

GOALS ANALYSIS

(Sec. 46a-68-90)

September 2020

This section was in compliance in the previous filing and the proposals and recommendations were the following:

“Although there were adequate additional explanations for not hiring the goal candidates for the position of 1B - University Director, reference to years of experience such as “fewer years of experience” and “10 years fewer experience” are not acceptable. If a candidate has met the years of experience on the job posting then this candidate is qualified and should not be compared to candidates with more years of experience than the said candidate and should not be eliminated from consideration for a position based on years of experience.

In future filings, provide examples of a candidate’s responses to interview questions lacking “scope/depth”. For example, this reason was used in the AF analysis for Pharmacist 2019-694 2F Clinical Group.

Because temporary employees are sometimes hired into full-time permanent positions (Research Surgery Assistant I) the hiring goals should be consulted when selecting temporary employees.

The explanation for not interviewing the only qualified goal candidate for 2018-087 Administrative Program Coordinator is unclear as to “the hiring panel choosing to interview internal candidates with both administrative skills and budget preparation abilities initially”.

Goal candidates were eliminated for the 2019-477 Telecom Operator positions because they were not working as a Telecom Operator in the Call Center. The job posting’s preferred requirement requires call center and/or medical office experience. It does not specify UConn Health Call Center experience.

Many of UConn Health’s promotions were reclassifications into the higher position. The reclassification process should be periodically reviewed to determine if the reclassification process is equitable for all employees.”

In response to the recommendations, hires and promotions that did not meet a goal, specific, clear and detailed information was provided for each goal candidate. Candidates were not compared to each other but to the qualifications in the job posting. For qualifications with years of experience, candidates who met the posted years of experience were considered as meeting the qualification and ranked as Qualified. These candidates were not compared or evaluated against candidates exceeding that qualification and were not eliminated from consideration based on additional years of experience.

Explanations of candidates' responses to interview questions were reviewed. Additional information was sought to provide specific and detailed information and examples as to what why responses were deficient.

Temporary employees are typically hired for a specific project or to fulfill an unexpected vacancy or increase in departmental volume. These positions are frequently filled rapidly and are geared to fill a temporary need. These employees are sought for a specific and defined skillset. Most temporary positions at UConn Health are not related in title or scope to permanent positions in the workforce for which goals are established. Less than one percent of temporary employees are considered and hired for permanent positions. Most of those who are hired, apply for posted positions and follow the standard search process.

To address the searches where candidates were eliminated for qualifications that were not in the posting such as UConn Health Call Center experience and improve explanations that were unclear, the Office of Institutional Equity and the Department of Human Resources planned for a meeting to review. OIE compiled a comprehensive spreadsheet, identifying resolutions to search process issues and potential process modifications, which was shared with Human Resources and UConn Health administration. Due to the pandemic, an in-person meeting was postponed as the priorities of Human Resources shifted to managing the logistics of employees working remotely and other pandemic related employment situations. OIE, Human Resources and UConn Health administration are currently working to schedule a meeting remotely to review and resolve all issues from the prior and current *Plan* years and consider process modifications and solutions as well as a discussion regarding reviewing reclassifications.

In this *Plan*, search #2019-627 for a Clerk, the goal candidates were eliminated because they were not UConn Health employees. The job posting's preferred requirement did not specify UConn Health experience. This hire occurred on July 5, 2019, before the Commission on Human Rights and Opportunities Review and Analysis was received. The search was already closed when the issue was identified, reviewed and discussed.

Reclassifications comprise 24.1%, or 33 out of 137 promotions in this *Plan*. All employees that were promoted by reclassification were done in accordance with the bargaining unit contract. Typically, employees were reclassified after they were working at the higher level for an extended period. Employees in collective bargaining titles require specific experience and years of experience to be upgraded in the career series. Employees were given equal opportunity to take on extra project work and gain experience to qualify for positions at the higher level in an equitable process. Human Resources oversees the reclassification process and reviews all reclassifications.

In the review of reclassifications for this *Plan*, faculty promotions were found to be inappropriately reported as reclassifications in prior *Plans*. Faculty are not reclassified as they advance through the academic ranks. Rather faculty are promoted and/or awarded tenure through a process that is guided by the Bylaws of the University and the Schools of Medicine and Dental Medicine. This standardized process, similar across academia,

requires an application including a candidate's academic achievements, professional experience, scholarship, grants, publications, teaching, student evaluations and references. The applications are evaluated objectively by the Senior Appointments and Promotions Committee and approved by the Dean, the Provost and the Board of Directors. As these promotions are not reclassifications, language to that effect was changed where applicable in the Promotional Goals Analysis for categories 2B – 2E.

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.

The following additional 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 gender were categorized as Unknown.

As a result of systematic changes, the applicant charts in the individual Goals Analysis narratives for each search differ from previous *Plans*. The line “Interviewed not Hired” includes solely those applicants that were selected for an interview and not hired. Applicants that were hired are not included in this line of the chart. Applicants hired are only accounted for in the Hired line. Applicant pool totals for each race/gender category are correct.

Because of this change, the “Interviewed Not Hired” line when totaled for each job category, differs from the “Interviewed” line in the Applicant Flow Analysis.

Subsection (c)

When 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.

JOB OPPORTUNITY BULLETIN

Department: Health Affairs

Job Title: Chief of Staff

Recruiter: Erica Dangelo

Search Code: 2019-765

Date Posted: 4/4/2019

Posting Deadline: 4/30/2019

UConn Health Chief of Staff

SCOPE OF POSITION: This position serves as a key member of UConn Health's executive staff, responsible for the central coordination of activities (operations and planning) and ensuring timely flow of information to and from the executive office.

REPORTING RELATIONSHIP: This position reports directly to the Chief Executive Officer, UConn Health, Executive Vice President for Health Affairs.

SUPERVISION EXERCISED: Supervises staff as assigned.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

1. The Chief of Staff functions as advisor to the CEO/EVP in all matters relating to the on-going management of UConn Health.
2. The Chief of Staff is the key member of the executive office responsible for central coordination of all activities of the executive, including but not limited to:

Ensure information flow to and from the executive office, via all types of venues (forums, correspondence, speeches, conferences, retreats, etc).

Facilitate communication and work closely with the leadership and executive management team in a timely and efficient manner

Understand University policies and procedures necessary to ensure appropriate decision making protocols are followed

Act as the executive's representative and ambassador to internal and external constituents as directed
Liaison with Board of Directors and Trustees

Ensure planning for key committee and board meetings including tracking and monitoring and follow up of action items, strategies that emanate from meetings; prepare agendas; identify meeting participants; collect, prepare and distribute briefing materials; ensure that appropriate follow up actions are taken; initiate subsequent follow-up meetings and communication for the CEO/EVP as directed.

In conjunction with the University's legislative liaison, coordinate legislative initiatives.

Liaise and work collaboratively with the Deans of the Schools of Medicine and Dental medicine.

3. Work cooperatively and strategically with the executive team and other levels of professional, technical and administrative staff to facilitate CEO/EVP initiated projects in a timely and organized basis.
4. Perform other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY: Expert knowledge of policy development theories, principles and practices and administration of all business disciplines including, but not limited to business management, economics, accounting, information systems, and communications; considerable knowledge of and ability to apply management principles and techniques; exceptional interpersonal skills; excellent writing and communication skills; ability to think strategically while balancing several complex agendas; ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments towards shared objectives; ability to understand and interpret statutory or regulatory provisions relevant to an academic, research and healthcare organization.

EXPERIENCE AND TRAINING

Education:

A Bachelor's degree in a related field is required. A Master's degree in a related field such as Public Health, Business Administration or Health Administration is preferred.

General Experience:

At least five (5) years of experience at managerial level preferably in a complex, matrixed organization.

Managerial level is defined as a full time responsibility for a major program or project that included planning, organizing, directing and controlling resources at an agency or organization. Preferred Requirement: In depth knowledge of Connecticut State Government, State Agencies, Labor Bargaining experience overall would be extremely helpful, but not required. Working knowledge of health care and academic medicine is preferred.

EXAMPLES OF COMPEHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance coverage and affordability options
- Retirement health insurance
- Generous paid vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and/or reimbursement for employees and qualified dependents
- Quick commute access from the Farmington Valley and Greater Hartford Areas
- Brand-new, state-of-the-art facilities and campus environments
- Diverse and inclusive academic environment

Why UConn Health

To learn all about us, please visit <https://www.youtube.com/watch?v=s85SEileBKw>

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

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-765														
1A - EXECUTIVE														
Total Applicants	15	11	1	4	2	2	4	0	1	0	0	0	4	44
Unqualified	8	4	1	2	1	2	2	0	1	0	0	0	1	22
Qualified	7	3	0	1	1	0	2	0	0	0	0	0	2	16
Interviewed Not Hired	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Health Affairs

Job Title: Chief Administrative Officer

Recruiter: Erica Dangelo

Search Code: 2020-112

Date Posted:

Posting Deadline:

CHIEF ADMINISTRATIVE OFFICER

UNCLASSIFIED

Grade: 07

CLASS CODE: 2652

Managerial

FLSA: Exempt

Effective date: 12/19/00

Revision: 05/05/2010

POSITION SCOPE:

At the direction of the CEO or the Chief of Staff this position is responsible for oversight, planning, coordination, and direction of certain administrative services. These include oversight of employee wellness including the wellness and childcare centers, oversight of auxiliary operations, oversight of parking and transportation, planning and development of a UConn Health decision support function and a performance improvement program, coordination and implementation of administrative policies, and coordination of the "One UConn" effort with UConn Health and UConn Leadership. Serves as the CEO's designee for the coordination and development of the Health Center's operational improvement initiatives and programs including liaising with the Chief Information Officer on information technology projects and information technology capital investment.

REPORTING RELATIONSHIP:

Reports directly to the CEO/Executive Vice President, Health Affairs who reports directly to the President of University of Connecticut.

SUPERVISION EXERCISED:

Provides direct and on-going guidance and direction to subordinates thereby assuming functional responsibility for a variety of administrative areas.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

- In the oversight of administrative policy development and implementation, ensures that UConn Health's programs, processes and organizational structures effectively reinforce and are aligned with the academic, research and business strategies of UConn Health and with the goals of the "One UConn" initiative.
- Establishes operational goals, priorities and performance measures for each administrative service unit and follows up on subsequent performance.
- Monitors and coordinates the implementation of performance improvement opportunities identified across UConn Health's administrative operations for operational and financial improvement by developing or instituting performance improvement strategies and providing direction at meetings in which financial or management policies are formulated. Coordinates with UConn Health's clinical performance improvement efforts.
- Identifies potential business and operating cost containment opportunities by initiating and designing analytical studies of administrative organizations, policies, procedures, practices and cost studies on an UConn Health-wide basis which will lead to the identification and correction of organizational strengths and weakness.
- Assists UConn Health Leadership in the development of plans for coordinating and consolidating operations across all UConn Health units.

This position was not posted.

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

The 1 BF was selected. During the full search for the Chief of Staff position explained in the preceding narrative, UConn Health interviewed an applicant whose skillset and experience directly aligned with the newly vacated Chief Administrative Officer position.

The Chief Administrative Officer position was responsible for the oversight of administrative policy development and implementation, establishing operational goals, priorities and performance measures for the administrative service unit. The position was also responsible for monitoring and coordinating the implementation of performance improvement opportunities and assisting leadership in developing plans for coordinating and consolidating operations across all UConn Health units.

The applicant was the Deputy Commissioner, for the Department of Social Services. In that position, she was responsible for operations management, finance and strategic development, including management of information technology upgrades to the eligibility systems. Her prior experience outside of state service included positions as Assistant Vice President and Chief of Staff, where she managed staff, established policies and strategic plans.

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Job Title: Director, Patient Access

Recruiter: Erica Dangelo

Search Code: 2019-746

Date Posted: 3/28/2019

Posting Deadline: 4/4/2019

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 Director, Patient Access 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 HIGHLIGHT:

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

At UConn Health, this position is accountable for directing Patient Access Services relating to Clinical Activity including, but not limited to, patient registration, insurance verification, pre-certification, authorizations, denial management and more.

REPORTING RELATIONSHIP: Works under general direction of the Associate Vice President for Clinical Business Systems.

EXAMPLES OF DUTIES:

Directs and manages the Patient Access staff and operations by developing, implementing and evaluating department goals and objectives, such as but not limited to, complete and efficient flow of the Patient Access functions, policies and productivity standards in support of the UConn Health's strategies. Develop the ownership, stewardship, oversight and assurance of the registration and pre-certification policies and procedures. Define and implement a collaborative approach for proactive monitoring, detecting, assessing and cleansing data quality issues to ensure patient safety and organization reimbursement

Develops budgets, manages cost and resources, balancing operational needs with financial needs.

Assists with strategic financial decisions regarding capital and labor investment. Assesses cost avoidance and recovery and responds accordingly; Collaborate closely with clinical and financial leadership to ensure continual alignment around the development, integrity, maintenance, access, use, of department data.

Confers with IT personnel to develop and maintain workflows and systems within the Electronic Medical Record (EPIC). Keep abreast with, analyzes and assess new emerging technology that makes it easier for staff and patients to interact with the system, such as but not limited to, My Chart.

Develops quality assurance techniques to ensure compliance with Federal, State laws and regulations pertaining to patient registration.

Forecasts hiring and training needs insuring adequate level of resources are available to meet business needs and monitors productivity against industry benchmarks. Direct and provide guidance to department managers, supervisors and staff; recruit, train, develop, motivate and supervise managers and staff across clinical enterprise; evaluates staff; Provide appropriate and effective mentoring, coaching and feedback to staff members; maintains contacts with individuals both within and outside of the agency who might impact on program activities; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principals and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of EPIC

registration and authorization applications; considerable knowledge of insurance carriers' reimbursement policies and procedures including Medicare and Medicaid; considerable interpersonal skills; considerable oral and written communication skills; considerable computer skills including knowledge of Microsoft Office products (Outlook, Word, Excel, and PowerPoint); considerable quantitative, analytical and organizational skills; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Ten (10) years of broad patient access experience, which should include healthcare registration and authorization in an outpatient/hospital environment. In addition, at least four (4) years' experience in a supervisory position is required.

A Bachelor's degree in a closely related field may be substituted for four (4) years of the general experience.

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

Special Experience:

Experience with vendor management

Proven experience with designing, documenting and delivering workflow process improvement

PREFERRED EXPERIENCE:

Epic experience and/or training.

EPIC certification highly preferred.

Lean/ Six Sigma training for process improvement

Proven experience coaching, mentoring and growing direct reports and teams

Experience managing Patient Access within a 24/7 facility

SCHEDULE: This is a full time position, 40 hours/week, Mon - Fri 8:00 a.m.- 5:00 p.m. Must be accessible nights/weekends for escalated matters

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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Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-746														
1B - UNIV DIRECTOR														
Total Applicants	0	5	0	2	0	7	0	0	0	0	0	0	0	14
Unqualified	0	4	0	1	0	4	0	0	0	0	0	0	0	9
Qualified	0	0	0	1	0	2	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 4 WF, did not meet the minimum requirements as posted.

The goal candidate, 1 WF, was interviewed and not selected because she was unable to provide clear, concise, and detailed responses to interview questions regarding continuing and managing payer authorizations. She also had not performed patient access and supervisory duties since 2005.

The 1 HF selected had held director positions with responsibilities in patient access for the past 3 years. She also provided clear, concise, and detailed responses to interview questions regarding patient access functions including referrals and authorizations.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Director of Medicare/Medicaid & Third Party

Recruiter: Marisa Leone

Search Code: 2019-835

Date Posted: 5/1/2019

Posting Deadline: 5/22/2019

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 Director of Medicare/Medicaid and Third Party Reporting 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

EXAMPELS OF DUTIES:

The Director is responsible for financial preparation, analyses, and governmental reporting to various agencies including CMS, Connecticut Department of Social Services, and Connecticut's Office of Health Strategies. Specific reporting areas include annual cost reports; Office of Health Strategy Annual and 12 Month reports; Wage Index, DSH, and HITECH filings; 340B, OIG, and Rural Referral Center status reporting. The Director is also responsible for monitoring changes in the Federal Register and/or other authoritative literature pertaining to reimbursement payments and for modelling the impacts of such changes resulting in the presentation of a gross to net breakdown for patient revenues. The Director acts as a the lead in the filing of the Rate Agreement for Research Patient Care with the Department of Health and Human Services Department of Cost Allocation.

Monitors, summarizes and drafts white paper analyses of regulatory and legislative changes in reimbursement or regulatory reporting which impact budgetary revenue projections or current operational processes. Prepares models replicating changes by rate setters on current and projected patient populations.

Establishes and implements policies and procedures along with business plan templates for the evaluation and implementation of new revenue programs for the Health Center including insurance coverage implications, FDA approvals, off label usage and site of service billing and reimbursement. Assists in the investigation of compassionate use options for non-covered services and/or procedures which support the mission of UConn Health.

The Director is responsible for preparing and maintaining the third party reserve schedule on a monthly basis.

Working with the Associate VP of Revenue Integrity, this position also assists with proposing and managing Hospital and physician specific charging and reporting policies, revenue capture, compliance procedures that are necessary to ensure the fiscal integrity of such policies and reporting. The Director works closely with Budget, Finance, and Operational units to ensure all are kept updated on changes in potential payments.

SUPERVISION RECEIVED:

Reports to the Controller

SUPERVISION EXERCISED:

Supervise employees as assigned.

KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge of principles and practices of organizations and management; extensive and demonstrable knowledge of federal/state regulations pertaining to those governing reporting for Medicare, Medicaid, CHAMPUS, OPM and OHS; extensive data management abilities with a variety of systems and a proven ability to learn new systems; demonstrated ability to multitask and prioritize duties to timely meet an end goal; strong oral and written communication skills; strong interpersonal and organizational skills; excellent supervisory and review skills; ability to incorporate technology into financial reporting processes;

EXPERIENCE AND TRAINING:

* A Bachelor's degree in Accounting, Finance, healthcare or public administration or related field is required. Additionally, five (5) years professional experience that includes extensive experience with financial statement, management information preparation and analysis; and managing large projects is required. Proficient in Excel, Access, and data querying possessing the knowledge to manipulate large data sets for reporting and data analysis summaries to senior management.

The successful candidate will be a self-starter and team player with experience filing and reopening cost reports, interpreting and modelling payment methodologies, and synthesizing large amounts of data into actionable information.

* Minimum of three (3) years management experience in a related setting required.

Substitution Allowed

A Master's degree may be substituted for one (1) year of the general or supervisory experience.

Preferred Qualifications:

Experience in the EPIC environment including use of cubes, reporting workbench, or Cogito is preferred. A demonstrated history of using LEAN or Six Sigma principles and/or technology to improve operational initiatives is preferred.

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

SALARY: TBD based on experience

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-835														
1B - UNIV DIRECTOR														
Total Applicants	5	6	3	0	0	0	0	1	0	0	0	0	0	15
Unqualified	1	3	1	0	0	0	0	0	0	0	0	0	0	5
Qualified	4	1	1	0	0	0	0	1	0	0	0	0	0	7
Interviewed Not Hired	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Clinical Business Services - Admin

Job Title: Director of Payer Relations

Recruiter: Marisa Leone

Search Code: 2019-820

Date Posted: 4/25/2019

Posting Deadline: 5/12/2019

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 Director of Payer Relations 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 position is accountable for the operational management of 3rd party contracts that support UConn Health in the delivery of care and will direct the activities related to payer relations, payment integrity, and contract management.

SUPERVISION RECEIVED:

Reports to the AVP, Payer Negotiations & Network Development or other higher-level staff.

SUPERVISION EXERCISED:

Supervises employees as assigned.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Directs and manages the staff of the Contracting & Network Management unit, including, but not limited to, personnel decisions and activities such as hiring, firing, performance evaluation, training, disciplinary issues and implementation of personnel policies.

Oversees operational processes for payer relations, payment integrity, contract management, fee schedule maintenance, and payer contracts management.

Manages payer contracts to assure contracting goals, including identifying reimbursement opportunities and measuring contract performance are met.

Establishes and maintains relationships with managed care organizations. Schedules and leads quarterly Joint Operating Committee (JOC) meetings to manage and monitor payer performance and reimbursement policy changes to ensure understanding of payer requirements and compliance.

Ensures payer contract changes and new policies are communicated and understood to impacted departments and staff within the organization.

Manages the development and maintenance of contract management systems to identify accurate claim payments, other network management functions, and for tracking and evaluating performance of payer contracts to maximize reimbursements and ensure billing compliance with audit standards.

Coordinates the maintenance of contract templates and other specific agreements to support network goals and regulatory compliance. Assures systems and tools are working effectively per the terms of the vendor agreements.

Assists in the development of techniques for variance reporting for effective analyses of reimbursement trends. Provides variance reports to management reflecting reimbursement patterns and trends.

Develops and proposes operating policies and procedures related to contract management practices to support department needs and development of staff.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITY:

Solid knowledge and understanding of managed care, payment approaches, and payer contracts. Proficient with a variety of information systems, including contract management systems and data analysis tools.

Extensive data management abilities and analytical skills to use and manipulate large data sets for reporting and data analysis summaries to management.

Strong interpersonal skills with exceptional verbal and written communication skills.

Organizational ability to multitask and prioritize to meet timely end goals.

EXPERIENCE AND TRAINING:

A Bachelor's degree in Business, Finance, Healthcare Administration or related field.

Six (6) years in a managed care setting with payer relations and contracting experience.

Two (2) years supervisory experience.

Experience developing and presenting financial trend reports and presentations to senior leadership in a healthcare system.

Experience utilizing a Contract Management Analysis tool to accurately calculate expected payment amounts and to simulate contract changes to support payer negotiations.

Substitution Allowed:

A Master's degree may be substituted for one (1) year of the general or supervisory experience.

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

SALARY TO BE DETERMINED

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

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-820														
1B - UNIV DIRECTOR														
Total Applicants	4	7	0	2	1	1	1	0	0	0	0	0	0	16
Unqualified	2	2	0	2	1	0	1	0	0	0	0	0	0	8
Qualified	1	2	0	0	0	1	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on 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 AM, did not meet the minimum requirements as posted.

The 1 WF selected had 12 years of experience in a managed care setting with payer relations and contracting experience. In her previous positions, she built and managed a team of contract variance reimbursement analysts. She also maintained and worked in contract management systems and was certified in EPIC Resolute Patient Billing Administration. Additionally, she provided clear and detailed responses to interview questions.

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Director, Ambulatory Practice Operations -

Recruiter: Marisa Leone

Search Code: 2019-540

Date Posted: 1/15/2019

Posting Deadline: 7/14/2019

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 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. This position will oversee several areas within the institution, Urology, Ophthalmology, Neuro-Ophthalmology, ENT, Gastro, Surgery, OB (MFM).

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 off sites. 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.

Ensure 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 to 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.

Serve 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.

Develop, implement and manage 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.

SCHEDULE: 40 hour work week, must be flexible for off sites, holidays and hours as needed for operations.

SALARY: TBD

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All employees are subject to adherence to the State Code of Ethics

Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-540														
1B - UNIV DIRECTOR														
Total Applicants	21	33	3	7	1	5	3	2	0	1	0	0	1	77
Unqualified	6	5	1	1	0	1	2	1	0	0	0	0	0	17
Qualified	12	16	2	4	1	2	1	1	0	1	0	0	0	40
Interviewed Not Hired	3	9	0	2	0	2	0	0	0	0	0	0	1	17
Withdraw	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on LinkedIn, Recruit Military, and the 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 AM and 1 AF, did not meet the minimum requirements as posted.

The goal candidates, 1 AM and 1 AF, were not interviewed because they were not Registered Nurses.

The 1 WF selected was a Registered Nurse who had experience with leadership, surgery, clinic operations, unions, automated medical records, evaluations, and hiring. She also had experience as an Advanced Practice Registered Nurse

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Director of Ambulatory Services for Storrs

Recruiter: Marisa Leone

Search Code: 2019-781

Date Posted: 4/8/2019

Posting Deadline: 6/16/2019

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 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 is for Storrs.

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.

Ensure 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 to 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.

Serve 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.

Develop, implement and manage 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: RN

Working Conditions:

May include travel to multiple sites, which include Farmington.
required 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

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Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-781														
1B - UNIV DIRECTOR														
Total Applicants	6	9	2	0	0	1	0	0	0	0	0	0	0	18
Unqualified	1	2	0	0	0	0	0	0	0	0	0	0	0	3
Qualified	1	6	2	0	0	1	0	0	0	0	0	0	0	10
Interviewed Not Hired	3	1	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The WF 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 was a RN with an MBA. He had 10 years of professional experience working in an ambulatory group and integrated health care system, including experience as a flight nurse at Hartford Health Care and a senior nurse director at Windham Hospital. He also had EPIC and finance experience.

JOB OPPORTUNITY BULLETIN

Department: Financial Administration - JDH(H)

Job Title: Director of Revenue Integrity

Recruiter: Erica Dangelo

Search Code: 2019-985

Date Posted: 6/20/2019

Posting Deadline: 7/7/2019

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 Director of Revenue Integrity 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

At UCH, this position works collaboratively with operational, functional and clinical areas and directs and manages all administrative functions that contribute to the capture of patient service revenue.

SUPERVISION RECEIVED:

Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED:

Directs the staff and operations of Revenue Integrity.

EXAMPLES OF DUTIES:

Overall responsibility for JDH and UMG revenue integrity processes, charge capture, regulatory reporting, and reimbursement monitoring.

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.

Assist in regulatory reporting such as OHCA, Medicare, Medicaid, RAC and other agency reporting.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of finance in a hospital environment related to revenue management; Current knowledge of reimbursement requirements necessary for Third Party payers including Medicare, Medicaid, and Commercial plans; Knowledge of medical coding, billing and Federal/State regulations; Excellent verbal and written communications skills; considerable computer skills; Strong analytical and interpretive skills; ability to work independently and meet crucial deadlines; ability to multitask; Excellent interpersonal skills with the ability to relate well, communicate effectively, and interact with all levels of management, employees and others; Ability to Interpret, translate and communicate regulations and technical EPIC concepts to all levels of Sr. Management and Staff; ability to design workflows, trouble shoot revenue capture processes, and design query techniques to identify lost revenue opportunities; considerable supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

10 years finance experience in a hospital environment required, or a bachelor's degree and 6 years of experience in a hospital environment.

Five (5) years of the experience must be in revenue related management. Prior management experience required.

PREFERRED EXPERIENCE:

Coding Certification (CPC) required within one year of start date. Applicable EPIC certification required within one year of start date.

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

SALARY: TBD

SCHEDULE: 40 hour work week, Monday through Friday, 8am -5pm

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2019-985														
1B - UNIV DIRECTOR														
Total Applicants	0	6	1	0	0	1	1	0	0	0	0	0	1	10
Unqualified	0	4	0	0	0	0	1	0	0	0	0	0	1	6
Qualified	0	1	1	0	0	1	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 AM, did not meet the minimum qualifications as posted.

The 1 WF selected had over 20 years of revenue experience including 19 years of management experience in the areas of revenue integrity, charge master ops and patient accounts. In addition, this candidate was undergoing EPIC (integrated electronic medical records system) certification and had experience in a position that was implementing EPIC.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Director, Epic Ambulatory Applications

Recruiter: Pamela Rucker

Search Code: 2020-103

Date Posted: 8/20/2019

Posting Deadline: 9/3/2019

At UConn Health, this class is accountable for managing the staff and operations of the Epic Integrated EMR Ambulatory/Mobility Applications unit of Information Technology in providing system specifications, development, modifications, installation, testing, training, workflow development and maintenance of new applications, operating systems, processes and software. Also provides data conversion and reporting support on complex projects that require skill in multiple clinical business and technical environments and disciplines.

SUPERVISION RECEIVED:

Receives administrative direction from a higher level manager.

SUPERVISION EXERCISED:

Supervises staff assigned to the unit.

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

*****May be required to work minor holidays & weekends as needed*****

EXAMPLES OF DUTIES:

Responsible for the Epic Ambulatory and Mobility Application teams that develop and maintain Epic applications directly supporting John Dempsey Hospital and University Medical Group (Ambulatory EMR for 35+ specialties, My Chart Patient Portal, Healthy Planet Population Health, Canto, Haiku systems, among others).

Manages the staff and operations of the department, directs and coordinates functions responsible for system implementations and ongoing support.

This position requires an accomplished technology background in clinical application development and implementation, as well as strong clinical business sense.

This position will manage the training of system application analysts and systems trainers on new technologies, development of specifications and completion of system builds, specification and testing of data conversion tools and reporting, development and delivery of business processes and system training, development and management of application implementation and go live plans to broad clinical user groups, management of ongoing system operations and maintenance and development of quality and patient safety assessments of the systems and processes implemented.

Performs other related duties as required.

QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of and ability to apply system and business management principles and techniques; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of UConn Health policies and procedures; considerable knowledge of management supervision and strategic decision support of health care facilities.

Considerable technical knowledge of clinical applications and experience with complex projects;

considerable skill in multiple technical application environments

Vendor and Contract Management experience

Prior management experience, preferably leading a team of 10 or more individuals.

Ability to create, manage and maintain strategic project implementation plans across all project life cycle components.

Considerable interpersonal skills; considerable oral and written communication skills; ability to provide training and technical assistance; ability to work with diverse groups, both management and clinical staff; excellent issue resolution, problem solving, risk management ability.

Ability to develop, facilitate and maintain strong relationships with physician and nursing/ancillary advisory committees, as well as senior steering committee management, developing presentations, presenting options and gaining consensus/agreements as required.

EXPERIENCE AND TRAINING:

General Experience:

A Bachelor's degree and six (6) years of professional experience in nursing or clinical informatics, clinical systems project management or clinical applications development, implementation and maintenance, with demonstrated knowledge of clinical system technologies.

Special Experience:

Three (3) years of the general experience must have been in a supervisory/management capacity. Demonstrated strong technical and business knowledge of ambulatory EMR and mobility systems and processes, preferably with experience in multiple ambulatory specialties and mobile applications.

Preferred Experience:

Recent Epic application implementation and support experience with certifications in a specialty area such as Ambulatory, MyChart, healthy Planet, etc.

Demonstrated ability to manage system build to operational specifications, organizational policy and maintain project deadlines.

Substitutions Allowed:

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

Salary: To Be Determined

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Start date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-103														
1B - UNIV DIRECTOR														
Total Applicants	2	5	1	0	1	0	3	1	1	0	0	0	0	14
Unqualified	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Qualified	0	3	1	0	1	0	3	0	0	0	0	0	0	8
Interviewed Not Hired	2	1	0	0	0	0	0	1	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 2 AM did not have the special and preferred qualifications.
- 1 AM was offered an interview but was unable to meet the timeline for an interview.

The goal candidate, 1 AF, was interviewed and not selected because she did not articulate a clear vision for staff and end-user engagement. She also did not provide clear examples of her experience with relationship building with the end-user community and stakeholders.

The 1 WF selected met all of the special and the preferred qualifications. She also articulated a vision for staff management and end-user engagement throughout the interview that aligned well with UConn Health goals. Additionally, she provided specific cases in answers to all questions, with clear examples of success. She also reflected on projects that could have been improved upon and solutions she would implement.

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Director of Quality (Ambulatory)

Recruiter: Erica Dangelo

Search Code: 2019-760

Date Posted: 7/9/2019

Posting Deadline: 11/14/2019

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 Director of Quality 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:

Directs the quality and performance improvement (PI) activities of the UMG medical and surgical practices. Serves as the safety and risk management officer for UMG and the liaison with JDH and other UCHC entities for quality, safety, patient satisfaction and risk management. Identifies areas in the clinical and financial management areas of UMG for performance and process improvement; convenes teams and task forces to address opportunities for improvement. Leads performance improvement and/or interim practice management projects to successful completion. Collaborates effectively with UMG physicians and physician leaders, nursing and practice managers and multidisciplinary support staff. Performs duties in concert with the mission, vision and values of UConn Medical Group and UConn Health Center (UCHC).

REPORTING RELATIONSHIP:

Reports to the Assistant Vice President of Population Health with support and guidance provided by JDH Chief Quality Officer or designee.

SUPERVISION EXERCISED:

Directs quality and performance improvement activities for all UMG practices. Manages and supervises designated quality operations staff as assigned (e.g. Quality Assurance Specialist, Quality Assurance Coordinator, etc.).

PRINCIPAL DUTIES AND ACCOUNTABILITIES

Summary Description:

The key success factor for this position will be the ability to foster and facilitate high quality, safe, reliable, cost-effective and patient-centered care throughout the UConn Medical Group practices.

This position is accountable for defining and implementing strategies for improving quality and performance in both clinical and financial management areas of UMG.

The incumbent will identify opportunities for enhanced, efficient health care delivery and works in collaboration with UMG physicians (faculty, residents and fellows) UMG Clinical and Administrative Leadership teams and their multi-disciplinary clinical teams in order to design and implement disease management protocols.

Supports population-specific patient care initiatives for all UMG medical practice settings to ensure the same level of high quality care is provided throughout UMG.

The incumbent ensures a collaborative approach in providing quality patient care by incorporating expertise from internal and external UConn Health Center (UCHC) and UMG resources.

Actively participates in new program planning, development and construction initiatives and plays a leadership role in ensuring their success (e.g. Bioscience CT, ACC building committee; operations transition committee, etc.).

Serve as UMG safety and risk management officer and liaison to UCHC quality, safety and risk management departments.

Develops staff education plans and carries out educational activities that support quality, safety and patient services initiatives. Leads orientation for UMG staff.

Supports a culture of service and safety in the UMG practices.

The incumbent will have an understanding of health care data management, clinical evaluation science, and outcomes measurement.

The incumbent will have an understanding of performance improvement and process improvement methodologies (e.g. LEAN, Juran, etc.) and will serve as an educator and ambassador of these methodologies to improve performance in the clinical and financial management areas of the UMG practices.

Establishes and maintains excellent communication between UMG practices and Health Center ancillary support departments, physicians, nursing personnel and other healthcare professionals.

Adheres to health center and department compliance policies, and any all applicable laws and regulations. Maintains stability and reputation of UMG practices by ensuring compliance with applicable regulatory and accreditation requirements.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.

Performs other related duties incidental to the position or as assigned.

Accountabilities:

Responsible for providing direction and leadership to the UMG medical practices, ambulatory leadership and clinical teams in the areas of performance improvement, patient safety, patient satisfaction, clinical efficiency, and medical management.

Provides guidance and consultation to UMG clinical leadership to ensures that UMG is practicing evidence based medicine at all practice settings by integrating research into clinical practice, measuring processes and outcomes of care, and identifying areas for improvement

Provide direction to physicians on how to maximize practice revenue from "Pay for Performance" programs, Meaningful Use, and improve quality scores being reported publicly by improving quality of care.

Provide oversight and coordination of redesign projects across the UMG (e.g. ACC building project) focused on quality and efficiency, safety, service excellence, as well as coordinated clinical care, and disease and population management.

Direct and oversee practice based care management provider teams to facilitate population management, health outcomes, safety, quality, cost effectiveness and utilization of electronic health record.

Work with clinical and administrative leadership to develop a standard performance improvement model for UMG to improve patient care and outcomes.

Utilizes clinical expertise to advise members of the healthcare team on the delivery of high quality, cost effective, patient-centered care and service to all UMG practice sites.

Ensures practices are consistently conducting chart audits on selected measures and by approved methodology.

Collects and analyzes data and produces quality reports that are useful and meaningful, with comparisons to national benchmarks when available. Assures systems in place to maximize quality incentive program revenues and scores for public reporting.

Oversees HEDIS submissions, CMS Stars, Value-based reporting and Pay for Performance programs.

Collects, tracks and analyzes CG-CAHPS Patient Survey data and presents results of improvement

efforts and ongoing performance measures and recommends action plans to senior management
Utilizes clinical expertise to provide education to providers and staff on performance improvement.

KNOWLEDGE & SKILLS

Knowledge of principles and practices of quality and performance improvement in a healthcare setting.
Knowledge of nursing and healthcare administration especially within a multidisciplinary medical group practice setting.

Experience in patient care flow processes and effective workforce utilization.

Experience with data and outcomes analysis.

Considerable knowledge of federal, state and other regulatory body requirements.

Knowledge of revenue management cycle and financial management in the healthcare setting.

Understanding of scientific principles and procedures, study methodology (along with a rudimentary knowledge of biostatistics) in order to assist in the grading of scientific guidelines, which will form the modules of clinical pathways.

Demonstrated ability to implement tools, which foster high quality and cost effective care.

Considerable knowledge of relevant policies, procedures and processes within a complex health care setting such as an academic medical center, multidisciplinary physician group practice, and/or ambulatory health care setting.

Excellent interpersonal skills and highly effective oral and written communication and presentation skills.

Strong leadership abilities and ability to be highly independent and self-directed;

Demonstrated ability in managing complex projects in a health care setting;

Strong computer skills, including MS Office.

Assiduous attention to detail and highly organized;

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in nursing is required with 5 years of experience in primary care practice re-design work including PCMH, Practice Transformation, Quality Improvement, ACO Development, Quality and Efficiency Metrics and Epic EMR.

A minimum of five (5) years of physician practice, academic medical center and/or ambulatory health care services experience.

A Master's Degree in Health Administration, Public Health, Business Administration, or Nursing is preferred.

The incumbent should have experience in independent management, efficiency, and an understanding of the performance improvement model, principles surrounding quality of care, and health care cost measurement and containment

Must possess and maintain a current State of Connecticut Registered Nurse license.

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

SALARY TO BE DETERMINED

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

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-760														
1B - UNIV DIRECTOR														
Total Applicants	6	22	1	2	0	2	1	3	0	0	1	0	0	38
Unqualified	4	8	1	2	0	0	1	2	0	0	1	0	0	19
Qualified	2	10	0	0	0	2	0	1	0	0	0	0	0	15
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the 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 AM and 2 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 AF, was not interviewed because she did not have ambulatory quality experience and experience with quality reporting requirements for value-based care.

The 1 WF selected had a Bachelor's degree in Nursing with ambulatory quality experience and experience with quality reporting requirements for value-based care.

JOB OPPORTUNITY BULLETIN

Department: Office of Institutional Equity

Job Title: Associate Director, Investigations

Recruiter: Joyce Smith

Search Code: 2020-496

Date Posted:

Posting Deadline:

Position Scope:

Reporting to the Associate Vice President of the Office of Institutional Equity (OIE) and the Director of Investigations, supervise EEO investigations and manage the University's internal discrimination complaint caseload and matters which may directly result in disciplinary action. Act as an impartial, neutral investigator throughout all aspects of the investigation process, and ensure that all investigation activities and OIE decisions are consistent with University policies and procedures, and that all investigation activities are conducted in a well-documented, prompt, fair and thorough manner. At the direction of management, assist in developing, implementing, and evaluating goals and objectives related to affirmative action and equal employment opportunity matters. As assigned, assist with diversity, sexual harassment prevention and related training in accordance with University training mandates and state and federal statutes

Reporting Relationship:

At the direction of the OIE Associate Vice President and the Director of Investigations.

Supervision:

Supervised all staff in the assigned area [s].

PRIMARY Responsibilities:

Case Management:

Supervises EEO investigators' investigation activities from inception to resolution, and review draft memoranda of findings and recommendations for University leadership.

Leads investigations and assist other investigative staff with conducting discrimination, harassment and retaliation investigations.

Prepares supporting documents and materials as necessary.

Consults with the Office of Faculty and Staff Labor Relations, the General Counsel's Office and other University offices as necessary concerning investigation activities and findings.

Responds to inquiries from members of the University community regarding matters related to University discrimination and harassment policies.

Assists in maintaining OIE's discrimination case database that shall include access to confidential information which may be used in collective bargaining.

As directed, assists with preparation and maintenance of statistical, demographic, and subject matter data necessary to respond to inquiries regarding the University's discrimination complaint management system and annual Affirmative Action Plan.

Typical Activities:

Intakes inquiries and complaints, and assess for appropriate response. Provide consultation and education to members of the University community regarding discrimination, harassment and/or retaliation concerns, and available resources for support and assistance in addressing and resolving concerns.

Develops investigative plans, which include deciding which witnesses to interview, outlining which questions to ask, and planning which documents to request and how to acquire said documents. Assist EEO investigators in developing and implementing investigation plans.

Assesses allegations to determine whether interim measures are required, and if so, ensure the appropriate implementation of such measures.

Provides updates and advises parties, direct supervisors, senior management, and parties' advocates (legal counsel or union representatives) on investigative process. Execute investigative plans by leading witness interviews, reviewing personnel files, supervisory files and disciplinary history of relevant parties.

Analyzing witness statements, making credibility assessments, recording findings of fact, and communicating with parties and witness advocates while protecting the independence, integrity, and privacy of the investigation.

Drafts and presents memoranda of findings and appropriate supporting documents related to the resolution of each matter. At the direction of the Director of Investigations, assist EEO investigators in

drafting and editing memoranda and investigative reports.

Consults with parties and/or management as necessary concerning options for resolving conflict. Provides education and guidance concerning the University's non-retaliation policy during and after investigation for all parties involved in the complaint and investigation.

Interfaces with University offices including the Department of Human Resources, the Office of Faculty and Staff Labor Relations, and union representatives relative to informal conflict resolution, remedial action/training, interim measures prior to and during investigations, investigation activities, outcomes and further response as needed following investigations.

May consult with members of search compliance unit and other stakeholders on matters related to faculty and staff recruiting and hiring activities.

Policy Development

Assists management in the development and review of University-wide policies and procedures consistent with current law and policy concerning discrimination, affirmative action and diversity objectives regarding employee conduct.

Regularly update knowledge and awareness of trends and laws related to discrimination issues at institutions of higher education.

At the direction of the OIE Associate Vice President, serve as liaison and representative to internal and external committees and professional associations.

Training

Assists the OIE Associate Vice President in ensuring that diversity training and sexual harassment prevention curriculum complies with state and federal mandates.

Assists the OIE Associate Vice President in preparing, presenting, and/or overseeing diversity training and sexual harassment prevention training and other related trainings for supervisory and non-supervisory employees, as well as students, of the main campus in Storrs, regional campuses and UConn Health.

Perform other duties as assigned.

Knowledge, Skills & Abilities Requirement:

Considerable knowledge of relevant state laws and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of recent developments in field of civil rights; considerable knowledge of economic and social circumstances of protected groups; considerable knowledge of scope, effects and problems of discriminatory practices, public accommodations practices and credit transaction practices; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written skills; considerable skill in conducting investigations, mediating complaints and explaining regulatory statutes and policies, supervisory ability.

Qualification/Experience & Training:

Ten (10) years' professional investigatory experience which included conducting discrimination, harassment and retaliation complaints

Substitutions:

A Bachelor's degree in a related field may be substituted for four (4) years of the general experience.

A Master's degree may be substituted for one additional year of the general experience.

Working Conditions:

Work is normally performed in a typical office environment.

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-496														
1B - UNIV DIRECTOR														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was not posted.

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

The Office of Institutional Equity (OIE) has been a combined office with responsibilities across UConn Health, UConn Storrs and the regional campuses, since 2016. This position was vacant due the retirement of the Associate Director. To fill the position, a UConn Storrs Senior EEO Investigator, was transferred to UConn Health. While this was an internal promotion for the candidate in OIE, this candidate was a new employee in the UConn Health workforce.

The 1 WF selected had been serving in OIE in the capacity of an EEO Investigator for the past 2.5 years. She also had experience in private practice, representing individuals in discrimination and sexual harassment cases and other employment law matters.

JOB OPPORTUNITY BULLETIN

Department: Clinical Business Services - JDH (H)

Job Title: University Director, Single Billing Office

Recruiter: Marisa Leone

Search Code: 2020-366

Date Posted: 11/12/2019 **Posting Deadline:** 11/22/2019

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 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

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, Bachelors' 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

Preferred:

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.

Why UConn Health

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www.ethics.state.ct.us

Start Date: 1/17/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-366														
1B - UNIV DIRECTOR														
Total Applicants	4	17	0	1	0	1	1	1	0	0	0	0	0	25
Unqualified	3	7	0	0	0	1	0	0	0	0	0	0	0	11
Qualified	1	6	0	0	0	0	1	1	0	0	0	0	0	9
Interviewed Not Hired	0	3	0	1	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 AM did not have experience with patients. His experience was operational and focused on process improvement from a technical and lean perspective, which was not related.
- 1 AF submitted an incorrectly addressed cover letter with errors.

The 1 WF was selected. Her answers related to staff development and were in line with departmental initiatives. She focused on setting obtainable and stretch goals regarding training. Her answers to questions regarding staff resistance to change, indicated the use of the disciplinary process as a means of education and not a punitive measure.

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: University Director- Pharmacy Residency

Recruiter: Donna Alexander

Search Code: 2020-376

Date Posted: 11/13/2019

Posting Deadline: 3/11/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Pharmacy Residency Program Director to our growing Pharmacy 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 providing leadership, oversight, and coordination of the pharmacy resident development and competency training program. Actively directs, facilitates, and participates in pharmacy resident educational activities while promoting new knowledge relevant to the practice of Pharmacy. 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, some offer no annual deductible and minimal co-pays

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

Progressive leadership and educational development programs available

SUPERVISION RECEIVED: Receives administrative direction from the Senior Director, Pharmacy Services.

SUPERVISION EXERCISED: May lead/supervise Pharmacy Residents, Students, Technicians, and other employees as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques

Considerable knowledge of relevant State and Federal laws, statues and regulations

Considerable knowledge of the regulations, requirements and standards for the Accreditation of Pharmacy Residencies

Considerable knowledge of curriculum theory, design and planning

Considerable knowledge of instructional and educational methods and techniques

Knowledge of quality assessment and/or improvement techniques

Knowledge of record keeping procedures and applicable computer software including the ability to collect, organize and analyze data and information

Excellent organizational skills to effectively manage multiple priorities

Considerable interpersonal skills to develop effective working relationships with co-workers and students with the ability to coach and motivate

Effective communication and presentation skills

Detail-oriented skills

Considerable ability to assess training needs and determine objectives

Ability to problem solve student issues, to resolve conflict and mediate

Supervisory ability

REQUIRED MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Doctorate of Pharmacy (PharmD) degree

Seven (7) years' experience in a medium to large acute care hospital (>100beds)

SUBSTITUTION ALLOWED:

Completion of an ASHP PGY1 Accredited Residency Training Program in an acute care facility may be substituted for two (2) years general experience

OR

Completion of an ASHP PGY1 & PGY2 Accredited Residency Training Program in an acute care facility may be substituted for four (4) years general experience.

SPECIAL QUALIFICATIONS:

Must possess and maintain during employment a license in the State of Connecticut as a Pharmacist

Must possess and maintain during employment Board Certification by the American College of Clinical Pharmacy (ACCP) (at hire or within 24 months of hire)

PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience using EPIC Willow and/or Beacon applications

Pyxis ES, Pharmagistics ES, Alaris, and other CareFusion applications.

Experience with USP 795, 797, and 800.

Professional Teaching Certificate for Pharmacists through the ASHP

EXAMPLES OF DUTIES:

Plans, develops, coordinates and evaluates the pharmacist experiential education programs (IPPE and APPEs), professional development programs (Pharmacy Internship Program, APPE-Residency Track) and other relevant professional development activities for pharmacy students and residents

Researches and creates course curricula, outlines content, researches training resources and develops training methods and materials

Designs residents projects and proposals in collaboration with UConn Health Pharmacy Administration and identifies potential publication avenues and resources for projects; monitors completion of projects including presentation and publication

Maintains the Pharmacy Residency Accreditation for UConn Health through the American Society of Health-System Pharmacists (ASHP) organization; coordinates accreditation preparation and visits

Maintains the ASHP accreditation standards and competency areas, goals and objectives for Pharmacy Residencies (PGY1 & PGY2) in all training and professional development programs

Monitors and evaluates program outcomes, including participant performance, progress and satisfaction

Participates in the interview, selection, and onboarding process of applicants for the program

Oversees the management of the Residency Program database

Establishes preceptor development and training program guidelines; participates in the recruitment, selection and orientation of new preceptors

Serves on relevant committees to represent UConn Health - Department of Pharmacy and serves as primary liaison and key contact for the Residency Program

Maintains current knowledge of the latest developments, techniques and standards in the Pharmacy field to create innovative programs and curriculum; participates in scholarly activities (e.g. professional publications, podium presentations, poster presentations and practice based research)

Participates in the development of the Pharmacy department's training and competency programs as they apply for all groups including students, residents, technicians and pharmacists

Monitors compliance with state and federal laws and regulations related to the practice of pharmacy as well as standards and regulations of other regulatory agencies

Prepares and oversees operational budget for Program including budget justifications, approving purchases and expenditures, tracking curricular needs and balancing budget

Initiates and manages necessary contracts and agreements with vendors and other facilities related to the Program

Assures compliance with hospital, integrated health system and department policies and procedures; contributes to the development and implementation of policies and procedures related to the Pharmacy Residency Program

Performs staffing responsibilities such as patient care services, providing drug information to health care

providers and coordinating pharmaceutical care services as assigned to maintain competency and support the residency program
 Performs related duties as required

WORKING CONDITIONS:
 Required to travel periodically

SCHEDULE: Full time, 40 hours per week, primarily days, Monday - Friday, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: TBD

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All employees are subject to adherence to the State Code of Ethics found at www.ethics.state.ct.us

Start Date: 5/22/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-376														
1B - UNIV DIRECTOR														
Total Applicants	2	2	0	1	0	0	1	0	0	0	0	0	1	7
Unqualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Qualified	0	0	0	1	0	0	1	0	0	0	0	0	0	2
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	1	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The WF goal was met with previous hires and were no longer established hiring goals.

The goal candidate, 1 AM, was not selected for an interview as his application materials did not indicate experience in academia as a faculty member and he did not possess a teacher certification. The candidate also did not have recent clinical publications or a background utilizing Willow or EPIC computer software systems.

The 1 WM selected had served in a similar role for the past 7 years and had demonstrated the ability to produce an exceptional program that was recognized by the accrediting body. The

program produced high quality residents and had 100% match for the past six years. The candidate had over 13 years of teaching and academic experience in pharmacy with a large publication record both in volume and quality of publications.

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: University Director

Recruiter: Marisa Leone

Search Code: 2020-820

Date Posted: 4/13/2020

Posting Deadline: 4/20/2020

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. This position will oversee several areas within the institution, Urology, Ophthalmology, Neuro-Ophthalmology, ENT, Gastro, Surgery, OB (MFM).

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 offsite. 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.

Ensure 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 to 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.

Serve 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.

Develop, implement and manage 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, statues 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.

SCHEDULE: 40 hour work week, must be flexible for off sites, holidays and hours as needed for operations.

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.

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

Start Date: 5/22/20	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-820														
1B - UNIV DIRECTOR														
Total Applicants	5	11	0	1	0	0	0	0	0	1	0	1	0	19
Unqualified	1	1	0	0	0	0	0	0	0	1	0	0	0	3
Qualified	4	9	0	1	0	0	0	0	0	0	0	1	0	15
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The WF 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 WF selected held this role previously. She knew the clinical aspects of the role as well as Obstetrics/Gynecology surgical specialties. She was also knowledgeable about state compliance and operations. She had experience with budget allocations and staffing mixes. Additionally, she was knowledgeable on union components and had positive references regarding her excellent communication skills.

JOB OPPORTUNITY BULLETIN

Department: Intermediate Unit

Job Title: Nurse Manager

Recruiter Catrice Sandt

Search Code: 2019-919

Date Posted:

Posting Deadline: 6/4/2019

***This internal position is open to permanent UConn Health Employees ONLY**

Nurse Manager - Intermediate Unit

SCOPE OF POSITION:

Manages the daily activities, administrative and clinical, of JDH Nursing units, collaborating with physicians and multidisciplinary professional staff; administrative oversight for individuals working within JDH providing support for patients and families consistent with the hospital's mission.

REPORTING RELATIONSHIP:

Reports to the Nursing Director of assigned unit within John Dempsey Hospital.

SUPERVISION EXERCISED:

Manages the staff of the assigned departments.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Manages the operational activities of the assigned nursing unit(s) or departments. Uses outcome data to assess, evaluate and implement changes to meet clinical regulatory compliance and measurable evidence based improvements in outcomes of care provided to patients within area(s) of responsibility. Administers personnel actions in collaboration with Labor Management and the Nursing Directors area(s) of responsibility; recruits skilled staff; ensures adequate levels of people resources are available to meet business needs and financial parameters; coaches, counsels and disciplines employees; plans, monitors and appraises performance of employees; develops staff by providing information, educational opportunities and experiential growth opportunities.

Interprets UConn Health's philosophies and standards of care; adheres to the mission vision and values of UConn Health and the Department of Nursing; aligns unit goals to meet goals of JDH.

Establishes and maintains communication between ancillary departments, physicians, nursing personnel and other healthcare professionals and the patient.

Ensures the implementation of policies and procedures. Ensure unit based policies and procedures are up to date.

Prepares and participates in budgetary recommendations; monitors costs and expenditures of unit activities and authorizes expenditures as appropriate. Manages unit costs in a fiscal 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.

Implements and evaluates performance improvement activities in response to opportunities in patient care area, and assures patient safety outcomes.

Establishes a compassionate environment by providing emotional, psychological and spiritual support to patients and families. Ensures annual performance evaluation of staff are completed timely.

Employees in this class may be required to travel in the course of their daily work.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies. Responsible for ensuring that staff adhere to all UConn Health and JDH patient and staff policies related to safety, safe patient handling and stay for safety.

Performs other related duties incidental to the position as assigned.

KNOWLEDGE & SKILLS

Considerable knowledge of principles and practices of nursing and healthcare administration; including knowledge of and ability to apply management principles and techniques; 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 financial management; supervisory ability; knowledge of all relevant policies and procedures; ability to develop and implement performance improvement initiatives and to interpret outcome data; solid understanding of patient satisfaction indicators (eg. HCAPS).

EXPERIENCE AND TRAINING

General Experience: Bachelor's degree in nursing with four (4) years' experience, at least two (2) years of the experience must have been in a supervisory capacity.

Substitution: A Master's Degree may be substituted for one (1) year of the management experience.

Preferred requirement: Master's Degree in Nursing or Related Health Care Field.

SPECIAL REQUIREMENT: Must possess and maintain a current State of Connecticut Registered Nurse License. Employees in this position may be required to travel in the course of their daily work.

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Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-919														
1C - MANAGERS														
Total Applicants	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had been performing the duties of this position in an interim position. She had a leadership style that was focused, caring, quality based, and collaborative. She also had in-depth knowledge to lead this fast paced, high acuity unit.

JOB OPPORTUNITY BULLETIN

Department: Budget and Data Analytics

Job Title: Finance Manager

Recruiter: Marisa Leone

Search Code: 2019-708

Date Posted: 4/5/2019

Posting Deadline: 6/20/2019

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 Finance Manager for Budget and Data Analytics to our growing team. If you have a background in this field, as well as a passion for the 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

Responsible for the daily management of Decision support (clinical or academic) activities or preparation of capital and operating budget activities of the Health Center.

SUPERVISION RECEIVED:

Receives general direction from employee of higher grade.

SUPERVISION EXERCISED:

Supervises Accountants, Analysts and other staff as assigned.

EXAMPLES OF DUTIES:

Manages the department in the collection of data and information for budget preparation, decision support, benchmarking and program feasibilities; prepares financial statements for product lines and entities or specifically assigned grants;

interacts with financial officers of the other health center entities in regards to shared and purchased services;

interacts with Health Center management to assist in preparing timely financial impact reports for a changing market;

analyzes and evaluates financial aspects of existing and proposed programs;

prepares and present financial reports as necessary;

interacts with senior management of the Health Center regarding their areas of responsibilities;

manages financial support systems;

if in a budget position, assists in setting the strategic direction of the budget; provides administrative duties related to the budget of the Health Center;

coordinates budget data collection and directs preparation and compilation of the Health Center budget;

interacts with State Agencies including providing financial information for OPM, OFA, DHE, OHCA and State Legislators;

if in an academic support position evaluates funds flow within the Schools of Medicine and Dental

Medicine; keeps up to date with the latest accounting and information technologies;

participates in the hiring and selection process; prepares staff performance evaluation; resolves

employees' issues and provides direction and motivation to lower level employees; performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge of accounting/auditing principles and practices; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of governmental accounting/budgeting, academic/clinical budget management; working knowledge of CPT and ICD-9 codes as required; understanding of medical terminology and hospital operations, fluent with statistical and allocation methodologies (applicable to Clinical Decision Support position only); considerable knowledge of data auditing principles and practices; strong interpersonal skills and organizational skills; ability to evaluate/devise and analyze accounting methods, procedures, data and financial results, procedures and data; ability to prepare and analyze financial reports and documents; proficient in the use of spreadsheet and word processing applications as specified; ability to communicate effectively, both oral and written; ability to utilize automated systems for financial management; ability to effectively present reports to senior management in forums such as Board of Directors and CFO meetings; ability to exercise judgment; ability to manage competing high priority projects.

EXPERIENCE AND TRAINING:

General Experience: For Budget and Decision Support positions: Nine (9) years professional experience in auditing, financial examination. For Clinical Decision Support: Nine (9) years professional experience in revenue capture, healthcare reimbursement or clinical decision support with experience writing, developing and utilizing data extraction programs.

Special Additional Experience: Two (2) years of the general experience must have been performing complex accounting or financial analysis functions in a governmental or university accounting system. If Clinical Decisions Support position, experience should include manipulating clinical data. Must have clinical cost accounting experience.

Two (2) years of the general experience must have been at a supervisory level.

Substitution Allowed: Bachelor's degree in one the following, Accounting, Finance, Business Administration, Healthcare Management or Public

Administration may be substituted for four (4) years of the general experience.

For Budget positions, a Master's degree in one of the related fields or Certified Public Accountant licensure may be substituted for two additional (2) years of the general experience.

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

FULL TIME MINIMUM EQUIVALENT SALARLY: \$88,005

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-708														
1C - MANAGERS														
Total Applicants	11	10	2	2	1	0	2	2	0	0	0	0	2	32
Unqualified	3	2	0	1	1	0	2	1	0	0	0	0	0	10
Qualified	5	7	2	1	0	0	0	1	0	0	0	0	2	18
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdraw	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on UConn Health website.

The goal candidates, 3 WM, 2 AM, and 1 AF, did not meet the minimum requirements as posted.

The goal candidates, 6 WM, 2 BM, and 1 AF, were not interviewed for the following reasons:

- 1 WM withdrew his application from consideration.
- 5 WM, 2 BM, and 1 AF did not have experience with decision support software.

The goal candidate, 1 WM, was interviewed and not selected because his responses to interview questions were mainly focused on budget work. He did not incorporate his clinical experience into his responses.

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

The 1 WF was selected. Her responses to interview questions detailed her budget and clinical data experience. Additionally, she provided detailed examples of her ability to effectively present reports to senior management.

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Nurse Manager- Float Pool

Recruiter: Noreen Logan

Search Code: 2020-030

Date Posted: 7/31/2019

Posting Deadline: 11/21/2019

PURPOSE OF CLASS:

At UConn Health, this class is responsible for managing the daily clinical activities of the Ambulatory Care float pool for UConn Medical Group. Along with the float pool this role will provide Nursing oversight in coordination with the ambulatory John Dempsey Hospital practice Directors, Practice Managers, physicians and multidisciplinary staff within these practices to uphold the mission, values and vision of UConn Health and UConn Medical Group.

SUPERVISION RECEIVED:

Works under the general supervision of the Vice President of Ambulatory Services or delegated Director with a dotted line report to the Chief Nursing Officer for John Dempsey Hospital.

SUPERVISION EXERCISED:

Provides nursing, clinical and administrative leadership to float pool staff and nursing oversight for, John Dempsey Hospital, hospital based outpatient clinics working collaboratively with practice managers and directors.

EXAMPLES OF DUTIES:

Manages and coordinates three float pools within UMG; Provides nursing clinical oversight for the float pool outpatient practices within UMG; assess, implements and evaluates the clinical flow within these practices to ensure effective, timely movement of our patients through their visit; provides leadership and oversight in the delivery of quality patient care.

Administers personnel actions- assists in the recruitment of skilled nursing and clinical support staff; ensures adequate staffing is available to meet the business needs and financial parameters; coaches, counsels and disciplines employees; plans, monitors and appraises job results; develops the nursing and clinical support staff by providing information, educational opportunities and experiential professional growth opportunities.

Develops and interprets UConn Health'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 Practice by ensuring compliance with accreditation requirements.

Ensures effective and efficient patient care processes and flow including bidirectional patient-provider communication, which includes interviewing and hiring staff. Develops in collaboration with Ambulatory Directors, practice managers and physician leadership effective processes for clinical information to include the electronic medical record (EMR) and other information management technologies.

Establishes and maintains excellent communication between UMG practices as well as all ambulatory practices, departments, physicians, and specifically nursing personnel in order to stay consistent with practice and other healthcare professionals.

Assisting in the development and directs implementation of policies and procedures within assigned practices and recommends and/or participates in the development of policies and procedures as applicable. Interprets policies and objectives of nursing services to UMG and JDH staff and Health Center community.

Develops, implements and evaluates performance improvement plans in response to opportunities for improvement in patient care areas, and assures patient safety outcomes.

Provides leadership to ensure a compassionate patient-centered medical practice environment that offers emotional, psychological and spiritual support to patients and families.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
Performs other related duties incidental to the position or as assigned.

KNOWLEDGE AND SKILLS:

Considerable knowledge of principles and practices of nursing and healthcare administration including knowledge of and ability to apply management principles and techniques; 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. Experience with direct interviewing, hiring, managing and evaluating of staff. Experience in patient care flow processes and effective workforce utilization.

Knowledge of general financial management in the healthcare setting; supervisory ability.
Considerable knowledge of relevant policies, procedures and processes within a complex health care setting such as an academic medical center, multidisciplinary physician group practice, and/or ambulatory health care setting.
Excellent interpersonal skills and highly effective oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in nursing with four (4) years of experience, at least two (2) years of the experience must have been in a supervisory capacity.

Special Requirement: Must possess and maintain a current State of Connecticut Registered Nurse license.

Preferred Requirements:

Demonstrated managerial experience and ability in an outpatient ambulatory setting, knowledge of JDH standards of practice.

Masters in Nursing preferred or in process of obtaining Master's degree in related field.

Work Schedule: This is a full-time, salaried position. Monday-Friday, days, with occasional off-shift holiday and weekend work as required; hours differ depending on the needs of the staff and float pool.

Salary: commensurate with experience.

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Start Date:1/03/20	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-030														
1C - MANAGERS														
Total Applicants	3	6	0	1	0	2	0	0	0	0	0	1	0	13
Unqualified	1	1	0	0	0	2	0	0	0	0	0	1	0	5
Qualified	1	3	0	1	0	0	0	0	0	0	0	0	0	5
Interviewed Not Hired	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 2 HF, did not meet the minimum requirements as posted.

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. UHP union members with contractual bargaining rights to be interviewed were the only applicants interviewed.

The goal candidate, 1 WM, was interviewed and not selected because he only had experience as a charge nurse but did not have the required supervisory experience.

The 1 WF, a part-time UConn Health employee and UHP union member, was selected. She was an Assistant Nurse Manager with 4.5 years of supervisory experience in an outpatient ambulatory setting. She also provided accurate and detailed responses to questions regarding staffing, scheduling, and regulations.

JOB OPPORTUNITY BULLETIN

Department: Nursing Administration

Job Title: Nurse Manager - Operating Room

Recruiter: Erica Dangelo

Search Code: 2020-212

Date Posted: 9/26/2019

Posting Deadline: 12/16/2019

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 hire an experienced Operating Room Nurse Manager. 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)

Retirement healthcare

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

Onsite fitness center and award winning day care program

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms:

<https://www.youtube.com/watch?v=BbdYfdxJFqU>

This position is the Nurse Manager for the Operating Room and is responsible for the management of the daily activities, both administrative and clinical, within the OR, collaborating with physicians and multidisciplinary professional staff; providing support for patients, friends and families consistent with the hospital's mission.

REPORTING RELATIONSHIP:

Works under the general direction of the Nursing Director for Perioperative Services.

SUPERVISION EXERCISED:

Directs and manages the staff of the assigned unit.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Manages and coordinates the operational activities of the assigned hospital unit(s).

Administers personnel actions - recruits skilled staff; ensures adequate levels of people resources are available 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; enforcing adherence to regulatory requirements; measures health outcomes against standards; makes and/or recommends adjustments. Maintains the stability and reputation of the unit 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. Interprets policies and objectives of nursing services to staff and health center community.

Determines fiscal requirements and prepares budgetary recommendations; monitors costs and expenditures of unit activities and authorizes expenditures as appropriate. Manages unit costs in a fiscal 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 area, and assures patient safety outcomes.

Establishes a compassionate environment by providing emotional, psychological and spiritual support to patients, friends and families.

This position was posted on the Association of PeriOperative Registered Nurses and the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected because he did not have the preferred CNOR certification. Also, his management experience was in Central Sterile Processing.

The 1 WF selected had the preferred CNOR certification. Also, she was currently an Operating Room Nurse Manager.

1C. (Managers) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Manager - (Medicine 3)

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

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Academic Administrative Manager

Recruiter: Marisa Leone

Search Code: 2020-526

Date Posted: 1/7/2020

Posting Deadline: 2/17/2020

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 Academic Administrative Manager 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

Academic Administrative Manager

Scope of Responsibilities:

The Academic Administrative Manager is responsible for directing and managing complex professional fiscal and administrative academic and research activities for multiple departments: the Departments of Dermatology, Diagnostic Imaging and Therapeutics, and Obstetrics and Gynecology. The primary responsibilities of the position include strategic planning, contracting, physician and staff recruitment, physician compensation agreements, oversight of departmental finance and administration, research and grant funding, clinical trials, and human resources. The position has considerable latitude for the use of initiative and independent judgement in a wide variety of circumstances.

Reporting Relationship:

Works under the administrative direction of the Chairs of the Departments of Dermatology, Diagnostic Imaging and Therapeutics, and Obstetrics and Gynecology.

Supervision Exercised:

Provides direct and on-going guidance and direction to subordinates assigned.

Major Responsibilities:

Administrative Management:

Assist the Department Heads in the establishment of goals and objectives (short and long term).

Develops and provides administrative direction in the formulation, interpretation and administration of policies, procedures and programs.

Develops and administers policies and procedures consistent with pertinent laws and regulations and monitors compliance. Align the Departments' processes and organizational structures with the academic, clinical, research and business strategies of UCHC to ensure policies that reinforce these strategies and acceptable business practices.

Acts for and regularly makes decisions on behalf of the Chairs within prescribed limits of authority.

Represents the departmental leadership to other university offices, the public, and/or outside agencies in matters of administrative consequence.

Assists three Department Chairs in all academic and research fiscal and administrative matters.

Provides administrative and financial guidance to staff in the Departments.

Oversees contracting for academic services as well as clinical physician service contracts, working closely with Administration, Contracts Office and Department Chairs.

Directs and manages the staff, workflow, and operations of the academic departmental offices.

Provides leadership to Departmental academic administrative staff in support of the Departments' academic missions. Provides infrastructure and resources to support departmental activities and operations.

Departmental management and oversight of all medical staff appointments and new hires, reappointments, privileging, other faculty appointments, compensation, and related faculty matters.

Oversees the planning, coordination, financing of educational events/conferences.

Human Resources:

Directs human resource activities of the departments. Determines appropriate staffing levels. Requires

knowledge of UCHC recruitment and hiring processes and regulations, including International hires. Oversees the recruitment, hiring, orientation, and professional development of new faculty and staff. Educates new faculty on UConn Health academic processes, forms, procedures, policies, etc. Recruits, hires and trains staff, develops goals and objectives for staff and evaluates staff. Serves as the primary contact for Human Resources issues (hiring, firing; discipline; assignment of staff duties, staff counseling and evaluation; workers' compensation, intermediary between faculty and staff, international hires, etc.).

Ensure that the Departments' hiring and staff development processes for both faculty and staff are sufficient to support the priorities identified in the Departments' strategic plans.

Financial Management:

Prepares, oversees and monitors the Departments' budgets and supervises the fiscal management of financial resources, including financial planning, budgeting and accounting functions and exercises independent judgment to facilitate optimal use of departmental resources.

Manages the Departments' budgets in a cost efficient and fiscally responsible manner. Ensures all budgetary goals are met each year.

Ensures compliance with UCHC financial policies and procedures.

Analyzes clinical productivity for faculty to ensure faculty are appropriately rewarded through physician bonus plans based on clinical productivity and goal achievement.

Prepares non-standard financial reports and analyzes data for decision-making and payment purposes.

Prepares productivity and payment reports for physician compensation arrangements. Oversees on-call payment processes for faculty.

Research Management:

Oversees educational event and fellowship grants, research, and clinical trial management functions for the departments, including providing administrative guidance/direction and financial oversight within the Departments.

Directs and provides consultative support to faculty and clinical trial research staff in areas of proposal development and approval processes, compliance, award, and fiscal matters.

Financial oversight includes budget and fund oversight and monitoring, close-out report and processes, time and effort monitoring and reporting, allocating and monitoring research effort for personnel costs, etc.

Develops, negotiates and oversees contractual services as needed for grants/research.

Performs other related duties as required.

Knowledge, Skills & Abilities:

Comprehensive knowledge of statutory or regulatory provisions relevant to higher education, healthcare and grants; ability to understand and apply relevant state and federal laws, statutes and regulations

Knowledge of Health Center's policies, procedures, practices and interrelationships; knowledge of the purposes, plans, objectives and programs of the University

Analytical capabilities required for complex problem-solving responsibilities

Knowledge of management techniques, human resources management, financial management, contracting, and strategic planning

Knowledge of accounting and budget management/preparation

Knowledge of principles and procedures of personnel, payroll, purchasing, grants and contracts administration, research management, and clinical trial financial management

Excellent organizational, verbal and written communication skills; program development and computer skills; supervisory ability; excellent leadership skills; ability to report to multiple Chairs simultaneously and prioritize work

Ability to develop effective and collaborative working relationships with physicians, including academic chairs, faculty and staff; ability to work with a variety of disciplines and levels of staff across departments

Ability to use multiple computer/database systems

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in healthcare management or closely related field and four (4) years of related healthcare/academic managerial experience with at least two (2) years of the experience at a supervisory level. Microsoft Office to include advanced skill level with Excel.

Substitution:

Four (4) additional years of related professional experience may be substituted for the Bachelor's degree.

Preferred:

Master's degree in healthcare administration, business administration or closely related field with three (3) years of relevant professional experience.

Experience in the operations of an academic medical center.

Supervisory experience in a collective bargaining environment.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm

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

Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-526														
1C - MANAGERS														
Total Applicants	5	27	2	8	0	2	0	0	1	0	0	1	1	47
Unqualified	4	22	2	8	0	1	0	0	1	0	0	1	1	40
Qualified	1	4	0	0	0	1	0	0	0	0	0	0	0	6
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the Medical Group Management Association website and UConn Health website.

The goal candidates, 4 WM, 2 BM, and 1 HF, did not meet the minimum requirements as posted.

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

- 1 WM's healthcare administration experience was 30 years ago and he was not familiar with current practices and policies.
- 1 HF's resume did not provide detailed information as her level and extent of experience in health care administration.

The 1 WF selected had 12 years of broad experience in healthcare administration, including more than 5 years of experience in an academic medical center. Specifically, she had experience in strategic planning, general management and administration, human resource management, contracting, and financial management including budget preparation and monitoring. She also had experience with physician productivity-based compensation and bonus plans. Additionally, she had a Master's in Business Administration and a Master's in Healthcare Administration, which were the preferred qualifications.

2A. Head of Department

No hiring activity occurred in this job group during the reporting period.

2B. (Professor) Hire – Part Time to Full Time – Adjusted Work Schedule

Professor/Visiting - (Vascular Surgery)

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

JOB OPPORTUNITY BULLETIN

Department: Neurology

Job Title: Assoc Prof/Clinical - Multiple Sclerosis

Recruiter: Joyce Smith

Search Code: 2018-539

Date Posted: 12/1/2017

Posting Deadline: 1/8/2019

NEUROLOGIST - MULTIPLE SCLEROSIS

Responsibilities: The successful applicant will be responsible for clinical service in the outpatient and inpatient setting, teaching of medical students and residents, and clinical or basic investigation resulting in publications. Most of the clinical activity will be outpatient-based, with occasional rotations on the neurology consult service at UConn John Dempsey Hospital.

The position holder will provide care for patients with multiple sclerosis and other autoimmune CNS diseases as well as general neurology patients in the Neurology Outpatient Clinic, establish a multidisciplinary Multiple Sclerosis Clinic, perform consultations and admit neurology patients when necessary to UConn John Dempsey Hospital.

Special and preferred qualifications: The applicant should be board-certified or board-eligible in Neurology, with one or more years of fellowship training in Multiple Sclerosis and an interest in the clinical care of patients with MS and other CNS immune-mediated diseases.

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.

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-539														
2C - ASSOCIATE PROFESSOR														
Total Applicants	0	0	0	0	1	0	1	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

A goal candidate, 1 HM, was selected.

Department: Dean's Office - Med

Assoc Prof/Clinical - Pediatrics

Recruiter: Joyce Smith

Search Code: 2019-830 Date Posted:

Posting Deadline: 5/6/2019

Position available for an Associate Professor of Pediatrics responsible for the Dean's assignment on student activities.

Required - three (3) years of experience as a clerkship director for medical students
three (3) years as an assistant dean at a medical school
five (5) years as a Director of medical student education

Preferred - Residency Program leadership experience at a medical school.

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-830														
2C - ASSOCIATE PROFESSOR														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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.

Goal candidates did not apply for this position.

The 1 WF selected had the required experience as a clerkship director for medical students, previously held a position as an assistant dean at a medical school and had been a director of medical student education. She also had the preferred residency program leadership experience at a medical school.

2C. (Associate Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

Associate Professor/Clinical - (Dermatology)

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

JOB OPPORTUNITY BULLETIN

Department: BioMedical Engineering - SODM

Job Title: Assoc Prof/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2017-625

Date Posted: 12/15/2016 **Posting Deadline:** 6/11/2019

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.uchc.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/core-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 bioreactors; 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.uchc.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@uchc.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@uchc.edu or (860) 679-4455.

Start Date: 08/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2017-625														
2C - ASSOCIATE PROFESSOR														
Total Applicants	39	22	2	1	4	1	109	19	0	0	0	0	15	212
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	36	20	2	1	4	1	102	19	0	0	0	0	15	200
Interviewed Not Hired	0	1	0	0	0	0	4	0	0	0	0	0	0	5
Withdraw	2	0	0	0	0	0	3	0	0	0	0	0	0	5
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Asst Prof/Basic Sciences - Orthopaedics

Recruiter: Joyce Smith

Search Code: 2018-1171

Date Posted: 6/6/2018

Posting Deadline:

Biomechanical Engineer Job Description

The Department of Orthopaedic Surgery within the UConn Musculoskeletal Institute is searching for an outstanding Biomechanical Engineer to join the Department at the Assistant Professor level in the non-tenure track. The individual will be responsible to direct the Microcomputed Tomography (μ CT) and Biomechanics Core at UConn Health, a core supported by the University of Connecticut.

The Biomechanical Engineer will be able to develop independent research projects, collaborate with scientists working in various aspects of skeletal biology, biomedical and regenerative engineering and provide service work related to μ CT and Biomechanics Core.

A Ph.D. degree is required.

Start Date: 06/07/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1171														
2D - ASSISTANT PROFESSOR														
Total Applicants	3	0	0	0	0	0	3	2	0	0	0	0	0	8
Unqualified	0	0	0	0	0	0	1	2	0	0	0	0	0	3
Qualified	1	0	0	0	0	0	2	0	0	0	0	0	0	3
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Asst Prof/Clinical - Mohs Surgery

Recruiter: Joyce Smith

Search Code: 2018-694

Date Posted:

Posting Deadline:

MOHS SURGEON

Responsibilities will primarily involve clinical care of patients as a Mohs Surgeon 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 as assigned by the department chair. This position will be based in Farmington, CT at our main practice location.

Additionally, the incumbent will teach and precept residents, fellows, and medical students as part of the faculty responsibilities and may be assigned other duties and responsibilities as necessary (e.g. community outreach, lectures, committee membership, etc.).

Qualifications:

American Board of Dermatology eligible or certified in Dermatology
Fellowship in Mohs micrographic surgery and reconstruction
Current State of Connecticut Medical License

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-694														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	0	0	0	1	2	0	0	0	0	0	0	3
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

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

The goal candidate, 1 HF, did not meet the minimum requirements that were posted.

The 1 AM selected was American Board of Dermatology certified and had a current State of Connecticut Medical License. He also completed a fellowship in Mohs micrographic surgery and reconstruction.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical - Psychiatry

Recruiter: Joyce Smith

Search Code: 2019-166

Date Posted: 9/6/2018

Posting Deadline:

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 inpatient clinical services on the Psychiatry Unit at John Dempsey Hospital as well as other hospital-based clinical services at UConn Health.

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.

Applicants who have training and/or experience working in correctional settings are preferred.

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.

Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-166														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	1	0	0	0	1	1	0	0	0	0	0	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

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

The goal candidate, 1 BM, was interviewed but accepted another UConn Health position.

The 1 AM selected had a license to practice Psychiatry in the State of Connecticut and was a Graduate Fellow in Geriatric Psychiatry from Yale University.

2D. (Assistant Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

Assistant Professor/Basic Science - (Department of Public Health Sciences)

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

Assistant Professor/Basic Science - (General Surgery)

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

Assistant Professor/Clinical - (Calhoun Cardiology Center)

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

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - Nocturnist-Intensivist

Recruiter: Joyce Smith

Search Code: 2018-686

Date Posted: 1/12/2018 **Posting Deadline:**

UCONN Health has an opportunity available for a nocturnist-intensivist, to join the University of Connecticut School of Medicine as full-time faculty in the in-residence track. We offer a collegial environment, faculty appointment, a new hospital and state of the art new ICU, competitive salary and benefits. Candidates for this position should have a strong interest in teaching, resident/medical student supervision and fellowship training. Must be BC/BE in Critical Care Medicine. No J1 or H1 visas.

The individual will have night time responsibility for:

- 1) Covering the ICU
- 2) Admitting to ICU
- 3) Assisting Intermediate Unit physician and APRN with patient management, if requested
- 4) Perform critical care consultations as requested by other providers
- 5) Perform and/or supervise residents, fellows, APRN and APRN students' procedures (CVC, Dialysis access, A-lines)
- 6) Assist ED, and other inpatient units with placement of central lines, if requested
- 7) Assist with admissions to Intermediate Unit if requested.

The UCONN Health ICU is a modern, spacious 28 bed combined medical-surgical and neurocritical care ICU and CCU operating on a closed ICU model. It is the expectation that the nocturnist-intensivist will work approximately fourteen 12 hour shifts per month. The number of weekends to be covered is negotiable.

The ICU plays a major role in Undergraduate and Graduate Medical Education as well as Critical Care APRN training. The John Dempsey Hospital University Tower has a new ICU that opened in May 2016 and will be transitioning to EPIC EHR in April, 2018.

Interested candidates should submit a cover letter and curriculum vitae at <https://jobs.uhc.edu>, search no. 2018-686

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

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-686														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	0	0	0	0	1	0	0	0	0	0	1	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the American College of Chest Physicians, Critical Care Medicine, Recruit Military, and UConn Health website.

Goal candidates did not apply for this position.

The 1 AM selected was board certified and completed a Pulmonary and Critical Care Disease fellowship. He also had 3 years of experience as a hospitalist.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 4, 2020

Department: Family Medicine

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith **Search Code:** 2018-721 **Date Posted:** 1/23/2018

Posting Deadline:

Faculty position

Department of Family Medicine

Asylum Hill Family Medicine Center, Inc.

Hartford CT

The University of Connecticut and Saint Francis Hospital Department of Family Medicine seeks a board certified full-time academic family medicine physician. Responsibilities in addition to building a continuity patient panel will include teaching, evaluation, and administration in the Family Medicine Residency Program based in Hartford CT as well as teaching within the medical student curriculum at the UConn School of Medicine. The ideal clinical scope of practice will include the care of both ambulatory and hospitalized patients and will occur at the Family Medicine Center at Asylum Hill (the joint resident/faculty practice for the Department) and at Saint Francis Hospital and Medical Center in Hartford, Connecticut. In collaboration with the other faculty and staff, the faculty member will participate in the ongoing development and delivery of the didactic curriculum and clinical supervision for residents and medical students at the University of Connecticut School of Medicine.

Asylum Hill Family Medicine Center serves as the Department's only residency and faculty ambulatory care practice. We are a busy modern office practice located in the west end of Hartford directly across the street from Saint Francis Hospital which is one of the highest rated hospitals in the state and region, and a member of Trinity Health of New England. Our 21-resident program with a multi-disciplinary staff and faculty (including Behavioral Health, Medical Informatics, PharmD's and Research) offer a strong supportive environment for continued growth and excellence in patient care, medical education and community service. Find out more about our program at:
<http://gme.uchc.edu/programs/familymedicine/>

Established knowledge/experience of current family medicine practice is essential, with familiarity with the use of electronic medical records. Established teaching skills including didactic lectures, small group seminars, ambulatory precepting, and clinical bedside teaching preferred. A proven track record demonstrating the ability to work collaboratively with others in a team to accomplish projects and to balance multiple overlapping initiatives, are essential.

Position Requirements: M.D. or D.O. with prior faculty experience at the residency and/or medical student level(s) is desirable but not required. As noted above, the scope of clinical practice will include both ambulatory and inpatient care. Obstetrical privileges are desired but not required.

Must possess/acquire and maintain a license to practice medicine in the State of Connecticut.

SCHEDULE: Full time faculty commitment essential for this Core Residency Faculty position including night call and weekend rounding on a shared rotation.

SALARY: Competitive; commensurate with experience and congruent with AAMC Faculty Salary table guidelines. Please upload a letter of intent, CV and other related documents via the UCHC Employment Services website at <https://jobs.uchc.edu>.

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-721														
2D - ASSISTANT PROFESSOR														
Total Applicants	2	3	0	2	0	4	0	0	0	1	0	0	0	12
Unqualified	0	0	0	2	0	3	0	0	0	0	0	0	0	5
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	2	2	0	0	0	1	0	0	0	0	0	0	0	5
Withdraw	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical - Addiction

Recruiter: Joyce Smith

Search Code: 2019-668

Date Posted: 3/6/2019

Posting Deadline:

The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) Addiction Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical services at UConn Health Center in the faculty practice clinic and in an outpatient teaching clinic. The faculty member will work with current faculty to design and implement new programming in addictions treatment, including outpatient and intensive outpatient settings.

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 and Addiction Psychiatry/Medicine.

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.

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-668														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	0	0	1	0	0	1	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

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

Goal candidates did not apply for this position.

The 1 AF selected had a license to practice psychiatry in the State of Connecticut and was board certified in General Psychiatry and Addiction Psychiatry. She also completed her Residency in Psychiatry and her Addiction Fellowship at UConn Health.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Professor - Endocrinologist

Recruiter: Joyce Smith

Search Code: 2016-1133

Date Posted: 5/25/2016

Posting Deadline: 6/12/2019

UCONN Health, Division of Endocrinology and Metabolism seeks a BC/BE Endocrinologist for full-time faculty position as Assistant/Associate Professor.

Interested candidates should possess exceptional patient care, clinical research, and teaching skills and have a commitment to academic endocrinology and medical student/resident education. Duties include teaching in the endocrinology fellowship and medicine residency programs, outpatient care in general endocrinology and diabetes, and inpatient consultation service. This is an opportunity to join a well-established department of both clinical and basic science endocrinologists with a reputation for clinical quality, teaching, and research. Current clinical strengths include bone and calcium metabolism, endocrine neoplasia, and an ADA-approved diabetes education program. Superb academic/clinical environment includes opportunities to participate in clinical research.

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2016-1133														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	4	0	1	0	1	1	3	0	0	0	0	0	10
Unqualified	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	3	0	0	0	1	0	3	0	0	0	0	0	7
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the Endocrine Practice, Journal of Clinical Endocrinology and Metabolism, New England Journal of Medicine, American Association of Clinical Endocrinologists, EndoCareers, and the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum qualifications as posted.

The goal candidates, 4 WF and 1 HF, were not interviewed for the following reasons:

- 1 WF did not have fellowship training in endocrinology.
- 2 WF and 1 HF's primary experience was not in bone and calcium metabolism or endocrine neoplasia.
- 1 WF withdrew her application from consideration.

The 1 AM selected was board certified and had completed a fellowship training in endocrinology. He also had endocrine neoplasia experience.

JOB OPPORTUNITY BULLETIN

Department: Neurology

Job Title: Asst Prof/Clinical - Movement Disorders

Recruiter: Joyce Smith

Search Code: 2017-1265

Date Posted: 6/29/2017

Posting Deadline:

ASSISTANT PROFESSOR/CLINICAL - MOVEMENT DISORDERS

The Department of Neurology at the University of Connecticut School of Medicine is seeking a board eligible/board certified neurologist with fellowship training in movement disorders. The position provides an excellent opportunity to develop clinical program with research and teaching components. A movement disorders fellowship is under development in collaboration with Hartford Healthcare.

Applicants should upload a statement of interest, CV and names of three (3) references through this website.

Questions regarding this search should be addressed to L. John Greenfield, MD, PhD, Professor and Chairman, Department of Neurology, University of Connecticut School of Medicine at greenfield@uchc.edu

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2017-1265														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	1	0	0	0	1	2	1	0	0	0	0	0	5
Unqualified	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the American Academy of Neurology and the UConn Health website.

The goal candidates, 1 WF and 1 HF, did not meet the minimum requirements as posted.

The 1 AF selected was board certified in neurology and psychiatry and had completed a fellowship in neurology. She had experience with teaching and research, was a co-investigator on several grants, and was the second author on several publications.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2018-1213

Date Posted: 6/18/2018

Posting Deadline:

The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) Child Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical services at UConn Health Center in the Child and Adolescent Psychiatry clinic and in other UConn Health clinics.

Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students, psychiatry residents, and child psychiatry fellows. 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 Dan Connor, M.D., Division Chief, Child and Adolescent Psychiatry, Department of Psychiatry, (860) 679-8348, dconnor@uchc.edu.

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1213														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	1	0	0	0	1	0	2	0	0	0	0	1	5
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed Not Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the minimum requirements as posted.

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

The 1 AF selected was a board-certified Child and Adolescent Psychiatrist, who had clinical team leadership experience as well as experience teaching and training students, residents, and fellows.

JOB OPPORTUNITY BULLETIN

Department: Pathology & Laboratory Medicine

Job Title: Asst Professor - Clinical Pathologist,

Recruiter: Joyce Smith

Search Code: 2018-1235

Date Posted: 6/21/2018

Posting Deadline:

Director Clinical Microbiology Laboratory

The Department of Pathology and Laboratory Medicine at the University of Connecticut is seeking a clinical pathologist or infectious disease physician to serve as director of the Clinical Microbiology Laboratory. Board certified/eligible by the American Board of Medical Microbiology is desirable. The laboratory offers full-service diagnostic testing in bacteriology, mycobacteriology, virology, mycology, and parasitology. The successful candidate will provide leadership and guidance, including expanding our test menu in molecular diagnostics. The laboratory director will be available for consultation on test selection, interpretation of results, and clinical guidance. The laboratory director may also provide coverage for the Core Laboratory (Clinical Chemistry and Hematology/Coagulation) and Blood Bank. The Microbiology Laboratory is actively engaged in the education and training of medical students, residents, and fellows at UCONN Health. Research collaborations with other departments and clinical services is strongly encouraged.

The applicant must qualify for a faculty appointment at the School of Medicine of the University of Connecticut. The candidate is required to hold or to be eligible for a current license to practice medicine in the State of Connecticut.

Applicants should submit curriculum vitae and the names of three references through this website.

Questions regarding this search should be addressed to:

Enrique Ballesteros, M.D.

Interim Chair, Department of Pathology and Laboratory Medicine

Chief, Division of Laboratory Medicine

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1235														
2D - ASSISTANT PROFESSOR														
Total Applicants	3	1	0	0	0	1	3	0	0	0	0	0	1	9
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	2	1	0	0	0	1	2	0	0	0	0	0	1	7
Interviewed Not Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - Hospitalist

Recruiter: Joyce Smith

Search Code: 2018-981

Date Posted: 4/5/2018

Posting

Deadline:

Central Connecticut HOSPITALISTS

The University of Connecticut Health Center has a number of opportunities available for non-house staff 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/7days 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 website.

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-981														
2D - ASSISTANT PROFESSOR														
Total Applicants	7	1	0	0	0	0	3	4	0	0	1	0	5	21
Unqualified	1	0	0	0	0	0	1	0	0	0	0	0	0	2
Qualified	4	1	0	0	0	0	1	3	0	0	1	0	4	14
Interviewed Not Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	1	2
Hired	1	0	0	0	0	0	1	0	0	0	0	0	0	2

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

The goal candidate, 1 WM, did not meet the minimum qualifications as posted.

The goal candidates, 4 WM and 1 WF, were not interviewed for the following reasons:

- 1 WM only had locums experience.
- 1 WM was selected for another UConn Health position.
- 2 WM and 1 WF did not have experience with reviewing clinical information and insurance coverage for patients to determine if they have eligibility to receive particular forms of treatment and if the treatment is medically necessary. They also did not have

Physician teaching and advising experience

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

A goal candidate, 1 WM, was selected.

The 1 AM selected was Board Certified in Internal Medicine and licensed to practice medicine in the State of Connecticut. He also completed his internal medicine residency at UConn Health. Additionally, he had experience with Utilization Review and Physician teaching and advising.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 15, 2020

Department: Medicine

Job Title: Asst Prof/Clinical - Infectious Diseases

Recruiter: Joyce Smith

Search Code: 2019-067

Date Posted: 8/15/2018

Posting Deadline: 7/9/2020

Infectious diseases are the leading cause of mortality worldwide, accounting for approximately 25% of all deaths - a total of ~17 million per year. Although most of these deaths occur in developing countries, developed countries are also highly vulnerable. The numerous microbes that pose a threat to human health range from viruses that cause diseases such as AIDS and hepatitis, to multi-resistant bacteria prevalent in hospitals, nursing homes and to an increasing extent in our communities, to life-threatening parasites, such as malaria-causing Plasmodia species. Indigenous infectious diseases also threaten the health and well-being of Connecticut residents, the prime example being the tick-borne diseases Lyme disease, anaplasmosis, and babesiosis. In addition, there is a growing awareness that infectious agents play a role in the etiology of chronic diseases, such as cancer and heart disease, either individually or by forming large microbial communities now collectively referred to as "microbiomes".

The Division of Infectious Diseases at UConn Health has a well-established tradition of excellence in patient care and teaching. In order to better fulfill its academic mission, the Division needs to recruit an individual who is not only an expert in the clinical practice of inpatient and outpatient Infectious Diseases, but who also has an interest in participating in the education of students, residents, and fellows, as well as administrative skills. The Division is very active in the community, region, and nation by virtue of federally funded grant participation to further clinical and educational goals related to the care of people living with HIV and the education of community providers.

This in-residence faculty position would carry the expectation for clinical effort of approximately 40-50%, with the remainder in education/administration. We anticipate a search to identify the best possible candidate, whose rank will be Assistant Professor. A track record of accomplishment during Infectious Diseases subspecialty training will be a prerequisite.

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-067														
2D - ASSISTANT PROFESSOR														
Total Applicants	1	4	0	0	0	0	1	0	0	0	0	0	0	6
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	2	0	0	0	0	1	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Academic Affairs and Education

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2019-425

Date Posted: 11/27/2018 **Posting Deadline:** 1/31/2019

Learning Specialist

Function: The Learning Specialist, under the direction of the Associate Dean for Medical Education and Assessment, is accountable for working with faculty and students in order to maximize educational outcomes for our undergraduate medical students. Through programs, workshops, and one-on-one meetings, the incumbent is responsible for working with students to address learning difficulties and strategize efforts to improve. Key responsibilities include assessing students' academic progress, exploring learning styles and developing strategies for improvement and to design specific study plans based on individual needs.

Examples of Responsibilities

Work with faculty/administration to identify underperforming students to develop and implement strategies that lead to academic success. Develop and maintain academic programs to support the academic needs of all students.

Work closely with the Office of Student Affairs, course and clerkship directors, academic coaching program, student advising and mentoring programs to identify students in academic difficulty or who may benefit from a learning consultation or assessment. Continuously monitor the academic outcomes and success of students under the Learning Specialist's purview.

Provide students with individual assessment and counseling to identify individual learning patterns. Specific emphasis on test anxiety, test-taking skills, time management, organizational skills, learning styles, clinical reasoning, and preparation for licensure examinations and Board certification.

Meet individually with students who fail an exam or course to assess the student's current learning strategies and level of academic functioning, and provide services/interventions as appropriate.

Assist students with the development and implementation of strategies for learning and study techniques aligned with current cognitive science, learning theory, and team-based learning pedagogy. Guide students to become effective self-regulated learners.

Design and implement programs using student tutors/peer facilitators to support learning outcomes.

Develop and deliver programs to advance exam and Board performance.

Identify, select, train and supervise students to serve as tutors or peer-facilitated trainers.

Develop, organize, and facilitate workshops for students including developing effective learning skills, study strategies, creation of personal study materials, note-taking instructions, assessment of learning styles, time management, and test preparation.

Evaluate students and connect students to other professionals for assessment when indicated, including but not limited to psychology, neurology, and for ADA accommodation review. Maintain professional relations with the Office of Students Affairs and other campus resources.

Maintain data on learning programs and create reports on evidence of learning and success of programs/initiatives.

Provide presentations and outreach to students related to the availability of the program at student orientation, class meetings, and other student functions.

Serve as a resource for the Academic Advancement Committee (AAC) and report on issues that impede student progress.

Minimum Qualifications Required - Knowledge, Skill and Ability

Master's or other advanced degree in Education, Higher Education, Educational Psychology, Special Education or other closely related field.

Minimum 3 years' related experience in academic setting providing intervention strategies to diverse learners.

Experience in conducting educational workshops, seminars, and small group sessions.

Experience working with tutoring and/or peer assisted learning.

Excellent interpersonal skills, including oral and written communication skills.

Ability to multi-task and work effectively in a fast paced environment.

Demonstrated conceptual, analytical and organizational skills.
 Innovative and solution-oriented approach to sensitive and complex problems including flexibility to meeting the various needs to students.
 Ability to develop and maintain collaborative and productive relationships with various constituency groups.
 Familiarity with FERPA and applicable laws and regulations regarding student record, confidentiality, and student's rights and responsibilities.
 Demonstrated experience in discretion and sound judgment when handling confidential issues and data.
 Experience with and enthusiasm for working with a diverse student, staff and faculty population within a university setting.
 Ability to work flexible hours to accommodate student's needs
 Experience using Microsoft Office products

Preferred Qualifications

Doctorate degree in Education, Higher Education, Educational Psychology, Special Education or other closely related field.
 Experience in academic support/learning theory for professional students.
 Experience in medical education with demonstrated success in implementing academic support and cognitive skills services.
 Experience with standardized examinations (e.g. NBME subject examinations, USMLE Step 1, Step 2 and Step 3).
 Experience as academic counselor, coach or mentor.
 Experience as a teacher at the college level.

Start Date 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-425														
2D - ASSISTANT PROFESSOR														
Total Applicants	13	23	0	4	0	2	1	1	0	0	0	0	2	46
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	12	20	0	4	0	2	1	1	0	0	0	0	1	41
Interviewed Not Hired	1	2	0	0	0	0	0	0	0	0	0	0	1	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical - Neuropsychologist

Recruiter: Joyce Smith

Search Code: 2019-669

Date Posted: 3/6/2019

Posting Deadline:

The Department of Psychiatry at the University of Connecticut Health Center, located in Farmington, is recruiting for a clinical neuropsychology position at the Assistant Professor or Associate Professor rank. This is a non-tenure track position with rank to be determined based on qualifications and experience.

We are searching for an academic neuropsychologist with a track record of clinical work in the areas of memory disorders, other neurological disorders and depression. Experience in clinical research is also preferred. The successful candidate will join our growing Geriatric Psychiatry program and will contribute to the clinical, education and research missions of the Department. Candidates must be able to obtain a Connecticut license, and board certification in clinical neuropsychology is preferred.

Interested candidates should apply and upload their CVs through this site. Questions should be addressed to:

David Steffens, MD, MHS, Professor and Chair
 University of Connecticut School of Medicine
 263 Farmington Avenue, Farmington, CT 06030-1410
 Electronic submission to steffens@uchc.edu
 For additional information: (860) 679-4282

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-669														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	3	1	1	0	0	0	0	0	0	0	0	0	5
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	2	1	1	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - Gastroenterology

Recruiter: Joyce Smith

Search Code: 2018-1008

Date Posted: 4/10/2018

Posting Deadline:

BC/BE Gastroenterologist

The Department of Medicine, Division of Gastroenterology at the University of Connecticut is seeking applications for a BC/BE gastroenterologist at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care, educating G.I. fellows, medical residents and students, and academic pursuits such as quality improvement, program development, and/or clinical or basic research. We are particularly interested in applicants with a focus in advanced endoscopy, hepatology or motility; but welcome applications from other areas of concentration.

UCONN Health will be adding about 25 new faculty members over the next couple of years as a continuing part of an exciting new initiative here called Bioscience Connecticut. We have already completed a new patient care hospital tower, ambulatory care building, 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.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1008														
2D - ASSISTANT PROFESSOR														
Total Applicants	1	0	0	1	0	1	3	0	0	0	0	0	4	10
Unqualified	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	1	0	0	0	0	0	4	5
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

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

The goal candidates, 1 BF and 1 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected because he was in the process of completing his fellowship.

The 1 AM was offered the position and declined.

The 1 AM selected was a BC gastroenterologist with 12 years of experience, including a focus in advanced endoscopy. He also had experience educating fellows, medical residents and students.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - Gastroenterology

Recruiter: Joyce Smith

Search Code: 2018-1238

Date Posted: 6/22/2018

Posting Deadline:

The Department of Medicine, Division of Gastroenterology at the University of Connecticut is seeking applications for a BC/BE gastroenterologist at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care, educating G.I. fellows, medical residents and students, and be involved in academic pursuits such as quality improvement, program development, and/or clinical or basic research. We are interested in applicants with a focus in emerging areas in gastroenterology such as of colon cancer prevention, obesity, unique endoscopy skills and endoscopy outcome research; but welcome applications from other areas of concentration.

UCONN Health has added over 40 clinical faculty members over the past 2 years and continues to build on an exciting new initiative called Bioscience Connecticut. This initiative consists of a new hospital tower, a new ambulatory care building, renovation of research space, and expansion of the medical student class size.

Interested candidates should submit a cover letter and curriculum vitae through this site. For questions please contact John W. Birk, M.D. Division Chief of Gastroenterology-Hepatology, at birk@uchc.edu.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1238														
2D - ASSISTANT PROFESSOR														
Total Applicants	2	0	0	0	0	1	0	0	0	0	0	0	0	3
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Immunology

Job Title: Asst Prof/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2019-260

Date Posted: 10/25/2018 **Posting Deadline:** 1/31/2019

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. 2019-260. Please address questions to the search committee chair, c/o Ms. Kimberly Young (Email: immunology@uchc.edu). For further information on UCH, please visit <https://health.uconn.edu/immunology>.

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

The deadline to submit applications is January 31, 2019

Start Date: 08/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-260														
2D - ASSISTANT PROFESSOR														
Total Applicants	8	12	1	0	2	0	25	9	0	0	0	0	7	64
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	8	12	1	0	2	0	23	9	0	0	0	0	6	61
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	2	0	0	0	0	0	0	2

This position was posted on American Association of Immunologists, Immunity, Nature Immunology, Science Magazine, and UConn Health website.

The goal candidates 8 WM, 12 WF, and 1 BM were not interviewed for the following reasons:

- 8 WM, 11 WF, and 1 BM were not interviewed due to their lack of high impact publications, their lack of probability for future funding, and their lack of potential for collaborations.
- 1 WF accepted a position at another institution.

The 2 AM were selected due to their high impact of publications, capability for future grant funding, and their potential for collaborations.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Asst Prof/Clinical - Total Joint Surgeon

Recruiter: Joyce Smith

Search Code: 2013-665

Date Posted: 1/21/2013

Posting Deadline:

ASSISTANT OR ASSOCIATE PROFESSOR OF CLINICAL ORTHOPAEDIC SURGERY (IN RESIDENCE)

The qualified candidate will have expertise as a general orthopaedist with a principle concentration in adult reconstruction and total joint surgery. Must be board certified or board eligible orthopaedic surgeon with the fellowship training in this sub-specialty, with a firm commitment to academic medicine.

Duties will include operative and non-operative care of general orthopaedic patients, as well as patients with adult reconstruction and total joint surgical needs. Participation in education of residents from orthopaedic surgery and primary care, 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 scheduled as required. Active participation in scientific investigation, presentations and publications.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2013-665														
2D - ASSISTANT PROFESSOR														
Total Applicants	11	2	0	0	2	1	9	0	0	0	0	0	0	25
Unqualified	3	0	0	0	1	0	7	0	0	0	0	0	0	11
Qualified	3	0	0	0	0	0	2	0	0	0	0	0	0	5
Interviewed Not Hired	3	0	0	0	1	0	0	0	0	0	0	0	0	4
Withdrew	1	1	0	0	0	1	0	0	0	0	0	0	0	3
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Ob/Gyn

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2018-331

Date Posted: 10/6/2017

Posting Deadline:

Gynecologic Oncology
Department of Obstetrics & Gynecology

The Department of Obstetrics and Gynecology/Division of Gynecological Oncology and the Carole and Ray Neag Comprehensive Cancer Center at UConn Health seek an energetic individual at the Assistant or Associate Professor level. The successful candidate will be a board eligible or board certified gynecologic oncologist with demonstrated expertise in the care of patients with gynecological malignancies and an interest in clinical or translational research. Appropriate resources for research will be made available to a candidate with a research program. He/she will also contribute to the strong educational programs in the division and the department.

The Obstetrics and Gynecology Department is led by Dr. Molly A. Brewer, Chair and Professor. The department consists of 18 Assistant, Associate and full Professors, 2 APRNs, 40 residents, and 6 fellows, as well as academic and clinical support staff. The Carole and Ray Neag Comprehensive Cancer Center is led by Dr. Pramod Srivastava and has strong Divisions of Medical Oncology, Surgical Oncology and Radiation Oncology in addition to the Division of Gynecological Oncology. We also have strong research programs in cancer immunology and immunotherapy, cancer prevention, cancer genomics and cancer cell biology. The Jackson Laboratory for Genomic Medicine, located on our campus, is a partner institution.

Requirements:

Board eligible or certified in Obstetrics & Gynecology by ABOG

Board eligible or certified in Gynecologic Oncology by ABOG

Valid State of Connecticut medical license.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-331														
2D - ASSISTANT PROFESSOR														
Total Applicants	1	6	0	0	0	0	0	0	0	0	0	0	3	10
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed Not Hired	1	5	0	0	0	0	0	0	0	0	0	0	2	8
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Family Medicine

Job Title: Asst Prof/Clinical - Family Medicine

Recruiter: Joyce Smith

Search Code: 2018-922

Date Posted: 3/16/2018 **Posting Deadline:**

Faculty position
Department of Family Medicine
Asylum Hill Family Medicine Center, Inc.
Hartford CT

The University of Connecticut and Saint Francis Hospital Department of Family Medicine seeks a board certified full-time academic family medicine physician. Responsibilities in addition to building a continuity patient panel will include teaching, evaluation, and administration in the Family Medicine Residency Program based in Hartford CT as well as teaching within the medical student curriculum at the UConn School of Medicine. The ideal clinical scope of practice will include the care of both ambulatory and hospitalized patients and will occur at the Family Medicine Center at Asylum Hill (the joint resident/faculty practice for the Department) and at Saint Francis Hospital and Medical Center in Hartford, Connecticut. In collaboration with the other faculty and staff, the faculty member will participate in the ongoing development and delivery of the didactic curriculum and clinical supervision for residents and medical students at the University of Connecticut School of Medicine.

Asylum Hill Family Medicine Center serves as the Department's only residency and faculty ambulatory care practice. We are a busy modern office practice located in the west end of Hartford directly across the street from Saint Francis Hospital which is one of the highest rated hospitals in the state and region, and a member of Trinity Health of New England. Our 21-resident program with a multi-disciplinary staff and faculty (including Behavioral Health, Medical Informatics, PharmD's and Research) offer a strong supportive environment for continued growth and excellence in patient care, medical education and community service. Find out more about our program at:
<http://gme.uchc.edu/programs/familymedicine/>

Established knowledge/experience of current family medicine practice is essential, with familiarity with the use of electronic medical records. Established teaching skills including didactic lectures, small group seminars, ambulatory precepting, and clinical bedside teaching preferred. A proven track record demonstrating the ability to work collaboratively with others in a team to accomplish projects and to balance multiple overlapping initiatives, are essential.

Position Requirements: M.D. or D.O. with prior faculty experience at the residency and/or medical student level(s) is desirable but not required. As noted above, the scope of clinical practice will include both ambulatory and inpatient care. Obstetrical privileges are desired but not required. Must possess/acquire and maintain a license to practice medicine in the State of Connecticut.

SCHEDULE: Full time faculty commitment essential for this Core Residency Faculty position including night call and weekend rounding on a shared rotation. SALARY: Competitive; commensurate with experience and congruent with AAMC Faculty Salary table guidelines. Please upload a letter of intent, CV and other related documents via the UCHC Employment Services website at <https://jobs.uchc.edu>.

Questions should be addressed to Judith Fifield, Ph.D., Interim Vice-Chair, Director Asylum Hill Family Medicine Center, Inc.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-922														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	1	0	1	0	3	0	0	0	0	0	0	1	6
Unqualified	0	0	0	1	0	3	0	0	0	0	0	0	0	4
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Calhoun Cardiology Center - CCC

Job Title: Asst Prof/Clinical - Non Invasive

Recruiter: Joyce Smith

Search Code: 2019-754

Date Posted: 4/3/2019

Posting Deadline:

Non-Invasive Cardiologist - Assistant Professor

The Calhoun Cardiology Center at the University of Connecticut, School of Medicine, Farmington is seeking a Non-Invasive Cardiologist to work at our university medical center. Appointment will be at the Assistant Professor level and requires board certification in internal medicine, and board eligibility/certification in cardiovascular disease.

Responsibilities will include: Preventive cardiology, lip disorders, both inpatient and outpatient cardiology (including satellite sites), supervision of cardiac rehab and 5% teaching.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-754														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	0	0	0	0	2	1	0	0	0	0	0	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the New England Journal of Medicine and UConn Health website.

Goal candidates did not apply for this position.

The 1 AF selected was certified in internal medicine and board eligible in cardiovascular disease. She also was a graduate of UConn Health's Internal Medicine Residency program and Cardiology Fellowship program.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical - Child and Adolescent

Recruiter: Joyce Smith

Search Code: 2018-691

Date Posted: 1/12/2018

Posting Deadline:

The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) Child and Adolescent Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical services at UConn Health and at an affiliated Community Health Center and supervising General Psychiatry and Child and Adolescent Psychiatry residents.

The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry and in Child and Adolescent Psychiatry. A CV, contact information for three (3) references, and a letter describing career plans should be uploaded through this website. Questions regarding this search should be addressed to David Steffens, M. D., Chair, Department of Psychiatry, (860) 679-4282, steffens@uchc.edu.

Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-691														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	1	0	0	0	0	0	1	0	0	0	0	1	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

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

The goal candidate, 1 WF, was interviewed and not selected because she indicated that she was only interested in a part-time position.

The 1 AF selected completed both her general psychiatry and fellowship at UConn Health. She had a license to practice psychiatry in the State of Connecticut and was board eligible in General Psychiatry and in Child and Adolescent Psychiatry.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2019-066

Date Posted: 8/6/2018

Posting Deadline:

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut is seeking applications from outstanding Board Certified primary care internists. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at direct 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, Southington and Simsbury. 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 UConn Health, 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 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 a new state of the art patient care hospital tower, a new outpatient pavilion, renovation of research space, and expansion of the medical student class size.

Interested applicants should submit a letter of interest and curriculum through this website.

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

Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-066														
2D - ASSISTANT PROFESSOR														
Total Applicants	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

A goal candidate, 1 HF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Neurosurgery

Job Title: Asst/Assoc Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2019-263

Date Posted: 10/5/2018

Posting Deadline:

"UConn Health" is offering a faculty position in Neuro-Oncology. Applicants from both medical oncology and neurology will be considered. Applicants must be certified or eligible for certification by their respective boards and be able to obtain a CT medical license. The successful applicant will participate in neuro-oncology care and dependent upon their training should have either some general oncology or general neurology.

The University of Connecticut offers ample opportunities for teaching and research. Interested applicants should apply at https://jobs.uhc.edu/CSS_External/CSSPage_Welcome.asp.

Questions regarding this search should be addressed to Ketan R. Bulsara MD, MBA, Chief, Neurosurgery, University of Connecticut, bulsara@uchc.edu.

Start Date 9/27/19	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-263														
2D - ASSISTANT PROFESSOR														
Total Applicants	3	1	0	0	0	0	0	1	0	1	0	0	1	7
Unqualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Qualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	1	0	0	0	0	0	0	1	0	0	0	0	1	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - General Medicine

Recruiter: Joyce Smith

Search Code: 2018-337

Date Posted: 10/6/2017

Posting Deadline: 9/11/2019

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

Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-337														
2D - ASSISTANT PROFESSOR														
Total Applicants	1	1	0	0	0	2	1	0	0	0	0	0	0	5
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	1	0	0	0	0	0	1	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Asst Prof/Clinical - Psychiatry

Recruiter: Joyce Smith

Search Code: 2018-982

Date Posted: 4/5/2018

Posting Deadline:

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 services at UConn Health Center in the Mood and Anxiety clinic and in an outpatient medical clinic, and providing clinical services to a contracted agency serving chronically mentally ill patients in an outpatient clinic.

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. Applicants who have training and/or experience working in correctional settings are preferred.

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.

Start Date: 10/11/2019	W	M	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-982															
2D - ASSISTANT PROFESSOR															
Total Applicants	0	1	1	1	1	0	1	1	0	0	0	0	0	1	7
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	1	0	0	1	0	0	1	0	0	0	0	0	1	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Family Medicine

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2019-007

Date Posted: 7/17/2018

Posting Deadline:

Department of Family Medicine
Assistant/Associate Professor

The Dept. of Family Medicine at the University of Connecticut is seeking to recruit family physicians to serve in primarily direct patient care roles in its Canton outpatient facility. Be part of a growing team of family docs' in the university's newly created family medicine clinical service, which serves patients of all ages, and address the shortage of primary care physicians in the Greater Hartford area. Seeking an excellent, high quality family physician who is also excited to teach our medical students. Academic rank and salary will be commensurate with qualifications and congruent with AAMC Faculty Salary table guidelines. Position is available immediately. Interested applicants should apply via the UCHC Employment Services website at <https://jobs.uchc.edu>. Questions? Address them to Montgomery Douglas, MD, Chair: mdouglas@uchc.edu; 860.679.2928

UConn Health is an Affirmative Action, EEO, M/F/V/PWD/PV Employer
Job Qualifications: MD or DO. License to practice medicine in CT

Notes:

Skills:

Excellent clinical, interpersonal and communication skills

Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-007														
2D - ASSISTANT PROFESSOR														
Total Applicants	3	4	0	0	0	3	0	0	0	0	0	0	0	10
Unqualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	1	2	0	0	0	2	0	0	0	0	0	0	0	5
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	2	1	0	0	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Family Medicine

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2018-535

Date Posted: 12/4/2017

Posting Deadline:

Department of Family Medicine
Assistant/Associate Professor

The Dept. of Family Medicine at the University of Connecticut is seeking to recruit family physicians to serve in primarily direct patient care roles in its Canton outpatient facility. Be part of a growing team of family docs' in the university's newly created family medicine clinical service, which serves patients of all ages, and address the shortage of primary care physicians in the Greater Hartford area.

Seeking an excellent, high quality family physician who is also excited to teach our medical students. Academic rank and salary will be commensurate with qualifications and congruent with AAMC Faculty Salary table guidelines. Position is available immediately. Interested applicants should apply via the UCHC Employment Services website at <https://jobs.uchc.edu>. Questions? Address them to Wendy Wigglesworth, Department Administrator at wigglesworth@uchc.edu

UConn Health is an Affirmative Action, EEO, M/F/V/PWD/PV Employer
Job Qualifications: MD or DO. License to practice medicine in CT

Notes:

Skills:

Excellent clinical, interpersonal and communication

Start date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-535														
2D - ASSISTANT PROFESSOR														
Total Applicants	4	3	0	0	0	1	0	1	0	1	0	0	1	11
Unqualified	0	1	0	0	0	1	0	0	0	1	0	0	0	3
Qualified	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

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 WF, did not meet the minimum qualifications as posted.

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

- 1 WM accepted another position before his scheduled interview.

- 1 WM's work history was unstable, as he held several positions within short time frames.
- 1 WM had not practiced family medicine since 2003.
- 1 WF withdrew her application.

The goal candidate, 1 WF, accepted another job offer outside of UConn Health.

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

The 1 AF selected was a licensed physician who was a graduate of UConn School of Medicine and Family Medicine Residency Program. She was also currently working as a hospitalist.

JOB OPPORTUNITY BULLETIN

Department: Genetics & Genome Sciences

Job Title: Asst Prof/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2019-069

Date Posted: 8/6/2018

Posting Deadline: 4/3/2019

TENURE-TRACK FACULTY POSITION IN GENETICS AND GENOMICS

The Department of Genetics and Genome Sciences at UConn Health in Farmington, CT is inviting applications for a tenure-track faculty positions at the Assistant or Associate Professor level. Successful applicants will have the opportunity to participate in a highly interactive culture within the Department, with our close colleagues at the Jackson Laboratory for Genomic Medicine, and the UConn Institute for Systems Genomics. Successful candidates would be consummate team players in a highly interdisciplinary environment that brings together clinicians, biologists, molecular geneticists, computer scientists, and quantitative scientists. The ideal candidate is expected to complement existing strengths in the department with a robust research program focused on a cutting-edge area of contemporary genetics and/or genomics. Areas of particular interest include, but are not limited to single-cell genomics, RNA genomics, epigenetics, genome editing and engineering, synthetic genomics, genome technology, and computational genomics. The successful candidate will train Ph.D. students and postdoctoral fellows in the laboratory and classroom. The candidate will have access to outstanding core facilities including those that support single-cell genomics, DNA sequencing, high performance computing, microscopy, stem cell biology and FACS sorting.

Minimum qualifications include a PhD in an appropriate field, postdoctoral experience, and an outstanding record of research accomplishments. A demonstrated ability to secure external research funding and to publish impactful peer-reviewed papers is expected.

Applicants should apply at <http://www.jobs.uhc.edu> with a CV, cover letter and concise statements of research and teaching interests. In addition, applicants should arrange to have at least three letters of reference sent to Dr. Brenton Graveley at genetics@uhc.edu as a PDF document on letterhead with signature. Applications will be continuously reviewed until the positions are filled. T

The University of Connecticut is an EOE/AA employer.

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-069														
2D - ASSISTANT PROFESSOR														
Total Applicants	17	12	0	0	1	0	20	4	0	0	0	0	14	68
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	11	10	0	0	1	0	17	3	0	0	0	0	12	54
Interviewed Not Hired	5	2	0	0	0	0	3	1	0	0	0	0	2	13
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Asst Prof/Clinical - Podiatrist

Recruiter: Joyce Smith

Search Code: 2020-237

Date Posted:

Posting Deadline:

Start Date: 01/31/20	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-237														
2D - ASSISTANT PROFESSOR														
Total Applicants	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	0	0	0	0	0	0	0	0	0	0	2

These positions were not posted because UConn Health acquired these employees through the acquisition of a Podiatry practice.

The 1 WM and 1 WF selected were contractual hires.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Asst Prof/Clinical - Primary Care Physician

Recruiter: Joyce Smith

Search Code: 2019-362

Date Posted: 11/1/2018

Posting Deadline:

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from Board Certified primary care internists. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at direct 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, and Simsbury. 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 UConn Health, 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 School of Medicine will be adding new faculty members over the next few years as part of an exciting new initiative (Biosciences Connecticut), which also includes new state of the art patient care hospital tower, a new outpatient pavilion, renovation of research space, and expansion of the medical student class size.

Interested candidates should submit a letter of interest and curriculum vitae through this site.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD

Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-362														
2D – ASSISTANT PROFESSOR														
Total Applicants	0	1	0	0	0	0	1	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

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 WF, was not interviewed as she accepted a part-time position.

The 1 AM selected was a Board-Certified primary care internist with 2 years of experience.

JOB OPPORTUNITY BULLETIN

Department: Neuroscience

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2019-1010

Date Posted:

Posting Deadline: 7/5/2019

The Instructor (in residence) position will begin in July 2019. The individual will be involved in research in the laboratory of Dr. Riqiang Yan determining how RTN3 and ATG9 mediates formation of dystrophic neurites and their functional and structural interactions. The individual will also determine how alteration of ATG9 expression or cellular distribution impact amyloid deposition and neuritic plaque formation. 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 Alzheimer's research specifically the roles of DCTN6 in tubular ER reticulon proteins in neurodegenerative disorders, with a strong publication record and good communication skills. The individual should also have funding within this area of research.

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-1010														
2E - INSTRUCTOR														
Total Applicants	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

No goal candidates applied for the position.

The 1 AM selected had an accomplished background in neuroscience as well as Alzheimer's research. The candidate studied the roles of DCTN6 in tubular ER reticulum proteins in neurodegenerative disorders. He also had a long publication record with associated funding in his area of research.

JOB OPPORTUNITY BULLETIN

Department: Cntr for Regenerative Med.&Skeletal

Job Title: Instructor/Basic Research

Recruiter: Joyce Smith

Search Code: 2019-828

Date Posted:

Posting Deadline: 5/15/2019

Research Assistant Professor/Research Instructor

Dr. Kalajzic's lab is searching for a highly motivated individual with demonstrated potential for creativity and academic excellence.

Experience in a bone or orthopaedic related field would be advantageous but not critical. Experience in imaging techniques is required.

Assignments will include scientific help to students and other postdocs and help in preparation of presentations and daily management of the research group needs.

Candidates with at least 2 1/2 years of postdoctoral experience will be considered for this junior faculty position.

Applicants must possess a Ph.D., good command of the English language and good interpersonal skills. Interviews will include a knowledge assessment of the field of research.

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-828														
2E - INSTRUCTOR														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

No goal candidates applied for this position.

The 1 WF selected had teaching experience in the desired field. The candidate submitted a well-researched and documented manuscript. She was a Post Doc student who expressed her desire to work in a lab long term for her professional growth.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2019-444

Date Posted: 11/29/2018

Posting Deadline: 12/18/2018

INSTRUCTOR - DEPARTMENT OF ORTHOPAEDICS

UConn Health is recruiting for an instructor in the Department of Orthopaedics with expertise in molecular and cell biology of the skeleton. Particularly, with knowledge of osteoclast and osteoblast biology. A doctorate (PhD) degree is a requirement as well as the completion of a post-doctoral fellowship in skeletal cell biology. Responsibilities will include working on NIH funded projects pertaining to skeletal cell biology using in vitro systems and genetically modified mouse models to elucidate mechanisms of NFAT and Notch signaling bone.

Candidates should upload a cover letter and CV through this website.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-444														
2E - INSTRUCTOR														
Total Applicants	0	1	0	0	0	0	0	2	0	0	0	0	0	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

The position was posted on the UConn Health and Recruit Military employment websites.

No goal candidates applied for the position.

The 1 AF selected had experience in writing and searching for National Institute of Health grants. The candidate had experience with osteoclast and osteoblast biology. She also gave detailed and correct answers on cellular functions and their effect on the body.

JOB OPPORTUNITY BULLETIN

Department: Endocrinology

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2020-175

Date Posted:

Posting Deadline: 9/23/2019

Instructor

1. Ph.D. 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. Able to train others in all the on-going laboratory protocols and procedures, including maintenance of mouse colonies and breeding for experiments, murine skeletal phenotyping, culture of osteoblasts and bone marrow macrophages, and the performance of histomorphometry on mouse bones.

Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-175														
2E - INSTRUCTOR														
Total Applicants	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

No goal candidates applied for this position.

The 1 AM selected was a Post Doc student in the department who was familiar with the policies and procedures of the research facility. The candidate had a PhD in biomedical research and was writing his dissertation on bone marrow macrophages in scientific studies.

2E. (Instructor) Hires – Part Time to Full Time – Adjusted Work Schedule

Instructor/Basic Science - (Pediatric Dentistry)

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

JOB OPPORTUNITY BULLETIN

Department: Molecular Biology & Biophysics

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2020-427

Date Posted:

Posting Deadline: 12/4/2019

Instructor: Molecular Biology & Biophysics

The University of Connecticut Health Center is seeking highly motivated applicants for an Instructor position, available immediately.

Minimal requirement

Ph.D. degree in Chemistry, Biochemistry, Biomedical Engineering or related field.
Proven record of research productivity and publication.

Supervision Received:

Works under the general supervision of an employee of higher grade

Supervision Exercised:

May lead/supervise lower level employees as assigned.

Basic qualifications:

4+ Years of postdoctoral experience in a relevant field (Biochemistry or Biophysics)

Graduate and/or postdoctoral level training in experimental methodology associated with the fields of Chemistry, Biochemistry, Biophysics and Virology

Expertise in development, optimization and validation of fluorescence-based assays for high-throughput screening (drug discovery)

Ability to express and purify large amounts of protein from Baculoviral/insect and bacterial expression systems

Experience in biophysical characterization of protein-protein interactions including CD, SPR, FP and MST

Proficiency in assays to measure enzyme kinetics

Experience and demonstrated commitment to mentor graduate and undergraduate students

Preferred Experience and Skills

Mammalian cell culture

Multiple cell line maintenance (including human and insect cells)

Specific gene knockdown by RNA interference

Transfection, isolation, purification and analysis of DNA, RNA, and proteins from mammalian cells

Generation, characterization, establishment and maintenance of stably transfected cell lines.

Molecular Biology and analysis techniques

Molecular biology and biochemistry studies,

Plasmid DNA construction/isolation, quantification and analysis.

Gene expression studies: PCR, RT-PCR, q-PCR, Southern blot, and DNA sequencing, site directed mutagenesis.

Confocal microscopy and immunofluorescence assays.

Insect cell culture, generation of recombinant baculovirus for protein expression.

Cloning and expression from plasmids in bacteria.

Microbial techniques

Aseptic techniques, plaque assays, bacterial electro-competent cell preparation, electro-transformation, bacterial protein expression, and mutant screening by oligonucleotide hybridization (colony lift, dot blot)

Skills and abilities

Strong scientific credentials in the field of molecular biology, biophysics and biochemistry as demonstrated by publication record

Ability to design and effectively perform biochemical and biophysical experiments as demonstrated by publication record

Strong problem solving skills including troubleshooting of complex experimental systems
 Ability to work in a team environment
 Skills in data analysis, protocol generation, data presentation and literature survey
 Good written and verbal communication skills
 Desire and willingness to mentor junior staff members

Eligibility Requirements:

Must be legally authorized to work in the United States without visa restrictions.

Start Date: 2\14\2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-427														
2E - INSTRUCTOR														
Total Applicants	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

No goal candidates applied for the position.

The 1 AF selected was a Post Doctorate student who worked in the lab and was familiar with Mammalian cell culture. The candidate also worked with multiple cell line maintenance and specific gene knockdown by RNA interference. She also shared her passion for research and laboratory analysis throughout the interview.

JOB OPPORTUNITY BULLETIN

Department: Immunology

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2020-497

Date Posted: 1/17/2020

Posting Deadline: 1/24/2020

6 month instructor-in residence position in the Department of Immunology

A 6 month research position is available in the Department of immunology for an in-residence Instructor. We seek a highly motivated individual interested in cellular immunity to respiratory virus infection.

A Ph.D in Immunology plus 5 years of postdoctoral training is required. Applicants must have experience handling live animals and infectious agents, including influenza A virus. Other requirements are experience in molecular biology, quantitative PCR analysis, multi-parameter flow cytometry, confocal/light sheet microscopy and data analysis using Imaris software. Candidates must have working knowledge of mechanisms that support immunity to respiratory infection and signaling pathways that are activated by transforming growth factor beta. Qualifications must include publications in peer reviewed journals in the field of immunology or infectious disease.

Start Date: 3/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-497														
2E - INSTRUCTOR														
Total Applicants	0	0	0	0	0	1	0	1	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF selected had experience handling live animals, infectious agents, light sheet microscopy, and clarity protocols. She also had publications in peer reviewed journals.

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Job Title: Office Assistant

Recruiter: Noreen Logan

Search Code: 2019-870

Date Posted: 5/7/2019

Posting Deadline: 5/14/2019

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 eight (8) 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 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.

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

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 EPIC

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 formation 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.
Figure 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.

FULL TIME EQUIVALENT SALARY MINIMUM: \$40,901

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.

Start Date: 05/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-870														
4A - OFFICE ASSISTANT														
Total Applicants	9	100	3	41	5	43	2	5	0	11	2	7	0	228
Unqualified	0	4	0	2	1	6	0	1	0	0	0	1	0	15
Qualified	9	86	3	32	4	32	1	2	0	9	2	6	0	186
Interviewed Not Hired	0	8	0	4	0	5	1	1	0	2	0	0	0	21
Withdraw	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*Hired	0	1	0	3	0	0	0	0	0	0	0	0	0	4

These positions were posted on the UConn Health website.

The goal candidate, 1 AF, did not meet the minimum requirements as posted.

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

- 2 AF did not have EPIC knowledge and experience in a call center environment.
- 1 AF withdrew her application from consideration.

The goal candidate, 1 AF, was interviewed and not selected because she scored 2.5 out of 9 on interview questions. The interview questions were based upon knowledge of medical insurance plans and government guidelines, medical/hospital registration experience, customer service skills, and conflict resolution skills.

The 1 WF and 3 BF were selected for the following reasons:

- 1 WF and 2 BF scored 9 out of the 9 on the interview questions.
- 1 BF scored 8.5 out of the 9 on interview questions.

JOB OPPORTUNITY BULLETIN

Department: Clinical Business Services - JDH (H)

Job Title: Office Assistant-Single Billing

Recruiter: Noreen Logan

Search Code: 2019-1016

Date Posted: 7/1/2019

Posting Deadline: 7/7/2019

At UConn Health, this classification of Office Assistant is intended for use as a Single Billing Office Customer Service Representative in the Department of Patient Financial Services, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

Minimum of two (2) years of hospital billing / physician billing and follow up experience

Comprehensive knowledge of insurance plans/member eligibility

Strong problem solving and research skills

Working knowledge of Revenue codes, CTP/HCCPC codes

Knowledge of Epic

Good communication skills both written and oral

Knowledge of payor under and over payments

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

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
 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: 8:00 am - 4:30 pm, Monday - Friday, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT SALARY MINIMUM: \$42,333

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.

Start Date: 8/2 2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1016														
4A - OFFICE ASSISTANT														
Total Applicants	1	32	2	10	1	2	1	3	0	3	1	0	0	56
Unqualified	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Qualified	1	28	1	9	1	2	1	3	0	2	1	0	0	49
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	1	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health Careers website.

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

- 2 AF did not have the preferred 2 years of hospital or physician billing experience with account resolution.
- 1 AF did not indicate in her application materials that she had knowledge of the EPIC medical software system.

The 1 BM selected had 2 years of billing experience in a large state hospital. He was fluent in the EPIC software system with patient accounts. He had experience responding and resolving patient billing inquiries.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Office Assistant (Commercial Billing)

Recruiter: Noreen Logan

Search Code: 2019-981

Date Posted: 6/20/2019

Posting Deadline: 6/27/2019

At UConn Health, this classification of Office Assistant is intended for use as a Commercial Billing Follow-up Representative in the Department of Patient Financial Services, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

- Minimum of two (2) years of hospital billing and follow up experience
- Comprehensive knowledge of insurance plans/member eligibility
- Strong problem solving and research skills
- Working knowledge of Revenue codes, CTP/HCPC codes
- Knowledge of Epic
- Knowledge of payor under and over payments

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

- Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment
- Ability to operate office suite software
- Ability to schedule and prioritize workflow
- Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

- Incumbents in this class 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

The position was posted on the UConn Health Careers website.

The goal candidate, 1 AF, was not selected for an interview because she did not possess 2 years of hospital bill and resolution experience.

The goal candidate, 1 AF, was interviewed but not selected for hire as the applicant did not have any financial service experience in the areas of billing follow-up and denials.

The 1 WF selected gave very technical and detailed answers to scenario questions especially in the area of revenue codes and CTP/HCPC codes. She also had 10 years' experience in patient financial services and had positive references.

The 1 BM selected had a certification in medical coding. The candidate demonstrated a knowledge of the terminology, process, and regulations in patient billing. He was employed in an Emergency Department and had worked with the EPIC computer software.

The 1 BF selected had 10 years' experience working in a hospital billing department. The candidate answered all technical questions correctly.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Office Assistant

Recruiter: Marisa Leone

Search Code: 2019-951

Date Posted: 6/12/2019

Posting Deadline: 6/19/2019

At UConn Health, this classification of Office Assistant is intended for use as an assistant for fiscal services, and front desk/receptionist duties providing general information for customers visiting the office.

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

EXPERIENCE AND TRAINING: Two (2) years of general clerical work experience. Demonstrated experience with Microsoft Office products to include Word and 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 REQUIREMENTS:

Experience processing accounts payable in a fast paced/customer service office.

Banner/SciQuest Systems a plus.

Customer service skills

Proficient with the number pad (ten key by touch)

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

The position was posted on the UConn Health careers website.

The goal candidates, 6 AF, were not interviewed as they did not possess accounts payable experience.

The 1 BF selected had been working in accounts payable for over 15 years. The applicant accurately described the procurement and payable payment process as well as other clerical functions. The candidate scored the highest on a skills assessment. The skills assessment consisted of universal accounts payable functions including ledger balance, transaction recording, reimbursement procedures, and billing activity. The candidate has held the position of head Office Assistant in her last position and had the ability to balance customers, calendars, and several Microsoft Office programs.

JOB OPPORTUNITY BULLETIN

Department: Clinical Business Services - JDH (H)

Job Title: Office Assistant

Recruiter: Noreen Logan

Search Code: 2019-915

Date Posted: 5/29/2019

Posting Deadline: 6/5/2019

At UConn Health, this classification of Office Assistant is intended for use as an assistant for fiscal services, and front desk/receptionist duties providing general information for customers visiting the office.

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

EXPERIENCE AND TRAINING: 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:

Two (2) years of experience in a patient registration related experience

Two (2) years of experience in a hospital/medical office setting with insurance/POS collections

Customer service skills

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

The position was posted on the UConn Health careers website.

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

- 1 AF did not possess 2 years of experience in patient registration or in related area of patient care.
- 1 AF's application materials did not indicate 2 years of experience in a hospital or medical office setting with insurance or POS collections.

The 1 WF selected had 8 years of experience in customer service and office assistant responsibilities in a large hospital setting. The candidate registered patients and coordinated scheduling of care. The applicant had medical billing and collections experience. She was also fluent in several computer software systems including EPIC and MyChart.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Office Assistant (Medicare Billing)

Recruiter: Noreen Logan

Search Code: 2019-982

Date Posted: 6/20/2019

Posting Deadline: 6/27/2019

At UConn Health, this classification of Office Assistant is intended for use as a Medicare Follow-up Representative in the Department of Patient Financial Services, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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 Hospital Billing and follow-up experience

Demonstrated thorough knowledge of medical insurance plans and related government guidelines

Three (3) years of claims processing experience in a hospital setting

Demonstrated knowledge of Third Party Reimbursements, co-pays, financial classes and carrier codes

Knowledge of Revenue and HCPC codes

Knowledge of EPIC

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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.

Figure 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: 8:00 am - 4:30 pm, Monday - Friday, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT SALARY MINIMUM: \$42,333

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

Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-982														
4A - OFFICE ASSISTANT														
Total Applicants	1	19	4	7	0	5	1	0	0	3	0	0	0	40
Unqualified	0	0	0	0	0	1	0	0	0	1	0	0	0	2
Qualified	1	16	2	6	0	3	1	0	0	2	0	0	0	31
Interviewed Not Hired	0	1	2	0	0	0	0	0	0	0	0	0	0	3
Withdrew	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health Careers website.

No goal candidates applied for this position.

The 1 HF selected had 5 years of billing and resolution experience. The candidate was able to demonstrate an understanding of governmental rules in relation to billing. She also has experience with regulatory and compliance rules and regulations. The applicant received a

certification in medical coding.

The 1 WF selected possessed 10 years of Medicaid billing experience. The candidate was familiar with CPT and HCPCS codes and other key billing guidelines. She demonstrated an advanced knowledge of government rules and regulations with healthcare expenses. The applicant stated she was accustomed to working in a fast-paced environment with a focus on achieving very high goals.

Department: Patient Financial Services

Job Title: Office Assistant

Recruiter: Noreen Logan

Search Code: 2019-924

Date Posted: 5/30/2019

Posting Deadline: 6/6/2019

At UConn Health, this classification of Office Assistant is intended for use as a Medicaid Follow-up Representative where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

Two (2) years of Hospital Billing and/or Follow-up experience

Demonstrated thorough knowledge of medical insurance plans and related guidelines

Two (2) years of claims processing experience in a hospital or insurance setting

Demonstrated knowledge of Third Party Reimbursements, co-pays, referrals, financial classes and carrier codes

Knowledge of EPIC

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

The position was posted on the UConn Health careers website.

The goal candidates, 3 AF, were not selected for an interview as their applications did not indicate 2 years' experience in a hospital billing or billing resolution.

The goal candidate, 1 AF, was interviewed but not selected because she did not demonstrate an understanding of the Medicaid billing process based on inaccurate responses to technical interview questions.

The 1 BF selected possessed over 5 years of Medicaid billing and follow up experience. The candidate gave detailed examples of issues encountered with government billing with appropriate solutions. The applicant had worked in a hospital and was fluent in the EPIC computer software system.

The 1 HF selected had over 7 years' experience in Medicaid billing and resolution. The candidate demonstrated an understanding of government billing guidelines in her detailed responses to interview questions. She was a former supervisor, responsible for State medical payments and reimbursements. She also explained the importance of carrier codes and how to navigate audits and customer requests for detailed medical expenditures.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Office Assistant (Medicare Biller)

Recruiter: Noreen Logan

Search Code: 2019-827

Date Posted: 4/26/2019

Posting Deadline: 5/5/2019

At UConn Health, this classification of Office Assistant is intended for use as a Medicare Biller where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

Two (2) years of Hospital Billing experience

Demonstrated thorough knowledge of medical insurance plans and related government guidelines

Two (2) years of claims processing experience in an insurance setting

Demonstrated knowledge of Third Party Reimbursements, co-pays, referrals, financial classes and carrier codes

Knowledge of EPIC

Two (2) years of Medicare Billing Experience

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

The position was posted on the UConn Health Careers website.

The goal candidates, 7 AF, were not selected for an interview because they did not have the preferred qualification of two years of Medicare billing experience

The 1 WF selected demonstrated an in-depth understanding of Medicare billing challenges with examples from her 8 years utilizing EPIC computer software. The applicant had relevant knowledge of government guidelines in the insurance industry. She also had supervisory experience in handling third-party reimbursements, coding, and co-pays.

JOB OPPORTUNITY BULLETIN

Department: UMG-Univ Phy Patient Accts (H)

Job Title: Office Assistant

Recruiter: Noreen Logan

Search Code: 2020-233

Date Posted: 10/2/2019

Posting Deadline: 11/3/2019

At UConn Health, this classification of Office Assistant is intended for use as a 3rd Party Follow-up and Denial Management-Professional (Physician Office) Billing Representative, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support. There are two (2) vacancies.

EXPERIENCE AND TRAINING: 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:

Two (2) years of Professional Billing (Physician Office), Follow-up and/or Denial Management experience
Demonstrated thorough knowledge of medical insurance plans and related guidelines

Two (2) years of claims processing experience in a professional billing or hospital setting

Demonstrated knowledge of Third Party Reimbursements, co-pays, referrals, financial classes and carrier codes

Knowledge of EPIC

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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.

Figure 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: 8:00 am - 4:30 pm, Monday - Friday, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT SALARY MINIMUM: \$42,333

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.

Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-233														
4A - OFFICE ASSISTANT														
Total Applicants	11	60	2	27	1	23	0	4	0	4	1	5	0	138
Unqualified	1	2	0	2	0	0	0	0	0	0	0	0	0	5
Qualified	10	55	2	22	1	22	0	3	0	4	1	5	0	125
Interviewed Not Hired	0	3	0	2	0	0	0	0	0	0	0	0	0	5
Withdraw	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	1	0	0	0	0	0	2

The position was posted on the UConn Health website.

The goal candidates, 3 AF, were not chosen for an interview as they did not have 2 years of professional billing management experience including resolutions and denials in a physician's office.

The goal candidate, 1 AF, was selected.

The 1 HF selected had 7 years of experience as an Office Assistant that included supervisory responsibilities. The candidate gave detailed examples of third-party billing problems and demonstrated how to troubleshoot common issues.

JOB OPPORTUNITY BULLETIN

Department: UMG-Univ Phy Patient Accts (H)

Job Title: Office Assistant

Recruiter: Noreen Logan

Search Code: 2020-410

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

At UConn Health, this classification of Office Assistant is intended for use as a Follow-Up Credit Balance for Commercial Payors Representative, in the Department of University Physicians Patient Accounts, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

Minimum of two (2) years of hospital billing and follow up experience
Comprehensive knowledge of insurance plans/member eligibility
Strong problem solving and research skills
Two (2) years of EPIC experience
Working knowledge of Revenue codes, CTP/HCPC codes
Knowledge of payor under and over payments

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment
Ability to operate office suite software
Ability to schedule and prioritize workflow
Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Set up and maintain office procedures, filing and indexing systems and forms for own use
Compose routine correspondence
Daily work of EPIC assigned Commercial Payor credit balance work ques
Identify payor trends within Hospital Billing and report to coordinator/supervisor
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
Process purchase requisitions/purchase orders for subsequent action
Exercise discretion in following contracted payor guidelines as they pertain to refunds/offsets

The position was posted on the UConn Health careers website.

The goal candidate, 1 AF, was not selected for an interview as she did not possess 2 years of hospital billing and resolution experience.

The 1 WF selected had experience in a hospital billing department utilizing the EPIC computer software system. The candidate demonstrated a knowledge of insurance plans and member eligibility including familiarity with Revenue CTP/HCPC Codes. She had prior payroll experience that included over and under payments and ad hoc reports.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Office Assistant

Recruiter: Marisa Leone

Search Code: 2020-375

Date Posted: 11/13/2019 **Posting Deadline:** 11/20/2019

At UConn Health, this classification of Office Assistant is intended for use as an assistant for fiscal services, and front desk/receptionist duties providing general information for customers visiting the office.

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

EXPERIENCE AND TRAINING: Two (2) years of general clerical work experience. Demonstrated experience with Microsoft Office products to include Word and 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 REQUIREMENTS:

Experience processing accounts payable in a fast paced/customer service office.

Banner/SciQuest Systems a plus.

Customer service skills

Proficient with the number pad (ten key by touch)

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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.

Figure 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

SCHEDULE: 8:30 am - 5:00 pm, Monday - Friday, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT SALARY MINIMUM: \$42,333

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.

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-375														
4A - OFFICE ASSISTANT														
Total Applicants	13	94	4	33	5	41	0	6	0	8	1	1	0	206
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	13	87	4	32	5	39	0	6	0	7	0	1	0	194
Interviewed Not Hired	0	4	0	1	0	2	0	0	0	1	0	0	0	8
Withdraw	0	2	0	0	0	0	0	0	0	0	1	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 6 AF, were not selected for an interview as they did not have experience

involving procurement and creating and manipulating spreadsheets.

The 1 WF selected had a degree in accounting with over five years of general accounting experience. She gave detailed responses explaining that she processed nearly 100 invoices a day in addition to her other assigned tasks. The applicant also gave detailed explanations of the procurement and accounts payable process.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Office Assistant

Recruiter: Marisa Leone

Search Code: 2020-433

Date Posted: 11/27/2019 **Posting Deadline:** 12/4/2019

At UConn Health, this classification of Office Assistant is intended for use as an assistant for fiscal services, and front desk/receptionist duties providing general information for customers visiting the office.

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

EXPERIENCE AND TRAINING: Two (2) years of general clerical work experience. Demonstrated experience with Microsoft Office products to include Word and Advanced 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 REQUIREMENTS:

Banner/Husky Buy/Core CT a plus.

Customer service skills

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class type a variety of materials in relation to other duties or as assigned -

Verify all remittances, including coding, back up, cash and checks to ensure proper depositing into specific Health Center accounts.

Provide precise and accurate financial reporting to the State of CT. for UCONN Health. Review all areas of deposits to comply with state laws, regulations and statutes.

Make corrections as needed, independently contact banks, State Comptroller, internal and external offices for all inquiries.

Input the deposits into the Banner Finance system of financial reporting for UCONN Health. Create and maintain financial records, files, logs in Bursar Apex system. Prepare daily cash deposits for the bank, mail out remittances to department for their records.

Responsible for reconciling CORE CT deposits to Banner finance; all items must be matched and journalized in a timely manner. This includes wire transfers, interagency transfer invoices and credit card processing daily.

Daily deposits may include research of missing deposits, batches, incorrect amounts and or any problematic deposit which is reported to Bank of America.

The position was posted on the UConn Health careers website.

The goal candidate, 1 AF, was not interviewed, did not have direct customer service experience and had not worked with the Banner software system.

The 1 HF selected had direct patient and visitor experience at another large hospital. The candidate was familiar with the Banner HRIS software and held supervisory responsibilities. She also trained other staff members and coordinated employee schedules.

The 1 BF selected had been working for over a year in the role of an Office Assistant in a high traffic location. The candidate provided positive references and demonstrated her skills with the Banner HRIS software. She was flexible with the scheduling needs of the department.

JOB OPPORTUNITY BULLETIN

Department: UMG-Univ Phy Patient Accts (H)

Job Title: Office Assistant (Hospital Biller)

Recruiter: Noreen Logan

Search Code: 2020-553

Date Posted: 1/14/2020

Posting Deadline: 1/21/2020

At UConn Health, this classification of Office Assistant is intended for use in Hospital Billing in the Department of University Physicians Patient Accounts, where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

EXPERIENCE AND TRAINING: 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:

Minimum of two (2) years of hospital billing experience

Knowledge of Epic

Comprehensive knowledge of third party payor policies & procedures

Knowledge of hospital claims adjudication & denials

Working knowledge of Revenue codes, CPT/HCPCS codes

Strong understanding of medical claims terminology

Strong problem solving, follow up and research skills

Knowledge of payor under and over payments

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Incumbents in this class must possess considerable 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 includes personal computers, computer terminals and other electronic automated equipment

Ability to operate office suite software

Ability to schedule and prioritize workflow

Ability to read and interpret complex instructions

EXAMPLES OF DUTIES:

Incumbents in this class 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

The position was posted on the UConn Health careers website.

The goal candidate, 1 AF, was not interviewed as she did not have 2 years of hospital billing experience.

The 1 HF selected had 20 years of hospital billing experience. The candidate demonstrated a comprehensive understanding of the complexities of hospital billing. She was also able to provide relevant case scenarios and gave examples of appropriate channels of resolving issues. She possessed knowledge of medical claims terminology and was familiar with Revenue and CPT/HCPCS codes.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Patient Services Representative

Recruiter: Noreen Logan

Search Code: 2019-943

Date Posted: 6/4/2019

Posting Deadline: 6/11/2019

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 Patient Services Representative 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 medical billing, insurance claims and/or duties related to financial counseling. This position will handle the Inpatient and Emergency Department volume, will screen and assist patients and their families on completing Medicaid, Husky, Brainard, Affordable Care Act and Financial Assistance applications, etc.

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 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:

General Experience: Three (3) years of experience in a hospital/physicians/medical billing setting.

Substitution allowed: Associates degree and one (1) year experience in a hospital/physicians/medical billing setting.

Preferred Requirements:

Two (2) years of customer service experience related to medical billing

EPIC experience

Two (2) years of financial counseling experience

Two (2) years of physician's office or hospital experience receiving payments and processing receivables in the form of cash, check, and/or credit card

Strong knowledge of Husky Health and Access Health Programs

Bilingual in Spanish

EXAMPLES OF DUTIES:

Extensive telephone customer service

Interview/counsel patients regarding insurance, and payment of their medical bills

Answer patient and insurance inquiries

Research requests for patient information and prepare reports and correspondence

Take patient payments and balance cash drawer

Research billing issues

Obtain and verify insurance information and enter in to the system

Keep records/files

Keep current on any insurance changes

Perform related duties as required

SCHEDULE: Monday through Friday, 11:00 am to 7:30 pm, 40 hour work week, 30 minute unpaid meal break. May be required to work weekends and holidays.

FULL TIME MINIMUM EQUIVALENT SALARY: \$47,133

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.

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-943														
4B - PATIENT SERVICE REP														
Total Applicants	4	18	3	15	0	12	0	2	0	4	1	1	0	60
Unqualified	4	8	0	8	0	7	0	1	0	1	0	0	0	29
Qualified	0	10	3	5	0	2	0	0	0	3	0	1	0	24
Interviewed Not Hired	0	0	0	2	0	2	0	1	0	0	1	0	0	6
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health career website.

The goal candidates, 4 WM, did not meet the minimum qualifications of the posting.

The goal candidates, 3 BM, were not selected for an interview for the following reasons:

- 2 BM's application materials did not indicate a knowledge of Husky Health and Access Health Programs as well as being bilingual in Spanish.
- 1 BM did not have two years of physician's office or hospital experience receiving payments and processing receivables

The 1 HF selected possessed five years of customer service experience with three of those years in healthcare billing. The applicant's responsibilities included verifying insurance and utilizing CPT codes to do patient cost estimates and assisting patients with applying for a variety of Husky Health and Access Health programs. She was bilingual in Spanish.

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2019-1070

Date Posted: 7/23/2019

Posting Deadline: 7/30/2019

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 Patient Access Representative 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 in a medical office or hospital setting.

SUBSTITUTIONS ALLOWED: Associates degree may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:

Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability

Knowledge of medical terminology, and experience with ICD-10 and CPT coding

Experience with EPIC

Experience with 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: 8:30 a.m. - 5:00 p.m., Monday - Friday, 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$47,133

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.

Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1070														
4B - PATIENT SERVICE REP														
Total Applicants	1	51	1	24	0	31	1	3	1	7	1	4	0	125
Unqualified	0	37	0	17	0	26	1	3	1	6	0	4	0	95
Qualified	1	9	1	3	0	3	0	0	0	1	1	0	0	19
Interviewed Not Hired	0	4	0	2	0	2	0	0	0	0	0	0	0	8
Withdraw	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

Of the goal candidates, 1 WM and 1 BM, were not selected for an interview as they did not have the preferred experience in EPIC software or in ICD-10 and CPT coding.

The 1 WF selected gave detailed answers to ICD-10 and CPT coding and medical terminology questions. The candidate had prior supervisory experience in the fair hearings process for the appeals claims system. She also had experience with workers compensation medical records maintenance and working with third party liability.

The 1 BF selected had 7 years' experience in prior authorizations with insurance benefits. The candidate had previously worked with EPIC software for over 5 years. She managed a worker's compensation department and was familiar with the coordination of benefits and third party liability.

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2020-229

Date Posted: 10/2/2019

Posting Deadline: 10/9/2019

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 Patient Access Representative 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 in a medical office or hospital setting.

SUBSTITUTIONS ALLOWED: Associates degree may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:

Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability
Knowledge of medical terminology, and experience with ICD-10 and CPT coding
Experience with EPIC
Experience with 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: 8:30 a.m. - 5:00 p.m., Monday - Friday, 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$47,133

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.

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-229														
4B - PATIENT SERVICE REP														
Total Applicants	2	42	2	19	1	32	0	4	0	3	1	1	0	107
Unqualified	0	29	1	10	1	21	0	2	0	1	0	1	0	66
Qualified	1	7	1	5	0	9	0	1	0	1	1	0	0	26
Interviewed Not Hired	0	3	0	3	0	2	0	1	0	1	0	0	0	10
Withdraw	1	2	0	0	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidate, 1 BM, did not meet the minimum qualifications of the posting.

The goal candidates, 1 WM and 1 BM, were not selected for interview because they did not have knowledge of medical terminology, and experience with ICD-10 and CPT coding or experience with EPIC.

1 WM withdrew his application.

The 1 BF selected demonstrated her knowledge of medical terminology and experience with ICD-10 and CPT coding. The candidate used the EPIC computer software system daily and knew the privacy protocol associated with medical records.

The 1 WF selected detailed her experience with uninsured and underinsured patients where she referred them to financial counselors for medical eligibility assistance. The candidate was familiar with the appeals process for denied claims and emphasized the importance of communicating with departments regarding authorization status of patient claims.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Patient Services Representative

Recruiter: Donna Alexander

Search Code: 2020-262

Date Posted: 10/10/2019 **Posting Deadline:** 12/16/2019

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 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
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
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, rules and regulations of Medicare billing including but not limited to; incident to 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: \$47,133

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

Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-262														
4B - PATIENT SERVICE REP														
Total Applicants	1	34	2	13	0	21	2	1	0	2	1	0	0	77
Unqualified	1	25	1	8	0	15	1	1	0	2	0	0	0	54
Qualified	0	5	0	3	0	2	1	0	0	0	0	0	0	11
Interviewed Not Hired	0	4	1	2	0	3	0	0	0	0	1	0	0	11
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM and 1 BM, did not meet the minimum qualifications of the posting.

The goal candidate, 1 BM, was interviewed but not selected because he did not have 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.

The 1 HF selected had been previously employed as a patient representative in a large hospital cancer center for over five years. The candidate had experience with the EPIC computer software and had experience in both Medicaid and Medicare. She also had experience insurance billing including CPT and ICD-10 medical coding. She had positive references.

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2020-505

Date Posted: 1/2/2020

Posting Deadline: 1/9/2020

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 Patient Access Representative 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 in a medical office or hospital setting.

SUBSTITUTIONS ALLOWED: Associates degree may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:

Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability

Knowledge of medical terminology, and experience with ICD-10 and CPT coding

Experience with EPIC

Experience with 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: 8:30 a.m. - 5:00 p.m., Monday - Friday, 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$47,133

Why UConn Health

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-505														
4B - PATIENT SERVICE REP														
Total Applicants	2	40	5	30	2	25	0	6	0	4	0	3	0	117
Unqualified	0	24	4	22	1	14	0	5	0	4	0	1	0	75
Qualified	1	12	1	7	0	10	0	1	0	0	0	1	0	33
Interviewed Not Hired	0	4	0	1	0	1	0	0	0	0	0	1	0	7
Withdraw	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 4 BM, did not meet the minimum qualifications of the posting.

The goal candidates, 2 WM and 1BM, were not selected for an interview because:

- 1 WM withdrew his application from consideration.
- 1 WM did not have experience working with the EPIC computer software system.
- 1 BM most recent experience in the medical setting was in 2009.

The 1 HM selected worked in an identical position in another large hospital. He scored 86 out of 90 on the interview sampling test. The sampling was an overall questionnaire that tested an applicant’s knowledge of coding, writing appeals to patient decisions, steps to verify a patient’s insurance eligibility and coverage. It consisted of general overall tasks associate with the functions of the position,

JOB OPPORTUNITY BULLETIN

Department: Patient Access - JDH (H)

Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2020-608

Date Posted: 02/01/2020

Posting Deadline: 2/17/2020

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 Patient Access Representative 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 in a medical office or hospital setting.

SUBSTITUTIONS ALLOWED: Associates degree may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT:

Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability

Knowledge of medical terminology, and experience with ICD-10 and CPT coding

Experience with EPIC

Experience with 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: 8:30 a.m. - 5:00 p.m., Monday - Friday, 30 minute unpaid meal break; 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$47,133

Why UConn Health

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Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-608														
4B - PATIENT SERVICE REP														
Total Applicants	2	26	0	19	0	22	0	4	0	4	1	1	0	79
Unqualified	2	14	0	13	0	14	0	3	0	2	0	1	0	49
Qualified	0	8	0	4	0	4	0	1	0	0	1	0	0	18
Interviewed Not Hired	0	4	0	1	0	4	0	0	0	2	0	0	0	11
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 2 WM, did not meet the minimum qualifications of the posting.

The 1 BF selected gave detailed answers to questions which demonstrated an understanding of processing insurance benefits correctly, specifically including the correct ICD-10 and CPT codes. The candidate stressed that medical terminology was crucial to insurance billing and the correct data entry in medical records. She was fluent in the EPIC computer software system in a large hospital setting.

4B. (Patient Service Representative) Hires – Part Time to Full Time – Adjusted Work Schedule

Patient Service Representative - (Pedo Dental Clinic)

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

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Clerk

Recruiter: Noreen Logan

Search Code: 2019-762

Date Posted: 4/4/2019

Posting Deadline: 4/11/2019

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 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: full-time, 40 hour work week; Monday through Friday, 10:30 a.m. - 7:00 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

Greet 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.

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

Why UConn Health

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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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Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-762														
4C - CLERK														
Total Applicants	8	46	1	20	1	18	1	3	0	3	0	1	0	102
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	8	43	1	18	1	16	1	3	0	2	0	1	0	94
Interviewed Not Hired	0	2	0	1	0	2	0	0	0	1	0	0	0	6
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Dental Clinics Adm

Job Title: Clerk

Recruiter: Pamela Rucker

Search Code: 2019-627

Date Posted: 2/20/2019

Posting Deadline: 2/27/2019

This class is accountable for performing a full range of general clerical functions, including basic processing, reception, filing, record keeping and bookkeeping.

SUPERVISION RECEIVED

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

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.

KNOWLEDGE, SKILL AND ABILITY

Some knowledge of grammar, spelling, punctuation; basic skills in performing arithmetic computations; basic interpersonal skills; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow oral and written instructions; ability to file; ability to operate office equipment.

MINIMUM QUALIFICATIONS

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Schedule: 40 hrs per week, Mon - Fri 8:00am - 5:00pm with an hour unpaid meal break

Full Time Equivalent Minimum Salary \$34,781.00

Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-627														
4C – CLERK														
Total Applicants	13	90	4	35	1	31	1	9	0	11	2	2	5	204
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	13	90	4	35	1	28	1	9	0	11	2	2	5	201
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

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

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

The goal candidates, 13 WM, 4 BM, and 1 AM, were not interviewed because they were not UConn Health employees.

The 1 HF, a part-time UConn Health employee, was selected. She had experience answering phones, customer service experience, and other clerk duty experience.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Clerk

Recruiter: Noreen Logan

Search Code: 2019-963#01 **Date Posted:** 6/14/2019 **Posting Deadline:** 7/9/2019

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 three (3) Clerks 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: full-time, 40 hour work week

Two (2) vacancies will have the following schedule: 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.

One (1) vacancy will have the following schedule: Monday through Friday, ability to cover day shifts between 7:00 a.m. - 5:00 p.m.

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

Greet 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.

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: \$35,999

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-963														
4C - CLERK														
Total Applicants	8	44	1	31	6	18	0	6	0	6	1	5	0	126
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	8	41	1	29	6	17	0	6	0	6	1	5	0	120
Interviewed Not Hired	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	1	0	1	0	0	0	0	0	0	0	3

The position was posted on the UConn Health careers website.

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

The goal candidates, 8 WM and 1 BM, were not selected for an interview due to the following reasons:

- 8 WM and 1 BM's application materials did not indicate previous medical scheduling experience in a radiology hospital-based or outpatient setting.

The 1 BF selected was employed as a temporary worker in the hospital's Radiology department. The candidate's duties include scheduling patients for Radiology appointments. She had rapidly learned the knowledge, skill, and abilities of the position. She was customer service center

focused and was flexible in covering hours. She had a reputation of being willing to help out co-workers and continue to learn new policies and procedures

The 1 WF selected had 4 years medical scheduling experience in a radiology hospital setting. The candidate had worked in the Emergency Department of an orthopedic physician's office. She demonstrated detailed knowledge of patient registration, check-in, scheduling and insurance verification.

The 1 HF selected had 5 years central scheduling experience utilizing the EPIC computer software system. The candidate had 7 years patient check-in experience including in the Radiology department in a hospital. She had received awards for her customer-service and emphasized following protocols and procedures.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Clerk

Recruiter: Noreen Logan

Search Code: 2020-067#02

Date Posted: 8/8/2019

Posting Deadline: 8/14/2019

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 Clerk in our Radiology Department to join 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: full-time, 40 hour work week, Monday and Friday, 8:00 a.m. - 4:30 p.m., Tuesday, Wednesday, Thursday, 10:30 a.m. to 7:00 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

Greet 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.

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: \$35,999

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.

Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-067														
4C - CLERK														
Total Applicants	5	42	2	15	4	20	2	2	0	5	1	0	0	98
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	41	2	13	3	18	2	2	0	5	1	0	0	92
Interviewed Not Hired	0	0	0	2	0	1	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The BF goal was met in a previous hire and was no longer an established hiring goal.

The goal candidates, 5 WM, 2 BM, and 2 AM, were not selected for an interview because their application materials did not indicate any previous medical scheduling experience.

The 1 WF selected demonstrated extensive medical terminology and hospital experience. The candidate was responsible for patient scheduling and utilization of the EPIC computer software system and various clerical functions. She researched UConn Health in depth and shared that research effectively in the interview.

The 1 HF selected was a radiology clerk in a large hospital. The candidate was responsible for telephone triage and responding to patient inquiries. She communicated the importance of patient customer service and confidentiality throughout the interview.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Clerk

Recruiter: Noreen Logan

Search Code: 2020-318

Date Posted: 10/29/2019 **Posting Deadline:** 11/5/2019

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 Clerk in our Radiology Department to join 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: full-time, 40 hour work week, Monday and Friday, late day shift, with a 30 minute unpaid meal break; must be available to cover other established day shift hours.

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

Greet 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.

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: \$35,999

Why UConn Health

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-318														
4C - CLERK														
Total Applicants	7	28	1	19	2	23	0	2	0	2	0	1	0	85
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	6	26	1	16	2	22	0	2	0	2	0	1	0	78
Interviewed Not Hired	1	1	0	2	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The BF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 6 WM and 1 BM, were not selected for an interview as their application materials did not indicate previous medical scheduling experience in a Radiology hospital-based or in a Radiology outpatient setting.

The goal candidate, 1 WM, was interviewed but not selected for hire because his background was primarily related to the business and insurance field of health care and he had a focus on patient billing rather than patient scheduling.

The 1 WF selected possessed 4 years of clerical experience at an orthopedic practice that included a radiology outpatient department. The candidate gave examples of working in a team environment to achieve success. She was fluent in EPIC computer software and had responsibility for telephone triage.

The 1 BF selected demonstrated her successful understanding of the duties involved and her eagerness to be part of the team to achieve unit goals and foster good will among co-workers. The applicant provided very positive references.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Clerk

Recruiter: Marisa Leone

Search Code: 2020-506

Date Posted: 1/2/2020

Posting Deadline: 1/13/2020

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, and abilities as stated above.

PREFERRED QUALIFICATIONS:

Current accounts payable experience with two or more years of data entry experience and knowledge of Husky Buy 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: \$34,781

Start Date:4/24/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-506														
4C - CLERK														
Total Applicants	9	48	5	21	3	13	1	4	1	4	0	0	1	110
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	9	48	5	19	3	13	1	4	1	4	0	0	1	108
Interviewed Not Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The BF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 9 WM, 5 BM, and 1 AM, were not selected for an interview as hiring managers chose to interview contract employees working in the department.

The 1 BF selected demonstrated the most well-rounded knowledge of accounts payable, data entry, and technical assistance. The candidate worked with the Banner computer software system and working at UConn Health was knowledgeable with policies and procedures. She had positive references and exercised sound judgement and the ability to prioritize and meet deadlines.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Clerk

Recruiter: Marisa Leone

Search Code: 2020-654

Date Posted: 2/14/2020

Posting Deadline: 3/23/2020

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 in our Radiology Department to join 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: full-time, 40 hour work week, Monday and Friday, 8:00 a.m. - 4:30 p.m., with a 30 minute unpaid meal break; must be available to cover other established shifts.

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

Greet 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.

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: \$35,999

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.

Start Date: 4/24/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-654														
4C - CLERK														
Total Applicants	9	45	1	15	0	27	0	3	1	7	0	2	3	113
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	9	43	1	13	0	25	0	3	1	7	0	2	3	107
Interviewed Not Hired	0	1	0	2	0	2	0	0	0	0	0	0	0	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 WM did not have the preferred experience with EPIC scheduling.
- 8 WM and 1 BM did not have the preferred medical scheduling experience in a Radiology hospital-based or outpatient setting.

The 1 WF, a part-time UConn Health employee, was selected. She had the preferred medical scheduling experience in a Radiology hospital-based and outpatient setting. She also had the preferred experience with EPIC scheduling.

JOB OPPORTUNITY BULLETIN

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2019-803

Date Posted: 4/17/2019

Posting Deadline: 4/24/2019

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 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.

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

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

7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-803														
4D - SECR/CLERICAL														
Total Applicants	3	32	2	14	1	13	1	1	0	1	0	2	1	71
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	3	27	2	12	0	10	1	1	0	1	0	2	0	59
Interviewed Not Hired	0	4	0	2	1	3	0	0	0	0	0	0	1	11
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2019-984

Date Posted: 6/20/2019

Posting Deadline: 6/27/2019

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 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.

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

Why UConn Health

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-984														
4D - SECR/CLERICAL														
Total Applicants	6	22	2	17	3	6	0	0	0	4	0	0	0	60
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	21	2	16	2	5	0	0	0	2	0	0	0	53
Interviewed Not Hired	0	0	0	0	0	1	0	0	0	1	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	1	0	0	0	0	0	0	0	0	4

The position was posted on the UConn Health careers website.

The goal candidates, 5 WM, 21 WF, and 2 BM, did not have experience in a call center or have medical office scheduling responsibilities.

A goal candidate, 1 WM, was selected.

A goal candidate, 1 WF, was selected.

The 1 HM selected had over four years of physicians call center background at a large medical practice. The applicant averaged 100 calls per day and had training in deescalating situations with aggrieved patients.

The 1 BF was selected as she had experience in a similar call center. The candidate had high call metrics and was responsible for answering incoming calls and scheduling appointments. She also had positive references.

JOB OPPORTUNITY BULLETIN

Department: Patient Financial Services - Admin

Job Title: Cash Accounting Clerk

Recruiter: Noreen Logan

Search Code: 2019-1049

Date Posted: 7/15/2019

Posting Deadline: 7/22/2019

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 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 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 of 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 submits 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 payors to EPIC accounts receivable system

Processing resolutions of insurance credit balances for insurance companies and/or patients

Performs other related duties as assigned

SCHEDULE: full-time, 40 hours weekly, Monday - Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$40,231

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.

Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1049														
4D - SECR/CLERICAL														
Total Applicants	2	15	0	7	1	9	2	1	0	2	0	2	0	41
Unqualified	0	3	0	1	0	2	0	0	0	0	0	0	0	6
Qualified	2	9	0	5	1	4	2	1	0	2	0	2	0	28
Interviewed Not Hired	0	3	0	1	0	2	0	0	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health career website.

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

The goal candidates, 3 WF, did not meet the minimum qualifications of the posting.

The goal candidates, 9 WF, were not selected for an interview because they did not have 2 years of experience in billing within a Health care/Provider/Hospital based facility.

The goal candidates, 3 WF, were interviewed but not offered the position due to their scores on the skills assessment. The skills assessment was a series of questions based on knowledge, skill, and abilities related to the function of the position, including issuing funds, receiving funds, and insurance claims charge offs, posting procedures and other day to day responsibilities.

2 WF scored a 55% on the skills assessment.

1 WF scored a 50% on the skills assessment.

The 1 HF selected had over three years' experience as a Cash Accounting Clerk at a local hospital. The candidate scored 90% on the skills assessment. This candidate was able to detail the entire process of cash financial management with regards to patient billing and expenditure. The candidate had experience in customer service and was accustomed to the EPIC computer software system and managing issues related to insurance billing and claims adjustments.

4D. (Secretarial/Clerical) Hires – Part Time to Full Time – Adjusted Work Schedule
University Helper - (Customer Support Services)

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

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopaedics Module

Job Title: Telecom Operator -

Recruiter: Marisa Leone

Search Code: 2020-018

Date Posted: 8/6/2019

Posting Deadline: 8/9/2019

In a state agency, this class is accountable for transmitting and receiving telephone communications.

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. Bilingual skills; previous work in a health care setting.

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: serves as a liaison between the general calling public and all UConn Health clinical faculty, professionals and staff. Ensures that all consumer requests are satisfied.

With the aid of a computerized database and other resource materials, responds to all calls from the general public and the UConn Health employee base, requesting information about UConn Health services and physicians.

Collects and inputs demographic information on all new callers and updates demographic information, as appropriate, on repeat callers.

Schedules appointments for callers with appropriate physicians and services, and encourages appropriate use of UConn Health resources and services.

Provide callers with letter confirming appointment, directions and any other relevant information. contact appropriate clinical staff to accurately address the medical needs of callers.

Updates physician records

Records all appropriate information into computer

gathers and inputs demographic information

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: \$39,057

Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-018														
4D - SECR/CLERICAL														
Total Applicants	3	12	0	10	0	10	0	0	0	2	0	0	0	37
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	3	9	0	8	0	9	0	0	0	1	0	0	0	30
Interviewed Not Hired	0	1	0	2	0	1	0	0	0	1	0	0	0	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

The goal candidates, 2 WF, were selected.

JOB OPPORTUNITY BULLETIN

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2020-160

Date Posted: 9/6/2019

Posting Deadline: 9/13/2019

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 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.

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 \$39,057.00

Why UConn Health

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-160														
4D - SECR/CLERICAL														
Total Applicants	7	29	3	26	1	16	0	0	0	4	0	2	2	90
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	7	25	2	22	1	15	0	0	0	4	0	2	2	80
Interviewed Not Hired	0	1	1	2	0	1	0	0	0	0	0	0	0	5
Withdrew	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	3	0	1	0	0	0	0	0	0	0	0	0	4

These positions were posted on the UConn Health website.

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

The goal candidates, 25 WF and 2 BM were not interviewed for the following reasons:

- 1 WF cancelled her scheduled interview.
- 2 WF's experience was in positions which does not receive a high volume of calls. Telecom operators' average approximately 100 to 125 calls a day.
- 22 WF and 2 BM did not have the preferred call center and/or medical office scheduling experience.

The goal candidates, 1 WF and 1 BM, were interviewed and not selected because they did not have experience handling a large volume of calls, based on their interview answers.

The goal candidates, 3 WF, were selected.

The 1 BF was selected. She had experience within a large volume call center and had the ability to handle over 100 calls per day. She also had experience with documenting incoming calls.

JOB OPPORTUNITY BULLETIN

Department: UMG-Storrs

Job Title: Telecom Operator

Recruiter: Marisa Leone

Search Code: 2020-244

Date Posted: 10/3/2019

Posting Deadline: 11/5/2019

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 Telecom Operator 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.

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; heavy phone 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: \$39,057

Why UConn Health

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Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-244														
4D - SECR/CLERICAL														
Total Applicants	1	20	1	7	1	3	0	0	0	1	0	0	0	34
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	17	1	6	1	3	0	0	0	1	0	0	0	30
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopaedics Module

Job Title: Telecom Operator

Recruiter: Marisa Leone

Search Code: 2020-317

Date Posted: 10/29/2019 **Posting Deadline:** 11/5/2019

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: Previous experience in a high volume 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: \$39,057

Why UConn Health

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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-317														
4D - SECR/CLERICAL														
Total Applicants	5	25	0	15	2	12	0	1	1	0	0	0	0	61
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	21	0	12	2	9	0	0	1	0	0	0	0	50
Interviewed Not Hired	0	3	0	2	0	3	0	0	0	0	0	0	0	8
Withdraw	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

The position was posted on the UConn Health careers website and the Department of Administrative Services job board.

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

The goal candidates, 21 WF, were not chosen for an interview for the following reasons:

- 20 WF's application materials did not indicate any medical scheduling experience.
- 1 WF did not possess any outpatient or medical practice experience.

1 WF withdrew her application.

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

- 1 WF did not have any patient scheduling experience and her background was in financial medical billing.
- 1 WF had worked in a single physician's office performing generalist duties. She did not have high volume patient scheduling experience.
- 1 WF did not research UConn Health and did not rate patient experience as a priority in her answers to interview questions.

The 1 AF selected had researched UConn Health and its mission and vision statements. The candidate had over five years' experience in a high volume call patient scheduling center at a large hospital. She communicated the importance of working in teams to achieve goals and ensure superior customer service. She also had positive references.

JOB OPPORTUNITY BULLETIN

Department: UMG-Univ Phy Patient Accts (H)

Job Title: Cash Accounting Clerk

Recruiter: Noreen Logan

Search Code: 2020-374

Date Posted: 11/13/2019 **Posting Deadline:** 11/20/2019

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 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 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 of 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

Reconciles daily deposits received from Webster to Cash Management totals in EPIC

Counts money to verify amounts and issues receipts for funds received

Retrieves daily deposits from Webster Bank submits to Burser'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

Balances end of day deposit in rotation with Cash Posting team members

Performs related general office work (typing, filing, etc.) as required

Processes refunds to insurance and/or patient

Post insurance payments received from various insurance payors to EPIC accounts receivable system

Processing resolutions of insurance credit balances for insurance companies and/or patients

Performs other related duties as assigned

SCHEDULE: full-time, 40 hours weekly, Monday - Friday, 8:00 a.m. - 4:30 p.m., 30 minute unpaid meal

break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$40,231

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.

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-374														
4D - SECR/CLERICAL														
Total Applicants	0	25	0	0	1	2	1	1	0	2	1	3	0	36
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	23	0	0	1	2	1	0	0	2	1	3	0	33
Interviewed Not Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2020-378

Date Posted: 11/14/2019 **Posting Deadline:** 11/21/2019

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 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.

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 \$39,057.00

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

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-378														
4D - SECR/CLERICAL														
Total Applicants	6	29	0	9	1	9	0	1	0	0	0	1	0	56
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	6	25	0	9	1	9	0	0	0	0	0	1	0	51
Interviewed Not Hired	0	2	0	0	0	0	0	1	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

The goal candidates, 2 WF, were selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Storrs

Job Title: Telecom Operator

Recruiter: Marisa Leone

Search Code: 2020-419

Date Posted: 12/3/2019

Posting Deadline: 12/13/2019

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 Telecom Operator 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.

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; heavy phone 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: \$39,057

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Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-419														
4D - SECR/CLERICAL														
Total Applicants	2	7	1	3	0	3	0	3	0	1	0	0	0	20
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	2	4	1	3	0	2	0	2	0	1	0	0	0	15
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	1	0	1	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was not interviewed because he did not have the preferred call center or medical office experience.

The 1 WF was selected. She had medical office scheduling experience, which included working with heavy call volume.

JOB OPPORTUNITY BULLETIN

Department: Volunteers

Job Title: University Helper

Recruiter: Marisa Leone

Search Code: 2020-480

Date Posted: 12/19/2019 **Posting Deadline:** 12/26/2019

At UConn Health, this class is accountable for performing general routine clerical, office or service work.

SUPERVISION RECEIVED:

Reports to the Administrative Officer, or an employee of higher level who assigns work in detail and reviews work during progress and upon completion.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Provides a wide variety of routine service/receptionist work at UConn Health Information Desks including telephone directory assistance, location assistance, creating visitor badges, assisting patients with transportation calls, escorting and directing our patients and guests. May be required to maintain routine records, filing, sorting and other clerical or office work; performs related duties as required.

Requirements: Ability to carry out written and oral instructions; knowledge of proper grammar, punctuation and spelling; knowledge of office procedures; strong interpersonal, communication and customer service skills and computer abilities. Must be able to push adults in a wheelchair, lift up to 40 pounds, stand and sit for periods of time, and walk long distances. Must demonstrate ability to maintain professional demeanor with patients, visitors and staff in high-stress situations.

Preferred Requirements: At least one year prior work or volunteer experience in a health care setting and/or a closely related setting; demonstrated written and verbal communication skills; skillful in interacting with diverse groups and individuals; demonstrates good judgment in prioritizing and resolving patient concerns.

SCHEDULE: 40 hour work week, Monday through Friday, 7am - 3:30pm, 30 minute unpaid meal break; must be available to work minor holidays.

FULL TIME EQUIVALENT MINIMUM SALARY: \$32,040

Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-480														
4D - SECR/CLERICAL														
Total Applicants	7	16	0	9	1	3	0	0	1	4	1	0	0	42
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	4	16	0	7	1	3	0	0	1	3	1	0	0	36
Interviewed Not Hired	3	0	0	0	0	0	0	0	0	1	0	0	0	4
Withdrew	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

Goal candidates did not apply for this position.

The 1 BF selected had relevant customer service experience in a similar position. The candidate correctly answered questions about resolving patient concerns and worked in a similar role as a student laborer in the Volunteer Office.

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Executive Assistant

Recruiter: Pamela Rucker

Search Code: 2020-585

Date Posted: 1/29/2020

Posting Deadline: 3/13/2020

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 personal assistant for the Director of the A.J. Pappanikou Center for Excellence in Developmental Disabilities.

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:** Compiles 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 supervisor's 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.

This position is grant funded year to year.

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 arrangements for the Director and other staff, 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.

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.

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 and PowerPoint. Experience in developing and editing publications ranging from grants to brochures Experience arranging and scheduling travel arrangements Experience with management of multiple priorities and timelines

Preferred Experience: Strong organizational skills; demonstrated experience with internet research; demonstrated experience with grant development and management; demonstration of strong editing skills; ability to communicate with multiple federal and state agencies and personnel; experience with individuals with disabilities. Demonstrated proficiency in Endnote Experience with telecommunications software, web video conferencing platforms such as Zoom Experience in developing and editing manuscripts

Experience with persons with disabilities Experience with grant funded federal and state programs with persons with disabilities.

Full Time Equivalent Minimum Salary: \$59,613.00

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Start Date: 4/10/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-585														
4D - SECR/CLERICAL														
Total Applicants	6	112	3	24	3	18	1	6	0	4	0	2	5	184
Unqualified	6	107	3	23	3	18	1	5	0	4	0	2	5	177
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	3	0	1	0	0	0	1	0	0	0	0	0	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidates, 3 BM, did not meet the minimum requirements because they did not have the required experience in developing and editing publications ranging from grants to brochures.

The 1 WF was selected. She had experience developing and editing publications.

JOB OPPORTUNITY BULLETIN

Department: Cardiology

Job Title: Telecommunications Operator

Recruiter: Donna Alexander

Search Code: 2020-726

Date Posted: 3/11/2020

Posting Deadline: 3/17/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecommunications Operator to our growing Cardiology team located. 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, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

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:

Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS:

Experience in high volume clinical office or hospital call center

Scheduling outpatient testing and office visits

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: Full time, 40 hours per week, Monday - Friday with flexibility to work between the hours of 7:45 a.m. and 4:30 p.m., 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$39,057

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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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Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-726														
4D - SECR/CLERICAL														
Total Applicants	3	11	0	10	0	3	0	0	0	0	0	0	1	28
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	3	10	0	10	0	3	0	0	0	0	0	0	1	27
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had experience scheduling Cardiology and Pulmonary outpatient testing and office visits. She also had experience in a high volume clinical office and triaging.

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Adm Program Assistant I

Recruiter: Pamela Rucker

Search Code: 2019-940

Date Posted: 6/4/2019

Posting Deadline: 6/11/2019

At UConn Health, this grant funded position located in the Child and Family Studies Department is accountable for providing a full range of administrative support and/or entry level program support for an academic/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 hours per week, Monday - Friday 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

? **TYPING:** 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. Monitors and balances monthly budget, tracking expenditures and processing paperwork. Assists in program activities and logistics. Arranges and coordinates meetings and functions, to include space and equipment.

? Performs related duties as required

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

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:

Two (2) years of 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 Qualifications:

Demonstrated proficiency in MS Word, Excel, Outlook, PowerPoint and Adobe Acrobat
Experience in arranging and scheduling travel arrangements

Preferred Qualifications:

Experience in preparation of federal grants
Ability to manage multiple grant priorities and meet timelines
Demonstrated strong typing and editing skills.

Full Time Equivalent Minimum Salary: \$41,829.00

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www.ethics.state.ct.us

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-940														
4E - ADM PROGRAM ASSISTANT 1														
Total Applicants	5	47	0	18	0	13	0	4	1	6	1	0	0	95
Unqualified	5	42	0	17	0	11	0	4	1	4	1	0	0	85
Qualified	0	4	0	0	0	1	0	0	0	1	0	0	0	6
Interviewed Not Hired	0	0	0	0	0	1	0	0	0	1	0	0	0	2
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Pediatrics

Job Title: Adm Program Assistant I

Recruiter: Marisa Leone

Search Code: 2020-703

Date Posted: 3/10/2020

Posting Deadline: 3/17/2020

At the UCHC, 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.

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:

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

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:

Two (2) years experience of relevant administrative experience. Must be proficient with Microsoft Office.

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 Husky Buy and travel procedures.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break..

SALARY: FULL TIME MINIMUM EQUIVALENT SALARY: \$43,306

Start Date: 4/24/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-703														
4E - ADM PROGRAM ASSISTANT 1														
Total Applicants	6	46	2	11	3	11	1	4	0	4	0	1	2	91
Unqualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Qualified	6	42	2	11	3	11	1	3	0	4	0	1	2	86
Interviewed Not Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The 1 WF, a part-time UConn Health employee, was selected. She was proficient with Microsoft Office and had experience with Husky Buy and travel procedures.

JOB OPPORTUNITY BULLETIN

Department: Procurement

Job Title: Adm Program Assistant II

Recruiter: Marisa Leone

Search Code: 2019-958

Date Posted: 6/13/2019

Posting Deadline: 6/20/2019

This position is responsible for independently providing administrative support to the Procurement and Contracts Departments.

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 & Responsibilities

Use knowledge of English grammar, punctuation and spelling to proofread, edit and compose letters, memos, emails and other written materials

Use advanced keyboarding and Word skills to type and/or format various documents and create forms
Use Adobe to make PDF documents OCR text-readable, edit text, add/delete/move pages, bookmark, create binders, and create and edit fillable forms

Maintain the department's bid and contract filing systems (both hard copy and electronic) in proper order for easy retrieval

Compile departmental training materials and other resource documents

Scan documents and confirm that scans are complete and legible

Use spreadsheet and database programs, including Excel and SharePoint, to compile and analyze data, and prepare lists and reports

Provide administrative support for Procurement and Contracts Departments: answer phones, retrieve voicemails and deliver messages, pick up and distribute mail and faxes, send overnight mail, maintain supply room and order supplies as needed, reserve conference rooms, etc.

Receive and log bid responses

Review PRs in HuskyBuy and either approve, forward to correct approver, or take other appropriate action

Enter new suppliers and update supplier data in Banner/HuskyBuy

Create and update contract records in HuskyBuy

Member of HuskyBuy Help Desk team; answer calls, assist users, log issues, refer for additional support as needed

Maintain bid listings on DAS portal, and post hard copy of current bids weekly

Coordinate move-in for new hires and office relocations (order and oversee delivery or relocation of equipment and furniture, stock office with supplies, have phone extensions set up, etc.)

Work with Telecommunications Department to troubleshoot and resolve phone issues

Coordinate meetings and functions (including space, equipment and food); may make travel arrangements

Perform other related duties as needed/requested

Knowledge, Skills & Ability

Proficiency with Microsoft Word, and working knowledge of other Microsoft Office programs (Excel, Outlook, SharePoint, PowerPoint, etc.)

Advanced Adobe Acrobat skills

Strong verbal and written communication skills, including proper grammar, punctuation, and spelling

Sufficient knowledge of HuskyBuy and Banner to complete assigned tasks

Ability to provide help desk support

Business communication, math and analytical skills

Knowledge of Procurement and Contracts Department policies, procedures and systems

Ability to operate office equipment, including computers, scanners, copiers and telephones

Good interpersonal skills; team player

Ability to exercise good judgment

Ability to work independently and be self-motivated to prioritize workload and ensure that projects are

The position was posted on the UConn Health careers website.

The goal candidates, 12 BF and 12 HF, did not meet the minimum qualifications of the posting.

The 1 WF selected had extensive experience creating PDF fillable forms, bookmarks, and tracking changes. The candidate demonstrated advanced Adobe skills and had prior responsibilities both at a help desk and in financial services. The applicant gave many examples of her ability to problem solve and showed how she took initiative in creating changes in both process and work flows for operational needs.

JOB OPPORTUNITY BULLETIN

Department: Cell Biology

Job Title: Adm Program Assistant II

Recruiter: Pamela Rucker

Search Code: 2020-215

Date Posted:

Posting Deadline: 10/2/2019

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 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.

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, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

1). **TYPING:** Using a typewriter, word processor, or other automated equipment, 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.

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. Places departmental orders in HuskyBuy

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 of 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 Qualifications:

Experience with Microsoft programs including Excel

Experience with HuskyBuy and Banner

Knowledge of University travel policies and procedures

Full Time Equivalent Minimum Salary: \$51,210.00

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

Start Date: 11/08/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-215														
4F - ADM PROGRAM ASSISTANT 2														
Total Applicants	1	11	1	6	0	1	0	1	0	1	0	0	0	22
Unqualified	1	11	1	5	0	1	0	1	0	1	0	0	0	21
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopaedics Module

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2019-953

Date Posted: 6/12/2019

Posting Deadline: 6/19/2019

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 Clinic Office Assistant for the UMG-Orthopedics Module 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

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, and 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-10/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.

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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-953														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	37	0	22	1	20	0	2	0	4	0	3	0	89
Unqualified	0	7	0	9	0	7	0	1	0	0	0	3	0	27
Qualified	0	29	0	13	1	12	0	1	0	4	0	0	0	60
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 7 WF, did not meet the minimum qualifications of the posting.

The goal candidates, 29 WF, were not chosen for an interview as the hiring managers initially chose to interview candidates with a minimum of three years' experience working within an orthopedic practice including both outpatient and surgical scheduling experience and with Super-User EPIC experience.

The goal candidate, 1 WF, was interviewed but not selected as she did not have front desk patient experience. Her interaction with patients had been solely by telephone.

The 1 HF selected had three years' experience working in Orthopedics at the Bone and Joint Institute in Hartford. The candidate was a Super-User in EPIC and had both heavy front desk and telephone surgery scheduling experience. She also had been employed for over 10 years in a multi-medical specialty department as a scheduler.

JOB OPPORTUNITY BULLETIN

Department: Psychiatric Clinic

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2019-652

Date Posted: 6/11/2019

Posting Deadline: 6/14/2019

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:

May be required to travel to West Hartford satellite office.

PREFERRED:

Previous experience in an outpatient Psychiatry office practice setting. EPIC experience.

SCHEDULE:

40 hr./wk., Monday and Tuesday, 10am -7pm; Wed, Thursday, Friday, 8:30am - 5:30pm, 1 hr. unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-652														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	36	1	18	1	28	0	1	0	7	0	1	0	93
Unqualified	0	15	1	7	0	9	0	0	0	4	0	1	0	37
Qualified	0	13	0	11	1	18	0	1	0	3	0	0	0	47
Interviewed Not Hired	0	4	0	0	0	1	0	0	0	0	0	0	0	5
Withdraw	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Surgery Module

Job Title: Clinic Office Assistant - Surgical Scheduler

Recruiter: Marisa Leone

Search Code: 2019-848

Date Posted: 5/10/2019

Posting Deadline: 5/13/2019

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. 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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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-848														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	16	0	9	1	14	2	0	0	2	0	0	0	44
Unqualified	0	10	0	9	1	13	2	0	0	2	0	0	0	37
Qualified	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 10 WM and 2 AM, did not meet the minimum qualifications as posted.

The goal candidates, 3 WF, were not selected for an interview as they did not have any surgical scheduling experience.

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

- 1 WF had worked in telecommunications for the last 5 years. The candidate was a remote receptionist but was unable to articulate the necessary duties of surgical scheduling. Her responses were not patient-focused concerning escalated customer service scenarios.
- 1 WF worked as a remote receptionist but was unable to articulate the duties associated with surgical scheduling.

1 WF withdrew her application after the interview.

The 1 HF selected was a surgical scheduler to four vascular surgeons at a large practice for nearly 5 years. The candidate gave patient-centered responses to all questions. The candidate was fluent in the EPIC medical software system and was certified in ICD-10/CPT coding.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Clinic Office Assistant

Recruiter: Donna Alexander

Search Code: 2020-021

Date Posted: 7/25/2019

Posting Deadline: 7/31/2019

Excellence, Teamwork, Leadership and Innovation are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Clinic Office 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 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 TWO POSITIONS AVAILABLE.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

May transport specimens

Receives and records tests 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.

MINIMUM full time equivalent salary: \$43,306

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-021														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	2	46	1	15	0	21	0	3	0	5	0	0	0	93
Unqualified	2	38	1	12	0	15	0	2	0	3	0	0	0	73
Qualified	0	7	0	3	0	3	0	1	0	0	0	0	0	14
Interviewed Not Hired	0	0	0	0	0	2	0	0	0	1	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidates, 2 WM, 38 WF, and 1 BM, did not meet the minimum qualifications of the posting.

The goal candidates, 7 WF, were not selected for an interview because of the following reasons:

- 1 WF's background was in direct patient care as a medical assistant and not in front office clinical support.
- 3 WF experience was not current and they were not employed for several years in a field related to medicine.
- 1 WF's background did not have primary front office focus.
- 1 WF was unable to agree to multiple offered scheduled interview times.
- 1 WF did not respond to an interview request.

The 1 WF selected had six years of healthcare experience in a high-volume medical practice. The candidate had surgical scheduling experience and was fluent in the EPIC computer software system.

The 1 HF selected had four years of high-volume patient scheduling in a chemotherapy/infusion setting. The candidate worked with all constituents involved, including doctors, surgeons, insurance, patient transportation to assist the patient in making appointments and resolving barriers to the patient.

JOB OPPORTUNITY BULLETIN

Department: UMG-Internal Medicine

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2020-123

Date Posted:

Posting Deadline: 9/3/2019

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 multiple locations.

PREFERRED: 1 year EPIC experience; ICD-10/CPT coding.

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; 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: \$43,306

Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-123														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	13	0	3	0	5	0	0	0	2	0	0	0	23
Unqualified	0	3	0	1	0	0	0	0	0	0	0	0	0	4
Qualified	0	9	0	2	0	4	0	0	0	2	0	0	0	17
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 3 WF, did not meet the minimum qualifications of the posting.

The goal candidates, 9 WF, were not selected for an interview due to the following reasons:

- 1 WF was not interested in the specified hours needed for the position.
- 1 WF did not respond to the email to set up an interview.
- 1 WF was hired for another position in the West Hartford location.
- 6 WF did not have the preferred qualifications for the position

1 WF withdrew her application for the position.

The 1 HF selected was fluent in the EPIC computer software system and was also experienced in ICD-10/CPT coding. The candidate clearly communicated the importance of being a team player and the value of superior patient care customer service.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Clinic Office Assistant

Recruiter: Donna Alexander

Search Code: 2020-248

Date Posted: 10/7/2019

Posting Deadline: 12/6/2019

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Clinic Office 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 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, some offer no annual deductible and minimal co-pays

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

May transport specimens

Receives and records tests 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.

MINIMUM full time equivalent salary: \$43,306

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 found at www.ethics.state.ct.us

Start Date: 1/17/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-248														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	3	77	0	24	0	36	0	1	0	3	0	2	1	147
Unqualified	2	27	0	11	0	18	0	0	0	2	0	1	1	62
Qualified	1	44	0	11	0	16	0	1	0	1	0	1	0	75
Interviewed Not Hired	0	4	0	1	0	2	0	0	0	0	0	0	0	7
Withdrew	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Ob/Gyn

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2020-323#01

Date Posted: 1/3/2020

Posting Deadline: 1/7/2020

This position will service the general OB practice.

SCHEDULE:

40 hr. /wk., Mon - Fri, between the hours of 7:30am - 6:30pm, 1 hr. unpaid meal break. May need to work in multiple office locations.

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 an OB/Gyn office practice setting; ID Web; EPIC.

FULL TIME EQUIVALENT MINIMUM SALARY: \$43,306

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-323														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	22	0	10	0	10	0	2	0	3	0	0	0	47
Unqualified	0	2	0	0	0	0	0	1	0	1	0	0	0	4
Qualified	0	15	0	9	0	9	0	1	0	2	0	0	0	36
Interviewed Not Hired	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Withdrew	0	2	0	0	0	1	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The WF goals had been met with previous hires and promotions (posted externally) and were no longer established hiring goals.

No goal candidates applied for this position.

The 1 WF selected was employed as a temporary worker in a clinical office assistant position. She had prior training and was able to immediately start as an active member of the front desk. She was also efficient with computer software, customer service, and fostering a team environment.

JOB OPPORTUNITY BULLETIN

Department: Cardiology

Job Title: Clinic Office Assistant

Recruiter: Donna Alexander

Search Code: 2020-518

Date Posted: 1/3/2020

Posting Deadline: 1/9/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Clinical Office Assistant to our growing Cardiology team. If you have a background in this field, we want to hear from you.

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 Cardiology units in Farmington and other off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, Hypertension, Electrophysiology).

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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 between the hours of 8:00 a.m. and 5:15 p.m., may travel to off-campus locations; 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

May transport specimens

Receives and records tests 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

This position was posted on the UConn Health website.

The WF goals had been met with previous hires and promotions (posted externally) and were no longer established hiring goals.

The goal candidate, 1 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 BM, was not interviewed because his application was incomplete and he did not submit a resume.

The 1 WF, a part-time UConn Health employee, was selected. She had performed scheduling duties as a back-up at the Department of Cardiology office for the last 7 years.

4G. (Clinic Office Assistant) Hires – Part Time to Full Time – Adjusted Work Schedule

Clinic Office Assistant - (Internal Medicine)

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

JOB OPPORTUNITY BULLETIN

Department: Pulmonary Clinic

Job Title: Clinic Office Assistant

Recruiter: Noreen Logan

Search Code: 2020-568

Date Posted: 1/23/2020

Posting Deadline: 1/29/2020

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Clinic Office Assistant to our growing Pulmonary Medicine 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 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, Nephrology 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, some offer no annual deductible and minimal co-pays

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

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. and 5:30 p.m., primary schedule is 9:00 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

May transport specimens

Receives 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:

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

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

MINIMUM full time equivalent salary: \$43,306

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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Start Date: 3/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-568														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	27	1	4	0	19	0	3	0	0	0	0	0	54
Unqualified	0	18	1	2	0	9	0	2	0	0	0	0	0	32
Qualified	0	7	0	1	0	8	0	1	0	0	0	0	0	17
Interviewed Not Hired	0	2	0	1	0	1	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The WF goals were met with previous hires and promotions (posted externally) and were no longer established hiring goals.

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The 1 HF was selected. She had 8 years of medical appointment scheduling experience and front desk experience. She also had 7 years of EPIC experience.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Clinic Office Assistant

Recruiter: Noreen Logan

Search Code: 2020-644

Date Posted: 2/10/2020

Posting Deadline: 2/17/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Clinic Office 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 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 Operating Room, located in the University Tower.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, 12:00 noon - 9:00 p.m., 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

May transport specimens

Receives and records tests 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

Two (2) years of experience in OR scheduling (Optime) within the last five (5) years

Experience scheduling surgical procedures, utilizing block time guidelines to promote utilization of the operating rooms and reviewing case requests for accuracy

Ability to provide and promote customer service with internal and external customers scheduling procedures in the operating room and procedural areas

MINIMUM full time equivalent salary: \$43,306

Why UConn Health

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Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-644														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	22	0	8	0	11	0	3	0	0	0	1	0	45
Unqualified	0	7	0	3	0	1	0	2	0	0	0	0	0	13
Qualified	0	12	0	5	0	9	0	1	0	0	0	1	0	28
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The WF goals were met with previous hires and promotions (posted externally) and no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 WF selected had seven years of operating room scheduling experience with the last three years in the role of the coordinator. The candidate was knowledgeable of the EPIC OpTime Scheduling computer software and managed surgical blocks for multiple procedural areas. She was responsible for providing data regarding cancellations and surgical volumes and clarified discrepancies with other staff and surgeons.

JOB OPPORTUNITY BULLETIN

Department: UMG-Neurology

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2020-750

Date Posted: 3/24/2020

Posting Deadline: 3/27/2020

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 multiple locations.

PREFERRED: Previous experience in a multi-specialty outpatient practice setting, preferably in Neurology or a resident clinic; 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 Thursday, 10:30am - 7pm, Fridays, 8am - 4:30pm; 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$43,306

Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-750														
4G - CLINICAL OFFICE ASSISTANT														
Total Applicants	0	11	0	11	0	10	0	1	0	5	0	0	0	38
Unqualified	0	2	0	9	0	5	0	1	0	4	0	0	0	21
Qualified	0	5	0	2	0	2	0	0	0	1	0	0	0	10
Interviewed Not Hired	0	3	0	0	0	1	0	0	0	0	0	0	0	4
Withdrew	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The WF goals were met with previous hires and promotions (posted externally) and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 HF selected gave very concise and thoughtful answers to all questions. The candidate had five years of EPIC computer software experience and 8 years working in a medical practice in Neurology. The applicant was also able to travel for the position requirements and was flexible regarding work schedules.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CNII-Neag Comprehensive

Recruiter: Elizabeth McNamara **Search Code:** 2019-723

Date Posted: 3/27/2019 **Posting Deadline:** 5/12/2019

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
- Sign-on bonuses for experienced Oncology 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_9vrzhfoY

SCHEDULE: This is a full time position, 40 hours/week, Monday-Friday, 8:00 a.m. - 5:00 p.m., minor holidays as needed. 1 hour unpaid meal break.

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:**
- BSN or actively enrolled in a BSN program.
- Gynecologic oncology experience
- Women's health experience
- Chemotherapy 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/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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Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-723														
3A - REGISTERED NURSE														
Total Applicants	0	13	0	1	0	0	0	0	0	0	0	0	0	14
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	9	0	1	0	0	0	0	0	0	0	0	0	10
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

Staff Nurse CN2 - (Cardiac Cath. Lab.)

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

Staff Nurse CN2 - (Postoperative Services)

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

Staff Nurse CN3 - (Pre-operative Services)

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

JOB OPPORTUNITY BULLETIN

Department: UMG-General Ob/Gyn

Job Title: Staff Nurse CN II - Outpatient - Women's

Recruiter: Noreen Logan

Search Code: 2019-918

Date Posted: 5/29/2019

Posting Deadline: 6/5/2019

UConn Health is searching for an experienced OB/GYN 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 Women's Health Clinic in the Outpatient Pavilion.

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, 8:00 a.m. - 5:00 p.m., must be flexible based on patient volume/staff needs; may be 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

Two (2) years professional nursing experience

PREFERRED REQUIREMENTS:

Minimum 3 years of OB/GYN RN experience

BSN or enrolled in BSN program

NST experience

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

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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-918														
3A - REGISTERED NURSE														
Total Applicants	0	9	0	1	0	0	0	0	0	0	0	0	0	10
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	7	0	1	0	0	0	0	0	0	0	0	0	8
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse CNII

Recruiter: Catrice zz_Sandt

Search Code: 2019-954

Date Posted: 6/14/2019

Posting Deadline:

UConn Health is searching for an Operating Room Registered Nurse to join our patient-focused care team at our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Competitive Sign on bonuses for Operating Room Nurses with 2 or more years OR experience

Shift Differentials for off shifts

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: 40 hours per week -Day rotator position, 7:30am-3:30p, 9:30a-6p, 3p-11p with rotating weekends, 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

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 an operating room over the last 5 years. Current CPR certification required.

STRONGLY PREFERRED:

BSN or active enrollment in a BSN program

Two (2) or more years of general operating room experience. Experience in an Ambulatory Surgery Operating Room

MINIMUM full time equivalent salary:

\$63,898, based on experience

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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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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-954														
3A - REGISTERED NURSE														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Floats Module

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2019-840

Date Posted: 5/1/2019

Posting Deadline: 5/8/2019

UConn Health is looking for a highly skilled RN Float with a passion for patient experience. Will be required to travel to other areas of University Medical Group (UMG) and travel to satellite offices, which include Canton, Simsbury, Southington, Farmington, West Hartford, East Hartford, and Storrs.

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, Route 9 and surrounding areas
State of the art facility and campus environments

SCHEDULE:

Full-time, Monday - Friday, 7:00 a.m. - 4:00 p.m., or 8:00 a.m. - 5:00 p.m.; 60 minute unpaid meal period.

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

POSITION REQUIREMENTS:

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:

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

PREFERRED:

BSN or current enrollment in BSN program
Ambulatory experience
Three or more years of general medicine experience
Previous experience in an outpatient setting in Primary Care, phone triage, and electronic medical records

MINIMUM full time equivalent salary: \$63,898

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-840														
3A - REGISTERED NURSE														
Total Applicants	0	7	0	2	1	0	0	1	0	0	0	0	0	11
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	1	1	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

Goal candidates, 1 WF (part-time UConn Health employee) and 1 BF, were selected.

JOB OPPORTUNITY BULLETIN

Department: Endoscopy

Job Title: Staff Nurse CNII- Endoscopy

Recruiter: Catrice zz_Sandt

Search Code: 2019-960

Date Posted: 6/17/2019

Posting Deadline: 8/8/2019

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
- ACLS

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.

Ability to work in a team environment.

Communication is key to making this position a team approach.

FULL TIME EQUIVALENT SALARY

MINIMUM: \$63,898.

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-960														
3A - REGISTERED NURSE														
Total Applicants	2	10	0	2	0	2	1	1	0	0	0	0	1	19
Unqualified	0	3	0	2	0	1	0	1	0	0	0	0	0	7
Qualified	2	3	0	0	0	0	1	0	0	0	0	0	1	7
Interviewed Not Hired	0	3	0	0	0	1	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse - CNI- Operating Room

Recruiter: Erica Dangelo

Search Code: 2020-037

Date Posted: 7/31/2019

Posting Deadline: 9/15/2019

UConn Health is searching for Staff Nurse CNI to join our team in our Operating Room team at John Dempsey Hospital located in Farmington.

Staff Nurse CNI positions are geared towards those who have graduated from an accredited nursing program, and are looking for an entry-level RN role and "residency".

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.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Shift Differentials for off shifts

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: 40 hour, days

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

POSITION REQUIREMENTS:

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.

SPECIAL REQUIREMENTS: Qualified applicants will be RN's who have graduated from an accredited nursing school/program

PREFERRED REQUIREMENTS: Bachelor of Science in Nursing

MINIMUM full time equivalent salary:

\$59,613

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-037														
3A - REGISTERED NURSE														
Total Applicants	1	7	0	3	0	1	0	0	0	1	0	0	1	14
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	4	0	2	0	0	0	0	0	1	0	0	1	9
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	2	0	0	0	1	0	0	0	0	0	0	0	3

These positions were posted on the UConn Health website.

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

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

- 1 BF did not have the preferred Bachelor of Science in Nursing (BSN). Also, her application was incomplete, and she did not submit a resume.
- 1 BF applied after the 3 positions had been filled.

The goal candidate, 1 BF, was interviewed and not selected because she was selected for another UConn Health position, under #2019-956, which she declined.

The 2 WF and a 1 HF goal candidate were selected.

- The 1 WF had a Bachelor's degree in Nursing. She also had 4 years of experience as a Registered Nurse.
- The 1 WF had a Bachelor's degree in Biology and 3 months of experience as a Registered Nurse. She had operating room related competencies and shadowed in the operating room. She also had experience in the pain procedural area.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse - CNI- Operating Room

Recruiter: Erica Dangelo

Search Code: 2020-041

Date Posted: 8/2/2019

Posting Deadline: 8/7/2019

UConn Health is searching for Staff Nurse CNI to join our team in our Operating Room at John Dempsey Hospital located in Farmington.

Staff Nurse CNI positions are geared towards those who have graduated from an accredited nursing program and are looking for an entry-level RN role and "residency".

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.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Shift Differentials for off shifts

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: 40 hour, days.

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

POSITION REQUIREMENTS:

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.

SPECIAL REQUIREMENTS: Qualified applicants will be RN's who have graduated from an accredited nursing school/program

PREFERRED REQUIREMENTS: Bachelor of Science in Nursing

MINIMUM full time equivalent salary:

\$59,613

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Start Date: 09/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-041														
3A - REGISTERED NURSE														
Total Applicants	0	8	0	3	1	1	0	0	0	1	0	0	0	14
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	5	0	2	0	0	0	0	0	1	0	0	0	8
Interviewed Not Hired	0	1	0	0	1	1	0	0	0	0	0	0	0	3
Withdraw	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 BF withdrew her application from consideration.
- 1 BF was still enrolled in a Bachelor of Science in Nursing (BSN) and did not have any nursing experience.
- 1 BF was a Registered Nurse (RN) with several years' experience. This was an entry-level position that was geared and designed for applicants who have recently graduated from an accredited nursing program.

The 1 WF selected was a recent graduate RN who had shadowed in the Operating Room. She provided clear and detailed responses and examples to interview questions.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse CNII- Operating Room \$10K

Recruiter: Erica Dangelo

Search Code: 2019-956

Date Posted: 1/3/2020

Posting Deadline:

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 an Operating Room Registered Nurse to join our patient-focused care team at our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

\$10,000 sign on bonus for qualified OR experience

Industry-leading health insurance options and affordability

Shift Differentials for off shifts

Night Shift Nurse Bonuses

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

****Referral Bonus offered to UConn Health employees who refer the selected candidate for this position (paid upon successful completion of the candidate's probationary period)****

****Qualified UConn Health nurses are eligible for a \$3,000 transfer bonus for this role****

SCHEDULE: 40 hours per week -Day rotator position with rotating weekends, 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

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 an operating room over the last 5 years. Current CPR certification required.

STRONGLY PREFERRED:

BSN or active enrollment in a BSN program

Two (2) or more years of general operating room experience. Experience in an Ambulatory Surgery Operating Room; ACLS; Epic Experience

BASE SALARY RANGE: \$63,898 - \$87,922 Based on experience, not inclusive of offered differentials and active critical care stipend

Why UConn Health

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Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-956														
3A - REGISTERED NURSE														
Total Applicants	6	20	0	4	1	2	1	4	0	2	0	0	0	40
Unqualified	0	15	0	3	1	2	0	2	0	2	0	0	0	25
Qualified	0	0	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed Not Hired	2	0	0	0	0	0	1	0	0	0	0	0	0	3
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	2	0	1	0	0	0	0	0	0	0	0	0	4
Hired	3	2	0	0	0	0	0	0	0	0	0	0	0	5

This position was posted on the UConn Health website.

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

The goal candidates, 3 BF, did not meet the minimum requirements as posted.

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

The 3 WM and 2 WF were selected for the following reasons:

- 1 WM had 4 years of operating room (OR) experience. He was able to scrub and circulate in multiple specialties.
- 1 WM had approximately 1.5 years of OR experience. He also had EPIC (integrated electronic medical records system) experience.

- 1 WM had 4 years of OR experience. He was able to scrub and circulate in multiple specialties. Additionally, he attended a super user course for Stealth neuro spine.
- 1 WF had 15 years of OR experience which included scrubbing in multiple specialties. She also had a Bachelor of Science in Nursing (BSN).
- 1 WF was a former UConn Health OR Nurse. She had 27 years of OR experience.

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Staff Nurse CN II - Outpatient - Dermatology

Recruiter: Noreen Logan

Search Code: 2019-917

Date Posted: 6/13/2019

Posting Deadline: 9/3/2019

UConn Health is searching for an experienced Dermatology 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.

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, 8:00 a.m. - 5:00 p.m., 60 minute unpaid meal break; float and can possibly travel to satellite offices.

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

Two (2) years professional nursing experience

PREFERRED REQUIREMENTS:

Minimum 3 years of dermatology RN experience

BSN or enrolled in BSN program

MINIMUM FULL-TIME SALARY EQUIVALENT: \$63,898

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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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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-917														
3A - REGISTERED NURSE														
Total Applicants	0	14	0	6	0	0	1	2	0	2	0	0	0	25
Unqualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Qualified	0	2	0	2	0	0	0	1	0	0	0	0	0	5
Interviewed Not Hired	0	8	0	3	0	0	1	1	0	1	0	0	0	14
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

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

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

- 1 BF did not attend her scheduled interview or call to reschedule.
- 1 BF withdrew her application from consideration.

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

- 1 BF was selected for another UConn Health position.
- 1 BF stated she was interested in a managerial position during the interview, but this was not a managerial position.
- 1 BF's application was incomplete and not consistent with her resume.

The goal candidate, 1 BF, was selected.

The 1 WF selected provided detailed examples of her ability to establish priorities, manage effectively, and be team oriented. She also had the preferred Bachelor of Science in Nursing.

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopaedics Module

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2019-971

Date Posted: 8/9/2019

Posting Deadline: 8/16/2019

UConn Health is searching for an experienced Orthopedics 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 Orthopedics Clinic.

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, 8:00 a.m. - 5:00 p.m. 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

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

Two (2) years professional nursing (RN) experience

PREFERRED REQUIREMENT:

Minimum 3 years of orthopedic experience either in acute or outpatient setting

Experience with Epic EMR

BSN or enrolled in BSN program

MINIMUM FULL-TIME SALARY EQUIVALENT: \$63,898

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-971														
3A - REGISTERED NURSE														
Total Applicants	1	14	0	7	1	0	1	1	0	1	0	0	0	26
Unqualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Qualified	0	8	0	6	1	0	1	1	0	0	0	0	0	17
Interviewed Not Hired	1	4	0	1	0	0	0	0	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 BF withdrew her application from consideration.
- 5 BF did not have the preferred orthopedic experience.

The goal candidate, 1 BF, was a University Health Professional (UHP) union member and had contractual bargaining rights to be interviewed. She was not selected because she did not have the preferred orthopedic experience.

The 1 WF, a part-time UConn Health employee, was selected. She was a Staff Nurse CN 2 employed in the Orthopedic Unit caring for total joint patients. She also had experience with post-operation teaching regarding care management after hip/knee replacement. Additionally, she provided detailed responses to questions regarding critical thinking and time management.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: CNII - New England Sickle Cell Institute

Recruiter: Erica Dangelo

Search Code: 2020-140

Date Posted: 11/6/2019 **Posting Deadline:**

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
- Sign-on bonuses for experienced Oncology 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

At UConn Health, this position 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 will be located in the New England Sickle Cell Institute, Outpatient Pavilion Cancer Center Infusion Room and Adult Ambulatory Care Unit.

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. Incumbents 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: 1 year acute care nursing experience

PREFERRED: BSN or active enrollment in BSN program, infusion experience, outpatient experience, hematology/oncology experience

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. Direct nursing care involved, includes blood draws, implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies, apheresis and injections.

SCHEDULE: This is a full time position, 40 hours/week, 8:00 a.m.-4:30 p.m. or 9:00am-5:30pm, minor holidays as needed; 30 minute unpaid meal break, on call weekend coverage as needed.

FULL TIME EQUIVALENT SALARY MINIMUM:
\$63,898.

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-140														
3A - REGISTERED NURSE														
Total Applicants	0	7	0	0	0	0	0	0	0	0	0	0	0	7
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF selected had the preferred BSN and outpatient experience. She also provided clear, detailed responses to interview questions. Additionally, she was actively engaged during the shadow experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-Internal Medicine

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2020-143

Date Posted: 9/4/2019

Posting Deadline: 9/11/2019

UConn Health is looking for a highly skilled RN with experience in internal medicine and a passion for patient experience. This highly desirable shift and schedule is located at the UMG General Medicine Practice in Farmington.

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

Organizational culture focused on diversity and inclusion, innovation and patient experience

SCHEDULE: This is a full time position, 40 hours/week, predominantly Monday - Friday, 8:00 a.m. - 5:00 p.m., with some off-shift hours and possible travel to other locations; minor holidays as needed; one hour unpaid meal break.

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:

Must possess and maintain or be eligible for a current RN license in the State of CT

Graduation from an accredited nursing program

Minimum two (2) years of professional nursing (RN) experience

PREFERRED:

BSN or current enrollment in BSN program

Ambulatory experience

Three or more years of RN experience in general medicine

Previous RN experience in an outpatient setting in Primary Care, phone triage, and electronic medical records

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

Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow

Ability to work in a team environment

Communication is key to making this position a team approach

Performs related duties as required

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-143														
3A - REGISTERED NURSE														
Total Applicants	0	14	0	3	0	0	0	2	0	2	0	0	0	21
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	2	0	2	0	0	0	0	0	1	0	0	0	5
Interviewed Not Hired	0	9	0	1	0	0	0	2	0	0	0	0	0	12
Withdraw	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 BF cancelled her scheduled interview.
- 1 BF was a UConn Health employee on leave with a current doctor's note stating that she would not be able to perform the same work duties.

The goal candidate, 1 BF, was interviewed and not selected because she demonstrated weak communication skills. She could not clearly articulate her responses to interview questions.

The 1 WF selected had experience as an RN for 17 years. She also provided clear and detailed responses to interview questions.

JOB OPPORTUNITY BULLETIN

Department: Endoscopy

Job Title: Staff Nurse CNII- Endoscopy

Recruiter: Erica Dangelo

Search Code: 2020-205

Date Posted: 9/23/2019

Posting Deadline: 10/7/2019

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
- ACLS

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.

Ability to work in a team environment.

Communication is key to making this position a team approach.

FULL TIME EQUIVALENT SALARY

MINIMUM: \$63,898.

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-205														
3A - REGISTERED NURSE														
Total Applicants	0	6	0	1	0	0	0	2	0	0	0	0	0	9
Unqualified	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	5	0	1	0	0	0	1	0	0	0	0	0	7
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 BF, was not interviewed because her acute care experience was in 2005 and she did not have the preferred endoscopy experience.

The 1 WF selected had 8 years of experience in a Post-Anesthesia Care Unit and the preferred 3 years of endoscopy experience.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Staff Nurse -CNI-Clinic RN Oncology

Recruiter: Erica Dangelo

Search Code: 2020-138

Date Posted: 9/3/2019

Posting Deadline: 9/17/2019

UConn Health is searching for Staff Nurse CNI to join our team Outpatient Cancer Center Team at John Dempsey Hospital located in Farmington. Staff Nurse CNI positions are geared towards those who have graduated from an accredited nursing program, and are looking for an entry-level RN role and "residency". 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.

COMPREHENSIVE BENEFITS OFFERED: Industry-leading health insurance options and affordability
Shift Differentials for off shifts 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: This is a full time position, 40 hours/week, 8:00 a.m.- 5:00 p.m. or 8:30am-5:30pm, minor holidays as needed; 1 hour unpaid meal break.

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.

POSITION REQUIREMENTS: 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.

SPECIAL REQUIREMENTS: Qualified applicants will be RN's who have graduated from an accredited nursing school/program.

PREFERRED REQUIREMENTS: Bachelor of Science in Nursing

MINIMUM full time equivalent salary: \$59,613

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-138														
3A - REGISTERED NURSE														
Total Applicants	1	15	0	3	0	1	0	0	0	1	0	0	0	21
Unqualified	0	7	0	0	0	0	0	0	0	0	0	0	0	7
Qualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Interviewed Not Hired	1	5	0	3	0	1	0	0	0	0	0	0	0	10
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 2 BF's responses to discussions about oncology were inappropriate and inaccurate.
- 1 BF spoke negatively about her work environment and management.

The 1 WF selected provided appropriate thorough responses and detailed examples to interview questions.

This position was posted on the UConn Health website.

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

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because she did not have PACU experience. Her experience was within the emergency department.

The 1 WF selected had 5 years of PACU nursing experience. She also had the preferred Bachelor of Science in Nursing and ambulatory experience.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse CNII- Operating Room \$10K

Recruiter: Elizabeth McNamara

Search Code: 2020-214

Date Posted: 1/3/2020

Posting Deadline:

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 an Operating Room Registered Nurse to join our patient-focused care team at our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

\$10,000 sign on bonus for qualified OR experience

Industry-leading health insurance options and affordability

Shift Differentials for off shifts

Night Shift Nurse Bonuses

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

****Referral Bonus offered to UConn Health employees who refer the selected candidate for this position (paid upon successful completion of the candidate's probationary period)****

****Qualified UConn Health nurses are eligible for a \$3,000 transfer bonus for this role****

SCHEDULE: 40 hours per week -Day rotator position with rotating weekends, 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

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 an operating room over the last 5 years. Current CPR certification required.

STRONGLY PREFERRED:

BSN or active enrollment in a BSN program

JOB OPPORTUNITY BULLETIN

Two (2) or more years of general operating room experience. **Job Title:** ACLS; Epic Experience

MINIMUM FULL TIME EQUIVALANT: \$63,898 -more based on experience, not inclusive of offered differentials and active critical care stipend

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

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-214														
3A - REGISTERED NURSE														
Total Applicants	6	16	0	1	0	3	1	1	0	2	0	0	0	30
Unqualified	3	7	0	1	0	2	0	1	0	2	0	0	0	16
Qualified	0	2	0	0	0	1	1	0	0	0	0	0	0	4
Interviewed Not Hired	1	3	0	0	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Hired	2	2	0	0	0	0	0	0	0	0	0	0	0	4

These positions were posted on the UConn Health website.

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

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 2 WM and 2 WF selected had all had the preferred operating room experience.

Department: Clinical Research Center

Staff Nurse CN II

Recruiter: Noreen Logan

Search Code: 2020-227

Date Posted: 10/1/2019

Posting Deadline: 10/8/2019

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 Staff Nurse CN2 in the Clinical Research Center. 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

Progressive leadership and educational development programs available

At the UConn Health Lowell P. Weicker Clinical Research Center, this class is accountable for providing patient care in the implementation and maintenance of research protocols.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED

May lead/supervise employees of lower rank.

EXAMPLES OF DUTIES:

Organizes, coordinates and manages clinical research projects

Interacts with internal/external sources to facilitate data collection

Determines appropriateness and eligibility of research subjects for studies, i.e. screening process

Obtains consent for participation in projects

Collects and reviews data

Provides instruction to research participants as applicable

Performs procedures, i.e. ECG, phlebotomy, interventions, study medication

administration/teaching/monitoring, and related duties as required

Schedules participant visits

Collect and maintain regulatory documents, i.e. PI CV, 1572, CLIA licenses, IRB approved documents, etc.

Willingness to learn how to complete IRB applications through the HSPO web based software, i.e. IRIS

Serves as a resource person to employees of a lower rank on studies being conducted

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of research protocols

Considerable knowledge of family dynamics

Considerable nursing skills

Considerable interpersonal skills

Considerable oral and written communication skills

Considerable computer use experience with Microsoft office

EXPERIENCE AND TRAINING:

General Experience: Incumbents must possess and maintain a current Registered Nurse license to practice professional nursing in the State of Connecticut.

Special Experience: Minimum of 2 years of experience as a professional nurse.

Preferred Experience:

Prior Clinical Research experience

Prior experience with regulatory and IRB affairs
 Considerable knowledge with various computer software programs, i.e. Microsoft office, IRIS
 Completion of Collaborative IRB Training Initiative (CITI) within the past three (3) years

WORKING CONDITIONS:

Incumbents in this class may have exposure to communicable/infectious diseases and to disagreeable conditions.

May be required to work some evenings and weekend hours.

This position may involve local or out of state travel.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8:00 a.m. - 4:30 p.m., with a 30 minute unpaid meal break, occasional weekends and holidays as needed.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$63,898

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-227														
3A - REGISTERED NURSE														
Total Applicants	0	4	0	1	0	0	0	0	0	0	0	0	0	5
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 BF, was interviewed and not selected because she had not completed the CITI training and did not have experience with regulatory and IRB affairs.

The 1 WF, a part-time UConn Health employee, was selected. She had completed the CITI training and had experience with regulatory and IRB affairs.

JOB OPPORTUNITY BULLETIN

Department: UMG-Floats Module

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2020-029

Date Posted: 7/26/2019

Posting Deadline: 9/19/2019

UConn Health is looking for a highly skilled RN Float with a passion for patient experience. Will be required to travel to other areas of University Medical Group (UMG) and travel to satellite offices, which include Canton, Simsbury, Southington, Farmington, West Hartford, East Hartford, and Storrs.

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, Route 9 and surrounding areas
State of the art facility and campus environments

SCHEDULE:

Full-time, Monday - Friday, 8:00 a.m. - 5:00 p.m.; 60 minute unpaid meal period.

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

POSITION REQUIREMENTS:

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:

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

PREFERRED:

BSN or current enrollment in BSN program
Ambulatory experience
Three or more years of general medicine experience
Previous experience in an outpatient setting in Primary Care, phone triage, and electronic medical records

MINIMUM full time equivalent salary: \$63,898

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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-029														
3A - REGISTERED NURSE														
Total Applicants	0	13	0	4	0	0	0	1	0	0	0	2	0	20
Unqualified	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Qualified	0	9	0	3	0	0	0	0	0	0	0	2	0	14
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidates, 3 BF, were not interviewed due to not being a University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. Only UHP union members with contractual bargaining rights were to be interviewed.

The 1 WF, a part-time UConn Health employee and UHP union member, was selected. She had 16 years of Registered Nurse experience. Her experience included ambulatory, general medicine, and Primary Care outpatient. She also had experience utilizing electronic medical records.

JOB OPPORTUNITY BULLETIN

Department: UMG-Internal Medicine

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2020-372

Date Posted: 11/13/2019 **Posting Deadline:** 11/20/2019

UConn Health is looking for a highly skilled RN with experience in internal medicine and a passion for patient experience. This highly desirable shift and schedule is located at the UMG Internal Medicine Practice in West Hartford.

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

Organizational culture focused on diversity and inclusion, innovation and patient experience

SCHEDULE: This is a full time position, 40 hours/week, predominantly Monday - Friday, 8:00 a.m. - 5:00 p.m., with some off-shift hours and possible travel to other locations; minor holidays as needed; one hour unpaid meal break.

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:

Must possess and maintain or be eligible for a current RN license in the State of CT

Graduation from an accredited nursing program

Minimum two (2) years of professional nursing experience

PREFERRED REQUIREMENTS:

BSN or current enrollment in BSN program

Ambulatory experience

Three (3) or more years of internal medicine experience

Previous experience in an outpatient setting in Primary Care

Previous experience with phone triage

Previous experience with electronic medical records

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

Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow

Ability to work in a team environment

Communication is key to making this position a team approach

Performs related duties as required

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-372														
3A - REGISTERED NURSE														
Total Applicants	1	8	0	3	0	2	0	1	0	1	0	0	0	16
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	1	4	0	2	0	0	0	0	0	0	0	0	0	7
Interviewed Not Hired	0	2	0	1	0	2	0	1	0	1	0	0	0	7
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 BF did not attend her scheduled interview.
- 1 BF did not respond to requests to schedule an interview.

The goal candidate, 1 BF, was interviewed and not selected because she did not have the preferred experience with internal medicine or electronic medical records. She also did not provide clear and detailed answers to interview questions.

The 1 WF, a part-time UConn Health employee, was selected. She had the preferred experience with internal medicine and electronic medical records. She also provided clear and detailed answers to didactic interview questions.

JOB OPPORTUNITY BULLETIN

Department: UMG-GI Module

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2019-181

Date Posted: 9/11/2018

Posting Deadline: 11/22/2019

UConn Health is searching for an experienced Gastroenterology 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 Gastroenterology Clinic.

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 between 7:30 a.m. and 5:30 p.m. 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

Two (2) years professional nursing (RN) experience

PREFERRED REQUIREMENT:

Minimum 3 years of gastroenterology experience

BSN or enrolled in BSN program

MINIMUM FULL-TIME SALARY EQUIVALENT: \$63,898

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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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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req:2019-181														
3A - REGISTERED NURSE														
Total Applicants	2	28	0	6	0	4	1	1	0	1	0	0	0	43
Unqualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Qualified	2	21	0	4	0	2	1	0	0	0	0	0	0	30
Interviewed Not Hired	0	5	0	1	0	0	0	1	0	0	0	0	0	7
Withdraw	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

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

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

The goal candidates, 5 BF, were not interviewed for the following reasons:

- 3 BF did not have the preferred requirement of 3 years of gastroenterology experience.
- 1 BF was selected for another UConn Health position.
- 1 BF withdrew her application from consideration.

The goal candidate, 1 BF, was interviewed and not selected because she indicated she was no longer interested in the position.

The 1 HF selected had worked in an Endoscopy center for the past 6 years. She was familiar with all gastroenterology procedures and prep instruction.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CN II - Sickle Cell

Recruiter: Elizabeth McNamara **Search Code:** 2020-332

Date Posted: 10/30/2019 **Posting Deadline:** 11/24/2019

UConn Health is looking for a highly skilled RN with experience in acute healthcare and a passion for patient experience. This position will work in the New England Sickle Cell Institute and Connecticut Bleeding Disorders Clinic.

Benefits of this position include:

Competitive pay structures

Desirable day shift with major holidays off

Sign-on bonuses for experienced Oncology 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, ROU 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:

This is a full time position, 40 hours/week, Monday-Friday, 8:00 a.m. - 4:30 p.m., 30 minute unpaid meal break; minor holidays as needed, may float to other areas of the Cancer Center.

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.

SPECIAL REQUIREMENTS:

Minimum 1 year of experience as an RN.

PREFERRED REQUIREMENTS:

BSN or actively enrolled in a BSN program.

Bleeding disorder experience

Sickle cell experience

Hematology/oncology experience

Infusion experience

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

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

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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.

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-332														
3A - REGISTERED NURSE														
Total Applicants	1	9	0	2	1	0	0	0	0	0	0	1	0	14
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	5	0	1	1	0	0	0	0	0	0	1	0	8
Interviewed Not Hired	0	3	0	1	0	0	0	0	0	0	0	0	0	4
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 BF, was not interviewed because she did not have the preferred experiences.

The goal candidate, 1 BF, was interviewed and not selected because she did not provide the dates of her shadow experience, as requested.

The 1 WF selected had the preferred sickle cell and infusion experience along with disease management.

JOB OPPORTUNITY BULLETIN

Department: Cardiac Cath. Lab

Job Title: Staff Nurse CNII - Cardiac Cath Lab & EP

Recruiter: Elizabeth McNamara **Search Code:** 2020-448 **Date Posted:** 12/5/2019 **Posting Deadline:**

UConn Health is searching for a Cardiac Cath Lab Nurse to join our patient-focused care team at our new, state of the art facility. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind. This position is located in the Cardiac Cath Lab and Electrophysiology Lab.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability
Shift Differentials for off shifts
12 recognized holidays per year
Sign on bonus for RNs with at least 2 years of Cath Lab experience
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: 40 hours per week, 10 hour shifts. Rotating holidays & weekends. On Call is required.

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

POSITION REQUIREMENTS:

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.

SPECIAL REQUIREMENTS: Minimum of two (2) years' current critical care experience.

PREFERRED REQUIREMENTS:

Minimum of 2 years' current EP or cath lab nursing experience
Experience with moderate sedation, IABP, Impella
Ability to circulate and maintain sterile technique
Pre / Post procedure care.
Hemodynamic Monitoring Experience
ACLS certification
Critical care experience
Cardiac and Peripheral procedure
BSN

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-448														
3A - REGISTERED NURSE														
Total Applicants	1	6	0	0	0	0	0	2	0	1	0	0	1	11
Unqualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	1	2	0	0	0	0	0	0	0	0	0	0	1	4
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF selected had the preferred critical care and emergency department experience.

The 1 AF selected had the preferred BSN and catheterization laboratory experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-General Ob/Gyn

Job Title: Staff Nurse CN II - Outpatient (Women's

Recruiter: Noreen Logan

Search Code: 2020-475

Date Posted: 12/16/2019 **Posting Deadline:** 12/23/2019

UConn Health is searching for an experienced OB/GYN 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 Women's Health Clinic in the Outpatient Pavilion.

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...and more

SCHEDULE: FT - 40 hours; 8 hour shifts, 7:30 a.m. - 5:30 p.m., must be flexible based on patient volume/staff needs; may be 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

Two (2) years professional nursing experience

PREFERRED REQUIREMENTS:

Minimum 3 years of OB/GYN RN experience

BSN or enrolled in BSN program

NST experience

MINIMUM FULL-TIME SALARY EQUIVALENT: \$63,898

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-475														
3A - REGISTERED NURSE														
Total Applicants	0	15	0	3	0	2	0	1	0	0	0	0	0	21
Unqualified	0	3	0	1	0	1	0	0	0	0	0	0	0	5
Qualified	0	10	0	1	0	1	0	0	0	0	0	0	0	12
Interviewed Not Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Cardiac Cath. Lab

Job Title: Staff Nurse CNII - Cardiac Cath Lab & EP

Recruiter: Elizabeth McNamara **Search Code:** 2020-448 **Date Posted:** 12/5/2019 **Posting Deadline:**

UConn Health is searching for a Cardiac Cath Lab Nurse to join our patient-focused care team at our new, state of the art facility. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind. This position is located in the Cardiac Cath Lab and Electrophysiology Lab.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability
Shift Differentials for off shifts
12 recognized holidays per year
Sign on bonus for RNs with at least 2 years of Cath Lab experience
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: 40 hours per week, 10 hour shifts. Rotating holidays & weekends. On Call is required.

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

POSITION REQUIREMENTS:

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.

SPECIAL REQUIREMENTS: Minimum of two (2) years' current critical care experience.

PREFERRED REQUIREMENTS:

Minimum of 2 years' current EP or cath lab nursing experience
Experience with moderate sedation, IABP, Impella
Ability to circulate and maintain sterile technique
Pre / Post procedure care.
Hemodynamic Monitoring Experience
ACLS certification
Critical care experience
Cardiac and Peripheral procedure
BSN

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-448														
3A - REGISTERED NURSE														
Total Applicants	1	6	0	0	0	0	0	2	0	1	0	0	1	11
Unqualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	1	2	0	0	0	0	0	0	0	0	0	0	1	4
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF selected had the preferred critical care and emergency department experience.

The 1 AF selected had the preferred BSN and catheterization laboratory experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-Rheumatology

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2020-528

Date Posted: 1/7/2020

Posting Deadline: 1/14/2020

UConn Health is looking for a highly skilled Rheumatology RN with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the Outpatient Pavilion.

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, 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, Monday-Friday, 7:30 a.m. - 4:30 p.m., 60 minute unpaid meal break

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

Ability to work in a team environment

Communication is key to making this position a team approach

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

POSITION REQUIREMENTS:

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

Two (2) years professional nursing experience

PREFERRED REQUIREMENT:

BSN or active enrollment in a BSN program

Previous RN experience in Rheumatology

RN experience working in a medical outpatient practice

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-528														
3A - REGISTERED NURSE														
Total Applicants	0	7	0	3	1	2	0	0	0	0	0	0	0	13
Unqualified	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Qualified	0	1	0	2	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	3	0	1	0	2	0	0	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

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

- 1 BF did not respond to invitations to interview for the position.
- 1 BF did not have the preferred experience in Rheumatology and she did not have experience working in a medical outpatient practice.

The goal candidate, 1 BF, was interviewed and not selected because she did not have experience working in a medical outpatient practice.

The 1 HM selected had experience caring for patients diagnosed with Rheumatological conditions and was familiar with common Rheumatological drugs, therapy, and side effects. He also had experience giving both IM and SQ injections, which is how a variety of Rheumatology medications are given. Additionally, he had experience working in a medical outpatient clinic.

JOB OPPORTUNITY BULLETIN

Department: Postoperative Services

Job Title: Staff Nurse CNII-PACU

Recruiter: Elizabeth McNamara **Search Code:** 2020-611 **Date Posted:** 2/7/2020 **Posting Deadline:**

UConn Health is looking for a highly skilled Post-OP/PACU RN with a passion for patient experience. This critical role is located in our Post OP PACU and will work alongside top medical providers.

Benefits of this position include:

Competitive pay structures

Sign on bonuses for experienced PACU RNs (2+ years)

12 eligible holidays & strong paid time off

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: - 9:00 a.m. to 7:30 p.m., four (4) 10 hour shifts, On-call as required. Rotating weekends & holidays

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.

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.

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.

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 or recent critical care experience

CPR, ACLS, PALS

PREFERRED QUALIFICATIONS: BSN;

BSN or active enrollment in a BSN program.

Two (2) or more years' experience working in a PACU.

EPIC experience.

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-611														
3A - REGISTERED NURSE														
Total Applicants	0	11	0	3	0	1	0	4	0	0	0	0	0	19
Unqualified	0	4	0	2	0	1	0	1	0	0	0	0	0	8
Qualified	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	1	0	0	0	2	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because she applied after a hiring decision had been made.

The 1 WF was selected. She had 3.5 years of experience as a Registered Nurse which included 2 years of experience in Post Anesthesia Care Unit and Intensive Care Unit.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Staff Nurse CNII - OR Evenings \$10K Sign-

Recruiter: Elizabeth McNamara **Search Code:** 2020-357

Date Posted: 11/8/2019 **Posting Deadline:** 2/17/2020

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 an Operating Room Registered Nurse (Evenings) to join our patient-focused care team at our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

- \$10,000 sign on bonus for qualified OR experience
- Industry-leading health insurance options and affordability
- Shift Differentials for off shifts
- 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

****Referral Bonus offered to UConn Health employees who refer the selected candidate for this position (paid upon successful completion of the candidate's probationary period)****

****Qualified UConn Health nurses are eligible for a \$3,000 transfer bonus for this role****

SCHEDULE: 3pm - 11:30p 40 hours per week - Typically M-F with rotating weekends, 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.

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 an operating room over the last 5 years. Current CPR certification required.

STRONGLY PREFERRED:

- BSN or active enrollment in a BSN program
- Two (2) or more years of general operating room experience. ACLS; Epic Experience

BASE SALARY RANGE: \$63,898 - \$87,922 Based on experience/education, not inclusive of offered differentials and active critical care stipend.

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Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-357														
3A - REGISTERED NURSE														
Total Applicants	0	4	0	0	0	1	0	0	0	0	0	0	0	5
Unqualified	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Qualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF selected had over a year of operating room experience, as well as, experience with orthopedic and ears, nose, and throat surgery. She also completed 6 months of Periop 101 training.

JOB OPPORTUNITY BULLETIN

Department: Pre-operative Services

Job Title: Staff Nurse CNII-Pre-Op

Recruiter: Elizabeth McNamara **Search Code:** 2020-667 **Date Posted:** 2/19/2020 **Posting Deadline:**

UConn Health is looking for a highly skilled Pre-OP/PACU RN with a passion for patient experience. This critical role is located in our Pre OP PACU and will work alongside top medical providers.

Benefits of this position include:

Competitive pay structures

Sign on bonuses for experienced PACU RNs (2+ years)

12 eligible holidays & strong paid time off

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: - Four (4) ten hour shifts, 6:00 a.m. to 4:30 p.m. On-call as required. Rotating weekends & holidays

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.

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.

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.

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 or recent critical care experience

CPR, ACLS, PALS

PREFERRED QUALIFICATIONS: BSN;

BSN or active enrollment in a BSN program.

Two (2) or more years' experience working in a PACU.

EPIC experience.

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898

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Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-667														
3A - REGISTERED NURSE														
Total Applicants	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Unqualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 AF was selected. She had 3 years of pre-operation and Post Anesthesia Care Unit experience which included prior surgical and trauma intensive care unit experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-Geriatrics

Job Title: Staff Nurse CN II - Outpatient

Recruiter: Noreen Logan

Search Code: 2020-663

Date Posted: 2/19/2020

Posting Deadline: 2/26/2020

UConn Health is looking for a highly skilled RN (Staff Nurse CN2) for UMG Geriatrics with clinical case management experience in acute healthcare and a passion for patient experience. This highly desirable position is located at the Out Patient Pavilion at UConn Health.

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, 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, 8:00 a.m. - 5:00 p.m., 60 minute unpaid meal break

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 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 REQUIREMENTS:

Must possess and maintain or be eligible for a current RN license in the State of CT

Graduation from an accredited nursing program

Minimum two (2) years of professional nursing experience

PREFERRED QUALIFICATION:

EPIC experience

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Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-663														
3A - REGISTERED NURSE														
Total Applicants	0	11	0	4	0	1	1	0	0	0	0	0	0	17
Unqualified	0	4	0	1	0	0	0	0	0	0	0	0	0	5
Qualified	0	1	0	1	0	1	1	0	0	0	0	0	0	4
Interviewed Not Hired	0	5	0	2	0	0	0	0	0	0	0	0	0	7
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The WF and HF 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 as posted.

The goal candidate, 1 BF, was not interviewed because she did not respond to a request to schedule an interview.

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

- 2 BF were late for their interviews and did not answer questions completely.

The 1 WF was selected. She had 6 years of experience as a geriatric Registered Nurse.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CNII-Surgical/Oncology

Recruiter: Elizabeth McNamara **Search Code:** 2020-710

Date Posted: 3/4/2020

Posting Deadline: 3/10/2020

UConn Health is searching for an experienced surgical/oncology registered nurse to join our team in the Outpatient Pavilion Cancer Center in Farmington, CT. This position may cross cover with other area with in the Cancer Center clinics.

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

Daycare and wellness/fitness facilities onsite.

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_9vrzhfoY

SCHEDULE: This is a full time position, 40 hours/week, 8:00 a.m.- 5:00 p.m. or 8:30am-5:30pm, minor holidays as needed; 1 hour unpaid meal break.

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.

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

Patient teaching, care coordination, provide support care and assist with clinic flow.

Direct nursing care involved, includes blood draws, implanted port access, flushing central lines, and injections.

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.

Ability to work in a team environment.

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.

A minimum 1 year experience in either acute care or in an outpatient/ambulatory clinic.

PREFERRED:

Oncology experience

Surgical experience

Outpatient clinic experience

Bachelor of Science in Nursing

EPIC experience

WORKING CONDITIONS:

Incumbents 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.

FULL TIME EQUIVALENT SALARY MINIMUM: \$63,898 (more depending on experience)

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Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-710														
3A - REGISTERED NURSE														
Total Applicants	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had 2 years of acute care nursing experience as well as the preferred oncology and surgical experience.

JOB OPPORTUNITY BULLETIN

Department: Postoperative Services

Job Title: Asst Nursing Mgr- PACU

Recruiter: Catrice zz_Sandt

Search Code: 2019-1003

Date Posted: 6/27/2019

Posting Deadline: 8/1/2019

UConn Health is searching for an Assistant Nursing Manager in our Pre-op and PACU unit. This position is an excellent opportunity for a charge nurse with acute care and medical surgical experience to transition into a leadership role! Highly desirable shift and schedule are an added benefit.

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: 40 hour day rotator with call.

Reporting Relationship:

The Assistant Nurse Manager works under the supervision of the Nursing Manager. Gain hands on leadership training in this desirable transition role.

Supervision Exercised:

Directs and manages the staff of the Pre-op and PACU unit. Supervises lower level employees as assigned.

Knowledge and Skills:

Considerable knowledge of principles and practices of Pre-op and PACU 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.

Required Experience and Training:

Graduation from an accredited nursing program
Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
A minimum of 3 years acute care experience with 2 of the years being on a Pre-op or PACU unit
Supervisory or charge function responsibilities.

Preferred Experience: Bachelors' Degree in Nursing or active enrollment in a BSN program.

Principal Duties and Responsibilities:

Organizes, plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work of unit staff
Makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in conducting performance evaluations
Leads the planning of care and implementation of the nursing process
Maintains and promotes standards of nursing
Provides staff orientation, training and assistance; provides corrective feedback to staff to support

achievement of performance standards; identifies staff development needs; participates in interdisciplinary meetings regarding patient care implementation, outcomes and performance improvement activities

Makes recommendations on policies and standards; prepares reports and correspondence

Performs individualized nursing assessments for assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease relate/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; performs related duties as required.

Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.

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.

Perform other related duties incidental to the job or as assigned.

Minimum Salary:

\$68,120 effective July 5, 2019

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1003														
3B - NURSING SUPERVISOR														
Total Applicants	0	6	0	0	0	0	0	0	0	0	0	0	0	6
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had 5 years of Post Anesthesia Care Unit (PACU) experience

which included charge experience. Additionally, she had an Intensive Care Unit background. She also provided clear and concise responses to interview questions.

JOB OPPORTUNITY BULLETIN

Department: N.N.I.C.U.

Job Title: Assistant Nurse Manager - NICU

Recruiter: Elizabeth McNamara

Search Code: 2020-458

Date Posted:

Posting Deadline: 12/16/2019

Open to Internal UConn Health Employees Only

SUMMARY

Under general supervision, supervises and coordinates the day-to-day activities and unit operations of an assigned inpatient nursing unit; ensures adherence to organizational and unit policies and procedures, and accepted nursing protocols and procedures. Collaborates with patients, families, peers, physicians and other members of the health care team in the delivery of patient care. Reports to Nurse Manager.

ROLE RESPONSIBILITIES

UNIT LEADERSHIP

Supervises and coordinates the day-to-day activities and unit operations on an assigned shift for an inpatient nursing unit:

Ensures adequate staffing levels by supporting Charge Nurses to make appropriate decisions; understands and takes into consideration both unit and organizational staffing resource needs, and appropriately allocates/assigns staffing resources based upon those needs; Assists with analysis of monthly budget variances and yearly budget planning

Facilitates teamwork and cooperation among staff, effectively follows-up and resolves routine employee relations issues, seeking support from Nurse Manager with more complex issues

Participates in the selection, hiring and orientation process for unit staff; partners with nurse manager in all phases of the performance management process (planning, ongoing feedback/coaching, check ins, and appraisal) for assigned staff; facilitates off-shift staff meetings; Identifies shift equipment, supply and services issues; communicates with appropriate personnel, and follows-through to resolve resource issues.

Participates in a variety of administrative managerial activities such as the development, implementation, and enforcement of unit policies and procedures; follows-up on occurrence reports; and maintains appropriate department files (e.g. employee files, incident reports, etc.)

Drives success within team to achieve unit and department scorecard goals.

Ensures the success of Unit-based Shared Governance Councils. Holds councils accountable to achieve their goals in set timeframes. Incorporates Rounding for Influence practices into their daily workflow

CLINICAL PRACTICE

Competent to provide direct clinical care as needed. Provides safe, appropriate patient care to a defined patient population according to CT Children's and department policies and standards.

Coordinates with the unit based clinical nurse specialist to ensure that staff receive education on new treatment modalities and on the care of new patient populations.

Facilitates teamwork among department staff and between departments to help ensure a seamless service and optimal care to patients and families.

MULTI-DISCIPLINARY COLLABORATION

Demonstrates effective communication and collaboration skills with all members of the health care team.

Develops, or assists others in developing comprehensive plans of care that recognize the multidisciplinary contributions to patient care.

DOCUMENTATION

Conducts chart reviews and follows-up to ensure ongoing readiness for regulatory purposes. Completes all required documentation in a timely manner, according to CCMC policies and standards; necessary information is effectively communicated to all members of the health care team. Provides feedback to clinical staff regarding compliance with unit documentation standards.

PATIENT /FAMILY PARTNERSHIP AND EDUCATION

Conducts daily rounds of unit consistently fielding routine patient/staff issues. Follows through to resolution issues identified in patient satisfaction survey.

Partners with child and family in evaluating outcomes. Monitors, trends, and evaluates patient/family responses to treatment. Provides appropriate education to patients and families regarding all aspects of care according to CCMC policies and standards; supports the organization's efforts to patient/family education.

QUALITY IMPROVEMENT

Demonstrates commitment to continuous quality improvement; leads changes processes by coordinating unit-based quality improvement activities in conjunction with the unit-based councils for the department and or organization; collaborates in the review and development of policies and procedures. With the unit councils and education support, implements improvements, ensuring appropriate education of affected staff; and, ensures system for ongoing monitoring and evaluation. Identifies clinical issues and promotes quality improvement and/or research activities directed toward improving patient care.

POPULATION-SPECIFIC

Demonstrates knowledge of the differences and needs of patients in appropriate, specific populations from neonate through adolescence and applies them to practice. Demonstrates cultural sensitivity in all interactions with patients/families. Collaborates with manager and others to develop a systematic approach to addressing the population-specific differences of patients/families.

SUPERVISORY RESPONSIBILITIES

Collaborates with Nurse Manager, Education Support and physician leaders to manage clinical and non-clinical staff. Directs and manages the staff of the Neonatal Intensive Care Unit. Supervises lower level employees as assigned.

POSITION REQUIREMENTS

Knowledge and Skills:

Considerable knowledge of principles and practices of NICU 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.

Required Experience and Training:

Bachelors' Degree in Nursing

Candidates must possess and maintain a current license to practice nursing in the state of Connecticut

A minimum of 3 years acute care experience with 2 of the years being on a NICU Unit

Supervisory or charge function responsibilities (current or past assignment of a lead)

Licenses and Certifications

Current State of Connecticut Registered Nurse licensure is required and maintained thereafter. Current

Basic Life Support (BLS) / CPR in adult, child & infant is required upon hire. Specialty

licensure/certification may be required, as specified by department

Schedule: Rotating Day (8s)/Night Shifts (12s) - rotating holidays & weekends

Salary Range (Based on years of experience): \$68,058 - \$97,302

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-458														
3B - NURSING SUPERVISOR														
Total Applicants	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website for employees only.

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had 9 years of NICU experience which included leadership in a charge role.

3B. (Nursing Supervisor) Hires – Part Time to Full Time – Adjusted Work Schedule

Assistant Nursing Manager

(OB/GYN)

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

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Clinical Patient Navigator - Population

Recruiter: Marisa Leone

Search Code: 2019-617

Date Posted: 2/13/2019

Posting Deadline: 7/26/2019

CLINICAL PATIENT NAVIGATOR - POPULATION HEALTH & OUTREACH 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 Clinical Patient Navigator - Population Health and Outreach Manager to our growing team. If you have a background in this field, as well as a passion for the 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

SCHEDULE: Monday through Friday, 8:00 am to 5:00 pm

Scope of Position:

The Clinical Patient Navigator works with relevant stakeholders to identify and engage patients in care management with a focus on patient experience, improving health and reducing cost. The Navigator will work as part of a multi-disciplinary team caring for high-risk patients with multiple co-morbidities and frequent hospitalizations related to poor management of conditions. The nurse will act as a liaison between patients, families and providers. Navigator will assess barriers to care, self-management, provide education, develop care plans specific to the patients' needs and goals, and connect patients with community resources such as VNA, hospice, PT/OT, home health care, social service agencies, etc.

Supervision Received:

Works under general supervision of an employee of a higher grade.

Supervision Exercised:

May supervise employees of a lower grade.

Accountabilities & Responsibilities:

Identify potentially high risk patients:

* Develops and coordinates a model of access and care benefiting patients, providers and family members.

* Assesses clinical status needs related to medical problems for ambulatory patients; interprets critical data and 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; determines requirements for new registries; analyzes metrics and makes adjustments as needed.

* Collaborates with practices and providers to utilize data to identify patient risk principles and practices of various disease modalities and expected and adverse outcomes of therapeutic interventions.

* Develops, identifies, tracks and conducts outreach to patients who would benefit from a coordination of care approach based on established patient identifiers. Identifies high risk patients and manages them with the goal of improving quality and reducing costs.

* Assess patient/family clinical status needs related to medical diagnosis, treatment plan, treatment providers, treatment options, financial resources and discharge planning needs across a continuum of care providers and services. Assists patients to navigate and utilize the healthcare system

appropriately to encourage increased self-management of their care including utilizing appropriate available resources.

* Create care plans for patients, collaborate with and coordinate the efforts with primary care providers and care teams, facilitate referrals throughout the system, and use data analytics to prioritize efforts and improve the health of patients.

* Establishes relationships with patients/families to set reasonable expectations for care as evidenced by reduced Emergency Department use, unnecessary hospitalizations and increased use of outpatient resources.

Minimum Qualification Required:

Knowledge, Skills and Abilities:

Considerable knowledge of clinical group practice operations and health care management systems; ability to promote programs and services in the community; extensive understanding of patient care; strong interpersonal skills; ability to maintain strict confidentiality; strong oral and written communication skills; ability to promote and build teamwork and multidisciplinary/coordinated care across service locations. Ability to instruct and train on population health and care management. Understanding of Clinical Quality regulatory programs such as Meaningful Use, PQRS, ACO, MACRA. Ability to assess populations, and specific patients within an identified population for needs appropriate for care coordination services. Understanding of data capture requirements of registries and how UConn Health will use and submit. Strong problem solving skills and the ability to establish priorities and manage effectively. Ability to articulate requirements to IT staff in support of registry building. Ability to validate and perform testing commensurate with build parameters and reports for Healthy Planet tool. Ability to translate the requirements needed for any ACO and knowledge of MSSP which will replace PQRS reporting. Knowledge of TCM/CCM Billing.

Experience & Training Requirements:

Bachelor's degree in nursing. 3+ years of experience in an Ambulatory, Hospital, Home Care, or Managed Care setting. Experience with population health and care management preferred.

Clinical credentials commensurate with acting on behalf of providers to initiate and conduct patient outreach programs which may include placing orders, clinical assessments, and interventions. Incumbents in this class must maintain licensure in the applicable discipline; a registered nurse. May be required to travel within the State in the course of their daily work

Experience, preferred but not required:

- ? Previous experience with EPIC
- ? Participation in a system design project
- ? Previous experience with Population Health

Why UConn Health

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-617														
3C - SPECIALIZED NURSES														
Total Applicants	3	35	0	7	2	3	1	2	1	0	0	1	1	56
Unqualified	0	6	0	2	1	0	1	0	1	0	0	1	0	12
Qualified	3	20	0	2	1	3	0	2	0	0	0	0	1	32
Interviewed Not Hired	0	6	0	2	0	0	0	0	0	0	0	0	0	8
Withdrew	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

The goal candidates, 2 BF and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 3 BF and 2 AF, were not interviewed for the following reasons:

- 1 BF applied after final interviews had taken place.
- 1 BF withdrew her application.
- 1 BF and 2 AF did not have the preferred experience with population health and care management.

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

- 1 BF was unable to articulate her ability to form relationships with patients. Also, her responses to disciplinary team questions raised concerns of her ability to build teamwork and coordinate care across service locations.
- 1 BF did not have care planning experience and knowledge of TCM/CCM billing. She did not communicate her ability to form relationships with patients and her conflict resolution example did not include active listening, empathy, and creative problem solving.

The 1 WF selected had ambulatory and hospital experience. She provided thorough examples of her ability to provide patient-centered care. She also provided detailed examples of her ability to clearly and thoroughly communicate with patients, caregivers, and medical professionals.

JOB OPPORTUNITY BULLETIN

Department: Case Management

Job Title: RN Clinical Case Manager

Recruiter: Catrice zz_Sandt

Search Code: 2019-837

Date Posted: 5/1/2019

Posting Deadline: 5/30/2019

UConn Health is looking for a highly skilled RN Clinical Case Manager with experience in acute healthcare and a passion for patient experience. This highly desirable position is 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, 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 Monday - Friday, 8:00 a.m.to 4:30 p.m. with rotating holidays, occasional weekend shifts, and on-call.

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.

Supervisory ability.

EXPERIENAND TRAINING

GENERAL EXPERIENCE: Master's degree in Nursing

SUBSTITUTION ALLOWED: Bachelor's degree in nursing with three years' experience in relative specialty.

PREFERRED REQUIREMENTS: Minimum 2 years case management experience.

SPECIAL REQUIREMENTS: Incumbents in this class must maintain licensure as a registered nurse

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.
 Performs a full range of tasks related to discharge planning and utilization review.
 Collects data and performs audits related to discharge planning and utilization review.

FULL TIME EQUIVALENT SALARY MINIMUM:
 \$77,438

Why UConn Health

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-837														
3C - SPECIALIZED NURSES														
Total Applicants	0	9	0	1	0	0	0	2	0	0	0	0	0	12
Unqualified	0	3	0	1	0	0	0	1	0	0	0	0	0	5
Qualified	0	4	0	0	0	0	0	1	0	0	0	0	0	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 1 AF, did not meet the minimum requirements as posted.

The goal candidate, 1 AF, was not interviewed because she was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed.

The 1 WF, a part-time UConn Health employee and UHP union member, was selected. She had a Master's Degree in Nursing and 7 years of registered nurse experience.

3C. (Specialized Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

Clinical Case Managers - (Case Management)

2 WF adjusted their work schedules from part time to full time during the reporting period.

JOB OPPORTUNITY BULLETIN

Department: Anesthesiology

Job Title: Nurse Anesthetist CRNA

Recruiter: Erica Dangelo

Search Code: 2018-591

Date Posted: 6/18/2019

Posting Deadline:

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 Nurse Anesthetist - CRNA to join our patient-focused care team within our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Competitive wages

Sign on bonuses for CRNAs

Industry-leading health insurance options and affordability

Multi-channel retirement options (pension and match options)

Generous dollars and hours for CME

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: 40 hours per week - most common shift: 7a-3:30p -

At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.

Examples of Duties:

Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines

Monitors, maintains and interprets data and waveforms

Monitors vital signs, estimates blood volume loss and administers blood products as appropriate

Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist

Formulates care plans and responds to emergencies throughout the hospital

Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients

Participates in the clinical teaching of students, residents and other healthcare providers

Performs other related duties as required.

Minimum Qualifications Required:

Knowledge, Skills And Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

General Experience And Training:

Registered Nurse with (2) two year post graduate education in Anesthesia

Special Requirements:

Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

Must be ACLS certified at the time of hire, or certified within 6 months of hire

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-591														
3C - SPECIALIZED NURSES														
Total Applicants	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

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

Goal candidates did not apply for this position.

The 1 WM selected had 5 years of Certified Registered Nurse Anesthesiology experience.

Department: Anesthesiology

Job Title: Nurse Anesthetist CRNA

Recruiter: Erica Dangelo

Search Code: 2018-590

Date Posted: 6/18/2019 **Posting Deadline:**

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 Nurse Anesthetist - CRNA to join our patient-focused care team within our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Competitive wages

Sign on bonuses for CRNAs

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: 40 hours per week - most common shift: 7a-3:30p - 8,10,16, and 24hr shifts available

At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.

Examples of Duties:

Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines

Monitors, maintains and interprets data and waveforms

Monitors vital signs, estimates blood volume loss and administers blood products as appropriate

Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist

Formulates care plans and responds to emergencies throughout the hospital

Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients

Participates in the clinical teaching of students, residents and other healthcare providers

Performs other related duties as required.

Minimum Qualifications Required:

Knowledge, Skills and Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

General Experience and Training:

Registered Nurse with (2) two year post graduate education in Anesthesia

Special Requirements:

Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

Must be ACLS certified at the time of hire, or certified within 6 months of hire

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-590														
3C - SPECIALIZED NURSES														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on American Association of Nurse Anesthetist, Connecticut Association of Nurse Anesthetist, Recruit Military, Diversity Nursing, and the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had 8 years of Certified Registered Nurse Anesthesiology experience.

JOB OPPORTUNITY BULLETIN

Department: Anesthesiology

Job Title: Nurse Anesthetist - CRNA

Recruiter: Erica Dangelo

Search Code: 2020-003

Date Posted: 7/23/2019

Posting Deadline: 8/22/2019

UConn Health is searching for a Nurse Anesthetist - CRNA to join our patient-focused care team within our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Highly competitive wages

\$30,000 sign on bonus

15% evening shift; 20% night shift, plus additional 25% for weekend shift differentials

\$2,500 educational allowance plus 60 hours annually

Negotiated increases through 2020

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: 40 hours per week - most common hours between 7am and 5:30pm. Shifts may be 8,10,16 or 24 hours.

At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.

Examples of Duties:

Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines

Monitors, maintains and interprets data and waveforms

Monitors vital signs, estimates blood volume loss and administers blood products as appropriate

Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist

Formulates care plans and responds to emergencies throughout the hospital

Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients

Participates in the clinical teaching of students, residents and other healthcare providers

Performs other related duties as required.

Minimum Qualifications Required:

Knowledge, Skills and Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

General Experience and Training:

Registered Nurse with (2) two year post graduate education in Anesthesia

Special Requirements:

Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

Must be ACLS certified at the time of hire, or certified within 6 months of hire

MINIMUM full time equivalent salary: starts at \$170,934- based on experience

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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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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-003														
3C - SPECIALIZED NURSES														
Total Applicants	1	1	1	0	2	0	0	0	0	0	0	0	0	5
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Hired	0	0	1	0	1	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The goal candidate, 1 BM, was selected.

The 1 HM selected had over a year of experience as a certified Registered Nurse Anesthesia.

JOB OPPORTUNITY BULLETIN

Department: Case Management

Job Title: RN Clinical Case Manager

Recruiter: Noreen Logan

Search Code: 2019-740

Date Posted: 3/27/2019

Posting Deadline: 11/4/2019

UConn Health is looking for a highly skilled RN Clinical Case Manager with experience in acute healthcare and a passion for patient experience. This highly desirable position is 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: 40 hours/week, predominantly M-F 3:00 p.m. - 11:30 p.m., with rotating holidays, weekends and on-call

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.

Supervisory ability

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

Master's degree in Nursing

SUBSTITUTION:

Bachelor's degree in nursing with three years of experience in relative specialty

PREFERRED REQUIREMENTS:

Acute hospital case management experience

Minimum 2 years of current case management experience

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.

Performs a full range of tasks in providing nursing care to assigned patients.

FULL TIME EQUIVALENT SALARY MINIMUM: \$80,163

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-740														
3C - SPECIALIZED NURSES														
Total Applicants	0	14	0	5	0	2	0	2	0	0	0	0	0	23
Unqualified	0	6	0	4	0	1	0	2	0	0	0	0	0	13
Qualified	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

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

The goal candidates, 4 BF and 2 AF, did not meet the minimum requirements as posted.

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

The 1 WF selected had 8 years of Clinical Case Management experience.

JOB OPPORTUNITY BULLETIN

Department: Anesthesiology

Job Title: Nurse Anesthetist-CRNA - \$30,000 Sign-on

Recruiter: Joyce Smith

Search Code: 2020-105

Date Posted: 12/4/2019 **Posting Deadline:**

UConn Health is searching for a Nurse Anesthetist - CRNA to join our patient-focused care team within our new, state of the art OR. 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=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Highly competitive wages

\$30,000 sign on bonus

15% evening shift; 20% night shift, plus additional 25% for weekend shift differentials

\$2,500 educational allowance plus 60 hours annually

Negotiated increases through 2020

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: 40 hours per week - most common hours between 7am and 5:30pm. Shifts may be 8,10,16, or 24 hours.

At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.

Examples of Duties:

Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines

Monitors, maintains and interprets data and waveforms

Monitors vital signs, estimates blood volume loss and administers blood products as appropriate

Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist

Formulates care plans and responds to emergencies throughout the hospital

Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients

Participates in the clinical teaching of students, residents and other healthcare providers

Performs other related duties as required.

Minimum Qualifications Required:

Knowledge, Skills and Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

General Experience and Training:

Registered Nurse with (2) two year post graduate education in Anesthesia

Special Requirements:

Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

Must be ACLS certified at the time of hire, or certified within 6 months of hire

MINIMUM full time equivalent salary: starts at \$170,934- 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. All employees are subject to adherence to the State Code of Ethics which may be found at www.ethics.state.ct.us

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-105														
3C - SPECIALIZED NURSES														
Total Applicants	3	1	0	1	0	0	0	0	0	0	0	0	1	6
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	1	0	0	0	0	0	0	0	0	0	0	1	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Inpatient

Job Title: Rehabilitation Services Supervisor -

Recruiter: Donna Alexander

Search Code: 2020-043

Date Posted: 8/2/2019

Posting Deadline: 8/11/2019

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add an Inpatient Rehab Services Supervisor to our growing Rehab Services 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 acting as a working supervisor of professional Occupational, Speech and Physical Therapists. This position will provide direct patient care, clinical education and coordination of services. This position will work in the Inpatient Rehabilitation Services at UConn Health- University Tower located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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 Monday - Friday, weekends and holidays as required.

SUPERVISION RECEIVED:

Receives general direction from the Director of Rehabilitation Services or an employee of higher grade.

SUPERVISION EXERCISED:

Supervises Occupational, Speech and Physical Therapists and other staff as assigned.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees, and reviews 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 the development of policies and standards

Conducts new employee interviews

Recommends staffing

Acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures

Prepares reports and correspondence

Provides coordination between inpatient and outpatient rehabilitation services

Conducts patient care audits for quality assurance program

Participates in the departments orientation program

Assists in the development of the annual budget

Has teaching responsibility for medical residents and students

Performs duties of a licensed therapist in designated discipline

Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of the principles and practices of physical therapy

Considerable knowledge of physiology, anatomy, kinesiology, neurology, neuroanatomy, neonatology and individual group dynamics as applied to physical therapy

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 1 WF selected was a registered Physical Therapist with 4 years of experience in an acute care setting. She also had EPIC program development and super user experience.

JOB OPPORTUNITY BULLETIN

Department: Oral Radiology

Job Title: Oral & Maxillofacial Radiology Clinic

Recruiter: Pamela Rucker

Search Code: 2020-415

Date Posted: 11/26/2019 **Posting Deadline:** 2/2/2020

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 Oral & Maxillofacial Radiology Clinic Supervisor 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 the UCHC Oral and Maxillofacial Radiology clinic, the class is accountable for supervision of the clinic to provide quality patient care and assist in the education of undergraduate student

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

Supervises radiology technologists 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 wk., Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

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 the development of policies and standards
Acts as liaison with other departments, agencies and outside officials regarding unit policies and procedures
Prepares reports and correspondence
Monitors division budget; orders supplies
Performs special procedures; performs all types of routine intra and extra oral patient examinations
Unit quality assurance officer; performs dosimetry
Clinical instructor for dental students at various levels; evaluates dental students as part of teaching responsibility; coordinates dental student rotations with faculty
Co-director, in-service continuing education programs for radiology technologists in the Health Center
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures
Knowledge of relevant State and Federal laws, statutes and regulations
Considerable knowledge in the specialized fields of dental radiology
Considerable oral and written communication skills; considerable interpersonal skills
Considerable ability to set priorities and make independent judgments
Supervisory ability; teaching ability.

EDUCATION AND TRAINING:

General Experience:

Graduation from an ARRT approved two year certificate or Associate's degree program in Radiology Technology and four (4) years of experience as a Radiologic Technologist.

Special Experience:

Two (2) years of the general experience must have been in a position equivalent to Lead Radiological Technologist, with experience in specialized fields.

Special Requirement

Incumbents in this class must possess and maintain a license to practice radiography in the State of Connecticut.

WORKING CONDITIONS:

May be required to lift and position patients; m

ay be exposed to radiation and infectious and communicable diseases; may be exposed to moderately disagreeable conditions.

Full Time Equivalent Minimum Salary: \$68,120.00

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-415														
3D - CLINICAL SUPERVISORS														
Total Applicants	3	9	0	2	0	5	0	0	0	0	0	1	0	20
Unqualified	0	4	0	1	0	5	0	0	0	0	0	1	0	11
Qualified	1	3	0	0	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	2	1	0	1	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected as she did not have Cat Scan experience or clinical education experience.

The 1 WF selected had advanced ICT 3D (dental digital) Imaging and 18 years of experience

with medical Cat Scan, which is similar to the dental Conebeam Cat Scan utilized by the department. Additionally, she had clinical education experience teaching radiology residents on rotations.

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Histology Supervisor -

Recruiter: Marisa Leone

Search Code: 2020-616

Date Posted: 2/5/2020

Posting Deadline: 2/17/2020

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 Histology Supervisor 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

Responsible for the day-to-day supervision of the histology staff and laboratory functions. Performs duties of a histotechnologist concurrent with supervisory functions.

SUPERVISION RECEIVED: Work under administrative direction of Director of Clinical Laboratory Services or professional staff of higher grade and clinical direction of the faculty.

SUPERVISION EXERCISED: Supervises laboratory technologist, technicians and other laboratory personnel as assigned.

EXAMPLES OF DUTIES:

Develops goals for histology section which are consistent with departmental goals, such as diagnostic accuracy, information delivery etc; participates with the departmental faculty and staff in the development of department goals. Coordinates work assignments and work schedules to provide diagnostic accuracy and prompt delivery; monitors individual and laboratory productivity; provides guidance to laboratory personnel. Interviews, evaluates, recommends for new hires; responsible for the orientation of new employees; responsible for the training of the histology staff assigned; evaluates staff performance; handles and/or participate in disciplinary actions. Develops and implements new methods and procedures; maintains record of quality control and implements methods as needed; maintains clinical follow-up procedures; monitors productivity and ensures work performed meets specified quality standard through review and consultation. Maintains all laboratory statistics to comply with CAP regulations; insures that the laboratory complies with all safety and regulatory requirements; ensures adequate supply of laboratory supplies and equipments; participates in the planning and presentation of programs; insures in-services or other educational experiences in histology or staff histotechnologist, technicians, residences and faculty; performs other related duties as assigned

MINIMUM QUALIFICATIONS REQUIRED - KNOWLEDGE, SKILL & ABILITY

Thorough knowledge, experience and theoretical ability in clinical histology; effective communication (oral and written) and interpersonal skills; excellent supervisory abilities; considerable knowledge of laboratory regulations and compliance requirements.

EXPERIENCE AND TRAINING:

General Experience: Certification by the Board of registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT) and seven (7) years of histology laboratory experience, one (1) year of which must have been in a supervisory capacity.

Substitution Allowed: Bachelor's degree of Science in a related course work and three (3) years of progressively responsible experience histopathology laboratory experience.

OR

Certification by the Board of registry, American Society of Clinical Pathology (ASCP) as a Histotechnologist (HTL) and three (3) years progressively responsible histopathology experience.

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed because she did not have dermatopathology (specializing in diagnosing skin, hair, and nail diseases) experience.

The 1 WM selected had 11 years of experience in dermatopathology and 6 of those years included supervisory experience.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Therapeutic Recreation Specialist

Recruiter: Donna Alexander

Search Code: 2019-747

Date Posted: 4/2/2019

Posting Deadline: 5/19/2019

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 Therapeutic Recreation 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 the assessment, planning, and application of a recreational therapy program for the physically, mentally and/or developmentally disabled client. This position will work in Psychiatry/Behavioral Health 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: Full time, 40 hours per week, Monday - Friday, 8:00 a.m. to 4:30 p.m., holidays as needed, 30 minute unpaid meal break.

SUPERVISION RECEIVED:

Works under the limited supervision of a higher grade employee.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of therapeutic recreational therapy

Knowledge of physical, mental, and psychosocial disorders

Knowledge of individual and group dynamics

Skill in evaluating client needs

Ability to gain the confidence, interest and cooperation of physically, mentally and/or developmentally disabled clients

Considerable interpersonal, oral and written communication skills

Ability to plan and implement a comprehensive therapeutic recreation program

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Therapeutic Recreation and two (2) years' experience as a therapist.

SPECIAL REQUIREMENTS:

Current CPR and CPI credentials (Credentials must be uploaded at time of application)

PREFERRED REQUIREMENTS:

Experience working with substance abuse patient population

WORKING CONDITIONS:

Incumbents in this class may be exposed to some risk of injury or physical harm, and to moderately disagreeable conditions while providing therapeutic activities to clients.

EXAMPLES OF DUTIES:

Assesses, plans, and implements recreational/diversional therapy programs
 Provides in-service training to staff
 Coordinates programs with other disciplines
 Participates in interdisciplinary team and family conferences
 Maintains patient care/administrative records
 Develops and implements clinical learning experiences
 Supervises students
 Participates in quality improvement activities
 Serves on committees as required
 Assists in developing departmental protocols
 Performs related duties as required

MINIMUM full time equivalent salary: \$65,811

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-747														
3E - CLINICAL GROUP														
Total Applicants	4	35	0	4	0	4	0	1	0	1	0	0	0	49
Unqualified	3	34	0	4	0	4	0	1	0	1	0	0	0	47
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on LinkedIn and the UConn Health website.

The goal candidates, 4 BF, did not meet the minimum requirements as posted.

The 1 WM selected was a certified Therapeutic Recreation Specialist (TRS). He also had 6 years of TRS experience working in a Behavioral Health unit.

JOB OPPORTUNITY BULLETIN

Department: Intensive Care

Job Title: Physician Assistant/Nurse Practitioner - ICU

Recruiter: Erica Dangelo

Search Code: 2019-351

Date Posted: 11/2/2018

Posting Deadline:

UConn Health is looking for a highly skilled ICU Physician Assistant (PA) and/or Nurse Practitioner (APRN) with experience and a passion for patient experience.

Benefits of this position include:

Competitive pay structures

Strong sign on bonus

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

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.

SCHEDULE:

This is a full time salaried position with shift rotations day/evening/night and weekends (minimum every third weekend) based on unit need and coverage; holidays as needed; 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Provides preventive and acute care in area of specialty

Assesses and 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 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 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 and 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 related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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

Knowledge of medication and their interactions and reactions

Physical assessment skills

Counseling skills

Considerable interpersonal skills

Oral and written communication skill

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:

Graduate of an accredited Physician Assistant (PA) program and/or completion of an accredited Nurse Practitioner (APRN) program

Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) license in the State of Connecticut

Connecticut Controlled Substance license and DEA license.

SPECIAL REQUIREMENT:

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as a Physician Assistant (PA) or Nurse Practitioner (APRN)

PREFERRED:

Inpatient critical care APRN or PA experience preferred or will consider those with APRN or PA inpatient or student critical care clinical experience

ACNP or AG-ACNP

RN critical care background

BLS (if selected, must acquire prior to start date)

ACLS (if selected, must acquire prior to start date)

FULL TIME EQUIVALENT SALARY MINIMUM: \$98,093

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www.ethics.state.ct.us.

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-351														
3E - CLINICAL GROUP														
Total Applicants	2	9	1	2	0	1	1	2	0	0	0	1	0	19
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	4	0	1	0	0	0	1	0	0	0	1	0	8
Interviewed Not Hired	0	3	0	1	0	1	0	1	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	1	0	0	0	0	0	0	0	0	0	0	3
Hired	1	0	0	0	0	0	1	0	0	0	0	0	0	2

These positions were posted on News-Line for Nurse Practitioners, Diversity Nursing, Recruit Military, and UConn Health website.

The goal candidate, 1 BF, was not interviewed because she did not have the preferred qualification of inpatient critical care Advance Practice Registered Nurse (APRN) or Physician Assistant (PA) experience.

The goal candidate, 1 BM, was offered a position and declined.

The goal candidate, 1 BF was selected for a Nurse Practitioner position and is discussed in Goals Analysis section under job category 3M.

The 1 WM and 1 AM were selected because they had critical care Physician Assistant experience.

JOB OPPORTUNITY BULLETIN

Department: Perfusion Services

Job Title: Clinical Perfusionist

Recruiter: Erica Dangelo

Search Code: 2019-522

Date Posted: 1/11/2019

Posting Deadline:

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 Clinical Perfusionist with a passion for delivering best-in-class patient experience, we are looking for you!

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 - required to travel to (3) 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.

As prescribed by physician and under physician's direction, 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 of 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 State Perfusionist 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)

Why UConn Health

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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-522														
3E - CLINICAL GROUP														
Total Applicants	3	1	1	0	1	0	2	0	0	1	0	0	2	11
Unqualified	1	0	1	0	0	0	1	0	0	1	0	0	1	5
Qualified	0	1	0	0	1	0	1	0	0	0	0	0	0	3
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	1	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

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

The goal candidate, 1 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 HM, was not interviewed because he did not have a CT Perfusionist license.

The 1 WM selected had 5 years of cardiovascular perfusion experience.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Outpatient

Job Title: Physical Therapist 2 - Ortho

Recruiter: Donna Alexander

Search Code: 2019-792

Date Posted: 4/11/2019

Posting Deadline: 5/28/2019

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 Physical Therapist to our growing team. If you have a background in this field, we want to hear from you. This position may be filled as a PT1 or PT2

UConn Health is looking for a highly skilled Physical Therapist with orthopedic experience to work in 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 conditions. 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

Outlines 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.

Evaluate patient's progress and modifies plan of care/Intervention as necessary to achieve anticipated goals and expected outcomes.

Develop and implement discharge plans.

Educate 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.

Attend/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:

PHYSICAL THERAPIST 1:

Bachelor degree in Physical Therapy
Eligibility for licensure as a physical therapist

PHYSICAL THERAPIST 2:

Bachelor Degree in Physical Therapy
Two (2) years' experience as a Physical Therapist with one year recent (within the last 2 years) experience and strong understanding in orthopedic 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 Orthopedics.

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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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-792														
3E - CLINICAL GROUP														
Total Applicants	2	4	0	0	0	0	0	1	0	0	0	0	0	7
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	1	2	0	0	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM selected was a Physical Therapist with experience as a spine and orthopedic team member. He also had experience as a clinical educator.

JOB OPPORTUNITY BULLETIN

Department: Emergency Medicine

Job Title: Poison Information Specialist - CT Poison

Recruiter: Donna Alexander

Search Code: 2019-643

Date Posted: 5/31/2019

Posting Deadline: 6/6/2019

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 Poison Information 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 independently performing a full range of tasks involving providing timely, accurate up to date information to lay persons and health professionals on poison control. 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

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, days, evenings and nights as assigned including weekends and holidays, other mandated shifts including on call may be required to accommodate departmental needs

EXAMPLES OF DUTIES:

Answers hotline calls from all over the State

Assesses toxic potential with help of computer, reference books, files, or past practice and advises callers on symptoms to watch for and treatment solutions

Monitors overdoses in the State of CT

Takes histories

Performs mathematic calculations

Makes referrals to emergency departments and private physicians

Advises health professionals in management of poison victims

Assists in maintenance of toxicology references

Assists in preparation of educational promotional materials

Keeps abreast of new product information

Keeps records of statistics

Precepts new personnel

Participates in clinical quality assurance

Performs related duties as required

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 nursing experience in adult critical care, emergency room, or hotline/crisis service

OR

Bachelor's degree in Pharmacy (5 year program), PharmD

OR

Other 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.

Course work in toxicology, pharmacology or pharmacokinetics

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

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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-643														
3E - CLINICAL GROUP														
Total Applicants	0	9	0	2	0	0	1	1	0	0	0	0	0	13
Unqualified	0	2	0	0	0	0	0	1	0	0	0	0	0	3
Qualified	0	0	0	2	0	0	1	0	0	0	0	0	0	3
Interviewed Not Hired	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 2 BF, were not interviewed because they did not have the preferred credentials or the preferred education in pharmacology, pharmacokinetics and toxicology.

The 1 WF selected was a PharmD who completed graduate-level coursework in pharmacology, pharmacokinetics, and toxicology. She also completed a Poison Control Center rotation. Additionally, she was a member of the Connecticut Valley Mycological Society and had participated in mushroom forays with a similar mycological society in Massachusetts.

JOB OPPORTUNITY BULLETIN

Department: Academic Affairs and Education

Job Title: Patient Instructor Trainer

Recruiter: Marisa Leone

Search Code: 2019-955

Date Posted: 6/13/2019

Posting Deadline: 6/20/2019

This position is accountable for leading, educating and training the Standardized Patient Instructors (PIs); and assisting in clinical skills curriculum, including quality assurance, development of cases, and training material to facilitate consistent expected outcomes.

SUPERVISION RECEIVED:

Works under the general supervision of a higher grade.

SUPERVISION EXERCISED:

Leads PIs and other staff as assigned.

EXAMPLES OF DUTIES:

Plans team's workflow and determines priorities; assists in recruitment and hiring; schedules, assigns, oversees, and reviews work; conducts or assists in conducting performance evaluations;

Prepares and conducts training to PIs to include realistic and consistent portrayal of cases, accurate case checklist recording, assessment and evaluation, best practice for PI education, current training techniques and quality control procedures;

Works closely in a collaborative relationship with PIs, faculty, learners, and staff in teaching, assessing and remediating clinical skills;

Assists in designing cases in accordance with programmatic and session objectives and contributes in planning, developing, coordinating and evaluating comprehensive training material and programs for PIs;

Collaborates with course leaders and/or faculty in the development of case checklists and strategies to ensure quality of educational sessions prior to implementation;

Collects and maintains data from events and encounters and prepares reports; assists in creating and managing PI databases;

Implements and maintains unit policies, procedures and guidelines;

Maintains proficiency in existing and emerging trends in the use of PIs in medical education including basic theory, design and implementation by maintaining a literature base, evaluating new methods and materials and participating in educational opportunities;

Organizes and maintains a library of training material and resources;

Conducts or participates in scholarly research/writing;

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable program rules and regulations.

Considerable knowledge of medical/technical terminology and office procedures.

Exceptional training and adult teaching knowledge in a professional environment using simulation/acting techniques with the ability to teach PIs how to simulate realistic scenarios.

Excellent verbal and written communication skills with considerable knowledge of proper grammar, punctuation and spelling.

Considerable interpersonal skills with the ability to interact with a diverse group while demonstrating professional, ethical, respectful and courteous behavior.

Excellent computer and data management skills.

Detailed oriented, excellent organizational, planning and prioritizing skills with flexibility and adaptability in a variety of work situations.

Ability to assess training needs and determine objectives to develop, organize and conduct training.

Ability to collaborate in a team environment as well as work independently.

Supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Seven (7) years of experience in PI education/training.

Experience as a PI in medical education curricula.

Experience in case design, development and implementation.

Familiarity with teaching and assessment methods and technologies involved with PIs, such as the Association of Standardized Patient Educators (ASPE) Standards of Best Practice, the International

Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice: Simulation, and CAE LearningSpace software program.

Previous theater/communication experience a plus.

SUBSTITUTION ALLOWED:

Bachelor's degree in Health, Education, Psychology or related field and three (3) years of experience in PI education/training may be substituted for general experience.

WORKING CONDITIONS:

Must be comfortable performing physical examinations of PIs for training purpose and PIs performing physical examinations of trainer as needed.

SCHEDULE: 40 hour work week, 8am - 4:30pm

FULL TIME MIIMUM EQUIVALENT SALARY: \$61,734

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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-955														
3E - CLINICAL GROUP														
Total Applicants	3	1	0	0	0	0	0	0	0	0	0	0	0	4
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the New England Journal of Medicine and the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had knowledge of CAE Learningspace, MIRS and ASPE best practices. She also had experience training other Principal Investigators (PI) and involvement in program/case development and scholarship. Additionally, she provided detailed and specific answers to questions related to providing PIs with feedback for improvement and in dealing with difficult conversations.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Outpatient

Job Title: Physical Therapist 2 - Spine

Recruiter: Donna Alexander

Search Code: 2019-734

Date Posted: 3/27/2019

Posting Deadline: 5/28/2019

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 Physical Therapist 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 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., 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, 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 caregiver's 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, 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, 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.

MINIMUM full time equivalent salary: TBD

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-734														
3E - CLINICAL GROUP														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the American Academy of Orthopedic Manual Physical Therapy, Connecticut Physical Therapy Association, and the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had experience as a spine team member and experience in the development of Clinical Practice Guidelines and Clinical Research.

JOB OPPORTUNITY BULLETIN

Department: Anatomic Pathology

Job Title: Pathologists' Assistant

Recruiter: Donna Alexander

Search Code: 2019-788

Date Posted: 4/11/2019

Posting Deadline: 5/30/2019

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 Pathologist Assistant to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this position provides anatomic pathology services such as, but not limited to, autopsies and dissection of surgical specimens under the direction and supervision of an anatomic pathologist. This position will work within Anatomic Pathology at 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, Rout 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 the Anatomic Pathologist, Lead Pathologist Assistant and Administrative Director.

SUPERVISION EXERCISED: May supervise lower level employees or students as assigned

SCHEDULE: Full time, 80 hours every two weeks, primarily days, Monday - Friday, 8:00 a.m. to 5:00 p.m., flexibility required to work off shifts and weekends, rotating holidays as assigned, 60 minute unpaid meal break.

EXAMPLES OF DUTIES:

Surgical Pathology

Dissects surgical specimens and describes gross anatomic features; selects and submits tissue for histologic processing and special studies

Assures appropriate specimen accessioning

Obtains pertinent clinical information and studies

Obtains and submits specimens for additional analytic procedures such as tumor repository, immunohistochemically staining, flow cytometry, image analysis, bacterial cultures, toxicology, etc.

Performs special procedures including faxitron imaging and tumor triage

Obtains clinical history including scans, x-rays, laboratory data, etc.

Photographs gross and microscopic specimens and performs photomicrography

Autopsy Pathology

Performs gross postmortem examinations including external examination, in situ organ inspection, evisceration, dissection and dictation or recording of data such as organ weights, presence of body fluids, etc.

Ascertain proper legal authorization for autopsy

Obtains and reviews the patient's chart and other pertinent clinical data and studies

Notifies involved personnel of all special procedures and techniques required

Coordinates special request for specimens e.g. organ transplantation, research, etc.

Notifies involved clinicians, appropriate authorities and individuals

Participates in the completion of autopsy reports by gathering and organizing clinical information pertinent to the preparation of the preliminary summarization of the clinical history

Photographs gross and microscopic specimens and performs photomicrography

Prepares the body for release (including indicating the presence of biohazard such as contagious

disease, radiation implants, etc.), and releases the body to the appropriate mortuary or funeral home representative

Administrative

Assists in the organization of anatomic pathology conferences

Performs duties relating to the administrative maintenance of pathology protocols, reports and data, including electronic records, filing of reports, protocols, photographic and microscopic slides

Assures the completion of specimen coding and billing

Assures proper maintenance of equipment, provision of adequate supplies and cleanliness of the surgical pathology suite

Performs duties relative to teaching, administrative, supervisory and budgetary as may be assigned

Trains and educates laboratory personnel, residents, post-sophomore fellows and students

Performs scheduling of gross room, frozen section room and night and weekend call for students, post-sophomore fellows, residents and self

Performs other related duties as required

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of pathology (general, systemic, surgical, clinical and autopsy), lab management, physiology, structure and function

Good interpersonal and organization skills

Excellent computer skills

Ability to communicate effectively both oral and written

Ability to analyze and correlate data from various sources

EXPERIENCE & TRAINING:

General Experience:

Certification by the American Society of Clinical Pathology/Association of Pathologists' Assistant (ASCP/AAPA) and six (6) years' experience as a Pathologists' Assistant

If not certified at time of hire, must obtain certification within six (6) months of employment

SUBSTITUTIONS ALLOWED:

Baccalaureate degree from a regionally accredited college/university and successful completion of a NAACLS accredited Pathologists' Assistant program may be substituted for four (4) years of the general experience

Master's degree from an accredited Pathologists' Assistant Program may be substituted for the general experience

SPECIAL REQUIREMENTS: Incumbents must maintain certification by ASCP

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 50 lbs.

Bend and reach with frequency and move bodies as necessary

MINIMUM EQUIVALENT ANNUAL SALARY: TBD

Why UConn Health

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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

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-788														
3E - CLINICAL GROUP														
Total Applicants	1	1	1	0	1	0	0	1	0	0	0	0	0	5
Unqualified	1	0	1	0	1	0	0	1	0	0	0	0	0	4
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 HM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had 25 years of Pathology Assistant experience. She also knew how to perform all grossing needs, autopsy, kidneys, and whipples.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Inpatient

Job Title: Occupational Therapist 1

Recruiter: Donna Alexander

Search Code: 2019-944

Date Posted: 6/11/2019

Posting Deadline: 6/17/2019

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 an Occupational Therapist 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 providing inpatient care in our new hospital tower and outpatient care in the year old Outpatient Pavilion. The Therapist will independently perform a full range of tasks in the assessment, development and implementation of occupational therapy treatment programs/care to help patients with functional impairment for a variety of acute care diagnoses. This position is located in Farmington, CT. This position may be filled at level 1 or 2.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, 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. including weekends & holidays, 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 by observing, interviewing and listening to their concerns, selecting appropriate tests to quantitatively measure or use of other appropriate methods

Develops occupational therapy treatment plan for physically impaired adults with functional impairment due to a variety of acute care diagnoses outlining patient's goals and the expected outcome of the plan

Provides care using standard occupational 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 occupational activities

Instructs patients/families in care and use of the equipment

Evaluate patient's progress and modifies plan of care/intervention as necessary to achieve anticipated goals and expected outcomes; develops and implement discharge plans

Educate 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 occupational therapy students

Performs other duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable Knowledge of the principles and practices of occupational therapy including specific knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy and pharmacology specific to

the patient population

Strong understanding of exercise and therapy intervention related to a variety of acute care diagnoses.

Knowledge of relevant agency policies and procedures

Considerable knowledge of community resources

Considerable oral and written communication skills

Skill in developing and maintaining interpersonal relationships

Skill in the use of proper body mechanics and lifting techniques when assisting patients

Strong analytic and observational skills

Ability to instruct others in principles and practices of occupational therapy

Considerable ability to plan and implement a comprehensive occupational therapy plan

Ability to be flexible and able to adapt plans of care to meet the needs of each patient

Ability to have empathy and compassion, ability to gain the interest, trust, cooperation and confidence of clients

EXPERIENCE AND TRAINING:

General Experience: Occupational Therapist I

Bachelor Degree or higher in Occupational Therapy from a program accredited by AOTA

Current CT license to practice OT or temporary permit and must obtain license prior to permit expiration date.

General Experience: Occupational Therapist II

Bachelor Degree or higher in Occupational Therapy from a program accredited by AOTA

Two (2) years' experience as an Occupational Therapist including one (1) year experience in medical/neurological rehabilitation

Current CT license to practice OT

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:

Master's Degree in Occupational Therapy

Hospital OT experience.

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. Incumbents are exposed to communicable/infectious diseases. Frequent stooping, bending and lifting. Long period of time on feet. Work environment involves some exposure to hazards or occupational risks, which require following basic safety precautions.

SUPERVISION RECEIVED: Works under the general supervision of the Rehabilitation Supervisor

SUPERVISION EXERCISED: Oversees the work of Occupational Therapy Assistants and aides as assigned

MINIMUM full time equivalent salary: TBD

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-944														
3E - CLINICAL GROUP														
Total Applicants	2	33	0	0	0	0	0	1	0	1	0	0	0	37
Unqualified	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Qualified	2	25	0	0	0	0	0	1	0	1	0	0	0	29
Interviewed Not Hired	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had hospital Occupational Therapist experience at multiple institutions.

JOB OPPORTUNITY BULLETIN

Department: UMG-Diabetes Education

Job Title: Diabetes Educator

Recruiter: Marisa Leone

Search Code: 2019-969

Date Posted: 6/17/2019

Posting Deadline: 7/12/2019

UConn Health in Farmington is looking for a skilled and experienced Diabetes Educator to join the team. 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

This position provides self-management education/self-management training aimed at facilitating people with and at risk for diabetes related conditions to achieve behavior change goals which leads to better clinical outcomes. Provides consultative services to UCHC departments to assist with treatment/management of patients affected by diabetes.

SUPERVISION RECEIVED:

Works under limited supervision of a Diabetes Education Coordinator and collaboratively with Primary Care Physicians, Nurse Practitioners and Endocrinologists.

SUPERVISION EXERCISED:

May lead employees as assigned.

EXAMPLES OF DUTIES:

Collects Diabetes self-management education/training program participants' assessment data, in a collaborative and outgoing manner; provides educational intervention; collaboratively develops educational goals, learning objectives and a plan for educational content and teaching methods with participants; educates patients on multiple basic and advanced technology to optimize blood glucose control, including blood glucose meters, continuous glucose sensors and insulin pumps; collaboratively develops an individualized follow up plan for each patient; documents assessment data and plans; evaluates effectiveness of educational services; conducts follow up assessments; utilizes a team approach to provide services and communicates with team members as needed; serves as a clinical diabetes resource to departments, colleagues, fellows, residents outside agencies and organizations regarding diabetes management; provides group classroom instruction for patients and their families; participates in the development of training materials; contributes to, and participates in, a continuous quality improvement process to measure, identify and address opportunities for improvement; performs other work-related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of current diabetes treatment, technology and management; considerable interpersonal skills; intermediate computer skills; considerable teaching skills; ability to lead and effectively manage groups; ability to develop a collaborative, therapeutic alliance with individuals; ability to communicate effectively (oral and written) with patients and health care teams; ability to be culturally sensitive in response to patients' needs; ability to think creatively; ability to establish and maintain effective working relationships with the public and health care teams.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Registered Nurse or other certified/eligible healthcare professional with at least three (3) years of nursing or related healthcare practice experience and one (1) year recent experience providing diabetes self-management education.

SUBSTITUTION ALLOWED:

Master's degree may be substituted for one (1) year of the related professional experience.

REQUIRED LICENSE AND CERTIFICATION:

Certified or eligible for Certification as a Certified Diabetes Educator (CDE) and/or Board Certified in Advanced Diabetes Management (BC-ADM). If eligible at the time of hire must become certified within one (1) year of employment.

Active license in the State of Connecticut as a Registered Nurse (RN) or licensed in the related healthcare profession as required.

Current compliance with Continuing Medical Education (CME) requirements for certification as appropriate

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.
FULL TIME MINIMUM EQUIVALENT SALARY: \$69,784

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-969														
3E - CLINICAL GROUP														
Total Applicants	2	11	0	1	1	3	0	2	0	0	0	0	1	21
Unqualified	2	8	0	1	1	1	0	2	0	0	0	0	0	15
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	2	0	0	0	2	0	0	0	0	0	0	1	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 1 HM, did not meet the minimum requirement as posted.

The 1 WF selected had a BSN and a Master's degree in education. She also had 3 years of experience as a Registered Nurse in the Endocrine Department. Furthermore, she had

experience with Medtronic and Tandem T-slim Pumps, pump mechanics and troubleshooting, and had experience with Medtronic Guardian and Dexcom G5 & G6 Continuous glucose monitors. Her responses to interview questions indicated she adhered to policies and safety of the patient and she was decisive when asked about different types of insulins.

3E. (Clinical Group) Hires – Part Time to Full Time – Adjusted Work Schedule

Mental Health Clinician - (Psychiatry)

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

Physician Assistant – UHP - (Cardiology)

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

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: Pharmacy Clinical Oncology Coordinator

Recruiter: Erica Dangelo

Search Code: 2018-1264

Date Posted: 3/26/2019

Posting Deadline:

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 Clinical Coordinator 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

Schedule: Monday - Friday. Must be available for 7:30a-4p or 8:30a-5p, both shifts include a 30 minute unpaid break. Some minor and major holidays as assigned (plan included compensatory time for holidays)

At the UConn Health, this position is accountable for coordination of training and teaching activities, the supervision of the non-dispensing aspects of the Pharmacy Service, as well as, providing pharmacy services to patients.

Duties & Responsibilities:

Performs and serves as an expert resource for chemotherapy dosing and regimens

Participates directly in patient care

Provides consultations concerning drug therapy

Develops oncology guidelines and order sets

Reviews literature and prepares monographs on oncology drugs proposed for formulary additions

Performs medication use evaluations

Coordinates pharmacy department seminars/continuing education courses

Contributes to the pharmacy newsletter

Acts as preceptor for hospital pharmacy residents

Represents the department on applicable committees and teams relative to their specialty

Performs related duties as required

Knowledge, Skills & Ability:

Considerable knowledge of the principles and practices of oncology pharmacotherapy, pharmacokinetics, pathophysiology and medical diagnosis

Considerable knowledge of the operation of a hospital pharmacy or outpatient facility

Considerable knowledge of relevant Federal and State Laws

Considerable interpersonal skills

Considerable oral and written communication skills

Demonstrates knowledge of and experience in research design, protocol development, and outcomes and/or health services research.

Teaching ability

Ability to proficiently utilize technical automated equipment and information systems

Ability to design and implement systems necessary to collect, maintain and analyze data.

Ability to supervise and train assigned staff.

Ability to perform mathematical calculations

Ability to resolve conflict and mediate

General Experience & Training:

This position was posted on the Recruit Military, Hematology/Oncology Pharmacy Association, American College of Clinical Pharmacy, Careerpharm, LinkedIn, and UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The 1 WM selected had over 3 years of experience in a clinical pharmacy specializing in Oncology. He also had completed a PGY2 Oncology residency.

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: Pharmacist

Recruiter: Donna Alexander

Search Code: 2019-598

Date Posted:

Posting Deadline: 7/18/2019

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 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

Ability to work with technical automated equipment and information systems

Ability to precept students

Ability to maintain records

Teaching ability

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

WORKING CONDITIONS:

Frequent standing & walking, and lifting of 5-10 pounds

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 deliveries to patient care floors

Compounds IV medications, including chemotherapy meds; prepares hyperalimentation solutions; dispense and provide information on investigational drugs; performs 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

SCHEDULE: Full time, 80 hours every two weeks, primarily evenings, 10 hour shifts, 1:00 p.m. to 11:30 p.m., weekends and holidays as assigned, 30 minute unpaid meal break.

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-598														
3E - CLINICAL GROUP														
Total Applicants	8	19	1	1	0	0	6	7	0	0	1	1	0	44
Unqualified	6	12	1	1	0	0	5	2	0	0	0	1	0	28
Qualified	2	1	0	0	0	0	1	2	0	0	0	0	0	6
Interviewed Not Hired	0	4	0	0	0	0	0	1	0	0	1	0	0	6
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 BF, did not meet the minimum requirements as posted.

The 1 AF selected had experience working in an acute healthcare setting as a Pharmacist. She also completed a PGY1 Residency.

JOB OPPORTUNITY BULLETIN

Department: Neurosurgery

Job Title: Physician Assistant (Neurosurgery)

Recruiter: Catrice zz_Sandt

Search Code: 2019-1071

Date Posted: 7/23/2019

Posting Deadline:

UConn Health is looking for a highly skilled Physician Assistant with surgical 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.

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

All levels of Physician Assistants encouraged to apply, new grads welcome!

SCHEDULE: This is a FT, 40 hour per week day shift salaried position with rotating shifts including days, nights, weekends and holidays.

This position is reserved for Physician Assistant positions with responsibility for providing clinical management of neurosurgery patients [pre-op, First Assist], post-op, inpatient [hospital rounds] and outpatient [clinic visits]. Incumbents are expected to possess knowledge of the operation of all three environments. This position can be under filled at the Physician Assistant level.

SUPERVISION RECEIVED:

Works under limited supervision of a physician or surgeon.

SUPERVISION EXERCISED:

May supervise assistive personnel.

EXAMPLES OF DUTIES:

Surgery - assists attending surgeon and operating room personnel as needed to prepare patient for surgery; performs first assist duties in a variety of surgical settings, including basic comprehensive spine, instrumented cervical and lumbar fusions and craniotomies of all types; close both deep and superficial wounds; documents the operative procedure notes at conclusion of surgery; writes post-operative orders according to the patient's care plan and consistent with the standard of care; effectively communicates the relevant clinical information to the post-operative staff.

Hospital - Independently conducts daily hospital rounds and neurosurgical bedside procedures; writes orders and progress notes; evaluates and clarifies clinical conditions; formulates and implements treatment and therapeutics plans for hospitalized patients; handles discharge planning and dictates discharge summaries; responds to emergency department calls and provide initial care management decisions.

Outpatient/Clinic Office & General - Completes thorough history and physical examinations, providing a detailed and accurate history; assists in the formulation of treatment plans and monitors patients' response to treatment; orders, reviews and interprets diagnostics, advanced imaging and laboratory tests; prescribes appropriate medication in accordance with the Delegation agreement; maintains continuity of care thru post-opt follow up visits; respond to calls; educates, screens and counsel patients, facilitates patient referrals to appropriate providers; participates in patient safety and quality assurance initiatives; participates in research studies; maintains active participation in own continued education and professional development; participates in training; performs other related duties

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of medical principles and procedures; knowledge of physical assessment, pathophysiology and pharmacology; knowledge of community resources; knowledge of theories and techniques for teaching/learning/counseling.

Excellent interpersonal skills; effective communication skills [written and verbal]; skilled in principles and practices of effective persuasive communication to elicit information and educate patients and families; good bedside manners; proficient computer skills.

Ability to establish effective working relationships with physicians, ancillary, support staff, other departments and the public; ability to formulate plan of care and to make emergency decisions related to care.

**NEUROSURGICAL PHYSICIAN ASSISTANT EXPERIENCE AND TRAINING:
GENERAL EXPERIENCE:**

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

EXPERIENCE IF UNDER FILLED AS A GENERAL PHYSICIAN ASSISTANT:

General Experience:

Bachelor's degree and completion of the two (2) year accredited and approved physician's assistant certification program.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation
2. Incumbents must possess and maintain licensure to practice in the State of Connecticut. New Graduates must possess a temporary permit and are subject to the provisions of Public Act 90-211, Section 4 (d)

WORKING CONDITIONS:

Required to carry beeper and respond to pages

Require to be on call at times

Good stamina is essential

Incumbents in this class may be exposed to communicable and infectious diseases.

MINIMUM full time equivalent salary for qualified Neuro Level: \$102,253, based on experience

MINIMUM full time equivalent salary for qualified General PA Level: \$98,093, based on experience

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Start date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1071														
3E - CLINICAL GROUP														
Total Applicants	1	1	0	1	0	0	0	0	0	0	0	0	1	4
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed not Hired	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Inpatient

Job Title: Physical Therapist 2

Recruiter: Donna Alexander

Search Code: 2019-736

Date Posted: 4/12/2019

Posting Deadline: 8/13/2019

www.ethics.state.ct.us

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 Physical Therapist 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 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:

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had inpatient acute care physical therapy experience and was a Certified Lymphedema Therapist.

JOB OPPORTUNITY BULLETIN

Department: Health Information Management

Job Title: Clinical Documentation Specialist

Recruiter: Noreen Logan

Search Code: 2019-1069

Date Posted: 7/22/2019

Posting Deadline: 7/29/2019

UConn Health is looking for a highly skilled Clinical Documentation Specialist with experience in chart review or analysis. 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, 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 hour work week, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of applicable regulatory guidelines

Considerable knowledge of third party documentation standards and regulatory/legal guidelines

Knowledge of quality assurance.

Knowledge of the nursing process

Knowledge of insurance company reimbursement principles

Knowledge of CPT and ICD-10 CM coding

Knowledge of procedures applicable to various specialties

Considerable interpersonal, oral, and written communication skills

EXAMPLES OF DUTIES:

Oversees quality and completeness of clinical record documentation by all levels of staff

Develops, maintains policies, procedures, protocols and other quality assurance and/or clinical documentation efforts

Develops, conducts, coordinates training and education programs for staff

Oversees the patient relations program

Coordinates meetings as necessary

Monitors documentation

Identifies variances from practice and policy

Attends meetings as required

Supports institutional and departmental quality assurance activities

Performs all other duties as required

EXPERIENCE AND TRAINING:

General Experience:

Registered Nurse and either three (3) years of medical/surgical/critical care experience in an acute care or clinical practice as required OR three (3) years RN utilization/clinical case management experience in a hospital setting, healthcare insurance agency or regulatory organization.

Special Requirement:

Incumbents in this class must possess and maintain licensure as a Registered Nurse in the State of Connecticut.

Preferred Qualification:

Previous experience in the review of medical records such as DRG analysis

Previous experience in Utilization Review

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.

Start Date: 11/08/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1069														
3E - CLINICAL GROUP														
Total Applicants	0	10	0	1	0	0	0	2	0	0	0	0	0	13
Unqualified	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	5	0	0	0	0	0	0	0	0	0	0	0	5
Interviewed Not Hired	0	2	0	1	0	0	0	1	0	0	0	0	0	4
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was interviewed and not selected. She was a mandatory University Health Professional union member with mandatory contractual bargaining rights to be interviewed. She did not have the preferred experience in the review of medical records such as diagnostic related grouping (DRG) analysis.

The 1 WF, a part-time UConn Health employee, was selected. She was a Connecticut Licensed Registered Nurse who had approximately 10 years of medical, surgical, and critical care experience in an acute care or clinical practice. Additionally, she had the preferred experience in the review of medical records such as DRG analysis.

JOB OPPORTUNITY BULLETIN

Department: Emergency Medicine

Job Title: Poison Information Specialist-CT Poison

Recruiter: Donna Alexander

Search Code: 2019-974

Date Posted: 8/8/2019

Posting Deadline: 9/30/2019

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 Poison Information 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 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

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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:

Triages exposure calls, gathers history, assesses risk, and recommends appropriate management such as, referrals to ER and private physicians

Advise 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 nursing experience in adult critical care, emergency room, or hotline/crisis service

OR

Bachelor's degree in Pharmacy (5 year program), PharmD

OR

Other 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.

OR

Completion of a poison center clinical rotation.

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

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Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-974														
3E - CLINICAL GROUP														
Total Applicants	3	12	0	0	0	0	3	1	0	0	0	0	0	19
Unqualified	3	4	0	0	0	0	0	0	0	0	0	0	0	7
Qualified	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	3	0	0	0	0	2	1	0	0	0	0	0	6
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AM selected had a PharmD and experience in critical care, drug information consultation, and hospital pharmacy.

JOB OPPORTUNITY BULLETIN

Department: N.N.I.C.U.

Job Title: Occupational Therapist 2 - NNICU

Recruiter: Donna Alexander

Search Code: 2020-081

Date Posted: 8/13/2019

Posting Deadline: 10/7/2019

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 an Occupational Therapist 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, the Therapist will independently perform a full range of tasks in the assessment, development and implementation of occupational therapy treatment programs. This position will work in the Neo Natal Intensive Care Unit located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

Progressive leadership and educational development programs available

SCHEDULE: Full time, 80 hours every two weeks, primarily works 8:00 a.m. to 4:30 p.m., flexibility is required to work evenings, nights and weekends as assigned, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Develops occupational therapy treatment programs which include patient evaluation, treatment planning, implementation and discharge planning for physically disabled high risk infants and toddlers in both inpatient and outpatient settings

Implements occupational therapy plans of care

Provides written documentation of services

Recommends program changes to other caregivers

Fabricates/adjusts/checks adaptive equipment and orthopedic appliances

Communicates with patient, families, outside agencies and members of the treatment teams concerning occupational therapy care and instructs them in care programs

Participates in the management of the department

Maintains patient care and administrative records and submits billings

Participates in clinics, rounds and patient conferences

Assists in volunteer orientation

Develops and implements clinical learning experiences and assumes responsibility for the supervision of students

Provides consultation services and educational presentations to department staff, health personnel and lay persons

Attends meetings and presentations

Maintains patient confidentiality

Supports quality assurance activities

Performs other duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable Knowledge of the principles and practices of occupational therapy including specific knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy and pharmacology specific to the patient population

Strong understanding of exercise and therapy intervention related to chronic orthopedic neurological conditions and progressive neuromuscular disease

Knowledge of relevant agency policies and procedures

Considerable knowledge of community resources

Considerable oral and written communication skills
Skill in developing and maintaining interpersonal relationships
Skill in the use of proper body mechanics and lifting techniques when assisting patients
Strong analytic and observational skills
Ability to instruct others in principles and practices of occupational therapy
Considerable ability to plan and implement a comprehensive occupational therapy plan
Ability to be flexible and able to adapt plans of care to meet the needs of each patient
Ability to have empathy and compassion, ability to gain the interest, trust, cooperation and confidence of clients

EXPERIENCE AND TRAINING:

General Experience:

Bachelor Degree in Occupational Therapy

Two (2) years' experience as an Occupational Therapist which includes one (1) year NNICU or Birth to three program experience

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:

NIDCAP Certification

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. Incumbents are exposed to communicable/infectious diseases. Frequent stooping, bending and lifting. Long period of time on feet. Work environment involves some exposure to hazards or occupational risks, which require following basic safety precautions.

SUPERVISION RECEIVED: Works under the general supervision of the NNICU Nurse Manager

SUPERVISION EXERCISED: Oversees the work of Occupational Therapy Assistants and aides as assigned

MINIMUM full time equivalent salary: TBD

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-081														
3E - CLINICAL GROUP														
Total Applicants	0	12	0	0	0	1	0	0	0	0	0	0	0	13
Unqualified	0	7	0	0	0	1	0	0	0	0	0	0	0	8
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected had 4 years of Occupational Therapy for the birth to three level that worked with infants and families.

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: Pharmacist

Recruiter: Donna Alexander

Search Code: 2020-136

Date Posted: 8/30/2019

Posting Deadline: 9/5/2019

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 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, some offer no annual deductible and minimal co-pays

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, 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 judgement, 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 Pharmacy Resident level

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
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
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
Precept hospital pharmacy residents
Provide in service education to hospital health care professionals
Maintain patient confidentiality
Participates in staff meetings, supports teamwork, must demonstrate ability to work alone as well as with others
Perform related duties as required

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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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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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-136														
3E - CLINICAL GROUP														
Total Applicants	12	16	0	2	0	0	5	6	0	0	0	0	0	41
Unqualified	9	9	0	0	0	0	2	5	0	0	0	0	0	25
Qualified	3	5	0	2	0	0	2	1	0	0	0	0	0	13
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The goal candidates, 2 BF's, were not interviewed because they did not meet the special requirement of 1 year of experience working in an acute healthcare setting as a Pharmacist or Pharmacy Resident level.

The 2 WF's were selected because they met the special requirement of 1 year of experience working in an acute healthcare setting at a Pharmacy Resident level.

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: Informatics Pharmacist

Recruiter: Donna Alexander

Search Code: 2020-217

Date Posted: 10/7/2019

Posting Deadline: 11/14/2019

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add an Informatics Pharmacist to our growing Pharmacy 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 the UConn Health Pharmacy, the Informatics Pharmacist is responsible for the Clinical Information Technology components connected to the ordering, packaging, dispensing and/or administration of medications as it relates to the ADC, Perpetual Inventory and/or electronic medical record/Healthcare Information System. This includes development, implementation, maintenance, troubleshooting and support. This individual also assists in the broader process of clinical systems implementation, problem identification and resolution through coordination and collaboration among physicians, clinical staff, EPIC, and Information Technology to ensure Pharmacy systems are interoperable and coordinated with the core systems in use.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, primarily days, on call rotation may be required, must be able to work evenings, nights, weekends and holidays as assigned to accommodate departmental needs.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade such as, Associate Director of Hospital Operations.

SUPERVISION EXERCISED:

May lead/supervise Administrative & Clinical Systems Coordinators, Pharmacy Technicians, Medication History Technicians, Pharmacy Residents, Pharmacy Students and other employees of lower rank as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of drugs and their Indications, contraindications, dosing, side effects and proper administration

Knowledge of Institutional Pharmacy Technology applications and their interoperability with EMR.

Ability to manage projects, meet deadlines, and establish and maintain effective working relationships with all levels of hospital staff and physicians is required.

Knowledge of principles and practices of pharmacy operations.

Competence in the use of PC hardware and software is essential.

Must have knowledge of hospital clinical and ancillary services operating procedures and how departments interrelate.

Knowledge of pharmaceutical and medical terms, abbreviations and symbols commonly used in prescribing, dispensing and record keeping of medications

Knowledge of related accreditation and certification requirements.

Ability to design and implement systems necessary to collect, maintain and analyze data.

Ability to supervise and train assigned staff.

Interpersonal skills; oral and written communication skills

Ability to perform mathematical calculations

Some ability to resolve conflict and mediate

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Graduate of an accredited School of Pharmacy with a B.S in Pharmacy or Pharm D degree
Three (3) years' hospital Pharmacist experience
Demonstrated computer and networking technology and pharmacy operations experience

SUBSTITUTION ALLOWED:

A combination of relevant coursework in computer technology and network systems and demonstrated pharmacy operations experience may substitute for the demonstrated computer and networking technology.

SPECIAL REQUIREMENTS:

Must possess active Pharmacist License in the State of CT

PREFERRED QUALIFICATIONS:

Pyxis ES, Pharmagistics, Pyxis Anesthesia ES, DoseEdge experience
Knowledge of systems such as Medex, TraySafe, and TUGs
340b knowledge and experience especially with third party administrators
EPIC Willow experience

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:

Responsible for assuring the overall timely and successful implementation and operation of UConn Health's Pharmacy Information Technology including Pyxis ES, Pharmagistics ES, DoseEdge, EM2400, MedKeeper, Medex, TraySafe, TUGs, 340b accumulators, EPIC Willow and other applications affecting medications utilized by UConn Health.
Responsible for effective process design, development, and implementation of the Pharmacy Information Technology platforms and Clinical Decision Support as it relates to the medication process from ordering to administration.
Update and test custom order sets in regards to medications and UConn Health formulary in coordination with the assigned Order Set management staff.
Coordinates and collaborates with multiple stakeholders to design and deliver systems that are interoperable with core systems and outside entities as appropriate.
Communicates changes related to medications and medication ordering in a timely fashion.
Educates providers, nursing, pharmacy, and ancillary staff as appropriate on workflow, system design and proposed and actual changes.
Demonstrates Independent decision making as appropriate in evaluation of requests for system improvements and determines feasibility and advisability of system changes.
Works with the Pharmacy Clinical Coordinators, Pharmacy Leadership, and other Information Technology personnel, physicians and other hospital departments to assure the successful integration of the hospital's clinical Information Technology with the overall hospital information system as it relates to medication distribution.
Keeps the Pharmacy Leadership and IT Leadership informed of all events affecting the timely installation and successful operation of the Pharmacy's Information Technology, including dictionary building, software testing, personnel training, and placement and proper functioning of hardware and network resources as it relates to medications.
Participate in the regular rotation of on-call responsibilities for support of the Pharmacy Information Technology Systems.

Perform staff pharmacist duties by reviewing and verifying medication orders including correct and complete patient information, correct medication, dose, route and frequency of administration in compliance with medication use policies.

Check orders for patient allergies, drug interactions, incompatibilities, duplication and priority

Initiates and participates in the collaborative management of patients with other members of the health care team, including medication reconciliations, core measure compliance, anticoagulation management, target drug programs, medication usage guidelines, patient teachings, discharge teachings and performance improvement initiatives.

Participates in the continuous readiness efforts to maintain The Joint Commission patient safety goals and medication management standards.

Precept pharmacy students and technician students in collaboration with the Pharmacy management team.

Dispense controlled substances with accuracy according to current policy and procedures and federal statutes

Supervises and trains pharmacy staff, pharmacy residents and students in pharmacy informatics Institutional and specialty rotations.

Participates in staff meetings.

Demonstrates commitment to continuous quality improvement with suggestions for improving service.

Demonstrates knowledge of Pharmacy Laws, regulations and professional standards by keeping appropriate records (i.e., accurately maintains the Pharmacy Department perpetual inventory for controlled drugs).

Accepts special assignments and instructions from supervisor.

Must demonstrate ability to work alone as well as with others. Supports teamwork concept.

Demonstrates pride in self and workplace.

Demonstrates accountability and responsibility for all aspects of professional practice.

Performs other duties as assigned.

MINIMUM 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.

All employees are subject to adherence to the State Code of Ethics found at www.ethics.state.ct.us

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-217														
3E - CLINICAL GROUP														
Total Applicants	5	7	0	0	0	1	3	2	0	0	0	0	1	19
Unqualified	3	6	0	0	0	1	1	2	0	0	0	0	1	14
Qualified	2	1	0	0	0	0	1	0	0	0	0	0	0	4
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AM selected had a Connecticut Pharmacist License and the preferred EPIC Willow certification. He also had an EPIC Beacon certification.

JOB OPPORTUNITY BULLETIN

Department: Surgery/Orthopedics Unit

Job Title: Neurosurgical Physician Assistant

Recruiter: Joyce Smith

Search Code: 2020-348

Date Posted: 11/5/2019 **Posting Deadline:**

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 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 neurosurgical 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.

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 Assistants 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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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-348														
3E - CLINICAL GROUP														
Total Applicants	2	1	0	1	0	0	0	0	0	0	0	0	0	4
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	1	0	0	0	0	0	0	0	0	0	2

These positions were posted on the UConn Health website.

The goal candidate, 1 BF, was selected.

The 1 WM selected completed an accredited Physician Assistant (PA) program and had a PA Connecticut license.

JOB OPPORTUNITY BULLETIN

Department: Emergency Medicine

Job Title: Poison Information Specialist-CT Poison

Recruiter: Donna Alexander

Search Code: 2020-434

Date Posted: 12/3/2019

Posting Deadline: 1/1/2020

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 Poison Information 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 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

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, rotating weekends and holidays, other mandated shifts including on call as required to accommodate departmental needs.

EXAMPLES OF DUTIES:

Triages exposure calls, gathers history, assesses risk, and recommends appropriate management such as, referrals to ER and private physicians

Advise 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 nursing experience in adult critical care, emergency room, or hotline/crisis service

OR

Bachelor's degree in Pharmacy (5 year program), PharmD

OR

Other 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.

OR

Completion of a poison center clinical rotation.

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

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-434														
3E - CLINICAL GROUP														
Total Applicants	2	1	0	0	0	0	0	0	0	0	0	0	1	4
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM selected was a PharmD whose training included a clinical rotation in an urban emergency department. Also, during this training, he participated in the care of patients being treated for common overdoses.

JOB OPPORTUNITY BULLETIN

Department: Perfusion Services

Job Title: Clinical Perfusionist

Recruiter: Pamela Rucker

Search Code: 2020-633

Date Posted: 2/7/2020

Posting Deadline: 2/14/2020

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 Clinical Perfusionist with a passion for delivering best-in-class patient experience, we are looking for you!

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 - required to travel to (3) 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.

As prescribed by physician and under physician's direction, 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

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF selected graduated from an accredited cardiovascular perfusion program and had a degree in the allied health field. She also worked with cardiac surgeons and anesthesiologists previously.

JOB OPPORTUNITY BULLETIN

Department: General Surgery

Job Title: Physician Assistant -General Surgery (Sign-

Recruiter: Elizabeth McNamara

Search Code: 2019-1052

Date Posted: 1/14/2019

Posting Deadline:

UConn Health is looking for a highly skilled Physician Assistant with a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services.

Recent graduates or graduating 5/20 of an accredited Physician Assistant Program are encouraged to apply!

Benefits of this position include:

- Competitive pay structures, including moonlighting opportunities
- \$5,000 sign-on bonus
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Strong cohort of Physician Assistants
- 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 FT-40 hour per week salaried position with rotating shifts including days, nights, weekends and holidays.

EXAMPLES OF DUTIES:

Provides a broad range of diagnostic, therapeutic, and preventive health care services including initial assessment and ongoing medical care

Works with considerable independence as a member of an interdisciplinary health care team

Takes medical histories, examines and treats patients/offenders, orders and interprets laboratory tests and x-rays; formulating diagnoses and treatment plans and prescribing medications and monitoring responses to medications and adjusting accordingly

Documents and records progress notes and notifies attending physician of significant problems

Performs medical rounds to observe and document pertinent progress of hospitalized patients/offenders

Orders referrals to specialists as necessary

Responds to emergency situations

Counsels and instructs patients/offenders in preventive care and health issues such as effects of nutrition, exercise and prescribed treatments

Performs minor surgical procedures

Orders medical devices as necessary

Attends in-service training programs on various health care services and treatment in conformance with mandated licensure requirements

Provides education and/or instruction to various health care staff members

Educates patients/offenders, and guardians regarding disease process

Communicates to agency health care staff and community providers change in patient/ offender well-being, treatment plan, medication side effects, and appropriateness of daily activities

May serve on hospital committees

Performs all 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.

The goal candidate, 1 BM, was selected.

Start Date: 3/13/2020	W M	W F	B M	B F	H M	H F	A M	A F	2+ M	2+ F	U M	U F	U U	Grand Total
Req: NonGT-865														
3E - CLINICAL GROUP														
Total Applicants	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was not posted.

The 1 WF, selected was a part-time UConn Health pharmacist trainee who had successfully completed the pharmacy technician onboarding, had transitioned to the shadowing experience, and observed the pharmacist role. She was the most qualified senior trainee and had the ability to perform the pharmacist specific duties.

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopedics Storrs Center

Job Title: Athletic Trainer

Recruiter: Marisa Leone

Search Code: 2020-389

Date Posted: 1/13/2020

Posting Deadline: 3/4/2020

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 Athletic Trainers to our team for Storrs Orthopaedics. 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

At UCHC, this position independently provides Athletic Training services and performs other patient care activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Health Care provider or administratively under an employee of higher rank.

SUPERVISION EXERCISED:

May lead lower level employees.

EXAMPLES OF DUTIES: These positions are predominately designed to support off-site sporting programs and events with minimal time in traditional clinic spaces.

Develops and administers fitness programs for athletes including prevention, assessment, treatment and reconditioning and rehabilitation; assists athletes in recovering from injuries or health problems; evaluates injuries sustained and provides immediate care for those injuries; administers rehabilitative exercise programs effectively and safely as indicated by the health care provider; implements exercise, pool and isokinetic programming as directed by the healthcare provider; administers proper athletic training techniques (wrapping, bandaging and taping) to decrease risk of injury; helps to design work out regiments for athletes on an individual basis to ensure each player maintains proper conditioning for his/her respective sports; provides in-service instructions for coaches or other interested individuals in the care and prevention of athletic injuries; assists in the determination of when injured athlete can safely return to participation and competition; performs selected measurement procedures such as isokinetic testing, range of motion, gross strength of muscle groups, length and girth of body parts, and vital signs; documents patients response to treatment in medical record and obtains co-signature of health care provider; ensures that patient is re-evaluated as necessary by healthcare provider; establishes and maintains records including injury, treatment and rehabilitation; reports all pertinent findings to appropriate parties; assists in the implementation and procedures of the business office regarding patient forms, patient billings and insurance procedures; assist in the purchasing, maintenance and inventory of athletic training and supplies; adheres to safety practices and procedures; maintains technical and professional knowledge current with the latest theory and techniques of sports and physical medicine; performs other patient care activities; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE AND SKILLS:

Knowledge of the general principles and techniques of physical care for athletes; considerable interpersonal skills; ability to communicate effectively, oral and written; ability to be thorough and organized; ability to motivate people to work toward physical fitness goals; ability to identify need for immediate medical attention; demonstrates the knowledge and skill necessary to provide the care needed by pediatric, adolescent and adults; knowledge of safety practices; knowledge of medical office

procedures.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Certified Athletic Trainer (CAT or ATC) by the Board of Certification, Inc. (BOC)

SPECIAL REQUIREMENT:

Incumbents is required to possess and maintain certification as a Certified Athletic Trainer (ATC), CT State Athletic Trainer license and CPR certification

Incumbents in this class will be required to travel the course of their daily work.

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.

Must be able to assist with or transfer patients of various weights/heights.

Must be able to lift 50 -75 pounds and may be required to carry medical, first aid and athletic training kit and coolers long distances

Must be able to push carts containing medical and athletic equipment.

Must be able to stand for long periods of time, have good mobility skills and be able to walk long distances.

The incumbents in this class will be required to works out of doors in various weather/climate conditions, evenings, weekends.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, must be flexible to work some holidays, other shifts, some weekend coverage; will travel to other sites as needed,

FULL TIME ANNUAL MINIMUM SALARY: \$55,349

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Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-389														
3E - CLINICAL GROUP														
Total Applicants	6	6	0	0	1	0	1	0	0	0	2	0	2	18
Unqualified	1	3	0	0	0	0	0	0	0	0	2	0	1	7
Qualified	4	3	0	0	1	0	1	0	0	0	0	0	1	10
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because he did not have experience in an academic clinical setting.

The 1 WM selected had a degree in Athletic Training and had been in the field since 2011. Four of those years had been at an academic clinical center.

JOB OPPORTUNITY BULLETIN

Department: Rehab Services - Inpatient

Job Title: Physical Therapist 2 Inpatient

Recruiter: Donna Alexander

Search Code: 2020-584

Date Posted: 1/31/2020

Posting Deadline: 3/9/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Physical Therapist to our growing Rehab Services team. If you have a background in this field, we want to hear from 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.

THIS POSITION MAY BE FILLED AS PT1 OR PT2.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

Progressive leadership and educational development programs available

SCHEDULE: Full time, 40 hours per week, 7:30 a.m. to 4:00 p.m., Tuesday - Saturday, other shifts including weekends & holidays may be required to accommodate departmental needs, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Reviews patient's medical history and any referrals or notes from providers

Evaluates patients' dysfunctional movements by observing, interviewing, and listening to their concerns, selecting appropriate tests to quantitatively measure or use of other appropriate methods

Develops and implements physical therapy treatment programs for physically impaired adults with functional impairments due to orthopedic, neurologic and/or general acute care medical conditions, outlining goals and expected outcome of the plan

Provides care using standard physical therapy interventions such as mobilization and exercise to increase mobility, prevent further pain or injury, and facilitates health and wellness

Determines and orders appropriate devices necessary to assist patients in performing functional activities

Instructs patients/families in care and use of appropriate equipment

Evaluate patient's progress and modifies plan of care/intervention as necessary to achieve anticipated goals and expected outcomes; develops and implements discharge plans.

Educate patients and their families about what to expect from and how best to cope with the recovery process

Serves as content expert, consultant or clinical advisor to other staff

Recommends program changes to caregivers as appropriate

Maintains records/schedules

Participates in assigned clinics, rounds and patient conferences

Participates in the department's education program by implementing 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:

PHYSICAL THERAPIST 1:

Bachelor degree in Physical Therapy
Eligibility for licensure as a physical therapist

PHYSICAL THERAPIST 2:

Bachelor Degree in Physical Therapy
Two (2) years' experience as a Physical Therapist

SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential. Other CPR/AED credentials may be accepted at hire but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification.
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:

Master's degree in PT or Doctor of Physical Therapy
Ability to supervise clinical education experiences
Inpatient acute care physical therapy experience

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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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 found at www.ethics.state.ct.us

Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-584														
3E - CLINICAL GROUP														
Total Applicants	1	1	0	0	0	0	0	0	0	0	0	0	1	3
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	1	2
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM selected had 9 years of physical therapy experience. His experience included critical care, making schedules, and working in interdisciplinary hospital teams.

JOB OPPORTUNITY BULLETIN

Department: Calhoun Cardiology Center - CCC

Job Title: Clinical Research Assistant I

Recruiter: Donna Alexander

Search Code: 2019-807

Date Posted: 4/25/2019

Posting Deadline: 5/1/2019

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 a Clinical Research 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 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. Work locations will be primarily in the Hartford/New Britain areas and may require travel to other sites in Connecticut (e.g., Waterbury, New Haven) working with persons at risk for or living with HIV/AIDS.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

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, night 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

Recruits subjects; reviewing medical charts and data to determine eligibility

Conducts structured interviews

Delivers study interventions

Schedules appointments

Enters, manages, and analyzes data using Filemaker Pro, SPSS, Excel, and Access

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:

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.

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 evening, nights and weekends and travel within Connecticut
Must be able to provide and maintain reliable means of transportation and appropriate insurance coverage.

Demonstrated computer skills, including working knowledge of Excel, SPSS, and REDCap
Conversational Spanish required.

PREFERRED REQUIREMENTS:

One year related research work experience including recruitment, screening of patients for research studies and administration of structured research assessments

Experience managing multi-site responsibilities

Experience working with persons at risk for or living with AIDS/HIV

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable/infectious diseases.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

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Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-807														
3F - RESEARCH														
Total Applicants	8	13	1	0	0	3	2	3	0	1	0	0	1	32
Unqualified	8	13	1	0	0	2	2	3	0	1	0	0	1	31
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health Careers website.

The goal candidates, 8 WM and 2 AM, did not meet the minimum qualifications as posted.

The 1 HF selected held a similar position currently. She was trained in working with people at risk for or living with AIDS/HIV and was able to pick up the complex duties quickly. The applicant also had exceptional references and evaluations

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Clinical Research Assistant I

Recruiter: Marisa Leone

Search Code: 2019-885

Date Posted: 5/14/2019

Posting Deadline: 5/21/2019

At UCHC this position is responsible for independently performing related support task for assigned clinical research projects/programs or segments of programs/projects.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead lower level employees.

EXAMPLES OF DUTIES:

Performs a range of duties in conducting clinical research, provides support services for assigned research projects; performs tests and interact with patients; assists higher level research staff on assigned projects; receives and executes assignments in designated research protocols, procedures, techniques and equipment; prepares IRB applications, consent forms, annual reports and continuations and maintains other regulatory documents; performs data entry, querying, editing and retrieval; coordinates the procurement, preparation and shipment of research specimens; 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 such as phlebotomy, ECG and equipment (centrifugation); performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

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 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; applying procedures; knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, i.e., biology or Psychology.

PREFERRED QUALIFICATIONS: Experience in a bio-skills simulation laboratory with open and arthroscopic procedures or general surgical approaches. Administer and troubleshoot equipment for arthroscopy. Experience in clinical outcomes research including the collection, management, and basic analysis of outcomes data. Knowledge of OSHA guidelines.

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious diseases.

SPECIAL REQUIREMENTS:

This position may involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours.

SCHEDULE: 40 hour work week; Monday through Friday, 7:30 am- 4pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$49,462

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-885														
3F - RESEARCH														
Total Applicants	4	9	4	2	1	2	1	3	0	1	0	0	0	27
Unqualified	0	1	1	1	0	0	0	2	0	0	0	0	0	5
Qualified	3	8	3	1	1	2	1	1	0	1	0	0	0	21
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected

Department: Clinical Research Center

Job Title: Research Assistant 3

Recruiter: Pamela Rucker

Search Code: 2019-899

Date Posted: 5/16/2019

Posting Deadline: 5/23/2019

At UConn Health the selected candidate will be responsible for performing laboratory testing independently for multiple clinical research studies/investigators and basic science researchers. The Core Lab is CLIA approved so strict regulatory guidelines must be followed to maintain licensure.

SUPERVISION RECEIVED:

Works under the limited supervision of the Core Lab Manager/Lab Director.

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, schedule to be determined, with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Molecular Biology procedures including DNA & RNA extraction, SNP genotyping, gene expression using qPCR

Immunology work including ElisAs, RIAs, luminex assays and automated testing

Coverage for processing and shipping of clinical research sample

Some tissue culture work may be needed

Development/optimization of new techniques

researches literature in order to design experiments

plans and conducts experiments

performs laboratory maintenance

May train medical/dental students, post docs, fellows in related research techniques

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITY

Considerable knowledge of relevant research protocols, principles and procedures;

Considerable knowledge of more advanced scientific techniques, such as qRT - PCR, SNP genotyping, gel electrophoresis

Considerable knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures

Considerable knowledge of a science such as chemistry, biology, microbiology, pharmacology

Knowledge of physical and data resources in applicable scientific disciplines

Oral and written communication skills, ability to identify, produce, organize, analyze, evaluate, interpret and report complex data.

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in the appropriate discipline, i.e., Biology, Chemistry, Biochemistry, plus two (2) years of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by

case basis.

Substitutions Allowed:

1. 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.
2. A Master's Degree in a relevant discipline, may be substituted for one (1) additional year of experience.

SPECIAL REQUIREMENTS:

Knowledge and lab experience in Molecular Biology procedures

RNA & DNA extractions, genotyping and gene expression

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Preferred Qualification

At least four years of laboratory experience

WORKING CONDITIONS:

Requires work with human biological specimens; whole blood, serum, plasma, urine, stool, saliva and others.

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

May work occasional off hours

Full Time Equivalent Minimum Salary: \$65,811.00

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Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-899														
3F - RESEARCH														
Total Applicants	5	14	3	4	1	0	4	7	0	0	0	0	1	39
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	13	3	4	1	0	4	7	0	0	0	0	1	38
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The 1 WF, a part-time UConn Health employee, was selected. She was a University Health Professional union member with recall rights to the position.

JOB OPPORTUNITY BULLETIN

Department: Center on Aging

Job Title: Clinical Research Assistant I

Recruiter: Pamela Rucker

Search Code: 2019-884

Date Posted: 5/13/2019

Posting Deadline: 5/20/2019

At UConn Health this grant funded position will collaborate with the research teams dedicated to improving the health and wellbeing of older adults, including individuals who are currently incarcerated in Connecticut state prisons, people with disabilities and the families of those individuals through research projects and policy programs. The primary task of this position involves interviewing participants in multiple research projects and programs. These include the CT Money Follows the Person demonstration program the Medicaid Community First Choice program, Medicaid and Veterans programs and an ongoing research study of older inmates.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level employees.

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., Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

*****Some evening or weekend hours required. *****

Must be flexible to change hours as project and interview schedules require.

EXAMPLES OF DUTIES:

Conduct telephone and in person interviews of research participants, including in person interviews with older prisoners (with established procedures in place to ensure safety).

Recruitment of participants for interviews, surveys or other research activities.

Tracking of difficult to find research participants.

Data collection and entry.

Use of project's web based data tracking system.

Assist in writing project reports.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

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 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, applying 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 the appropriate scientific discipline, e.g. Psychology, Gerontology, Criminology,

Social Work, Public Health or related discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitution 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:

Training conducting HCBS CAHPS, CT Money follows the Person and MFP caregiver interviews
Experience conducting interviews with nursing home residents and staff in person and by telephone.
Willingness to travel statewide to complete in person interviews.

Must have a reliable car to travel to in-person interviews within Connecticut

Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

PREFERRED QUALIFICATIONS:

Experience recruiting for and conducting interviews with research participants

Experience working with older adults, people with physical, mental health and intellectual disabilities and their families.

Knowledge of long term care system including regulations, Medicaid waivers, payment structures and financing.

Educational background in criminology, social work or a related field.

Computer skills include Internet, Word, Outlook, Excel, Access and PowerPoint.

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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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-884														
3F - RESEARCH														
Total Applicants	10	18	4	5	1	2	3	3	0	1	0	0	0	47
Unqualified	9	16	4	5	1	2	3	3	0	1	0	0	0	44
Qualified	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Interviewed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 9 WM, 1 HM, and 3 AM, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WM, was not selected for an interview as the applicant did not have the training or experience conducting HCBS-CAHPS, MFP evaluation surveys, or MFP caregiver surveys.

The 1 WF selected had been trained in and had experience conducting HCBS, CAHPS, MFP and caregiver surveys. The candidate had a degree in criminal justice, which was relevant for the Aging Inside Project of the position. She also gave showed a detailed understanding of Medicaid and other long-term care systems, in her detailed and accurate responses to interview questions.

JOB OPPORTUNITY BULLETIN

Department: Dean's Office - Med

Job Title: Clinical Research Assistant III

Recruiter: Pamela Rucker

Search Code: 2019-796

Date Posted: 4/11/2019

Posting Deadline: 4/25/2019

The Practice Transformation Network team at UConn Health seeks a Clinical Research Assistant 3 to coordinate the development and implementation of the Connecticut Comprehensive Pain Center. This individual will assist with the CCPC effort and day to day operations.

SUPERVISION RECEIVED:

Works under limited supervision of a Project Manager.

SUPERVISION EXERCISED:

Lead lower level employees.

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:

Assist with the prioritization, planning and coordination of project development and implementation activities according to identified requirements.

Assist leadership and PTN team to define project scope and deliverables.

Independently track the execution of project tasks/deliverables within established deadlines and budget.

Act as primary contact for project queries and concerns, both within UConn Health, and with external partners.

Work with the project manager and project director with responsibility for ongoing development and monitoring of funding proposals, project plan, schedule, and CCPC budget.

Responsible for the development of monthly project status reports.

Draft presentations, quarterly and annual reports as needed.

Build positive working relationships with clinicians, administration, project faculty, staff, and external partners.

Identify and report on project issues in timely and accurate manner

Coordinate the development, aid in the writing and submission of grant funding proposals.

Work in conjunction with the Project Manager and PTN Director to seek partnerships and agreements with insurers across the state for CCPC services.

Research current opioid prescribing best practices, clinical guidelines, state and federal statutes.

Identify training materials and educational resources, aid in the development of pain curriculum, present to internal and external clinical partners.

Collaborate with PTN faculty and staff to ensure success of the CCPC and related projects.

Ensure the successful implementation and continuation of the CCPC.

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of clinical research protocols, principles and procedures

Considerable knowledge of clinical trials, including as screening, interviewing, case reports forms, reviewing medical records

Computerized databases and data management

Considerable knowledge of Good Clinical Practices and Code of Federal regulations

Excellent oral and written communication skills

Project management, interpersonal and organization skills
Ability to identify, produce, organize, analyze, evaluate and interpret data
Considerable knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) 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.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in a Social Science plus two (2) years of clinical research experience assisting in/coordinating projects. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed:

Certification as a Clinical Research Professional (CCRP) by SOCRA or an equivalent with seven (7) 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. Master's degree in a relevant discipline may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS:

This position may involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours.

PREFERRED QUALIFICATIONS:

Experience applying for federal and state grant awards, budgets and contracts.
Expertise in relationship building, and experience dealing with politically sensitive topics.

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious diseases when handling and shipping research specimens.

Full Time Equivalent Minimum Salary: \$65,811.00

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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-796														
3F - RESEARCH														
Total Applicants	3	14	2	1	0	2	0	4	0	0	0	0	0	26
Unqualified	3	5	2	0	0	0	0	2	0	0	0	0	0	12
Qualified	0	4	0	1	0	1	0	2	0	0	0	0	0	8
Interviewed Not Hired	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum qualifications of the position as posted.

The 1 HF selected demonstrated clear communications skills. She held a similar position in a research institution and was familiar with budgets, contracts, and state and federal grants and awards. The candidate gave examples of establishing business relationships and ability to manage confidential and sensitive information.

JOB OPPORTUNITY BULLETIN

Department: Center for Quantitative Medicine

Job Title: Clinical Research Assistant I

Recruiter: Pamela Rucker

Search Code: 2019-858

Date Posted: 5/6/2019

Posting Deadline: 5/13/2019

UConn Health seeks to fill a grant funded Clinical Research Assistant 1 position at the Center for Quantitative Medicine. This position will provide support for the Health Information Technology work that UConn Health provides to the Office of Health Strategy through their U.S. Centers for Medicare and Medicaid Services (CMS) funding.

Supervision Received:

Works under the supervision of a Research Associate 1 and the Director of Clinical Informatics at the Center for Quantitative Medicine.

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, 8:00-5:00 pm with a 30 minute unpaid meal break

***** occasional weeknights and weekends.*****

In-state travel on occasion and rare out of state travel may be requested.

Example of Duties:

The candidate will work on the Health Information Technology / Exchange Team at the Center for Quantitative Medicine.

Writes and/or edits and disseminates informational, promotional and occasional technical materials, and other documents as needed to support program activities.

Maintains resource/ programmatic/research documents as needed.

Gathers background information and does research presentations and reports regarding Health Information Exchange

Works on project planning, conducting literature reviews, collecting and analyzing data, preparing reports, assisting in the development and implementation of programs

Assists in the development of educational materials in support of the project for use by state level staff and project leadership.

Assists in communications and outreach to stakeholders and others.

Participates in convening educational summits and workshops.

Takes meeting minutes and tracks project deliverables.

Preparing budget reports and purchase orders,

Coordinating meeting logistics, preparing and processing Travel authorizations, invoices and contracts

Performs related duties as required.

Minimum Qualifications Required

Knowledge, Skill and Ability:

Excellent interpersonal skills, along with the ability to interact with a diverse population

Excellent written and verbal communication skills and ability to prepare, revise, and proof documents

Ability to work independently and collaboratively with team members

Ability to schedule and prioritize workflow

Demonstrated computer skills and proficiency in Microsoft Office Suite (Word, EXCEL and PowerPoint)

Experience and Training:

General Experience:

Bachelor's degree in the health sciences, public health or social sciences.

Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed: Certification as a Clinical Research Professional (CCRP) 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 involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours

Preferred Qualifications:

Knowledge of Health Information Exchange, Health Informatics and Health IT processes and protocols. Understanding of data analysis using SAS / SPSS and or R.

Knowledge about and or experience in a healthcare organization working on healthcare quality improvement and or healthcare IT projects related to healthcare quality or data exchange.

Experience with research budgets and some data analysis skills

Working knowledge of EPIC or other EHR systems

Master's degree

Full time Equivalent Minimum Salary: \$49,452.00

founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking

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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-858														
3F - RESEARCH														
Total Applicants	7	16	3	6	0	1	4	7	0	0	0	0	0	44
Unqualified	5	14	3	3	0	1	2	6	0	0	0	0	0	34
Qualified	0	1	0	2	0	0	1	1	0	0	0	0	0	5
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdrew	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

The goal candidate, 1 AM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Research Associate 1

Recruiter: Pamela Rucker

Search Code: 2019-938

Date Posted: 6/4/2019

Posting Deadline: 6/11/2019

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 in Special Education, Psychology, Social Work or a related field, 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 using data to conduct, analyze and evaluate research
3. Experience collecting and analyzing data sets across a number of separate projects to improve processes and outcomes.
4. Experience working with both qualitative and quantitative data
5. Ability to write final reports for federally funded grants.

PREFERRED QUALIFICATION:

Degree in Educational Leadership

FULL TIME EQUIVALENT SALARY: \$73,694.00

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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-938														
3F - RESEARCH														
Total Applicants	4	16	0	3	0	3	2	3	0	1	0	0	1	33
Unqualified	3	11	0	2	0	2	1	3	0	1	0	0	1	24
Qualified	0	1	0	1	0	1	1	0	0	0	0	0	0	4
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 3 WM and 1 AM, did not meet the minimum qualifications of the posting.

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

- 1 WM withdrew his application.

- 1 AM's application materials did not indicate experience with grants nor a background with qualitative and quantitative data analysis.

The 1 WF selected had an extensive work history in qualitative data and coding and summarized qualitative data. The candidate had her doctorate in Educational Leadership with an emphasis in data collection analysis. She also supervised a grant writing department previously and had been responsible for writing and generating elaborate reports for management.

3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule

Clinical Research Assistant 3 - (Psychiatry)

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

Clinical Research Associate 1 - (Center on Aging)

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

Research Assistant 2 - (Immunology)

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

Clinical Research Assistant 2 - (Center on Aging)

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

Clinical Research Associate 1 - (Calhoun Cardiology Center)

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

Clinical Research Associate 2 - (Center for Quantitative Medicine)

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

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Research Associate 1

Recruiter: Pamela Rucker

Search Code: 2020-056

Date Posted: 8/7/2019

Posting Deadline: 8/14/2019

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 in Special Education or a relevant discipline, plus two (2) years of relevant research 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 providing technical assistance to state IDEA Part C/619 program administrators
3. 3, Experience providing technical assistance to Institutions of Higher Education.
4. Experience working on federally funded grants
5. Experience teaching children with disabilities.
6. Experience teaching graduate students learning about disabilities.

PREFERRED QUALIFICATION:

Degree in Educational Leadership

FULL TIME EQUIVALENT SALARY: \$76,294.00

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Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-056														
3F - RESEARCH														
Total Applicants	2	13	0	4	0	1	1	1	0	0	0	0	2	24
Unqualified	2	12	0	4	0	1	1	1	0	0	0	0	2	23
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 2 WM and 1 AM, did not meet the minimum qualifications of the posting.

The 1 WF selected had experience working in the disability field both with case management and researching and writing grant funding proposals. The candidate had experience with helping

graduates resolve barriers to schooling and employment. Her degree was in Educational Leadership.

JOB OPPORTUNITY BULLETIN

Department: UCONN Health Disparities Institute

Job Title: Research Associate 1

Recruiter: Pamela Rucker

Search Code: 2020-337

Date Posted: 11/4/2019

Posting Deadline: 12/16/2019

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 Research Associate 1 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 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

Schedule: 40 hrs. per wk., Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Serve as HDI project manager and project manager for grants/contracts.

Support and supervise Center Operations

Assists in design/development of complex NIH foundation, and research projects/programs/contracts

Plan unit work flow, determine priorities, schedule, assign, oversee or review work

Prepare reports, correspondences, policy briefs, white papers and manuscripts

Collaborate with Director and Associate Director of planning, forecasting and future development of HDI mission achievement.

Train lower level employees, trains fellows, medical/dental students, and post docs in related research techniques

Collaborate on development and implementations of HDI health and public policy research agenda with a specific focus on community engaged research.

Lead development and implementation of state wide coalitions and alliances to partner on HDI mission.

Develop and implement health and public policy technical assistance strategy for HDI in collaboration with state wide partners.

Performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant research protocols, principles, 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

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in a relevant discipline (such as Business Administration or Public Health), plus two (2) years of working experience in health policy, and public policy analytics.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

Incumbents in the class may be required to travel.

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Must have projects management, demonstrable grant writing.

Must have demonstrated health policy, community based research and community engagement work experience particularly with disadvantaged population such as racial/ethnic minorities, tribal groups and others.

Must have understanding of and experience with health insurance benefit design

Submission of health policy or community based research writing sample is required at time of application. (e.g., health policy brief)

A skills assessment during the interview may be required.

PREFERRED QUALIFICATIONS:

Applicants with background in health policy, community based research and community engagement.

Experience related to health disparities research, NIH Grants and coalition building.

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 toxic radioactive materials and/or disease bearing substances; may be exposed to moderately disagreeable conditions.

Schedule: 40 hrs. per week, Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$76,294.00

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Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-337														
3F - RESEARCH														
Total Applicants	1	17	1	5	0	1	1	2	0	1	0	0	1	30
Unqualified	1	15	0	4	0	0	1	0	0	0	0	0	1	22
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	2	1	1	0	0	0	2	0	1	0	0	0	7
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 WM and 1 AM, did not meet the minimum qualifications of the posting.

The 1 HF selected had 5 years' experience working in the disability field for a nonprofit organization. The candidate worked directly with graduate level students and was responsible for grant writing that directly affected the income of the agency.

JOB OPPORTUNITY BULLETIN

Department: Academic Affairs-Med	Job Title: Research Associate 1 - Grant Science
Recruiter: Joyce Smith	Search Code: 2019-472
Date Posted: 12/12/2018	Posting Deadline: 1/28/2020

Grant Science Writer with Graphic Skills

The University of Connecticut's School of Medicine is seeking a Grant Science Writer with Graphic Skills. This is a 1.00 FTE position, and will report to the Dean, School of Medicine.

The person selected will assist in coordinating and implementing the development, writing, editing, and submission of grant proposals in both educational and usual research grant applications.

REQUIRED SKILLS:

Proficient at generating and editing scientific graphs, tables, etc., as well as graphics, schematics, and scientific illustrations for publications and presentations

Experience editing scientific reports, which may include grant applications, manuscripts, reports, and other related documents

Mastery of several software packages, which may include Microsoft Office (Word, Excel, and PowerPoint), EndNote, Adobe Illustrator, and GraphPad Prism

Able to manage multiple projects under tight deadlines

DESIRED SKILLS:

Strong background in science

Excellent command of the English language and very strong writing skills

Ability to perform online research and write scientific content

QUALIFICATIONS:

Bachelor's degree with at least two years of work with required skills in an academic research setting, OR a Master's or Ph.D. degree can substitute for the 2-year work experience in an academic research setting

Examples of science writing, editing, and graphics capabilities must be provided

Candidate must have excellent communication skills, and possess the ability to work collaboratively amongst various teams and investigators

Start Date: 3/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-472														
3F - RESEARCH														
Total Applicants	11	23	2	2	5	2	7	9	0	2	0	2	3	68
Unqualified	10	20	2	2	4	2	5	7	0	2	0	2	2	58
Qualified	1	1	0	0	1	0	1	1	0	0	0	0	0	5
Interviewed Not Hired	0	1	0	0	0	0	0	1	0	0	0	0	1	3
Withdraw	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 10 WM, 4 HM, and 5 AM, did not meet the minimum qualifications as posted.

The goal candidates, 1 WM, 1 HM, and 2 AM, were not selected for an interview for the following reasons:

- 1 WM submitted their application after a hiring decision had been made.
- 1 HM's application materials did not demonstrate the necessary graphic capabilities.
- 1 AM withdrew his application.
- 1 AM did not have the preferred experience with writing scientific content.

The 1 WF selected gave clear and advanced examples of high-quality science editing and graphics skills. The candidate's work history included creating scientific reports, manuscripts, and grant writing in an academic research facility. She stated she enjoys working collaboratively and has mentored team members in achieving goal-oriented results.

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Research Assistant 2

Recruiter: Pamela Rucker

Search Code: 2020-727

Date Posted: 3/11/2020

Posting Deadline: 3/18/2020

At UConn Health in the Child and Families Studies Department this grant funded, position 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 wk., Mon - Fri, 8:00am - 4:0pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Performs data collection
Interviews project participants
Performs data analysis
Records and reports test results
Researches literature to determine methods applicable to the studies being performed
Assists in the dissemination of center protocols and project results using multi-media
Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of research protocols, principles and practices
Knowledge of scientific techniques
Knowledge of experimental design, relevant computer applications
Knowledge of data resources in applicable scientific fields
excellent oral and written communications skills
Ability to identify, produce, quantify, organize, analyze, evaluate, interpret and present data.

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in the appropriate discipline, i.e., Special Education, Health Care, Psychology plus one (1) year of research experience collecting and analyzing data.
Degrees in other areas may be substituted on a case by case basis

SUBSTITUTION 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:

Experience with early childhood intervention with children with disabilities
Considerable knowledge of proper grammar, punctuation and spelling

PREFERRED QUALIFICATIONS:

Experience working on state and federally funded grants
 Experience developing and overseeing production of materials, tools and research for a project
 Experience designing graphic and tables.
 Experience collecting and analyzing data sets across a number of separate projects to improve processes and outcomes.
 Data Management experience: collection, organization, cleaning of quantifiable and quantitative data.
 Experience interviewing and applying research protocols to community based organizations and staff.
 Experience writing data reports.

Full Time Equivalent Minimum Salary: \$59,613.00

Why UConn Health

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Eff. Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	UM	UF	UU	Grand Total
2020-727												
3F - RESEARCH												
Total Applicants	5	8	3	4	0	7	1	3	0	1	2	34
Unqualified	5	5	3	4	0	7	1	3	0	1	2	31
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 5 WM and 1 AM, did not meet the minimum qualifications of the posting.

The 1 WF selected had extensive experience working with early childhood intervention with children with disabilities. The candidate was responsible for writing both state and federal grants and overseeing programs and projects to increase the efficiency and effectiveness of the operation. She had positive references and experience leading a staff for a nonprofit organization.

JOB OPPORTUNITY BULLETIN

Department: Medicine

Job Title: Research Assistant 1

Recruiter: Marisa Leone

Search Code: 2020-763

Date Posted:

Posting Deadline: 4/10/2020

At the UCHC this class is accountable for performing the basic laboratory and/or related support tasks for assigned research projects/programs or segments of programs/projects.

SUPERVISION RECEIVED:

Works under the close supervision of an employee of higher grade; works more independently with acquired experience

SUPERVISION EXERCISED:

May lead paraprofessional clerical or other lower ranking employees as assigned.

EXAMPLES OF DUTIES: Preparation of simple to moderately complex solutions and defined bacterial culture media according to a prescribed formula. pH meter, analytical and trip balances also may be used without supervision.

Prepare specimens/samples for analysis according to prescribed protocols using simple to moderately complex techniques; culturing of bacteria in simple media, purification of DNA and RNA from bacterial cultures and animal tissues; expression and purification of recombinant proteins; enumeration of bacterial cells and preparation of cell lysates; recombinant DNA cloning; SDS-PAGE analysis of bacterial lysates and recombinant proteins using specialized staining methodologies with limited supervision, including Coomassie blue, silver-staining and immunoblotting.

Prepare and process bacterial samples for immunofluorescence and culturing with limited supervision using established protocols. Handling of bacterial cultures using strict aseptic technique; examination of bacterial cultures using darkfield and epifluorescence microscopy; enumeration of bacteria using prescribed techniques.

Preparation of liquid and solid agar plate cultures of bacterial samples using simple and moderately complex formulas.

Expression and Purification of recombinant proteins from *E. coli* using simple methodologies according to prescribed protocols under minimal supervision.

Handling and maintenance of small animals (rodents); perform simple procedures on animals, including tail bleeds, immunization, and needle-inoculation; and collection of serum and tissues for analysis using prescribed protocols under minimal supervision.

Performs routine cleaning of laboratory glassware; minor maintenance of laboratory equipment; responsible for equipment repair oversight; ensures overall cleanliness of general laboratory work areas.

Assists in laboratory inventory and prepares orders for restocking supplies. Maintain data in personal laboratory notebook and records related to research; acquisition of experimental data using simple to moderately advanced laboratory equipment. Related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Basic knowledge of research protocols, principles and procedures; basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.; basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures; basic knowledge of a science such as; chemistry, biology, microbiology, pharmacology; basic knowledge of physical and data resources in application scientific disciplines; oral and written communication skills; ability to identify, produce, organize, analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in an appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Microbiology, Molecular Biology. Degrees in other areas may be substituted on a case by case basis.

SPECIAL REQUIREMENTS:

Must have prior experience handling ABSL-2 organisms.

Must have prior experience handling small animals and other related duties including ordering and animal census; inventory and preparation of animal anesthetic cocktails according to prescribed protocols with minimal supervision.

Must have prior experience with blood collection and syringe-inoculation of rodents with ABSL-2 organisms.

Prior experience handling arthropods (i.e., ticks), including larval infestation of infected mice, capsule feeding of nymphal and adult life stages, tick tissue dissection, and colony maintenance.

Working knowledge of computer software (MS Word, Excel, & PowerPoint; Adobe Photoshop).

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Working Conditions:

Incumbents in this class may be occasionally 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.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

Must be willing to work some weekends.

FULL TIME MINIMUM EQUIVALENT SALARY: \$51,210

Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-763														
3F - RESEARCH														
Total Applicants	1	1	0	0	0	0	0	1	0	0	0	0	0	3
Unqualified	1	0	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM, did not meet the minimum qualifications as posted.

The 1 WF selected had worked as a Research Assistant 1 previously. She had a Bachelor's degree in Biochemistry and a minor in Mathematics. She had a prior work history in research with small animals. She provided positive references and stressed the importance of being a team player. The candidate was also familiar with UConn Health's practices and procedures.

JOB OPPORTUNITY BULLETIN

Department: UMG-Dermatology Module

Job Title: Histotechnologist

Recruiter: Marisa Leone

Search Code: 2019-959

Date Posted: 6/13/2019

Posting Deadline: 7/1/2019

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 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 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 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, work between the hours of 7am - 5:30pm. Hours require flexibility.

FULL TIME EQUIVALENT MINIMUM SALARY: \$65,811

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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

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-959														
3G - CLINICAL TECHNOLOGIST														
Total Applicants	2	5	0	0	0	0	0	1	0	0	0	0	0	8
Unqualified	0	2	0	0	0	0	0	1	0	0	0	0	0	3
Qualified	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health Careers website.

The goal candidate, 1 AF, did not meet the minimum qualifications as posted.

The 1 WM selected possessed 14 years' experience as a Histologic Technician which included safety practices involving frozen experiments. The candidate's work history included a supervisory position responsible for trouble shooting and resolving department discrepancies and issues. He also answered all the questions in detail and was focused on quality assurance in the field.

JOB OPPORTUNITY BULLETIN

Department: Core Lab

Job Title: Medical Technologist 2

Recruiter: Donna Alexander

Search Code: 2020-073

Date Posted: 8/15/2019

Posting Deadline: 12/12/2019

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Medical Technologist to our growing Core Laboratory 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 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.

THERE ARE TWO POSITIONS AVAILABLE.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, Monday - Friday, 11:00 p.m. to 7:30 .m., rotating weekends 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 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:

Utilizes automated systems, e.g. Abbott Sapphire, IL top 500, Abbott Architect Chemistry

Nova 8, Sebia Hydrasys, Wallec Fluorometer to perform patient testing

Use of the LIS, Beaker. 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

Performs manual differentials for the identification of white blood cells and red cell morphology

Performs routine coagulation testing and may do Factors assays, mixing studies, Antithrombin Time,

Protein 5, Protein C, Lupus Anticoagulants, platelet aggregation studies, heparin assays and Repitase

Performs the processing of reference laboratory specimens Including creating manifest and packaging in accordance with DOT/ IATA protocols

Perform and maintain inventory and supplies

May prepare and stain Bone Marrow Slide

May perform protein, immunofixation and hemoglobin electrophoresis making certain to properly delineate fractions and anticipate additional reflex testing required

May perform enzyme immunoassay (EIA) procedures for ENA, dsDNA, ACL, CH50, and Scl 70

May prepare immunofluorescent antibody (IFA) slides for ANA testing, accurately read and interpret results
May perform CF screening procedure and work as liaison with area hospital personnel to monitor CF screen and function as a resource of CF information
May become knowledgeable of Point Care Testing requirements in relationship to competency, QC, QA and compliance regulations and assist in the oversight of staff throughout the organization who perform POCT testing
May perform STAT and Hemochron procedures
May perform STAT microbiology testing including plating, Gram stains, placing blood culture bottles into instrumentation and working up positive blood cultures
May perform blood bank testing and dispensation of blood products
Perform maintenance and troubleshooting of instrumentation and recording of corrective actions
Will be cross-trained in some assignments in other divisions
Integrate instrument data, quality control and test principles for accurate result reports
Perform procedures for quality control and quality assurance of all laboratory analyses
Keep records, prepare and update written reports and procedure manuals
May assist in research, planning and evaluation of alternative methods and or instrumentation
Review and follow current literature to maintain state-of -the-art methodology and technologies for Hematology, Chemistry, Coagulation, Urinalysis and Immunology.
Perform phlebotomy
Participate in the quality assurance program
Perform other related duties as required

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of chemistry, hematology, biology, bacteriology, microbiology, serology, urinalysis and radioimmunoassay
Considerable knowledge of laboratory instrumentation including computers
Knowledge of standard clinical laboratory procedures including safety practices
Knowledge of scientific methods
Interpersonal, oral and written communication skills
Skill in drawing blood samples
Skill in performing 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 taken 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, Beaker, 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 \$59,613

Med Tech 2 \$68,120

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All employees are subject to adherence to the State Code of Ethics found at www.ethics.state.ct.us

Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-073														
3G - CLINICAL TECHNOLOGIST														
Total Applicants	5	5	0	0	1	0	0	3	0	0	0	0	1	15
Unqualified	1	4	0	0	0	0	0	1	0	0	0	0	1	7
Qualified	3	0	0	0	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	1	0	0	0	0	0	0	1	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	1	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health Careers website.

The goal candidate, 1 AF, did not meet the minimum qualifications as posted.

The goal candidate, 1 AF, was not selected for an interview as she did not possess current work experience as a Medical Technologist. The candidate's experience was in managing inventory, performing phlebotomy, and in the preparation of reagents.

The goal candidate, 1 AF, was interviewed but not selected because her experience in hematology was only during clinical rotations in 2013.

The goal candidate, 1 HM, was selected.

The 1 WF selected had current experience working the third shift and had responsibilities in all areas in the lab. She also had a focus in hematology and had a certification. The candidate also held a certification as a Medical Laboratory Scientist and expressed her desire to continue gaining knowledge in the field of medical technology-

JOB OPPORTUNITY BULLETIN

Department: Microbio + Serology

Job Title: Medical Technologist I

Recruiter: Donna Alexander

Search Code: 2020-714

Date Posted: 3/6/2020

Posting Deadline: 3/15/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Medical Technologist to our growing Pathology and Lab Medicine 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 a highly skilled Medical Technologist with experience in Microbiology and 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 Microbiology & Serology 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, some offer no annual deductible and minimal co-pays

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, 8 hour shifts, primarily days, 8:00 a.m. to 4:30 p.m., Monday - Friday, rotating weekends and holidays as required, may work 2nd and 3rd shift to accommodate departmental needs per contract, 30-minute unpaid meal break, 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 work outside the normal assigned duties during an incident and/or emergency.

SUPERVISION RECEIVED: Receives direction from the Microbiology Supervisor, Associate Director or Administrative Director, Microbiology Division Director or Department Head.

EXERCISED SUPERVISION: May exercise technical and functional supervision over technical and administrative support staff.

EXAMPLES OF DUTIES:

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, Bactec, ECI, Ampliprep, Taqman, Panther, and Cepheid GeneXpert, to perform susceptibility testing, blood culture techniques, 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, EPIC Beaker and other computer based LIS 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, immunoblots, latex agglutination, immunofluorescence, and instrument assisted chemiluminescence.
Performs proficiency tests on simulated specimens.
May order and/or prepare testing culture media, stains, and 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, prepare 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 various laboratory disciplines i.e., microbiology, hematology, chemistry, etc.
Knowledge of laboratory instrumentation including computers
Knowledge of standard clinical laboratory procedures including safety practices
Knowledge of scientific methods
Interpersonal, oral and written communication skills
Skill in drawing blood samples
Skill in mathematical computations
Ability to work quickly and accurately under stressful conditions

EXPERIENCE AND TRAINING:

Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation

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 & TRAINING:

Knowledge of EPIC Beaker
Molecular testing experience
Current ASCP ML/MT Certification

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: \$59,613

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All employees are subject to adherence to the State Code of Ethics found at www.ethics.state.ct.us

Start Date: 4/24/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-714														
3G - CLINICAL TECHNOLOGIST														
Total Applicants	1	2	0	0	0	0	0	3	0	0	0	0	0	6
Unqualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	1	0	0	0	0	0	0	2	0	0	0	0	0	3
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidate, 1 AF, did not meet the minimum qualifications of the positing.

The goal candidates, 2 AF, were not selected for an interview as the hiring managers chose to hire a temporary employee currently working in the title.

The 1 WF was selected. The 1 WF was employed as a temporary employee at UConn Health employed in the capacity of a Medical Technologist 1. The candidate was fluent in the EPIC MicroScan, Bactec, and ECI computer software systems. She was familiar with all policies and procedures in the department including performing serology and parasitology testing. She also had positive references.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Supervisor Patient Services & Accounts

Recruiter: Noreen Logan

Search Code: 2019-814

Date Posted: 4/22/2019

Posting Deadline: 5/20/2019

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 Supervisor Patient Services & Accounts 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 supervising the patient account functions.

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
Knowledge of payment posting, banking regulations, and health care administration
Considerable interpersonal skills
Considerable oral and written communication skills
Ability to schedule and prioritize workflow; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in patient accounts environment. EPIC certification required within 6 months of hire.

Substitutions Allowed: Bachelor's Degree and two (2) years of experience in patient accounts environment.

Special Requirements: Demonstrated experience working with hospital third-party claims processing / payment posting of government and commercial insurance payments.

Preferred Requirements:

Working knowledge of EPIC and/or EPIC Certification in Resolute Hospital Billing
Two (2) years of recent direct supervisory experience in a Patient Financial Services Department

SCHEDULE: Monday through Friday, 8:00 am to 4:30 pm, 40 hour work week, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Plans unit workflow and determines priorities
Schedules, assigns, oversees and reviews work
Establishes and maintains unit procedures
Provides staff training and assistance
Conducts performance evaluations
Acts as liaison with operating units, agencies, patients and outside officials regarding unit policies and procedures
May make recommendations on policies or standards
May prepare reports and correspondence
Compiles statistics
May develop fee schedules
Reconciles patient accounts
Maintains on-line batch control system
Oversees input of all miscellaneous charges/cash/insurance receipts/adjustments to the system
Coordinates/reviews completed Medicare audits
Maintains coding system in revenue file
Reviews discharge edit, pending accounts, inpatient A/R for aging accounts, third party accounts
Monitors performance of collection agencies and makes recommendations for continuing/discontinuing such agencies

May recommend referrals to attorney for legal action
 Approves pay plans; performs registrations and billings
 Performs related duties as required.

FULL TIME MINIMUM EQUIVALENT SALARY: \$65,811

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.

Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-814														
3H - FINANCE GROUP														
Total Applicants	4	18	2	9	0	5	1	2	0	1	2	1	0	45
Unqualified	3	13	1	5	0	2	0	1	0	1	1	1	0	28
Qualified	0	3	1	3	0	2	0	1	0	0	1	0	0	11
Interviewed Not Hired	1	2	0	0	0	1	1	0	0	0	0	0	0	5
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Reimbursement Analyst I

Recruiter: Noreen Logan

Search Code: 2019-786

Date Posted: 4/9/2019

Posting Deadline: 4/16/2019

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 Reimbursement Analyst 1 to our growing team. If you have a background in this field, we want to hear from you.

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

At UConn Health, this position is responsible for independently performing a full range of tasks in revenue integrity and capture including development of systems, policies or procedures to ensure recovery of all inpatient and outpatient charges, payer compliance, external financial reporting, accounts receivables analysis and regulatory compliance monitoring.

EDUCATION AND TRAINING:

General Experience:

Six (6) years of experience in a health care environment related to revenue captures, health care reimbursement procedures, including working knowledge and application of CPT and ICD-10 codes.

Substitution Allowed:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field such as Health Information Management may be substituted for four (4) years of the experience.

Special Requirement:

Extensive practical knowledge and application of CPT, ICD-10, and clinical data review

Advanced spreadsheet and presentation skills necessary to quantify findings and data

Minimum 2 years Hospital Billing/Hospital Insurance follow-up experience

Minimum 2 years Contract Management experience

Minimum 2 years insurance/payor credit balance experience

Preferred Requirement:

Coding certification designation such as CPC, RHIA, RHIT or similar certification

two (2) years of experience with EPIC

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of financial management

Knowledge of the healthcare reimbursement

Considerable ability in the interpretation and analysis of complex financial, statistical and technical data

Considerable interpersonal skills, oral and written communication skills

Considerable knowledge of insurance billings and collection procedures including CPT and ICD-10 coding

Advanced spreadsheet and computer skills

Advanced analytical skills

Supervisory ability

Knowledge and ability to apply relevant Federal and State laws, statutes and regulations

Knowledge of statistical methodologies

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead staff as assigned.

EXAMPLES OF DUTIES:

Develops techniques for effective analyses of reimbursement trends

Reviews, analyzes and interprets insurance payments and denials to ensure proper payment

Works with billing supervisors to modify billings to meet contract specifics, as well as charge-master analyst

Works daily assigned credit balance workques for multiple payors, underpayment, overpayment, and undistributed

Analyses weekly refund extract from EPIC, validates, and submits to Finance for processing.

Develops and maintains system for tracking and evaluating performance of insurance carrier to maximize reimbursement and ensure billing compliance with audit standards

Provides reimbursement patterns and trends to the management

Prepares reports and analyses to include financial reports, setting forth progress, adverse trends and appropriate recommendations and conclusions

Submits external reports and handles all edits and changes required by meeting with appropriate departments to obtain correct data

Monitors and evaluates current reimbursement rules and changes that impact revenue capture and communicates this information to the clinical faculty, staff, and billing personnel

Develops and recommends policies and procedures

Schedules assigns, oversees and review work of assigned staff

Applies personnel policies and procedures

Prepares or assist in the preparation of the department budget subject to administrative review

Acts as liaison with other operating units, agencies and outside officials regarding third party reimbursements

May assist in the preparation of profit and loss statements

Performs other related duties

SCHEDULE:

7:30 am - 4:00 pm, Monday - Friday; 30 minute unpaid meal break, 40 hour work week

FULL TIME EQUIVALENT MINIMUM SALARY: \$63,898

Why UConn Health

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-786														
3H - FINANCE GROUP														
Total Applicants	1	10	0	6	1	4	1	4	0	1	0	1	0	29
Unqualified	0	6	0	5	1	2	0	2	0	1	0	1	0	18
Qualified	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	1	3	0	0	0	2	1	1	0	0	0	0	0	8
Withdrawn	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health careers website.

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

The goal candidates, 1 WM and 1 AM, were interviewed but not offered the position because:

- 1 WM's experience was in corporate finance, which did not relate to the billing aspect of reimbursements.
- 1 AM did not work with hospital-based billing data and did not have experience with provider-based billing services.

The 1 AF selected had prior billing experience in a large hospital. The candidate was familiar with both hospital and provider-based billing. She was fluent in EPIC computer software, credit balances, and had contract management experience. The applicant also knew CPT and ICD-10 billing function codes.

JOB OPPORTUNITY BULLETIN

Department: Patient Services - JDH (H)

Job Title: Supervisor Patient Services & Accounts

Recruiter: Noreen Logan

Search Code: 2019-1040

Date Posted: 7/11/2019

Posting Deadline: 7/18/2019

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 Supervisor Patient Services & Accounts 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 supervising the patient account functions.

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

Knowledge of payment posting, banking regulations, and health care administration

Considerable interpersonal skills

Considerable oral and written communication skills

Ability to schedule and prioritize workflow; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in patient accounts environment. EPIC certification required within 6 months of hire.

Substitutions Allowed: Bachelor's Degree and two (2) years of experience in patient accounts environment.

Special Requirements: Demonstrated experience working with professional third-party claims processing / payment posting of government and commercial insurance payments.

Preferred Requirements:

Working knowledge of EPIC and/or EPIC Certification in Resolute Professional Billing

Two (2) years of recent direct supervisory experience in a Physician Patient Financial Services Department (Professional Billing).

SCHEDULE: Monday through Friday, 8:00 am to 4:30 pm, 40 hour work week, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Plans unit workflow and determines priorities

Schedules, assigns, oversees and reviews work

Establishes and maintains unit procedures

Provides staff training and assistance

Conducts performance evaluations

Acts as liaison with operating units, agencies, patients and outside officials regarding unit policies and procedures

May make recommendations on policies or standards

May prepare reports and correspondence

Compiles statistics

May develop fee schedules

Reconciles patient accounts

Maintains on-line batch control system

Oversees input of all miscellaneous charges/cash/insurance receipts/adjustments to the system

Coordinates/reviews completed Medicare audits

Maintains coding system in revenue file

Reviews discharge edit, pending accounts, inpatient A/R for aging accounts, third party accounts

Monitors performance of collection agencies and makes recommendations for continuing/discontinuing such agencies

May recommend referrals to attorney for legal action

Approves pay plans; performs registrations and billings
 Performs related duties as required.

FULL TIME MINIMUM EQUIVALENT SALARY: \$68,120

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Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1040														
3H - FINANCE GROUP														
Total Applicants	2	19	0	0	0	7	0	1	0	1	0	1	0	31
Unqualified	1	7	0	0	0	4	0	0	0	1	0	0	0	13
Qualified	1	8	0	0	0	3	0	0	0	0	0	0	0	12
Interviewed Not Hired	0	3	0	0	0	0	0	1	0	0	0	1	0	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health careers website.

The BF 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 qualifications of the position as posted.

The goal candidate, 1 WM, was not selected for an interview as he did not have 5 or more years of supervisory or managerial experience in a physician or hospital business office setting. The applicant also did not have experience with the EPIC medical software.

The 1 WF selected had a tenured background in supervising Patient Financial Service teams. The candidate had experience in the EPIC medical software and earned a Certification in EPIC Physician Billing Resolution. She also demonstrated detailed knowledge of billing, paying, and payers in the tristate area.

JOB OPPORTUNITY BULLETIN

Department: Research-Finance

Job Title: Staff Accountant 1

Recruiter: Marisa Leone

Search Code: 2019-696

Date Posted: 3/12/2019

Posting Deadline: 7/5/2019

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 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

At UCHC this position is responsible for performing a full range of standard accounting, auditing, budgeting and other fiscal analyses which require the exercise of some independent judgment in applying basic accounting principles.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level employees.

EXAMPLES OF DUTIES:

Performing cost accounting analysis for Research Cores at UCONN Health and for recharge centers at UCONN Storrs that fall under the OVPR organization
Serving as a system administrator for UCONN Health's service center billing software
Managing a portfolio of internal awards, including fund set up, management, and close out, both UCH internal and awards from UCONN Storrs
Assisting in managing a portfolio of externally funded grants awarded to other OVPR units
Developing and maintaining procedure documentation related to Research Finance functions.
Handling departmental deposits
Performing reconciliations of various unit accounts
Providing customer service to people in a variety of business units
Assisting upper level staff in tasks as needed
Performing additional tasks and duties as assigned

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of basic accounting principles and practices; knowledge of federal and state financial regulations; strong analytical and critical thinking skills; 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. Must be able to work in a complex, high pressure work environment and work both in a team and independently and manage multiple priorities and deadlines.

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. Proficiency in Microsoft Excel
 Substitution: Bachelor's degree in Accounting, Finance or Auditing or closely related field.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$57,595

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Start Date: 6/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-696														
3H - FINANCE GROUP														
Total Applicants	25	53	5	9	1	4	3	4	3	1	0	0	3	111
Unqualified	3	7	1	2	1	0	0	1	0	0	0	0	1	16
Qualified	20	40	3	7	0	4	3	3	3	1	0	0	2	86
Interviewed Not Hired	0	4	1	0	0	0	0	0	0	0	0	0	0	5
Withdrew	1	2	0	0	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on The UConn Health careers and Recruit Military websites.

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Patient Financial Services - Admin

Job Title: Patient Services Accounts Coordinator

Recruiter: Noreen Logan

Search Code: 2020-090

Date Posted: 8/16/2019

Posting Deadline: 8/23/2019

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 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-84, 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, working directly with payers to resolve complex claim billing issues and payer denial management.

Preferred Requirement/Experience:

Experience with Hospital Billing
Experience working in the EPIC system
Considerable knowledge in insurance benefits: Managed Care, Commercial and Other Third Party
Knowledge in the payer requirements/medical necessity
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: \$55,349

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Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-090														
3H - FINANCE GROUP														
Total Applicants	2	16	0	11	0	13	0	4	0	0	1	0	0	47
Unqualified	0	11	0	7	0	8	0	3	0	0	1	0	0	30
Qualified	0	4	0	3	0	3	0	1	0	0	0	0	0	11
Interviewed Not Hired	1	1	0	0	0	1	0	0	0	0	0	0	0	3
Withdrew	1	0	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health Careers website.

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

The goal candidate, 1 WM, withdrew his application for employment.

The goal candidate, 1 WM, did not demonstrate a proficient understanding of the hospital billing procedures. The candidate incorrectly answered questions related to insurance denials and resolution protocols.

The 1 HF selected possessed 17 years of hospital and physician billing experience. The candidate demonstrated a detailed understanding of processing rules, claim edits, and denial management workflow. Her prior position included training new staff and assisting tenured employees in insurance billing compliance and follow up. She was fluent in the EPIC computer software and understood the EPIC work queue in timely reimbursements.

JOB OPPORTUNITY BULLETIN

Department: Finance and Reporting

Job Title: Staff Accountant 1

Recruiter: Marisa Leone

Search Code: 2020-364

Date Posted: 11/19/2019 **Posting Deadline:** 11/26/2019

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 Staff Accountant 1 to our team. If you have a background in this field, 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

The Staff Accountant I works collaboratively and proactively to meet departmental deadlines including month end closing schedules, informational requests, internal/external reporting, and other tasks as assigned. The Accountant I may take direction from various levels of staff within the organization

EXAMPLES OF DUTIES:

Analyze construction in progress and prepare invoices for reimbursement
Prepare the fixed asset roll forward
Prepare depreciation expense projections
Research and trouble-shoot complex transactions in a financial system
Maintain fixed asset records in a financial system
Reconcile and analyze account balances
Create ad-hoc reports (utilizing Webfocus or SQL)
Scan documentation and manage using Adobe
Prepare supporting documents for the annual audited statements
Calculate and process monthly JE's assigned within the assigned time frame; enter in GL system
Review JE results in the ledger to ensure accuracy
Enter labor adjustment into the 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
Prepare survey
Backup staff person for the daily check process
Prepare purchase orders for leases and process monthly payments
Maintain an annual lease schedule
Perform Bank reconciliations

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.

EXPERIENCE AND TRAINING:

General Experience. Four (4) years professional experience in accounting, auditing or financial

examining.

Substitution: Bachelor's degree in Accounting, Finance or Auditing or closely related field.

PREFERRED EXPERIENCE:

Banner/Husky Buy
MS Excel with pivot table knowledge
MS Access experience
Adobe Experience
Fixed Asset Experience

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$59,613

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

Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-364														
3H - FINANCE GROUP														
Total Applicants	13	16	5	6	2	1	5	8	0	1	1	0	0	58
Unqualified	1	1	0	2	0	0	0	0	0	0	0	0	0	4
Qualified	10	13	5	4	2	1	5	8	0	1	1	0	0	50
Interviewed Not Hired	2	1	0	0	0	0	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The BF 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 qualifications of the posting.

The goal candidates, 10 WM and 5 AM, were not chosen for an interview as their application materials did not indicate systems analysis experience for ledger accuracy in JE programing.

The goal candidates, 2 WM, were interviewed but not offered the position as they did not demonstrate the desired combination of software systems, JE programing, and analysis experience through the scoring of a skill assessment. The skill assessment was based on ledger accuracy, fixed asset allocation, Access and Excel pivot tables.

The 1 WF selected scored in the highest percentile of a skill assessment that included the demonstration of the desired combination of software systems, JE programing, and analysis experience. The skill assessment was based on ledger accuracy, fixed asset allocation, Access and Excel pivot tables. The candidate's background included supervisory roles in finance and familiarity with the HUSKYBuy and Adobe computer systems.

JOB OPPORTUNITY BULLETIN

Department: Occupational & Environment Medicine

Job Title: Employee Assistance Counselor

Recruiter: Marisa Leone

Search Code: 2019-853

Date Posted: 5/7/2019

Posting Deadline: 5/17/2019

UConn Health in Farmington is looking for a skilled and experienced Employee Assistance Counselor to join the expanding Occupational & Environmental Medicine team. 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

This position is responsible for providing health and well-being focused solutions through assessment, referrals and providing guidance to client organizations regarding critical incidents, training and other events impacting workplace productivity.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Provides assessment and referral services to clients; intakes, monitors and provides case management to conclusion of treatment, if required;
assesses and refers clients as needed to appropriate resources/health care providers;
provides short term counseling and crisis intervention;
maintains contact records;
provides consultation to managers in addressing employees with productivity issues or other workplace concerns;
assists in the development of program policy; maintains contacts with individuals both within and outside of the organization who might impact on program activities;
educates staff, prepares and presents training topics/programs as required;
provides specialized services to various client groups, such as but not limited to, substance abuse, stress management or behaviors of concern; supports the critical incident response team as needed; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of employee assistance programs; 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; computer skills; ability to plan and execute programs to meet client needs; ability to respond to crisis.

EXPERIENCE AND TRAINING:

General Experience:

Master's Degree in counseling, clinical social work or other related behavioral health field and two (2) years of relevant professional experience.

OTHER REQUIRMENTS:

Current Connecticut Behavioral health license in an appropriate discipline.

Certified Employee Assistance Professional [CEAP], if not certified at time of hire, required to become certified within the first year of employment.

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

FULL TIME MINIMUM EQUIVALENT SALARY: \$65,811

Why UConn Health

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-853														
3I - ADMINISTRATIVE GROUP														
Total Applicants	3	32	2	12	0	3	0	0	2	1	0	1	0	56
Unqualified	3	30	2	12	0	3	0	0	2	1	0	1	0	54
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 3 WM and 2 BM, did not meet the minimum qualifications of the position as posted.

The 1 WF selected had 30 years as an Employee Assistant Counselor. She had her master's in counseling and was licensed from the Connecticut Behavioral Health and certified as an Employee Assistant Professional (CEAP).

3I. (Administrative Group) Hires – Part Time to Full Time – Adjusted Work Schedule

Community Based Education Specialist - (Occupational & Environmental Medicine)

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

JOB OPPORTUNITY BULLETIN

Department: Enrollment Planning & Management

Job Title: Administrative Officer for Student Financial

Recruiter: Marisa Leone

Search Code: 2019-868

Date Posted: 5/8/2019

Posting Deadline: 5/22/2019

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 an Administrative Officer for Student Financial Aid Services to our team. If you have a background in this unique field, as well as a passion for student 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

This position is responsible for independently performing a full range of administrative, financial office management and supervisory functions in the coordination of diverse office activities.

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:

Manage the financial aid team including the two financial aid counselors and our administrative assistant. Review, write, and implement policies and procedures.

Oversee day-to-day operations of the office reception area, including phone/front desk coverage; student and temporary staffing; and office presentation (bulletin boards, administrative notices, front desk materials, etc.) to ensure a high level of student service.

Research, review, and in conjunction with the Associate Director or Director, interpret and apply complex federal regulation issues and changes, staying current with regulations, literature, and overall trends.

Attend relevant conferences and bring new information back to the office to share with staff members and students.

Within all areas of responsibility, assist the Director in ensuring that the OSFAS operates as part of a dynamic and interdependent system of student service professionals to consistently evaluate and improve the quality of service UConn provides to its student community.

Evaluates aid applications for prospective and returning full and part-time medical and dental student populations to determine aid eligibility using institutional methodologies, exercising professional judgment when necessary.

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 which included financial aid management responsibilities in a university or college environment. Experience with Oracle Student Administration System or experience with an enterprise student administration system.

Substitution Allowed: Bachelors Degree and three (3) years experience in an academic administrative position which included financial aid management responsibilities in a university or college environment.

PREFERRED QUALIFICATIONS: Demonstrated progression of managerial responsibility.

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

FULL TIME MINIMUM EQUIVALENT SALARY: \$65,811

Why UConn Health

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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-868														
3I - ADMINISTRATIVE GROUP														
Total Applicants	4	25	0	11	2	6	1	1	0	2	0	0	1	53
Unqualified	4	20	0	5	0	6	0	1	0	1	0	0	1	38
Qualified	0	3	0	2	2	0	1	0	0	0	0	0	0	8
Interviewed Not Hired	0	0	0	4	0	0	0	0	0	1	0	0	0	5
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 4 WM, did not meet the minimum requirements of the posting.

The 1 WF selected demonstrated detailed financial aid knowledge and management skills. The applicant answered all questions and provided in depth examples of her skill set. She had prior experience in a medical and dental financial aid office. The candidate spoke about the value of a strong work ethic and had the compliance background necessary for the responsibilities associated with this position.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Administrative Officer

Recruiter: Marisa Leone

Search Code: 2019-346

Date Posted:

Posting Deadline: 3/26/2019

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: 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.
Independently performing a full range of administrative, financial office management and supervisory functions in the coordination of diverse office activities.
Participates in facilitating collaborative research efforts across the MSI.
Coordinates undergraduate and graduate student mentorship with faculty.
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
Handles counseling or disciplinary problems
Prepares or assists in the preparation of the department/division budget
Authorizes purchases, payments, time reports, assignment authorizations within prescribed limits of authority
Processes travel authorization and reimbursement for society dues and related academic spending.
Acts for the manager by interpreting established policies and procedures
Troubleshoots by relieving the manager of 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
Provides academic support to departmental faculty including assistance in promotion within orthopedic societies as well as access to regional, national, and international meetings.
Researches and assembles information from a variety of sources and prepares various administrative, statistical, financial and/or narrative reports
Assists in the development of grant applications including writing, editing, budget preparation, and submission. Edits manuscripts and assists in submission to journals for publication.
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 which included financial management responsibilities and grants management. Must be proficient with Microsoft Office products.

Substitution Allowed: Bachelors Degree and three (3) years experience in an academic administrative position which included financial management responsibilities and grants management.

Why UConn Health

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Eff. Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-346														
3I - ADMINISTRATIVE GROUP														
Total Applicants	7	38	1	8	0	7	1	3	0	2	0	0	1	68
Unqualified	4	26	1	6	0	6	1	3	0	1	0	0	1	49
Qualified	2	2	0	0	0	0	0	0	0	1	0	0	0	5
Interviewed Not Hired	1	6	0	2	0	1	0	0	0	0	0	0	0	10
Withdraw	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted in the UConn Health employment website.

The goal candidates, 4 WM and 1 BM, did not meet the minimum requirements of the posting.

The goal candidates, 2 WM, were not selected for an interview due to the following reasons:

- 1 WM did not indicate grant editing on his application materials.
- 1 WM attached a resume of a different individual to his application.

The goal candidate, 1 WM, was interviewed but not selected for the position because he did not have experience in grant preparation and scientific writing.

The 1 WF selected had financial experience processing reimbursements for faculty and the creation, review, and maintenance of departmental and faculty expense accounts. The candidate led organizational improvement efforts and processes reappointment evaluations. The candidate also had responsibilities for editorial related duties including grant writing and editing, manuscript submission to medical journals, preparation of research documents, the creation of internal policies and position specific how-to manuals, along with the development of repository of faculty research areas for collaborative sharing.

JOB OPPORTUNITY BULLETIN

Department: Human Resources

Job Title: Personnel Specialist 2 - Payroll Manager

Recruiter: Marisa Leone

Search Code: 2019-970

Date Posted: 7/8/2019

Posting Deadline: 7/15/2019

UConn Health in Farmington is looking for a skilled and experienced Payroll Manager to join the Human Resource team. 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

At UConn Health, this position is accountable for supervising/managing the payroll operations to ensure accuracy, timely completion, and compliance with collective bargaining agreements; divisional and corporate policies and procedures; and state and federal regulations.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher level.

SUPERVISION EXERCISED:

Supervises payroll staff.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations;

Determines priorities and plans payroll unit workflow; maintains payroll procedures; develops or makes recommendations on the development of policies and standards;

Acts as liaison with other operating units, agencies, auditors, and outside officials regarding payroll policies and procedures; meets with bargaining unit representatives to resolve payroll issues; attends State of CT Comptrollers /Central Payroll Office and Core-CT meetings;

Interprets and applies payroll policies and procedures, provisions of collective bargaining agreements, and state and federal regulations;

Resolves complex payroll issues; reviews overpayments, retroactive, and beneficiary payments; monitors accruals for corrected time reports and unpaid leaves; reconciles workers' compensation payments; processes and records donated time requests; administers retirement health fund contribution refunds for separating employees;

Processes and transmits biweekly payroll files to Comptrollers/Central Payroll Office; collaborates with operations to ensure all transactions have been entered timely for payroll processing; monitors transmitting of data from HRIS and time keeping systems; troubleshoots and resolves file errors; prepares and submits pay adjustments/corrections prior to central processing to avoid off cycle check requests; reconciles files for discrepancies;

Oversees the control and distribution of paychecks; requests off cycle checks as needed;

Maintains employee payroll information in systems;

Prepares reports and correspondence;

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of payroll procedures including those related to collective bargaining units; considerable knowledge of state and federal payroll related laws, statutes and regulations; knowledge of governmental accounting principles and practices as applied to payroll operations and recording keeping; proficiency in HRIS/payroll and time keeping computer systems (PeopleSoft and Kronos preferred); considerable skill in performing mathematical computations; considerable interpersonal skills;

considerable oral and written communication skills; considerable ability to understand, interpret and apply complex payroll procedures and policies; ability to understand complex computer systems; supervisory ability.

EDUCATION AND TRAINING:

General Experience: Seven (7) years' experience working in payroll operations. (With Two (2) years supervisory experience preferred.)

Substitutions Allowed: Bachelor's Degree and three (3) years' experience working in payroll operations may be substituted for the general experience.

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

FULL TIME MINIMUM EQUIVALENT SALARY: \$72,238

Why UConn Health

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-970														
3I - ADMINISTRATIVE GROUP														
Total Applicants	8	25	0	3	0	4	0	1	1	2	0	0	5	49
Unqualified	3	8	0	3	0	0	0	1	1	1	0	0	1	18
Qualified	4	14	0	0	0	4	0	0	0	1	0	0	4	27
Interviewed Not Hired	1	2	0	0	0	0	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 3 WM, did not meet the minimum requirements for the position as they did not have the seven years' experience working in payroll operations with two years supervisory experience preferred nor possess the allowable substitutions.

The goal candidates, 4 WM, were not invited for an interview for the following reasons:

- 1 WM did not respond to communications for an interview appointment.
- 3 WM's application materials did not indicate any supervisory experience.

The goal candidate, 1 WM, was interviewed but not selected as his payroll and management experience was working in the construction industry and not a hospital setting.

The 1 WF selected had over 20 years' experience as a Payroll manager working at Bristol Hospital. The candidate supervised a staff of 15 and was also fluent in the HRIS payroll systems that UConn Health utilized including PeopleSoft and Kronos.

JOB OPPORTUNITY BULLETIN

Department: Human Resources

Job Title: FMLA Leave Coordinator

Recruiter: Marisa Leone

2019-605

Date Posted:

Posting Deadline: 8/2/2019

UConn Health in Farmington is looking for a skilled and experienced FMLA Leave Coordinator to join the expanding Benefits and Human Resource team. 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, 60 minute unpaid lunch break

Salary: \$59,613

This role is responsible for the administration of leaves of absence in accordance with federal and state regulations and guidelines, and is essential to maintaining compliance with these regulations.

Supervision Received:

Works under the general supervision of the Director, Benefits

Supervision Exercised:

May lead lower level staff as assigned.

Duties & Responsibilities:

Determines eligibility and processes leaves of absence, including the Family Medical Leave Act (FMLA), State Family Medical Leave, Contractual leaves, and Military leaves.

Assists employees throughout the leave process; coordinates the initial request for leave by providing the employee with the notice of eligibility and required paperwork; monitors associated deadlines; and reviews paperwork for completion, including instructing the employee to cure any deficiencies.

Communicates with providers to clarify and authenticate medical documentation and requests recertification as necessary to help prevent fraudulent activity related to leaves.

Counsels managers regarding the rights and responsibilities of both the employee and employer in order to maintain compliance with regulations at the organizational level.

Works closely with internal HR Consultants and Labor Relations regarding employees' failure to comply with policies and procedures.

Calculates paid vs. unpaid time, and provides managers with timecard instructions.

Coordinates donated time and advanced sick leave.

Informs multiple units within HR (i.e. Payroll, Operations, Benefits, etc.) of approved leave, and provides detailed processing instructions.

Refers employees for ADA review when appropriate, and works collaboratively with the ADA Case Manager during the interactive process.

Completes forms for short-term and long-term disability claims.

Works collaboratively with Workers' Compensation administration in coordinating leave administration.

Prepares records for annual Department of Administrative Services Decentralized Audit, and other audits as necessary.

Testifies at grievances, arbitrations, trials, unemployment hearings, and CHRO hearings, as needed.

Provides training on FMLA/LOA to managers through the Management Development Program.

Maintains knowledge of relevant regulations and statutes, and adheres to the statewide Department of Administrative Services' guidelines and policies.

Maintains separate medical leave files.

Performs other related duties as required.

Knowledge, Skills & Ability:

Knowledge of the FMLA, State Family Medical Leave, and SEBAC Supplemental Leave regulations and other relevant federal and state statutes; knowledge of the principles and practices of Human Resources administration including public personnel administration; basic knowledge of labor relations principles and practices and collective bargaining contracts; basic knowledge of payroll procedures and operations. Effective oral and written communication skills; exceptional interpersonal and customer service skills; excellent organizational skills; proficient computer skills with ability to learn new software applications/systems.

Ability to read and interpret laws, regulations, policies and procedures; ability to manage multiple simultaneous priorities; ability to establish and maintain effective working relationships; ability to analyze problems quickly and determine effective solutions; ability to handle confidential matters with tact and discretion; ability to exercise good judgment in analyzing situations and making decisions; some supervisory ability.

General Experience & Training:

Six (6) years professional experience in human resource management involving employee benefits administration or other Human Resources specialty.

Bachelor's degree may be substituted for four [4] years of the general experience.

Special Requirements:

Leave of Absence administration experience.

Experience with Federal and State Family Medical Leave guidelines.

Preferred:

Experience with HRIS systems and/or PeopleSoft

Eff. Date: 9/13/19	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-605														
31 - ADMINISTRATIVE GROUP														
Total Applicants	10	49	4	38	3	11	1	4	2	6	0	0	2	130
Unqualified	7	37	3	32	2	9	0	3	2	5	0	0	2	102
Qualified	2	10	1	3	0	2	0	0	0	1	0	0	0	19
Interviewed Not Hired	1	2	0	2	1	0	0	0	0	0	0	0	0	6
Withdrew	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website, Recruit Military and the International Personnel Management Association (IPMA).

The goal candidates, 7 WM and 3 BM, did not meet the minimum requirements of the posting.

The goal candidates, 2 WM and 1 BM, were not selected for an interview for the following reasons:

- 1 WM did not indicate administering FMLA programs in her application materials.
- 1 WM was a retail store manager and his job duties were not in benefits administration.
- 1 BM had no direct FMLA processing experience based on application materials.

The goal candidate, 1 WM, was interviewed but not selected for the position as he did not have basic knowledge of FMLA or a history of handling complex cases involving medical leave.

The 1 AM selected had six years of experience administering FMLA. The candidate had experience managing FMLA for a multi-state corporation and was familiar with state laws affecting leave in the New England region. He also had extensive experience interpreting corporate contracts and payroll processing.

JOB OPPORTUNITY BULLETIN

Department: Human Resources

Job Title: Employee Resource Specialist

Recruiter: Marisa Leone

Search Code: 2020-172

Date Posted: 9/13/2019

Posting Deadline: 10/4/2019

UConn Health in Farmington is looking for a skilled and experienced Employee Resource Specialist to join the Human Resource team. Our dynamic environment offers candidates in this role the following:

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

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, emails], 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.

Assists with retirement processing, which includes counseling, auditing service/salary records, preparing estimates, finalizing applications, and conducting exit interviews.

Responsible for full cycle health and life insurance processing.

May assist with presenting Benefits options to new employees as part of the orientation program.

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] year 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.

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.

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-172														
3I - ADMINISTRATIVE GROUP														
Total Applicants	8	39	0	18	1	6	0	2	0	1	0	3	1	79
Unqualified	2	13	0	9	0	3	0	0	0	0	0	2	1	30
Qualified	6	21	0	9	1	3	0	2	0	1	0	1	0	44
Interviewed Not Hired	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health Careers website.

The goal candidates, 2 WM, did not meet the minimum qualifications of the posting.

The goal candidates, 6 WM, were not selected for an interview for the following reasons:

- 4 WM's experience was as a Human Resources Generalist and not specifically in the area of employee benefits.
- 1 WM's work history was as a Human Resource Consultant and not specifically in the area of employee benefits.
- 1 WM did not respond to repeated requests for an interview.

The 1 WF selected demonstrated a history of providing customer-service experience in high-volume environments. The applicant was responsible for managing a call center and was certified in Human Resources. She held the title of a Customer Service Representative in the Retirement Services Division with the State of Connecticut. The position of Employee Resource Specialist closely mirrored the knowledge, skills, and abilities required for this position.

JOB OPPORTUNITY BULLETIN

Department: Child & Family Studies

Job Title: Web & Marketing Associate

Recruiter: Pamela Rucker

Search Code: 2020-311

Date Posted: 10/25/2019 **Posting Deadline:** 11/1/2019

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 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 grant funded 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 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 hrs. per wk., Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Assesses needs and provides advice on the various internet communications and other forms of marketing and public relations efforts

Plans, develops and/or customizes websites using combination of graphics, animation and written material to present message effectively, and compliant with applicable legal requirements and UCHCs policies

Provides web content management

Coordinates technology upgrades and keep website compatibility with version of browsers; maintains sites by updating contents, graphics and links; monitors performance and results.

Identifies and evaluates improvement options; modifies sites as appropriate; test website and resolves technical problems in collaboration with Communication and/or Information Technology

Proactively manages all social media accounts including reporting and responses on a daily/weekly basis; manages members' registration database and profiles.

Design computerized forms and etools for use via website; manages online event calendar

Assists in the development of on line marketing and social media campaigns and strategies that drives traffic to the department services.

Conducts research and informational interviews, provides technical assistance to the staff, respond to queries regarding department's functions and procedures.

Develops and prepares promotional and educational materials such as new releases, pamphlets, brochures, exhibits, bulletins and department's newsletter

Commit to continually gaining knowledge 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.

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

Full Time Equivalent Minimum Salary \$63,898.00

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Start Date: 1/17/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-311														
3I - ADMINISTRATIVE GROUP														
Total Applicants	11	23	1	2	1	2	0	1	0	0	0	0	1	42
Unqualified	6	14	1	2	0	1	0	0	0	0	0	0	1	25
Qualified	1	7	0	0	1	0	0	0	0	0	0	0	0	9
Interviewed Not Hired	4	1	0	0	0	1	0	1	0	0	0	0	0	7
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 6 WM and 1 BM, did not meet the minimum requirements for the position

as posted.

The goal candidate, 1 WM, was not selected for an interview as he did not indicate the necessary web design and coding experience necessary for the position.

The goal candidates, 4 WM, were interviewed but not selected for the position due to the following reasons:

- 1 WM did not have a background in coding nor did he have initial web design history.
- 1 WM's application materials did not indicate knowledge of web design principles and accessible web design fundamentals based on federal and state guidelines.
- 1 WM withdrew.
- 1 WM's background was in journalism not web design. He also stated that he was looking for a position that did not require sitting at a desk, which was required of this position.

The 1 WF selected had a long work history of web design and maintenance. The applicant was familiar with guidelines to make websites accessible to the visually impaired. She answered all interview questions in detail and offered great suggestions for growth and expansion of the current website. The candidate emphasized the importance of creating websites that were user friendly and supports user feedback.

JOB OPPORTUNITY BULLETIN

Department: Connecticut Convergence Institute

Job Title: Administrative Officer

Recruiter: Pamela Rucker

Search Code: 2020-463

Date Posted: 12/12/2019 **Posting Deadline:** 12/23/2019

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)

Assists in the budget development and manages the Center's budgets (all accounts) in a cost efficient and fiscally responsible manner.

Ensures compliance with UConn Health financial policies and procedures; prepares non-standard financial reports and analyzes data for decision making purposes.

Develops, negotiate 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:

Bachelors 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.

Working 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: \$68,120.00

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-463														
3I - ADMINISTRATIVE GROUP														
Total Applicants	5	10	1	11	0	4	1	0	0	1	0	0	0	33
Unqualified	3	9	1	11	0	4	1	0	0	1	0	0	0	30
Qualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 3 WM and 1 BM, did not meet the minimum requirements of the position as posted

The goal candidate, 1 WM, was not interviewed for the position as his application was received after the interview and selection process was made.

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

The 1 WF selected had eight years' experience in administration and grants management. She has a Bachelor's degree and was familiar with UConn Health systems. Her has managed Graduate Assistants and had experience with recruitment and hiring staff.

JOB OPPORTUNITY BULLETIN

Department: Creative Child Care

Job Title: Childcare Teacher

Recruiter: Noreen Logan

Search Code: 2020-552

Date Posted: 1/14/2020

Posting Deadline: 1/21/2020

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 9:00 a.m. - 6:00 p.m., with a 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 seeks out opportunities to grow professionally by locating and using appropriate professional literature, organizations, resources and experience to inform and improve practice.

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

have an Associates or Bachelors in Early Childhood Education or Child Development

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.

May be required to complete and maintain CPR certification.

In compliance with NAEYC guidelines, must be at least eighteen (18) years old.

Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-552														
3I - ADMINISTRATIVE GROUP														
Total Applicants	2	15	0	1	0	3	0	0	0	1	0	0	0	22
Unqualified	0	6	0	0	0	2	0	0	0	0	0	0	0	8
Qualified	1	7	0	1	0	1	0	0	0	1	0	0	0	11
Interviewed Not Hired	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 WM, was not selected for an interview as they did not have two or more years of experience in a NAEYC accredited childcare program working with children ages 6 weeks to 5 years.

The goal candidate, 1 WM, was interviewed but not selected as his experience was mainly with children pre-K and older. The candidate's responses to children aged 6 weeks to 5 years indicated an unfamiliarity with care and precautions.

The 1 WF selected had over two years of experience in early childhood at a NAEYC accredited center serving children aged 6 weeks to 5 years old. The candidate gave concrete and appropriate responses to practical application questions regarding classroom situations and safety precautions

JOB OPPORTUNITY BULLETIN

Department: Molecular Oncology

Job Title: Administrative Program Coordinator

Recruiter: Pamela Rucker

Search Code: 2019-855

Date Posted:

Posting Deadline: 5/13/2019

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 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.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

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. 8:00am - 4:30 pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

1) **OFFICE MANAGEMENT:** Manages and coordinates program logistics and administrative support for professional staff, 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.

2) **INTERPERSONAL:** Resolves administrative and logistical problems and transactions collaborating with state/federal/international agencies and institutions as appropriate; acts for and regularly makes decisions in the managers absence within prescribed limits of authority; represents the department head to other university offices, the public or outside agencies in matters of administrative consequence.

3) **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.

4) **CLINICAL:** In a clinical area, may monitor compliance with protocols by assuring appropriateness and eligibility of subjects, reviewing for appropriateness of tests and making follow-up appointments; organizes clinical/laboratory data for clinical research protocols; coordinates and participates in meetings. Performs related duties as required.

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;

This position was posted on the UConn Health website for employees only.

The goal candidates, 2 BF and 1 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 BF, was interviewed and not selected because did not have federal grant experience in pre-award. She had post award financial management and contracts experience. On her oral assessment, she scored 26/35 and on the skills assessment, she scored 32%.

The oral assessment was based upon the following: communication skills, ability to schedule and prioritize work, and bookkeeping. The skills assessment was based upon the following: knowledge of proper grammar, punctuation, and spelling; experience working with grants; knowledge of Excel; and business math.

The 1 WF, a part-time UConn Health employee, was selected. She had experience in pre and post award management as well as coordinating department logistics and processing department interns and volunteers. On her oral assessment, she scored 33/35 and on the skills assessment, she scored 86%.

JOB OPPORTUNITY BULLETIN

As of Friday, February 28, 2020

Department: Neurosurgery	Job Title: Administrative Program Coordinator - Residenc		
Recruiter: Marisa Leone	Search Code: 2019-819	Date Posted: 4/24/2019	Posting Deadline: 5/12/2019

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 Residency Coordinator 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

The Residency Program 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.

EXAMPLES OF DUTIES: 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.

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.

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, Frieda, 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.
Maintain current knowledge of relevant regulations, including proposed and final rules.

Residency Recruitment:

Working with the Program Leadership, develops a marketing plan to recruit residency applicants.
Maintains/updates internet resources (i.e. FRIEDA, etc.) to solicit candidates. Evaluates trends in residency recruitment and the job market to recommend recruitment strategies.
Screens 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 residency 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 residency recruitment statistics and post-match comparative data.
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:

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; ability to speak before groups; some supervisory ability; ability to problem-solve and decision-making skills.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience. Experience working with databases and Myevaluations.com ACGME experience.

This position was posted on the UConn Health employment website.

The goal candidates, 6 WM and 7 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 BF, was interviewed but not selected as her residency experience was narrowly focused on assisting another coordinator and not in surgery.

The 1 WF selected had 22 years of GME experience, which is a residency that covers a broad spectrum of hospital experiences. The candidate was familiar with policy and practices in a neurosurgery department

JOB OPPORTUNITY BULLETIN

Department: Patient Relations

Job Title: Patient Experience Administrative Program

Recruiter: Noreen Logan

Search Code: 2019-966

Date Posted: 6/14/2019

Posting Deadline: 6/28/2019

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 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 Patient Experience / Patient Relations Department at UConn Health, this class is accountable for independently providing administrative management and/or advanced technical 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

Some supervisory ability

Demonstrated ability to take initiative and be receptive to change

Organize and prioritize work in a fast paced, high volume setting

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.

Special Requirements:

At least one year of experience in a hospital setting or other closely related clinical environment

Preferred Requirements:

At least one year of experience as a Patient Advocate, Patient Relations Representative, Patient Experience Specialist, or closely related role

Professional licensure (RN, LCSW, or other health related field)

Certified Professional in Patient Experience (CPXP)

Skillful in interacting with all levels of the institution, from senior leadership to front-line caregivers

Demonstrates good judgement in prioritizing and resolving patient complaints
Exceptional interpersonal and communication skills (written and verbal)
Demonstrates ability to maintain professional demeanor with patients, visitors, staff and physicians in high-stress situations

EXAMPLES OF DUTIES:

Maintains a close working relationship with clinical care teams across the health system to identify potential patient complaints before they arise
Leverages extensive knowledge of clinical processes/systems and the potential impact of patient complaints on legal, patients' rights, ethical, political, public image concerns
Proactively rounds on patients/visitors to ensure a successful patient experience
Liaisons with patients/visitors to ensure care is consistent with expectations and facilitates resolution of inconsistencies
Coordinates efforts with all necessary areas of the organization (including but not limited to: Risk Management, inpatient, outpatient and medical practice managers, Billing, Regulatory, etc.) to resolve complaints, and address issues to prevent future complaints
Ensures suggestions and compliments from patients/visitors are submitted to the appropriate areas
Responsible for investigating, resolving, documenting, communicating and reporting patient/visitor complaints and grievances, as well as ensuring compliance with regulatory requirements
In collaboration with clinical reviewers, drafts response letters and other correspondence to patients, families and insurance carriers on behalf of UConn Health
Arranges, mediates and facilitates meetings with patients and families to foster satisfactory resolution when appropriate and under guidance of manager
Applies an extensive knowledge of clinical processes/systems and of the potential impact of patient complaints on legal, regulatory, ethical, political and public image concerns
Provides consultation and education to staff regarding optimal approach to patient complaints and assistance with specific situations

Uses data to identify themes and trends
Provides leadership with information on areas of opportunities throughout the organization and suggested improvements
Respects diverse views and approaches, and contributes in maintaining an environment of professionalism, tolerance, civility and acceptance toward all employees, patients and visitors

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m., 60 minute unpaid meal break

FULL TIME EQUIVALENT MINIMUM SALARY: \$63,898

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.

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-966														
3J - ADM PROGRAM COORDINATOR														
Total Applicants	11	58	2	18	1	13	1	5	0	0	0	4	0	113
Unqualified	8	39	2	16	1	10	1	2	0	0	0	3	0	82
Qualified	2	13	0	2	0	2	0	3	0	0	0	0	0	22
Interviewed Not Hired	1	5	0	0	0	1	0	0	0	0	0	1	0	8
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 8 WM, 16 BF, 1 HM, and 1 AM, did not meet the minimum qualifications as posted.

The goal candidates, 2 WM and 2 BF, were not interviewed as they did not have at least one year work history as a patient advocate, patient representative, patient experience specialist or a closely related role.

The goal candidate, 1 WM, was interviewed but not offered the position as the hiring managers used an evaluation rubric which assessed the culmination of all the preferred skills the applicant possessed and was scored at 80% by all four team members.

The 1 WF selected was scored by the evaluation rubric of preferred qualifications at 90% by the hiring managers. The candidate had experience managing all patient relations activity in her role as a Privacy and Compliance Officer. The candidate demonstrated knowledge of the UConn Health's rules and regulations and stressed the importance of patient satisfaction and confidentiality.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Administrative Program Coordinator

Recruiter: Donna Alexander

Search Code: 2019-1002

Date Posted: 6/27/2019

Posting Deadline: 8/11/2019

Excellence, Teamwork, Leadership and Innovation are the values that define UConn Health. 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, and highly experienced working with a variety of team members. 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:

Administrative/Fiscal:

- Oversee all aspects of the HRSA 340B grant
- Prepare quarterly progress reports
- Track referral patterns
- Run quarterly hemophilia patient lists to verify carrier coverage
- 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
- 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

Networking/Interpersonal:

Connecting with all appropriate staff in order to coordinate logistics for all matters involving patient assistance, gift cards, resources etc.

Build, execute, and maintain a community outreach plan for patients, caregivers and providers in the

Greater Hartford area to connect with the Hemophilia program at UConn Health. This involves engaging churches, schools and health centers.

Organize and implement "Lunch & Learn" seminars for patients and caregivers, and for providers

Actively participate in the CCMC's Transition clinic for hemophilia patients entering adult age

Liaison working with Red Chip (3rd party company) on new contracting, vendors, Purchase Order establishment

Liaison with Hemophilia Alliance, and other local and national chapters focused on hemophilia resources for patients

Review quarterly hemophilia patient lists with clinical staff

Work closely with pharmacy staff to integrate all hospital 340B potential savings to the Hemophilia Treatment Center

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 such as managing fiscal responsibilities and marketing, as related to program building.

SUBSTITUTION ALLOWED:

Bachelor's degree and two (2) years relevant administrative experience such as managing fiscal responsibilities and marketing, as related to program building.

PREFERRED QUALIFICATIONS:

Experience in developing and launching a community program and working in teams of stakeholders and a variety of staff levels.

MINIMUM full time equivalent salary: \$61,734

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Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-1002														
3J - ADM PROGRAM COORDINATOR														
Total Applicants	6	34	3	13	1	15	0	1	0	3	0	1	0	77
Unqualified	3	23	3	11	1	11	0	1	0	3	0	1	0	57
Qualified	2	6	0	2	0	2	0	0	0	0	0	0	0	12
Interviewed Not Hired	1	4	0	0	0	2	0	0	0	0	0	0	0	7
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 3 WM, 11 BF, and 1 HM did not meet the minimum qualifications as posted.

The goal candidates, 2 WM and 2 BF were not selected for an interview as they did not have the preferred qualification of experience developing and launching a community program and working in teams of stakeholders with a variety of staff levels.

The goal candidate, 1 WM was interviewed and it was determined that he did not have experience developing a community program. His most recent grant writing background was in an educational setting exclusively.

The 1 WF selected had experience that included running two non-profits that developed and implemented community programs. The candidate was accustomed to satisfying multiple stakeholders. As an Executive Director of a food bank she had direct interaction with a diverse population in the community.

JOB OPPORTUNITY BULLETIN

Department: Medical Staff Services

Job Title: Med Staff Office/Credentialing/Admin Prog

Recruiter: Marisa Leone

Search Code: 2020-394

Date Posted: 11/19/2019 **Posting Deadline:** 12/20/2019

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members who shares these same values. Our top rated organization is looking to add an experienced Credentialing Coordinator to our team. If you have a background in this field, 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; able to prioritize and manage a large number of applications while also ensuring that TJC and NCQA standards are met; some supervisory ability; knowledge of Focused Professional Practice (FPPE) and Ongoing Professional Practice Evaluation (OPPE) requirements and processes. Must have knowledge of relevant accreditation standards of The Joint Commission (TJC) and National Committee for Quality Assurance (NCQA). Must have demonstrated ability to assess the education and training of applicants and assist the Medical Staff in determining if qualifications for specific clinical privileges are satisfied.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience related to processing initial appointment and reappointment applications and other Medical Staff Office functions.

Must have experience in hospital credentialing and primary source verification including queries in the following systems:

AMA Profile Service, Certifacts, Drug Enforcement Administration (DEA), Educational Commission for Foreign Medical Graduates (ECFMG), Federation of State Medical Boards (FSMB), National Practitioner Data Bank (NPDB) and Office of Inspector General (OIG).

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

PREFERRED QUALIFICATIONS: CPCS certification. Prior experience as a hospital or health system Medical Staff Office Coordinator. Experience using EchoCredentialing credentials database preferred.

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:

This position is responsible for processing initial appointment and reappointment applications for medical

staff membership and privileges for JDH and UMG practitioners. Responsible for conducting primary source verification of medical education, graduate medical education, other training, clinical competence, past hospital affiliations, licenses and controlled drug registrations, specialty-board certification, as well as involvement in malpractice suits, disciplinary actions, and government sanctions or exclusions. Assesses a practitioner's education and training against the requested privileges. Meets with Service Chiefs to review applications. Loads and maintains credentials data base. Works with applicants to request additional information or to clarify issues. Coordinates Focused Review (FPPE) process and may participate in parts of the Ongoing Reviews (OPPE). Performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 7:30am - 4pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$63,898

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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Start Date: 1/17/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-394														
3J - ADM PROGRAM COORDINATOR														
Total Applicants	1	15	1	3	0	8	0	2	0	1	0	0	0	31
Unqualified	1	11	0	2	0	8	0	2	0	1	0	0	0	25
Qualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Withdraw	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 1 WM and 2 BF, did not meet the minimum qualifications as posted.

The goal candidate, 1 BF, was not interviewed as she withdrew her application.

The 1 BM selected had over five years' experience in hospital credentialing and other medical healthcare credentialing. He held the position of a Medical Staff Coordinator and was fluent in the ECHO medical software.

JOB OPPORTUNITY BULLETIN

Department: Graduate Office

Job Title: Administrative Program Coordinator - Bursar

Recruiter: Marisa Leone

Search Code: 2020-482

Date Posted: 12/18/2019 **Posting Deadline:** 1/1/2020

At the UCHC, this position is accountable for independently providing administrative management and/or advanced technical program support for an academic/administrative department or program.

EXAMPLES OF DUTIES:

Administer all Bursar related functions for current and prospective Graduate School students at UConn Health including accounts receivable, accounts payable, data management, posting third party payments, HR oversight/processing, as well as resolving fee bill complications, errors and appeals

Serve as UConn Health's fiscal contact for all medical, dental, and graduate student billing

Monitor billing related to graduate students who do dissertation research at the Jackson Laboratory for Genomic Medicine (JAXGM), working closely with Research Finance.

Work with the UConn Health Registrar's office to register and bill Biomedical Science laboratory rotations in the summer term

Consolidate, report, and transmit daily transactions through electronic deposit systems

Assist in the preparation and development of multiple budgets including student support and operating budgets for the Graduate Office

Maintain Graduate Office budgets including tracking payments, monthly reconciliation, and vendor management.

Facilitate the student health insurance plan for all UConn Health Graduate Assistants including student enrollment, contract preparation, vendor management, reconciliation, and vendor payments

Monitor training grant and individual training grant awards to ensure continuous support

Calculate, process, and disburse student stipends for Graduate Assistants and training grant students

Act as liaison between the Graduate School Office and departmental administrators regarding Graduate School policies and procedures

Monitor Graduate Assistant funding including processing EPAF requests as needed for transition of funding as needed

Present at various Graduate School Orientations to disseminate Bursar related policies and procedures

Process UHP employee tuition waivers and maintain employee tuition waiver records, mitigate all discrepancies or disputes

Schedule travel in support of Graduate Programs Committee recruitment activities, including processing Guest TA's and reimbursement

Process Travel Authorizations for the Associate Dean for annual conferences

Process Personnel Transaction Requests for all incoming PhD Biomedical Science and MD/PhD Graduate Assistants including; confirming background checks, gather employment documents, acceptance letters and awards, etc.

Collaborate with the Associate Dean to analyze internal and external policies, identifying challenges they present for our student population, and determining innovative solutions to provide an ideal level of customer service

Support Graduate Office staff in the preparation and coordination of all Graduate School sponsored events including; open house, recruitment weekends, Graduate Student Research Day and orientation

Attend bi-annual regional Bursar meetings on the Storrs Campus.

Collaborate with Storrs staff as needed to adhere to all UCONN policies and procedures

Organize and run the monthly Graduate Office staff meeting

Perform related duties as required

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; critical thinking and analytical skills including the ability to problem solve and resolve escalated concerns; 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. Proficiency with Microsoft Office Suite and PeopleSoft.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

Preferred Qualifications:

Experience working in a higher education or post-secondary setting, specifically in a student service capacity

Knowledge of the Family Educational Rights and Privacy Act (FERPA)

Experience with Banner and Husky Buy systems

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$63,898

Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-482														
3J - ADM PROGRAM COORDINATOR														
Total Applicants	8	44	0	12	1	13	1	1	1	3	0	0	0	84
Unqualified	0	4	0	0	0	1	0	1	0	0	0	0	0	6
Qualified	7	35	0	12	1	12	1	0	1	2	0	0	0	71
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	1	0	0	0	4
Withdraw	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Occupational & Environmental Medicine

Job Title: Social Worker II

Recruiter: Marisa Leone

Search Code: 2019-992

Date Posted: 6/25/2019

Posting Deadline: 7/8/2019

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 Social Worker 2 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

At the UCHC, this position is accountable for independently performing a full range of tasks in providing direct social work services to patients and families. This position will provide assessment, brief counseling, referral and case management for families that present through the Adoption Assistance Program.

EXAMPLES OF DUTIES:

Provide assessment, brief counseling, individualized planning and referral to therapeutic services (following an EAP model) for adoptive and guardianship families after finalization. Travel to meet with client families in their homes as required. Attend meetings (school, DCF, treatment planning, etc.) to provide advocacy for client families. Assist families in accessing community services and DCF's Voluntary Services Program as required. Respond to crisis as needed. Provide training and program presentations as requested. Organize outreach and staff development for program. Authorize therapeutic services, respite, mentoring as needed. Assure appropriate record keeping and confidentiality. Assist in preparing budgetary reports for DCF. Maintain contacts with individuals both within and outside the Health Center who work with the program; related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of adoption and the clinical needs of adoptive and guardianship families; 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 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.

PREFERRED QUALIFICATIONS:

Bilingual/bicultural (Spanish); Five (5) years' experience with concentration in adoption issues.

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

FULL TIME MINIMUM EQUIVALENT SALARY: \$69,784

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Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-992														
3K - SOCIAL WORKER														
Total Applicants	1	24	2	4	0	5	0	1	1	2	0	0	0	40
Unqualified	0	11	1	3	0	3	0	0	1	0	0	0	0	19
Qualified	1	10	1	1	0	1	0	1	0	2	0	0	0	17
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidate, 1 BM, 3 BF, and 3 HF did not meet the minimum qualifications as posted.

The goal candidates, 1 WM, 1 BM, 1 BF, and 2 HF were not selected for an interview for the following reasons:

- 1 HF withdrew her application during the interview process.
- 1 BF's license to practice clinical social work was in New York State.
- 1 WM, 1 BM, and 1 HF did not possess adoption specific experience.

There were no goal candidates interviewed for this position.

The 1 WF selected possessed over 12 years of relevant adoption experience. The applicant was a member of the American Academy of Pediatrics and familiar with the Permanency Placement Services Program administered by several non-profits throughout the state. She possessed a post Master's certificate in Clinical Adoption.

JOB OPPORTUNITY BULLETIN

Department: Dept. Of Social Work

Job Title: Social Worker 2 - Medical

Recruiter: Donna Alexander

Search Code: 2020-361

Date Posted: 11/8/2019

Posting Deadline: 12/16/2019

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health. 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, some offer no annual deductible and minimal co-pays

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

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, 30 minute unpaid meal break.

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

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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 found at www.ethics.state.ct.us

Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-361														
3K - SOCIAL WORKER														
Total Applicants	0	12	2	3	0	5	0	0	0	1	0	1	0	24
Unqualified	0	7	2	2	0	2	0	0	0	1	0	1	0	15
Qualified	0	3	0	0	0	1	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	0	0	2	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Unified Communications

Job Title: Infrastructure Architect

Recruiter: Pamela Rucker

Search Code: 2019-688

Date Posted: 3/12/2019

Posting Deadline: 3/26/2019

At UConn Health, the Network Infrastructure Architect ensures the functionality, security & configuration of UConn Health's distributed enterprise network, data center network, and virtual network systems related to networking, monitoring and security.

Supervision Received:

Works under the supervision of an employee of a higher grade.

Supervision Exercised:

Supervises 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., 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:

Responsible for supporting and maintaining the functionality of the routers, switches, applications, appliances and networked security solutions.

Manage network monitoring tools for the environment and maintain a positive relationship with other members of the Information Technology team, vendors and other UConn Health employees through communications, reporting, and alerting.

Provides technical lead, designs, develops, enhances, implements and tests highly complex, innovative systems that often have the potential to have impact campus-wide.

Provides design solutions for the configuration of highly complex and critical infrastructure systems to support UConn Health information access needs.

Recommends and implements software, hardware and configuration changes to improve system performance; troubleshoots existing infrastructure systems to identify errors or deficiencies.

Participates in defining architecture and technology standards to optimize system performance and integrity; implements process to ensure all IT departments follows the IT technology standards.

Participates in long-term infrastructure technology strategy and planning for program-wide; recommends new tools, technologies, and platforms to be implemented; reviews request for IT technology that deviates from the established architecture and technology standards.

Assists in capacity planning of network and/or platform facilities.

Monitors potential security risks; plans and implements security procedures; advises project teams and/or developers on infrastructure and security matters; assists in the development of a comprehensive disaster recovery plan.

Monitors service level agreements, ensuring requirements are met or exceeded; maintains a high level of knowledge of one or more areas of IT specialty, including both current and emerging technologies within the specialty area.

Attends technology conferences and seminars when relevant to current work specialty area.

Mentors personnel within the infrastructure job families; prepare performance evaluations.

Performs other related duties as required.

Minimum Qualifications Required

Knowledge, Skills & Ability:

Comprehensive knowledge of and experience in Cisco switches & IP Routing protocols.

Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired

Considerable knowledge of network equipment, personal computers and printers

Enterprise wireless system (install, configure and maintenance)

Familiar with Ethernet standards and Fiber connectivity.

Ability to install data hardware and components

Ability to follow complicated instructions; excellent record keeping ability

Ability to examine issues and plans with long term perspective

Excellent organizational and planning skills; innovative skills.

knowledge of quality techniques, methodologies and tools required to improve business technical processes, customer satisfaction, productivity and cost containment.

Understands technology impact on business; knowledge of relevant statutes and regulations.

Excellent interpersonal skills; oral and written communications skills; ability to interact with all levels of employees.

Substitution Allowed:

Bachelor's degree in information technology may be substituted for four (4) year of the general experience. Specialized training may be substituted on a case by case basis.

Preferred Qualifications

Cisco Certified Network Associate

Cisco Certified Design Associate

General Experience & Training:

Eight (8) years' experience within a Network Infrastructure with at least two (2) of the years in enterprise experience. Experience in installing, configuring and maintaining Cisco Networks and circuits.

Full Time Equivalent Minimum Salary \$88,005.00

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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

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-688														
3L - TECHNICAL														
Total Applicants	6	0	1	0	0	0	1	0	0	0	0	0	0	8
Unqualified	2	0	0	0	0	0	1	0	0	0	0	0	0	3
Qualified	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Application Analysts I - ASAP

Recruiter: Pamela Rucker

Search Code: 2019-851

Date Posted:

Posting Deadline: 5/10/2019

The ASAP 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.

Position requires in-depth knowledge of ED clinical, ADT and charging workflows and the Epic ASAP application.

Supervision Received:

Works under general supervision of Director, Inpatient 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: 40hrs/wk., Mon - Fri, 8:00a.m. - 4:30p.m. 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 moderately 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 the project issue log ensuring that service level agreements standards are met or exceeded.

Maintains relationship and open communication channels with vendors and business partners.

Analyzes and makes moderately complex system design/architecture decisions in conformance with clinical and business operational needs, policies and procedures. 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 achievable 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 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.

General Experience & Training:

Six (6) years progressive experience in at least one of the following, complex clinical informatics, clinical process redesign, clinical systems analysis, build, design and implementation. One [1] year of the experience must have been in an ED department in an adult acute care hospital facility.

Substitutions:

Associate's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy or closely related field may be substituted for two [2] years of the general experience
Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy or closely related field maybe substituted for four [4] years of the general experience.

Special Requirements:

Incumbents in this class must have or achieve within six months of hire the 2018 Epic ASAP certification.

Minimum of 2 years demonstrated experience working with an EMR in an Emergency department.

Depending on the assigned areas and specialties of the clinical systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy or other clinical license for the State of Connecticut.

Preferred:

Epic certification or credentialing in ASAP

Epic ASAP super user or training 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

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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

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-851														
3L - TECHNICAL														
Total Applicants	1	0	0	1	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Application Analyst III - Ambulatory

Recruiter: Pamela Rucker

Search Code: 2019-869

Date Posted: 5/7/2019

Posting Deadline: 5/21/2019

At UConn Health the Ambulatory Application Analyst 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 Ambulatory and Mobility Applications including Ambulatory, MyChart, EpicCareLink, Haiku, and Canto.

Supervision Received:

Works under general supervision of Director, Ambulatory Applications or designee.

Supervision Exercised:

Leads/Supervises staff and/or project team members as assigned. Leads large projects.

Schedule: 40 hrs per wk, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

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 & 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

Demonstrated experience in participation and completion of Clinical Ambulatory workflows.

Demonstrated experience with 3rd party software integration and mapping.

Solid experience with Provider note build and management.

Substitutions:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely relevant/related field may be substituted for two [2] years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant or closely relevant/related field 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 Ambulatory certification & maintain certification while in the position.

Preferred:

5 or more years as a working supervisor in an IT environment with focus on prioritization, load balancing of assignments, and mentoring of staff in addition to individual tasks and projects.

Direct experience in working with providers, provider portals, patient portals, community portals

Solid understanding of environment migration strategies, change control practices and documentation.

Documented experience in creation of strategy and testing scripts to support system upgrades.

Solid understanding of workflow practices in the ambulatory physician office setting and touchpoints to other applications.

Full understanding integration touchpoints, particularly related to biomedical devices.

Dashboard and reporting experience.

Ambulatory, MyChart, EpicCareLink, Haiku, Canto, Ambulatory Analytics certification or proficiency

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

Why UConn Health

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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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Start Date: 8/2/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-869														
3L - TECHNICAL														
Total Applicants	2	3	1	0	0	0	1	1	0	0	0	0	1	9
Unqualified	1	1	1	0	0	0	1	0	0	0	0	0	0	4
Qualified	1	1	0	0	0	0	0	0	0	0	0	0	1	3
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

The goal candidates, 1 WM, 1 BM, and 1 AM did not meet the minimum qualifications as posted.

The goal candidates, 1 WM was not interviewed as their application materials did not demonstrate experience in participation and completion of clinical ambulatory workflows.

The 1 AF selected had both a Bachelor's and Master's degree in Biomedical Engineering. The candidate articulated in-depth knowledge of ambulatory workflows. She was certified in Ambulatory Healthcare and gave clear examples of required mentoring and coaching of staff. The candidate also offered an analysis of change control and environment migration in a hospital setting with best strategies and practices.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Application Analysts I - Ambulatory

Recruiter: Pamela Rucker

Search Code: 2019-898

Date Posted: 5/16/2019

Posting Deadline: 5/30/2019

The Ambulatory 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.

Position requires substantial knowledge of ambulatory clinical practices.

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: 40hrs/wk., Mon - Fri, 8:00a.m. - 4:30p.m. 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 moderately 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 the project issue log ensuring that service level agreements standards are met or exceeded.

Maintains relationship and open communication channels with vendors and business partners.

Analyzes and makes moderately complex system design/architecture decisions in conformance with clinical and business operational needs, policies and procedures. 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 achievable quality outcomes

Provides support to end users and escalates issues outside as appropriate.

Stays current on the ambulatory 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 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.

General Experience & Training:

Six (6) years progressive experience in at least one of the following, complex clinical informatics, clinical process redesign, clinical systems analysis, build, design and implementation. One [1] year of the experience must have been in a healthcare setting. Demonstrated experience with system build.

Substitutions:

Associate's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy or closely related field may be substituted for two [2] years of the general experience
Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy or closely related field maybe substituted for four [4] years of the general experience.

Special Requirements:

Incumbents in this class must have or achieve within six months of hire the Ambulatory certification & maintain this certification while in the position

Depending on the assigned areas and specialties of the clinical systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy or other clinical license for the State of Connecticut.

Preferred:

Epic Ambulatory certification

End to end detailed knowledge of workflows in the physician office setting

EHR training experience in clinical 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: \$77,438.00

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

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-898														
3L - TECHNICAL														
Total Applicants	7	6	5	2	1	3	0	2	0	1	0	0	0	27
Unqualified	6	4	2	2	0	3	0	2	0	0	0	0	0	19
Qualified	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	1	2	1	0	1	0	0	0	0	0	0	0	0	5
Withdraw	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Technical Analyst II

Recruiter: Pamela Rucker

Search Code: 2019-968

Date Posted: 6/18/2019

Posting Deadline: 7/2/2019

At UConn Health, this classification provides technical support for moderate to complex network or infrastructure projects or activities. The desktop engineer will be responsible for maintaining, analyzing, troubleshooting and repairing computer systems, hardware and computer peripherals. The engineer will also be responsible for upgrading and replacing hardware and software system.

SUPERVISION RECEIVED:

Works under limited supervision of an employee of higher grade.

SUPERVISION EXERCISED

May lead a project or be a resource for less experience personnel.

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 lead on thick client computer imaging processes

Provide desktop engineering support to deployment and upgrade projects

Assist in maintaining application installation and maintenance processes

Assist in deployment and maintenance of desktop management clients

SCCM

WSUS/Patching for fat clients

Desktop Encryption

Desktop AntiVirus

Assist support of endpoint printer installation processes

Assist in Active Directory Maintenance

Computer, group, script maintenance

OU structure and clean up

Responsible for monthly maintenance of desktop image deployment process

Assist supporting virtualized application and desktops

Assist in support of Epic clinical environment

Epic upgrade Support

Epic end user device support

Registration computers, kiosks

Assist in Imprivata support and deployment

Assist in Enterprise desktop maintenance

OS upgrades

Office Upgrades

Standard desktop application updates

Clinical application updates

Escalation point for HD, Desktop Techs for all Computer and software support issues

Documentation

Procedures for all supported processes

CMDB

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITY:

Experience conducting in person training, including group walk-through sessions.
In-depth knowledge of related principles and concepts to provide solutions to more complex and diverse information systems issues. Comprehensive knowledge of the service management role. Solid ability to gather, organize, and analyze data in the completion of assignments.
Demonstrated ability to install software, troubleshoot, and repair moderately complex problems with computing devices, peripherals and software. Understanding of and experience troubleshooting client, server and peripherals-related issues and actions that can be taken to improve or correct performance.
Experience in incident response and digital forensics, including data collection, examination and analysis.
Experience developing product documentation and managing customer relations, creating knowledge-base articles, and developing training resources. Experience developing customer-support resources.
Ability to communicate ideas and resolutions in a clear, concise, user friendly manner
Strong written and oral communication skills
Demonstrated ability to effectively multi-task and manage time both independently as well as within a team environment

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of experience utilizing computer network devices, system and communication services.
Ability to diagnose, repair, maintain, install, and upgrade PC hardware and other support devices to ensure timely resolution, meeting or exceeding agency expectations and service level requirements.
Provide resolutions in a timely manner via telephone, email, in-person consultations including onsite visits.

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:

Experience with recent versions of SCCM

Deployment of applications

OS deployments

Asset management in SCCM

End point maintenance tasks (updates/maintenance windows)

Preferred Qualifications:

Experience with Microsoft systems maintenance tools (WSUS)

Extensive experience supporting Microsoft Windows operating systems

Extensive experience configuring, deploying and supporting desktop/laptop computers and peripherals

Extensive experience with help desk incident support and escalation including use of an enterprise help desk ticketing system

Extensive experience supporting Networked computers in a large multi-location environment

Experience with Microsoft deployment tools and technology

Experience with automation scripting (Batch, VB Script, PowerShell)

Experience with Group policy management

Experience in implementation project support and team deployments

Full Time Equivalent Minimum Salary: \$73,694.00

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-968														
3L - TECHNICAL														
Total Applicants	29	3	6	0	1	1	3	4	0	0	0	0	2	49
Unqualified	24	3	4	0	1	1	3	4	0	0	0	0	2	42
Qualified	1	0	2	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Application Analyst II-Professional Billing

Recruiter: Pamela Rucker

Search Code: 2019-1012

Date Posted: 6/28/2019

Posting Deadline: 9/10/2019

The Professional Billing Claims Application Analyst participates in all aspects of planning, design, development and maintenance of new and existing functionality in the Epic EHR. This includes providing analysis, development, modification, configuration, installation, programming, testing and maintenance of the EHR and other Revenue Cycle Systems applications. Position requires substantial knowledge of the Professional Billing Claims and Remittances along with the data point integration from other Epic modules and 3rd party applications used in the revenue cycle.

Supervision Received:

Works under general supervision of Director, Access & Revenue Cycle 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 week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Duties & Responsibilities:

Participates in or leads project planning sessions with clients, and business partners to analyze requirements, perform needs assessments and impacts analysis and provide design recommendations for complex to highly complex systems in conformance with clinical and business operation needs, policies and procedures.

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 manages 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 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 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 patient financial services 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 resolves conflicts.

Excellent project management techniques and ability to apply appropriate tools to the process.

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:

Eight [8] years progressive experience in at least two of the following, revenue cycle process redesign, systems analysis, build, design and implementation in a healthcare environment.

Experience in participation and completion of Revenue Cycle workflows for professional billing and/or claims and remittances.

Experience in the specification and mapping needed for the 835 and 837 processing.

Experience with 3rd party software integration and implementation.

Substitution Allowed:

Associate Degree in Management Information Systems, Business Administration or a closely related field may be substituted for two (2) years of the general experience.

Bachelor's degree in Management Information Systems, Business Administration or a closely related field may be substituted for four (4) years of the general experience.

Special Requirement:

Incumbents in this class must have or achieve within six months the Epic certification in Professional Billing Claims and Remittance and maintain the certification while in the position.

Preferred Qualifications:

Professional Claims

Experience performing Epic Data Courier functions

Experience as an Epic Testing Lead, Security template build and Dashboard and reporting

Epic experience, certifications or proficiency in the following modules

Professional Billing

Working Conditions:

May be required to work some flexible hours to meet project deadlines or business needs.

May be required to participate in on-call support.

Full Time Equivalent Minimum Salary \$84,552.00

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Start Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1012														
3L - TECHNICAL														
Total Applicants	5	15	4	9	3	4	1	2	1	2	0	1	0	47
Unqualified	5	10	4	9	2	4	1	2	1	1	0	1	0	40
Qualified	0	2	0	0	1	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health employment website.

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

The goal candidates, 5 WM, 9 BF, 2 HM, and 1 AM did not meet the minimum qualifications as posted.

The goal candidate, 1 HM, did not return calls to schedule an interview.

The 1 WF selected had experience in professional billing specifically in Claims and Remittance, where she was certified. The candidate stressed the importance of communication between departments and gave examples of how she did this in her previous roles. The applicant was also familiar with the Epic medical software system and expressed an interest to be certified in this medical records database.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Technical Analyst II

Recruiter: Pamela Rucker

Search Code: 2020-114

Date Posted: 8/26/2019

Posting Deadline: 9/3/2019

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 Technical Analyst 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.

COMPLEXITY LEVEL:

Resource for less experience personnel.

SUPERVISION RECEIVED:

Works under limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead a project or be a resource for less experience personnel.

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:

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; serves as liaison between vendors and UCHC customers; escalates problems when appropriate; documents installation, system changes and problem resolutions; performs minimal hardware repair and /or recommends vendor repairs; builds scripts and checklist for team use; works as a lead on projects; researches problems for solution; participates in project planning sessions with team members; performs others related duties as assigned. Infrastructure - Implements software solution, utilizing appropriate software engineering processes; analyzes requirement and provides design recommendations for moderate to complex systems; participates in system integration testing of operating system, system utilities, hardware upgrades as well as new software and hardware technologies; develops test plans; installs and configures operating systems, major subsystems, new software releases; system upgrades and patches in support of hardware products; monitors system performance; proactively tunes operating systems and it components to avoid performance problems; participates in recovery activities; provides technical consultation on moderate to complex issues regarding the usage of the infrastructure, integration of applications systems into the infrastructure, etc.; assists in estimating cost for annual budget; identifies and implements opportunities for cost savings; researches and recommends enhancements to system components within the infrastructure; participates in the evaluation of new, related technologies.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Network - broad knowledge of networking theory including existing data connectivity, linkage design and integration of multiple networking systems;; effective written and verbal communication skills; interpersonal skills; ability to serve as a consultant for capacity planning; understands measurement statistics for a wide variety of platform components, including memory, CPU, I/O channels and storage devices; analyze and interpret capacity statistics for a group of applications or platforms; knowledge in the

use of software capacity planning tools; proficient in the use of system tools or utility; working knowledge and 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. Infrastructure - knowledge of programming language(s) and 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 - considerable knowledge of architectural principles and the ability to interpret these and apply these principles; working knowledge of operating and physical environment requirements for hardware components; ability to communicate effectively; ability to take action to ensure customer satisfaction; ability to analyze techniques, develops solution to problems in a timely manner; demonstrates careful attention to details; interpersonal skills; ability to work as a team member; knowledge and ability to troubleshoot problems; ability to understand customers' needs; ability to prepare and execute a project plan

EXPERIENCE AND TRAINING:

General Experience: Six (6) years' experience utilizing computer network devices, systems and communications services or data processing experience in system engineering, application development, operating system and network design/configuration.

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:

Experience with supporting Epic over the phone and desk side visits for supporting E-Prescribe
3- 5 years EMR experience with Epic both pre and post go live support

EMR experience as an Epic Credential Trainer

Experience as a Physician Trainer for both In-Patient and Ambulatory modules

Experience supporting a variety of Epic modules such as ClinDoc, Ambulatory, ASAP, Prelude, MYChart, Beacon and Cadence.

Experience with supporting Dragon and Imprivata for Epic E-Prescribe

Working Conditions:

Ability to answer 20 - 35 calls a day.

Full Time Equivalent Minimum Salary: \$76,294.00

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-114														
3L - TECHNICAL														
Total Applicants	8	5	6	1	2	0	2	0	0	1	0	0	1	26
Unqualified	8	5	5	1	2	0	2	0	0	1	0	0	1	25
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidates, 8 WM, 1 BF, and 2 AM, did not meet the minimum qualifications of the posting.

The 1 BM selected had experience creating Knowledge Base Articles for employee reference. The candidate's background included operating multiple modules within the EPIC computer software systems. He also was responsible for cross training less experienced employees to increase customer satisfaction. The applicant was both a Team Lead and a Trainer in Dragon and Imprivata and conducted heavy phone experiences in support of various hospital IT systems

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Technical Analyst I

Recruiter: Pamela Rucker

Search Code: 2020-183

Date Posted: 9/20/2019

Posting Deadline: 10/4/2019

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 Technical Analyst 1 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.

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

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 - 4:40 pm with a 30 minute unpaid meal break

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 - duties as described in desktop Technician I & II; 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, test 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.

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.

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 of 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:

2-3 years' experience supporting and / or triaging Epic, Dragon, Imprivata, and E-Prescribe over the phone in a call center environment.

2-3 years' experience supporting at least one or more Epic Modules such as: Clin Doc, Ambulatory, ASAP, Prelude, MyChart, Beacon, and Cadence.

2-3 years' experience with using a call center ticketing systems such as FootPrints or Service Now. Familiar with Service Level Agreements and Call Center Metrics.

Full time Equivalent Minimum Salary: \$68,120.00

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Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-183														
3L - TECHNICAL														
Total Applicants	24	4	12	1	2	2	8	1	2	1	0	0	3	60
Unqualified	23	4	12	1	2	2	8	1	2	1	0	0	3	59
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Clinical Engineering

Job Title: Clinical Engineer

Recruiter: Noreen Logan

Search Code: 2020-297#01 **Date Posted:** 10/24/2019 **Posting Deadline:**

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 Engineer to our growing team. If you have a background in this field 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

At UConn Health, this class is accountable for acting as a working supervisor for Clinical Engineering Technicians and Specialists assigned to the repair and maintenance of clinical/ radiology equipment. Acts as the technical liaison between clinicians and technology.

SUPERVISION RECEIVED:

Receives general direction from the Manager, Clinical Engineering.

SUPERVISION EXERCISED:

May lead Clinical Engineering Technicians and Specialists assigned to clinical/radiology maintenance and repair.

EXAMPLES OF DUTIES:

Plans clinical/radiology maintenance and repair workflow and determines priorities
schedules, assigns, oversees, and reviews work
establishes and maintains procedures
Provides staff training and assistance
conducts or assists in conducting performance evaluations
Acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures
may prepare reports and correspondence
Provides quality customer service by building and maintaining customer relationships
Ensures technical service requests are resolved timely and accurately
works with vendors to ensure appropriate service delivery
Participates in the investigation of medical device-related incidents to determine root cause
Develops and presents technical educational and safety programs to hospital staff
Assists with planning and budget projections for service costs and needed resources
Monitors repair and testing activities to assure completion of performance assurance testing and preventive maintenance
Performs as project manager on special projects as necessary
Coordinates technical aspects of new clinical and radiological instrumentation evaluations and purchases
Provides technical expertise in design/layout of equipment and rooms from preconstruction phases to final start-up
Provides technical consultation to clinicians, including design/installation of special patient treatment aids
Maintains knowledge of current codes and standards on equipment
Performs acquisition of parts, components, tools, instruments and outside services
Coordinates annual parts inventory
Assists with planning and budget projects for instrumentation costs
Acts as technical resource/consultant to hospital administration and clinical personnel by maintaining Clinical Engineering expertise through ongoing training and education
Participates in quality improvement initiatives and makes recommendations for preventive measurements in daily operations of equipment

Performs related duties as required

MINIMUM QUALIFICATION REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of clinical/radiological instrumentation, radiation physics, biomedical engineering principles in the application of clinical devices and technologies

Considerable technical knowledge including computer networks and integration of medical equipment to repair, maintain and calibrate the most sophisticated equipment

Working knowledge of incident investigations related to medical devices in a health care environment

Knowledge of medical terminology, human physiology, and anatomy

Knowledge of current codes, requirements, and standards governing equipment in a health care setting

Knowledge of purchasing, shipping, receiving and accounts payable processing

Considerable interpersonal skills

Strong oral and written communication skill

Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Biomedical, Electrical, Mechanical or other related field and four (4) years of experience in the selection, testing, repair and management of clinical/radiological instrumentation in a hospital setting; or

Associate's degree in Biomedical, Electrical, Mechanical or other related field and six (6) years of experience in the selection, testing, repair and management of clinical/radiological instrumentation in a hospital setting; or

Eight (8) years of progressively responsible relative experience in the selection, testing, repair and management of clinical/radiological instrumentation in a hospital setting.

One (1) year of experience needs to be in a lead/supervisory capacity for a technical service operation

Special Experience/Requirement:

Must possess and maintain certification as a Certified Clinical Engineer (CCE) by the American College of Clinical Engineering (ACCE)

Substitutions Allowed:

Master's degree in Biomedical, Electrical, Mechanical or other related field may be substituted for one (1) additional year of 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.

SCHEDULE:

Primarily 8:00 a.m. - 4:30 p.m., Monday-Friday, 30 minute unpaid meal break; holidays, on-call rotation and other shifts to accommodate department needs as assigned.

MINIMUM ANNUAL SALARY: TBD

Why UConn Health

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and our methods of educating the practitioners of tomorrow.

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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.

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-297														
3L - TECHNICAL														
Total Applicants	9	4	4	1	1	0	3	2	0	2	0	0	0	26
Unqualified	7	4	4	1	1	0	3	2	0	2	0	0	0	24
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Core Lab

Job Title: Business System Analyst

Recruiter: Donna Alexander

Search Code: 2020-401

Date Posted: 11/22/2019 **Posting Deadline:** 12/12/2019

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Business Systems Analyst to our growing Core Lab 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 oversight and coordination, including development, analysis, design, programming and support of large complex administrative and/or clinical systems. The incumbent must also demonstrate an expert level knowledge of multiple business areas and have the ability to lead project teams.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

Progressive leadership and educational development programs available

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

SUPERVISION EXERCISED: Supervises assigned staff and participates as a team project leader when necessary

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development

Considerable knowledge of the principles of information technology solutions

Strong knowledge of HL7 based healthcare interfaces

Strong knowledge of interface validation protocols, application validation protocols and ongoing system performance verification

Proficient in MS-Office including Excel, Project, Word, PowerPoint and Visio

Strong knowledge of relational database technology, computer operating systems as it relates to clinical business applications

Knowledge of operation of computer terminals

Strong knowledge of principles and theories of business and planning functions

Considerable knowledge of the principles and techniques of business information systems re-engineering

Considerable knowledge of project management principles and techniques

Ability to communicate effectively, orally and in writing

Strong interpersonal skills

Understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business

Ability to analyze and evaluate hardware, software and data processing systems, analyze and interpret technical data, prepare and conduct training classes, identify, resolve and recommend solutions related to system performance and user problems

Establish and maintain effective working relationships and team work

Some supervisory ability

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE:

Nine (9) years' experience in hospital/clinical/outpatient ancillary operations such as laboratory medicine, informatics and/or clinical engineering.

Experience may include business administration, medical administration, clinical information systems planning, project management, installation and support.

GENERAL EXPERIENCE SUBSTITUTION:

Bachelor's degree in Healthcare Administration or closely related field to scope of relevant experience may be substituted for four (4) years of the general experience.

BE PREPARED TO UPLOAD A COPY OF ANY APPLICABLE CREDENTIALS WITH THIS APPLICATION.

PREFERRED CERTIFICATIONS:

Current ASCP credentials as a Medical Technologist

PREFERRED SYSTEMS EXPERIENCE:

Epic EHR, Epic Beaker, SCC Laboratory Information Systems (SoftBank) or other related healthcare informatics systems

SPECIAL REQUIREMENT:

Must have current or able to obtain (within six (6) months of hire) Epic Beaker certification and maintain certification while employed

EXAMPLES OF DUTIES:

Schedules, oversees and evaluates the work of assigned staff or project team members
Identifies, gathers, analyzes and documents business requirements for application and information technology projects
Translates work processes into business and functional requirements
Writes business and functional specification
Develops departmental forms and templates
Identifies and provides business rules, quality, standards, policies and procedures
Oversees and coordinates the development and installation of the system(s)
Assist in the re-engineering of systems by developing specifications for system modification and enhancements and test prior to implementation
Ensures that applications are integrated with other systems
Monitors projects and provides progress reports on systems projects
Participates in update meetings and makes presentations
Develops reports and/or provide application guidance and specification necessary in developing customized reports
Coordinates system activities with user and internal departments to ensure that the data is correct and system integrity is maintained

Maintain regulatory, CAP requirements for applications, interfaces and associated hardware.
Act as a liaison between the laboratory and other information technology groups in our organization
Oversee UConn Health Laboratory Medicine website
Support and maintain Laboratory Portal, electronic document management system
Provides support to end users experiencing problems with Clinical Systems applications and associated hardware and interfacing systems
Act as liaison between users and programming staff to develop technology based business solutions
Prepares users documentation including training manuals, procedures and guides
Plans, coordinates and conduct workshops and training classes related to system
Advise users on system changes and provide appropriate training
Conduct audits to ensure that the system and procedures are properly implemented
Provides system security administration
Determines systems accessibility and resolve user access problems
Performs system purges and back up operations
Analyzes system problems and recommend solutions
Identifies business application and information technology solutions and opportunities for resolving business problems
Performs workflow analysis
Effectively participates in the coordination of project teams

Prepares project cost budget

Reviews or assist with the review of project progress to ensure compliance with cost effectiveness and team capability to produce and support information technology applications and systems within allocated resources

Recommends alternative action to meet schedules

Performs other related duties as required

SCHEDULE: Full time, 40 hours per week, primarily Monday - Friday, 8:00 a.m. to 4:30 p.m., evenings, weekends, holidays and on-call as assigned to accommodate departmental needs, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: TBD

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-401														
3L - TECHNICAL														
Total Applicants	2	3	1	2	0	1	1	3	0	0	0	0	0	13
Unqualified	1	2	1	2	0	1	1	1	0	0	0	0	0	9
Qualified	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WM part-time UConn Health employee, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Application Analysts I - ClinDoc

Recruiter: Pamela Rucker

Search Code: 2020-573

Date Posted: 2/4/2020

Posting Deadline: 2/17/2020

The Inpatient ClinDoc Application Analyst participates in all aspects of planning, design, development and maintenance of new or existing functionality in the Epic [EHR]. This includes providing analysis, development, modification, configuration, installation, programming, testing and maintenance of the EHR and other Clinical Systems applications. Position requires knowledge of EpicCare Inpatient ClinDoc.

Supervision Received:

Works under general supervision of Director, Inpatient Applications and Lead ClinDoc Analyst 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 project planning sessions with clients, and business partners to analyze requirements perform needs assessments and impacts analysis and provide design recommendations for moderately 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 the project issue log ensuring that service level agreements standards are met or exceeded.

Maintains relationship and open communication channels with vendors and business partners.

Analyzes and makes moderately complex system design/architecture decisions in conformance with clinical and business operational needs, policies and procedures. 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 achievable 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 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.

Minimum Qualifications Required

General Experience & Training:

Clinical Systems: Six [6] years in clinical informatics, clinical process redesign, clinical systems analysis, design and implementation experience, one [1] of which must be in an acute care or direct patient care setting.

Substitutions:

Associate's degree may be substituted for two [2] years of the general experience

Bachelor's degree may be substituted for four [4] years of the general experience.

Special Requirements:

Incumbents in this class must maintain a current RN, PT, RT, or other clinical license for the State of Connecticut.

Incumbents in this class must have or achieve within six months Epic ClinDoc Certification and maintain certification while in the position.

Preferred:

Current Epic certification in EpicCare Inpatient Clinical Documentation (ClinDoc), Stork, SmartForms, Infection Control, or Orders.

Demonstrated experience with Inpatient clinical documentations standards.

Familiarity with the following workflows:

Radiology, Respiratory, Dietary, Pulmonary, Neurology, Dialysis, or Therapy departments.

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: \$80,163.00

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www.ethics.state.ct.us

Start Date: 4/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-573														
3L - TECHNICAL														
Total Applicants	2	10	1	2	0	1	1	2	0	0	0	0	0	19
Unqualified	1	5	1	2	0	1	1	1	0	0	0	0	0	12
Qualified	1	2	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	2	0	0	0	0	0	1	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidates, 2 BF, and 1 AM, did not meet the minimum qualifications of the posting.

The 1 WF selected met all the minimum, preferred, and special qualifications. The candidate had 6 years of clinical informatics experience including acute, direct patient care setting. She held an N license and three EPIC computer software system certifications.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner - Gynecologic Oncology

Recruiter: Catrice zz_Sandt

Search Code: 2019-253

Date Posted: 10/3/2018

Posting Deadline:

UConn Health is looking for a highly skilled Gynecologic Oncology APRN with experience and 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 - four 10 hour shifts or five 8 hour shifts between the hours of 730am and 630pm 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

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

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

SPECIAL REQUIREMENT: APRN experience is required.

PREFERRED:

- Hematology/oncology experience, Infusion experience, EPIC experience.
- APRN experience in hematology/oncology

FULL TIME MINIMUM EQUIVALENT SALARY: \$ 94,765 - additional based on experience

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-253														
3M - NURSE PRACTITIONERS														
Total Applicants	0	10	0	0	0	1	0	2	0	0	0	0	0	13
Unqualified	0	3	0	0	0	1	0	1	0	0	0	0	0	5
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

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 as posted.

The 1 WF selected had Gynecological Oncology Advanced Practice Registered Nurse (APRN) experience and Hematology/Oncology APRN experience.

The 1 WF selected had current APRN Hematology/Oncology experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-Osteoporosis

Job Title: Nurse Practitioner - Osteoporosis

Recruiter: Noreen Logan

Search Code: 2019-612

Date Posted: 2/11/2019

Posting Deadline: 2/25/2019

UConn Health is looking for a highly skilled Nurse Practitioner with experience working with a patient population in geriatrics. 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 Center for Osteoporosis located 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

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 sites and work some off-shifts.

EXAMPLES OF DUTIES:

Provides preventive and acute care in the outpatient Osteoporosis Clinic.

Assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designated physician.

Administers treatments, performs physical examinations and researches medical histories.

Orders laboratory and diagnostic test 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.

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 related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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

Knowledge of medication and their interactions and reactions

Ability to effectively assess physical and psychosocial conditions

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

Skill in performing specialty specific invasive procedures

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:

Completion of an accredited Nurse Practitioner program.

Must possess and maintain a valid license to practice in the State of Connecticut

Must possess and maintain a valid license/certification as an advanced practice nurse

Preferred Requirement:

A minimum of 2 years of work experience as an APRN in an outpatient medical clinic

Experience working with Osteoporosis patients

EPIC experience

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Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-612														
3M - NURSE PRACTITIONER														
Total Applicants	0	3	0	0	1	1	0	3	0	0	0	0	0	8
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	1	0	0	1	0	0	1	0	0	0	0	0	3
Interviewed Not Hired	0	1	0	0	0	1	0	2	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

The goal candidate, 1 HF, was interviewed and not selected because her responses to interview questions indicated problems with time management skills and running behind in clinics. Additionally, she did not have the preferred EPIC experience.

The 1 WF selected was an APRN graduate with certification and a license to practice in the State of Connecticut. She had 20 years of APRN experience working in both inpatient and outpatient

settings. She provided specific detailed examples of her time management skills, critical thinking skills, ability to be a team player, and accountability. She also had the preferred current EPIC experience in an outpatient clinic.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner - Neag Comprehensive

Recruiter: Noreen Logan

Search Code: 2018-1086

Date Posted: 11/27/2018 **Posting Deadline:** 3/25/2019

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 730am - 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.
- Sickle cell cancer APRN bleeding disorder hematology

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

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2018-1086														
3M - NURSE PRACTITIONER														
Total Applicants	0	9	0	0	0	1	0	3	0	0	0	1	0	13
Unqualified	0	2	0	0	0	0	0	0	0	0	0	1	0	3
Qualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	4	0	0	0	1	0	2	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

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 answer questions as to why she was interested in working in a cancer center.

The WF selected had completed an accredited APRN program, obtained a license to practice in the State of Connecticut and had an APRN certification. She also had 4 years' of APRN oncology, chemotherapy, and hematology experience.

JOB OPPORTUNITY BULLETIN

Department: Canton Urgent Care

Job Title: Physician Assistant/Nurse Practitioner

Recruiter: Noreen Logan

Search Code: 2019-320

Date Posted: 10/23/2018 **Posting Deadline:** 3/18/2019

UConn Health is looking for a highly skilled Physician Assistant and/or Nurse Practitioner with a passion for patient experience. This highly desirable position will work at the Urgent Care Clinic in Canton, 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, Radiologic Technologists). Care and follow-up is documented in each patient's 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 12 hour shifts according to departmental needs; rotation of weekends and holidays as required.

EXAMPLES OF DUTIES:

Care of UConn Health Urgent Care patients, which includes illnesses and injuries within the designated scope of care for the urgent care centers

Performs school and camp physicals, and designated immunizations

Provides support and supervision for clinical staff, as appropriate, and supports the overall operation of the center

Responsible for smooth and efficient patient flow

Prioritizes patients as clinical or otherwise indicated

Contacts patients with follow-up care and clinical testing results

Responds to patient's inquiries while at the urgent care center or as follow-up as needed

Provides the initial read for on-site radiology (CR or DR) services

Makes appropriate referrals when specialty care or testing are clinically indicated

Maintains accurate and professional medical records (completed by the end of every shift)

Greets patients, introduces him or herself, and ensures a positive patient experience

Attends meetings, participates in quality initiatives and actively participates in activities related to accreditation, credentialing, or certification, including participation in additional training or education

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

Six (6) months or more of APRN or PA experience

Exceptional communication and customer service skills

Ability to work and flourish in a fast-paced and patient-centric environment

ACLS certifications

PALS

BLS

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Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-320														
3M - NURSE PRACTITIONER														
Total Applicants	2	11	0	0	1	1	0	3	0	0	1	0	0	19
Unqualified	2	4	0	0	0	1	0	2	0	0	1	0	0	10
Qualified	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	0	2	0	0	1	0	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

The goal candidates, 2 WM and 1 HF, did not meet the minimum requirements as posted.

The 1 WF selected was a family APRN graduate who held an APRN License in the State of Connecticut. She also had 1 year of APRN experience and the required certifications. Additionally, she was able to identify appropriate patient care at the urgent care level.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner

Recruiter: Noreen Logan

Search Code: 2019-847

Date Posted: 5/2/2019

Posting Deadline: 6/20/2019

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

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, 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

View our Outpatient facility at: https://www.youtube.com/watch?v=K0_9vrzhfoY

SCHEDULE:

Full-time - four 10 hour shifts between 7:30 a.m. and 6:30 p.m., 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 New England Sickle Cell Institute and Bleeding Disorders Center (Carole and Ray Neag Comprehensive 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 Registered Nurse (APRN) from an accredited Nurse Practitioner program. Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

Bleeding disorder experience

Sickle cell experience

PREFERRED REQUIREMENTS:

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

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-847														
3M - NURSE PRACTITIONER														
Total Applicants	0	2	0	1	0	0	0	1	0	0	0	0	0	4
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner - Oncology

Recruiter: Catrice zz_Sandt

Search Code: 2019-929

Date Posted: 5/30/2019

Posting Deadline:

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
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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.
- Sickle cell cancer APRN bleeding disorder hematology.

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: \$ 98,093 - additional based on experience

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-929														
3M - NURSE PRACTITIONER														
Total Applicants	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Unqualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She was a new APRN graduate who had experience in Hematology/Oncology.

3M. (Nurse Practitioner) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Practitioner - (N.N.I.C.U.)

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

JOB OPPORTUNITY BULLETIN

Department: Gastroenterology

Job Title: Nurse Practitioner - Gastroenterology

Recruiter: Noreen Logan

Search Code: 2019-405

Date Posted: 11/27/2018 **Posting Deadline:** 3/31/2019

UConn Health is looking for a highly skilled Nurse Practitioner with Gastroenterology 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 Gastroenterology Clinic.

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: This is a full time salaried position, Monday-Friday, 8:00 a.m. - 5:00 p.m., 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 Gastroenterology 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 Gastroenterology patients as part of their patient population mix.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765.

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Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-405														
3M - NURSE PRACTITIONER														
Total Applicants	1	5	0	1	1	1	0	2	0	0	0	1	0	12
Unqualified	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	1	0	0	0	0	0	1	0	0	0	0	0	3
Interviewed Not Hired	0	2	0	0	1	1	0	1	0	0	0	1	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was not interviewed because he did not respond to repeated requests to schedule an interview.

The goal candidate, 1 HF, was interviewed and not selected because she was an Advanced Practice Registered Nurse (APRN) graduate as of May 2015 and she did not have APRN work experience. She also did not have experience in an ambulatory clinic practice.

The 1 WF selected had 2 years of Gastroenterology APRN experience and experience in an ambulatory clinic practice.

JOB OPPORTUNITY BULLETIN

Department: Intensive Care

Job Title: Physician Assistant/Nurse Practitioner - ICU

Recruiter: Erica Dangelo

Search Code: 2019-351

Date Posted: 11/2/2018

Posting Deadline:

UConn Health is looking for a highly skilled ICU Physician Assistant (PA) and/or Nurse Practitioner (APRN) with experience and a passion for patient experience.

Benefits of this position include:

Competitive pay structures

Strong sign on bonus

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

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.

SCHEDULE:

This is a full time salaried position with shift rotations day/evening/night and weekends (minimum every third weekend) based on unit need and coverage; holidays as needed; 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Provides preventive and acute care in area of specialty

Assesses and 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 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 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 and 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 related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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

Knowledge of medication and their interactions and reactions

Physical assessment skills

Counseling skills

Considerable interpersonal skills

Oral and written communication skill

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:

Graduate of an accredited Physician Assistant (PA) program and/or completion of an accredited Nurse Practitioner (APRN) program
Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) license in the State of Connecticut
Connecticut Controlled Substance license and DEA license.

SPECIAL REQUIREMENT:

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as a Physician Assistant (PA) or Nurse Practitioner (APRN)

PREFERRED:

Inpatient critical care APRN or PA experience preferred or will consider those with APRN or PA inpatient or student critical care clinical experience
ACNP or AG-ACNP
RN critical care background
BLS (if selected, must acquire prior to start date)

FULL TIME EQUIVALENT SALARY MINIMUM: \$98,093

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www.ethics.state.ct.us.

ACLS (if selected, must acquire prior to start date)

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-351														
3M – NURSE PRACTICIONER														
Total Applicants	2	9	1	2	0	1	1	2	0	0	0	1	0	19
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	4	0	1	0	0	0	1	0	0	0	1	0	8
Interviewed Not Hired	1	2	0	0	0	1	1	1	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	1	0	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2

These positions were posted on News-Line for Nurse Practitioners, Diversity Nursing, Recruit Military, and UConn Health website.

The goal candidates, 1 WM and 1 BF, were not interviewed because they did not have the preferred qualification of inpatient critical care Advance Practice Registered Nurse (APRN) or Physician Assistant (PA) experience.

The goal candidate, 1 HF, was interviewed and not selected because her inpatient critical care experience was during a rotation as a Registered Nurse. Also, she has not had any APRN clinical experience since 2016.

The goal candidate, 1 WM and AM, were selected for a Physician Assistant position and is discussed in Goals Analysis section under job category 3E.

The goal candidate, 1 BM, was offered a position and declined.

The goal candidate, 1 BF, was selected.

The 1 WF selected had critical care APRN experience.

JOB OPPORTUNITY BULLETIN

Department: Psychiatric Clinic

Job Title: Nurse Practitioner - Outpatient Psychiatry

Recruiter: Noreen Logan

Search Code: 2019-761

Date Posted: 4/4/2019

Posting Deadline:

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, 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:

This is a full time salaried position - 40 hours/week with a flexible schedule. There is a one 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
Must possess valid RN & APRN licenses to practice in the State of Connecticut
Must maintain certification as an advanced practice nurse

SPECIAL REQUIREMENTS:

Must have at least one (1) year of full-time experience working with patients with mental illnesses (with and without co-morbid addictions)
Must be able to prescribe psychotropic drugs
Must be able to function independently in an outpatient clinic setting

PREFERRED REQUIREMENTS:

Experience providing direct psychiatric care in an outpatient setting
Experience using EPIC electronic medical record

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.

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.

Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-761														
3M - NURSE PRACTITIONER														
Total Applicants	0	5	1	3	0	0	0	1	0	0	0	0	0	10
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	2	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	2	1	0	0	0	0	1	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 2 BF, were not interviewed because they withdrew their applications from consideration.

The goal candidate, 1 BM, was interviewed and not selected because he was completing his practicum as an APRN. He would not be sitting for his boards until late fall/early winter, which was too late for the start of the position.

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

The 1 WF selected had experience as a RN and APRN in behavioral health field. She also was previously employed as an APRN in a psychiatry unit.

JOB OPPORTUNITY BULLETIN

Department: N.N.I.C.U.

Job Title: Nurse Practitioner

Recruiter: Noreen Logan

Search Code: 2019-305

Date Posted: 10/18/2018 **Posting Deadline:** 3/12/2019

UConn Health is looking for a highly skilled Nurse Practitioner/Physician Assistant with NICU 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.

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
- 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

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.

WORK SCHEDULE: This is a full time salaried position: 80 hours per 2 weeks, rotating shifts, requires flexibility, 30 minute unpaid meal break, holidays as needed.

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, insertion of arterial lines, etc.; may direct the transport team for acutely ill infants; 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 REQUIRED:

Considerable knowledge of fetal and neonatal and adult 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.

REQUIREMENTS:

GENERAL EXPERIENCE: APRN - Registered Nurse, and completion of an accredited Nurse Practitioner program; or have a Bachelor's degree, and have completed a two year accredited and approved Physician Assistant Certification program. Possess or be eligible for a license to practice in the State of Connecticut.

PA - Incumbents in this class must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation. Incumbents must possess and maintain licensure to practice in the State of Connecticut.

PREFERRED EXPERIENCE:

Certification as a Neonatal Nurse Practitioner or Physician Assistant; prior NICU experience

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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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Start Date: 12/06/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-305														
3M - NURSE PRACTITIONER														
Total Applicants	0	5	0	0	0	0	0	0	0	0	0	0	0	5
Unqualified	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She was a Staff Nurse CN2 in the Neonatal Intensive Care Unit (NICU). She had 9 years of NICU experience and was a new Advanced Practitioner Registered Nurse graduate as of May 2019.

JOB OPPORTUNITY BULLETIN

Department: Orthopaedic Surgery

Job Title: Nurse Practitioner - Orthopedic Surgery

Recruiter: Noreen Logan

Search Code: 2020-191

Date Posted: 9/18/2019

Posting Deadline: 10/15/2019

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.

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 salaried position with hours between Monday-Friday 8:00 a.m. - 5:00 p.m., 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.

PREFERRED REQUIREMENT:
Experience working with orthopedic patients.

FULL TIME EQUIVALENT SALARY MINIMUM: \$98,093.

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-191														
3M - NURSE PRACTITIONER														
Total Applicants	0	3	0	0	0	0	0	1	0	0	0	0	0	4
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

Goal candidates did not apply for this position,

The 1 WF, a part-time UConn Health employee, was selected. She was a Nurse Practitioner graduate as of May 2019. She had Registered Nurse experience working with orthopedic patients.

JOB OPPORTUNITY BULLETIN

Department: UMG-Osteoporosis

Job Title: Nurse Practitioner

Recruiter: Noreen Logan

Search Code: 2020-412

Date Posted: 11/26/2019 **Posting Deadline:** 1/21/2020

UConn Health is looking for a highly skilled Nurse Practitioner with experience working with a patient population in geriatrics. 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 Center for Osteoporosis located 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

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 8:00 a.m. - 5:00 p.m. 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 Osteoporosis Clinic.

Assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designated physician.

Administers treatments, performs physical examinations and researches medical histories.

Orders laboratory and diagnostic test 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.

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 related duties as required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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

Knowledge of medication and their interactions and reactions

Ability to effectively assess physical and psychosocial conditions

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

Skill in performing specialty specific invasive procedures

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:

Completion of an accredited Nurse Practitioner program

Must possess and maintain a valid license to practice in the State of Connecticut

Must possess and maintain a valid license/certification as an advanced practice nurse

Preferred Requirement:

A minimum of 2 years of work experience as an APRN in an outpatient medical clinic

Experience working with Osteoporosis patients

EPIC experience

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Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-412														
3M - NURSE PRACTITIONER														
Total Applicants	0	4	0	1	0	1	0	3	0	0	0	0	0	9
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	2	0	0	0	0	0	3	0	0	0	0	0	5
Interviewed Not Hired	0	2	0	0	0	1	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner-Gynecologic Oncology

Recruiter: Elizabeth McNamara **Search Code:** 2020-001

Date Posted: 1/14/2020 **Posting Deadline:** 4/24/2020

UConn Health is looking for a highly skilled Gynecologic Oncology APRN with experience and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center.

****NEW GRADUATES ARE ENCOURAGED TO APPLY.****

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 - four 10 hour shifts or five 8 hour shifts between the hours of 730am and 630pm 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

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

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:

- Gynecologic oncology experience, hematology/oncology experience, Infusion experience, EPIC experience.

FULL TIME MINIMUM EQUIVALENT SALARY: \$ 98,093 - additional based on experience

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Start Date: 04/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-001														
3M - NURSE PRACTITIONER														
Total Applicants	0	7	1	2	0	0	0	1	0	0	0	0	1	12
Unqualified	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Qualified	0	2	0	1	0	0	0	1	0	0	0	0	0	4
Interviewed Not Hired	0	2	1	1	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was interviewed and not selected because he did not have Advanced Practitioner Registered Nurse experience.

The 1 WF selected had APRN experience in an Urgent Care environment.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Supportive/Palliative Care APRN

Recruiter: Elizabeth McNamara **Search Code:** 2020-437

Date Posted: 12/2/2019 **Posting Deadline:** 12/25/2019

UConn Health is looking for a highly skilled Oncology APRN to join the Oncology Supportive Care Service providing specialized supportive/palliative care to cancer patients. The candidate will be part of the interdisciplinary team collaborating with Oncology providers to co-manage patients during all phases of their disease process. This highly desirable day shift is located in the award winning Neag Comprehensive Cancer Center!

SCHEDULE:

FT - 5 eight hour shifts. Clinic hours are 8:00am - 5:00pm 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 EXPERIENCE:

Hematology/oncology experience
Knowledge and expertise in Palliative & Hospice Care; ACHPN certification preferred or within the 1st year
Surgical oncology experience, radiation oncology experience, infusion experience
EPIC experience
Cancer Survivorship experience

EXAMPLES OF DUTIES:

Assumes direct patient care responsibilities for a group of patients
Takes medical history, performs physical examinations and evaluates patient injuries/illness
Identifies and implements medical plan of care in collaboration with primary oncology team
Performs inpatient and outpatient consultations and follow up visits working closely with the multidisciplinary team ensuring patients receive supportive services consistent with the plan of care
Participates in multidisciplinary supportive team meetings, tumor boards and disease specific team meetings
Collaborate with the providers/teams for survivorship care needs
Active participant in survivorship clinic including development and completion of survivorship care plans, provide survivorship education and a comprehensive review of survivorship care plans with patients

Work directly with the Program Directors to ensure all Commission on Cancer (CoC) survivorship standards are met
 Liaison between supportive care, providers, navigators and registered nurses
 Performs all other duties as required
 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
FULL TIME MINIMUM EQUIVALENT SALARY:
 \$98,093 - additional based on experience

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Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-437														
3M - NURSE PRACTITIONER														
Total Applicants	0	3	0	0	0	1	0	0	0	0	0	0	1	5
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	2	0	0	0	1	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidate, 1 HF was selected for an interview but canceled prior to the interview and did not reschedule.

The 1 WF selected had over three years of experience as an APRN in a large hospital setting.

The candidate had both hematology and oncology experience and utilized the EPIC computer software system daily in her duties.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Certified Nurse Aide - OR

Recruiter: Donna Alexander

Search Code: 2019-578

Date Posted: 3/29/2019

Posting Deadline: 4/14/2019

At UConn Health, this class is accountable for rendering bedside care to the physically or chronically ill in cases where the services of a registered or licensed practical nurse are not required. This position will work in the Operating Room at UConn Health John Dempsey Hospital and requires floating to the UConn Health Surgery Center both located in Farmington, CT.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS:

Current certification as a Nurse's Aide.

SPECIAL REQUIREMENTS: Must have current and maintain CPR Certification.

PREFERRED EXPERIENCE:

Knowledge of OR equipment including but not limited to positioning equipment and devices used in the OR.

Knowledge of the sterile environment, anesthesia supplies and equipment.

SUPERVISION RECEIVED:

Works under the close supervision of a nurse of higher grade; works more independently with acquired experience.

WORKING CONDITIONS:

Incumbents in this class may be required to lift patients and perform other physically tiring work, have some exposure to communicable and/or infectious diseases and strongly disagreeable conditions and to risk of injury from assaultive patients.

EXAMPLES OF DUTIES:

Assists doctors and nurses in general care and wellbeing of patients; positions, transfers, moves and lifts patients; transports patients, specimens and other related patient items and equipment; takes and records temperatures, pulses and respirations; observes patients and reports unusual symptoms and/or behavior; ensures that restraints are correctly applied; tests urine samples for sugar, cleans equipment and assists with OR room cleaning; maintains unit environment for safety of patient; may act as receptionist for incoming patients and telephone calls; prepares reports and correspondence including necessary forms and/or requisitions and assembly of charts; may order supplies, Applies proper procedures for CPR/Compression's, weights/scales, EKG's/monitor lead placement, Glucose Meter. Responsible for stocking and putting away operating room supplies, cleaning and turnover of operating rooms, stocking of the anesthesia carts in the OR and other off site locations (cath lab, EP, GI, labor and delivery, IR, etc.) and may cross train to assist nurse in deliveries. Other related duties as required.

SCHEDULE: Full time, 80 hours every two weeks, days, 9:30 a.m. to 6:00 p.m., holidays, weekends and on call are required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$44,335

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-578														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	2	21	3	19	1	10	0	1	0	1	0	0	0	58
Unqualified	1	13	2	12	1	8	0	1	0	0	0	0	0	38
Qualified	0	5	1	6	0	2	0	0	0	1	0	0	0	15
Interviewed Not Hired	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

Department: UMG-Administration

Job Title: Community Hlth Specialist (Population

Recruiter: Marisa Leone

Search Code: 2019-829#01

Date Posted: 4/26/2019

Posting Deadline: 5/3/2019

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:

Considerable 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

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-829														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	2	24	1	8	2	20	0	0	1	3	0	0	0	61
Unqualified	0	4	0	0	0	1	0	0	0	0	0	0	0	5
Qualified	2	19	1	8	20	18	0	0	1	3	0	0	0	54
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 4 WF, did not meet the minimum qualifications as posted.

The goal candidates, 2 WM and 19 WF, were not selected for an interview as they did not have 5 years of experience in community healthcare, human services or social service environment.

The goal candidate, 1 WF, was interviewed and not selected as she did not demonstrate a working knowledge of the MACRA/MIPS quality programs in responses to interview questions. She also gave examples that did not support a patient centered approach to care coordination.

The 1 HF selected had over five years' experience in care coordination and population health. The applicant demonstrated advanced knowledge of MACRA/MIPS quality programs. She also had experience working with ambulatory difficulties in a hospital environment and was bi-lingual.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Nurse Aide

Recruiter: Donna Alexander

Search Code: 2019-862

Date Posted: 5/7/2019

Posting Deadline: 5/13/2019

In a state hospital this class is accountable for rendering bedside care to the physically or chronically ill in cases where the services of a registered or licensed practical nurse are not required. This position will work nights on the Psychiatry 1 Unit in the UConn Health John Dempsey Hospital in Farmington, CT.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

SPECIAL REQUIREMENTS:

Current certification as a Nurse's Aide

Current CPI (Non violent Crisis Intervention) certification

PREFERRED EXPERIENCE: Current patient care experience in an inpatient hospital psychiatry unit.

SUPERVISION RECEIVED:

Works under the close supervision of a nurse of higher grade; works more independently with acquired experience.

WORKING CONDITIONS:

Incumbents in this class may be required to lift patients and perform other physically tiring work, have some exposure to communicable and/or infectious diseases and strongly disagreeable conditions and to risk of injury from assaultive patients.

EXAMPLES OF DUTIES:

Access electronic/hard copy Hospital Manuals; completes annual Educational Activity Record and core competencies. Follows proper call out procedures. Applies proper hospital and unit fire safety plans. Identifies Personal Protective Equipment and the proper procedures for putting on and removing masks, gowns, and gloves etc. and adheres to specific isolation procedures according to UConn Health; applies universal precautions while obtaining and handling specimens, and disposing needles, sharps and red bag waste. Applies HIPPA and the importance of maintaining patient privacy in all settings; in person, via phone and electronically. Maintains the highest UConn Health professional standards and values of customer care. Demonstrates effective verbal, nonverbal and written communication skills, promptly relays information to the appropriate personnel regarding patient information related to his/her condition/needs, patient changes, malfunction of equipment, ordering supplies etc. Maintains a neat and orderly environment; prepares rooms for admission, including the distribution and appropriate disposal of linens; applies proper hand washing techniques and personal hygiene. Performs the following clinical skills: vital signs, routine admission and post op ambulation/transferring/transporting/positioning and turning patients, transfer of patients with specific needs, identifies risk factors, prevention strategies in the management of abnormal skin conditions, pressure ulcers and reports all abnormal patient conditions. Performs bathing and assists with personal care, collection of specimens, applies proper procedures for making occupied and unoccupied beds; applies proper procedure for safe feeding of patients. Maintains calorie counts intake/output and notes in patient's records. Applies proper procedures for CPR/Compression's, weights/scales, EKG's/monitor lead placement, Glucose Meter, blood draws and Bladder Scanner. Other related duties as required.

SCHEDULE: Full time, 80 hours every two weeks, nights, 11:00 p.m. to 7:30 a.m., rotating weekends and holidays, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$44,335

Start Date: 7/5/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-862														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	0	5	1	15	0	7	0	2	0	1	0	0	0	31
Unqualified	0	2	0	12	0	5	0	1	0	1	0	0	0	21
Qualified	0	3	0	2	0	2	0	1	0	0	0	0	0	8
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The 1 BF, a part-time UConn Health employee, was selected. She was an 1199 union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: UMG-Administration

Job Title: Community Health Specialist

Recruiter: Marisa Leone

Search Code: 2019-950

Date Posted: 6/12/2019

Posting Deadline: 6/19/2019

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 Community Health Specialist to our 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

Responsible for performing as a specialist in the planning and evaluation of patients in the community programs/projects as well as providing advanced ongoing community support services to UMG patients. This position will provide analytics support to the department 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. Performs analysis of reports based upon requests from end users, departments and committees. Analysis of data could include utilization, quality and patient satisfaction results.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable 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. Must demonstrate proficient computer skills, software language to write sequencing of data exports and superior knowledge of a variety of software applications, including Word, Excel, PowerPoint, Power BI and internet navigation.

Previous experience with quality measures such as HEDIS.

Prior experience creating reports related to quality improvement / performance outcomes

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.

Understanding of Clinical Quality regulatory programs such as Meaningful Use, PQRS, and MACRA.

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.

FULL TIME MINIMUM EQUIVALENT SALARY: \$61,734

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

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

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-950														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	3	29	4	12	1	14	0	2	0	1	1	3	0	70
Unqualified	3	28	4	12	1	14	0	2	0	1	1	3	0	69
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Psychiatry

Job Title: Community Hlth Worker

Recruiter: Marisa Leone

Search Code: 2020-026

Date Posted: 7/30/2019

Posting Deadline: 8/6/2019

At the UCHC, this position is responsible for performing a full range of tasks to assist in the assessment, evaluation and treatment planning for clients in community programs, as well as providing ongoing community support services to program/project clients.

EXAMPLES OF DUTIES:

provide emotional support, parent education and developmental guidance to first-time expectant and new parents enrolled in early childhood home visitation;
schedule home meetings with families on a weekly or bimonthly basis;
provide infant and toddler developmental screening using the Ages&Stages Questionnaires;
provide parent education curricula using Parents as Teachers;
screen for prenatal and postnatal depression using the Edinburgh Postnatal Depression Scale
monitor intervention process and outcomes using standardized tools;
complete timely data entry;
participate in the collection of data for quarterly reports;
identify and build connections with parenting resources within the site service delivery area;
work collaboratively with a dedicated team within a perinatal mental health, infant mental health and parent-infant attachment service-delivery framework.
performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of community resources or providing supplementary assistance (as specified) to clients/families; oral and written communication skills; considerable interpersonal skills; ability to work with a diverse client population; knowledge of infant and toddler development; ability to read, write English and Spanish if specified and to communicate information in either language, if specified, to clients staff and others.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in the community working with human services or social services programs as specified. Must have experience working with prenatal/postpartum parents and high risk and vulnerable peripartum populations. Experience in perinatal mental health and transition to parenthood; experience conducting psychoeducational visits with families in their homes.

Substitutions Allowed: Bachelor's degree or advanced degree in a human services field (preferably social work).

SPECIAL REQUIREMENTS: Employees in this class will be required to travel within Region 6 of the state.

PREFERRED QUALIFICATIONS:

Knowledge of and experience conducting screening and providing psychoeducation to families.
Training and experience using the Parents as Teachers curriculum.
Training and experience using the Ages&Stages screening questionnaires.
Training and experience with screening, assessment and program evaluation.
Knowledge of and experience working in early childhood home visitation systems in Connecticut.
Knowledge of and experience in data entry using Excel and related computer software.
Bilingual or fluent in Spanish.

SCHEDULE: 40 hour work week; Monday through Friday, 8:30am-5pm; 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,349

Why UConn Health

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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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Eff. Date: 10/11/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-026														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	2	19	1	15	3	13	0	1	3	4	0	1	0	62
Unqualified	2	16	1	13	3	11	0	1	3	4	0	1	0	55
Qualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	2	0	2	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The WM goal was met with a promotion and was no longer an established hiring goal.

The goal candidates 16 WF, and 1 AF, did not meet the minimum qualifications of the posting.

The goal candidates, 2 WF, were interviewed but not selected due to the following:

- 1 WF stated that she was pursuing a clinical position and did not enjoy working with infants and mothers, which was one of the responsibilities of the position.
- 1 WF did not possess any prenatal experience or a background with parent education enrichment programs.

The 1 WF selected met a goal.

The 1 HF selected had experience working with high risk and vulnerable populations. The candidate had experience working as a parent educator and specialized in infant and toddler development.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Community Health Specialist - Breast

Recruiter: Donna Alexander

Search Code: 2019-1009

Date Posted: 6/27/2019

Posting Deadline: 9/11/2019

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 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, some offer no annual deductible and minimal co-pays

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, 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:

Navigation:

Navigates patient to receive breast cancer screening

Coordinates and refers current or past cancer patients to lifestyle programs across the state

Connects medically underserved women that are uninsured to the mammogram bus at Community Health Services or First Choice Health Center

Offers free mammograms to African American or Latino women that are uninsured and receiving screening at UConn Health

Coordinates and refers medically underserved women to the CT WISEWOMAN and Connecticut Breast and Cervical Cancer Early Detection Program

Assesses, tracks, and provides available resources to reduce barriers to receiving/attending services (patient gas cards and bus passes)

Assists in scheduling all medically underserved women that are insured to imaging facility that is most convenient for them; UConn Health, Jefferson Radiology, Hartford Hospital, Saint Francis Hospital, Manchester Memorial Hospital, or Rockville General Hospital

Education:

Educating on breast health in both English and Spanish by phone or in person

Provides free educational materials in both English and Spanish

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

Tracks education, events, and programs provided

Participates in public speaking/group educational sessions and other related activities especially within the host community/UConn Health

Administrative:

Data Tracking of appointments, results, interactions using multiple systems (HealthONE, Excel) and follow up screenings

Conducting phone calls to encourage attendance to screening appointment and rescheduling screening appointments, as well as follow up calls to patients and multiple health care institutions

Sending and collecting patient surveys to evaluate their mammogram experience

Maintains accurate and thorough confidential patient assessments and records documenting services provided and unmet needs

Will participate in provider led 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 of host facility

Reporting of data, activities, challenges, and solutions to multiple levels of team (breast program coordinator, host facilities, Breast Nurse Navigator, Committees)

Evaluate the effectiveness of the CBN program by tracking the number of screening mammograms and ultrasounds from the targeted communities

Develops and implements ongoing assessment of patient satisfaction with service provided

Assists in program activities and logistics

Other related duties as assigned

Works cooperatively as a member of the oncology health care team to facilitate timely and appropriate cancer care

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 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

Must be bilingual (fluency in speaking, reading, and writing in Spanish)

Must be able and licensed (within 30 days of hire) to perform finger blood tests and read results (licensed CNA, Phlebotomist, Medical Assistant, etc.)

Experienced in motivational interviewing techniques

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
 Working knowledge of EPIC
 Proficiency using Microsoft Word, Excel, PowerPoint, Outlook

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

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1009														
5A - CLINICAL/PARA PROFESSIONAL														
Total Applicants	0	13	2	6	2	21	0	1	1	0	0	0	0	46
Unqualified	0	13	2	6	2	16	0	1	1	0	0	0	0	41
Qualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	0	0	0	0	3	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health careers website.

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

The goal candidates, 13 WM and 1 AF, did not meet the minimum qualifications of the job as posted.

The 1 HF selected met the mandatory language qualification and had prior interviewing experience. She also had experience working with diverse populations and had successfully implemented educational programs.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Magnetic Resonance Imaging [MRI]

Recruiter: Noreen Logan

Search Code: 2019-545

Date Posted: 1/22/2019

Posting Deadline:

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 MRI Technologist 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.

DISTINGUISHING CHARACTERISTICS:

Individuals appointed in this classification initially perform procedures under limited supervision and independently with gained experience

Promotion from Magnetic Resonance Imaging (MRI) Technologist level 1 to Magnetic Resonance Imaging (MRI) Technologist level II is based on attaining the level 2 requirements of two [2] years of MRI experience and documented satisfactory performance

SCHEDULE: Full time, 40 hours per week, Monday - Friday, Nights, 11:30 p.m. to 7:30 a.m., on call and holiday rotation are required.

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 images.

EXAMPLES OF DUTIES:

Performs Magnetic Resonance Imaging studies and procedures 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 position patient for a successful imaging study, and works with Radiologist to protocol exams to ensure the appropriate exam is being performed

Assumes responsibility for patient's care, safety, and physical comfort while they are 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 MRI Laboratory, such as efficient patient flow, adequate availability of supplies, accurate billing data, and performs related clerical duties as required

Establishes and maintains ethical working relationship with healthcare team

Performs other related duties as required

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:

Completion of an accredited radiography program or Associate degree in Science.

REQUIRED LICENSE/CERTIFICATION:

Must possess and maintain during employment both Radiography [R.T.](R) and Magnetic Resonance Imaging [MRI] certification/registry (MRI)(ARRT) by American Registry of Radiologic Technologist [ARRT]

Must possess and maintain during employment a Connecticut State license to practice radiography

Must possess and maintain during employment an active Basic Life Support [BLS] certificate

SPECIAL QUALIFICATION:

Level II: Must have at least two (2) years of MRI 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

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-545														
5B - TECHNICAL														
Total Applicants	1	3	2	0	0	1	0	1	0	0	0	0	0	8
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	1	2	1	0	0	0	0	1	0	0	0	0	0	5
Interviewed Not Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BM, was selected.

JOB OPPORTUNITY BULLETIN

Department: OR Central Sterile Supply

Job Title: Central Sterile Processing Instrument

Recruiter: Donna Alexander

Search Code: 2019-718

Date Posted: 3/29/2019

Posting Deadline: 4/10/2019

At UConn Health this position is responsible for decontaminating, processing, assembling, sterilizing and storing surgical instrumentation and medical equipment and assembles 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 Material Management (IAHCSSMM).

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 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 linen, 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 maintenance of selected items; 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, primarily evenings, 11:00 a.m. to 7:30 p.m., hours may vary with notice, holidays, weekends and on-call are required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$42,367

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-718														
5B - TECHNICAL														
Total Applicants	0	2	2	0	0	1	0	0	0	1	0	0	0	6
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Interviewed Not Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

A goal candidate, 1 HF, was selected.

5B. (Technical/Paraprofessional Hires – Part Time to Full Time – Adjusted Work Schedule)

Diagnostic Radiology Technician - (Canton Urgent Care)

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

Surgical Technologist 2 - (Operating Room)

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

DM Sonography Technologist 1 - (Radiology)

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

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Diagnostic Radiological Technologist

Recruiter: Noreen Logan

Search Code: 2019-664

Date Posted: 3/6/2019

Posting Deadline: 7/29/2019

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 skilled Diagnostic Radiology Technologist 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

Schedule: Primarily day shift to include every other weekend rotating shifts, ability to cover any shift, any location with on call and 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

Radiographic Imaging using Digital and Computerized technology. Performing Operating Room procedures utilizing C-Arms in a sterile environment.

Provides protection in accordance with prescribed safety standards

Assists physician in administering contrast 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/campus or off site as required

May be required to assist in the development of technical factors/imaging selection; reports/records equipment problems

May participate in research

Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment

Ability to exercise independent judgement

Knowledge of radiographic imaging techniques

Knowledge of infection control procedures

Knowledge of patient monitoring equipment

Computer based skills required to navigate workflow applications
 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: \$55,349

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-664														
5B - TECHNICAL														
Total Applicants	4	21	0	2	1	2	1	3	1	0	0	0	0	35
Unqualified	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Qualified	2	13	0	1	0	1	1	1	0	0	0	0	0	19
Interviewed Not Hired	2	4	0	0	1	1	0	1	1	0	0	0	0	10
Withdrew	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Ophthalmology

Job Title: Ophthalmology Technician

Recruiter: Marisa Leone

Search Code: 2019-759

Date Posted: 9/19/2019

Posting Deadline:

At UConn Health this class is accountable for independently performing a full range of tasks to assist the Ophthalmologist in providing competent eye care.

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 hr./wk., 8 hr. shifts between 7:30a.m. -5:30p.m. with a 1 hour unpaid meal break

Examples of Duties:

Gather, accurately verify and document patient visit information including but not limited to history and reason for visit.

Perform accurate and consistent ocular measurements and testing including but not limited to: visual acuity distance and near with and without glasses, intermediate vision as indicated, vertex distance, refractometry with phoropter and trial frame, manual refraction, auto refraction, manual and auto lensometry, pachymetry, color vision, stereo vision, evaluation of extraocular movements, pupillary testing, confrontational visual fields, amsler grid, angle assessment and external evaluation with slit lamp, applanation and Tonopen tonometry, automated visual field testing, Goldmann and Tangent screen visual field testing, OCT, Optos, Fundus Photography and FA, Anterior Segment photography, Topography, dry eye testing, BAT, PAM, keratometry, Ultrasound, AScan and IOL Master, and other tasks specific to the physician's needs as a result of new technologies or education. Assist the physician with scribing and documentation, forms, prescriptions, patient education and education material, efficiency and patient flow, and anticipate needs of the physician.

Administer ocular medications (eye drops/ointments) as requested by the physician.

Assist physicians with in office procedures.

Prepare and maintain examination rooms and instruments, ensure instruments are all present and in working order, lenses are clean, eye drops are in order and expiration dates checked, and supplies are maintained. Calibrate and maintain all instruments. Maintain office supplies and inventory.

Assist with and perform administrative tasks, patient correspondence, prescriptions and inquiries, contacting and rescheduling patients, obtaining test results, surgical scheduling, and all other patient related needs as needed. Screen and triage patient and other ophthalmology related calls and walk-ins.

Work with call center. Schedule patients and assist with scheduling patients as needed.

Travel between office locations as needed.

Perform other duties as required and directed.

Provide basic orientation and ophthalmic education to students and residents and technicians.

Maintains records.

Participates in some research work.

Performs related duties as required.

Minimum Qualifications:

Knowledge, skills, and ability:

Strong verbal and written communication skills.

Fundamental knowledge of ophthalmic and medical terminology.

Excellent spelling, computer, and typing skills. Experience with an EMR preferred.

Demonstrate advanced comprehension of the role of an ophthalmic technician.
Ability to obtain patient cooperation to obtain best test results. Ability to work under pressure deadlines.
Strong interpersonal skills, professionalism, and the ability to work as a team member.
Demonstrate ability to perform comprehensive ophthalmic work ups and testing with a high level of accuracy in an efficient manner and in accordance with division standards. Competence in ophthalmic evaluation and testing skills.
Knowledge of proper use and care of equipment and instruments.
Enthusiasm to further skill set.

Experience and Training

Three (3) years of experience assisting in a practice under the supervision of an Ophthalmologist, and Certification through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) in one of the following designations:

Certified Ophthalmic Assistant (COA),

Certified Ophthalmic Technician (COT),

Certified Ophthalmic Medical Technologist (COMT), or

Ophthalmic Scribe Certification (OSC).

Must possess and retain certification during employment.

Special Requirements:

Experience in ophthalmic evaluation and testing.

Travel to multiple locations.

Full Time Equivalent Minimum Salary: \$47,133

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Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-759														
5B - TECHNICAL														
Total Applicants	2	10	0	0	1	8	0	1	1	1	1	0	1	26
Unqualified	1	4	0	0	0	6	0	1	1	1	1	0	1	16
Qualified	0	3	0	0	1	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Withdrew	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

A goal candidate, 1 HF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Surgical Technologist 2 - JDH OR

Recruiter: Donna Alexander

Search Code: 2019-456

Date Posted: 12/6/2018

Posting Deadline:

At UConn Health, this class is accountable for assisting professional staff in intra-operative patient care and assisting in the care and maintenance of operating room equipment. This position will work in the UConn Health JDH Operating Room and provide coverage to the UConn Health Surgery Center in the UConn Musculoskeletal Institute located on the Farmington campus. This position can be filled as a Surgical Technologist 1 or 2.

THERE ARE FOUR POSITIONS AVAILABLE

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of operating room practices and safety standards; knowledge of sterilization and aseptic techniques; knowledge of operating room instruments and equipment; manual dexterity; ability to understand and carry out oral instructions; good interpersonal skills.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Surgical Technologist 1: Graduate of an accredited surgical technologist program.

Surgical Technologist 2: An Associate's Degree from an approved surgical technologist program.

SUBSTITUTION ALLOWED: (Surg. Tech 2)

1. Completion of a formal in hospital on the job training program with documented experience of two (2) years in all surgical services may be substituted for the General Experience. 2. Graduation from an accredited surgical technologist program and two (2) years of experience as a surgical technologist may be substituted for the General Experience.

PREFERRED: Multi specialty Surgical Technologist experience.

SPECIAL REQUIREMENTS:

(Surg. Tech 1) 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 sterile processing and distribution or others as required.

(Surg. Tech 2)

1. Incumbents in this class must possess and maintain certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) at the time of appointment or within six (6) months of appointment. 2. 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 sterile processing and distribution or others as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift patients and to stand for long periods; may be exposed to moderately disagreeable conditions.

SUPERVISION RECEIVED: Works under the general supervision of a Lead Surgical Technologist or Registered Nurse assigned to the operating room.

SUPERVISION EXERCISED: Generally, does not exercise supervision.

EXAMPLES OF DUTIES: Assists doctors and nurses during operations with proper positioning of patient for surgery and handling of sterile equipment and application of dressings; maintains aseptic technique and observes for "breaks in technique"; maintains, cares for and labels all surgical specimens; assists in application of dressings, appliances, prosthesis, casts and moving/transporting patient as necessary; decontaminate all equipment, instruments, supplies and rooms according to hospital standards; compiles and makes available all necessary supplies, equipment and instrumentation based on needs of patient and surgical team; observes and protects patient from injury or harm; observes and reports safety

hazards; assists primary nurse with maintenance of correct sponge, needle and instrument count; assists primary nurse and members of surgical team in urgent and emergent situations; assists in preparation of operating room standards and surgeons case preference cards; assists in housekeeping duties and maintaining cleanliness of department; assists and collaborates in the orientation and training of new employees and students; may second assist obstetrician during Caesarean Sections; performs related duties as required.

SCHEDULE: Full Time, 40 hours per week, 7:00 a.m. - 3:30 p.m. and 9:30 a.m. to 6:00 p.m., including weekends, on call and holidays, may include nights. 30-minute unpaid meal break.

FULL TIME ANNUAL MINIMUM SALARY:

Surgical Technologist 2 - \$53,653

Surgical Technologist 1 - \$48,694

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-456														
5B - TECHNICAL														
Total Applicants	2	7	2	6	2	6	0	0	0	0	0	0	0	25
Unqualified	1	2	0	0	1	1	0	0	0	0	0	0	0	5
Qualified	0	2	1	4	0	4	0	0	0	0	0	0	0	11
Interviewed Not Hired	1	2	1	1	1	1	0	0	0	0	0	0	0	7
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Cardiology

Job Title: Lead Cardiac/Vascular Sonographer

Recruiter: Donna Alexander

Search Code: 2019-1062

Date Posted: 7/19/2019

Posting Deadline: 8/28/2019

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 Lead Cardiac/Vascular Sonographer to our growing team. If you have a background in this field, we want to hear from you.

At UConn Health, this position is accountable for acting as Lead in performing cardiac and/or vascular ultrasound screenings. This position will work in Cardiology at the UConn Health John Dempsey Hospital located in Farmington, CT.

REQUIRED CREDENTIALS FOR THIS POSITION MUST BE UPLOADED AT THE TIME OF APPLICATION.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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 an employee of higher grade.

SUPERVISION EXERCISED: Leads Cardiac/Vascular Sonographers and other employees as assigned.

SCHEDULE: Full time, 40 hours per week, primarily days, Monday - Friday, flexibility required to work between the hours of 7:00 a.m. and 5:30 p.m., weekends and holidays as needed, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Plans unit work flow, determines priorities, schedules, assigns, oversees and reviews the work of the unit staff; provides technical guidance, staff training and assistance; prepares and assists in conducting performance evaluations

Coordinates work schedule with Department Manager and/or scheduling desk to assure workload coverage and efficient patient flow

Implements and ensures adherence to policies and standards; develops and/or recommends unit policies, procedures and new imaging techniques

Acts as liaison for other operating units, agencies and outside officials regarding unit policies and procedures

Participates in the Intersocietal Accreditation Commission (IAC) accreditation process

Performs cardiac and/or vascular ultrasound screenings, including, two-dimensional M-mode echocardiography, Doppler, stress echos, stress testing, holter monitors, etc.

Performs advanced techniques, which may include ultrasound contrast studies, transesophageal echocardiography, harmonic imaging, transcranial Doppler, flow velocities, etc.

Interprets scans to ensure they provide physician with required information

Provides accurate documentation of measurements and calculations

Performs other non-invasive modalities as required

Participates in the performance of invasive procedures (intraoperative or ultrasound guided interventions)
Performs patient assessment; evaluates and analyzes the hemodynamics of peripheral and abdominal blood vessels, as required
Orders and stocks supplies relevant to procedures
Participates in orientation and training of new employees and provides technical assistance to health care professionals and medical students
Maintains instruments and equipment
Performs related duties as required

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

Knowledge of anatomy and physiology
Knowledge of ultrasound physics, instrumentation, procedures, and advanced cardiac and/or vascular screening techniques
Knowledge of cardiovascular and venous diseases and therapeutic measures, patient management and clinical medicine
Considerable interpersonal, oral and written communication skill
Skilled in the operation and maintenance of standard ultrasound equipment
Ability to operate advanced echocardiographic/vascular equipment and produce complex ultrasound recordings
Ability to keep records and prepare preliminary ultrasound reports for physician interpretation and reporting
Ability to understand and carry out technical instructions
Supervisory ability

EXPERIENCE & TRAINING:

General Experience:

Five (5) years cardiac or vascular sonography experience in an acute care setting

SUBSTITUTIONS ALLOWED:

Associate Degree or higher in Cardiac or Vascular Technology may substitute for two (2) Years of the general experience

SPECIAL REQUIREMENTS:

Cardiac: Must possess and maintain during employment registration/certification by the American Registry of Diagnostic Medical Sonography (ARDMS) as a Registered Diagnostic Cardiac Sonographer (RDCS)

OR

Cardiovascular Credentialing International (CCI) as a Registered Cardiac Sonographer (RCS)

OR

American Registry of Radiological Technologists (ARRT) in Cardiac Interventional Radiography (CI)

OR

Related advanced registration/certification.

Vascular: Must possess and maintain during employment registration/certification by the American Registry of Diagnostic Medical Sonography (ARDMS) as a Registered Vascular Technologist (RVT)

OR

Cardiovascular Credentialing International (CCI) as a Registered Vascular Specialist (RVS)

OR

American Registry of Radiological Technologists (ARRT) in Vascular Sonography (VS) or Vascular Interventional Radiography (VI)

OR

Related advanced registration/certification.

Cardiac and Vascular: Must possess and maintain Basic Life Support (BLS) or CPR certification during employment.

PREFERRED QUALIFICATIONS:

Current Registered Diagnostic Medical Sonographer (RDMS)
 Bachelor degree in Radiology (RRT)
 Recent (within the last 2 years) Supervisory experience

WORKING CONDITIONS:

May be required to lift/adjust patients and equipment; may have some exposure to communicable infectious diseases and uncooperative abusive patients
 Significant amount of bending, stretching, reaching and repetitive motion.

MINIMUM EQUIVALENT ANNUAL 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 found at www.ethics.state.ct.us

Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1062														
5B - TECHNICAL														
Total Applicants	1	2	0	0	0	0	0	1	0	0	0	0	0	4
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Diagnostic Radiological Technologist

Recruiter: Noreen Logan

Search Code: 2020-087

Date Posted: 8/16/2019

Posting Deadline: 8/23/2019

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 skilled Diagnostic Radiology Technologist 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

Schedule: full-time position, 40 hours/week, primarily day shift with the ability to cover other shifts, with on call rotation, and weekends and holiday rotation.

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

Radiographic Imaging using Digital and Computerized technology

Performing Operating Room procedures utilizing C-Arms in a sterile environment

Fluoroscopy procedures

Provides protection in accordance with prescribed safety standards

Assists physician in administering contrast 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/campus or off site as required

May be required to assist in the development of technical factors/imaging selection; reports/records equipment problems

May participate in research

Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment

Ability to exercise independent judgement

Knowledge of radiographic imaging techniques

Knowledge of infection control procedures

Knowledge of patient monitoring equipment

Computer based skills required to navigate workflow applications

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.

Preferred Experience:
 Orthopedic Clinic experience

Annual Salary: \$55,349

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-087														
5B - TECHNICAL														
Total Applicants	0	8	1	1	0	0	0	0	0	0	0	0	0	10
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	3	1	0	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Diagnostic Imaging & Therapeutics

Job Title: Lead Radiological Technologist-

Recruiter: Noreen Logan

Search Code: 2019-182

Date Posted: 9/26/2018

Posting Deadline: 9/20/2019

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 Lead Mammography Technologist 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 lead for a diagnostic or specialty unit within the Division of Radiology, as well as performing a full range of complex mammography radiology procedures.

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 REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of complex radiological procedures

Understanding of anatomical positioning and physiology

Considerable competency and proficiency with mammography equipment

Ability to exercise independent judgment, and establish priorities

Knowledge of infection control procedures

Knowledge of patient monitoring equipment

Knowledge of prescribed radiation protection safety standards

Considerable interpersonal skills

Some supervisory ability

Knowledge of regulatory requirements associated with mammography

EDUCATION AND TRAINING:

GENERAL EXPERIENCE:

Graduation from an ARRT approved two (2) year certificate program or Associates Degree program in Radiology Technology, and three (3) years of experience as a diagnostic/specialty radiologic technologist in mammography

SPECIAL REQUIREMENT:

Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT) (M)

Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut

PREFERRED REQUIREMENT:

Ultrasound Technologist with Mammography certification

Experience with Mammography QA, MQSA inspections, and ACR accreditation applications

BLS certification

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade

SUPERVISION EXERCISED:

Leads radiologic technologists of lower rank and other staff members as assigned

EXAMPLES OF DUTIES:

Plans workflow for a unit or units within radiology

Determines priorities

Schedules, assigns, oversees and reviews work

Maintains unit procedures

Conducts or 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: provides technical guidance to other radiology technologists

Participates in teaching programs and in-service classes

Performs radiologic examinations requiring a higher level of technical skill

Performs radiographs and assists in research protocols for other areas both internal and external

Critiques radiographs of subordinates and makes judgments as to acceptability

Practices and provides radiation protection in accordance with prescribed safety standards

Assists Radiologist or designee in administering contrast agents

Practices sterile techniques and guards against cross contamination

Assist Radiologist when performing breast procedures

Performs patient monitoring under the direction of a physician

Completes all required documentation

Maintains patient confidentiality

Performs quality assurance on equipment

Performs related duties as required

WORKING CONDITIONS:

Incumbents are required to lift and position patients; may be exposed to radiation scatter while performing duties; may be exposed to moderately disagreeable conditions.

SCHEDULE: 40 hour work week, Monday through Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-182														
5B - TECHNICAL														
Total Applicants	0	18	0	0	0	0	0	0	0	0	0	1	0	19
Unqualified	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	7	0	0	0	0	0	0	0	0	0	0	0	7
Interviewed Not Hired	0	8	0	0	0	0	0	0	0	0	0	1	0	9
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Diagnostic Imaging & Therapeutics

Job Title: Computed Tomography [CT] Technologist II

Recruiter: Noreen Logan

Search Code: 2020-253

Date Posted: 10/9/2019

Posting Deadline: 10/16/2019

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 Computed Tomography Technologist 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 effectively (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:

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 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

Correctly position 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: full-time, primarily 3rd shift, with holiday and on call rotations, occasional weekend rotations.

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Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-253														
5B - TECHNICAL														
Total Applicants	1	1	0	0	0	1	0	0	0	0	0	0	0	3
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

- 1 WF declined an offer to schedule an interview.
- 1 HF was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. Only interviewed UHP union members were interviewed.

The 1 WM, a part-time UConn Health employee, was selected. He was a UHP union member and a Computed Tomography Technologist II. He also had ARRT (R)(CT) certification.

JOB OPPORTUNITY BULLETIN

Department: OR Central Sterile Supply

Job Title: Central Sterile Processing Instrument

Recruiter: Noreen Logan

Search Code: 2019-339

Date Posted: 10/31/2018 **Posting Deadline:** 6/5/2019

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 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 instrumentation and medical equipment and assembles 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 RECIEVED: 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 Material Management (IAHCSMM)
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 linen, 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 maintenance of selected items
- 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

FULL TIME EQUIVALENT MINIMUM SALARY: \$43,850

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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

Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-339														
5B - TECHNICAL														
Total Applicants	1	7	5	6	3	4	1	0	0	0	0	0	0	27
Unqualified	0	5	3	5	2	1	0	0	0	0	0	0	0	16
Qualified	1	2	1	0	0	3	1	0	0	0	0	0	0	8
Interviewed Not Hired	0	0	0	1	1	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Interventional/Special Procedure

Recruiter: Donna Alexander

Search Code: 2020-171

Date Posted: 9/13/2019

Posting Deadline: 11/26/2019

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. UConn Health is searching for an Interventional Special Procedure Technologist to join our patient-focused care team at our new, state of the art 1800 square foot Hybrid OR. Gain experience in an excellent facility with the highest level of technology designed specifically with patient safety and experience in mind.

At UConn Health this crucial role is responsible for utilizing imaging equipment in the treatment of image guided procedures to help diagnose and treat heart and blood vessel disorders including angioplasty, stenting, hemodynamics and calculations, percutaneous intervention, thrombolysis, embolization, ablation, biopsies, and more.

REQUIRED CREDENTIALS MUST BE UPLOADED AT TIME OF APPLICATION TO MEET QUALIFICATIONS

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms:
<https://www.youtube.com/watch?v=BbdYfdxJFqU>

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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

SCHEDULE: Full time, 40 hours per week - day rotator: 7:00 a.m. to 3:30 p.m. and 9:30 a.m. to 6:00 p.m., on call, holidays and weekends as assigned, 30 minute unpaid meal break.

Examples of Duties:

Performs imaging and procedures as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum imaging results in accordance with standards and protocols.

Prepares patient for procedure including taking a medical history, explaining process to patient and answering questions about the procedure;

Correctly position patient for a successful procedure and imaging,

Works with Provider to protocol exam to ensure the appropriate procedure is being performed;

Assumes responsibility patient's care, safety, and physical comfort while they are in your care.

Recognizes any unusual patient condition and -initiate emergency measures initiate RRT and assist with resuscitation.

Complies with all safety policies and regulations and maintains safety for other and self.

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, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required.

Provides in-service education as requested by other members of the health care team.

Assists in the training of Radiology students during clinical rotations and new physicians, residents and fellows.

Coordinates with other staff to ensure appropriate patient care is provided.

Assists in the development of new computed tomography techniques and protocols.

Orient new technologists and provide education and training as required / assigned.
Participates in research practices.
Acts as a lead or in a leadership capacity on an as needed basis.
Ensures correct charges of procedures and supply on a daily basis.
Establishes and maintains ethical working relationship with healthcare team
Performs other related duties as required.

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 effectively (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum imaging information in each procedure 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:

Two [2] years' experience performing interventional and special radiographic procedures. Hybrid interventional radiology experience preferred.
Radiography Registry [R.T. (R) by American Registry of Radiologic Technologist (ARRT)
Cardiac Interventional or vascular interventional registry by American Registry of Radiologic Technologist (ARRT) or registry eligible and obtain registry within six months in position.
Must possess and maintain during employment a Connecticut State license to practice radiography.
Must possess and maintain during employment an active Basic Life Support [BLS] certificate and/or Advanced Cardiac Life Support (ACLS) Certification.

Preferred Experience

Hybrid Operating Room experience is strongly preferred

Working Conditions:

Emotional and physical health sufficient to meet the demands of the position.
Strength sufficient to position patients of various weights who need assistance; move heavy equipment on wheels 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.

MINIMUM full time equivalent salary: \$63,898

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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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-171														
5B - TECHNICAL														
Total Applicants	1	3	0	0	1	0	0	0	0	0	0	0	0	5
Unqualified	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Ophthalmology

Job Title: Ophthalmology Technician

Recruiter: Marisa Leone

Search Code: 2020-266

Date Posted: 10/30/2019

Posting Deadline: 12/30/2019

At UConn Health this class is accountable for independently performing a full range of tasks to assist the Ophthalmologist in providing competent eye care.

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 hrs. /wk., 8 hrs. shifts between 7:30a.m. -5:30p.m. with a 1 hour unpaid meal break

Examples of Duties:

Gather, accurately verify and document patient visit information including but not limited to history and reason for visit.

Perform accurate and consistent ocular measurements and testing including but not limited to: visual acuity distance and near with and without glasses, intermediate vision as indicated, vertex distance, refractometry with phoropter and trial frame, manual refraction, auto refraction, manual and auto lensometry, pachymetry, color vision, stereo vision, evaluation of extraocular movements, pupillary testing, confrontational visual fields, amsler grid, angle assessment and external evaluation with slit lamp, applanation and Tonopen tonometry, automated visual field testing, Goldmann and Tangent screen visual field testing, OCT, Optos, Fundus Photography and FA, Anterior Segment photography, Topography, dry eye testing, BAT, PAM, keratometry, Ultrasound, AScan and IOL Master, and other tasks specific to the physician's needs as a result of new technologies or education. Assist the physician with scribing and documentation, forms, prescriptions, patient education and education material, efficiency and patient flow, and anticipate needs of the physician.

Administer ocular medications (eye drops/ointments) as requested by the physician.

Assist physicians with in office procedures.

Prepare and maintain examination rooms and instruments, ensure instruments are all present and in working order, lenses are clean, eye drops are in order and expiration dates checked, and supplies are maintained. Calibrate and maintain all instruments. Maintain office supplies and inventory.

Assist with and perform administrative tasks, patient correspondence, prescriptions and inquiries, contacting and rescheduling patients, obtaining test results, surgical scheduling, and all other patient related needs as needed. Screen and triage patient and other ophthalmology related calls and walk-ins.

Work with call center. Schedule patients and assist with scheduling patients as needed.

Travel between office locations as needed.

Perform other duties as required and directed.

Provide basic orientation and ophthalmic education to students and residents and technicians.

Maintains records.

Participates in some research work.

Performs related duties as required

Minimum Qualifications:

Knowledge, skills, and ability:

Strong verbal and written communication skills.

Fundamental knowledge of ophthalmic and medical terminology.

Excellent spelling, computer, and typing skills. Experience with an EMR preferred.
Demonstrate advanced comprehension of the role of an ophthalmic technician.
Ability to obtain patient cooperation to obtain best test results. Ability to work under pressure deadlines.
Strong interpersonal skills, professionalism, and the ability to work as a team member.
Demonstrate ability to perform comprehensive ophthalmic work ups and testing with a high level of accuracy in an efficient manner and in accordance with division standards. Competence in ophthalmic evaluation and testing skills.
Knowledge of proper use and care of equipment and instruments.
Enthusiasm to further skill set.

Experience and Training

Three (3) years of experience assisting in a practice under the supervision of an Ophthalmologist, and if not certified at the time of appointment, applicant must obtain at a minimum, Ophthalmic Scribe Certification (OSC) within the first thirty (30) days of employment.

PREFERRED:

Certification through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)

In one of the following designations:

Certified Ophthalmic Assistant (COA),

Certified Ophthalmic Technician (COT),

Certified Ophthalmic Medical Technologist (COMT), or

Ophthalmic Scribe Certification (OSC).

Must possess and retain certification during employment.

Special Requirements:

Experience in ophthalmic evaluation and testing.

Travel to multiple locations.

Full Time Equivalent Minimum Salary: \$47,133

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Eff. Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-266														
5B - TECHNICAL														
Total Applicants	2	6	0	0	1	5	0	0	0	0	0	1	0	15
Unqualified	2	5	0	0	0	1	0	0	0	0	0	1	0	9
Qualified	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed Not Hired	0	1	0	0	0	2	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidates, 5 WF and 1 HF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 HF, was not selected for an interview as she had applied after the hiring decision was complete.

The goal candidates, 1 WF and 2 HF, were interviewed but not selected due to the following reasoning:

- 1 WF had only worked for one physician and shared her concerns of working with 9 physicians and their associated teams.
- 1 HF provided dates on her resume that did not coincide with her experiences. Human Resources tried repeatedly to resolve but kept getting information that did not match with the applicant's statements.
- 1 HF did not attend her scheduled interview and she did not reschedule another interview.

The goal candidate, 1 HF, was selected. She was a certified Ophthalmologist Assistant (COA) with over four years of Ophthalmologist Technician experience. The candidate was accustomed to working at a medical practice with many doctors and their associates.

The 1 HM selected was an Ophthalmic Scribe Certification (OSC) who worked at a large medical facility supporting a large physician's practice. The candidate was familiar with UConn Health policies and procedures and was willing to work various shifts.

JOB OPPORTUNITY BULLETIN

Department: Vascular Surgery

Job Title: Vascular Sonographer

Recruiter: Marisa Leone

Search Code: 2020-302

Date Posted: 10/23/2019 **Posting Deadline:** 10/30/2019

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members who shares these same values. Our top rated organization is looking to add an experienced Vascular Sonographer to our team. If you have a background in this field, 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

At UConn Health, this position is accountable for independently performing vascular ultrasound screenings.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level employees as assigned.

EXAMPLES OF DUTIES:

Performs vascular ultrasound screenings;

Performs advanced techniques, which may include color Doppler imaging, flow velocities, etc.

Interprets scans to ensure they provide physician with required information;

Provides accurate documentation of measurements and calculations;

Performs other non-invasive modalities as required,

Participates in the performance of invasive procedures (intraoperative or ultrasound guided interventions);

Performs patient assessment; evaluates and analyzes the hemodynamics of peripheral and abdominal blood vessels, as required;

Orders and stocks supplies relevant to procedures;

Participates in orientation and training of new employees and provides technical assistance to health care professionals and medical students;

Maintains instruments and equipment;

Performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of anatomy and physiology; knowledge of ultrasound physics, instrumentation, procedures, and advanced cardiac and/or vascular screening techniques; knowledge of cardiovascular and venous diseases and therapeutic measures, patient management and clinical medicine; considerable interpersonal skills; oral and written communication skills; skilled in the operation and maintenance of standard ultrasound equipment; ability to operate advanced echocardiographic/vascular equipment and produce complex ultrasound recordings; ability to keep records and prepare preliminary ultrasound reports for physician interpretation and reporting; ability to understand and carry out technical instructions.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years vascular sonography experience in an acute care setting. Experience in vascular sonography including vein mapping, reflux testing, color doppler imaging, neck vasculature, abdominal and pelvic vasculature, arterial and venous peripheral vasculature. Experience with IAC accreditation/protocols, reporting standards, and experience working in a large teaching facility.

Special Requirement:

Vascular: Must possess and maintain during employment registration/certification by the American Registry of Diagnostic Medical Sonography (ARDMS) as a Registered Vascular Technologist (RVT), OR by Cardiovascular Credentialing International (CCI) as a Registered Vascular Specialist (RVS) OR by the American Registry of Radiological Technologists (ARRT) in Vascular Sonography (VS) or Vascular Interventional Radiography (VI) OR related advanced registration/certification.

Must possess and maintain during employment Basic Life Support (BLS) certification.

Substitution:

Associate Degree or higher in Vascular Technology may be substituted for the general experience.

WORKING CONDITIONS:

May be required to lift/adjust patients and equipment; may have some exposure to communicable/infectious diseases and uncooperative abusive patients; significant amount of bending, stretching, reaching and repetitive motion.

May be required to travel to outreach locations.

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

FULL TIME MINIMUM EQUIVALENT SALARY: \$72,238

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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-302														
5B - TECHNICAL														
Total Applicants	2	8	0	0	0	0	0	1	0	0	0	0	0	11
Unqualified	0	5	0	0	0	0	0	0	0	0	0	0	0	5
Qualified	1	3	0	0	0	0	0	0	0	0	0	0	0	4
Interviewed Not Hired	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, 5 WF, did not meet the minimum requirements as posted.

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

- 1 WF's 2 years of experience was not primarily in vascular sonography.
- 1 WF declined a request to schedule an interview.
- 1 WF withdrew her application from consideration.

The 1 WM was selected. He had 30 years of vascular sonography experience.

JOB OPPORTUNITY BULLETIN

Department: Operating Room Unit

Job Title: Surgical Technologist 1-2 - JDH OR

Recruiter: Donna Alexander

Search Code: 2020-032#01

Date Posted: 7/30/2019

Posting Deadline: 5/11/2020

At UConn Health, this class is accountable for assisting professional staff in intra-operative patient care and assisting in the care and maintenance of operating room equipment. This position will work in the UConn Health JDH Operating Room and provide coverage to the UConn Health Surgery Center in the UConn Musculoskeletal Institute located on the Farmington campus. This position can be filled as a Surgical Technologist 1 or 2.

THERE ARE THREE (3) POSITIONS AVAILABLE

If you have current NBSTSA Certification; please upload a copy with this application

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of operating room practices and safety standards; knowledge of sterilization and aseptic techniques; knowledge of operating room instruments and equipment; manual dexterity; ability to understand and carry out oral instructions; good interpersonal skills.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Surgical Technologist 1: Graduate of an accredited surgical technologist program OR Anticipated graduation Spring 2020.

Surgical Technologist 2: An Associate's Degree from an approved surgical technologist program OR Anticipated graduation Spring 2020.

SUBSTITUTION ALLOWED: (Surg. Tech 2)

1. Completion of a formal in hospital on the job training program with documented experience of two (2) years in all surgical services may be substituted for the General Experience. 2. Graduation from an accredited surgical technologist program and two (2) years of experience as a surgical technologist may substitute for the General Experience.

PREFERRED: Multi specialty Surgical Technologist experience.

SPECIAL REQUIREMENTS:

(Surg. Tech 1) 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 sterile processing and distribution or others as required.

(Surg. Tech 2)

1. Incumbents in this class must possess and maintain certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) at the time of appointment or within six (6) months of appointment. 2. 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 sterile processing and distribution or others as required.

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification by the end of the working test period.

Certification must be maintained for the duration of employment.

WORKING CONDITIONS: Incumbents in this class may be required to lift patients and to stand for long periods; may be exposed to moderately disagreeable conditions.

SUPERVISION RECEIVED: Works under the general supervision of a Lead Surgical Technologist or Registered Nurse assigned to the operating room.

SUPERVISION EXERCISED: Generally, does not exercise supervision.

EXAMPLES OF DUTIES: Assists doctors and nurses during operations with proper positioning of patient for surgery and handling of sterile equipment and application of dressings; maintains aseptic technique and observes for "breaks in technique"; maintains, cares for and labels all surgical specimens; assists in application of dressings, appliances, prosthesis, casts and moving/transporting patient as necessary; decontaminate all equipment, instruments, supplies and rooms according to hospital standards; compiles and makes available all necessary supplies, equipment and instrumentation based on needs of patient and surgical team; observes and protects patient from injury or harm; observes and reports safety hazards; assists primary nurse with maintenance of correct sponge, needle and instrument count; assists primary nurse and members of surgical team in urgent and emergent situations; assists in preparation of operating room standards and surgeons case preference cards; assists in housekeeping duties and maintaining cleanliness of department; assists and collaborates in the orientation and training of new employees and students; may second assist obstetrician during Caesarean Sections; performs related duties as required.

SCHEDULE: Full Time, 40 hours per week, 7:00 a.m. - 3:30 p.m. and 9:30 a.m. to 6:00 p.m., including weekends, on call and holidays, may include nights. 30-minute unpaid meal break.

FULL TIME ANNUAL MINIMUM SALARY:

Surgical Technologist 2 - \$55,531

Surgical Technologist 1 - \$50,399

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Start Date: 2/14/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-032														
5B - TECHNICAL														
Total Applicants	2	5	2	5	2	2	0	0	0	0	0	0	0	18
Unqualified	0	3	0	3	1	1	0	0	0	0	0	0	0	8
Qualified	1	0	2	1	1	1	0	0	0	0	0	0	0	6
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	1	0	1	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Diagnostic Radiological Technologist

Recruiter: Marisa Leone

Search Code: 2020-442

Date Posted: 12/4/2019

Posting Deadline:

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 Technologist 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

Schedule: full-time position, 40 hours/week, primarily day shift with the ability to cover other shifts, with on call rotation, and weekends and holiday rotation.

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

Radiographic Imaging using Digital and Computerized technology

Performing Operating Room procedures utilizing C-Arms in a sterile environment

Fluoroscopy procedures

Provides protection in accordance with prescribed safety standards

Assists physician in administering contrast 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/campus or off site as required

May be required to assist in the development of technical factors/imaging selection; reports/records equipment problems

May participate in research

Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment

Ability to exercise independent judgement

Knowledge of radiographic imaging techniques

Knowledge of infection control procedures

Knowledge of patient monitoring equipment
 Computer based skills required to navigate workflow applications
 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.

Preferred Experience:

Orthopedic Clinic experience

Annual Salary: \$55,349

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-442														
5B - TECHNICAL														
Total Applicants	4	12	0	1	1	0	0	1	0	0	0	0	1	20
Unqualified	3	2	0	0	0	0	0	1	0	0	0	0	1	7
Qualified	1	6	0	0	0	0	0	0	0	0	0	0	0	7
Interviewed Not Hired	0	0	0	1	1	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Ophthalmology

Job Title: Ophthalmology Technician

Recruiter: Marisa Leone

Search Code: 2020-523

Date Posted: 1/6/2020

Posting Deadline:

At UConn Health this class is accountable for independently performing a full range of tasks to assist the Ophthalmologist in providing competent eye care.

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 hr/wk, 8 hr shifts between 7:30a.m. -5:30p.m. with a 1 hour unpaid meal break; may work at multiple office locations if needed.

EXAMPLES OF DUTIES:

Takes patient histories;

Performs accurate ocular measurements, testing and other tasks as required or requested by the physician;

Conducts visual acuity measurements, neutralization of glasses, convergence and stereopsis testing;

Performs initial refraction; testing of color vision, external examinations with slit lamp, intraocular pressure testing, fundus photography, fluorescein angiography, visual field testing and specialized imaging studies;

Performs keratometry, Ultrasound, AScan and Biometry;

Administers ocular medications;

Answers patient inquiries; educates and instructs patients as needed; screens and triages patient and other ophthalmology related calls and inquiries; assists with patient scheduling and other administrative tasks;

Prepares and maintains examination rooms and instruments; maintains office supplies and inventory;

Provides basic orientation and education to medical students, residents and technicians;

Maintains patient electronic records;

Participates in some research work;

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of various diagnostic equipment used in ophthalmology; knowledge of ophthalmic and basic medical terminology; knowledge of several areas of ophthalmology; comprehensive knowledge of ophthalmic evaluations and testing in accordance with division standards; knowledge of proper use and care of ophthalmic equipment and instruments; knowledge of electronic health record documentation; considerable interpersonal skills; strong oral and written communication skills; ability to work in a team environment; ability to obtain patient cooperation to achieve the best test results; ability to work under pressure to meet deadlines.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of experience as an ophthalmic technician in a practice under the supervision of an Ophthalmologist.

SPECIAL REQUIREMENTS:

Must possess and retain during employment Certification through the Joint Commission on Allied Health

Personnel in Ophthalmology (JCAHPO) in one of the following designations:
 Certified Ophthalmic Assistant (COA),
 Ophthalmic Scribe Certification (OSC),
 Certified Ophthalmic Technician (COT),
 Certified Ophthalmic Medical Technologist (COMT).

If not certified at the time of appointment, certification at a minimum as an OSC must be obtained within the first 30 days of employment.

Travel may be required between office locations as needed.

Full Time Equivalent Minimum Salary: \$47,133

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Start Date: 3/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-523														
5B - TECHNICAL														
Total Applicants	1	3	0	3	0	2	1	1	1	0	0	0	0	12
Unqualified	0	3	0	2	0	1	0	1	1	0	0	0	0	8
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	0	0	1	0	0	1	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The goal candidate, 1 HF, was selected.

JOB OPPORTUNITY BULLETIN

Department: OR Central Sterile Supply

Job Title: Central Sterile Processing Instrument

Recruiter: Donna Alexander

Search Code: 2020-444

Date Posted: 12/4/2019

Posting Deadline: 1/29/2020

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 instrumentation and medical equipment and assembles 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 RECIEVED: 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 Material Management (IAHCSMM)
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 linen, 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 maintenance of selected items
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

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Eff. Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-444														
5B - TECHNICAL														
Total Applicants	6	2	3	0	1	1	0	1	0	0	0	0	0	14
Unqualified	3	1	0	0	0	0	0	1	0	0	0	0	0	5
Qualified	1	1	3	0	0	0	0	0	0	0	0	0	0	5
Interviewed Not Hired	2	0	0	0	0	1	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 WF, did not meet the minimum qualifications of the posting.

The goal candidates, 1 WF and 3 BM, were not selected for an interview due to the following:

- 1 WF did not have the experience working in the Operating Room.
- 1 BM did not possess an updated Certified Registered Central Service Technician (CRCST) credentials.
- 1 BM was a former employee who had documented attendance and performance issues.
- 1 BM withdrew his application from consideration.

The goal candidate, 1 HF, was interviewed but not selected as she did not answer questions directly and had to be prompted to give specific answers.

The 1 HM selected possessed current certification with over 10 years of experience. The candidate demonstrated good communication skills and described roles such as the septic technique very well. He was also able to provide multiple examples in which he described putting quality first to provide the best patient care.

JOB OPPORTUNITY BULLETIN

Department: Clinical Engineering

Job Title: Biomedical Technician 1

Recruiter: Donna Alexander

Search Code: 2020-802#01

Date Posted: 4/16/2020

Posting Deadline: 5/22/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Biomedical Technician to our growing Clinical Engineering 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 the testing, calibration, maintenance and repair of a wide variety of clinical, radiological, research, dental instrumentation and equipment.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

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, 8:00 a.m. to 4:30 p.m., on call rotations, weekends, holidays and other shifts as assigned to accommodate departmental needs, 30 minute unpaid meal break.

EXAMPLES OF DUTIES:

Specifies, evaluates, installs, troubleshoots, repairs, calibrates and maintains a wide variety of equipment and instrumentation

Service responsibilities include repairing, testing and calibrating medical devices that are used in life support situations such as ventilators and defibrillators

Conducts performance assurance testing

Researches and locates parts for repairs

Maintains parts inventory

May fabricate, modify and repair experimental equipment to meet design requirements

May provide in-service education to hospital personnel on operation of equipment and safety issues

May train clinical engineering interns and biomedical engineering students

Documents all repair and performance assurance testing

Assists in equipment evaluations and incident investigations

May install or oversee installation of new equipment

Develops performance assurance inspection procedures

May evaluate new procedures/equipment

Maintains preventive maintenance records

May perform laboratory work in conjunction with researchers/clinicians

Troubleshoots equipment problems related to patient/device interfaces such as transducers, leads, probes and electrodes

Performs related duties as required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of standard laboratory practices, scientific terminology and equipment

Knowledge of the basic principles of electronics and mechanics as it applies to testing, repair and maintenance of laboratory instrumentation

Interpersonal, oral and written communication skills

Some computer skills

Some ability to fabricate experimental apparatus or modify existing equipment to need
Ability to use a variety of hand and power tools
Ability to work independently
Knowledge of anatomy and physiology and medical terminology
Must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices
Knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities
Ability to interact with clinical personnel in troubleshooting equipment problems
Knowledge of human anatomy, physiology, and medical application devices critical to resolving problems

POSITION REQUIREMENTS:

EXPERIENCE AND TRAINING:

Three (3) years of experience in the maintenance, testing and repair of clinical instrumentation and medical electronics equipment in a hospital setting

SUBSTITUTIONS ALLOWED:

Associates degree in biomedical equipment technology, electronics or other related field and one (1) year experience servicing medical equipment in the hospital setting.

Bachelor's Degree in biomedical equipment technology, electronics or other related field can substitute for the general experience.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

EXERCISED SUPERVISION:

May lead/supervise lower level employees and students as assigned.

WORKING CONDITIONS:

Incumbents in this class may be exposed to electric shock from equipment and to exposure to infectious diseases, radiation, toxic and other hazardous substances. Employee may be exposed to highly charged, stressful situations involving medical equipment that malfunctions in critical patient care situations. Employee may be required to repair medical or dental equipment located in a State of Connecticut Correctional Institution. Ability to lift forty (40) pounds and be physically able to maneuver in, under, around medical devices such as beds, stretchers, OR tables, etc. in the course of equipment service activities.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$51,210

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Start Date: 5/22/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-802														
5B - TECHNICAL														
Total Applicants	5	0	2	1	2	0	1	0	0	0	0	0	0	11
Unqualified	1	0	2	1	2	0	0	0	0	0	0	0	0	6
Qualified	2	0	0	0	0	0	1	0	0	0	0	0	0	3
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 2 BM and 1 BF, did not meet the minimum qualifications of the posting.

The 1 WM selected had a Bachelor's degree in Biomedical equipment technology and answered all the questions correctly in relation to boiler plate instrumentation. The candidate demonstrated his medical electronics equipment knowledge. He had experience repairing medical instruments in a large hospital.

JOB OPPORTUNITY BULLETIN

Department: Pathology & Laboratory Medicine

Job Title: Phlebotomist

Recruiter: Noreen Logan

Search Code: 2019-584

Date Posted: 2/15/2019

Posting Deadline: 2/24/2019

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 Phlebotomist 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 independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

SUPERVISION RECEIVED: Works under the general supervision of a Clinical Coordinator or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of standard phlebotomy procedures and techniques

Knowledge of appropriate blood processing and handling procedures

Knowledge of medical terminology

Interpersonal skills

Oral and written communication skills

Keyboard skills

Basic math skills

Ability to understand and follow specific clinical protocol and procedures

Ability to interact courteously and in an understanding manner with patients of all ages

Ability to move 30 to 40 pounds to stock supplies and move or support patients

Ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations

Ability to utilize computer software

EXPERIENCE AND TRAINING:

General Experience:

High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED:

Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS:

Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good

computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS:

Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES:

Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS

Registration of patients including insurance and demographic information in appropriate application.

Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment

Collects non-blood specimens such as urine and sputum for laboratory testing

Packages specimens adhering to DOT regulations

Accessions specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol

Performs various quality control procedures to maintain compliance with internal and regulatory requirements

Provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls

Prepares test order forms and record entries in the reference laboratory log (computerized or handwritten)

Maintains compliance with laboratory policies, procedures and safety practices

Contributes to the general laboratory functions and institutional needs

Attends in-service training as required

Maintains inventory and stocks/restocks supplies

Performs related duties as required

SCHEDULE:

Full-time, 80 hours every 2 weeks, primarily 2nd shift 3:00 p.m. - 11:30 p.m., flexibility to work between the hours of 6:00 a.m. to 6:00 p.m., occasionally rotating 1st and 2nd shifts, rotating weekends and holidays as required; 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY: \$38,873

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Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-584														
5C - HEALTH CARE SUPPORT														
Total Applicants	0	7	0	2	0	4	0	0	0	0	0	0	0	13
Unqualified	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Qualified	0	3	0	0	0	4	0	0	0	0	0	0	0	7
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Pathology & Laboratory Medicine

Job Title: Phlebotomist

Recruiter: Noreen Logan

Search Code: 2019-585

Date Posted: 2/15/2019

Posting Deadline: 2/24/2019

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 two (2) Phlebotomists 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 independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

SUPERVISION RECEIVED: Works under the general supervision of a Clinical Coordinator or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of standard phlebotomy procedures and techniques

Knowledge of appropriate blood processing and handling procedures

Knowledge of medical terminology

Interpersonal skills

Oral and written communication skills

Keyboard skills

Basic math skills

Ability to understand and follow specific clinical protocol and procedures

Ability to interact courteously and in an understanding manner with patients of all ages

Ability to move 30 to 40 pounds to stock supplies and move or support patients

Ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations

Ability to utilize computer software

EXPERIENCE AND TRAINING:

General Experience:

High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED:

Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS:

Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS:

Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES:

Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS

Registration of patients including insurance and demographic information in appropriate application.

Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment

Collects non-blood specimens such as urine and sputum for laboratory testing

Packages specimens adhering to DOT regulations

Accessions specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol

Performs various quality control procedures to maintain compliance with internal and regulatory requirements

Provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls

Prepares test order forms and record entries in the reference laboratory log (computerized or handwritten)

Maintains compliance with laboratory policies, procedures and safety practices

Contributes to the general laboratory functions and institutional needs

Attends in-service training as required

Maintains inventory and stocks/restocks supplies

Performs related duties as required

SCHEDULE:

Full-time, 80 hours every 2 weeks, primarily 1st shift, flexibility to work between the hours of 6:00 a.m. to 6:00 p.m., varied day hours, occasionally rotating 1st and 2nd shifts, rotating weekends and holidays as required. 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY: \$38,873

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Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-585														
5C - HEALTH CARE SUPPORT														
Total Applicants	3	18	0	9	0	16	0	1	0	1	0	0	0	48
Unqualified	1	2	0	2	0	2	0	0	0	1	0	0	0	8
Qualified	2	10	0	3	0	10	0	1	0	0	0	0	0	26
Interviewed Not Hired	0	4	0	4	0	3	0	0	0	0	0	0	0	11
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The goal candidates, 1 WF and 1 HF, were selected.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Diagnostic Imaging Assistant

Recruiter: Noreen Logan

Search Code: 2019-813

Date Posted: 4/22/2019

Posting Deadline:

At UConn Health, in the Department of Diagnostic Imaging & Therapeutic Services Department, Magnetic Resonance Imaging Unit (MRI) and CAT Scan (CT), the classification of Diagnostic Imaging Assistant is accountable for performing a full range of basic tasks in clinical patient care support, MRI/CT Unit readiness and clerical tasks.

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 best interest in the candidate's personal safety. Example: Candidates who possess a pacemaker cannot work in the MRI suite.

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.

EXAMPLES OF DUTIES: Maintains smooth and efficient work flow in the Magnetic Resonance Imaging (MRI) or CT Scan Unit 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; assesses 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; performs related duties as required.

SCHEDULE: Monday - Friday, 3:30 p.m. - 12:00 midnight, with every other Saturday and Sunday 8:00 a.m. - 4:30 p.m., will be scheduled two (2) days off on weeks working weekend.

BASE ANNUAL SALARY: \$34,163

Why UConn Health

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

Start Date: 8/16/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-813														
5C - HEALTH CARE SUPPORT														
Total Applicants	1	8	4	4	2	5	2	1	0	0	0	0	0	27
Unqualified	0	7	3	3	1	2	1	1	0	0	0	0	0	18
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	1	0	1	0	3	0	0	0	0	0	0	0	6
Withdraw	0	0	1	0	0	0	1	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 7 WF, 3 BF, and 2 HF, did not meet the minimum qualifications of the position as posted.

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

- 1 WF’s background was in a hospital setting as an administrative associate but she did not have patient support experience.
- 2 HF did not have certifications in Basic Life Support (BLS) or CPR.

- 1 BF and 1 HF were not able to work the shifts as posted for the position.

The 1 HM selected held the title of Diagnostic Imaging Assistant at another large hospital. The candidate had patient support experience and was certified in BLS and CPR.

JOB OPPORTUNITY BULLETIN

Department: Phlebotomy Services Outreach

Job Title: Phlebotomist

Recruiter: Pamela Rucker

Search Code: 2020-246

Date Posted: 5/4/2020

Posting Deadline: 5/11/2020

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Phlebotomist to our Clinical Laboratory 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.

THERE ARE THREE (3) POSITIONS AVAILABLE

At UConn Health, this class is accountable for independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

SUPERVISION RECEIVED:

Works under the general supervision of a Clinical Coordinator or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of standard phlebotomy procedures and techniques

Knowledge of appropriate blood processing and handling procedures

Knowledge of medical terminology

Interpersonal skills

Oral and written communication skills

Keyboard skills

Basic math skills

Ability to understand and follow specific clinical protocol and procedures

Ability to interact courteously and in an understanding manner with patients of all ages

Ability to move 30 to 40 pounds to stock supplies and move or support patients

Ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations

Ability to utilize computer software

EXPERIENCE AND TRAINING:

General Experience:

High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED:

Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS:

Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good

computer skills
Strong multi-tasking skills an asset

WORKING CONDITIONS:

Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware
Incumbents in this class may be exposed to disease carrying substances and moderately disagreeable conditions.

Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases

EXAMPLES OF DUTIES:

Ability to understand protocols and perform accordingly in various computer applications which support the laboratory

Generates admission numbers, accession data into LIS

Registration of patients including insurance and demographic information in appropriate application.

Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment

Collects non-blood specimens such as urine and sputum for laboratory testing

Packages specimens adhering to DOT regulations

Accessions specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol

Performs various quality control procedures to maintain compliance with internal and regulatory requirements

Provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls

Prepares test order forms and record entries in the reference laboratory log (computerized or handwritten)

Maintains compliance with laboratory policies, procedures and safety practices

Contributes to the general laboratory functions and institutional needs

Attends in-service training as required

Maintains inventory and stocks/restocks supplies

Performs related duties as required

SCHEDULE:

Full time, 80 hours every 2 weeks, primarily 1st shift, flexibility to work between the hours of 6:00 a.m. to 6:00 p.m., varied day hours, occasionally rotating 1st and 2nd shifts, rotating weekends and holidays as required; 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY:

\$40,234

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-246														
5C - HEALTH CARE SUPPORT														
Total Applicants	5	24	2	12	3	15	1	2	0	4	0	1	0	69
Unqualified	2	7	0	5	2	8	0	0	0	4	0	0	0	28
Qualified	2	9	1	4	0	4	1	1	0	0	0	1	0	23
Interviewed Not Hired	1	3	1	2	0	3	0	1	0	0	0	0	0	11
Withdrew	0	4	0	0	1	0	0	0	0	0	0	0	0	5
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Pharmacy

Job Title: Pharmacy Technician

Recruiter: Donna Alexander

Search Code: 2020-513

Date Posted: 1/7/2020

Posting Deadline: 1/13/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Pharmacy Technician to our growing Pharmacy 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.

THERE ARE TWO POSITIONS AVAILABLE.

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 at UConn Health John Dempsey Hospital located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

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 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
Maintain and store 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 4:00 p.m., schedule includes nights, evenings, weekends and holidays as assigned, 30 minute unpaid meal break

MINIMUM FULL-TIME SALARY EQUIVALENT: \$43,850

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-513														
5C - HEALTH CARE SUPPORT														
Total Applicants	0	8	1	3	2	0	0	1	0	3	1	0	0	19
Unqualified	0	5	1	1	0	0	0	1	0	2	1	0	0	11
Qualified	0	2	0	1	1	0	0	0	0	1	0	0	0	5
Interviewed Not Hired	0	0	0	1	1	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Phlebotomy - Lab Medicine

Job Title: Phlebotomist

Recruiter: Donna Alexander

Search Code: 2020-498

Date Posted: 1/7/2020

Posting Deadline: 1/13/2020

Excellence, Teamwork, Leadership and Innovation, these are the values that define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Phlebotomist to our Clinical Laboratory 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 variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will provide inpatient phlebotomy services for the nursing staff on the hospital floors and Central Processing within the lab at UConn John Dempsey Hospital located in Farmington, CT and will require travel to offsite phlebotomy stations throughout Connecticut.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

SUPERVISION RECEIVED: Works under the general supervision of a Clinical Coordinator or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient setting with good computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS: Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware; may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES: Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS; registration of patients including insurance and demographic information in appropriate application. Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger

sticks using standard equipment; collects non-blood specimens such as urine and sputum for laboratory testing; packages specimens adhering to DOT regulations; accessions specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol; performs various quality control procedures to maintain compliance with internal and regulatory requirements; provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls; prepares test order forms and record entries in the reference laboratory log (computerized or handwritten); maintains compliance with laboratory policies, procedures and safety practices; contributes to the general laboratory functions and institutional needs; attends in-service training as required; maintains inventory and stocks/restocks supplies; performs related duties as required.

SCHEDULE: Full time, 80 hours every 2 weeks, primarily evenings, 3:00 p.m. to 11:30 p.m., primarily Monday - Friday, may rotate weekends and holidays and cover draw stations including off site stations between the hours of 6:00 a.m. and 6:00 p.m. to accommodate departmental needs, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$40,234

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Start Date: 5/22/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-498														
5C - HEALTH CARE SUPPORT														
Total Applicants	0	11	1	8	0	9	0	1	0	1	0	0	0	31
Unqualified	0	3	0	4	0	5	0	0	0	1	0	0	0	13
Qualified	0	7	1	3	0	4	0	1	0	0	0	0	0	16
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

5D. (Medical Assistants) Hires – Part Time to Full Time – Adjusted Work Schedule

Medical Assistant - (Endoscopy)

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

Medical Assistant - (UMG – Dermatology)

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

Department: UMG-Neurology

Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-048

Date Posted:

Posting Deadline: 8/12/2019

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 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)

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

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.

SCHEDULE: This is a full time position, 40 hours/week, Monday through Friday, 8:30 a.m. - 5:30 p.m., 1 hour unpaid meal break; may be required to travel to other satellite offices.

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

General Neurology outpatient clinical experience

MINIMUM full time equivalent salary: \$47,133

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StartDate: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-048														
5D - MEDICAL ASSTS														
Total Applicants	3	27	0	11	0	16	1	3	0	0	0	0	0	61
Unqualified	1	7	0	1	0	2	0	0	0	0	0	0	0	11
Qualified	1	19	0	10	0	11	1	3	0	0	0	0	0	45
Interviewed Not Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Withdrew	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM and 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 1 WM, 10 BF, 1 AM, and 3 AF, were not selected for an interview as they did not have General Neurology outpatient clinical experience and familiarity with the EPIC system software.

A goal candidate, 1 WM, was selected.

The 1 HF selected had experience rotating her duties and covered both the front office and clinical care to patients. The candidate was fluent in EPIC and was stationed in the Neurology Department for over two years. She also answered all technical questions correctly with an emphasis on patient care.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2019-1042

Date Posted: 7/11/2019

Posting Deadline: 8/15/2019

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/week, 7:30 a.m. - 4:30 p.m., 8:00 a.m. - 5:00 p.m., or 8:30 a.m. - 5:30 p.m., minor holidays as needed; 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, 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: \$47,133

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
Req: 2019-1042														
5D - MEDICAL ASSTS														
Total Applicants	2	21	0	8	3	18	1	4	0	0	0	2	0	59
Unqualified	0	5	0	0	0	7	0	1	0	0	0	0	0	13
Qualified	1	7	0	3	1	6	0	1	0	0	0	1	0	20
Interviewed Not Hired	1	6	0	5	2	3	1	1	0	0	0	1	0	20
Withdrew	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

This posting was posted on the UConn Health careers website.

The goal candidate, 1 AF, did not meet the minimum qualifications of the position as posted.

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 experience in a high volume medical practice.
- 1 AF was previously interviewed within the last 2 months for an identical position. She gave inappropriate answers to questions about patient interventions and escalations and indicated that she had many bad experiences with co-workers.

The goal candidates, 1 WM, 5 BF, 1 AM, and 2 AF, were interviewed but not selected for the opening for the following reasons:

- 1 WM could not answer why he wanted to work in the Cancer Center and expressed the desire to become an X-ray technician, which is not related to the position.
- 1 BF gave negative responses to questions about her co-workers and the need for teamwork.
- 2 BF failed to give appropriate answers to questions regarding a patient in distress.
- 1 BF stated that she preferred to work independently without co-workers.
- 1 BF did not answer questions about her previous position and gave very little detail to other interview questions.
- 1 AM experience with the EPIC software was with data retrieval only, not input experience. The applicant also gave incorrect answers to patient in delay status questions.
- 1 AF did not answer the interview questions directly, responding with situations and scenarios that were not relevant to the questions.
- 1 AF withdrew her application for employment.

The 1 HF selected had experience both as a Medical Assistant and a high-volume medical practice. She also shared her passion about working in the Cancer Center.

The 1 WF selected had nearly 10 years' experience in a similar medical institution as a Medical Assistant. Her responses to questions demonstrated critical thinking and the ability to prioritize duties.

JOB OPPORTUNITY BULLETIN

Department: UMG-Floats Module

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2019-839

Date Posted: 5/1/2019

Posting Deadline: 12/11/2019

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 two (2) full time Medical Assistant Float positions to our growing team. These positions will float within our Farmington, Canton, Simsbury, Southington, East Hartford, West Hartford, and Storrs 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

Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:

Experience working in an internal medicine clinic

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; 8:00 a.m. - 5:00 p.m.; one hour unpaid meal break. This is a float position.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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.

Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-839														
5D - MEDICAL ASSTS														
Total Applicants	2	28	0	4	1	14	0	2	0	1	0	1	0	53
Unqualified	0	10	0	0	0	2	0	0	0	0	0	1	0	13
Qualified	1	12	0	3	0	12	0	1	0	1	0	0	0	30
Interviewed Not Hired	1	4	0	1	1	0	0	1	0	0	0	0	0	8
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM, 3 BF, and 1 AF, were not selected for an interview for the following reasons:

- 1 WM did not have current relevant experience as a Medical Assistant.
- 2 BF did not respond to requests to schedule an interview.
- 1 BF was employed as a temporary employee previously and had poor references.
- 1 AF was recently interviewed for an identical position and did not think job shadowing was important.

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

- 1 WM did not offer patient focused responses to questions and did not work with EPIC software previously.
- 1 BF was selected for another position at UConn Health.
- 1 AF incorrectly answered several questions regarding primary medical knowledge.

The 1 WF selected was a Medical Assistant in an Urgent Care/Occupational Health setting. The candidate answered all the technical questions correctly and gave answers that were patient focused. She also had experience in Internal Medicine and knew the EPIC software system

JOB OPPORTUNITY BULLETIN

Department: Gastroenterology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2019-999

Date Posted: 6/27/2019

Posting Deadline: 7/4/2019

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 Medical Assistant in the UMG- Gastroenterology Module 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 working in a Gastroenterology clinic
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, between the hours of 7:30 a.m. - 5:30 p.m., 60 minute unpaid meal break

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

Why UConn Health

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-999														
5D - MEDICAL ASSTS														
Total Applicants	0	17	0	5	0	10	1	1	0	1	0	0	0	35
Unqualified	0	1	0	2	0	5	0	0	0	0	0	0	0	8
Qualified	0	11	0	3	0	3	1	1	0	1	0	0	0	20
Interviewed Not Hired	0	1	0	0	0	2	0	0	0	0	0	0	0	3
Withdraw	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

These positions were posted on the UConn Health website.

Since these positions were posted externally, the hiring and promotional goals were utilized.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The goal candidates, 3 BF, 1 AM, and 1 AF, were not interviewed because they did not have the preferred qualification of recent experience working in a Gastroenterology (GI) clinic.

The 1 WF selected had experience as a Medical Assistant in a GI clinic and had EPIC experience. Additionally, her responses to interview questions were patient centered.

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-014

Date Posted: 7/25/2019

Posting Deadline: 8/1/2019

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 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.

UConn Health is looking for a Medical Assistant with experience in dermatology and a passion for patient experience. This highly desirable day shift is located 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

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.

SCHEDULE: This is a full time position, 40 hours/week, 10 hour shifts, 7:30 a.m. - 6:00 p.m., Tuesdays - Fridays, minor holidays as needed; 30 minute unpaid meal break; may be required to travel to other satellite offices.

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
Dermatology outpatient clinical experience

MINIMUM full time equivalent salary: \$47,133

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Start Date: 9/27/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-014														
5D - MEDICAL ASSTS														
Total Applicants	1	16	0	6	1	6	0	0	0	2	0	0	0	32
Unqualified	1	2	0	1	0	2	0	0	0	0	0	0	0	6
Qualified	0	12	0	4	1	4	0	0	0	2	0	0	0	23
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM and 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 4 BF, were not selected for an interview for the following reasons:

- 2 BF did not have recent experience working in a dermatology practice office.
- 1 BF was selected for another position at UConn Health.
- 1 BF was previously employed at UConn Health and resigned not in good standing.

1 BF withdrew her application for employment citing commuting distance.

The 1 WF selected was employed at a dermatology office for over five years. The candidate was responsible for patient scheduling and front desk coverage. She utilized the EPIC software system daily and researched the dermatology program at UConn Health.

JOB OPPORTUNITY BULLETIN

Department: Dermatology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-100

Date Posted: 8/20/2019

Posting Deadline: 8/27/2019

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 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.

UConn Health is looking for a Medical Assistant with experience in dermatology and a passion for patient experience. This highly desirable day shift 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

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.

SCHEDULE: This is a full time position, 40 hours/week, 8:00 a.m. - 5:00 p.m., Monday - Friday; 60 minute unpaid meal break, may be required to travel to other satellite offices.

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
Dermatology outpatient clinical experience

MINIMUM full time equivalent salary: \$47,133

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-100														
5D - MEDICAL ASSTS														
Total Applicants	1	20	0	3	2	8	0	3	0	1	0	2	0	40
Unqualified	0	1	0	1	1	2	0	1	0	0	0	0	0	6
Qualified	0	4	0	0	0	1	0	0	0	0	0	0	0	5
Interviewed Not Hired	0	14	0	2	1	4	0	2	0	1	0	2	0	26
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidates, 1 BF and 1 AF, did not meet the minimum qualifications of the posting.

The goal candidates, 2 BF and 2 AF, were interviewed but not selected as they did not have experience in a fast-paced environment and did not have the necessary surgical skills in a dermatological practice.

The goal candidate, 1 WM, declined the offer for the position.

The 1 HF selected worked in a high-volume clinic whose responsibilities included performing dermatology procedures. The candidate had extensive training on sterile technique, setting and breaking down trays, instrument utilization and making surgical packs.

The 1 WF selected demonstrated good time management skills as she related how she worked independently in her role but accomplished a high volume of tasks and duties. The candidate completed an LPN program and was trained in sterile techniques. She had responsibilities of surgical follow up with patients on care and bandaging after surgery

JOB OPPORTUNITY BULLETIN

Department: Pulmonary Clinic

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-116

Date Posted: 8/23/2019

Posting Deadline: 8/30/2019

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 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:

CPR certification

May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:

Experience in a Pulmonary clinic practice office

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 8:30 a.m. - 5:30 p.m. to meet the needs of the unit; primary shift will be 9:00 a.m. - 5:30 p.m.; thirty minute unpaid meal break, may travel to off-site clinics if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

Why UConn Health

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Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-116														
5D - MEDICAL ASSTS														
Total Applicants	0	13	0	2	2	5	0	1	0	0	0	0	0	23
Unqualified	0	3	0	1	0	1	0	0	0	0	0	0	0	5
Qualified	0	8	0	1	2	1	0	1	0	0	0	0	0	13
Interviewed Not Hired	0	2	0	0	0	1	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	2	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 1 BF and 1 AF, were not selected for an interview as they did not have seven or more years from graduation from a certified medical assistant program.

The 1 HF selected was employed at a busy clinic that averages servicing 50 patients daily. The candidate was working in a Pulmonary office and worked daily with the EPIC software system.

The 1 HF selected worked at a high-volume physician's office that serviced up to 80 patients a day. The candidate had 15 years of experience as a medical assistant with five of those being a Lead Medical Assistant. She was responsible for training new staff and was able to troubleshoot in her office. She was also focused on patient care.

JOB OPPORTUNITY BULLETIN

Department: UMG-Storrs

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2019-991

Date Posted: 6/25/2019

Posting Deadline: 7/2/2019

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 Medical Assistant to our growing team at the Storrs Clinic. 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.

SPECIAL REQUIREMENTS:

May travel to satellite offices
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:

Experience in fast-paced multi-specialty practice
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: full-time, 40 hour work week, 8:30 a.m. - 5:30 p.m.; 60 minute unpaid lunch; may be required to travel to other satellite offices

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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.

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-991														
5D - MEDICAL ASSTS														
Total Applicants	1	13	0	2	0	3	0	1	0	0	0	1	0	21
Unqualified	0	5	0	0	0	1	0	0	0	0	0	1	0	7
Qualified	0	2	0	2	0	1	0	1	0	0	0	0	0	6
Interviewed Not Hired	1	4	0	0	0	0	0	0	0	0	0	0	0	5
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 2 BF and 1 AF, were not selected for an interview due to the following:

- 1 BF was offered another position at UConn Health.
- 1 BF did not have experience with the EPIC computer software system.
- 1 AF was interviewed recently an identical position where she spoke negatively about coworkers and working in a team environment. She also responded with inappropriate interventions and escalation to a question about a situation with a patient.

The goal candidate, 1 WM, was interviewed but not selected for hire as he indicated that he did not want to travel to satellite offices.

The 1 HF selected had experience in several different healthcare settings and specialties. The candidate had EPIC and OB/GYN experience and had positive reviews with perfect attendance.

JOB OPPORTUNITY BULLETIN

Department: Cardiology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-189

Date Posted: 9/18/2019

Posting Deadline: 9/25/2019

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 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)
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

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:

Recent experience in a Cardiology practice setting
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; thirty minute unpaid meal break, may travel to off-sites if needed.
 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.

Start Date: 11/8/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-189														
5D - MEDICAL ASSTS														
Total Applicants	1	16	1	8	1	9	1	2	0	1	0	0	0	40
Unqualified	0	3	0	1	1	0	0	0	0	1	0	0	0	6
Qualified	1	10	1	6	0	7	1	1	0	0	0	0	0	27
Interviewed Not Hired	0	2	0	0	0	2	0	1	0	0	0	0	0	5
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

A goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: UMG-Endocrine

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-178

Date Posted: 9/17/2019

Posting Deadline: 9/24/2019

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 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.

UConn Health is looking for a Medical Assistant with experience in endocrinology and a passion for patient 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, 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.

SCHEDULE: This is a full time position, 40 hours/week, 8:15 a.m. - 5:15 p.m., 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.

PREFERRED QUALIFICATIONS:

Working experience using EPIC

Recent experience in Endocrinology outpatient clinic

MINIMUM full time equivalent salary: \$47,133

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-178														
5D - MEDICAL ASSTS														
Total Applicants	1	23	1	5	0	10	0	2	0	0	0	1	0	43
Unqualified	0	3	0	1	0	1	0	0	0	0	0	0	0	5
Qualified	1	19	1	4	0	7	0	2	0	0	0	1	0	35
Interviewed Not Hired	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WM, 1 BM, 4 BF, and 2 AF, were not selected for an interview as they did not have recent experience in Endocrinology outpatient clinic.

The 1 WF selected had two years of recent experience in Endocrinology outpatient clinic. The candidate answered all questions correctly and her responses were always patient care focused. She regularly utilized EPIC software in her daily duties as well.

JOB OPPORTUNITY BULLETIN

Department: UMG-General Ob/Gyn

Job Title: Medical Assistant - Women's Health

Recruiter: Noreen Logan

Search Code: 2020-199

Date Posted: 9/20/2019

Posting Deadline: 9/27/2019

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 Medical Assistant in UMG-Women's Health 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.;
 must be flexible based on patient volume/staff needs; may be required to travel to other UMG sites if
 needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-199														
5D - MEDICAL ASSTS														
Total Applicants	0	23	0	7	0	18	0	3	0	1	0	1	0	53
Unqualified	0	6	0	1	0	4	0	1	0	0	0	0	0	12
Qualified	0	15	0	6	0	14	0	2	0	1	0	1	0	39
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 BF and 1 AF, did not meet the minimum qualifications of the posting.

The goal candidates, 6 BF and 2 AF, were not selected for an interview for the following reasons:

- 4 BF and 1 AF did not have experience in a women's health center.
- 1 BF was previously a temporary employee with punctuality issues.
- 1 BF was a former employee who resigned not in good standing.
- 1 AF was recently interviewed for the same title and did not answer questions about time management appropriately.

The 1 WF selected possessed three years as a Medical Assistant in a large women's health clinic. The applicant was fluent in the EPIC medical computer software system and detailed responsibilities clearly in relation to patient safety and medical knowledge.

JOB OPPORTUNITY BULLETIN

Department: UMG-Orthopedics Storrs Center

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-300

Date Posted: 10/23/2019 **Posting Deadline:** 10/30/2019

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 Medical Assistant in our UConn Medical Group (UMG) Orthopedics Office located in Storrs, 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
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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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. - Please be prepared to upload your certification at the time of applying.

PREFERRED QUALIFICATIONS:

Experience as a Medical Assistant in an Orthopedic 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
 may cover other areas as required

SCHEDULE: full-time, 40 hour work week, Monday - Friday, 8:00 a.m. - 5:00 p.m.; 60 minute unpaid lunch.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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.

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-300														
5D - MEDICAL ASSTS														
Total Applicants	2	14	0	1	0	1	0	2	0	1	0	2	0	23
Unqualified	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Qualified	1	12	0	1	0	0	0	2	0	0	0	2	0	18
Interviewed Not Hired	1	0	0	0	0	1	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WM, 1 BF, and 2 AF, were not selected for an interview for the following reasons:

- 1 WM was a previous employee who did not complete the working test period.
- 1 BF had large discrepancies in dates of work history on her resume and online application.

- 2 AF did not have orthopedic office experience

The goal candidate, 1 WM, was interviewed but not selected as he did not have experience as a Medical Assistant in an Orthopedic Office setting.

The 1 WF selected had three years of orthopedic office experience. The candidate had advanced EPIC software system skills and had just completed an LPN program. She answered all technical and patient related questions correctly and asked pertinent questions about the position.

JOB OPPORTUNITY BULLETIN

Department: Radiology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-344

Date Posted: 11/5/2019

Posting Deadline: 11/12/2019

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 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)
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

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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:

Recent experience in a Radiology practice setting
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; 8:00 a.m. - 4:30 p.m., with the option to cover other established shifts; thirty minute unpaid meal break.
 MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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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Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-344														
5D - MEDICAL ASSTS														
Total Applicants	6	24	0	7	0	20	0	4	0	2	0	1	0	64
Unqualified	0	3	0	1	0	3	0	0	0	0	0	1	0	8
Qualified	6	18	0	6	0	14	0	3	0	2	0	0	0	49
Interviewed Not Hired	0	2	0	0	0	3	0	1	0	0	0	0	0	6
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidate, 1 BF, did not meet the minimum requirements as posted.

The goal candidates, 6 WM, 6 BF, and 3 AF, were not interviewed for the following reasons:

- 6 WM, 4 BF, and 3 AF were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. The department interviewed UHP union members only.
- 2 BF did not respond to requests to schedule an interview.

The goal candidate, 1 AF, was interviewed and not selected because she did not have the preferred qualification of experience in a Radiology practice setting.

The 1 WF, a part-time UConn Health employee and UHP union member, was selected. She had the preferred qualifications of experience in a Radiology practice setting and EPIC experience.

JOB OPPORTUNITY BULLETIN

Department: UMG-Occupational Medicine Module

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-397

Date Posted: 11/20/2019 **Posting Deadline:** 11/27/2019

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 Medical Assistant for the Department of Occupational and Employee Health Medicine. 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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:

CPR certification

May travel to satellite offices

Must provide current registration as a Certified Medical Assistant, LPN, EMT or Paramedic

PREFERRED QUALIFICATIONS:

EPIC experience

Experience in Occupational Medicine

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, may travel to off-site clinics if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 12/20/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-397														
5D - MEDICAL ASSTS														
Total Applicants	1	15	0	3	0	3	0	0	0	3	0	1	0	26
Unqualified	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	1	10	0	2	0	2	0	0	0	3	0	1	0	19
Interviewed Not Hired	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Withdraw	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WM and 2 BF, were not selected for interview because of the following reasons:

- 1 WM and 1 BF did not have experience working in Occupational Medicine.
- 1 BF transferred recently and was unable to transfer again for six months.

The 1 WF selected was a temporary employee who had previously worked at another hospital in Occupational Medicine for over a year. The candidate answered 4 out of 4 didactic questions accurately and had experience with spirometry and auditory testing.

JOB OPPORTUNITY BULLETIN

Department: UMG-Internal Medicine

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-226

Date Posted: 9/30/2019

Posting Deadline: 10/7/2019

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 Medical Assistant in the Department of UMG-General Medicine. 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

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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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. - Please be prepared to upload your certification at the time of applying.

PREFERRED QUALIFICATIONS:

Experience as a Medical Assistant in a General Medicine practice

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
 may cover other areas as required

SCHEDULE: full-time, 40 hour work week, Monday - Friday, 8:00 a.m. - 5:00 p.m.; 60 minute unpaid lunch.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-226														
5D - MEDICAL ASSTS														
Total Applicants	2	17	0	3	1	11	0	2	0	3	0	1	0	40
Unqualified	0	5	0	1	0	2	0	0	0	1	0	0	0	9
Qualified	2	8	0	2	1	7	0	2	0	2	0	1	0	25
Interviewed Not Hired	0	4	0	0	0	1	0	0	0	0	0	0	0	5
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 2 WM, 2 BF, 2 AF, did not receive an interview for the following reasons:

- 2 WM, 1 BF, and 2 AF did not have any internal or primary care experience.
- 1 BF was previously employed at UConn Health and resigned not in good standing.

The 1 HF selected was employed at a high-volume practice and was cross trained in various areas of clinical experience. The candidate was patient focused with an emphasis on safety. She correctly answered all task driven and scenario questions. The applicant was familiar with medical agreements and CT PMP usage as well.

JOB OPPORTUNITY BULLETIN

Department: UMG-Ent Module

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-230

Date Posted: 10/2/2019

Posting Deadline: 10/9/2019

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 Medical Assistant in the Department of UMG-Ears, Nose & Throat. 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

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. - Please be prepared to upload your certification at the time of applying.

PREFERRED QUALIFICATIONS:

Experience as a Medical Assistant in an ENT practice

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
 may cover other areas as required

SCHEDULE: full-time, 40 hour work week, Monday - Friday, 7:30 a.m. - 5:30 p.m.; 60 minute unpaid lunch.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-230														
5D - MEDICAL ASSTS														
Total Applicants	1	11	0	2	1	6	0	2	0	3	0	1	0	27
Unqualified	0	1	0	1	0	1	0	0	0	1	0	0	0	4
Qualified	1	7	0	1	1	4	0	2	0	1	0	1	0	18
Interviewed Not Hired	0	2	0	0	0	1	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

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

- 1 WM and 2 AF did not have experience working in an ENT clinic.
- 1 BF was previously employed at UConn Health and resigned not in good standing.

The 1 WF selected was employed as a Medical Assistant in an ENT outpatient clinic. The candidate demonstrated detailed experience and procedures of ENT responsibilities. She stressed the importance of safety and washing procedures and researched UConn Health’s MA career opportunities with an understanding of its vision and mission statements.

JOB OPPORTUNITY BULLETIN

Department: Cardiology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-340

Date Posted: 11/4/2019

Posting Deadline: 11/26/2019

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 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)
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

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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:

Recent experience in a Cardiology practice setting
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; thirty minute unpaid meal break, may travel to off-sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 1/3/20	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-340														
5D - MEDICAL ASSTS														
Total Applicants	7	16	0	8	1	16	0	4	0	2	0	1	0	55
Unqualified	0	2	0	3	1	2	0	1	0	0	0	1	0	10
Qualified	5	11	0	4	0	13	0	3	0	2	0	0	0	38
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	1	1	0	1	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	1	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidates, 3 BF and 1 AF, did not meet the minimum qualifications as posted.

The goal candidates, 5 WM, 4 BF, and 3 AF, were not selected for an interview for the following reasons:

- 5 WM, 3 BF, 2 AF did not possess recent experience working in a Cardiology practice setting.
- 1 AF was recently interviewed for an identical position where she stated that the only

cardiology experience was less than one year in an internship program.

- 1 BF was a previous employee at UConn Health but resigned not in good standing with the hospital.

1 WM and 1 BF withdrew their applications for employment.

A goal candidate, 1 WM, was selected.

The 1 HF selected had over 4 years of current cardiology experience at a large medical practice. The candidate was responsible for obtaining prior authorization for medication and had EPIC computer software experience. She also had her Medical Assistant certification.

JOB OPPORTUNITY BULLETIN

Department: Neag Comp Cancer Center

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-422

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

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.

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/week, 8:00 a.m. - 5:00 p.m., minor holidays as needed; 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, 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.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic credentials

and CPR Certification at the time of application.

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: \$47,133

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Eff Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-422														
5D - MEDICAL ASSTS														
Total Applicants	1	16	0	4	1	8	0	1	0	2	0	0	0	33
Unqualified	0	3	0	1	0	1	0	0	0	0	0	0	0	5
Qualified	1	11	0	2	1	5	0	1	0	1	0	0	0	22
Interviewed Not Hired	0	2	0	1	0	1	0	0	0	0	0	0	0	4
Withdraw	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 1 WM, 2 BF, and 1 AF, were not selected for an interview for the following reasons:

- 1 WM, 1 BF, and 1 AF did not possess any experience in hematology, oncology or infusion experience.
- 1 BF's application materials did not include any medical assistant work history and did not have high-volume medical practice experience.

The goal candidate, 1 BF was interviewed and not selected as she did not possess any high-volume medical practice experience.

The 1 HF selected was a medical assistant with 13 years of experience in a high-volume practice. The candidate possessed current hematology, oncology, and infusion experience in a large medical practice. She also had both outpatient and acute care experience and was fluent in the EPIC computer medical software system.

JOB OPPORTUNITY BULLETIN

Department: UMG-General Ob/Gyn

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-413

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

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 Medical Assistant in UMG-Women's Health 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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.; must be flexible based on patient volume/staff needs; may be required to travel to other UMG sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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.

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-413														
5D - MEDICAL ASSTS														
Total Applicants	0	18	0	1	0	7	0	0	0	3	0	1	0	30
Unqualified	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Qualified	0	15	0	1	0	4	0	0	0	1	0	1	0	22
Interviewed Not Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Withdrew	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, was not selected for an interview as she did not have experience working in a women's health practice center.

The 1 WF selected had two years' experience in women's health practice center. The candidate was trained at both the front desk and in-patient care. She was very flexible with scheduling and

her answers were patient centric in response.

The 1 WF had three years' experience in a woman's health practice clinic. The candidate utilized EPIC software daily and had experience assisting physicians on special procedures and spoke of the importance of being a team player.

JOB OPPORTUNITY BULLETIN

Department: UMG-Geriatrics

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-414

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

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 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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 Geriatric 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 through Friday; 8:00 a.m. - 5:00 p.m., one hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

Why UConn Health

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-414														
5D - MEDICAL ASSTS														
Total Applicants	0	17	0	1	0	4	0	0	0	1	0	0	0	23
Unqualified	0	2	0	1	0	0	0	0	0	0	0	0	0	3
Qualified	0	10	0	0	0	2	0	0	0	0	0	0	0	12
Interviewed Not Hired	0	3	0	0	0	1	0	0	0	1	0	0	0	5
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The 1 HF selected had 13 years' experience with a geriatric population in a nursing home. The candidate answered all technical and patient care questions correctly. She demonstrated a commitment and understanding of care for elderly patients as well.

JOB OPPORTUNITY BULLETIN

Department: UMG-Storrs

Job Title: Medical Assistant - Multispecialty Women's

Recruiter: Noreen Logan

Search Code: 2020-418

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

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 Medical Assistant to our growing team at the Storrs UMG Multispecialty Women's Health Clinic. 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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 fast-paced multi-specialty practice
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: full-time, 40 hour work week, 8:30 a.m. - 5:30 p.m.; 60 minute unpaid lunch; may be required to travel to other satellite offices

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-418														
5D - MEDICAL ASSTS														
Total Applicants	1	7	0	1	0	2	0	2	0	0	0	0	0	13
Unqualified	0	3	0	1	0	0	0	0	0	0	0	0	0	4
Qualified	1	3	0	0	0	2	0	2	0	0	0	0	0	8
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WM and 2 AF, were not selected for an interview because they did not possess any experience in a fast-paced multi-specialty practice.

The 1 WF selected had experience in fast-paced multi-specialty practice. The candidate utilized the EPIC medical software system, provided positive references and was trained in wound bandaging. She was flexible in scheduling and highlighted the importance of being a team player.

JOB OPPORTUNITY BULLETIN

Department: UMG-Storrs

Job Title: Medical Assistant

Recruiter: Joyce Smith

Search Code: 2020-432

Date Posted:

Posting Deadline:

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-432														
5D - MEDICAL ASSTS														
Total Applicants	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

This position was not posted because new UCHC faculty setting up their practices in satellite medical centers are allowed to bring their existing staff per the University Health Professional contractual bargaining language.

The 2 WF were hired due to an acquisition of medical offices in the Willimantic region per bargaining unit agreements.

JOB OPPORTUNITY BULLETIN

Department: UMG-Internal Medicine

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-455

Date Posted: 12/10/2019 **Posting Deadline:** 12/17/2019

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 Medical Assistant to our growing team, at the West Hartford IMA Clinic. 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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 medicine practice or urgent care
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, 8:00 a.m. and 5:00 p.m., 60 minute unpaid meal break, weekend and holiday rotation; at West Hartford IMA Clinic.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

Why UConn Health

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Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-455														
5D - MEDICAL ASSTS														
Total Applicants	3	6	1	5	2	13	0	2	0	3	0	1	0	36
Unqualified	0	2	1	1	0	3	0	0	0	0	0	0	0	7
Qualified	3	4	0	3	1	6	0	1	0	3	0	1	0	22
Interviewed Not Hired	0	0	0	0	1	2	0	1	0	0	0	0	0	4
Withdrew	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 BF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Dermatology Clinic

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-367

Date Posted: 11/12/2019 **Posting Deadline:** 11/19/2019

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 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.

UConn Health is looking for a Medical Assistant with experience in dermatology and a passion for patient experience. This highly desirable day shift is located in the Dermatology Clinic, 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

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic credentials and CPR Certification at the time of application.

SCHEDULE: This is a full time position, 40 hours/week, 12:00 noon - 9:00 p.m. on Mondays; 8:00 a.m. - 5:00 p.m., Tuesdays, Wednesdays, Thursdays & Fridays; 60 minute unpaid meal break, may be required to travel to other satellite offices.

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
Dermatology outpatient clinical experience

MINIMUM full time equivalent salary: \$47,133

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-367														
5D - MEDICAL ASSTS														
Total Applicants	0	19	0	3	0	8	0	2	0	0	0	0	0	32
Unqualified	0	4	0	1	0	2	0	0	0	0	0	0	0	7
Qualified	0	4	0	2	0	3	0	0	0	0	0	0	0	9
Interviewed Not Hired	0	10	0	0	0	3	0	2	0	0	0	0	0	15
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 2 BF, were not interviewed because:

- 1 BF was previously employed at UConn Health and resigned not in good standing.
- 1 BF was previously employed at UConn Health and was dismissed for a violation of the Rules of Conduct.

The goal candidate, 2 AF, were interviewed but not selected for the following reasons:

- 1 AF was unable to explain how she would adjust to changing priorities while managing patient flow.
- 1 AF did not answer questions with patient centric priorities and de-escalating issues with patients.

The 1 WF selected had 6 years of Medical Assistant experience in a dermatology office. The candidate covered the front desk as well as direct patient care. She was accustomed to working with different providers and prioritizing requests to ensure patient safety and customer satisfaction. She used the EPIC software system in her daily activities as well.

JOB OPPORTUNITY BULLETIN

Department: UMG-Neurology

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-509

Date Posted: 1/2/2020

Posting Deadline: 1/9/2020

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 in UMG-Neurology 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

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPN's, EMT's, and Paramedics may qualify.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic credentials and CPR Certification at the time of application.

SCHEDULE: This is a full time position, 40 hours/week, Monday through Friday, 8:30 a.m. - 5:30 p.m., one (1) hour unpaid meal break; may be required to travel to other satellite offices.

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
 General Neurology outpatient clinical experience
 2 years of clinical experience

MINIMUM full time equivalent salary: \$47,133

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.

Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-509														
5D - MEDICAL ASSTS														
Total Applicants	1	13	0	4	1	12	1	1	0	2	0	1	0	36
Unqualified	0	2	0	1	0	3	0	0	0	1	0	0	0	7
Qualified	1	9	0	3	1	8	1	1	0	1	0	1	0	26
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting

The goal candidates, 1 WM, 3 BF, 1 AM, and 1 AF, were not selected for an interview as the hiring manager chose to interview mandatory applicants and external applicants with greater than one year Neurology and EPIC experience.

The 1 HF selected possessed 10 years of clinical medical assistant experience in a Neurology department. The candidate had used EPIC software for four years and had training in sterile technology and wound infections. She researched UConn Health and successfully pointed out how her experience closely matched the needs of the hospital.

JOB OPPORTUNITY BULLETIN

Department: UMG-General Ob/Gyn

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-541

Date Posted: 1/9/2020

Posting Deadline: 1/16/2020

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 in UMG-Women's Health 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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.; must be flexible based on patient volume/staff needs; may be required to travel to other UMG sites if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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.

Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
5D - MEDICAL ASSTS														
Total Applicants	2	12	0	10	0	19	1	1	0	1	0	0	0	46
Unqualified	0	1	0	3	0	4	0	0	0	0	0	0	0	8
Qualified	1	10	0	5	0	14	1	1	0	1	0	0	0	33
Interviewed Not Hired	0	1	0	1	0	0	0	0	0	0	0	0	0	2
Withdrew	1	0	0	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 3 BF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WM, 5 BF, 1 AM, and 1 AF, were not selected for an interview due to the following reasons:

- 1 WM, 2 BF, and 1 AM did not possess any women's health experience.
- 1 BF was formerly employed at UConn Health and dismissed in 2017 for a violation of Rules of Conduct.
- 2 BF and 1 AF application materials did not indicate a familiarity with EPIC medical computer software.

1 WM and 1 BF withdrew their applications for consideration of employment.

The goal candidate, 1 BF, was interviewed but not offered a position as she spoke negatively about her current employer and her work experiences.

The 1 HF selected had 12 years' experience as a medical assistant in a large physician's practice that specialized in women's health issues. The candidate utilized EPIC software in her daily duties and received recognition for patient safety and employee of the month twice.

JOB OPPORTUNITY BULLETIN

Department: UMG-Floats Module

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-079

Date Posted: 8/13/2019

Posting Deadline: 8/20/2019

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 Medical Assistant in the Department of UMG-Floats Module 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:

Must travel to offsite satellite offices (Farmington, Canton, Simsbury, Southington, East Hartford, West Hartford, Storrs)
Must provide current registration as a Certified Medical Assistant

PREFERRED QUALIFICATIONS:

Experience in a medicine 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: 40 hours per week, as needed by department between hours of 8:00 a.m. and 5:00 p.m.; including weekend and holiday rotation.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

Why UConn Health

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-079														
5D - MEDICAL ASSTS														
Total Applicants	2	5	0	3	1	6	1	2	0	0	0	1	0	21
Unqualified	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	2	2	0	2	0	5	1	1	0	0	0	1	0	14
Interviewed Not Hired	0	1	0	0	1	0	0	1	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2

The position was posted on the UConn Health careers website.

The goal candidate, 1 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 2 WM, 2 BF, 1 AM, and 1 AF, were not selected for an interview due to the following reasons:

- 1 WM, 1 BF and 1 AM did not possess any experience as a Medical Assistant.
- 1 BF’s applications material indicated a discrepancy between her online application and her resume.
- 1 WM did not respond to requests to schedule an interview.
- 1 AF lived out of state and was unable to schedule an interview during the interview period.

The goal candidate, 1 AF, was interviewed but not selected as she was starting nursing school and her class schedule was in conflict with the shift of the position demands.

The 1 WF selected graduated from a Medical Assistant program in 2015 and had been employed full time at a large hospital. The candidate answered all technical queries and asked pertinent questions. She communicated the importance of patient safety and policy and procedure adherence.

The 1 WF selected had experience in a large medicine practice and was fluent in both Next Gen and EPIC medical computer software. The candidate had been working as a Medical Assistant for six years and had supervised new employees. She also had positive references.

JOB OPPORTUNITY BULLETIN

Department: Pulmonary Clinic

Job Title: Medical Assistant

Recruiter: Noreen Logan

Search Code: 2020-711

Date Posted: 3/4/2020

Posting Deadline: 3/11/2020

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. This position will be split between Pulmonary and Nephrology. 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. CT licensed LPN's, EMT's and Paramedics may apply.

Please be prepared to upload a copy of your required, current MA, LPN, EMT or Paramedic 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:

CPR certification

May travel to satellite offices.

Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS:

Experience in a Pulmonary clinic practice office

Experience in a Nephrology clinic practice office

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 7:30 a.m. - 5:30 p.m. to meet the needs of the unit; thirty minute unpaid meal break, may travel to off-site clinics if needed.

MINIMUM FULL TIME EQUIVALENT SALARY: \$47,133

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Start Date: 5/8/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-711														
5D - MEDICAL ASSTS														
Total Applicants	2	8	0	2	3	12	0	1	0	1	0	0	0	29
Unqualified	0	1	0	0	0	2	0	0	0	0	0	0	0	3
Qualified	2	5	0	2	3	9	0	1	0	1	0	0	0	23
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 2 WM, 2 BF, and 1 AF, were not selected for an interview as the hiring manager chose to initially interview applicants with 10 years of experience working in an ambulatory setting in Nephrology or Pulmonary and are fluent in the EPIC computer software system.

The 1 HF selected had worked in a Pulmonary department for over 13 years. The candidate was

a Super-User in EPIC software and had researched UConn Health as demonstrated by her responses and questions. She was flexible in her shift assignments and stressed the importance of patient care.

JOB OPPORTUNITY BULLETIN

Department: Academic Information Technology Services

Job Title: Academic Computing Specialist 2

Recruiter: Pamela Rucker

Search Code: 2019-850

Date Posted: 5/3/2019

Posting Deadline: 5/10/2019

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 an Academic Computing Specialist 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. The individual in this position provides a full range of complex administrative, technical and developmental support functions for Academic Information Technology Services (AITS).

Supervision Received:

General supervision from an employee of a higher grade.

Supervision Exercised:

Leads students and employees of a lower 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

Examples of Duties:

Primary hardware/ software support for faculty and students.

Assists in establishing standard desktop and laptop images and security levels.

Supports teaching and training classroom hardware/software and audio visual (AV) technology.

Provides basic development support functions and maintains and supports educational online materials.

Researches and provides information on available educational technology (software, hardware and multi-media).

Participates in project planning sessions.

Assists staff of a higher grade with teaching computer related workshops and/or one to one instruction for faculty, students, staff and other computer users.

Keeps current with computer hardware and software technology.

Tracks departmental utilization statistics and provides reports.

Participates in integrating computer technology into the curriculum

Perform all duties of Academic Computing Specialist 1 and other related duties.

Minimum Qualifications Required:

Knowledge, Skills and Ability:

Thorough understanding of computer hardware, peripherals, standard operating systems and software.

Demonstrated knowledge of office productivity software and databases [e.g. Microsoft Office products], standard web technologies, languages and authoring tools and graphs/multimedia development tools.

Basic understanding/working level knowledge of network tools, including Wi-Fi.

Ability to analyze and solve problems while assisting a variety of users

Knowledge of office systems and procedures.

Ability to communicate effectively (written and verbal) good interpersonal skills.

Ability to work with faculty, students and administrators; ability to work independently as well as in a team environment; demonstrated ability to handle technical problems, work well under stress and to follow complex plans and strategies,

Experience and Training:

Four years of computer technical support and general office experience with a special emphasis on

education technology.

Substitution:

Any combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Preferred Qualifications:

Advanced computer hardware and/or software knowledge.

Working level knowledge of network cabling, wireless troubleshooting.

Working level knowledge of Office 365 software ad suite.

Working level knowledge of a ticket system including the ability to train others.

Previous hardware/software supporting an academic medical setting.

Working knowledge of Leica Aperio scanning technology and applications.

Knowledge of laptop encryption.

Working knowledge of Learning Management System (blackboard) exam support for faculty and student (Creation & Troubleshooting).

Experience with Respondus Lockdown Browser (setup, create & Troubleshoot) exams

Working level knowledge of VTC equipment for point to point video conferences.

Working knowledge of Adobe Photoshop.

Familiarity with Audion-Visual technology.

Working Conditions:

Ability to lift and carry approximately forty (40) pounds.

Willingness and ability to work weekends, early mornings and evenings.

Schedule: 40 hours per wk., Mon - Fri, 7:30am - 4:00pm with some nights and weekends

Full Time Equivalent Minimum Salary: \$57,595.00

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www.ethics.state.ct.us

Start Date: 6/7/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-850														
5E - PARAPROFESSIONAL/ADMIN														
Total Applicants	10	1	1	0	2	1	1	1	1	0	0	0	1	19
Unqualified	6	1	0	0	2	0	1	1	0	0	0	0	0	11
Qualified	2	0	1	0	0	0	0	0	1	0	0	0	1	5
Interviewed Not Hired	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	0	1	0	0	0	0	0	0	0	1

A goal candidate, 1 HF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Systems Coordinator

Recruiter: Pamela Rucker

Search Code: 2019-731

Date Posted: 3/26/2019

Posting Deadline: 4/9/2019

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 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 classification is responsible for performing a full range of tasks in the coordination, and maintenance of software for a departmental computerized system.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

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, Rte. 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hrs. perwk, Mon - Fri, 8:00am - 4:30 pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Provides administrative and technical assistance for a departmental computerized system.

In conjunction with Information Technology, develops, maintains and implements system guidelines and procedures.

Works with programmer analyst/project managers to achieve system enhancements;
prepares and maintains documentation and reports.

Assesses, makes recommendations and/or provides for training needs of users;

Acts as liaison between users and potential users, professional support staff and vendors.

May research, develop and maintain materials such as manuals, user guides and training materials.

May receive, review and implement or make recommendations or referrals to staff concerning project or system requests.

May implement or assist in the implementation of specific applications;

Makes determination how information flow meets standards and user requirements;

May research, evaluate and assist in determining the most appropriate hardware or software.

May provide or refer appropriate support level for problem resolution or other assistance in areas such as procedures, equipment and software packages.

May monitor, evaluate and troubleshoot such areas as system use/maintenance and back-ups, security, data communication problems and response time.

May participate in the purchasing, acquisition, installation and placement of equipment;

conducts training; may create reports.

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of and ability to use various computer software programs.

Working knowledge of business area of support

Knowledge and understanding of technical solutions on functional aspects of a department.

Considerable interpersonal skills; considerable verbal and written communication skills

Excellent analytical and project management skills; ability to analyze and apply software options for optimum effectiveness

The position was posted on the UConn Health careers website.

The goal candidates, 9 WF and 4 HF, did not meet the minimum qualifications as posted.

The goal candidates, 2 WF, were not selected for an interview due to the following:

- 1 WF's application materials did not indicate working with users and computer systems on a regular basis.
- 1 WF's work history detailed executive level administrative functions. Her application materials did not indicate experience working with users and systems on a regular basis.

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

- 1 WF did not have formal experience with both the SABA software and EPIC leadership training.
- 2 WF could not answer user and systems knowledge-based questions.

The 1 HM selected had worked for 2 years as a Training Systems Coordinator. He had coordinated all EPIC trainings and managed all coursework and records in the SABA software computer system. The candidate had an AS in Computer Information Systems and 19 years of experience in technical computer support.

JOB OPPORTUNITY BULLETIN

Department: Human Resources

Job Title: HR Associate/Workers' compensation

Recruiter: Marisa Leone

Search Code: 2019-901

Date Posted: 5/16/2019

Posting Deadline: 5/23/2019

UConn Health in Farmington is looking for a skilled and experienced Workers' Compensation Associate to join the expanding Benefits and Human Resource team. 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

Within the Department of Human Resources (HR), this class is accountable for independently providing administrative support in the setup and monitoring of workers' compensation claims.

Supervision Received:

Works under general supervision of an employee of higher grade.

Examples of Duties:

Creates and maintains workers' compensation claim files;
inputs workers' compensation data into system;
provides guidance to employees and supervisors related to workers' compensation and leave laws, rules, regulations and processes;
assists employees with completing claim forms;
reviews documentation received, follows up as needed, and presents any potential issues to supervisor;
advises managers on timecard coding and audits timecards to ensure accuracy for payroll processing;
calculates approved workers' compensation basic compensation rate and corresponds with payroll for processing and adjustments;
communicates with FMLA team to coordinate leave eligibility and notification requirements;
provides leave status updates to HR units;
acts as liaison to the workers' compensation third party administrator (TPA);
organizes light duty job opportunities;
may represent agency in litigation;
performs other related duties as assigned.

Minimum Qualifications Required:

Knowledge, Skills and Abilities:

Knowledge of HR principles and practices; knowledge of relevant State and federal regulations and regulatory requirements, and collective bargaining contracts; ability to organize and prioritize work; proficient computer skills; effective oral and written communication skills; excellent interpersonal skills with the ability to maintain effective working relationships with others; exceptional customer service skills; and the ability to handle confidential matters with tact and discretion.

General Experience:

Experience and Training:

Three (3) years' experience in administrative work, including one (1) year experience involving Human Resources related work.

Preferred: Three (3) years' experience in administrative work, including one (1) year experience working with workers' compensation claims or payroll.

Substitution Allowed:

College degree may be substituted for two (2) years of the General Experience, along with the 1 year experience involving Human Resources related work.

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

FULL TIME EQUIVALENT SALARY: \$49,462

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

Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-901														
5E - PARAPROFESSIONAL/ADMIN														
Total Applicants	2	22	2	15	2	11	2	3	0	3	0	1	1	64
Unqualified	0	8	1	8	0	7	2	1	0	1	0	1	0	29
Qualified	2	12	1	6	2	4	0	2	0	1	0	0	1	31
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	1	0	0	0	2
Withdrew	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 8 WF and 7 HF, did not meet the minimum qualifications of the job posting.

The goal candidates, 12 WF and 4 HF, were not selected for an interview due to the following reasons:

- 11 WF and 3 HF’s application materials indicated a background in Human Resources but no experience administering workers compensation programs.
- 1 WF’s experience was mainly in Short Term Disability and his application materials did not indicate the Human Resources processing knowledge required for workers compensation management.
- 1 HF’s resume was vague and missing dates and did not indicate if all minimum qualifications were met.

1 WF withdrew her application.

The goal candidate, 1 WF, was interviewed but was not selected because she was unable to provide details about working with the payroll department to process day to day transactions, in answers to interview questions.

The 1 BF selected had extensive experience the Kronos, Oracle, and ADP HRIS computer systems. The candidate clearly detailed the auditing and payroll process associated with workers compensation claims. She was able to give examples of her skills and how she could perform the core functions of the position as well as interact with the various stakeholders

JOB OPPORTUNITY BULLETIN

Department: Human Resources

Job Title: Human Resources Associate - Operations

Recruiter: Marisa Leone

Search Code: 2019-903

Date Posted: 5/21/2019

Posting Deadline: 5/28/2019

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 organization is looking to add a full time Human Resources Associate to our team located in Farmington. If you have a background in this field, 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

EXAMPLES OF DUTIES: The Human Resources Associate, analyzes personnel actions to insure they are processed with adherence to state and federal guidelines, laws, as well as the bargaining unit contracts.

Reviews, prepares, processes or reviews a variety of personnel transactions.

Explains laws, rules, regulations and processes pertaining to personnel transactions.

Contacts proper authority for interpretation of the laws, rules, regulations and procedures; Prepares and maintains personnel records.

Monitors working test periods

Conducts longevity and seniority audits

Tracks and maintains licenses and certifications

Provide employment verifications

Maintains confidential records and filing systems

Prepares routine correspondence and forms

Enters appropriate information into multiple HRIS 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.

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of Human Resources principles and practices

knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; licensing requirements, labor relations principles and procedures, affirmative action and EEO principles and practices

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:

Three (3) years of experience in administrative work, including one (1) year of experience involving human resources related work.

SUBSTITUTION ALLOWED:

Bachelor's degree in Human Resources Management or SHRM or equivalent human resources

certification may be substituted for two (2) years of the general experience

PREFERRED QUALIFICATIONS: Experience with PeopleSoft, Banner and/or other HRIS.

SUPERVISION RECEIVED:

Work under general supervision of an employee of higher grade.

SCHEDULE: Monday through Friday, 8:30 am to 5:00 pm, 30 minute unpaid meal break. This is a confidential, non-union position.

FULL TIME EQUIVALENT SALARY: \$49,462

*Applicants must submit a narrative/cover letter describing their experience performing Human Resources related work.

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Start Date: 7/19/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-903														
5E - PARAPROFESSIONAL/ADMIN														
Total Applicants	4	25	1	16	0	6	1	3	0	4	0	0	1	61
Unqualified	3	10	1	10	0	3	1	2	0	2	0	0	1	33
Qualified	1	12	0	6	0	3	0	1	0	2	0	0	0	25
Interviewed Not Hired	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

JOB OPPORTUNITY BULLETIN

Department: Information Technology

Job Title: Desktop Technician I

Recruiter: Pamela Rucker

Search Code: 2020-411

Date Posted: 11/26/2019 **Posting Deadline:** 12/3/2019

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 Desktop Technician 1 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 classification provides support to end users on a variety of desktop issues; maintains, analyzes, troubleshoots, repairs and resolves technical problems for computer systems, hardware and computer peripherals of low to moderate complexity.

SUPERVISION RECEIVED:

Works under 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 hrs. per wk., Saturday - Wednesday, 8:00am - 4:30pm with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Responds to calls, email and personnel requests for technical support; monitors and maintains ownership of tickets to ensure problem resolution in a timely manner; documents resolution of all problems; maintains problem tracking logs; identifies patterns in tracking logs to lead; tracks status of all problems and monitors open problems to ensure that service level agreements are met; interacts with clients in a courteous and professional manner; supports and maintains user account information including rights, security and system groups; escalates problems appropriately; works with vendors' technical support for standard desktop systems; attends training to keep current with latest technologies; periodically interchange within desk and field service to maintain broad knowledge; performs others related duties as assigned.

Desk Service - provides first level support; responsible for handling calls, resolving problems of low to moderate complexity and providing support on basic hardware and software: handles and resolves technical calls from customers utilizing remote desktop utilities if necessary; diagnoses where to refer more complex calls; troubleshoots basic issue/problems; identifies and resolves callers problems using checklists as guide; answers request for non-technical information from customers and routes to appropriate resource when necessary.

Field Service - documents, maintains, upgrades or replaces hardware and software systems: configures computers to access network resources; diagnoses, repairs or replaces hardware such as printers, keyboards, monitors and other peripherals; uses diagnostic tools to identify hardware/software problems; installs memory chips, disk drive and various cards as needed; installs and configures local and network printers, scanners and other peripherals; diagnose and repairs problems with email and internet applications; assists users with problems in utilizing software applications specifically regarding word processing, spreadsheets and database management; installs virus utilities; browsers, e-mails and other miscellaneous applications, etc.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills.

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).

Working knowledge of operational and physical environment requirements for hardware components.

Familiar with architectural principles, guidelines and standards in own functional area.

Knowledge of help desk management tools and utilities.

Basic understanding of problem management.

Problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools.

Awareness of the principles of network technology.

Ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) year experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed:

Associate degree in computer science with one (1) year computer hardware and software experience.

WORKING CONDITIONS:

Ability to lift and carry approximately forty (40) pounds.

Full Time Equivalent Minimum Salary \$51,210.00

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www.ethics.state.ct.us

Start Date: 1/31/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-411														
5E - PARAPROFESSIONAL/ADMIN														
Total Applicants	19	2	8	1	3	0	5	2	2	0	1	0	4	47
Unqualified	8	1	4	0	1	0	3	1	2	0	1	0	4	25
Qualified	6	1	2	1	1	0	1	1	0	0	0	0	0	13
Interviewed Not Hired	5	0	1	0	1	0	1	0	0	0	0	0	0	8
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	1	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidate, 1 WF, did not meet the minimum qualifications of the posting.

The goal candidate, 1 WF, withdrew prior to her scheduled interview.

The 1 BM selected worked in computer support at a large medical facility for over 5 years. The candidate was responsible for training and troubleshooting IT issues. He articulated the Service Desk Metrics and their importance in promoting efficient and productive operations. The candidate was also familiar with providing technical customer service support to hospital staff.

JOB OPPORTUNITY BULLETIN

Department: Sponsored Program Services

Job Title: Accounting Career Trainee

Recruiter: Marisa Leone

Search Code: 2020-430

Date Posted: 11/27/2019 **Posting Deadline:** 12/4/2019

This class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position.

SUPERVISION RECEIVED: Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

EXAMPLES OF DUTIES: Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during the course of the training period; examines financial records of governmental or private businesses and accounting methods and procedures to ensure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules, and preparing budget estimates; grants management; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

EXPERIENCE AND TRAINING: Possession of a Bachelor's or Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

TERM OF APPOINTMENT:

1. The length of the training program is two (2) years for individuals with a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
2. The length of the training program is one (1) year for individuals with a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
3. The length of the training program for an individual who earns a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification is one year from the date the Master's degree is conferred or the end of the original two (2) year training period, whichever comes first.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements

Hiring Rate

Completion of 1 Year of Training

Bachelor's w/15 semester hrs. in accounting

Bachelor's w/30 semester hrs. in accounting

Master's in related field & 15 credits in accounting

Master's in related field & 30 semester hrs. in accounting

1. The salary for an employee who completes any of the above Minimum Requirements after initial appointment to the Accounting Careers Trainee job class will be adjusted commensurate with the schedule above and effective the pay period following the date the Master's degree has been conferred or the pay period following the date the appropriate number of credits as indicated above have been earned.
2. For current state employees, compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class Manual.

PROMOTION:

1. Incumbents in this class with a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
2. Incumbents in this class with a Master's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program.
3. Incumbents who earn a Master's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program from the date the Master's degree is conferred or the end of the original training period, whichever comes first.
4. Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

Schedule: Monday through Friday, 8:00a.m. to 4:30p.m.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,994

Start Date: 3/13/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-430														
5E - PARAPROFESSIONAL/ADMIN														
Total Applicants	5	4	1	3	0	0	3	4	0	3	1	0	2	26
Unqualified	3	0	0	0	0	0	0	1	0	1	0	0	0	5
Qualified	2	2	1	3	0	0	3	3	0	2	1	0	2	19
Interviewed Not Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

5F. (Dental Assistant) Hires – Part Time to Full Time – Adjusted Work Schedule

Dental Hygienist - (Behavioral Sciences Community Health)

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

JOB OPPORTUNITY BULLETIN

Department: Dental Clinics Adm

Job Title: Dental Hygienist

Recruiter: Pamela Rucker

Search Code: 2019-371

11/9/2018 **Posting Deadline:**

*****THIS POSITION IS LOCATED IN THE STORRS CLINIC*****

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 Hygienist 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 general supervision of a Dentist or other employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise employees of lower 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:

30 hrs per wk, Mon 7:30am-6:00pm, Tues & Thurs 9:00am - 7:30pm, with a 30 minute unpaid meal break

EXAMPLES OF DUTIES:

Performs clinical dental services including dental prophylaxis, facial and oral tissue exams

Participates in oral cancer exams, topical fluoride treatments and blood pressure examinations; takes and processes radiographs

Charts abnormalities

Screens clients for systemic disease which may appear in the oral cavity

Conducts assessments and makes referrals for treatment

Develops and implements dental hygiene care plans

Acts as surgical assistant for implant surgery

Provides education and training to patients and staff

Provides functional supervision of staff members involved in the dental care of patients

Provides input for performance evaluations

Orders equipment and supplies; maintains equipment

Does chairside dental assisting

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of dental hygiene, dental hygiene administration; oral and written communications skills; considerable interpersonal skills.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience as a dental hygienist.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and retain during employment a license as a Registered Dental Hygienist in Connecticut.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and position patients; may be exposed to communicable diseases and radiation; may be exposed to disagreeable conditions.

FULL TIME MINIMUM EQUIVALENT SALARY: \$53,477.00

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-371														
5F - DENTAL ASSISTANT														
Total Applicants	1	27	0	1	0	3	0	0	0	0	0	0	3	35
Unqualified	1	6	0	0	0	1	0	0	0	0	0	0	1	9
Qualified	0	19	0	1	0	2	0	0	0	0	0	0	2	24
Interviewed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WF, was selected.

5G. Licensed Practical Nurse

No hiring activity occurred in this job group during the reporting period.

JOB OPPORTUNITY BULLETIN

Department: Plumbing

Job Title: QCW-Plumber

Recruiter: Donna Alexander

Search Code: 2019-806#02

Date Posted: 4/17/2019

Posting Deadline: 11/13/2019

At UConn Health this class is accountable for performing highly skilled duties in Plumbing and Steam fitting. This position will work in the department of Facilities Management at UConn Health in Farmington, CT. This position may be required to provide services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, the Main building and other offsite locations in Farmington, CT. There are two (2) positions available.

THERE ARE TWO POSITIONS AVAILABLE

SUPERVISION RECEIVED: Works under the limited supervision of a Building Maintenance Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: May lead other Qualified Craft Workers, students, seasonal help, inmates or other lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years' experience in Plumbing trades
Substitution Allowed:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.

Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

MINIMUM QUALIFICATION SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in Plumbing.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

SPECIAL REQUIREMENT: Must possess at minimum a P2 license.

PREFERRED QUALIFICATIONS/EXPERIENCE:

Experience in troubleshooting and repair of electronic plumbing valves and fixtures

Experience and knowledge in the maintenance of vacuum pumps, air compressors, lift stations, water booster pumps, deionize water systems and commercial water heaters

Hospital or Institutional plumbing maintenance 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 may be required.

EXAMPLES OF DUTIES: Responsible for corrective and preventive maintenance tasks, performs highly skilled plumbing and steam fitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems, air compressors, vacuum pumps, lift stations, booster pumps & medical gas manifolds, service and maintain electronic and standard plumbing fixtures, electric, gas and steam commercial water heaters and recirculating systems, service and maintain a large selection of laboratory, dental and medical equipment associated with the dental and

medical schools, hospital and research for the mission of UConn Health, examples consist of steam kettles, dishwashers, cart washers, grease interceptors and commercial garbage disposals, use of specialty piping for drainage, repairs of deionize water systems and autoclave sterilizers, cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks, monitors medical gas systems including nitrogen, oxygen, carbon dioxide, respiratory air, surgical vacuum and nitrous oxide, adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems, performs other related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

SCHEDULE: Full time, 37.5 hour workweek, Monday - Friday, 7:30 a.m. to 3:30 p.m., minor holidays are required, in urgent/emergency situations must be able to work other mandated shifts including weekends and holidays 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALANT SALARY: \$50,326

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-806														
6A - QUALIFIED CRAFT WORKERS														
Total Applicants	11	0	0	0	0	0	0	0	0	0	0	0	3	14
Unqualified	1	0	0	0	0	0	0	0	0	0	0	0	1	2
Qualified	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	4	0	0	0	0	0	0	0	0	0	0	0	1	5
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	3	0	0	0	0	0	0	0	0	0	0	0	0	3

The position was posted on the UConn Health careers website.

Goal candidates did not apply for this position.

The 1 WM was selected. The 1 WM had 5 years' experience with a P2 license. The candidate was knowledgeable about all tools and small equipment utilized in the facility. Additionally, the candidate had aircraft carrier maintenance experience.

The 1 WM was selected. He was employed by a local hospital as a craft worker. He had a P2 license and had experience with vacuum pumps, lift stations, and repairing and installing water heaters.

The 1 WM was selected. The 1 WM had prior hospital experience and a P2 license. The applicant gave detailed examples of troubleshooting with air compressors and sewerage disposal systems. He also had experience with mechanical repairs and installations.

JOB OPPORTUNITY BULLETIN

Department: Electrical

Job Title: QCW-Electrician

Recruiter: Donna Alexander

Search Code: 2019-312

Date Posted: 10/25/2018

Posting Deadline: 11/7/2018

In a state agency this class is accountable for performing a full range of highly skilled duties in the electrical trade's area. This position will work in Facilities Management - Electrical Services at UConn Health located in Farmington, CT. This position will provide services to multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital, University Tower and any other UCH facilities.

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: May lead Qualified Craft Workers, Skilled Maintainers, Maintainers or other lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years' experience in the electrical trade area.

SPECIAL EXPERIENCE: Two (2) years of the General Experience must have been performing skilled trade functions in the electrical trade area.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

Substitution Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

SPECIAL REQUIREMENTS: Must have E1 or E2 license.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED: Three (3) years or more Commercial and/or Healthcare setting electrical service 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 may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions. Incumbents in this class may be required to complete an asbestos removal program consistent with the Environmental Protection Agency's operational guidelines.

EXAMPLES OF DUTIES: Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in the electrical trade area; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airport; performs highly skilled tasks in accordance with national and local codes

and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, buildings maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewinds motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work. Performs related duties as required.

SCHEDULE: Full time, 37.5 hour work week, Monday through Friday, 7:30am - 3:30pm, minor holidays are 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 MINIMUM SALARY: \$50,326

Start Date: 8/30/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-312														
6A - QUALIFIED CRAFT WORKERS														
Total Applicants	13	0	1	0	1	0	1	0	0	0	0	0	0	16
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	10	0	1	0	0	0	1	0	0	0	0	0	0	12
Interviewed Not Hired	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health careers website.

Goal candidates, 1 BM and 1 AM, were not selected for an interview due to the following reasons:

- 1 BM application materials did not indicate commercial or healthcare electrical setting experience.
- 1 AM did not return communications to schedule an interview.

The 1 HM selected had preventative maintenance experience in a commercial setting and performed hospital work while subcontracting. The applicant answered all technical and scenario questions correctly with detail. He emphasized the importance of safety in a workplace both to the workers and all individuals in the area.

JOB OPPORTUNITY BULLETIN

Department: HVAC/R

Job Title: QCW-HVAC-R

Recruiter: Donna Alexander

Search Code: 2019-592

Date Posted: 2/6/2019

Posting Deadline: 2/27/2019

At UConn Health this class is accountable for performing highly skilled duties in the trade area of HVAC-R. This position will work in the HVAC department at UConn Health in Farmington, CT. This position will provide services to all UConn Health buildings located in and around Farmington including but not limited to Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital, University Tower and other UConn Health sites. In cases of urgent need this position may travel outside of Farmington to other UConn Health satellite offices.

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: In the absence of the Supervisor; this position may lead other Qualified Craft Workers, Environmental Control Maintainers, Maintainers or other lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years' experience in the HVAC/r area. Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the HVAC-R craft.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

Substitution Allowed:

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain a minimum D2 or S2 HVAC license. EPA Refrigerant Certification.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED REQUIREMENTS: Three (3) or more years heating, ventilation and air conditioning experience in a hospital/healthcare or large scale institution/facility.

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 may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

EXAMPLES OF DUTIES: Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs,

modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods. Replaces belts on AHU's, RTU's, exhaust fans, boilers etc., replaces compressors on 10 ton or less air conditioning units, performs scheduled and annual preventative maintenance on all HVAC equipment (over 200 supply and exhaust fans), trouble shoot all the above equipment when it does not operate correctly, and makes repairs to correct the problem, replaces and maintains chilled water and condenser water pumps, maintains sand filters for air conditioning systems, uses the Building Management System (BMS) to adjust building temperatures, maintains cooling towers throughout the campus with proper water temperature for air conditioning. Maintains and makes repairs of low medium and high pressure steam delivery systems up to 125 psi. Performs related duties as required.

SCHEDULE: Full time, 37.5 hour workweek, 7.5 hour shifts, days, Monday - Friday, 7:30 a.m. to 3:30 p.m., holidays are required, in urgent/emergency situations must be able to work other mandated shifts including weekends, 30-minute unpaid meal break.

FULL TIME MINIMUM EQUIVALANT SALARY: \$53,680

Start Date: 9/13/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-592														
6A - QUALIFIED CRAFT WORKERS														
Total Applicants	13	0	0	0	0	1	0	0	1	0	0	0	0	15
Unqualified	7	0	0	0	0	1	0	0	1	0	0	0	0	9
Qualified	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Interviewed Not Hired	4	0	0	0	0	0	0	0	0	0	0	0	0	4
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

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

Goal candidates did not apply for this position.

The 1 WM selected had the most tenured experience working with large equipment. The applicant had both a D2 and S2 HVAC license. He had former supervisory responsibilities and expressed the importance of safety in the workplace.

JOB OPPORTUNITY BULLETIN

Department: Grounds & Labor

QCW-Auto & Equipment Mechanic

Recruiter: Donna Alexander

Search Code: 2020-738

Posting Deadline:

Job Title: 4/1/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add an Automotive and Equipment Mechanic to our Grounds & Labor 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 highly skilled duties in the trade area of automotive and equipment repair and maintenance and grounds maintenance. This position will be required to do snow removal (shovel and plow) and will work in the Grounds and Labor division of Facilities Management at UConn Health located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

SUPERVISION RECEIVED: Works under the limited supervision of a Building Maintenance Supervisor, Transportation Maintenance Crew Leader, Maintenance Supervisor or other employee of higher grade.

EXERCISED SUPERVISION: May lead other Qualified Craft Workers, students, seasonal help or other lower level employees as assigned.

MINIMUM QUALIFICATIONS: Four (4) years' experience in automotive and mechanical equipment repair and maintenance.

SPECIAL QUALIFICATIONS: Two (2) years must have been performing skilled trade functions in the trade area of automotive and mechanical equipment repair and maintenance.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

SUBSTITUTIONS ALLOWED:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.

Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

PHYSICAL REQUIREMENTS:

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 of the class. A physical examination is required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.

The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

EXAMPLES OF DUTIES:

Performs highly skilled maintenance and work requiring application of trade skills, codes and standard trade practices in automotive and mechanical equipment repair and maintenance
 Makes estimates of time, personnel and determines and obtains required materials
 Keeps necessary records
 May perform duties related to similar trade areas as required
 May act as liaison with other operating units and outside contacts
 May operate heavy equipment
 Diagnoses failure in all types of automotive and heavy mobile equipment
 Services, dismantles, overhauls and reassembles front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems and automotive electrical systems
 Constructs and repairs any needed parts
 Welds or brazes parts by oxyacetylene torch or electric welding
 May operate testing equipment required to diagnose automotive electronic components
 Removes snow and participates in other grounds related duties
 Performs other related duties as required

SCHEDULE: Full time, 37.5 hours per week, 7:30 a.m. to 3:30 p.m., Monday - Friday, must be available for snow removal, in urgent/emergency situations must be able to work other mandated shifts including weekends and holidays, 30 minute unpaid meal break.

FULL TIME EQUIVALENT ANNUAL SALARY: \$52,088

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:

Start Date: 5/22/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-738														
6A - QUALIFIED CRAFT WORKERS														
Total Applicants	16	0	0	0	3	0	0	0	0	0	0	0	0	19
Unqualified	6	0	0	0	1	0	0	0	0	0	0	0	0	7
Qualified	6	0	0	0	2	0	0	0	0	0	0	0	0	8
Interviewed Not Hired	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

Goal candidates did not apply for this position.

The 1 WM selected had 5 years of experience with the skilled trade functions in the area of automotive and mechanical equipment repair and maintenance as well as plowing. The candidate specialized in automotive and small engine repair. The candidate had a welding background and had been employed on a military base with aircraft and other large machinery.

7A. Protective Services

No hiring activity occurred in this job group during the reporting period.

JOB OPPORTUNITY BULLETIN

Department: Housekeeping

Job Title: Custodian

Recruiter: Donna Alexander

Search Code: 2019-914

Date Posted: 5/24/2019

Posting Deadline: 6/2/2019

In a state agency this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings. This position will work in Housekeeping and the Regulated Medical Waste Storage Room at UConn Health located in Farmington, CT. This position will work 3rd shift and will be required to provide Housekeeping services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital and University Tower.

SUPERVISION RECEIVED: Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee work of patients or students assigned to assist in custodial duties (this patient and/or student involvement includes physical safety aspects and providing some simple instruction; it does not include rehabilitation or responsibility for the quantity or quality of work).

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, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years') custodial experience in a hospital/medical setting.

EXAMPLES OF DUTIES: Performs custodial tasks and maintenance of areas such as patient rooms, dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, vacuums, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; changes curtains, makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and dispose of trash and regulated medical waste; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may be required to work on a ladder; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

SCHEDULE: Full time, 37.5 hours per week, Monday - Friday, Nights, 12:00 a.m. to 8:00 a.m., every other weekend, holidays are required as scheduled, in urgent/emergent situations must be able to work

other mandated shifts, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$31,367 during training; \$34,852 after successful completion of training period.

Start Date: 6/21/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-914														
7B - CUSTODIAN														
Total Applicants	8	7	3	1	4	4	0	1	0	0	0	0	0	28
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	8	6	3	1	4	4	0	1	0	0	0	0	0	27
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The 1 WF was selected. She was a Maintenance and Service (NP-2) union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: Housekeeping

Job Title: Custodian

Recruiter: Noreen Logan

Search Code: 2020-639

Date Posted: 2/7/2020

Posting Deadline: 2/16/2020

At UConn Health, this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings. This position will work in Housekeeping and the Regulated Medical Waste Storage Room at UConn Health located in Farmington, CT. This position will be required to provide Housekeeping services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital and University Tower.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

SUPERVISION RECEIVED: Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee work of patients or students assigned to assist in custodial duties (this patient and/or student involvement includes physical safety aspects and providing some simple instruction; it does not include rehabilitation or responsibility for the quantity or quality of work).

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, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years') custodial experience in a hospital/medical setting.

EXAMPLES OF DUTIES: Performs custodial tasks and maintenance of areas such as patient rooms, dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, vacuums, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; changes curtains, makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and dispose of trash and regulated medical waste; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may be required to work on a ladder; may change light bulbs and replace fuses; may lubricate or tighten door hinges,

drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

SCHEDULE: Full time, Monday - Friday, Nights, 12:00 a.m. to 8:00 a.m., holidays are required as scheduled, in urgent/emergency situations must be able to work other mandated shifts, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$32,465 during training; \$36,072 after successful completion of training period.

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 found at www.ethics.state.ct.us

Start Date: 4/10/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-639														
7B - CUSTODIAN														
Total Applicants	10	8	7	3	6	6	0	1	3	0	0	0	1	45
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	10	7	7	3	6	6	0	1	3	0	0	0	1	44
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The 1 WF was selected. She was a Maintenance and Service (NP-2) union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: Housekeeping

Job Title: Custodian

Recruiter: Donna Alexander

Search Code: 2020-716

Date Posted: 3/6/2020

Posting Deadline: 3/15/2020

At UConn Health, this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings. This position will work in Housekeeping and the Regulated Medical Waste Storage Room at UConn Health located in Farmington, CT. This position will work weekend nights and will be required to provide Housekeeping services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital and University Tower.

SUPERVISION RECEIVED: Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee work of patients or students assigned to assist in custodial duties (this patient and/or student involvement includes physical safety aspects and providing some simple instruction; it does not include rehabilitation or responsibility for the quantity or quality of work).

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, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years) custodial experience in a hospital/medical setting.

EXAMPLES OF DUTIES: Performs custodial tasks and maintenance of areas such as patient rooms, dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, vacuums, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; changes curtains, makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and dispose of trash and regulated medical waste; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may be required to work on a ladder; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

SCHEDULE: full-time 37.5 hours per week, Monday - Friday, 12:00 a.m. - 8:00 a.m., holidays are required, in urgent/emergency situations must be able to work other mandated shifts, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$32,465 during training; \$36,072 after successful completion of training period.

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 found at www.ethics.state.ct.us.

Start Date: 4/10/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-716														
7B - CUSTODIAN														
Total Applicants	5	4	1	4	4	3	0	1	1	0	0	0	0	23
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	4	1	3	4	3	0	1	1	0	0	0	0	22
Interviewed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	1	0	0	0	0	0	0	0	0	0	1

The 1 BF, a goal candidate, was selected. She was a Maintenance and Service (NP-2) union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: Housekeeping

Job Title: Custodian

Recruiter: Donna Alexander

Search Code: 2020-725

Date Posted: 3/9/2020

Posting Deadline: 3/18/2020

At UConn Health, this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings. This position will work in Housekeeping and the Regulated Medical Waste Storage Room at UConn Health located in Farmington, CT. This position will work weekend nights and will be required to provide Housekeeping services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital and University Tower.

SUPERVISION RECEIVED: Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee work of patients or students assigned to assist in custodial duties (this patient and/or student involvement includes physical safety aspects and providing some simple instruction; it does not include rehabilitation or responsibility for the quantity or quality of work).

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, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years) custodial experience in a hospital/medical setting.

EXAMPLES OF DUTIES: Performs custodial tasks and maintenance of areas such as patient rooms, dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, vacuums, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; changes curtains, makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and dispose of trash and regulated medical waste; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may be required to work on a ladder; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

SCHEDULE: full-time 37.5 hours per week, Wednesdays - Sundays, 12:00 a.m. - 8:00 a.m., (Mondays and Tuesdays are scheduled days off); holidays are required, in urgent/emergency situations must be able to work other mandated shifts, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$32,465 during training; \$36,072 after successful completion of training period.

Why UConn Health

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Start Date: 4/10/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-725														
7B - CUSTODIAN														
Total Applicants	5	3	6	2	5	1	0	1	1	0	0	0	0	24
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	2	6	2	5	1	0	1	1	0	0	0	0	23
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	1	0	0	0	0	0	0	0	0	0	0	0	1

The 1 WF was selected. She was a Maintenance and Service (NP-2) union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: Logistics Management Admin

Job Title: Storekeeper Assistant - Warehouse

Recruiter: Donna Alexander

Search Code: 2019-742

Date Posted: 5/6/2019

Posting Deadline: 5/7/2019

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.

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 duties in recordkeeping, requisitioning, or inventory control, Shipping and receiving of materials and supplies, i.e.; furniture, chemicals, records, parcels, mail and other various materials, unpacks, 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. Having 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, sort, 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

\$34,852 Upon successful completion of Working Test Period

Start Date: 10/25/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2019-742														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	12	3	4	4	3	2	2	1	1	0	0	0	1	33
Unqualified	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Qualified	9	1	4	2	2	1	2	1	1	0	0	0	0	23
Interviewed Not Hired	2	0	0	0	0	0	0	0	0	0	0	0	1	3
Withdrew	0	1	0	1	1	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health careers website.

The goal candidates, 1 WF and 1 HF, did not meet the minimum qualifications of the position as posted.

Of the goal candidates, 1 WF, 2 BF, 2 HM, 1 HF, and 1 AF were not selected for an interview for the following reasons:

- 1 WF, 2 BF, 1 HM, and 1 HF did not have two years' experience in Materials Management or a related field using a materials handling system.
- 1 HM spoke negatively about his current employer and stated he preferred to work alone rather than in a team environment, in a recent interview for an identical position.
- 1 AF was offered and declined an identical position offered, stating she wanted a job with less physical duties.

1 WF, 1 BF, and 1 HM withdrew their applications.

The 1 BF was offered and declined the position.

The 1 WM selected had experience with Materials Management and demonstrated his knowledge with accurate and detailed responses to questions. The candidate had a prior background in warehousing and implemented inventory control methods. His prior positions and responsibilities demonstrated the ability to work independently and implement sound judgment.

Department: Center for Comparative Medicine

Job Title: Animal Care Washroom Technician

Recruiter: Noreen Logan

Search Code: 2020-182

Date Posted: 9/17/2019

Posting Deadline: 9/27/2019

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 Animal Care Washroom Technician to our growing team, in our Center for Comparative Medicine. The position will be responsible for independently performing a full range of tasks involved in the sanitation, sterilization and distribution of supplies in the laboratory. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

SUPERVISION RECEIVED:

Works under the general supervision of a Lead Animal Care Washroom Technician or other employee of a higher grade.

EXAMPLES OF DUTIES:

Participates in sanitizing and sterilizing caging, supplies, equipment and washroom facility
Performs routine sanitation tasks
Operates and maintains wash machines
Assembles, prepares and stacks apparatus necessary to house, feed and water animals
Prepares supplies for animal care staff
Follows standard operating procedures
Receives, stores and rotates feed, bedding and other animal care supplies and equipment
Transports equipment and supplies
Disposes of animal waste and carcasses
Updates and maintains records
Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Some interpersonal skills
Some oral and written communication skills
Ability to follow written and oral instruction and to keep records
Manual dexterity

EXPERIENCE AND TRAINING:

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS:

Experience working in a research facility environment.

PHYSICAL REQUIREMENTS:

1. 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.
2. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift heavy objects and may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases.

SCHEDULE:

40 hour work week; Monday through Friday, 6:00 a.m. - 2:30 p.m., 30 hour minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY:

\$35,621

Why UConn Health

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Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-182														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	8	7	1	2	1	1	0	0	1	2	2	0	0	25
Unqualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	5	7	1	2	1	1	0	0	1	2	2	0	0	22
Interviewed Not Hired	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health website.

The goal candidates, 7 WF, 2 BF, 1 HM, and 1 HF were not selected for an interview because they did not possess the experience of working in a research facility environment.

The 1 WM selected had a background working with marine biology animals and experience working in a research facility environment. The candidate was familiar with UConn Health's policies and procedures. The candidate had positive references which indicated a demonstrated reliability and attention to detail in his responsibilities

JOB OPPORTUNITY BULLETIN

Department: Center for Comparative Medicine

Job Title: Animal Care Technician

Recruiter: Noreen Logan

Search Code: 2020-184

Date Posted: 9/17/2019

Posting Deadline: 9/27/2019

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 an Animal Care Technician 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 independently performing the full range of tasks involved in the care of various species of laboratory animals and their environment.

EXAMPLES OF DUTIES:

Feeds and waters animals

Cleans and sanitizes cages, animal rooms and related environment as necessary

Performs routine physical examinations and laboratory tests and special handling techniques for researchers as required

Assesses the status of animal shipments including identity, number of individuals, weight, health, etc.

Administers medications and gives injections under supervision

Identifies animals as to sex, species or strain

Provides support during surgical and experimental procedures

Observes and collects animal facilities operation data for accurate reports and required records

Reports findings to appropriate department staff

May breed and wean animals

Performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of animal care requirements, including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques

Some interpersonal skills

Some oral and written communication skills

Ability to follow oral and written instructions

Ability to utilize computer software

Manual dexterity and physical ability sufficient for handling animals, feeds, supplies and equipment

EXPERIENCE AND TRAINING:

General Experience:

A high school diploma or possession of a General Educational Development (GED) diploma and one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

Substitutions Allowed:

1. Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.

2. Two (2) years of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals.

3. A college degree of two (2) or more years and one-half (1/2) year of animal care experience directly related to the maintenance of health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals.

PHYSICAL REQUIREMENTS:

1. 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.

2. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to communicable diseases, hazardous substances and to risk of injury from animals.

SCHEDULE: 37.5 hour work week, Monday through Friday, 7:00 am to 3:00 pm, rotating weekends and holidays, overtime as needed.

FULL TIME MINIMUM EQUIVALENT SALARY: \$41,331

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Start Date: 11/22/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-184														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	4	21	3	2	3	2	0	0	0	2	0	0	0	37
Unqualified	2	18	3	1	2	2	0	0	0	1	0	0	0	29
Qualified	0	3	0	1	0	0	0	0	0	1	0	0	0	5
Interviewed Not Hired	1	0	0	0	1	0	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 18 WF, 1 BF, 2 HM, and 2 HF did not meet the minimum qualifications as posted.

The goal candidates, 3 WF and 1 BF, were not selected for an interview for the following reasons:

- 1 WF, in an interview for a similar position, gave only terse answers to questions and expressed concern about the commuting distance.
- 1 WF and 1 BF's experience with lab animal research was in college and not in a professional capacity.
- 1 WF was interviewed for an identical position and did not provide verifiable references.

The 1 HM interviewed had an unstable work history with multiple full-time jobs within a short period.

The 1 WM selected possessed 29 years of animal research experience. The candidate had worked with a variety of species and demonstrated knowledge of the equipment utilized during research. He also had been employed in multiple areas of a vivarium and supported a team approach to laboratory research.

JOB OPPORTUNITY BULLETIN

Department: Environmental Operations

Job Title: Environmental Controls Maintainer

Recruiter: Donna Alexander

Search Code: 2020-203

Date Posted: 9/24/2019

Posting Deadline: 10/3/2019

At UConn Health, this class is accountable for independently performing a full range of duties in monitoring, operating, repairing and adjusting building energy management services, this position will work evenings in Facilities Management - Environmental Operations located in Farmington, CT.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of methods, tools, equipment, materials and procedures of maintenance trades; knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade work area; some interpersonal skills; some oral and written communication skill; ability to follow written and oral instructions; ability to utilize computer software.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Two (2) years of experience in the operation, maintenance and repair of heating, air conditioning, ventilating and/or allied equipment.

SUBSTITUTION ALLOWED:

Graduation from a vocational or technical school with a diploma in the HVAC/R field may be substituted for the General Experience.

PREFERRED EXPERIENCE:

Trade School training in the HVAC/R field

Training and/or experience in the use of BMS (Building Management Systems), Johnson Control Metasys Extended Architecture and Automated Controls, Carrier Control Systems and Automated Logic DDC Systems.

PHYSICAL REQUIREMENTS:

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 of the class. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to significant levels of noise, risk of injury from equipment and weather conditions. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

EXAMPLES OF DUTIES:

Maintains controls, operates and adjusts energy management and building control systems (Johnson controls and or Carrier Automated logic systems)

Monitors, operates and adjusts building energy management systems

Uses visual and audio observation to monitor vendor and manufacturer calibrated settings

Tours campus to observe operations of equipment and detect faulty or erratic operation of systems

Compares logged deficiencies with energy management system pre-set control points within control

software in the control room

Detects faulty and erratic equipment operations through improper reads on display screens and responds to equipment site to diagnose and repair equipment problems

Makes adjustments to control system's set points for proper equipment performance

Inspects, diagnoses and performs minor/preventative maintenance and repair of control system

equipment and contacts supervisor and/or outside vendor for repairs appropriate in accordance with established procedures

Takes general maintenance phone calls in accordance with established procedures and completes work orders as necessary

Prepares reports as required

Performs related duties as required

SCHEDULE: Full time, 40-hour workweek, Tuesday - Saturday, 4:00 p.m. to 12:00 a.m., holidays are required, in urgent/emergency situations must be able to work other mandated shifts including weekends and holidays.

FULL TIME MINIMUM EQUIVALANT SALARY: \$48,234

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 found at www.ethics.state.ct.us

Start Date: 12/6/2019	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-203														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	7	1	0	0	2	0	0	0	0	0	0	0	0	10
Unqualified	3	1	0	0	2	0	0	0	0	0	0	0	0	6
Qualified	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 1 WF and 2 HM, did not meet the minimum qualifications of the posting.

The 1 WM selected was a trade school graduate with a concentration of building management systems (BMS), many of which were utilized at UConn Health. These systems included the

Johnson Control Metasys Extended Architecture and Automated Controls, and the Carrier Control Systems. He was certified in HVAC system maintenance and had working intern experience with a large government contractor that employed upwards of 5,000 employees.

JOB OPPORTUNITY BULLETIN

Department: Logistics Management Admin

Job Title: Transport Aide

Recruiter: Donna Alexander

Search Code: 2020-267

Date Posted: 10/15/2019

Posting Deadline: 10/18/2019

At UConn Health, this class is accountable for performing activities related to the transportation of patients, specimens, equipment, medical records and supplies throughout the facility. Works under the close supervision of an employee of a higher grade. This position will work in the Transportation Unit within the Department of Logistics Management at the UConn John Dempsey Hospital.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: Knowledge of proper patient transfer techniques including body mechanics; knowledge of University of Connecticut Health Center safety policy and procedures; interpersonal skills; skills in patient transport, oxygen transport and customer service; ability to follow instructions; ability to successfully complete an in-service orientation; ability to keep simple records; ability to respect patient's privacy and dignity; ability to operate a beeper.

GENERAL EXPERIENCE AND TRAINING: Any experience or training which provides the skill and ability to perform the duties listed above such as, experience in a hospital ambulatory/transportation unit.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS: Skill in operating a computer, entering requests into Excel spreadsheets.

WORKING CONDITIONS: Incumbents in this class are required to lift patients (minimum of fifty (50) pounds), walk for sustained periods of time (at least 45 minutes per hour) and have some exposure to communicable and/or infectious diseases. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES: Transports patients in a safe manner to and from clinical, ancillary and support areas by wheelchair, stretcher, bed, chair or other modes as requested to include transport of patients with rolling IV poles, oxygen tanks, intravenous pumps, drips or special equipment; assists clinical staff in transferring patients to and from beds and stretchers; collects, delivers and handles body fluid specimens, linens and medical records following defined protocols; responds to telephone inquiries, triage calls, beepers and code blue and assists as directed; maintains an accurate log of calls completed in log book; transports expired bodies to morgue; assists people in and out of vehicles and escorts or transports them to and from units assisting in carrying luggage, opening doors, etc.; replenishes unit supplies; performs related duties as required.

SCHEDULE: Full time, 80 hours every two weeks, evenings, 3:00 p.m. to 11:30 p.m., every other weekend and holidays as required, may work other shifts to accommodate departmental needs, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$37,807

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 found at www.ethics.state.ct.us

Start Date: 1/3/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-267														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	8	6	6	5	6	6	0	0	1	0	0	0	0	38
Unqualified	6	6	6	5	6	5	0	0	1	0	0	0	0	35
Qualified	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Not Hired	1	0	0	0	0	1	0	0	0	0	0	0	0	2
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

The goal candidates, 6 WF, 5 BF, 6 HM, and 5 HF, did not meet the minimum qualifications of the position as posted.

The goal candidate, 1 HF, was interviewed but not offered the position because she could not give examples of prior experiences related to problems or issues that arise with patient transport.

The 1 WM selected was a transportation aide for another large hospital. The candidate gave clear and detailed examples of providing customer service with patients including resolution of problems with unsatisfied customers and managing transport conflicts with administration, physicians, and family. He had a Cardio Pulmonary Resuscitation (CRP) certification and had experience in creating spreadsheet databases.

JOB OPPORTUNITY BULLETIN

Department: Logistics Management Admin

Job Title: Storekeeper Assistant - Warehouse

Recruiter: Donna Alexander

Search Code: 2020-467

Date Posted: 12/13/2019

Posting Deadline: 12/19/2019

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.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

Progressive leadership and educational development programs 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 duties in recordkeeping, requisitioning, or inventory control, Shipping and receiving of materials and supplies, ie; furniture, chemicals, records, parcels, mail and other various materials, unpacks, 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. Having 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, sort, 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, flexibility required to work other shifts to accommodate departmental needs, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY:

\$32,465 While in Working Test Period

\$36,072 Upon successful completion of Working Test Period

Why UConn Health

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Start Date: 2/28/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-467														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	16	4	5	1	4	0	2	0	1	0	0	0	1	34
Unqualified	0	1	1	1	0	0	0	0	0	0	0	0	0	3
Qualified	15	3	4	0	3	0	2	0	1	0	0	0	1	29
Interviewed Not Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

The goal candidate, 1 HM, was selected.

JOB OPPORTUNITY BULLETIN

Department: Logistics Management Admin

Job Title: Storekeeper Assistant - Shipping &

Recruiter: Donna Alexander

Search Code: 2020-288

Date Posted: 10/21/2019

Posting Deadline: 1/15/2020

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 POSITIONS AVAILABLE

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

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 duties in recordkeeping, requisitioning, or inventory control, Shipping and receiving of materials and supplies, i.e.; furniture, chemicals, records, parcels, mail and other various materials, unpacks, 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. Having 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:

\$32,465 While in Working Test Period

\$36,072 upon successful completion of Working Test Period.

Why UConn Health

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-288														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	29	10	11	6	13	7	2	4	1	0	0	0	0	83
Unqualified	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Qualified	25	10	10	6	10	4	2	4	1	0	0	0	0	72
Interviewed Not Hired	4	0	1	0	1	0	0	0	0	0	0	0	0	6
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	2	1	0	0	0	0	0	0	0	3

The position was posted on the UConn Health career website.

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

The goal candidate, 2 HF, did not meet the minimum qualifications of the posting.

The goal candidates, 10 WF, 6 BF, 4 HF, and 4 AF were not selected for an interview due to:

- 8 WF, 5 BF, 4 HF, and 4 AF did not have experience in Material Management or in a related field.
- 1 WF did not have relevant experience since 1997.
- 1 WF declined an interview.
- 1 BF accepted an alternate position.

The goal candidate, 1 HF, was selected.

The 1 HM selected scored in the top percentile on the skills assessment. The applicant had prior Storekeeper experience and had experience with inventory procedures and practices.

The 1 HM selected scored in the top percentile on the skills assessment. The candidate held an identical position previously but left with due notice for family reasons. He was organized and had a history of reconciling financial drawers accurately.

JOB OPPORTUNITY BULLETIN

Department: Logistics Management Admin

Job Title: Transport Aide

Recruiter: Donna Alexander

Search Code: 2020-638

Date Posted: 2/7/2020

Posting Deadline: 2/13/2020

Excellence, Teamwork, Leadership and Innovation. These values define UConn Health. We are looking for team members that share these same values. Our top rated organization is looking to add a Transport Aide to our growing Nursing Transportation 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 activities related to the transportation of patients, specimens, equipment, medical records and supplies throughout the facility. Works under the close supervision of an employee of a higher grade. This position will work in the Transportation Unit within the Department of Logistics Management at the UConn John Dempsey Hospital.

COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability, some offer no annual deductible and minimal co-pays

Generous vacation and sick-time plans

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: Knowledge of proper patient transfer techniques including body mechanics; knowledge of University of Connecticut Health Center safety policy and procedures; interpersonal skills; skills in patient transport, oxygen transport and customer service; ability to follow instructions; ability to successfully complete an in-service orientation; ability to keep simple records; ability to respect patient's privacy and dignity; ability to operate a beeper.

GENERAL EXPERIENCE AND TRAINING: Any experience or training which provides the skill and ability to perform the duties listed above such as, experience in a hospital ambulatory/transportation unit.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers. This is the only accepted credential.

Other CPR/AED credentials may be accepted at hire but incumbents will be required to obtain American Heart Association (AHA) Basic Life Support (BLS) certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS: Skill in operating a computer, entering requests into Excel spreadsheets.

WORKING CONDITIONS: Incumbents in this class are required to lift patients (minimum of fifty (50) pounds), walk for sustained periods of time (at least 45 minutes per hour) and have some exposure to communicable and/or infectious diseases. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES: Transports patients in a safe manner to and from clinical, ancillary and support areas by wheelchair, stretcher, bed, chair or other modes as requested to include transport of patients with rolling IV poles, oxygen tanks, intravenous pumps, drips or special equipment; observes and reports changes in patient's mental, physical or emotional condition; calls appropriate staff for patient assistance; establishes and maintains effective communication and a professional relationship with patients; maintains confidentiality regarding patient information; maintains a safe and secure environment for patients and staff; assists clinical staff in transferring patients to and from beds and stretchers; collects, delivers and handles body fluid specimens, linens and medical records following defined protocols; responds to telephone inquiries, triage calls, beepers and codes for medical emergencies and assists as directed; maintains an accurate log of calls completed in log book; transports expired bodies to morgue; assists people in and out of vehicles and escorts or transports them to and from units assisting in carrying luggage, opening doors, etc.; replenishes unit supplies; performs related duties required.

SCHEDULE: Full time, 80 hours every two weeks, 8:00 a.m. to 4:30 p.m. weekdays, 3:00 p.m. to 11:30 p.m. every other weekend, every other holiday as required, may work other shifts to accommodate departmental needs, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$37,807

Why UConn Health

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Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-638														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	13	8	8	5	8	5	0	1	1	1	0	0	0	50
Unqualified	9	3	6	2	5	3	0	1	1	1	0	0	0	31
Qualified	3	5	2	3	2	2	0	0	0	0	0	0	0	17
Interviewed Not Hired	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1

The 1 HM was selected. He was an 1199 union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

Department: OR Central Sterile Supply

Job Title: Central Sterile Processing and Distribution

Recruiter: Donna Alexander

Search Code: 2020-675

Date Posted: 2/20/2020

Posting Deadline: 3/1/2020

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-reclaimable 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
 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

\$32,465 during training
 \$36,072 after successful completion of training period

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

Start Date: 3/27/2020	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF	UU	Grand Total
2020-675														
7C - OTHER SERVICE/MAINTNANCE														
Total Applicants	3	4	5	6	1	3	0	0	0	2	0	0	1	25
Unqualified	1	1	3	4	0	3	0	0	0	1	0	0	1	14
Qualified	0	3	2	2	0	0	0	0	0	1	0	0	0	8
Interviewed Not Hired	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Withdrew	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	0	0	0	0	0	0	0	0	0	0	0	1

The position was posted on the UConn Health careers website.

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

The goal candidates, 1 WF and 4 BF, did not meet the minimum qualifications of the posting.

The goal candidates, 3 WF and 2 BF, were not selected for an interview for the following reasons:

- 2 BF did not have current sterile certification and experience in a current hospital sterilization setting.
- 3 WF did not have current hospital sterilization setting experience.

The 1 WM selected possessed provisional certification and provided very applicable examples of customer service for complex situations. The candidate had prior experience in a hospital setting. He was focused on best practices to accomplish the tasks most efficiently and satisfy the customers that relied on appropriate process and distribution channel.