

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
LICENSED PRACTICAL NURSE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: State Employees

Location: Connecticut Valley Hospital ~ Administrative Support Services Division ~ Ambulatory Care Services ~ Middletown, CT

Job Posting No: CV- 93259

Hours: 1st Shift ~ 8:00 a.m. to 3:30 p.m. ~ 35 hours weekly

Salary Range: \$44,250 to \$59,154 Annually

Closing Date: April 10, 2014

Duties may include but not limited to: Responsible for clinical nursing in Patient Care Services by preparing and assisting Medical providers/Consultants in all clinical functions, schedules all community office visits for patients, prioritizes clinical appointments for patients based on clinical need, arranges for patient transportation with transportation services and public services as indicated. Participates in Infection Control testing, scheduling and vaccination programs under the supervision of the Ambulatory Care Services Head Nurse. Disinfects medical equipment per Infection Control guidelines. Serves as liaison between Patient Care Services and other disciplines, departments, and outside institutions. Reviews all consultation requests for accuracy and ensures all required paperwork is present prior to sending to community providers. Coordinates and schedules on-site CVH clinic appointments for Podiatry, Optometry, Neurology, etc. Establishes and monitors appropriate QI indicators, prepares and distributes monthly QI reports. Utilizes computer-generated information to manage and track patient data. Maintains current computer records of consultations, outside billing and provides data to appropriate departments and divisions. Participates in hospital wide QI activities as needed. Maintains and monitors department medical emergency cart, AED, medical supplies and assures appropriate stock levels are maintained. Performs other related duties as required.

General Experience: License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

Working Conditions: Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: LPN applying to an LPN posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6