

Department of Mental Health and Addiction Services
Connecticut Mental Health Center
JOB OPPORTUNITY
Head Nurse CM75083
Acute Inpatient Division, 4th and 5th Floors

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: Acute Inpatient Division, 4th & 5th Floors

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

Shift/Schedule/Hours: 3rd shift, 11:30 p.m. to 8:00 a.m., 72-72-80 rotating schedule, every other weekend

Posting Date: Monday, August 31, 2015

Closing Date: Sunday, September 6, 2015

Duties may include but not limited to: The Head Nurse works under the supervision of a Supervising Nurse, Can function in the Charge Nurse capacity, ensures the safety and recovery of patients on an acute Inpt unit and/or transitional living unit. Head Nurse completes comprehensive Initial Nursing Assessment, for patients with acute psychiatric and addictive problems, within 8 hours of admission, and throughout hospitalization by utilizing their psychiatric, substance abuse, nursing, and medical knowledge; Assesses, identifies and maintains safety of patients who are at imminent risk to self or others including: Risk to Fall, AWOL Risk, potential or actual substance withdrawal, and medical instability; Describes nursing care needs/problems, in behavioral terms, related to DSM IV diagnoses using data collected through the nursing assessment and evaluation processes; individualized nursing care plan in collaboration with the patient, family, significant others, and the multidisciplinary treatment team; Supervises MHA staff in the development of individualized care plans; Administers all medications in accordance with CMHC Standards of Practice and Nursing Policies and Procedures; Conducts and teaches patient debriefing following the use of seclusion and/or restraints in accordance with the Guidelines for Patient Debriefing. Ensures that all clinical documentation revisions are timely and complete. Conducts inpatient groups such as community meetings, goals group, and orientation meetings, as well as assist with in house patient activities. Participates in implementing health teaching interventions with patients and/or family members as prescribed in the Nursing Care Plan. Attends shift reports and participates in nursing and multidisciplinary staff meetings, committees, and task forces. Writes the Master Treatment Plan to identify goals for assigned patients; Observes patients for behaviors that would indicate potential imminent safety risk to self or others; Collaborates with the Team Leaders and Nurse to implement measures to maintain the safety of patients who are at imminent risk to self and/or others, or is an AWOL potential; May function in the in Charge role ensures patient safety by conducting environmental safety rounds and patient 15, 30 min checks, and or 1:1 specials are assigned and policies and procedures are being followed. Participates in the assessment and reassessment process by collection of data throughout the course of a shift, documents changes in mental status; Demonstrates interviewing skills that facilitate accurate and comprehensive data collection and documentation in the 24Hr. May take charge of Admissions and Conducting the Initial Nursing Assessment, May be required to lead in restraints application, and assist in de-escalation of behavioral dyscontrol, May be required to take clients to medical or clinical appointments and or community outings, and fresh air breaks. Evaluates pt and addresses unit needs, supervises and evaluates unit MHA workflow based on evaluation of unit conditions, individual patient needs, and clinical expertise of staff, in order to ensure maintenance of the therapeutic milieu, may develop and/or monitor employee job assignments to ensure adequate coverage, equitable distribution of employee time off, and holiday coverage. Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Ensures that all clinical documentation is timely and complete for self and supervisees, for patients involved in critical incidents, and episodes of behavioral dyscontrol who require restraints or seclusion. May give or supervise verbal report to evening shift for census acuity, milieu issues, new admits. Supervises all patient care related and other activities delegated to assigned LPNs, MHAs I&II. Works collaboratively with other disciplines, departments, and/or programs so that services to patients are provided in a manner consistent with CMHC Standards of Nursing, Reviews 24^o Sheet and Alert Sheets Coordinates Admissions, and facilitate scheduled discharges. Collaborates with Nursing Supervisors to complete performance appraisals on staff they supervise, may at times function as Team Leader, or in charge, may be project coordinator for performance improvement data collection or quality improvement studies. Collects data and audits charts for deficiencies, makes plan of correction, Reviews Weekly, ongoing medical issues of patients, will take responsibility to ensure all proper documentation by MD and Nsg is accurate and completed for any critical incident resulting in a restraint episode, may be responsible to compose critical incident review report.

General Experience and Training: Two (2) years experience as a Registered Professional Nurse

Special Experience and Training: One (1) year of the General Experience must have been 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.

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.

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.
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 DAS 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)