

Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Nurse Clinical Instructor (Psychiatric) CM26521
Nursing Administration

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

Open To: The Public

Location: Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519

Program/Unit: Nursing Administration

Salary: \$60,862.00 to \$82,411.00

Shift/Schedule/Hours: 1st shift, Monday through Friday, 8:30am to 4:00p.m.

Posting Date: Tuesday, July 28, 2015

Closing Date: Monday, August 3, 2015

Duties may include but not limited to: Works under the general supervision of the Director of Nursing I and II. Collaborates with the Director of Nursing and Nursing Leadership in development of employee orientations for inpatient and ambulatory nursing staff. Maintains records on all new employees (Nursing and MHA) orientations, and maintain documentation mandatory trainings. Develops on going curricula for monthly in-services and continuing education and training needs of center wide Nursing Staff. Establish Nursing Grand Rounds quarterly, Conducts annual competency training and documentation and proof of documentation that meet regulatory standards. Collaborates with Nursing Quality Assurance in conducting chart audits regarding medications errors, patient falls, pain management, restraint and seclusion episodes with recommendations for continued education and identified areas. Instructs all nursing staff on the regulatory agencies requirements regarding nursing and patient care, conducts rounds to ensure standards of practice are being maintained. Co- chair Nursing Policy and Procedure committee. Participate in Center-wide monthly nursing meeting, may provide training and education as needed at these meetings. May attend inpatient Staff/ Supervisors meetings as required. Provides consultation, supervision and education regarding development, of master treatment planning, assist staff in training on WITS, and Electronic Medical Records. Collaborate with Director of Pharmacy to formulate ongoing education and ongoing in-service for Nursing staff regarding medication safety practices and other related topics. Provides clinical and administrative feedback to supervisors regarding training and educational needs of staff. Makes rounds and meets routinely with nursing staff, identifying training needs develops and maintains service resources which support all nursing staff competency for the Clinical Neuro -Research Unit (CNRU). Meets weekly with CNRU Supervisor to review nursing trainings and competencies that must be met for new research protocols. Maintains records of the CNRU trainings and competencies. Makes rounds and meets routinely with nursing staff, on the inpatient units and ambulatory setting. Provides clinical and administrative supervision to selected staff and assists with evaluation of nursing staff annually or as situations arise; Works closely with Director of Education and Training in presenting/evaluating programs. Responsible for surveillance of patient medical treatment rooms, code closets, medical supplies, log books, C-Pap machines, refrigerator temperatures, waive tests and proper signage to meet all regulatory standards. Develops on line training and education modules. Performs related duties as required.

General Experience and Training: Three (3) years' experience in hospital or institutional nursing as a registered professional nurse in the appropriate specialty serviced by the agency.

Special Experience and Training: One (1) year of the General Experience must have been at the level of Head Nurse working with the type of patients and/or clients serviced by the agency.

Substitution Allowed: A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Must possess and retain a current license as a Registered Professional Nurse in Connecticut. Must possess, retain and carry a valid Connecticut Drivers License. Travel in the community is required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse 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.

PLEASE SEND APPLICATIONS TO:

Donna Zwilling, Human Resource Assistant
Connecticut Mental Health Center- Human Resource Department
34 Park Street, New Haven CT 06519

Fax: (203) 974-7637; Email: donna.zwilling@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (P-1)