:
40 hr/wk, Mon - Fri, between the hrs of 7:30am - 5:30pm, 1 hr unpaid meal break.

EXAMPLES OF DUTIES:
Acts as triage/receptionist for incoming patient and telephone calls
Schedule patient appointments for clinics, surgery and diagnostic testing
Assure availability of medical records
Prepares a variety of requests for patient diagnostic testing;
Take messages for providers;
Process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments;
Perform secretarial duties
Keeps records/files; prepares reports/correspondence; transcribes MD orders
Acts as receptionist providing both check in and check out functions including cash collections; triages phone calls;
Cross covers for other assistants as needed; may order supplies as needed;
Perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY:
Knowledge of the principles and practices of clinical office management;
Considerable knowledge of proper grammar, punctuation and spelling;
Knowledge of medical terminology; considerable interpersonal skills;
Knowledge of business communication;
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment;
Ability to schedule and prioritize workflow; understanding of referral processing;
Ability to work under pressure and in a rapidly changing environment.

EXPERIENCE AND TRAINING:
Two (2) years of medical appointment scheduling experience in a medical setting.

SUBSTITUTION:
Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS:
May be required to work in other areas of UMG and travel to satellite offices.

PREFERRED:
Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; IDXWeb; NextGen.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829
### Job Group: 4G-CLINIC OFFICE ASSISTANT

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### Abbreviations in Posting:

- **MD** – Doctor of Medicine
- **UMG** – UConn Medical Group
- **IDXWeb** – scheduling, billing, and account receivable software
- **NexGen** – electronic medical records software

This position was posted on the UConn Health website for employees only.

The WF promotional goal had been met with a previous promotion and it was no longer an established goal.

The goal candidate, 1 WM, was not interviewed because he did not have the preferred surgical scheduling experience.

1 HF was promoted. She currently worked in our department and was familiar with staff and providers. She had 7 years of medical appointment scheduling experience in a multi-specialty office practice setting which included 1 year of surgical scheduling experience, utilizing IDXWeb and NexGen.
This position will schedule surgeries for multiple surgeons for Surgery.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

SPECIAL REQUIREMENTS: Surgical Scheduling experience; May travel to multiple locations.

PREFERRED: Previous experience in a physician office practice setting. IDX, ICD-10/CPT coding; Nextgen or Epic experience.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, work between the hours of 7:30am - 5:30pm, 1 hour unpaid meal break. Flexibility needed and willing to work in all of the specialties under UMG Surgery.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829
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**Abbreviations in Posting:**

IDX – scheduling, billing, and account receivable software
NexGen – electronic medical records software
EPIC – integrated electronic medical records system
UMG – UConn Medical Group

This position was posted on the UConn Health website for employees only.

The WF promotional goal had been met with a previous promotion and it was no longer an established goal.

The goal candidate, 1 BM, did not meet the minimum requirements because he was not a UConn Health employee.

1 WF was promoted. She had 7 years of medical appointment scheduling experience in a physician office practice setting which included surgical scheduling experience, ICD-10/CPT coding and utilizing IDX, NexGen, and Epic.
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management
considerable knowledge of proper grammar, punctuation and spelling
knowledge of medical terminology
considerable interpersonal skills
knowledge of business communication
ability to operate office equipment which may include word processors, computer terminals or other automated equipment
ability to schedule and prioritize workflow; understanding of referral processing
ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

SPECIAL REQUIREMENTS: May travel to Canton satellite office.

PREFERRED: Surgical scheduling experience; previous experience in an outpatient physician office practice setting. NextGen/IDX, ICD-9/CPT coding; EPIC.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls;
schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records;
prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information;
send out reminder cards/letters to cancel and reschedule appointments;
perform secretarial duties;
keeps records/files; prepares reports/correspondence;
transcribes MD orders;
acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday and Tuesday, 12noon - 9pm and Wed thru Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829

UCB Health is an Affirmative Action Employer, in addition to an EEO and NJFWWJFPV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seek a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3503 or TDD 679-2542. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@udpp.uconn.edu.
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**Abbreviations in Posting:**

NexGen – electronic medical records software
IDX – scheduling, billing, and account receivable software
EPIC – integrated electronic medical records system
MD – Doctor of Medicine

This position was posted on Recruit Military and our UConn Health website.

Since it was posted externally, the hiring and promotional goals were utilized. The WF hiring and promotional goals were met with a previous hire and a promotion, so they were no longer established goals.

The goal candidate, 1 BM, was not interviewed because he did not have the preferred NexGen/IDX, ICD-9/CPT coding, and experience in a Dermatology office.

1 WF was promoted. She had 10 years of medical appointment scheduling experience in an outpatient physician office practice setting which included working in our Dermatology office, ICD-9/CPT coding and utilizing IDX and NexGen.
SCHEDULE:
40 hr/wk, Mon - Fri, between the hrs of 7:30am - 5:30pm, 1 hr unpaid meal break.

EXAMPLES OF DUTIES:
Acts as triage/receptionist for incoming patients and telephone calls
Schedule patient appointments for clinics, surgery and diagnostic testing
Assure availability of medical records
Prepares a variety of requests for patient diagnostic testing;
Take messages for providers;
Process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments;
Perform secretarial duties
Keeps records/files; prepares reports/correspondence; transcribes MD orders
Acts as receptionist providing both check in and check out functions including cash collections; triages phone calls;
Cross covers for other assistants as needed; may order supplies as needed;
Perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITY:
Knowledge of the principles and practices of clinical office management;
Considerable knowledge of proper grammar, punctuation and spelling;
Knowledge of medical terminology; considerable interpersonal skills;
Knowledge of business communication;
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment;
Ability to schedule and prioritize workflow; understanding of referral processing;
Ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:
Two (2) years of medical appointment scheduling experience in a medical setting.

SUBSTITUTION:
Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

SPECIAL REQUIREMENTS:
May be required to work in other areas of UMG and travel to satellite offices.

PREFERRED:
Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; IDXWeb; NextGen; EPIC.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,829
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**Abbreviations in Posting:**

MD – Doctor of Medicine
UMG – UConn Medical Group
IDXWeb – scheduling, billing, and account receivable software
NexGen – electronic medical records software
EPIC – integrated electronic medical records system

This position was posted on the UConn Health website for employees only.

The WF promotional goal had been met with a previous promotion and it was no longer an established goal.

The goal candidate, 1 WM, was interviewed and not selected because he accepted another UConn Health position.

1 BF was promoted. She had 11 years of medical appointment scheduling experience in a multi-specialty office practice setting which included surgical scheduling experience utilizing IDX and NexGen. She was also able to walk through the co-payment process and all of her answers were patient centered and customer service oriented.
MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; ability to communicate effectively with patients, surgeons, co-workers and supervisor; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment. Strong attention to detail and active team participation.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

SPECIAL REQUIREMENTS: May travel to multiple locations.

PREFERRED: Previous experience in an Ophthalmology office practice setting. Experience with IDX, Epic or other EHR; ICD-10/CPT coding;

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40-hour week work. Monday through Friday, work between the hours of 7:30am - 5:30pm, 1 hour unpaid meal break. Flexibility needed and willing to work in multiple office locations.

FULL TIME EQUIVALENT MINIMUM SALARY: $41,629
### Abbreviations in Posting:

IDXWeb – scheduling, billing, and account receivable software  
EPIC – integrated electronic medical records system  
EHR – electronic health record  

This position was posted on the UConn Health website for employees only.

The WF promotional goal had been met with a previous promotion and it was no longer an established goal.

Goal candidates did not apply for this position.

1 WF was promoted. She had worked for the past 3.5 years in our Ophthalmology department scheduling medical appointments utilizing IDX, Epic, and NexGen.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5A Clinical/Paraprofessional

Goals

No promotional goals were set for this job group.
A goal candidate, 1 WF, was promoted.
This class is accountable for performing as a specialist in the planning and evaluation of clients in the community programs/projects as well as providing advanced ongoing community support services to UMG patients. This position will work collaboratively with chronically ill or potentially high risk patients and their family/caregiver, clinic/hospital providers and staff, and community resources to meet the needs of the patients with the goal of promoting high quality and cost-effective outcomes.

SUPERVISION RECEIVED:
Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:
May lead lower ranking employees as assigned.

EXAMPLES OF DUTIES:
Assists in performing assessments or screenings on patients and works in collaboration with care team to develop action plans to improve self-management of chronic conditions; attends staff and team meetings and case conferences to provide consultation and/or referral for further intervention; provides support to clients and families; consults with staff and community resources; engages patients and families in problem solving techniques in their own environment; actively participates and collaborates with practices and providers to utilize data to identify patient programs with support care coordination and care management practices; identifies and conducts outreach to patients who would benefit from a coordination of care approach based on established patient identifiers, with the goal of improving quality and reducing costs. Facilitates referrals throughout the system, and use data analytics to prioritize efforts and improve the health of patients. Analyzes and interprets quality data metrics and reporting; makes recommendations to effect improvement in outcomes based on trends in inappropriate, inefficient or costly utilization; collaborates with providers to initiate interventions in patient outreach efforts. Tracks and reports on program progress. Promotes practice transformation and patient centered care delivery.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
- Competent knowledge of community resources, entitlement programs and providing supplementary assistance to patients/families as required by program; considerable knowledge of dynamics of individuals and families in the community; knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior; strong oral and written communication skills; considerable interpersonal skills; ability to plan and execute service programs to meet client needs; ability to respond to crises under pressure/ deadlines; ability to work with chronically ill/physically impaired individuals and their families, if required by program; if specified, ability to read, write both English and Spanish and to communicate information in either language to staff, patients and others.

EXPERIENCE AND TRAINING:
General Experience:
- Five [5] years of experience in a community healthcare, human services or social service environment.

Substitutions Allowed:
College training in social work, counseling, psychology or other related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years.

Preferred:
- Experience with population health, care coordination, and care management preferred. Experience in a physician/provider, ambulatory, practice transformation or quality improvement environment preferred. Bilingual, ability to read and write in Spanish preferred

SPECIAL REQUIREMENTS:
Employees in this class may be required to travel within the State in the course of their daily work and be bilingual or fluent in Spanish.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, some holidays, off shifts possible and travel to off sites may be needed at times.

FULL TIME EQUIVALENT SALARY: $61,734
This position was posted on our UConn Health website.

Since this position was posted externally and there were no promotional goals established our hiring goals were utilized.

The goal candidates, 4 WF, did not meet the minimum requirements for the following reasons:

- 2 WF were interviewed for a Care Coordinator position and during the interview it was determined that they did not have patient outreach experience; and no understanding of population health.  This position is a higher level with more requirements.
- 1 WF did not have the required 5 years of experience in a community healthcare, human services or social service environment or the allowable substitution.  She also did not have the knowledge of community resources, entitlement programs and providing supplementary assistance to patients/families.
- 1 WF did not have the required 5 years of experience in a community healthcare, human services or social service environment or the allowable substitution.  She also did not have the knowledge of community resources, entitlement programs and providing supplementary assistance to patients/families as required by program; knowledge of dynamics of individuals and families in the community; and knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior.

The goal candidates, 19 WF and 1 AF, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed and a candidate with over 5 years of experience in the preferred care coordination and population health.  The candidate was currently working in a similar role at Saint Francis Healthcare and had working knowledge of Medicare Access and CHIP Reauthorization Act (MACRA)/Merit Based Incentive Payments System (MIPS) quality programs.
The goal candidate, 1 WF UHP union member, was interviewed and not selected because she did not have the preferred care coordination and care management experience. Also, the examples she provided, during the interview, regarding patient care coordination were not patient centered and she did not provide in-depth examples of her critical thinking skills.

1 HF was promoted. She had 9 years of experience working on a behavioral health unit where she supported patient transition planning, worked as part of a multi-disciplinary team and coordinated community services for patients to support a safe discharge to the community. Also, the examples she provided, during the interview, regarding patient care coordination were patient centered and she provided in-depth examples of her critical thinking skills.

*1 HF was hired in the next reporting period and she will be discussed in the 2020 affirmative action plan.
5A. (Clinical/Paraprofessional) Promotions - Reclassifications

Clinical Coordinator to Clinical Coordinator 2
(Occupational Medicine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinical Coordinator to Clinical Coordinator 2
/Internal Medicine - Canton

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinical Coordinator to Clinical Coordinator 2
(General Neurology)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinical Coordinator to Clinical Coordinator 2
(Endocrine)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinical Coordinator to Clinical Coordinator 2
(Cardiology)

1 WF was performing all of the duties of the position and was promoted through a reclassification.

Clinical Coordinators to Clinical Coordinators 2
(Call Center)

2 WF were performing all of the duties of the position and were promoted through reclassifications.

Training and Quality Assurance Coordinator to Clinical Coordinator 2
(Call Center)

1 WF was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5B Technical/Paraprofessional

Goals

2 white females
1 black male
1 black female
1 Hispanic female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Central Sterile Processing Instrument Specialist to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
State retirement
Tuition reimbursement for employees
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

At UConn Health, this position is responsible for decontaminating, processing, assembling, sterilizing and storing surgical instrument and medical equipment and assemblies case carts for surgical procedures. This position will work days in the UConn Health Surgery Center and the UConn Health John Dempsey Hospital OR-Central Sterile Supply department located in Farmington, CT.

IF YOU HAVE CURRENT CENTRAL STERILE CERTIFICATION, PLEASE UPLOAD A COPY WITH THIS APPLICATION.

SUPERVISION RECEIVED: Works under the general supervision of the Assistant Supervisor of Central Sterile Processing and Distribution or other employee of higher grade.

SUPERVISION EXERCISED: May lead lower level Central Sterile Processing and Distribution Department staff as assigned in the performance of technical duties.

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILL AND ABILITY:
Knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use; interpersonal skills; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; manual dexterity and mechanical aptitude.

EXPERIENCE AND TRAINING:
General Experience: Two (2) years of experience in a hospital setting involved in the sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices and equipment.

SPECIAL REQUIREMENTS:
Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016 or obtain and retain one of the following:
A Certified Registered Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Materi Management (IAHCSSM)
A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc (CBSPD).

NOTE: Credentialing must be obtained no later than two (2) years after date of hire.
Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED REQUIREMENTS: Currently working in OR Central Sterilization and current Certified Sterile Processing and Distribution Technician (CSPDT) credentials administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

WORKING CONDITIONS: Incumbents in this class may occasionally be required to lift and carry trays of surgical instruments and linens, may have minimal exposure to communicable and/or infectious diseases and may be exposed to moderately disagreeable conditions.

EXAMPLES OF DUTIES:
Sets up case carts to correspond with operating room schedules
Maintains schedules and carts for emergency cases as necessary
Acts as liaison to Operating Room Supervisor and surgeons, primarily to set up, maintain and update card index of individual surgeon instrument preferences so that operating room case carts can be set up accordingly
Inspects instruments and keeps inventory including maintenance of set reserve levels, rotation of trays in storage, checking expiration dates
Assists with distribution, processing and decontamination of supplies and equipment as required
Responsible for cleaning, processing, sterilization and assembly of some anesthesia equipment and related operating room equipment
Maintains a clean and orderly supply area
Informs supervisor of problems and needs in daily operation of operating room system
Collects and maintains instructional materials regarding operating room instruments including development of a procedure book on all activities related to position
Assists in training new employees
Performs related duties as required
**Schedule:** Full time, 40 hours per week, 2nd shift, 3:00 p.m. - 11:30 p.m., hours may vary with notice, holidays, weekends and on-call are required, 30 minute unpaid meal break.

**Full Time Equivalent Minimum Salary:** $43,850

**Why UConn Health**

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All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
This position was posted on Recruit Military and our UConn Health website.

The goal candidates, 5 WF, 3 BM, 5 BF, and 1 HF, did not meet the minimum requirements because they did not have the required 2 years of experience in a hospital setting involved in the sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices and equipment.

The goal candidates, 1 WF, 2 BM, and 3 HF, were not interviewed for the following reasons:

- 1 WF, 1 BM, and 1 HF did not respond to repeated requests to schedule an interview.
- 1 BM was previously employed at UConn Health and his resignation was not in good standing.
- 1 HF was selected for another UConn Health position.
- 1 HF did not have the preferred requirement of being credentialed as a Certified Registration Central Services Technician or Certified Sterile Processing and Distribution Technician administered by the appropriate authority.

The goal candidate, 1 BF, was interviewed and not selected because on her application she stated that she had 2 years of experience, but during the interview, she could not expand on basic tasks performed either in the decontamination role or assembly role; unable to discuss her experience when it came knowledge of operating room instruments and operative procedures, or knowledge of equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use.

1 HM was promoted. He was a Certified Sterile Processing Instrument Technician who had 6 years of experience in this field, and had knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use.
5B. (Technical/Paraprofessional) Promotions - Reclassifications

Medical Assistant to Cast Technician
(Orthopaedics)

1 HM was performing all of the duties of the position and was promoted through a reclassification.

Medical Assistant to Cast Technician
(Orthopaedics)

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5C Health Care Support

Goals

1 white female
1 Hispanic female
5C. Health Care Support

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5D Medical Assistants

Goals

1 white male
1 black female
1 AAIAHNPI female
Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Assistant to our growing team at the Dermatology Clinic in Canton, CT. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

COMPREHENSIVE BENEFITS OFFERED:
- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED
- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills
- Oral and written communication skills
- Ability to work under pressure deadlines and a rapidly changing environment

EXPERIENCE AND TRAINING:
- General Experience: completion of an accredited Medical Assistant Program (CAAHEP or ABHES) and current registration as a Certified Medical Assistant (CMA) by AAMA or an equivalent certifying body.

SPECIAL REQUIREMENTS:
- Must be able to travel to satellite offices
- Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:
- Experience in a dermatology practice office
- Next Gen or EPIC experience

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:
- Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:
- Maintains smooth and efficient patient flow
- May perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols
- Prepares patients and assists with exams and special procedures
- Instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections
- Refers patients to appropriate physician/nursing staff when special needs are identified
- Reports pertinent observations to nurse and/or physician
- Charts activities in the record; participates in implementation of care plans
- Attends interdisciplinary meetings
- Prepares rooms and work area for clinics, including stocking of rooms and carts
- Inventories and orders equipment
- Checks equipment and reports that which is malfunctioning
- Answers phone and performs clerical work as needed
- Performs related duties as required

SCHEDULE: Dermatology Clinic in Canton, with occasional travel to Farmington, 40 hours per week, 8:00 a.m. - 5:00 p.m., 60 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: $45,531
Why UConn Health
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All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us.
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**Abbreviations in Posting:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs
ABHES – Accrediting Bureau of Health Education Schools
AAMA – American Association of Medical Assistants
NexGen – electronic medical software
EPIC – integrated electronic medical records system

This position was posted on Recruit Military and our UConn Health website.

Since it was posted externally our hiring and promotional goals were utilized.

The goal candidates, 1 WM and 5 BF, were not interviewed for the following reasons:

- 1 WM did not have the preferred qualifications of experience in a dermatology office and NexGen or EPIC experience.
- 3 BF did not have the preferred qualification of experience in a dermatology office.
- 1 BF was previously employed at UConn Health and was dismissed for violation of our Rules of Conduct policy.
- 1 BF had 1 month of externship experience with the preferred qualification of NexGen and she did not have EPIC experience.

1 WF was promoted. She had 3 years of experience as a Medical Assistant in our Department of Dermatology and had NexGen and EPIC experience.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5E Paraprofessional/Administrative

Goals

1 white female
1 Hispanic female
****** This posting is for internal UConn Health Applicants Only ******

At UConn Health, this role directs and manages the administrative and financial activities for the Risk Management section, in the Office of General Counsel, including serving as the business manager, developing and overseeing programs for the maximum utilization of support services. This position provides direction and ongoing guidance to support staff - works under the supervision of the Senior Health Attorney.

EXAMPLES OF DUTIES:
Financial and Vendor Management: Provide budgetary and administrative guidance and direction for the Risk Management office. Assists in the budget development, implementation, and management of all risk management department accounts in a cost efficient and fiscally responsible manner. Prepares non-standard financial reports and analyses data for decision making purposes. Develop, negotiate and oversee contracts for services. Serve as liaison and UConn Health Risk Management representative for the development and implementation of business and strategic planning relationships, including reviewing contracts required for Risk Management services, including for expert witnesses required to review allegations of medical malpractice.

Administrative and Information Management and Educational Programming: Assist Office of General Counsel staff in establishing risk management program goals, a business plan, and implementing short and long term initiatives in support thereof. Continuously update and administer policies and procedures consistent with pertinent laws and regulations and monitor compliance. Assist in the alignment of the Risk Management processes and organizational structure with UConn Health Office of General Counsel strategic direction, including activities associated with developing, coordinating, and providing risk management training and educational programs: Collaborating with patient experience/relations, safety, and quality personnel, and with medical staff and other areas to gather and analyze internal and external data to prioritize topics and define audiences for targeted education and training; Coordinate and participate in risk educational programming/training to both specialty-specific and organization-wide audiences; Develop and maintain risk management web page, including library of presentations.

Claims Management Process Management: Manage all aspects of claims process which includes but is not limited to: coordinating depositions; responding to interrogatories and requests for production of evidence; insuring documentation and data management of all claims and incidents captured for risk management purposes; and collaborating with all appropriate areas in support of resolving claims consistent with the CANDOR model. Serve as primary contact for Risk Management activities, including consults, incident and claims reporting, claims/litigation tracking, and mediations. Where applicable, may recruit, hire and train staff, develop goals and objectives for staff and prepare annual evaluations.

Service Management: Oversee the origination and implementation of the DATIX Risk management functions, the CME process for education of Professional Medical staff, & the CIOX Release of information data bases for the Office of the General Counsel Risk Management function. Create database reports and facilitate discussion on reports with internal constituencies including Fiscal, Quality, and clinical leadership. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY
Considerable knowledge of the principles and practices of office management, information systems (including HealthPort, LCR, EPIC, DATIX for Risk Management). Comprehensive knowledge of healthcare professional liability risk factors and an ability to navigate a highly matrixed organization to collect all potentially relevant information for discovery and other risk management purposes. Knowledge of the practices and procedures for Risk management and information required to originate a "Loss Run". Accounting and budgetary skills; excellent communication (written and verbal) and interpersonal skills, supervisory ability and analytical capabilities required for complex problem-solving responsibilities.

EXPERIENCE AND TRAINING:

General Experience:
Bachelor's degree in healthcare management or closely related field and four (4) years healthcare risk management experience.
Substitutions Allowed:
A Master's degree in a related field may be substituted for one (1) year of experience.

SPECIAL EXPERIENCE
Incumbents must become a Member of CHRM within three months of employment.

Preferred Qualifications:
Coursework in Law or Legal Studies; a post-graduate degree in Nursing, Social Work or Healthcare

Schedule: 40 hour work week. Monday through Friday, some travel required.
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**Abbreviations in Posting:**

CANDOR – Communication and Optimal Resolution
CME – Continuing Medical Education
CIOX – healthcare information management

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

1 BF was promoted. She had a Bachelor’s degree in Human Services, a Master’s degree in Social Work, 9 years’ UConn Health risk management experience and was successfully performing with increased job responsibilities.
This position was posted on the Recruit Military website and on the UConn Health website.

This position was posted externally, therefore hiring and promotional goals were utilized.

A goal candidate, 1 WF, was promoted. Her promotion met a hiring goal.
**Req: 2018-1187**  
**Date Started: 6/22/2018**  
**JobTitle: Administrative Program Coordinator to UConn Health Paralegal Specialist**  
**JobGroup: 5E-PARAPROFESSIONAL/ADMIN**  

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This position was posted on the UConn Health website for employees only.

A goal candidate, 1 WF, was promoted.
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AF was promoted due to a stipulated workplace agreement.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

At UConn Health John Dempsey Hospital, this position will be responsible for providing oversight of the following areas of the Cancer Center: Sickle Cell and Colon Cancer Prevention at the Main Building; Radiation Oncology, Infusion Services and Cancer Center front desk located at the Outpatient Pavilion all located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, 7:45 a.m. to 4:45 p.m., Monday - Friday, 60 minute unpaid meal break.

SUPERVISION RECEIVED: Receives direction from an employee of higher rank

SUPERVISION EXERCISED: Leads administrative personnel and other staff as assigned. May provide administrative supervision to clinical/technical personnel.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES AND DUTIES:
Plans unit workflow by setting physician's schedules in a computer and monitors changes, cancellations
Assists in adequate staffing
Assists in handling courteously and efficiently
Assists in conducting performance evaluations
Maintains unit procedures
Assists in hiring and training of office personnel
May make recommendations on the development of policies and standards
Acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures
May prepare reports and correspondence
Orders supplies, arranges for repair or medical and/or other equipment
Tracks payments to vendors
Performs duties of office staff as necessary
Acts for Clinical Manager in his/her absence
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of the principles and practice of clinical office management
Knowledge of relevant agency policies and procedures
Knowledge of relevant State and Federal laws, statutes and regulations
Knowledge of billing systems and insurance regulations
Considerable Interpersonal, oral and written communication skills
Computer skills
Mathematical skills
Ability to work under pressure deadlines
Some supervisory ability

EXPERIENCE AND training: General Experience:
Four (4) years of outpatient medical practice experience at a paraprofessional level in a clinical setting.

SUBSTITUTION ALLOWED:
College training may be substituted for the general experience on the basis of fifteen (15) semester hours equating one-half (1/2) year of experience to a maximum of four (4) years.

PREREQUISITE REQUIREMENTS:
Experience in an oncology medical practice scheduling chemotherapy, infusion therapy and surgeries.

MINIMUM full time equivalent salary: $53,477
UCHealth is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
This position was posted on Recruit Military and our UConn Health website.

Since it was posted externally our hiring and promotional goals were utilized with the exception of the WF hiring and promotional goals. These goals were met with a previous hire and promotion, so they were no longer established goals.

The goal candidates, 4 BF, 8 HF, and 1 AM were not interviewed because they were not University Health Professionals (UHP) union members with contractual bargaining rights to be interviewed. We only interviewed UHP union members.

The goal candidate, 1 HF, was interviewed and not selected because she did not have the preferred experience in an oncology medical practice scheduling chemotherapy, infusion therapy and surgeries.

1 AF was promoted. She had the preferred experience in an oncology medical practice scheduling chemotherapy, infusion therapy and surgeries. She also had 7 years of supervisory experience and was a certified professional coder.
At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

At UConn Health John Dempsey Hospital, this position will be responsible for providing oversight of the following areas of the Cancer Center: Sickle Cell and Colon Cancer Prevention at the Main Building; Radiation Oncology, Infusion Services and Cancer Center front desk located at the Outpatient Pavilion all located in Farmington, CT.

CURRENT CPR CERTIFICATION IS REQUIRED FOR THIS POSITION; BE PREPARED TO UPLOAD YOUR CURRENT CPR CERTIFICATION WITH THIS APPLICATION.

COMPREHENSIVE BENEFITS OFFERED:
Industry-leading health insurance options and affordability
Generous vacation and sick-time plans
Multi-channel retirement options (pension and match options)
Tuition waiver and reimbursement for employees and qualified family members
Quick commute access from I-84, Route 9 and surrounding areas
State of the art facility and campus environments
Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 5:00 p.m., Monday - Friday, 60 minute unpaid meal break.

SUPERVISION RECEIVED: Receives direction from an employee of higher rank

SUPERVISION EXERCISED: Leads administrative personnel and other staff as assigned. May provide administrative supervision to clinical/technical personnel.

EXAMPLE OF ESSENTIAL RESPONSIBILITIES AND DUTIES:
Plans unit workflow by setting physician’s schedules in a computer and monitors changes, cancellations
Assures adequate staffing
Assures that patients are handled courteously and efficiently
Assists in conducting performance evaluations
Maintains unit procedures
Assists in hiring and training of office personnel
May make recommendations on the development of policies and standards
Acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures
May prepare reports and correspondence
Orders supplies; arranges for repair or medical and/or other equipment
Tracks payments to vendors
Performs duties of office staff as necessary
Acts for Clinical Manager in his/her absence
Performs related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:
Considerable knowledge of the principles and practice of clinical office management
Knowledge of relevant agency policies and procedures
Knowledge of relevant State and Federal laws, statutes and regulations
Knowledge of billing systems and insurance regulations
Considerable Interpersonal, oral and written communication skills
Computer skills
Mathematical skills
Ability to work under pressure deadlines
Some supervisory ability

EXPERIENCE AND TRAINING: General Experience:
Four (4) years of outpatient medical practice experience at a paraprofessional level in a clinical setting.

SUBSTITUTION ALLOWED:
Completed training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

SPECIAL REQUIREMENTS:
High volume outpatient clinic experience
or more years Medical Assistant experience

PREFERRED REQUIREMENTS:
Experience in an oncology medical practice.

MINIMUM full time equivalent salary: $53,477

Why UConn Health
UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PW/P employer.

All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us
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This position was posted on our UConn Health website for our employees only.

The WF goal had been met with a previous promotion, so it was no longer an established promotional goal.

Goal candidates did not apply for this position.

1 WF was promoted. She had 10 years of medical assistant experience in a cancer center.
At the UCHC, this class acts as a working lead in a faculty practice, clinic or other clinical department. This position is for UMG ENT & Gastroenterology.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practice of clinical office management; knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of billing systems and insurance regulations; considerable interpersonal skills; oral and written communication skills; computer skills; mathematical skills; ability to work under pressure deadlines; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of relevant experience in a clinical setting. Epic experience in outpatient setting.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

PREFERRED QUALIFICATIONS: Previous experience in a Gastroenterology or ENT clinical office setting supervising; experience with Epic template/schedule build and Husky Buy ordering. Kronos experience a plus. Customer service experience resolving issues to patient's satisfaction.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher rank.

SUPERVISION EXERCISED:

Leads administrative personnel and other staff as assigned. May provide administrative supervision to clinical/technical personnel.

EXAMPLES OF DUTIES:

Plans unit workflow by setting physician's schedules in a computer and monitors changes, cancellations; assures adequate staffing; assures that patients are handled courteously and efficiently; assists in conducting performance evaluations; maintains unit procedures; assists in hiring and training of office personnel; may make recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may prepare reports and correspondence; orders supplies; arranges for repair or medical and/or other equipment; tracks payments to vendors; performs duties of office staff as necessary; acts for Clinical Manager in his/her absence; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, work between the hours of 7:30am - 5:30pm; flexibility required. May travel to multiple office locations.

FULL TIME EQUIVALENT MINIMUM SALARY: $53,477
Requisition: 2019-629  
Date Started: 3/15/2019  
Job Title: Clinic Office Assistant to Clinical Coordinator  
Job Group: 5E-PARAPROFESSIONAL/ADMIN

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**Abbreviations in Posting:**

UCHC – UConn Health Center  
EPIC – integrated electronic medical records system  
ENT – Ears, Nose, and Throat  
HuskyBuy – online purchasing system  
Kronos – time and attendance system

This position was posted on the UConn Health website for employees only.

The WF goal had been met with a previous promotion, so it was no longer an established promotional goal.

The goal candidate, 1 HF, was not interviewed because she was not a University Health Professionals (UHP) union member with contractual bargaining rights to be interviewed. We only interviewed UHP union members.

The goal candidates, 3 HF, were interviewed and not selected because they did not have the preferred experience with EPIC template/schedule build.

1 WF was promoted. She had 10 years of UConn Health experience in a clinical setting and was currently a surgical scheduler in Gastroenterology where she built and maintained EPIC templates for all providers.
At the UCHC, this class acts as a working lead in a faculty practice, clinic or other clinical department. This position is for UMG Maternal Fetal Medicine.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practice of clinical office management; knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of billing systems and insurance regulations; considerable interpersonal skills; oral and written communication skills; computer skills; mathematical skills; ability to work under pressure deadlines; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of relevant experience in a clinical setting. Epic experience in outpatient setting.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

PREFERRED QUALIFICATIONS: Previous experience in a women's health practice clinical office setting supervising; MA experience in women's health practice; experience with Epic template/schedule build and Husky Buy ordering. Kronos experience a plus. Surgical scheduling experience. Customer service experience resolving issues to patient's satisfaction.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher rank.

SUPERVISION EXERCISED:

Leads administrative personnel and other staff as assigned. May provide administrative supervision to clinical/technical personnel.

EXAMPLES OF DUTIES:

Plans unit workflow by setting physician's schedules in a computer and monitors changes, cancellations; assures adequate staffing; assures that patients are handled courteously and efficiently; assists in conducting performance evaluations; maintains unit procedures; assists in hiring and training of office personnel; may make recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may prepare reports and correspondence; orders supplies; arranges for repair or medical and/or other equipment; tracks payments to vendors; performs duties of office staff as necessary; acts for Clinical Manager in his/her absence; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, work between the hours of 7:30am - 5:30pm; flexibility required. May travel to multiple office locations.

FULL TIME EQUIVALENT MINIMUM SALARY: $53,477
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**Abbreviations in Posting:**

UCHC – UConn Health Center  
UMG – UConn Medical Group  
EPIC – integrated electronic medical records system  
MA – medical assistant  
HuskyBuy – online purchasing system  
Kronos – time and attendance system

This position was posted on the UConn Health website for employees only.

The WF goal had been met with a previous promotion, so it was no longer an established promotional goal.

The goal candidate, 1 HF, did not meet the minimum requirements of being an UConn Health employee.

The goal candidates, 2 HF, were not interviewed because they were not University Health Professionals (UHP) union members with contractual bargaining rights to be interviewed. We only interviewed UHP union members.

The goal candidates, 4 HF, were interviewed and not selected for the following reasons:

- 3 HF did not have the preferred experience with EPIC template/schedule build.  
- 1 HF did not have the preferred MA experience and she was late for the interview.

1 WF was promoted. She had 10 years of UConn Health experience in a clinical setting and was currently a MA/surgical scheduler in Women’s Health where she was responsible for EPIC template build and maintenance.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5F Dental Assistant

Goals

No promotional goals were set for this job group.
5F. Dental Assistant

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5G Licensed Practical Nurse

Goals

No promotional goals were set for this job group.
5G. Licensed Practical Nurse

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Skilled Craft

6A Qualified Craft Workers

Goals

2 white females
6A. (Qualified Craft Workers) Promotions - Reclassification

Maintainer to Skilled Maintainer
(General Maintenance)

1 HM was performing all of the duties of the position and was promoted through a reclassification.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Service/Maintenance

7A Protective Services

Goals

No promotional goals were set for this job group.
7A. Protective Services

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Service/Maintenance

7B Custodian

Goals

No promotional goals were set for this job group.
7B. Custodian

Promotional activity did not occur in this job group during the reporting period.
GOALS ANALYSIS
(46a-68-48)

Promotional Goals
Service/Maintenance
7C Other Services/Maintenance

Goals

1 white female
7C. Other Services/Maintenance

Promotional activity did not occur in this job group during the reporting period.
PROGRAM GOALS ANALYSIS
(Section 46a-68-90)

This section was found to be in compliance in the previous filing and there were no proposals/recommendations.

Program Goal 1

Goal met.

The Office of Institutional Equity (OIE) will develop an online sexual harassment prevention training module for all employees to complement the state-mandated in-person two hour sexual harassment prevention training for managers. UConn Health employees in non-traditional work environments will have the ability to complete the course and receive reinforcement of information and concepts discussed in state-mandated sexual harassment prevention training.

This training module was launched during the plan year and assigned to all UConn Health employees. Employees were sent consistent reminders both directly and to their supervisors to complete the training. The module included content on sexual harassment definitions and examples, reporting obligations, and resources for impacted individuals. Going forward the module will be continuously assigned to all new employees as part of their New Employee Orientation materials.

Program Goal 2

Goal met.

The Office of Institutional Equity (OIE) will deliver regular updates to the Department of Human Resources, via periodic trainings, on trends related to AA/EEO compliance, recruitment, objective applicant evaluation and documentation, and ongoing Affirmative Action Plan collaboration. It is intended that these trainings will facilitate the achievement of various compliance goals, and assist both departments in serving the larger UConn Health community in an accurate and efficient manner.

The Office of Institutional Equity (OIE) provided a comprehensive update in October 2018 to the Department of Human Resources (HR). This update focused on the areas of applicant evaluation and documentation of the search process. To illustrate trends, applicant evaluations of searches from the previous Affirmative Action Plan were reviewed and discussed in detail. Search and evaluation procedures were reviewed to ensure that AA/EEO requirements were addressed. Additionally, OIE and HR reviewed the process for collecting required demographic, disability and veteran status information from applicants and new employees resulting in revisions to documentation.
Program Goal 3

Goal met.

The Office of Institutional Equity (OIE) will develop and publish event guidelines to assist event organizers and planners in creating and managing accessible events. The event guidelines will be available to members of the UConn Health community including employees, managers, and supervisors to ensure a clear understanding of roles and responsibilities in regards to event accessibility. OIE staff will present event accessibility training in various formats including in-person and online. The materials will be made available online through [www.accessibility.uconn.edu](http://www.accessibility.uconn.edu).

The Office of Institutional Equity (OIE) developed and published guidelines for accessible events. These guidelines are available online at [www.accessibility.uconn.edu/event-planning/](http://www.accessibility.uconn.edu/event-planning/) and outline the roles and responsibilities of event planners and organizers in regards to event accessibility. Additional information is provided through the website to help event planners and organizers ensure an event is accessible to people with disabilities. OIE provided in-person training on October 3, 2018 to members of the UConn Committee on Access and Accommodation, a cross-departmental committee whose primary function is to promote ongoing assessment and awareness of goals, needs, and requirements related to access and accommodation at the University and UConn Health.

Program Goal 4

Goal met.

The Office of Institutional Equity (OIE) will collaborate with the Department of Human Resources to update and disseminate guidelines on applicant evaluation for search committee, hiring managers and Human Resources staff. The guidelines will focus on objective applicant evaluation and the specific and detailed information necessary compliance with regulatory requirements.

The Office of Institutional Equity (OIE) updated various resources available to search committees, hiring managers and Human Resources staff. OIE reviewed and updated a materials covering applicant evaluation and ranking using minimum and preferred qualifications. Search committee materials which include information about search committee roles and responsibilities, inherent bias in the search process, objective applicant evaluation and interviewing best practices were revised. The revised guidelines include process specific guidance and address frequently asked about topics. All materials are available on the OIE website: [https://equity.uconn.edu/search-process/](https://equity.uconn.edu/search-process/).