



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CLINICAL EDUCATION SPECIALIST (PSYCHIATRIC)**

ANNUAL SALARY: \$67,586 **SALARY GROUP: HC28** **APPLICATION CLOSING DATE: JANUARY 31, 2012** **EXAM NO: 120030APDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state health care facility this class is accountable for the planning, evaluation and coordination of a diversified interdisciplinary educational program for professional and paraprofessional health care personnel.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES** WHO BY **JANUARY 31, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE IN THE **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Five years of professional psychiatric experience in a health care facility.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a professional capacity with the major portion of duties teaching a psychiatric discipline.

SUBSTITUTIONS ALLOWED: (1) A Bachelor's degree may be substituted for one year of the General Experience. (2) A Master's degree in education, nursing or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess and retain a license as a registered professional nurse in Connecticut. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of health care in a psychiatric discipline; considerable knowledge of curriculum development, test construction and program development; considerable knowledge of teaching, counseling and evaluating techniques; knowledge of new trends and developments in treatment; knowledge of dynamics of individual and group behavior; knowledge of selection techniques; considerable interpersonal skills; considerable oral and written communication skills; interviewing skills.

THE EXAMINATION WILL BE COMPOSED OF:

	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Clinical Education Specialist (Psychiatric), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Clinical Education Specialist (Psychiatric) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience planning, evaluating and coordinating a diversified interdisciplinary clinical educational program in a psychiatric discipline for professional and paraprofessional health care personnel.** Describe your experience planning, developing, executing and evaluating integrated theoretical and clinical programs in a psychiatric discipline for professionals, paraprofessionals and health profession students. Include information indicating any responsibilities for assessing the need for training, preparing formal training plans, and developing evaluation criteria to assess the effectiveness of training courses. Clearly indicate whether responsibility was for individual courses or for organization-wide staff development and identify the student audience of these courses. Also include any experience in the preparation and implementation of a budget for educational functions, and/or participation in developing, obtaining and implementing federal grants for staff development programs. **(2) Experience teaching clinical education programs in a health care facility.** Detail your experience in regard to the variety and complexity of clinical education programs/training courses you have prepared and conducted. Identify whether curriculum and course development was a high percentage of your job duties or whether most preparation activity was revising and updating existing materials. Be specific as to the type and number of programs/courses you have prepared/developed. Include a list of the training courses you have conducted, type of audience, number of participants, instructional format and approximate number of times you have given the course during a given period of time (specify the time period). **(3) Knowledge of the principles and practices of health care in a psychiatric discipline.** Describe your experience in education, training and monitoring of data related to psychiatric diagnoses, symptoms, and medications used to treat those diagnoses. Describe your experience related to TJC (The Joint Commission), CMS (Centers for Medicare and Medicaid Services) and any other accreditation or regulatory body requirements. Include your experience with education and training in the National Patient Safety Goals and how you assured that staff competencies reflected these goals. Detail how you keep abreast of new trends and developments in the treatment and care of patients. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name).** **(3) Do not include materials other than those requested above.** **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 31, 2012.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6) Due to the large number of applications received, we cannot confirm receipt of applications.** **(7) Examination scores will be mailed by March 13, 2012.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Department of Mental Health and Addiction Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.