

GOALS ANALYSIS

(Sec. 46a-68-90)

September 2023

This section was in compliance in the previous filing and there were no proposals and recommendations.

Reclassifications comprise 12.4%, or twenty-four (24) out of one hundred ninety-four (194) 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 a 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.

Faculty promotions through the University's Academic Advancement and Promotion process are not considered reclassifications as faculty advance through the academic ranks. 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 is included 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.

As in the 2022 *Plan*, UU (Unknown race Unknown gender) is utilized. 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 (UU). In this Plan, three applicants that were selected for hire chose not to self-identify their race and gender when given the opportunity as both an applicant and employee.

As a continuation of efforts to align UConn Health and University of Connecticut processes and reporting, the applicant charts in the individual Goals Analysis narratives are reported in the same format as the 2022 *Plan*. The line “Interviewed” 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. The line “Qualified” includes applicants that met the minimum qualifications but not the preferred qualification and were not interviewed. Interviewed and hired applicants are not included in this line. Applicant pool totals for each race/gender category are correct.

Because of this change, the “Interviewed” line when totaled for each job category, differs from the “Interviewed” line in the Applicant Flow Analysis.

In the charts, hiring or promotional goals that were utilized for each hire or promotion are by yellow highlights in the race/gender columns. Goals met and no longer utilized are explained in the narrative and no longer highlighted.

In the Promotional Goals Analysis, both hiring and promotional goals are utilized when positions are posted externally. When hiring goals are utilized, the race/gender columns are highlighted green for the goals that are additional to the promotional goals. Additionally, the narrative notes when hiring goals are included.

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 of a non-goal candidate provide a detailed and complete discussion of every goal candidate.

In the Hiring Goals Analysis, hires resulting from employees moving from a part-time to full-time status are considered as meeting a hiring goal in this *Plan*. Additionally, in the Promotional Goals Analysis, promotions due to collective bargaining obligations are

considered meeting promotional goals. These changes are a result of a discussion with CHRO reviewers on October 17, 2023.

Category 1A: Executive

Hiring Goals: 1 WM, 1 BM, 1 HM, 1 HF

Hiring into Category: 1 WM, 1 WF

Goals Met: 1 WM

Start Date: 8/26/2022

Requisition Number: 2022-753

Department: Healthcare Compliance and Privacy

Assistant Vice President

KNOWLEDGE & SKILLS:

Demonstrated knowledge of compliance program elements, state and federal laws, regulations and best practices regarding healthcare compliance, privacy and data management; Demonstrated knowledge of monitoring processes and protocols; understanding of healthcare coding and reimbursement systems, risk management and performance improvement; demonstrated leadership ability; excellent analytical and organization skills; excellent oral and written communication skills; excellent interpersonal skill; demonstrated initiative and knowledge of problem solving processes and ability to institute quality control procedures; ability to effectively present ideas and concepts and represent the institutions interest externally with regulators, agencies and others; ability to work in a matrix environment; ability to meet deadlines and adjust to changes in workload, policies, procedures and priorities; excellent computer skills.

GENERAL EXPERIENCE:

Bachelor's degree and ten (10) years' experience in healthcare administration, privacy or closely related field with a minimum of six years progressive state or federal regulatory or managed care compliance experience. Advanced degree preferred.

PREFERRED REQUIREMENT:

Certification in healthcare compliance or privacy (e.g., CHC, CIPP, CHPC, CHPS, RHIA). If not certified at time of hire, must obtain within one (1) year.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-753												
Unqualified	5	9	1	3	1	2	0	0	0	0	1	22
Qualified	4	9	1	1	0	0	0	0	0	0	1	16
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	10	20	2	4	1	2	0	0	0	0	2	41

This position was posted on the UConn Health website.

The goal candidates, 5 WM, 1 BM, 1 HM, and 2 HF, did not meet the minimum requirements.

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

- 1 WM only had health system experience in a training center.
- 1 WM did not have experience with Medicare, Medicaid, hospital, or an integrated academic medical center.
- 1 WM did not have provider compliance experience.
- 1 WM did not submit a cover letter.
- 1 BM's primary experience was in health information management.

The goal candidate, 1 WM, was interviewed and not selected because his experience was as a consultant working on projects for two healthcare entities.

The 1 WF was selected. She had worked in healthcare compliance since 2013. During this time, she took on new challenges and responsibilities. She also had the preferred certification in healthcare compliance.

Start Date: 8/26/2022

Requisition Number: 2022-820

**Department: Chief Information Officer
Chief Information Officer**

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY:

A comprehensive knowledge of current technologies, including IT infrastructure development and management, computer operations/data center management, applications development and support, decision support, and telecommunication management. Experience in an academic medical center environment. Demonstrated ability to deploy information technology to solve

business problems while managing costs and risk. Skilled at identifying and evaluating new technological developments and their appropriateness for the environment. Well-developed strategic planning and thinking skills. Exceptional leadership skills. Strong staff selection, development, coaching and mentoring skills. Excellent organizational, managerial, and presentation skills. Knowledge and application of sound supervisory practices, including the ability to implement the University's Affirmative Action Program.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree and ten (10) years' experience in information technology within healthcare. At least three (3) years' experience at senior levels working with CEOs and Boards.

Preferred:

Master's degree in computer science, business, or related field. Substantive experience with EPIC electronic medical record system.

Special Requirement:

Must be able to satisfy the unique needs of an academic medical center, including a basic science research enterprise, a clinical research enterprise, an integrated clinical delivery enterprise, and a large administrative enterprise with a single integrated IT strategic plan, infrastructure, and service support structure.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-820												
Unqualified	15	2	1	0	0	0	2	0	0	0	1	21
Qualified	8	0	1	0	0	0	0	0	0	0	0	9
Interviewed	3	1	0	0	0	0	0	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	27	3	2	0	0	0	2	0	0	0	1	35

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Category 1B: University Director

Hiring goals: 2 HM, 1 HF, 1 AM

Hiring into Category: 4 WM, 5 WF, 2 BM, 1 BF, 1 AM

Goals Met: 1 AM

Start Date: 6/17/2022

Requisition Number: 2022-1061

Department: Finance and Reporting

University Director

Knowledge, Skills & Abilities Requirement:

Excellent knowledge of GASB and FASB financial reporting requirements; strong knowledge of principles and practices of organization and management; knowledge of applicable laws and regulations; knowledge of budget preparation and financial analysis; understanding of revenue cycle and needs; knowledge of accounting systems.

Exceptional communication [verbal and written] skills; strong IT skills;
Ability to maintain good working relationship with all levels of staff; ability to apply management principles and techniques; ability to manipulate large amounts of data for reporting and data analysis; ability to operate at both strategic and operational levels.

Qualification/Experience & Training:

Bachelor's degree in finance, accounting, business administration or public administration and six (6) years' experience in financial management in a large, complex organization

At least three [3] years previous management/supervisory experience in a related setting.
Must be proficient in Excel and Access, and possess the knowledge to use and learn multiple database and reporting systems

Substitutions Allowed

A Master's degree or Certified Public Accountant (CPA) or closely related certification may be substituted for one (1) year of experience.

Preferred qualifications:

Previous history of managing within a multi-Union environment.

Experience managing large projects and demonstrated ability to multitask and prioritize duties to meet deadlines.

History with six sigma/balance scorecard a plus.

Participated in a system implementation/migration.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1061												
Unqualified	1	1	0	1	0	0	0	0	0	0	0	3
Qualified	1	0	0	0	0	0	0	0	0	0	1	2
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	1	0	1	0	0	0	0	0	0	2	8

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He had a bachelor's degree in accounting, a master's degree in accounting and taxation and was a CPA. He also had thirteen years of financial management experience working for a state agency. His experience included developing and coaching staff as well as utilizing state accounting software, and experience with extension audits. Additionally, he had experience working with state unions.

Start Date: 8/26/2022

Requisition Number: 2022-1379

Department: Pharmacy

University Director

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of and ability to apply management principles and techniques.

Considerable knowledge of the principles and practices of pharmacy and pharmacology.

Considerable knowledge of the operations of a hospital or outpatient facility/pharmacies.

Considerable knowledge of pharmaceutical economics

Considerable knowledge of relevant state and federal laws, statutes, and regulations as it pertains to hospital pharmacy practice.

Excellent administrative, professional and fiscal management skills.

Considerable interpersonal skills; strong verbal and written communications skills.

Considerable ability to maintain and effectively utilize perpetual inventory records and patient drug profiles.

Considerable ability to impose adequate controls over supply, dispensing and flow of control substances.

Ability to provide training and technical assistance; teaching ability.

Ability to maintain records.

Supervisory ability

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

PharmD or Bachelor's degree in Pharmacy
Seven (7) years of hospital pharmacy experience including three (3) years in a managerial/administrative capacity.

SUBSTITUTION ALLOWED:

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

SPECIAL REQUIREMENTS:

Must possess and maintain during employment Pharmacist licensure in the State of Connecticut.
(If not licensed in CT at hire must be able to reciprocate current state Pharmacist license to CT State license within four months of hire).

PREFERRED EXPERIENCE/QUALIFICATIONS:

Advanced degree in business such as a MBA, MPH, Masters in Healthcare Management
Pharmacy Board Certification
PGY2 Residency in Pharmacy Administration
Experience with EMR systems such as EPIC
Experience with pharmacy automation systems such as Pyxis, Logistics ES, Dose Edge, Mede

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1379												
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	1	1	0	0	1	0	0	0	0	4
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	1	1	1	1	0	0	2	1	0	0	0	7

A goal candidate, 1 AM, was selected.

This hire achieved a hiring goal.

Start Date: 10/07/2022

Requisition Number: 2023-006

Department: Clinical Laboratory

Associate Director

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques.

Considerable knowledge of current technology, laboratory practices, procedures, techniques equipment, and terminology used in clinical laboratories in the application of tests and analyses and in the examination of body fluids and tissues, foods, water and environmental specimens. Considerable knowledge of accreditation standards, laws, regulations and standards governing public health and clinical laboratory services.

Working knowledge of principles and practices of laboratory services operations and program administration/management, including planning, implementation, and evaluation; basic budgeting knowledge.

Knowledge and understanding of proper laboratory safety precautions, guidelines and procedures.

Skill in the operation and maintenance of laboratory equipment and instruments.

Considerable interpersonal skills; effective oral and written communication skills.

Proficient in the use of computer applications and computer analytics.

Strong organization and time management skills.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, Cytotechnology or other related field; and

Seven (7) years' experience working in a clinical laboratory.

SPECIAL EXPERIENCE:

Three (3) years of the general experience must have been in a supervisory role.

SUBSTITUTION ALLOWED:

Master's degree in a related field may substitute for one (1) year of general experience.

SPECIAL REQUIREMENT:

Must possess and maintain Certification as a Medical Technologist (MT) or related Specialty from the ASCP Board of Certification or other acceptable certifying board.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-006												
Unqualified	0	1	0	0	0	0	1	0	0	0	1	3
Qualified	1	1	0	0	0	0	0	0	0	0	0	2
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	4	0	0	0	0	1	0	0	0	1	8

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She provided accurate responses to interview questions regarding laboratory responsibilities. She gave detailed examples of quality assurance and psychological safety and culture. Additionally, she provided examples of her ability to effectively solve various disagreements among staff and her ability to successfully collaborate with management teams.

Start Date: 11/04/2022

Requisition Number: 2023-071

Department: Office of Institutional Equity

Associate Director, Investigations

Minimum Qualifications:

Juris Doctor or graduate degree in related field.

Five (5) to seven (7) years' related professional experience which included primary responsibility for conducting discrimination, harassment and retaliation investigations.

Advanced knowledge of state and federal civil rights laws and regulations, including but not limited to the Americans with Disabilities Act (ADA), Title IX of the Education Amendments Act of 1972, Title VI and Title VII of the Civil Rights Act of 1964, and the Connecticut Fair Employment Practices Act.

Advanced knowledge of investigatory methods and techniques: Demonstrated ability to independently conduct thorough and neutral employment/civil rights investigations, including preparing written investigative reports.

Strong interpersonal skills: Demonstrated ability to function well in both leader and teammate roles and interact with colleagues and superiors in a positive and constructive manner when faced with significant deadlines or workloads and challenging subject matter.

Demonstrated ability to work independently and regularly exercise excellent judgment regarding interpersonal interactions, administrative detail, and confidential procedures.

Excellent writing and communications skills.

Strong work ethic and attention to detail: Highly motivated, self-directed execution of routine and special projects.

Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community on sensitive topics.

Proficiency with office administration and coordination of general office business functions, including demonstrated strong skills in Microsoft Word, Excel, and Power Point.

Preferred Qualifications:

Professional experience in higher education and/or an academic medical setting.

Experience working in a unionized environment with a complex human resources or labor relations structure.

Supervisory experience.

Experience in creating and/or delivering compliance or diversity-related training or educational programming.

Completion of sexual violence investigation, prevention, and/or response training.

Demonstrated leadership in promoting diversity, equality and inclusiveness within a team or organization; experience working with and building relationships with diverse populations.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-071												
Unqualified	2	1	1	2	0	0	0	0	0	0	0	6
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	4	1	2	0	0	0	0	0	0	0	10

Recruiting activities included:

- UConn Health website
- OIE staff listserv
- National Association of College and University Attorneys (NACUA) online/website posting
- CT Employment Lawyers Association (CELA) listserv
- UConn HR/ER
- UConn University Compliance
- UConn/UConn Health OGC
- UConn School of Law Dean's Office
- George W. Crawford Black Bar Association's weekly e-newsletter
- UConn School of Law Office of Career Development
- Internal JD Preferred job list
- Yale University
- Capital Region Education Council
- DEI Directors in K-12 Public Schools Group
- Re Center
- Leadership Trainer Organization
- Leadership Greater Hartford
- Urban League of Greater Hartford

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

Goal candidates did not apply for this position.

The 1 WM was selected. He had a leadership role at a public higher education institution, which included conducting investigations, preparing written reports, and providing related education

and guidance to campus partners and stakeholders. He provided detailed examples of his supervisory experience and described developing processes and tools to manage workflow. He also had experience with Title IX and sexual violence investigations.

Start Date: 12/02/2022

Requisition Number: 2022-1449

Department: Health Career Opportunity Programs

Associate Director

MINIMUM QUALIFICATIONS REQUIRED:

UConn Health is seeking a knowledgeable professional who possesses a medical or dental degree or Ph.D., and pertinent administrative experience in a medical or dental school. Key to success in this position will be a passion and commitment to education; and working with young people and seeing them progress and grow. The ideal candidate will have experience obtaining large grant funding to support educational initiative and be knowledgeable of health Career opportunity programs (i.e., enrichment programs). The candidate will be a leader and strategic/critical thinker who will expand the programs/activities of HCOP. The successful candidate will possess excellent interpersonal skills and outstanding communication skills with all levels of internal organization and external constituents. He/she will be an effective speaker and will represent the Health Career Opportunity Programs (including HPPI) well.

PREFERRED EXPERIENCE:

Additional qualities and traits of the successful candidate include:

- * Creative, innovative
- * Visionary and proactive, look towards the future
- * Able to build teams
- * Interactive/social skills; able to talk to students
- * Independent and autonomous
- * Collaborative, collegial
- * Go-to person, advocate
- * Organized, detail-orientated
- * Professional, diplomatic, political savvy

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1449												
Unqualified	1	4	0	2	1	2	0	0	0	0	0	10
Qualified	0	0	1	0	0	0	0	1	0	1	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	4	1	3	1	2	0	1	0	1	0	14

Recruiting activities included:

- UConn Health website
- Chronicle of Higher Education
- HigherEdJobs
- Association of American Medical Colleges

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

Goal candidates, 1 HM and 2 HF, did not meet the minimum requirements of this position.

The 1 BF was selected. She had a Ph.D. and experience in a medical school, where she developed and implemented comprehensive strategies for advancing diversity, equity, and inclusion across the institution. She had developed an infrastructure to assess and evaluate diversity, equity, and inclusion strategies. Additionally, she had experience with National Institute of Health grants.

Start Date: 1/13/2023

Requisition Number: 2023-137

Department: Custodial Services

University Director

MINIMAL QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge and ability to apply management principles and techniques.

Considerable knowledge of the management of health care, education, and research facilities and their operations.

Knowledge of epidemiology, especially in controlled areas.

Knowledge of management, technology and performance of environmental services, minor maintenance, grounds, and linen services in healthcare, teaching, and research facilities.

Considerable knowledge of affirmative action and EEO policies.

Comprehensive knowledge of statutory and/or regulatory provisions relevant to healthcare and research.

Considerable oral and written communication and interpersonal skills.

Analytical ability and ability to mentor and motivate personnel.

Ability to deal with people from widely diverse backgrounds and socioeconomic levels.

Leadership ability.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor degree in a related discipline and six (6) years' experience in related facilities services in an acute care hospital or healthcare environment which includes five (5) years at a managerial level

OR

Ten (10) years' experience in related facilities services in an acute care hospital or healthcare

environment which includes five (5) years at a managerial level.

PREFERRED QUALIFICATIONS:

Master's degree in closely related field

Certified Healthcare Environmental Services Professional (CHESP) or Facility Manager (CHFMM) - administered by the American Society of Healthcare Engineers) or Certified Facility Manager (CFM - -administered by the International Facilities Management Association (IFMA)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-137												
Unqualified	8	2	2	0	2	0	1	0	0	0	1	16
Qualified	3	0	0	0	0	0	0	0	0	0	0	3
Interviewed	2	0	1	0	1	0	0	0	0	0	0	4
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	13	2	4	0	3	0	1	0	0	0	1	24

This position was posted on the UConn Health website.

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

Goal candidates, 2 HM, did not meet the minimum requirements of this position.

Goal candidate, 1 HM, was interviewed and not selected. His experience was with nursing homes, not clinical areas. Also, he did not elaborate on his strategic thinking experience or how he would lead a team of approximately 250 employees.

The 1 BM was selected. He had over 25 years of director experience in an acute in-patient hospital setting. Also, he provided detailed examples of his knowledge regarding environmental services. He gave examples of how he managed the performance of his staff and provided them with the necessary tools to provide excellent customer service.

Start Date: 1/13/2023

Requisition Number: 2023-481

Department: Clinical Business Services

University Director

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-481												
Unqualified	2	1	1	1	0	1	0	0	0	0	1	7
Qualified	0	3	0	1	0	0	0	0	0	0	0	4
Interviewed	0	1	0	2	0	0	0	0	0	0	0	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	5	1	4	0	1	0	0	0	0	1	15

This position was posted on the UConn Health website.

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

Goal candidate, 1 HF, did not meet the minimum requirements of this position.

The 1 WM was selected. He had customer service and collections experience along with progressive revenue cycle management experience. He provided accurate detailed responses to interview questions pertaining to dealing effectively with the needs of customers and leading a

team. Additionally, he provided examples of his systematic approach to troubleshooting, collaborating with others, and revenue cycle operations.

Start Date: 1/27/2023
Requisition Number: 2023-129
Department: Nursing Administration
Nursing Director

KNOWLEDGE, SKILLS & ABILITIES:

Passion for quality and education as well as for the practice of nursing. Knowledge of Magnet practice standards and all quality outcomes. Ability to gain trust and facilitate nursing excellence advancement. Must be a motivated and persistent individual with the ability to overcome obstacles necessary to effect and sustain change. Working knowledge of NDNQI. Ability to develop, facilitate and execute nursing research projects. Excellent written and verbal communication skills. Proficient computer software skills in Word, Excel, PowerPoint and Visio. Self-motivated, effective problem solver with the ability to produce and interpret meaningful data.

EXPERIENCE AND TRAINING:

Ph. D, DNP or DNSC preferred or expected to attain Ph. D, DNP or DNSC in Nursing within five (5) years of hire, Masters' Degree in Nursing, 10 years' acute care hospital experience and proven experience as a clinical leader.

SPECIAL REQUIREMENTS:

Must have and maintain a current license as a registered professional nurse in the State of Connecticut.

MINIMUM REQUIREMENTS:

Masters' Degree in Nursing, 10 years' acute care hospital experience and proven experience as a clinical leader.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-129												
Qualified	0	4	0	2	0	0	0	1	0	0	0	7
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	8	0	2	0	0	0	1	0	0	0	11

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. The candidate had a Master of Science in Nursing and fourteen years of acute care hospital experience. The candidate provided detailed examples of their leadership skills and how it benefited patient care.

Start Date: 2/24/2023

Requisition Number: 2022-1121

**Department: Area Health Education Center
University Director**

Qualifications: The Associate Director will have at least a Master's degree, preferably in a health-related field, with substantial program management and administrative experience.

Previous experience should include:

Supervising staff

Writing federal, state, and local grants,

Grant management which includes fiscal oversight and reporting

Professional experience in an educational environment

Curriculum development and evaluation

Working with community-based nonprofit organizations

Preferred Requirements: 7-10 years professional experience in a fast-paced educational or healthcare environment with increasing responsibility and scope of work. The ideal applicant will bring a variety of skills directly relevant to the day-to-day operation of the CT AHEC Program that serves more than 20,000 individuals annually.

Individuals must be able to work flexible hours including evenings and weekends. Travel to community and educational partners is required and expected.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1121												
Unqualified	2	5	1	4	1	0	0	0	1	0	0	14
Qualified	2	5	0	1	0	2	0	2	0	1	0	13
Interviewed	0	0	0	1	0	0	0	0	0	0	1	2
Withdrew Application	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	4	12	2	6	1	2	0	2	1	1	1	32

This position was posted on the UConn Health website.

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

Goal candidate, 1 HM, did not meet the minimum requirements of the position.

Goal candidates, 2 HF, were not interviewed for the following reasons:

- 1 HF did not have experience with grant writing and grant management experience.
- 1 HF did not have experience with post-secondary graduate level programs or students or health professionals.

The 1 BM was selected. He had experience with grant writing and grant management as well as experience working with graduate level and professional learners. Additionally, he collaborated with community partnerships and providers. Specifically, he had experience in the delivery and oversight of the Ryan White Program, which provided HIV medical care and support.

Start Date: 3/10/2023

Requisition Number: 2023-747

Department: Professional Practice and Clinical Excellence

Associate Director

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of perioperative and procedural operations, considerable knowledge of relevant Federal and State Laws; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals; good knowledge of acceptable business practices in dealing with contract agencies; good knowledge of the principles and practices of administrative supervision and decision making; knowledge of risk management issues in a hospital or health delivery setting; ability to deal effectively with lay and professional persons and gain their support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity; strong organization skills and time management abilities; understanding of accounting and cost accounting techniques.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor of Science in Nursing and a master's degree in Nursing Education, Health Care, Health Science, or Nursing Hospital Administration

Five (5) years nursing experience with at least three (3) years of experience in the specialty area and two (2) years of experience providing clinical education.

Requires independent decision-making, clinical judgment, and in-depth knowledge of Nursing Operations.

Experience in the development and implementation of departmental educational programs and curriculums preferred

SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain a current State of Connecticut nursing license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-747												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had a master’s degree in nursing education as well as 34 years of nursing experience. Her nursing experience included five years in the operating room, and six years providing clinical education.

Start Date: 3/24/2023

Requisition Number: 2023-710

Department: Orthopedic Surgery

Administrative Director

Knowledge, Skill & Ability

Considerable knowledge of and ability to apply management principles and techniques.

Considerable knowledge of administrative business and financial operations.

Knowledge of accounting and cost accounting techniques.

Knowledge of accounting and cost accounting techniques.

Considerable interpersonal skills with the ability to interact with all members of the organization in ways that enhance understanding, respect, and cooperation.

Strong oral and written communications skills.

Outstanding organizational skills to prioritize competing timetables, responsibilities, and deadlines.

Independent decision making and problem-solving skills.

Excellent negotiation skills in complex and sensitive multi-institutional settings.

Strong leadership and team building skills.

Project management skills including strategy development, quality, data analysis, action planning; execution, and development of monitoring tools.

Ability to delegate, effectively supervise and plan for the timely and successful completion of long- and short-term objectives.
 Considerable ability to work under highly stressful conditions.

Education and Training.

General Experience

Ten (10) years progressive administrative or fiscal management in a healthcare environment.
 Master's degree in healthcare, Business Administration or equivalent.

SPECIAL EXPERIENCE:

At least 3 years of general experience must be in a supervisory / management capacity.
 An understanding of and demonstrated experience in an Academic healthcare system.

PREFERRED EXPERIENCE

Knowledge of basic clinical research and funding.

Substitution Allowed:

Bachelor's degree in Business or Hospital Administration, Finance or related field may be substituted for four (4) years of the general experience.

Master's degree in business or Hospital Administration, Finance or related field may be substituted for one (1) additional year of general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-710												
Unqualified	4	5	1	1	0	0	1	1	0	4	0	17
Qualified	4	4	0	1	0	0	1	0	0	0	1	11
Interviewed	3	0	0	0	0	0	0	0	0	1	0	4
Withdrew Application	1	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	13	9	1	2	0	0	2	1	0	5	1	34

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WM was selected. He had a master's degree in healthcare management. He also had eleven years of progressive administrative experience in healthcare environments, with ten of those years in a management capacity.

Start Date: 4/10/2023
Requisition Number: 2023-655
Department: Imaging Services Administration
University Director

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques.
Thorough knowledge of techniques, equipment and terminology used in diagnostic imaging and therapeutics.

Knowledge of relevant State and Federal laws and regulations.

Knowledge of applicable accreditation agencies regulations including ACR and TJC.

Knowledge of proper imaging / therapeutic safety precautions and procedures.

Considerable knowledge of effective workforce utilization and development.

Knowledge of basic budgeting principles.

People management and supervisory skills with the ability to interact with individuals and develop effective working relationships; ability to coach and motivate staff.

Considerable interpersonal skills, oral and written communication skills.

Considerable ability to analyze situations accurately and take effective action.

EXPERIENCE & TRAINING:

Bachelor's degree in Radiology or related science and six (6) years progressive experience in leadership roles within a radiologic setting.

Special Experience:

At least three (3) years of leadership experience must have been at a manager/supervisor or director level in an acute care setting.

Special Requirements:

Must possess and maintain ARRT certification or equivalent certification from other certifying body

Must possess and maintain State of Connecticut Licensure as a Radiologic Technologist.

May be required to travel.

SUBSTITUTION ALLOWED:

A Master's degree in a related field may be substituted for one year of general experience.

PREFERRED QUALIFICATIONS:

General understanding of all modalities including ultrasound, mammography, MRI, PET scan, nuclear medicine and diagnostic radiology.

Experience working in a hospital and academic setting

Leadership role for at least 5 years.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-655												
Unqualified	2	2	0	0	0	1	0	0	0	0	1	6
Interviewed	1	0	0	0	0	0	0	0	0	0	3	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	3	0	0	0	1	0	0	0	0	4	11

This position was posted on the UConn Health website.

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

Goal candidate, 1 HF, did not meet the minimum requirements of the position.

The 1 WF was selected. She had twenty-six years of experience directing all aspects of Radiology operations which included thirteen years in a hospital setting. She provided detailed explanations as to the importance of mentoring, being kind to staff and patients, and partnering with nursing and other leaders for success. She also had an American Registry of Radiological Technologist (ARRT) certification.

Start Date: 5/5/2023

Requisition Number: 2023-320

Department: IT Application Services

Director, Information Technology

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of and ability to apply system and business management principles and techniques.

Considerable technical knowledge of administrative systems and applications, infrastructure design, system and file integration; knowledge of cloud-based vendor hosted systems.

Considerable knowledge and skills in managing complex multiple, interdependent technical application environments.

Considerable knowledge of relevant state and federal laws, statutes, regulations, and internal policies and procedures.

Knowledge of vendor and contract management.

Knowledge of developing and managing operating and project budgets.

Considerable interpersonal skills with the ability to work with diverse groups, both management and staff, and to build effective relationships.

Strong leadership and supervisory skills; ability to mentor, coach, and build teams.

Excellent critical thinking, issue resolution, and problem-solving skills and ability.

Considerable oral and written communication skills; excellent presentation skills.

Exceptional project management and organizational skills.

Ability to identify and integrate emerging technology trends into IT strategic plans.
 Ability to create, manage and maintain strategic project implementation plans across all project life cycle components.

EXPERIENCE AND TRAINING:

General Experience:

Ten (10) years of professional experience in managing administrative applications development, database administration, and environmental controls for code and device deployments preferably in a healthcare, research or higher education environment.

Substitutions Allowed:

Bachelor's degree in a 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) additional year of the general experience.

Special Experience:

Three (3) years of the general experience must have been in a supervisory or management capacity, preferably managing bargaining unit staff.

Preferred Experience:

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

Recent third-party application implementation and support experience, with a focus on Human Resource and Financial ERP solutions.

Experience managing database administrator personnel and practices for both Oracle and SQL Server.

Knowledge of health care, research, and higher education facility operations and needs.

Knowledge of relevant state and federal laws, statues, and regulations that impact public academic medical centers.

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

Experience managing bargaining unit personnel.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-320												
Unqualified	3	0	0	0	0	1	2	0	0	0	0	6
Qualified	4	0	0	0	0	0	3	0	1	0	2	10
Interviewed	2	1	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	9	2	0	0	0	1	5	0	1	0	2	20

This position was posted on the UConn Health website.

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

Goal candidate, 1 HF, did not meet the minimum requirements of the position.

The 1 WF was selected. She had a master's degree in database and software engineering and post-graduate studies in project management. She had eighteen years of experience managing information technology (IT) administrative application development, and strategic projects in different industries. Additionally, she had managed diverse teams across the globe implementing IT business solutions, including a new global banking system and a cyber security program. Finally, her experience included managing system builds to operational specifications, organizational policy and maintaining project deadlines. She had additional experience in managing within a bargaining unit, and experience managing database administrator and practices for Oracle, SQL Server, and other solutions.

Category 1C: Managers

Hiring goals: 2 WM, 1 BM, 2 HM, 1 HF, 1 AM, 1 AF

Hiring into Category: 2 WM, 1 WF, 1 HF, 1 AF

Goals Met: 2 WM, 1 HF, 1 AF

Start Date: 06/3/2022

Requisition Number: 2022-1069

Department: UMG-Orthopedics

Clinical Practice Manager 2

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge of office management and principles; considerable knowledge of relevant State and Federal laws and regulations; knowledge of accrediting agencies, such as JACHO, guidelines; knowledge of financial management; considerable knowledge of billing systems and insurance regulations; knowledge of healthcare delivery systems; knowledge of systems/applications that impact the healthcare clinical delivery; considerable interpersonal skills; excellent computer skills and project management skills; leadership skills; ability to communicate effectively, both oral and written; ability to problem solve and work under pressure deadlines; excellent supervisory ability; ability to apply quality improvement techniques; ability to manage change; ability to deal compassionately with patients and family members.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years' experience in healthcare management or business-related field with at least four (4) years related professional administrative or clinical management experience.

Substitution: Bachelor's degree in healthcare management or business-related field may be substituted for four (4) years of the general experience.

Preferred Qualifications: 3-5 years' experience working as a Clinical Practice Manager in a large, busy outpatient practice (Orthopedic preferred); strong epic experience with template building and provider schedule maintenance; experience working within a system with collective bargaining units; experience counseling employees and initiating progressive disciplinary action when applicable.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1069												
Unqualified	0	10	2	3	1	2	0	1	1	1	1	22
Qualified	0	2	0	2	0	1	1	0	0	0	0	6
Interviewed	0	1	0	0	0	1	0	0	0	1	0	3
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	13	2	5	1	6	1	1	1	2	1	33

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 07/29/2022

Requisition Number: 2022-1081

Department: Nursing Staffing and Payroll

Nurse Manager

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 (e.g., HCAPS).

EXPERIENCE AND TRAINING

General Experience:

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.

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

Substitution:

Registered Nurse with 8 years' experience in direct patient care, at least two (2) years of the experience must have been in a supervisory or charge capacity.

Preferred requirement:

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1081												
Qualified	0	3	0	0	0	0	0	0	0	0	1	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	0	0	0	0	0	1	5

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.

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had a bachelor’s degree in nursing as well as 19 years of nursing experience which included 14 years of supervisory experience. Additionally, she worked in the role of nursing supervisor and assisted with oversight of nursing float pool. In this position, she demonstrated her ability to lead and supervise. She also had established positive relationships with staff and management.

Start Date: 02/24/2023

Requisition Number: 2023-465

Department: Operating Room

Business Services Manager

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of office administration and management.
- Knowledge of the principles and procedures of accounting, budgeting and purchasing.
- Knowledge of and ability to apply management principles and techniques.
- Considerable interpersonal skills; considerable 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.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of experience in a financial/administrative position.

Special Experience:

At least three (3) years of the general experience must have been in a healthcare environment. Three (3) years of the general experience must have been in a supervisory capacity.

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 to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in Public Administration, Business Administration or Accounting may be substituted for one (1) additional year of the general or specialized experience.

PREFERRED QUALIFICATIONS: At least 2 years of data analytics experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-465												
Unqualified	1	5	0	4	0	2	0	0	0	0	1	13
Qualified	1	3	0	0	1	0	0	0	0	0	0	5
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	8	0	4	1	2	0	0	0	0	1	19

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 04/21/2023

Requisition Number: 2023-661

Department: Pharmacy

Pharmacy Manager

EXPERIENCE AND TRAINING:

General Experience:

Doctorate of Pharmacy (PharmD), Master's or Bachelor's degree in Pharmacy from an accredited program and five (5) years pharmacy experience with at least two (2) years of experience at a supervisory level.

SUBSTITUTION ALLOWED: MBA may be substituted for one (1) year of the general experience.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Pharmacist.

May be required to work off shift, weekend, and holiday hours.

PREFERRED QUALIFICATIONS:

Two (2) or more years' experience in Specialty Pharmacy.

Current knowledge of Pharmacy software applications QS1 and Pyxis or other automated dispensing system.

Current knowledge of Pharmacy distribution practices including cold chain and vaccine handling.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-661												
Unqualified	1	1	0	0	0	0	1	1	0	0	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	3	0	0	0	0	1	0	0	0	0	5
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	2	5	0	0	0	0	2	2	0	0	0	11

The goal candidate, 1 AF, was selected.

This hire achieved a hiring goal.

Start Date: 05/5/2023

Requisition Number: 2023-716

Department: Patient Financial Services

Manager, Patient Financial Services

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of revenue cycle, patient accounting, managed care and government payers, medical terminology and compliance.

Considerable knowledge of relevant financial and accounting rules, state and federal laws, statutes, regulations, and internal policies and procedures.

Knowledge of project and contract management, systems implementation, and operational workflow modeling.

Technical skills with the ability to interpret reports and prepare summaries, proficiency with computer systems and Microsoft Office applications.

Critical thinking skills with exceptional analytical and complex problem-solving ability.

Excellent interpersonal and customer service skills; effective verbal and written communications skills.

Organizational and time management skills; ability to work in a fast-paced environment under multiple pressures and deadlines.

Supervisory ability to lead, manage, and mentor staff.

EXPERIENCE AND TRAINING:

General Experience:

Seven [7] years of progressive professional experience in patient financial services related functions in healthcare or healthcare finance industry which includes project management and vendor relations.

Substitutions Allowed:

Bachelor's degree in Finance, Healthcare Administration, Business Administration, Health Science and Policy or a closely related field may be substituted for 4 years of the general experience.

Preferred Qualifications:

Prior experience with vendor management including knowledge of vendor contract terminology. Prior involvement in data analytics; developing, identifying gaps, organizing, and maintaining performance reports.

Skilled in implementing, analyzing quality controls and KPI's

Strong project and time management skills ensuring vendor compliance

Healthcare Revenue Cycle related experience

PMP certification preferred.

Bachelor's degree preferred

Special Requirements:

At least two (2) years of the general experience must have been in a supervisory/managerial capacity.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-716												
Unqualified	0	6	0	0	0	2	0	0	0	0	0	8
Qualified	0	0	0	1	0	0	0	0	0	0	0	1
Interviewed	0	1	1	2	0	0	0	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	7	1	3	0	2	0	0	0	0	0	14

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Category 2A: Head of Department

Hiring goals: 1 BF

Hiring into Category: 1 WM

Goals Met: None

Start Date: 01/13/2023

Requisition Number: 2021-995

Department: Medicine-Administration

Head of Department/Clinical

Minimum requirements include Board Certification in Internal Medicine, eligibility to be credentialed as active clinical faculty at the John Dempsey Hospital, record of funded research and other credentials to support appointment at the rank of Associate Professor/Professor and evidence of leadership ability. A successful candidate can also be considered for the James E.C. Walker, MD/Health Net, Inc. Chair in Primary Care.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-995												
Qualified	3	0	0	0	1	0	3	0	0	0	2	9
Interviewed	0	0	0	1	2	0	0	0	0	0	0	3
Withdrew Application	1	0	0	0	0	0	0	0	0	0	2	3
Offer Declined	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	1	0	1	3	0	3	0	0	0	4	18

Recruiting activities included:

- UConn Health website
- American College of Physicians Career Connection
- Association of American Medical Colleges
- Journal of the American Medical Association
- New England Journal of Medicine

The goal candidate, 1 BF, was interviewed and not selected because she did not have a history as a principal investigator for research grants.

The 1 WM was selected. He was board certified in Internal Medicine and eligible to be credentialed. He had a history as a principal investigator for funded research grants and

academic accomplishments along with clinical experience. Additionally, he provided detailed examples of his leadership abilities and plans for the department.

Category 2B: Professor

Hiring goals: 3 WF, 1 BF, 1 HM, 2 AM

Hiring into Category: None

Goals Met: None

There was no hiring activity in this category during the *Plan* year.

Category 2C: Associate Professor

Hiring goals: 1 WM, 1 BM, 1 HF

Hiring into Category: 2 WM, 2 WF, 1 HM, 1 AM, 2 AF

Goals Met: 1 WM

Start Date: 7/1/2022

Requisition Number: 2020-020

Department: Genetics and Genome Sciences

Associate Professor/Basic Science

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.

Minimum qualifications include a Ph.D. 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-020												
Qualified	10	5	0	0	4	0	34	5	0	0	9	67
Interviewed	5	3	0	0	2	0	5	0	1	0	3	19
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	15	8	0	0	7	0	39	5	1	0	12	87

Recruiting activities included:

- UConn Health website
- Nature Journal website

The goal candidates, 10 WM, were not interviewed for the following reasons:

- 2 WM withdrew their applications from consideration.
- 4 WM research programs did not complement the Department of Genetics and Genome Sciences because his research focus was not in the following areas: single-cell genomics,

RNA genomics, epigenetics, genome editing and engineering, synthetic genomics, genome technology, or computational genomics.

- 3 WM did not have external funding to support their research goals.
- 1 WM did not have publishing in impactful peer-reviewed papers.

The goal candidates, 5 WM, were interviewed and not selected for the following reasons:

- 1 WM withdrew his application from consideration.
- 1 WM research program was not focused on genetics.
- 1 WM research program was focused on obscure model organisms which make it difficult to obtain extramural funding.
- 1 WM was currently residing and working in Germany. It was uncertain if he would be successful in securing extramural funding.
- 1 WM had not been the first author in a publication since 2004.

The 1 HM was selected. His research complemented our department because it was focused on the NMD (quality control) regulation of circRNA accumulation during aging.

Start Date: 8/12/2022

Requisition Number: 2022-749

Department: Public Health Sciences

Associate Professor/Visiting

Candidates must have a doctoral degree in biostatistics, statistics or related field (e.g., data science) and preferably have experience with biomedical research, such as clinical research and basic to translational science applications.

They should also have excellent oral and written communication skills, and a demonstrated record of collaborative research or statistical consulting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-749												
Unqualified	0	0	0	0	0	0	0	1	0	0	1	2
Interviewed	0	0	0	0	0	0	1	0	0	0	1	2
Withdrew Application	0	0	0	0	0	0	0	2	0	0	0	2
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	0	0	0	0	0	2	3	0	0	2	7

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AM was selected. He had a Ph.D. in epidemiology with a history of publications. He also had experience providing analytical support for researchers, faculty, and students.

Start Date: 8/26/2022
Requisition Number: 2021-772
Department: Pediatrics
Associate Professor/Clinical

Applicants must have a M.D. degree or equivalent, be licensed or eligible for licensure in the State of Connecticut, and be board certified in pediatrics, meeting the requirements for Maintenance of Certification in pediatrics or a subspecialty of pediatrics through The American Board of Pediatrics (ABP).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-772												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	3	3	0	0	0	0	0	0	0	0	1	7
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	4	0	0	0	0	0	0	0	0	1	9

This position was posted on the UConn Health website.

The goal candidate, 1 WM was selected.

This hire achieved a hiring goal.

Start Date: 1/27/2023
Requisition Number: 2022-1404
Department: Pathology and Laboratory Medicine
Associate Professor/Visiting

The Department of Pathology and Laboratory Medicine at the University of Connecticut is seeking a clinical pathologist, Clinical Laboratory Scientist, Ph.D., 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 applicant must qualify for a faculty appointment at the School of Medicine of the University of Connecticut. The candidate must either hold or to be eligible for a current license to practice medicine in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1404												
Qualified	1	0	1	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	0	1	0	0	0	0	0	0	0	0	3

Recruiting activities included:

- UConn Health website
- American Society for Microbiology Career Center

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

The goal candidate, 1 BM, was not interviewed because he did not submit a completed application.

The 1 WM was selected. He was board certified by the American Board of Medical Microbiology. He had experience and training in Pathology and Laboratory Medicine. Additionally, he completed a fellowship in Microbiology.

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

Associate Professors/Clinical (Psychiatry)

2 WF and 1 AF adjusted their work schedules from part time to full time during the reporting period.

Associate Professors/Clinical (Internal Medicine)

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

Category 2D: Assistant Professor

Hiring goals: 10 WM, 23 WF, 4 BM, 5 BF, 2 HF

Hiring into Category: 8 WM, 6 WF, 1 BF, 2 HM, 4 HF, 12 AM, 9 AF, 1 TF

Goals Met: 8 WM, 6 WF, 1 BF, 2 HF

Start Date: 7/1/2022

Requisition Number: 2021-041

Department: Neurology

Assistant Professor/Clinical

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 multiple sclerosis and other central nervous system immune-mediated diseases.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-041												
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Withdrew Application	0	0	0	0	0	0	0	0	0	0	1	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	2	0	0	0	0	0	1	0	0	1	5

This position was posted on the UConn Health website.

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-120

Department: Psychiatry

Assistant Professor/Clinical

Successful applicants will demonstrate 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-120												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	1	0	0	0	0	1	0	0	0	0	2

This position was posted on the UConn Health website.

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

The 1 AM was selected. He completed his residency in the UConn Health Psychiatry Department. He had experience working with medical students and psychiatry residents.

Start Date: 7/1/2022

Requisition Number: 2022-330

Department: Molecular Biology and Biophysics

Assistant Professor/Basic Science

The Department of Molecular Biology and Biophysics (MBB) at the University of Connecticut Health Center (UConn Health) seeks exceptionally creative candidates for an early-to-mid career position (tenure-track Assistant or Associate Professor), who use molecular and translational approaches to elucidate the molecular basis of disease.

Research in MBB integrates multiple approaches to molecularly define the proteins and pathways affected in human disease. We are especially interested in creative and innovative candidates whose research interests focus on the use of cryo-EM and/or other structural biology methods (X-ray Crystallography, NMR spectroscopy, single molecule techniques) to examine key biological questions in microbiology, host-pathogen interactions, molecular signalling (including areas such as posttranslational modifications, protein ubiquitination, kinase/phosphatase signalling/regulation, bacterial signalling, among others) or other critical biological processes. The candidate will augment existing strengths in the department and the larger UConn Health research community. Programs that focus on the identification and development of translational outcomes, including probes that will allow for in-depth analysis of key biological pathways or novel drug-like molecules, are also of particular interest.

Successful applicants will have a Ph.D., MD or equivalent degree; a sustained record of exceptional scholarly success; and the promise of future innovative accomplishments via a proposed (early-career) or established (mid-career, including evidence of successful extramural grant writing) research programs that utilize state-of-the-art molecular, genetic, cellular, biochemical, biophysical and/or structural methodologies.

Candidates with an existing funding record are preferred. Candidates are also expected to be highly collaborative and integrated with the growing number of researchers and physician scientists in the basic and clinical departments at UConn Health.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-330												
Qualified	19	5	3	0	2	1	24	9	0	0	8	71
Interviewed	0	0	0	0	0	0	3	1	0	0	1	5
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	19	5	3	0	2	1	28	10	0	0	9	77

Recruiting activities included:

- UConn Health website
- HigherEdJobs
- LinkedIn
- Science Magazine

The goal candidates, 19 WM, 5 WF, 3 BM, and 1 HF, were not interviewed for the following reasons:

- 3 WM did not have publishing in impactful peer-reviewed papers.
- 9 WM, 3 WF, 2 BM and 1 HF research did not augment existing strengths in the department and biological processes. Their research did not focus on the use of cryo-electron microscopy and/or other structural biology methods (X-Ray Crystallography, nuclear magnetic resonance spectroscopy, single molecule techniques) to examine key biological questions in microbiology, host pathogen interactions, molecular signaling (including areas such as posttranslational modifications, protein ubiquitination, kinase/phosphatase signaling/regulation, bacterial signaling, among others) or other critical biological process.
- 7 WM and 2 WF applications were received after a candidate was chosen for the position.
- 1 BM did not have a research proposal that utilized state-of-the-art molecular, genetic, cellular, biochemical, biophysical and/or structural methodologies.

The 1 AM was selected. His research in structural cell biology complimented the Department of Molecular Biology and Biophysics. Specifically, he used cryogenic electron microscopy to determine structures of protein complexes involved in actin-based cell motility and cytokinesis (last set of cell division).

Start Date: 7/1/2022

Requisition Number: 2022-687

Department: General Medicine

Assistant Professors/Clinical

Candidates must be BC/BE in internal medicine.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-687												
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	1	0	0	0	2
Grand Total	1	1	0	0	0	0	1	2	0	0	0	5

The goal candidate, 1 WF, was not interviewed because she applied after the offers were made to the selected candidates.

The goal candidate, 1 WM, was interviewed and selected for a part-time position. He was a graduate of the UConn Internal Medicine Residency Program. He had hospitalist and nocturnist experience.

The 1 AM and 1 AF were selected for full-time positions. In 2022 they both completed their residencies in internal medicine.

Start Date: 7/29/2022
Requisition Number: 2018-692
Department: Neurology
Assistant Professor/Clinical

Minimum Qualifications: Neurology Residency Board eligible in Critical Care Medicine
 Board certified/eligible in Neurology

Special and Preferred Qualifications: Board certified/eligible in Neurovascular Medicine encouraged

One or more years of fellowship training

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2018-692												
Unqualified	1	0	0	0	0	0	0	0	0	0	1	2
Qualified	0	0	0	0	0	0	1	0	0	0	2	3
Offer Declined	2	0	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	3	0	0	0	0	1	1	0	0	0	3	8

A goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2019-016
Department: Internal Medicine
Assistant Professor/Clinical

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut is seeking applications from outstanding Board-Certified primary care internists.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2019-016												
Unqualified	0	1	0	0	0	2	0	0	0	0	1	4
Qualified	1	1	0	0	0	1	0	1	0	0	0	4
Interviewed	3	2	0	0	0	0	2	1	0	0	2	10
Withdrew Application	1	2	0	0	0	0	0	0	0	1	0	4
Offer Declined	0	1	0	0	0	2	0	0	0	0	1	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	7	0	0	0	5	2	2	0	1	4	27

A goal candidate, 1 WM, was selected.
This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2021-364
Department: Cell Analysis Modeling
Assistant Professor/Basic Science

We have an opening at the Assistant Professor level for a junior investigator whose research uses quantitative approaches to elucidate mechanisms of cell function.

A research program that integrates experiments and computational modeling at multiple scales would be especially appropriate. A track record of seeking external funding would be highly desirable.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-364												
Qualified	4	0	0	0	0	0	6	1	0	0	1	12
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	1	0	0	0	0	6	1	0	0	1	15

A goal candidate, 1 WM, was selected.
This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2022-686
Department: Infectious Diseases
Assistant Professor/Clinical

The successful candidate will demonstrate a track record of accomplishment in clinical, academic, and teaching activities during Infectious Diseases subspecialty training or beyond.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-686												
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	2	0	0	0	0	0	0	0	0	0	1	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	0	0	0	0	0	0	1	0	0	1	5

A goal candidate, 1 WM, was selected.
This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2022-693
Department: Psychiatry
Assistant Professor/Clinical

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-693												
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Withdrawn Application	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	0	0	0	0	1	0	0	0	0	1	3

A goal candidate, 1 HF, was selected.
This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2022-929
Department: Psychiatry

Assistant Professor/Clinical

Successful applicants will demonstrate a commitment to teaching and training, as the position involves substantial education of medical students and supervision of psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-929												
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	0	0	0	0	0	0	1	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 AF was selected. She had a certification from the American Board of Psychiatry and Neurology. She also had experience teaching and training residents and medical students.

Start Date: 8/12/2022

Requisition Number: 2020-185

Department: Public Health Sciences

Assistant Professor/Basic Science

The successful candidate will have doctoral training in epidemiology and expertise in the analysis of population level data regarding pathogen transmission and mechanisms of infectious disease control.

While the position does not require a disease-specific focus, candidates who combine methodological interests with experience in field epidemiology, data collection and collaboration with public health agencies on the study of emerging infections and population disease control strategies are encouraged to apply. We welcome applications from candidates for senior rank who demonstrate national visibility through an ongoing record of extramural funding and publications and will consider applications from candidates at the rank of Assistant Professor who have completed post-doctoral training and offer evidence of independent scholarship and research productivity.

The preferred person to fill this position will have a federally funded research portfolio, an excellent publication record as first or senior author in respected academic journals, experience as a teacher and mentor to students on the dynamics and control of infectious diseases.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-185												
Qualified	18	31	6	5	0	2	21	8	1	0	9	101
Interviewed	0	1	0	0	1	0	1	0	0	0	2	5
Withdrew Application	0	1	0	0	0	0	0	1	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	18	33	6	5	1	2	22	10	1	0	11	109

Recruiting activities included:

- UConn Health website
- American Public Health Association CareerMart
- Rollins School of Public Health at Emory University
- Epidemiology Journal
- The Epidemiology Monitor
- FacultyVacancies.com
- HigherEdJobs.com
- InsightintoDiversity.com
- PublicHealthJobs.org

The HF goal was met with previous hires and was no longer an established hiring goal.

The goal candidates, 18 WM, 32 WF, 6 BM, and 5 BF, were not interviewed for the following reasons:

- 1 WM did not provide their status as first or senior author in the publication record.
- 1 WM had not published in a research journal since 2017.
- 1 WM did not have experience as a principal investigator.
- 1 WM and 1 WF had not completed their postdoctoral research.
- 5 WM, 11 WF, 1 BM, and 1 BF did not have experience in field epidemiology, data collection and collaboration with public health agencies on the study of emerging infections and population disease control strategies.
- 8 WM, 12 WF, 2 BM and 2 BF did not have a federally funded research portfolio.
- 1 WM and 1 BM publications were not in emerging infections and population disease control strategies.
- 3 WF and 1 BF did not have independent research experience.
- 1 WF had not completed her Ph.D.
- 1 WF withdrew her application from consideration.
- 1 WF accepted another position within UConn Health.
- 1 WF applied for this position in error.
- 1 WF did not submit the required curriculum vitae.
- 1 BM essay was not specific about his research interests.
- 1 BM and 1 BF only had one publication in a peer-reviewed journal.

The goal candidate, 1 WF, was interviewed and not selected because she did not currently have grants.

The 1 AF was selected. She had experience in the field of epidemiology, data collection, and collaboration with public health agencies on the study of emerging infections and population disease control strategies. Specifically, her experience was as a principal investigator working on infectious diseases grant (COVID-19, HIV, Tuberculosis), transmission and service delivery modeling and health economics projects. She also had a federally funded grant along with publications in peer-reviewed journals. Additionally, she provided detailed examples of her statistical methods.

Start Date: 8/12/2022
Requisition Number: 2021-215
Department: Nephrology
Assistant Professor/Clinical

Applicant must have an M.D, or Ph.D. degree and have demonstrated excellent qualifications in education, research, and patient care. Board Certification in Internal Medicine and Board certification or eligibility in Nephrology are required.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-215												
Interviewed	0	0	0	0	0	0	1	1	0	0	1	3
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	0	0	0	1	0	1	1	0	0	1	5

A goal candidate, 1 WM, was selected.
This hire achieved a hiring goal.

Start Date: 8/12/2022
Requisition Number: 2021-557
Department: Oral Maxillofacial Diagnostic Sciences
Assistant Professor/Clinical

The University of Connecticut School of Dental Medicine invites applications for a full-time faculty position at the Assistant Professor level from individuals with training in Oral Medicine and a strong commitment to an academic career.

Candidates should have a DMD, DDS, or international equivalent. and have graduated or be expected to graduate from a specialty program in Oral Medicine.

Board certification by or eligibility for the American Board of Oral Medicine is preferred. The selected candidate must be eligible to obtain a State of Connecticut dental license.

Primary responsibilities of this position will be in the teaching and clinical training of DMD students relative to Oral Medicine management of patients with complex medical conditions, as well as participation in the interprofessional education curriculum at UConn Health. The position includes opportunities in research, patient care, and service across the full realm of Oral Medicine. An academic focus is expected and can be developed in any number of areas across school programs and strengths.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-557												
Qualified	1	2	0	0	0	1	1	1	0	0	2	8
Interviewed	1	0	0	0	0	0	1	0	0	0	0	2
Withdrew Application	0	1	0	0	0	0	0	0	0	0	1	2
Offer Declined	0	1	0	0	0	0	0	1	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	2	4	0	0	0	1	2	3	0	0	3	15

Recruiting activities included:

- UConn Health website
- Academic Keys
- American Academy of Oral Medicine
- American Dental Education Association
- LinkedIn

The HF goals were met with previous hires, and they were no longer established hiring goals.

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

- 1 WM did not have experience in the clinical training of dental students relative to Oral Medicine management.
- 1 WF's residency training was not in oral medicine.
- 1 WF withdrew her application from consideration.
- 1 WF applied after a candidate had been selected for the position.

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

- 1 WM did not discuss his experience with interprofessional teaching.
- 1 WF was offered the position and she declined.

The 1 AF was selected. She had completed an oral medicine residency which included training in managing medically complex patients. She also had experience teaching clinical dentistry to dental students which included interprofessional teaching.

Start Date: 8/26/2022

Requisition Number: 2020-020

Department: Genetics and Genome Sciences

Assistant Professor/Basic Science

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.

Minimum qualifications include a Ph.D. 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-020												
Qualified	10	5	0	0	4	0	34	5	0	0	9	67
Interviewed	5	3	0	0	2	0	5	0	1	0	3	19
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	15	8	0	0	6	0	39	6	1	0	12	87

Recruiting activities included:

- UConn Health website
- Nature Journal website

The HF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 10 WM and 5 WF, were not interviewed for the following reasons:

- 2 WM withdrew their applications from consideration.
- 4 WM and 4 WF research programs did not complement the Department of Genetics and Genome Sciences because his research focus was not in the following areas: single-cell

genomics, RNA genomics, epigenetics, genome editing and engineering, synthetic genomics, genome technology, or computational genomics.

- 3 WM and 1 WF did not have external funding to support their research goals.
- 1 WM did not have publishing in impactful peer-reviewed papers.

The goal candidates, 5 WM and 3 WF, were interviewed and not selected for the following reasons:

- 1 WM and 2 WF withdrew their applications from consideration.
- 1 WM research program was not focused on genetics.
- 1 WM research program was focused on obscure model organisms which make it difficult to obtain extramural funding.
- 1 WM was currently residing and working in Germany. It was uncertain if he would be successful in securing extramural funding.
- 1 WM had not been the first author in a publication since 2004.
- 1 WF had not been the first author in a publication since 2016.

The AF was selected. Her research complemented our department because it was focused on the mitochondrial stress response in human cells and its relevance to aging. Also, her most recent first author publications were in 2021 and 2020.

Start Date: 8/26/2022
Requisition Number: 2021-801
Department: Otolaryngology
Assistant Professor/Clinical

Candidates must be either board certified or board eligible in Otolaryngology, have completed a fellowship in Head and Neck Surgical Oncology, and be eligible for licensure in the State of Connecticut. Expertise in microvascular reconstructive surgery is required.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-801												
Qualified	5	2	0	0	0	0	2	1	0	0	2	12
Interviewed	2	0	0	0	0	0	2	0	0	0	2	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	7	3	0	0	0	0	4	1	0	0	4	19

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 8/26/2022
Requisition Number: 2021-873

Department: Neurosurgery
Assistant Professor/Clinical

Applicants must be fellowship trained in Critical Care or Neurosurgical Critical Care. Applicants must be certified or eligible for certification and be able to obtain a CT medical license.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-873												
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	1	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	0	0	0	0	0	1	0	0	0	0	3

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 8/26/2022

Requisition Number: 2022-1318

Department: Genetics and Genome Sciences

Assistant Professor/Basic Science

The applicant must have experience in Drosophila genetics and neurobiology, CRISPR genome editing, and long-read RNA-seq analysis.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1318												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	1	0	0	0	0	0	1	0	0	0	2

This position was posted on the UConn Health website.

The HF goal was met with previous hires and was no longer an established hiring goal.

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

The 1 AF was selected. She had a Ph.D. in Neurobiology with experience as a research assistant professor. Specifically, she had experience in Drosophila genetics and neurobiology, CRISPR genome editing, and long-read RNA-seq analysis. She also had publications in peer-reviewed research articles.

Start Date: 8/26/2022
Requisition Number: 2022-1450
Department: Child and Family Studies
Assistant Professor/Basic Science

Qualifications:

- 1) A doctoral degree/anticipated doctoral degree in Speech, Language and Hearing Sciences or related disability field.
- 2) Graduate of the Leadership Education in Neurodevelopmental and Related Disabilities Program.
- 3) Experience in teaching graduate students at the higher education level.
- 4) Experience working collaboratively with interdisciplinary professionals and/or students.
- 5) Experience providing training and technical assistance to graduate students and faculty.
- 6) Relevant research experience.
- 7) Experience working with persons with developmental disabilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1450												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	0	0	0	0	0	0	2

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 9/9/2022
Requisition Number: 2020-452
Department: Internal Medicine
Assistant Professor/Clinical

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. The successful candidate will excel at patient care. Opportunities for medical student and resident education are available.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-452												
Interviewed	0	2	0	0	0	0	0	2	0	0	1	5
Withdrawn Application	2	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	2	0	1	0	1	0	2	0	0	1	9

The goal candidate, 1 BF, was selected.
This hire achieved a hiring goal.

Start Date: 9/9/2022
Requisition Number: 2022-491
Assistant Professors/Clinical

The University of Connecticut School of Medicine Department of Family Medicine is seeking new or mid-career Board Certified Family Physician educators (Assistant/Associate Professors) for several positions within the expanding Department.

The Department seeks a full scope academic family medicine physician with OB experience.

Position requirements: M.D. or D.O. Board Eligible or Certified in Family Medicine with a license to practice medicine in the State of Connecticut.

Start Date: 9/9/2022	WM	WF	BM	BF	HM	HF	AM	AF	Grand Total
2022-491									
2D									
Unqualified	0	1	0	0	0	0	0	0	1
Offer Declined	1	0	0	0	0	0	0	0	1
Selected	0	0	0	0	0	0	1	1	2
Total Applicants	1	1	0	0	0	0	1	1	4

This position was posted on the UConn Health website.

The HF goals were met with previous hires and were no longer established hiring goals.

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

The goal candidate, 1 WM, declined an offer for the position.

The 1 AM selected was a Doctor of Medicine and completed his family medicine residency at UConn Health.

The 1 AF selected was a Doctor of Medicine and completed her family medicine residency at UConn Health and Saint Francis Hospital.

Start Date: 9/9/2022
Requisition Number: 2022-688
Department: General Medicine
Assistant Professors/Clinical

Candidates must be board certified/board eligible in internal medicine. No J1 or H1 visas.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-688												
Qualified	0	1	0	0	0	0	2	0	0	0	0	3
Interviewed	1	1	0	0	1	1	3	0	0	0	1	8
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	1	0	0	0	0	0	2	1	0	0	0	4
Grand Total	2	2	0	0	1	2	7	2	0	0	1	17

This position was posted on the UConn Health website.

The HF goal was met with previous hires and was no longer an established hiring goal.

The goal candidate, 1 WF, was not interviewed because she applied for the wrong position.

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

- 1 WM indicated he was not interested in the position.
- 1 WF was selected for another UConn Health position.

1 WM, and 2 AM and 1 AF were selected.

The goal candidate, 1 WM was selected.

This hire achieved a hiring goal.

The 1 AM selected was board certified in internal medicine and a UConn Health medical school graduate. He also had five years of hospitalist experience.

The 1 AM selected was board certified in internal medicine. He also had three years of hospitalist experience.

The 1 AF selected completed an internal medicine residency and was eligible to take the internal medicine board examination.

Start Date: 9/23/2022
Requisition Number: 2019-521
Department: Neag Cancer Center
Assistant Professor/Clinical

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology Oncology at UConn Health seek an energetic individual who is a board-certified physician-scientist with demonstrated expertise in bone marrow transplant.

A candidate with an active clinical and/or translational research program is ideal.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2019-521												
Unqualified	0	0	1	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	2	0	0	0	1	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	0	1	0	0	0	3	0	0	0	2	6

This position was posted on the UConn Health website.

The HF goals were met with previous hires and were no longer established hiring goals.

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

The 1 AM was selected. He was board certified in medical oncology and hematology. He completed a bone marrow transplant fellowship, and he served as a medical director of a bone marrow transplant program.

Start Date: 9/23/2022
Requisition Number: 2020-800
Department: Otolaryngology
Assistant Professor/Clinical

The Department of Surgery, Division of Otolaryngology within the School of Medicine at UConn Health is seeking a full-time board-certified general otolaryngologist for our academic practice.

The successful candidate must be board certified, or board eligible, in Otolaryngology and eligible for licensure in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-800												
Qualified	3	0	0	0	0	0	0	0	0	0	0	3
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	3	0	0	0	0	0	1	0	0	1	0	5

This position was posted on the UConn Health website.

The HF goals were met with previous hires and were no longer established hiring goals.

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

- 2 WM withdrew their applications from consideration.
- 1 WM fellowship was not in general otolaryngologist.

The 1 TF was selected. She completed a residency in otolaryngology and was a board-certified general otolaryngologist.

Start Date: 9/23/2022

Requisition Number: 2022-036

Department: Diagnostic Imaging and Therapeutics

Assistant Professor/Clinical

Neuroradiologist with fellowship training and special expertise (e.g., subspecialty boarded, certificate of added qualifications or equally qualified) in Neuroradiology.

Proficiency in General Radiology is desirable. Skill in Interventional Neuroradiology including Mechanical Thrombectomy would also be valuable.

Qualifications:

Current State of CT medical license

American Board of Radiology certified in Diagnostic Radiology

Competency in general Diagnostic Radiology.

Expertise in Neuroradiology and/or Interventional Neuroradiology (successful completion of Fellowship training program or high level of clinical experience).

Preferred:

American Board of Radiology subspecialty certification in Neuroradiology or completion of fellowship.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-036												
Qualified	1	0	0	0	0	1	0	0	0	0	0	2
Interviewed	1	0	0	0	0	0	3	1	0	0	0	5
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	2	0	0	0	1	1	4	1	0	0	0	9

Recruiting activities included:

- UConn Health website
- American College of Radiology
- American Society of Neuroradiology
- Radiological Society of North American Career Connect

The HF goal was met with previous hires and were no longer an established hiring goal.

The goal candidate, 1 WM, was not interviewed because he had not worked in neuroradiology since 2005.

The goal candidate, 1 WM, was interviewed and not selected because he decided he was no longer interested in the position.

The 1 AM was selected. He had the preferred American Board of Radiology subspecialty certification in Neuroradiology, and he was currently working in neuroradiology.

Start Date: 9/23/2022

Requisition Number: 2022-928

Department: Periodontology

Assistant Professor/Clinical

Applications are invited from strong candidates that can benefit and contribute within the health science environment at UCONN Health in Farmington.

Interested candidates must have DDS/DMD degree (or equivalent) and a Certificate in Periodontology from a CODA accredited advanced education program; Candidates with an advanced degree (MS, Ph.D.) are preferred.

Candidates should have a clear commitment to academic goals that include teaching, promoting diversity through their educational and research programs, as well as promoting the mission of the Division of Periodontology. Further, candidates should have a clear vision for their independent research programs whether it be in an area of dental, oral or craniofacial research, which could include basic, clinical and/or translational research.

Applicant should apply through this website and upload the following:
 a full CV that includes experience in teaching, intramural and extramural funding and scholarly activities
 a statement of teaching interest
 a statement on diversity
 a 1–2-page research statement regarding planned research activities and future programs, and how they would envision interacting with existing expertise at UCONN Health
 3 references - names, addresses, e-mail addresses and telephone numbers

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-928												
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	2	0	0	0	0	0	0	1	0	0	0	3
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	3	1	0	0	0	0	0	2	0	0	0	6

Recruiting activities included:

- UConn Health website
- American Academy of Periodontology
- American Dental Education Association
- Hispanic Dental Association News and Reports
- International Association for Dental Research
- National Dental Association

The HF goal was met with previous hires and was no longer an established hiring goal.

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

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

- 1 WM curriculum vitae did not contain a commitment to academic goals that included teaching through their educational and research programs.
- 1 WM applied after a hiring decision had been made.

The goal candidate, 1 WF, was interviewed and not selected. She did not have either pre- or post-doctoral clinical or didactic teaching experience.

The 1 AF was selected. She had a D.D.S. degree and both pre- and post-doctor clinical and didactic teaching experience.

Start Date: 10/7/2022
Requisition Number: 2020-672
Department: Pathology and Laboratory Medicine
Assistant Professor/Clinical

Candidate must hold an M.D. degree or equivalent and have board certification (by start date) in Anatomic and Clinical Pathology (American Board of Pathology) and have board certification/eligibility in Hematopathology (American Board of Pathology).

Expertise in molecular pathology and/or board certification/eligibility in Molecular Genetic Pathology (American Board of Pathology) is highly desirable. The candidate is required to hold or to be eligible for a current license to practice medicine in the State of Connecticut.

The applicant should have experience in new test development and validation, from choice of methodology to reporting, both in hematology and molecular diagnostics. Interpretation of tests results and consultation with health care providers relevant to the diagnosis of hematologic disorders, genetic diseases and cancer is required.

Specific experience in developing and reviewing molecular tests is highly desirable.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2020-672												
Qualified	1	0	0	0	0	0	0	1	0	0	3	5
Interviewed	2	0	0	0	0	0	0	1	0	0	0	3
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	3	0	0	1	0	0	1	2	0	0	3	10

Recruiting activities included:

- UConn Health website
- Pathology Outlines

The HF goal was met with previous hires and was no longer an established hiring goal.

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

- 1 WM withdrew his application from consideration.
- 1 WM was not board certified in hematopathology.
- 1 WM experience was not in a hospital-based laboratory.

The goal candidates, 2 WM and 1 BF, were interviewed and not selected for the following reasons:

- 1 WM did not have experience beyond fellowship.
- 1 WM hematology experience did not include experience with platelet aggregation, hgb electrophoresis, and experience with interpretation of flow cytometry.
- 1 BF was offered the position and she declined.

The 1 AM was selected. He was a medical doctor with a Ph.D. in pathology. He completed a residency in pathology and a fellowship in hematopathology. He was board certified in Anatomic and Clinical Pathology and hematopathology. He was currently working in hematopathology diagnostic service (flow cytometry, FISH, peripheral blood, lymph node, bone marrow, etc.).

Start Date: 10/21/2022
Requisition Number: 2019-795
Department: General Medicine
Assistant Professor/Basic Science

The University of Connecticut School of Medicine's Division of Gastroenterology and Hepatology is seeking an outstanding investigator for a tenure-track or tenured position at the advanced Assistant, Associate, or Professor level. Candidates with a research interest in liver diseases or processes including, but not limited to, environmental or drug-related hepatotoxicity, metabolic syndrome, gut-liver microbiome interactions, nonalcoholic fatty liver disease, hepatocellular carcinoma, metastatic liver carcinoma, hepatic fibrosis or hepatic regeneration, are encouraged to apply.

Minimal qualifications include an MD and/or Ph.D. degree with post-graduate research training for physician applicants.

The successful candidate will have a strong publication record and an independent and innovative research program with extramural funding. Investigators whose laboratory programs fall within a broad spectrum from basic to translational hepatology are encouraged to apply.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2019-795												
Unqualified	7	5	0	0	0	0	4	1	0	0	4	21
Qualified	0	0	0	0	0	1	3	1	0	0	0	5
Interviewed	1	0	0	0	0	0	0	0	0	0	1	2
Withdrew Application	0	1	0	0	0	0	1	0	0	0	0	2
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	8	6	0	0	0	1	9	2	0	0	5	31

Recruiting activities included:

- UConn Health website
- Indeed
- Journal of Occupational and Environmental Medicine
- myHealthTalent
- NatureJobs
- New England Journal of Medicine
- Science Magazine

The HF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 7 WM and 5 WF, did not meet the minimum requirements as posted.

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

- 1 WF withdrew her application from consideration.

The goal candidate, 1 WM, was interviewed and not selected because it was unclear if he could successfully receive funding related to a new area of clinical-translational research.

The 1 AM was selected. He had a Ph.D. in cellular, molecular, and developmental biology. He had postdoctoral fellow and research associate experience focusing on applying next-generation sequencing technologies and bioinformatics to understand the innate immune system with a focus on inflammatory liver diseases. He also had published articles related to hepatology and had extramural funding.

Start Date: 10/21/2022

Requisition Number: 2022-651

Department: Molecular Biology and Biophysics

Assistant Professor/Basic Science

The Department of Molecular Biology and Biophysics (MBB) at UConn Health seeks exceptionally creative candidates for an early-to-mid career position (tenure-track Assistant Professor), who use molecular and translational approaches to elucidate the molecular basis of disease in the field of Microbiology/Infectious Disease.

We specifically seek an investigator who has developed a research program studying microbial pathogens (viruses, bacteria or other pathogenic organisms). We are especially interested in researchers who focus on the function of microbial proteins, identification of novel drug targets for antimicrobial therapeutics or mechanisms of drug resistance. Organisms of interest include, but are not restricted to, pathogenic bacteria (e.g., ESKAPE pathogens, E. coli, T. pallidum etc.)

and pathogenic viruses. The successful candidate will have established a strong research program that utilizes state-of-the-art molecular, genetic, cellular, biochemical, biophysical and/or structural methodologies. The candidate will augment existing strengths in the department and the larger UConn Health research community. Programs that focus on the identification and development of translational outcomes, including probes that will allow for in-depth analysis of key biological pathways or novel drug-like molecules, are also of particular interest.

Successful applicants will have a Ph.D., MD or equivalent degree; a sustained record of exceptional scholarly success; and the promise of future innovative accomplishments via a proposed (early-career) or established (mid-career, including evidence of successful extramural grant funding) research programs.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-651												
Qualified	12	3	2	0	1	1	29	4	1	0	6	59
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Withdrew Application	0	0	0	0	0	0	2	0	0	0	0	2
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	14	3	2	0	2	1	31	4	1	0	6	64

Recruiting activities included:

- UConn Health website
- American Society for Biochemistry and Molecular Biology
- Cell
- Higher Ed Jobs
- LinkedIn
- Nature
- Science Magazine

The HF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 12 WM, 3 WF, and 2 BM were not interviewed for the following reasons:

- 1 WM applied after a hiring decision was made.
- 11 WM, 3 WF, and 2 BM research would not augment existing strengths in the department. Specifically, their research programs were not focused on molecular and translational approaches to elucidate the molecular basis of disease in the field of Microbiology/Infectious Disease.

The goal candidate, 1 WM, was interviewed and not selected for the following reasons:

- 1 WM did not have directly related experience in molecular and translational approaches to elucidate the molecular basis of disease in the field of Microbiology/Infectious Disease.

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

The 1 HM was selected. His research augmented existing strengths in the department. Specifically, he had experience with molecular and translational approaches to elucidate the molecular basis of disease in the field of Microbiology/Infectious Diseases.

Start Date: 11/4/2022
Requisition Number: 2021-713
Department: General Dentistry
Assistant Professor/Clinical

Position requires DDS/DMD (or equivalent) and a minimum of one year of postdoctoral general dentistry residency training (AEGD/GPR) from a CODA accredited program or a Graduate program in Operative/Restorative and biomaterials. Ability/experience to teach all phases of general dentistry in preclinical, clinical and didactic settings is required. Must have or obtain a CT dental license (regular or faculty/provisional).

Additional residency training and prior teaching experience at the predoctoral and/or postdoctoral level highly desirable. Experience in digital dentistry and CAD/CAM desirable.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-713												
Qualified	5	0	0	1	2	2	2	1	0	1	2	16
Interviewed	3	1	0	0	1	0	0	2	0	0	0	7
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	8	2	0	1	3	2	2	3	0	1	2	24

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 1/13/2023
Requisition Number: 2021-502
Department: Neuroscience
Assistant Professors/Basic Science

The Department of Neuroscience at the University of Connecticut School of Medicine invites highly motivated investigators who address significant questions in neuroscience to apply for

tenure-track positions at the Assistant or Associate Professor rank. These include, but are not limited to, the control of synaptic plasticity or cognitive function, neuroinflammation, pathogenesis of neurodegeneration, and neurodevelopmental disorders. We welcome candidates that use the most advanced techniques in mouse genetics, system neurobiology and electrophysiology, especially those interested in deciphering disease etiology or carrying out translational studies that complement the strengths of this department.

Minimum qualifications include a Ph.D. and/or MD or MD/Ph.D. Applicants who are about to complete postdoctoral training or in a transition state with funding will be considered for Assistant Professor. Established individuals seeking an Associate Professorship should demonstrate a history of extramural funding, excellent publications, and a record of successful mentorship of graduate students and postdoctoral fellows.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-502												
Qualified	35	23	4	0	5	4	48	19	1	1	25	165
Interviewed	4	3	0	0	0	0	2	0	0	0	2	11
Offer Declined	1	2	0	0	0	0	0	1	0	0	0	4
Hired	0	1	0	0	1	0	0	0	0	0	0	2
Grand Total	40	29	4	0	6	4	50	20	1	1	27	182

Recruiting activities included:

- UConn Health website
- Cell Career Network
- Society for Neuroscience
- Science Magazine

The HF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 35 WM, 23 WF, and 4 BM were not interviewed for the following reasons:

- 32 WM, 20 WF, and 3 BM research were not focused in the areas of control of synaptic plasticity or cognitive function, neuroinflammation, pathogenesis neurodegeneration, and neurodevelopmental disorders.
- 3 WM and 3 WF applied after applicant had been selected.
- 1 BM did not submit the required application materials.

The goal candidates, 5 WM and 5 WF, were interviewed and not selected.

- 1 WM was selected and reported in the previous reporting period.
- 3 WM and 2 WF had Ph.D.'s that were not in neuroscience and their research did not augment existing strengths in the department.

- 1 WM and 2 WF were offered the position and they declined.
- 1 WF research in psychiatry did not augment existing strengths in the department.

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

The 1 HM was selected. He had a Ph.D. in neuroscience. He had expertise in advanced experimental and computational methods of both calcium and imaging and electrophysiology. His research focused on hippocampal long-term memory circuits in health and disease. He also had publications in peer-reviewed journals.

Start Date: 1/13/2023

Requisition Number: 2021-924

Department: Neurology

Assistant Professor/Clinical

The ideal candidate will be Neuromuscular Fellowship trained and eager to participate in a multispecialty group practice that provides patient-centered care rooted in evidence-based medicine.

Minimum Qualifications:

Neurology Residency; Board certified/eligible Neurologist

Special and Preferred Qualifications:

Board certified/eligible in subspecialty.

One or more years of fellowship training,

Neuromuscular Medicine/Neurophysiology/EMG preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-924												
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	0	0	0	0	1	0	0	0	0	1	2

Recruiting activities included:

- UConn Health website
- American Academy of Neurology

The HF goals were met with previous hires and were no longer established hiring goals.

The 1 HF was selected. She was a trained Neurologist and current medical director for a Neurodiagnostic laboratory.

Start Date: 1/13/2023
Requisition Number: 2022-1119
Department: Emergency Medicine
Assistant Professor/Clinical

Requirements:

Highly qualified, experienced in working in an Emergency Department. Fellow of the American College Physician (FACEP) board certified. Residency trained in Emergency Medicine. Skilled in adult and pediatric cardio-respiratory resuscitation, emergency airway techniques, resuscitation, and evaluation of all patients. Committed to high patient satisfaction, possesses excellent bedside clinical educator skills and is a team player. Connecticut MD License. Dependable with strong communication skills. Interest in clinical education, with experience working with medical students, residents, and fellows. A qualified candidate will possess a minimum of 5 years of independent Emergency Medicine practice experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1119												
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	0	0	0	0	0	1	0	0	0	0	1

This position was posted on the UConn Health website.

The HF goals were met with previous hires and were no longer established hiring goals.

The 1 AM was selected. He was a fellow of FACEP. He had seven years of independent emergency medicine practice. He also attended UConn School of Medicine and completed his emergency medicine residency program at UConn Health.

Start Date: 2/10/2023
Requisition Number: 2022-696
Department: Psychiatry
Assistant Professor/Clinical

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 psychiatry in the State of Connecticut and board eligibility in General Psychiatry and Child and Adolescent Psychiatry.

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-696												
Qualified	0	0	0	0	0	0	0	0	0	0	1	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	0	0	0	0	0	0	0	0	0	1	2

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 4/21/2023

Requisition Number: 2023-267

Department: Medical Student Affairs

Assistant Professor/Basic Science

Minimum Qualifications Required - Knowledge, Skill and Ability:

Doctorate degree in Education, Higher Education, Educational Psychology, or other closely related field.

Experience teaching, tutoring or mentoring in higher education, especially in the health professions.

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

Excellent interpersonal skills, including oral and written communication skills.

Demonstrated conceptual, analytical and organizational skills.

Ability to develop and maintain collaborative and productive relationships with various constituency groups.

Demonstrated knowledge of current trends in medical education, including team-based learning (TBL) pedagogy

Evidence of scholarly work in teaching and learning.

Preferred Qualifications:

Experience in academic support/teaching effectiveness for medical or other professional students at the graduate level.

Experience in medical education with demonstrated success in teaching strategies and faculty development.

Experience as academic counselor, coach or mentor.

Leadership experience in higher education.

Experience in mentoring learners in the development, implementation, evaluation and dissemination of creative longitudinal scholarly projects.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-267												
Unqualified	2	2	0	0	0	0	0	0	0	0	0	4
Qualified	3	2	1	0	0	1	0	0	0	0	0	7
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	5	5	1	0	0	1	1	0	0	0	0	13

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

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

Assistant Professor/Clinical (Dermatology)

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

This hire achieved a hiring goal.

Assistant Professor/Basic Science (Public Health Sciences)

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

Assistant Professor/Clinical (General Medicine)

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

Category 2E: Instructor

Hiring goals: 4 WM, 1 BM, 1 BF, 1 HM

Hiring into Category: 1 WM, 2 WF, 1 HF, 2 AM, 2 AF

Goals Met: 1 WM

Start Date: 8/12/2022

Requisition Number: 2022-1406

Department: Obstetrics and Gynecology

Instructor/Clinical

The Department of Obstetrics and Gynecology at UConn Health seeks a 1.0 FTE, American Board of Genetic Counseling (ABGC) certified/eligible prenatal genetic counselor.

Qualifications:

Certified/eligible ABGC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1406												
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	7	0	0	0	0	0	0	0	0	0	7

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF, was selected. She was certified by the American Board of Genetic Counseling. She also had prenatal genetic counseling experience.

Start Date: 9/1/2022

Requisition Number: 2022-1181

Department: Center for Vascular Biology

Instructor/Basic Science

At the proposed Instructor position, will (1) carry out research in the area of molecular ophthalmology and angiogenesis, (2) apply for extramural grants to support his research (as PI for fellowship grants supporting junior faculty and as co-investigator for NIH research grants), (3) write manuscripts with lab director, and (4) assist lab director in training students and junior

postdoctoral fellows. Within the general area of molecular ophthalmology and angiogenesis, the specific proposed research subject is on age-related macular degeneration (AMD). The research takes a multidisciplinary approach at the molecular, cellular, and mouse models levels to investigate pathological mechanisms of age-related retinal degeneration and choroidal neovascularization in mice.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1181												
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	0	0	0	0	0	1	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, was selected. He had a Doctoral Degree in Medicine (MD) earned from a top Institution in China. He also had been the first author of publications in peer-reviewed journals. Additionally, he completed his Postdoctoral Fellow at UConn Health, conducting age-related macular degeneration in humans.

Start Date: 11/4/2022
Requisition Number: 2022-752
Department: General Dentistry
Instructor/Clinical

The minimum qualifications are a DDS/DMD degree (or its equivalent) and advanced training in general dentistry from an American Dental Association Commission on Dental Accreditation (ADA CODA) approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT.

Applicants with experience in educational and/or community settings are preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-752												
Unqualified	1	0	0	0	0	0	0	1	0	0	1	3
Qualified	1	3	0	1	0	0	0	2	0	0	0	7
Interviewed	0	0	0	0	0	1	0	1	0	0	1	3
Withdrew Application	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	3	0	1	0	2	0	4	0	0	3	15

This position was posted on the UConn Health website.

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

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

- 1 WM did not have the advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program.
- 1 BF applied after a candidate had been selected.

The 1 HF was selected. She was an Advanced Education graduate of the UConn Dental school in the General Dentistry program. This is an ADA CODA approved postdoctoral dentistry residency program.

Start Date: 11/4/2022
Requisition Number: 2023-530
Department: Neuroscience
Instructor/Basic Science

The individual should have a strong background in Neuroscience research and skilled in single cell genomics, single cell RNA sequencing/omics; molecular biology techniques, including gene expression studies, RT-PCR, RNA Seq, Chip Assay; gene deletion/overexpression; imaging via confocal microscopy. Must have prior research experience in Alzheimer's research, specifically related to Bace-1 and microglia to DAM-1.

Strong publication record and good communication skills is preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-530												
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	0	0	0	0	0	1	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 was selected. He completed his Postdoctoral Research Fellow at UConn Health. During this time, he investigated the role of microglial Bace-1 in regulating Amyloid Beta (1-42) clearance in the Alzheimer's disease model. He had technical skills in single cell genomics, single cell RNA sequencing/omics; molecular biology techniques, including gene expression studies, RT-PCR, RNA Seq, Chip Assay; gene deletion/overexpression; imaging via confocal microscopy. Additionally, he had a publication record.

Start Date: 11/18/2022
Requisition Number: 2023-118
Department: Obstetrics and Gynecology
Instructor/Clinical

The Department of Obstetrics and Gynecology at UConn Health seeks a 1.0 FTE, American Board of Genetic Counseling (ABGC) or American Board of Medical Genetic (ABMG) certified/eligible genetic counselor.

Excellent counseling, teaching, organizational skills and independence are necessary.

Qualifications:

Certified ABGC

Valid State of Connecticut Genetic Counselor License.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-118												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	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 a master’s degree in genetic counseling. She also had one year of prenatal genetic counseling experience.

Start Date: 1/13/23
Requisition Number: 2023-548
Department: Endocrinology
Instructor/Basic Science

Qualifications:

Minimum Qualifications: The successful candidate will have

1. An earned master's degree or beyond in genetic counseling or related degree
2. Current ABGC/CAGC certification
3. Minimum of three years of experience in genetic counseling
4. leadership experience in a genetics, university or healthcare profession or organization
5. Excellent written communication skills
6. Proficiency with platforms and/or applications that support virtual meetings for effective interpersonal communication and shared knowledge
7. Proficiency with platforms and/or applications that support effective virtual learning

Preferred qualifications: The preferred applicant will have experience with

1. presenting the Quality Matters philosophy, framework, and quality assurance measures for the development of an academic, clinical or professional course
2. creating an online academic, clinical or professional development course
3. teaching an online or distance-learning course
4. teaching in an academic, professional or clinical setting
5. administration within an academic program or other organization
6. coordinating fieldwork across multiple locations
7. completing tasks as a member on a professional organizational board or committee
8. active engagement with organizations committed to increasing diversity, equity and inclusion
9. attending recent and relevant continued professional development
10. knowledge about emerging trends and technologies that influence the practice and future of the genetic counseling profession

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-548												
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	0	0	0	0	0	0	0	0	0	0	1

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 1/23/23

Requisition Number: 2023-233

Department: Genetics and Genome Sciences

Instructor/Basic Science

Position Summary:

The successful candidate will be a self-motivated and dynamic genetics professional with an appreciation for a creative and interdisciplinary approach to learning. The successful candidate's pedagogy and advising philosophy will demonstrate a commitment to meeting needs of diverse learning styles and intellectual interests as well as championing career development.

Qualifications:

Minimum Qualifications: The successful candidate will have

An earned master's degree or beyond in genetic counseling or related degree

Current ABGC/CAGC certification

Minimum of three years of experience in genetic counseling

Leadership experience in a genetics, university or healthcare profession or organization

Excellent written communication skills

Proficiency with platforms and/or applications that support virtual meetings for effective interpersonal communication and shared knowledge
 Proficiency with platforms and/or applications that support effective virtual learning

Preferred qualifications: The preferred applicant will have experience with
 presenting the Quality Matters philosophy, framework, and quality assurance measures for the development of an academic, clinical or professional course
 creating an online academic, clinical or professional development course
 teaching an online or distance-learning course
 teaching in an academic, professional or clinical setting
 administration within an academic program or other organization
 coordinating fieldwork across multiple locations
 completing tasks as a member on a professional organizational board or committee
 active engagement with organizations committed to increasing diversity, equity and inclusion
 attending recent and relevant continued professional development
 knowledge about emerging trends and technologies that influence the practice and future of the genetic counseling profession

To apply, submit the following cover letter and curriculum vitae addressing minimal and preferred qualifications copy of current ABGC/CAGC certificate / verification of certification ABGC/CAGC response to the following question: “How does your teaching practice align within the framework of life transformative education”? a diversity statement to include commitment to integrating multicultural experiences in instruction and training, pedagogical techniques to meet the needs of diverse learning styles, and ways to increase diversity of the profession three letters of reference preferred at application, but required if selected for first round interviews

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-233												
Qualified	0	5	0	0	0	0	0	0	0	0	0	5
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	8	0	0	0	0	0	1	0	0	0	9

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was selected. She had experience in coordinating fieldwork across multiple locations and engaging with organizations committed to increasing diversity, equity and inclusion. She also created online professional development courses and founded the professional organization Minority Genetics Professional Network.

Start Date: 3/24/23
Requisition Number: 2023-900
Department: Immunology
Instructor/Basic Science

A Ph.D. in Immunology plus 5 years of postdoctoral training is required. Applicants must have experience handling live animals and infectious agents, including Zika, dengue and Chikungunya viruses. Other requirements include extensive expertise in molecular biology, virology and immunology, and hands-on experience in quantitative polymerase chain reaction (PCR) analysis, immunoassays, multi-parameter flow cytometry and data analysis, confocal microscopy. Candidates must have in-depth knowledge of pattern recognition receptor signaling and B cell development. Qualifications must include publications in peer reviewed journals in the field of immunology or infectious disease.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-900												
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	0	0	0	0	0	0	1	0	0	0	1

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

Goal candidates did not apply for this position.

The 1 AF was selected. She completed her postdoctoral at UConn Health in the field of host-virus interactions, with a focus on RNA viruses in vivo and in vitro. She also had five years of experience with RNA viruses, including the Zika, dengue, and kChikungunya viruses.

Category 3A: Registered Nurse

Hiring goals: 13 WF, 1 BM, 1 HM, 1 HF

Hiring into Category: 5 WM, 28 WF, 1 BF, 2 HM, 6 HF, 1 AF, 1 TM, 1 UU

Goals Met: 13 WF, 1 HM, 1 HF

Start Date: 6/3/2022

Requisition Number: 2022-613

Department: UMG-Gynecology

Staff Nurses CN2 - Outpatient

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.

One to two years professional nursing experience

BLS Certification

PREFERRED REQUIREMENTS:

Minimum 3 years of OB/GYN RN experience

BSN or enrolled in BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-613												
Unqualified	0	2	0	1	0	1	0	0	0	0	0	4
Qualified	0	8	0	1	0	0	0	0	0	1	0	10
Interviewed	0	3	0	0	0	1	0	0	0	0	1	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	14	0	2	0	2	0	0	0	1	1	20

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 6/3/2022
Requisition Number: 2022-847
Department: Operating Room
Staff Nurse CN1

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 with less than 1 year post graduate work experience or will be graduating in August 2022.
 BLS Certification

PREFERRED REQUIREMENTS:

Bachelor of Science in Nursing is strongly preferred (those graduating from in May 2022 are included)
 Clinical Rotation or Capstone Project in an Operating Room

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-847												
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Req Cancelled	0	3	0	1	0	1	0	0	0	0	0	5
Grand Total	1	6	0	1	0	1	0	0	0	1	0	10

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 6/3/2022
Requisition Number: 2022-924
Department: Mohs Surgery
Staff Nurse CN3 - Outpatient

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY**

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, graduation from an accredited nursing program.
 1-2 years professional nursing experience

STRONGLY PREFERRED EXPERIENCE:

Dermatology experience
 BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-924												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	4	0	1	0	1	0	0	0	0	0	6
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	1	0	1	0	0	0	0	0	8

The goal candidate, 1 WF, a part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

Start Date: 6/3/2022

Requisition Number: 2022-1264

Department: Neag Cancer Center

Staff Nurses CN2

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 1 year acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program.
- Chemotherapy experience
- Outpatient clinic experience
- ONS chemotherapy/immunotherapy provider card
- OCN certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1264												
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	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	1
Hired	1	1	0	0	0	0	0	0	0	0	0	2
Grand Total	1	5	0	0	0	0	0	0	0	0	0	6

These positions were posted on the UConn Health website.

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

- 1 WF applied after a selection had been made.
- 1 WF was previously interviewed for another position, and she did not have current infusion work experience.

The goal candidate, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF accepted another UConn Health position.
- 1 WF was offered the position and she declined.

The goal candidate 1 WF was selected.

This hire achieved a hiring goal.

The 1 WM was selected. He had the preferred outpatient clinic experience as well as acute care experience. He had experience with Port access and peripheral intravenous. Additionally, he had experience utilizing EPIC electronic medical records system for outpatient charting.

Start Date: 7/1/2022

Requisition Number: 2022-413

Department: UMG-General Neurology

Staff Nurse CN2

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY**

- 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.

SPECIAL REQUIREMENTS:

Qualified applicants will have at least 1 year of Registered Nurse experience in either acute care or an outpatient/ambulatory clinic.
Incumbents in this class must possess and maintain Basic Life Support (BLS)

PREFERRED:

- Critical Care experience
- Bachelor of Science in Nursing
- EPIC experience
- Advance Cardiac Life Support (ACLS) certification for healthcare providers.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-413												
Unqualified	1	5	0	1	0	0	0	0	0	1	0	8
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	2	0	0	0	0	0	0	0	0	0	3
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Offer Rescinded	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	11	0	1	0	0	0	0	0	1	0	15

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-955

Department: Neag Cancer Center

Staff Nurses CN2

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 1 year acute care experience.

PREFERRED:

BSN or actively enrolled in a BSN program.
 Chemotherapy experience
 Outpatient clinic experience
 ONS chemotherapy/immunotherapy provider card
 OCN certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-955												
Unqualified	0	2	0	1	0	0	0	0	0	0	1	4
Qualified	0	4	0	1	0	0	0	2	0	0	0	7
Interviewed	0	3	0	1	0	0	0	0	0	0	0	4
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	3	0	0	0	0	0	0	0	0	0	3
Grand Total	0	12	0	3	0	0	0	2	0	0	2	19

The goal candidates, 3 WF, were selected.

These hires achieved hiring goals.

Start Date: 7/1/2022
Requisition Number: 2022-1050
Department: Cardiology
Staff Nurse CN2 - Outpatient

**MINIMUM QUALIFICATIONS:
 KNOWLEDGE, SKILLS & ABILITY**

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.

SPECIAL REQUIREMENTS:

Qualified applicants will have at least 1 year of Registered Nurse experience in either acute care or an outpatient/ambulatory clinic.

PREFERRED:

Critical Care experience
 Cardiology experience
 Bachelor of Science in Nursing
 IV Skills
 Proficiency in EPIC electronic medical records
 Basic Life Support (BLS) Advance Cardiac Life Support (ACLS) certification for healthcare providers.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1050												
Unqualified	0	4	0	0	0	0	0	1	0	0	0	5
Qualified	0	7	0	0	1	0	0	0	0	0	0	8
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	14	0	0	1	0	0	2	0	0	0	18

This position was posted on the UConn Health website.

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

The goal candidates, 7 WF and 1 HM, were not interviewed for the following reasons:

- 2 WF cardiology experience was over eight years ago.
- 1 WF did not have cardiology experience.
- 1 WF was not eligible for a transfer. She was a University Health Professional (UHP) union member who was in her working test period and per UHP contract she was not eligible for a transfer.
- 1 WF only had four months of cardiac experience in operating room as circulator.
- 2 WF withdrew their applications from consideration.

- 1 HM only had the preferred critical care training.

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

- 1 WF was selected for another UConn Health position.
- 1 WF experience was only with stress testing.
- 1 WF experience was with telemetry and surgical. Her experience with cardiac patients was not the main function of her responsibilities.

The 1 WM was selected. He had the preferred critical care and cardiology experience. Specifically, he had been working at Hartford Hospital as part of the STAR (ICU float team, cardiac, neuro, trauma emergencies) programs. He had been a senior medic with cardiac & trauma experience during a 2021 ten-month deployment in the military. Additionally, he had the preferred intravenous skills, and certifications in BLS and ACLS.

Start Date: 7/1/2022

Requisition Number: 2022-1303

Department: Patient Experience

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- 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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess and maintain during employment a license in the State of Connecticut as a registered nurse.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Nursing and four (4) years of inpatient clinical experience.
- Experience conducting post-discharge phone calls and utilizing related call management systems.
- Experience reviewing electronic patient medical record, i.e., EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1303												
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	1	3	0	0	0	0	0	3	0	1	1	9
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	4	0	0	0	1	0	3	0	1	1	11

The goal candidate, 1 WF, part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

Start Date: 7/15/2022

Requisition Number: 2021-958

Department: Postoperative Services Unit

Staff Nurse CN2 - Outpatient

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; must prove graduation from an accredited nursing program.

Must have at least 1 year of experience working in PACU or ICU within the last three years.

SPECIAL REQUIREMENT:

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) and Advanced Life Support (ACLS) 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) BLS & ACLS certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS:

BSN or ADN/ASN and active enrollment in a BSN program.

Two (2) or more years' experience working in a PACU.

EPIC experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-958												
Unqualified	1	5	0	1	0	1	0	2	0	0	1	11
Qualified	0	2	0	0	0	0	0	1	0	0	0	3
Interviewed	0	2	0	1	0	0	0	0	0	0	1	4
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	1	2
Hired	0	0	0	0	0	0	0	0	0	0	1	1
Grand Total	1	11	0	2	0	1	0	3	0	0	4	22

This position was posted on the UConn Health website.

The goal candidates, 5 WF and 1 HF, did not meet the minimum requirements as posted.

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

- 2 WF withdrew her application from consideration.
- 1 WF did not respond to requests to schedule an interview.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF did not have the preferred post anesthesia care unit (PACU) experience.
- 1 WF withdrew her application from consideration.

The 1 UU was selected. They had the preferred PACU experience with an ambulatory focus.

Start Date: 7/15/2022

Requisition Number: 2022-535

Department: UMG Floats

Staff Nurse CN2 - Outpatient

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:

Must possess and maintain or be eligible for a current RN license in the State of CT
 Graduation from an accredited nursing program
 Minimum 1 year of professional nursing experience

SPECIAL REQUIREMENT:

Current BLS certification

PREFERRED REQUIREMENTS:

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-535												
Unqualified	0	1	1	3	0	0	0	0	0	1	0	6
Qualified	0	10	0	3	0	2	0	2	0	0	0	17
Interviewed	1	7	0	0	0	0	0	0	0	0	1	9
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	19	1	6	0	2	0	2	0	1	1	33

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 7/15/2022

Requisition Number: 2022-1051

Department: Neag Cancer Center

Staff Nurse CN2

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 1 year acute care experience.

PREFERRED:

BSN or actively enrolled in a BSN program.

Outpatient clinic experience

Health prevention screening experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1051												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	3	0	1	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

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

The goal candidate, 1 WF, was not interviewed because she applied after a candidate was selected.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF withdrew her application from the process.
- 1 WF did not return requests to schedule a second interview.

The 1 BF was selected. She had one year of registered nurse oncology experience. She also had the preferred Bachelor of Science in Nursing, outpatient clinic experience and health prevention screening experience.

Start Date: 7/29/2022

Requisition Number: 2022-1099

Department: Neag Cancer Center

Staff Nurses CN1

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:

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:

Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience or will be graduating in May 2022

BLS Certification

PREFERRED REQUIREMENTS:

Bachelor of Science in Nursing is strongly preferred (those graduating May 2022 are included)
 Capstone or Clinical Rotation on an Oncology Unit

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1099												
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	1	2	0	1	0	2	0	0	0	0	0	6
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	1	5	0	1	0	3	0	0	0	0	0	10

The goal candidates, 2 WF, were selected.

These hires achieved hiring goals.

Start Date: 7/29/2022

Requisition Number: 2022-1158

Department: Cardiology

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- 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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

- Must possess a valid license to practice in the State of Connecticut
- Advanced Cardiac Life Support (ACLS) certified

PREFERRED QUALIFICATIONS:

Experience in critical care i.e., ICU, Telemetry or Step Down unit or Emergency Department

Working knowledge of cardiac testing modalities.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1158												
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	1	3	0	0	0	2	0	0	0	0	0	6
Interviewed	1	3	0	0	0	1	0	0	0	0	0	5
Offer Declined	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	2	10	0	0	1	3	0	0	0	1	0	17

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

Start Date: 8/12/2022

Requisition Number: 2022-824

Department: UMG-Orthopedics

Staff Nurse CN2 - Outpatient

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

Must have two (2) years in acute care Med/Surg or outpatient clinic Registered Nurse experience.

SPECIAL REQUIRMENT:

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) BLS certification within six (6) months of hire and

PREFERRED REQUIREMENT:

Experience working with podiatry patients

EPIC experience

BSN or enrolled in BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-824												
Unqualified	0	2	0	0	0	0	0	0	0	0	1	3
Qualified	0	6	0	4	0	0	0	1	0	0	1	12
Interviewed	1	2	0	0	0	0	0	1	0	0	0	4
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	11	0	4	0	0	0	2	0	0	2	21

This position was posted on the UConn Health website.

The HM goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 2 WF, did not meet the minimum qualifications as posted.

The goal candidates, 6 WF, were not interviewed for the following reasons:

- 1 WF did not have the required experience in acute care medical, surgical, or outpatient clinic.
- 1 WF separation from UConn Health was not in good standing.
- 2 WF did not respond to repeated attempts to schedule an interview.
- 2 WF did not have the required experience in either an inpatient or outpatient clinical setting.

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

- 1 WF accepted another UConn Health position
- 1 WF indicated she had difficulty delegating. This raised concerns about ability to manage effectively.
- 1 WF was offered the position and she declined.

The 1 WM was selected. He had experience working with a variety of patients including podiatry with chronic wound care issues. He had the preferred Bachelor of Science in nursing and EPIC electronic medical record system experience. Additionally, he provided detailed examples of his assessment and triage skills, and he asked appropriate questions related to the job functions.

Start Date: 8/26/2022

Requisition Number: 2022-1153

Department: UMG-Geriatrics

Staff Nurse CN2 - Outpatient

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY**

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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess a valid license to practice in the State of Connecticut

PREFERRED QUALIFICATIONS:

Experience working with EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1153												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	2	8	0	1	0	0	0	1	0	0	0	12
Interviewed	0	3	0	2	0	0	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	13	0	4	0	0	0	1	0	0	0	20

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 9/9/2022

Requisition Number: 2022-1078

Department: General Obstetrics and Gynecology

Staff Nurse CN2 - Outpatient

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY**

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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess a valid license to practice in the State of Connecticut

PREFERRED QUALIFICATIONS:

OB/GYN RN experience
BSN or enrolled in BSN program
Non stress test (NST) experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1078												
Unqualified	0	0	0	2	0	0	0	0	0	1	1	4
Qualified	0	20	0	2	0	0	0	1	0	1	2	26
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	22	0	4	0	0	0	1	0	2	3	32

This position was posted on the UConn Health website.

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

The 1 WF, part-time UConn Health employee, was selected. She had the preferred Bachelor of Science in nursing and obstetrics/gynecology experience.

Start Date: 9/9/2022

Requisition Number: 2022-1467

Department: UMG-Surgery - General

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess a valid license to practice in the State of Connecticut

PREFERRED QUALIFICATIONS:

2 years wound care and ostomy experience or WOC Nurse
Outpatient surgical nursing experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1467												
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

The WF and HM goals were 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 the preferred eight years of registered nurse experience with wound care. She also had wound care certification.

Start Date: 9/9/2022

Requisition Number: 2023-062

Department: Mohs Surgery

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- 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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess a valid license to practice in the State of Connecticut
BLS Certification

PREFERRED QUALIFICATIONS:

Dermatology Experience
Ambulatory experience
BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-062												
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	2	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	0	0	0	1	0	2	0	0	0	6

This position was posted on the UConn Health website.

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

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

The 1 WF was selected. She had four years of experience as a registered nurse.

Start Date: 9/9/2022

Requisition Number: 2023-217

Department: Critical Care RN Float Pool

Staff Nurse CN2

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, graduation from an accredited nursing program.

SPECIAL REQUIREMENTS:

Minimum 1 year in-patient hospital acute care nursing experience.
 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 AHA BLS certification within six (6) months of hire and

PREFERRED REQUIREMENTS:

BSN or an ADN/ASN and active enrollment in a BSN program
 Advanced Cardiac Life Support Certification (ACLS)
 Epic Experience.
 Infusion Therapy Experience
 Outpatient experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-217												
Unqualified	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	2	0	1	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

The WF and HM goals were 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 the preferred infusion experience and ACLS certification. She also had surgical and telemetry experience.

Start Date: 10/7/2022
Requisition Number: 2023-157
Department: UMG-Surgery - General
Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY

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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess a valid license to practice in the State of Connecticut

PREFERRED QUALIFICATIONS:

2 years wound care and ostomy experience or WOC Nurse
Outpatient surgical nursing experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-157												
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	1	1	0	0	0	0	0	0	0	0	0	2
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	2	0	0	0	0	0	1	0	0	1	5

This position was posted on the UConn Health website.

The WF and HM goals were 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 a Bachelor of Science in nursing. She also had the preferred sixteen years of surgical registered nurse experience. She had worked in the UConn Health surgery unit for twelve years.

Start Date: 10/21/2022

Requisition Number: 2022-212

Department: Postoperative Services

Staff Nurse CN2

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 Surgical ICU experience

SPECIAL REQUIREMENT:

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) and Advanced Life Support (ACLS) 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 AHA BLS & ACLS certification within six (6) months of hire and maintain throughout employment.

PREFERRED QUALIFICATIONS: BSN:

BSN or an ADN/ASN and active enrollment in a BSN program.

1 - 2 years or more years' experience working in a PACU or Surgical ICU

EPIC experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-212												
Unqualified	0	0	0	0	0	0	0	0	0	1	0	1
Qualified	0	0	0	0	0	0	0	1	0	0	1	2
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	0	0	0	0	1	0	2	0	1	1	5

This position was posted on the UConn Health website.

The WF and HM goals were met and were no longer established hiring goals.

The goal candidate, 1 HF, was interviewed and not selected because she withdrew her application from the process.

The 1 AF, a part-time UConn Health employee, was selected. She had the preferred two years of experience working in the post-anesthesia care unit. She had the preferred Bachelor of Science in nursing and experience with EPIC electronic medical records system. Additionally, she was a certified medical-surgical nurse.

Start Date: 11/4/2022

Requisition Number: 2023-438

Department: UMG-General Neurology

Staff Nurse CN2 - Outpatient

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY**

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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid license to practice in the State of Connecticut
 Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
 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 through employment.

PREFERRED:

Critical Care experience
 Bachelor of Science in Nursing
 EPIC experience
 Advance Cardiac Life Support (ACLS) certification for healthcare providers.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-438												
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	3	0	0	0	0	0	5

This position was posted on the UConn Health website.

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

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

The goal candidates, 2 HF, were not interviewed because they applied after the candidate had been selected.

The 1 WF was selected. She had experience with a diverse patient population such as stroke, Parkinson’s, movement disorders, dementia, heart failure, and multiple chronic health issues. She also had the preferred ACLS certification and EPIC electronic medical record system.

Start Date: 11/18/2022
Requisition Number: 2021-971
Department: Operating Room
Staff Nurse CN2

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
 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 BLS certification required.

STRONGLY PREFERRED:

BSN or active enrollment in a BSN program
 Two (2) or more years of general operating room experience.
 ACLS Certificate
 Epic Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-971												
Unqualified	2	2	0	2	1	1	0	0	0	1	0	9
Offer Declined	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	5	0	2	1	2	0	0	0	1	0	13

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 12/16/2022

Requisition Number: 2023-115

Department: Cardiac Catheterization Laboratory

Staff Nurse CN2

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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 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 1 year acute care nursing experience.

ACLS Certification

PREFERRED REQUIREMENTS:

Experience with moderate sedation

Minimum of two (2) years' current Cath Lab, critical care experience or PACU experience.

Pre / Post procedure care.

Hemodynamic Monitoring Experience

Cardiac and Peripheral procedure

BSN or ADN/ASN and active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-115												
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	3	14	0	1	0	5	0	2	0	0	4	29
Interviewed	1	2	0	0	0	0	0	0	0	1	1	5
Withdrew Application	0	0	0	0	0	2	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	5	19	0	1	0	7	0	2	0	1	5	40

This position was posted on the UConn Health website.

The WF, HM, 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 WM was selected. He had seven years of acute care experience. He also had the preferred two years of critical care experience. Additionally, he had the required Advanced Cardio Life Support certification

Start Date: 12/16/2022

Requisition Number: 2023-368

Department: UMG – Family Medicine

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- 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

EXPERIENCE AND TRAINING:

Graduation from an accredited nursing program and one (1) year professional nursing experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid license to practice in the State of Connecticut
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

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 through employment.

PREFERRED QUALIFICATIONS:

Experience working in Pediatrics, OB, Internal Medicine, Geriatrics

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-368												
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	0	0	0	1	0	0	0	6

This position was posted on the UConn Health website.

The WF, HM, 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 was selected. She had completed her Bachelor of Science in nursing. She also had one year of experience in an acute care setting.

Start Date: 12/16/2022

Requisition Number: 2023-526

Department: Mohs Surgery

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.

Knowledge of relevant health center policies and procedures and State regulations

Knowledge of clinical standards of care, documentation and patient record policies and standards.

Understanding of computer-based applications.

Considerable interpersonal and communication skills.

Ability to work as an effective team member.

Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

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 through employment.

PREFERRED QUALIFICATIONS:

Dermatology experience

BSN or active enrollment in a BSN program

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-526												
Unqualified	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	6	0	0	0	2	0	1	0	1	3	13
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	8	0	1	0	2	0	1	0	1	3	16

This position was posted on the UConn Health website.

The WF, HM, 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 was selected. She had previously worked for seven years at UConn Health as a registered nurse in Mohs surgery treating skin lesions.

Start Date: 2/10/2023

Requisition Number: 2023-788

Department: Operating Room

Staff Nurses CN1

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
 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.

SPECIAL REQUIREMENTS:

Qualified applicants will be RN's who have graduated from an accredited nursing school/program with less than 1 year post graduate work experience.
 BLS Certification

PREFERRED REQUIREMENTS:

Bachelor of Science in Nursing is strongly preferred (those graduating from in May 2023 are included)
 Clinical Rotation or Capstone Project in an Operating Room

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-788												
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Interviewed	1	2	0	0	0	0	0	0	0	1	0	4
Hired	0	1	0	0	0	0	0	0	1	0	0	2
Grand Total	1	4	0	0	0	0	0	1	1	1	0	8

These positions were posted on the UConn Health website.

The WF, HM, and HF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for these positions.

The 1 WF selected had the preferred Bachelor of Science in nursing. She also had the preferred clinical rotation experience in an operating room.

The 1 TM selected had the preferred Bachelor of Science in nursing. He also had the preferred capstone experience in an operating room.

Start Date: 2/24/2023

Requisition Number: 2023-753

Department: UMG-General Neurology

Staff Nurses CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.

Knowledge of relevant health center policies and procedures and State regulations

Knowledge of clinical standards of care, documentation and patient record policies and standards.

Understanding of computer-based applications.

Considerable interpersonal and communication skills.

Ability to work as an effective team member.

Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

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 through employment.

PREFERRED QUALIFICATIONS:

OB/GYN RN experience

BSN or enrolled in BSN program

Non stress test (NST) experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-753												
Unqualified	1	3	0	0	0	0	0	0	0	0	0	4
Qualified	0	9	0	0	0	1	0	0	0	0	1	11
Offer Declined	0	1	0	1	0	1	0	0	0	0	0	3
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	1	14	0	1	0	3	0	0	0	0	1	20

These positions were posted on the UConn Health website.

The WF, HM, and HF goals were met with previous hires and were no longer established hiring goals.

The 1 WF selected had four years of obstetrics experience. She had the preferred Bachelor of Science in nursing. Additionally, she had experience with EPIC electronic medical records system.

The 1 HF selected had women’s health surgical experience. She had worked previously for UConn Health as a registered nurse. Additionally, she had the preferred Bachelor of Science in nursing.

Start Date: 3/24/2023

Requisition Number: 2023-783

Department: Neag Cancer Center

Staff Nurse CN2

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 1 year acute care experience.

PREFERRED:

- BSN or actively enrolled in a BSN program, outpatient clinic experience, oncology experience, ONS chemotherapy biotherapy provider card, ONC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-783												
Unqualified	0	0	0	1	0	1	0	0	0	0	0	2
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	1	1	0	1	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	0	2	0	1	0	0	0	0	1	10

This position was posted on the UConn Health website.

The WF, HM, 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 was selected. She had one year of experience as a registered nurse in Oncology. She also had the preferred Bachelor of Science in Nursing, outpatient clinical experience and an Oncology Nursing Society chemotherapy certification.

Start Date: 3/24/2022

Requisition Number: 2023-1015

Department: Professional Practice and Clinical Excellence
Staff Nurse CN2

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

- 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
- Minimum 1-2 years current acute care nursing experience.
- Current BLS Certification. 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 AHA BLS certification within six (6) months of hire and

PREFERRED REQUIREMENTS:

BSN Degree

Wound and Ostomy Certification and experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1015												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	1	2	0	0	1	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

The WF, HM, 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 HM was selected. He had two years of wound care experience. He also had the preferred Bachelor of Science in nursing and wound and ostomy certification.

Start Date: 4/21/2023

Requisition Number: 2023-899

Department: Surgery Center

Staff Nurse CN2

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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.

A minimum of 1 year acute care hospital experience.

Current BLS certification required.

PREFERRED EXPERIENCE:

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 Certification
 Epic Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-899												
Unqualified	0	2	1	1	0	1	0	2	0	0	1	8
Qualified	1	7	0	0	0	2	0	0	0	0	1	11
Interviewed	0	3	0	0	0	1	0	1	0	0	0	5
Withdraw Application	0	3	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	2	0	0	0	1	0	0	0	0	0	3
Grand Total	1	18	1	1	0	5	0	3	0	0	2	31

These positions were posted on the UConn Health website.

The WF, HM, and HF goals were met with previous hires and were no longer established hiring goals.

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

The 1 WF selected had the preferred Bachelor of Science in nursing. She also had the preferred three years of experience in an ambulatory surgery operating room and experience utilizing EPIC electronic medical record system.

The 1 WF selected had the preferred Bachelor of Science in nursing. She also had the preferred two years of experience in an ambulatory surgery operating room and experience utilizing EPIC electronic medical record system.

The 1 HF selected had the preferred Bachelor of Science in nursing. She also had the preferred three years of operating room experience and experience utilizing EPIC electronic medical record system.

Start Date: 4/21/2023
Requisition Number: 2023-991
Department: Neag Cancer Center
Staff Nurse CN2

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 year acute care experience.

PREFERRED:

BSN or actively enrolled in a BSN program
 Chemotherapy experience
 Outpatient clinic experience
 Outpatient infusion therapy experience
 ONS chemotherapy/immunotherapy provider card
 OCN certified
 CRNI certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-991												
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	1	0	1	0	1	0	2	0	0	0	5

This position was posted on the UConn Health website.

The WF, HM, 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 HF was selected. She had the preferred oncology infusion experience, and Oncology Nursing Society chemotherapy and immunotherapy certification. She also had experience with EPIC electronic medical record system and had previously worked at UConn Health.

Start Date: 5/5/2023

Requisition Number: 2023-993

Department: Internal Medicine

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.
Knowledge of relevant health center policies and procedures and State regulations
Knowledge of clinical standards of care, documentation and patient record policies and standards.
Understanding of computer-based applications.
Considerable interpersonal and communication skills.
Ability to work as an effective team member.
Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:
Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.
Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
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 through employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-993												
Unqualified	0	1	0	0	0	0	0	1	0	0	0	2
Qualified	0	5	0	0	0	0	0	0	0	0	0	5
Interviewed	0	1	0	0	0	0	0	2	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	7	0	0	0	1	0	3	0	0	0	11

This position was posted on the UConn Health website.

The WF, HM, 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 HF was selected. She had experience working in an outpatient internal medicine office, case management and with the EPIC electronic medical record system. She also provided

patient centered responses to interview questions, and detailed responses to situational and critical thinking questions.

Start Date: 5/19/23

Requisition Number: 2023-1065

Department: Neag Cancer Center

Staff Nurse CN2

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 1 year acute care experience.

PREFERRED:

BSN or actively enrolled in a BSN program

Chemotherapy experience

Outpatient clinic experience

ONS chemotherapy/biotherapy provider card

OCN certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1065												
Unqualified	1	2	0	0	0	1	0	0	0	0	0	4
Qualified	0	8	0	1	0	1	1	0	0	0	0	11
Interviewed	1	5	0	0	0	0	0	0	0	0	0	6
Withdrew Application	0	2	0	0	0	0	0	0	0	1	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	18	0	1	0	2	1	0	0	1	0	25

This position was posted on the UConn Health website.

The WF, HM, 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 was selected. She had one and a half years of acute care experience as well as the preferred Bachelor of Science in nursing. She provided detailed examples of her experience with oncology outpatient practice and her technical skills such as port access, peripheral blood draw, organization, etc. Additionally, she had experience utilizing EPIC electronic medical records system.

Start Date: 5/19/2023

Requisition Number: 2023-1097

Department: Dermatology

Staff Nurse CN2 - Outpatient

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of the principles and practices of nursing.

Knowledge of relevant health center policies and procedures and State regulations

Knowledge of clinical standards of care, documentation and patient record policies and standards.

Understanding of computer-based applications.

Considerable interpersonal and communication skills.

Ability to work as an effective team member.

Ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program.

Special Experience:

One (1) year professional nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain licensure in the State of Connecticut as a Registered Nurse.

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 through employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1097												
Unqualified	0	7	0	0	0	2	0	0	0	0	0	9
Qualified	0	7	0	0	0	0	0	0	0	0	0	7
Interviewed	0	7	0	3	1	0	0	0	0	0	2	13
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	22	0	3	1	2	0	0	0	0	2	30

This position was posted on the UConn Health website.

The WF, HM, 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 was selected. She had one year of registered nurse ambulatory experience and two years of registered nurse operating room experience.

3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

**Staff Nurse CN2
(JDH)**

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

**Staff Nurse CN2
(PACU)**

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

Category 3B: Nursing Supervisor

Hiring goals: 1 HF

Hiring into Category: 2 WM, 5 WF, 1 HF

Goals Met: 1 HF

Start Date: 7/1/2022

Requisition Number: 2022-1189

Department: N.N.I.C.U

Assistant Nursing Manager

Knowledge and Skills:

Considerable knowledge of principles and practices of 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 skills.

Effective oral and written communication skills.

Knowledge of general financial management.

Supervisory ability.

Considerable knowledge of relevant policies and procedures.

Minimum Requirements:

Bachelors' Degree in Nursing

Candidates must possess and maintain a current license to practice nursing in the state of Connecticut

Three (3) years of acute care RN experience

Two (2) years of current RN experience must be in a NICU

Supervisory or charge function responsibilities

SPECIAL REQUIREMENTS:

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) BLS certification within six (6) months of hire and

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1189												
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	0	0	0	0	1	0	0	0	0	0	1

A goal candidate, 1 HF, part-time UConn Health employee, was selected.
This hire achieved a hiring goal.

Start Date: 7/15/2022
Requisition Number: 2022-1188
Department: N.N.I.C.U
Assistant Nursing Manager

Knowledge and Skills:

Considerable knowledge of principles and practices of 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 skills.
 Effective oral and written communication skills.
 Knowledge of general financial management.
 Supervisory ability.
 Considerable knowledge of relevant policies and procedures.

Minimum Requirements:

Bachelors' Degree in Nursing
 Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
 Three (3) years of acute care RN experience
 Two (2) years of current RN experience must be in a NICU
 Supervisory or charge function responsibilities

SPECIAL REQUIREMENTS:

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) BLS certification within six (6) months of hire and

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1188												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The HF goal was 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 had twenty-six years of registered nurse experience in the neonatal intensive care unit. She also had interim Assistant Nurse Manager experience as well as charge nurse experience.

Start Date: 10/7/2022
Requisition Number: 2023-163
Department: Dermatology
Assistant Nursing Manager

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles and practices of nursing
- Knowledge of UConn Health resources, policies and procedures, standards of practice for nursing care, and patient's bill of rights
- Knowledge of hospital and community resources
- Must be skilled in receptive listening and have considerable oral and written communication skills
- Ability to effectively resolve conflicts, work under stressful conditions, and effectively prioritize
- Knowledge of UConn Health's mission and department goals
- Ability to assist in resolving performance issues, establish priorities and manage effectively
- Must have excellent customer service and communication skills

EXPERIENCE AND TRAINING:

General Experience:

- A Bachelor's degree in Nursing (BSN)
- Three (3) years of ambulatory, acute care or dermatology nursing experience
- Demonstrated supervisory or charge function responsibilities

SPECIAL REQUIREMENTS:

Incumbents must possess and maintain a license to practice nursing in the State of Connecticut

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-163												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	1	0	0	0	0	0	0	0	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	1	0	0	0	0	0	0	0	6

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had seven years of nursing experience which included charge and leadership experience. She also worked in a department which had surgeries such as dermatology.

Start Date: 11/4/2022
Requisition Number: 2022-1001
Department: Surgery Center - PACU
Assistant Nursing Manager

Knowledge and Skills:

Considerable knowledge of principles and practices of 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 skills.
 Effective oral and written communication skills.
 Knowledge of general financial management.
 Supervisory ability.
 Considerable knowledge of relevant policies and procedures.

Minimum Requirements:

Bachelors' Degree in Nursing
 Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
 Three (3) years of acute care RN experience
 Two (2) years of current RN experience must be in the PACU
 Supervisory or charge function responsibilities

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1001												
Unqualified	0	1	0	0	0	0	0	0	0	0	1	2
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	0	0	0	0	0	1	5

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had two years of experience in the post-anesthesia care unit (PACU), and she had charge nurse experience. She also provided detailed responses to PACU related interview questions.

Start Date: 11/18/2022
Requisition Number: 2023-387
Department: UMG-General Neurology
Assistant Nursing Manager

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles, standards, and practices of nursing
- Knowledge of hospital and community resources, policies and procedures, and patient's bill of rights
- Knowledge of mission, values, and department goals
- Receptive listening skills; considerable oral and written communication skills
- Excellent customer service skills
- Ability to effectively resolve conflicts and work under stressful conditions
- Ability to establish priorities and manage effectively
- Lead /supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of ambulatory care nursing experience

SPECIAL REQUIREMENTS:

- Must possess and maintain a license to practice nursing in the State of Connecticut
- Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
- 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 through employment.

PREFERRED QUALIFICATIONS:

A Bachelor’s degree in Nursing (BSN)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-387												
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

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

The 1 WM was selected. He had the preferred advanced degree in nursing and was formally trained in executive leadership. He had experience leading his team in both clinical and administrative issues. Additionally, he provided detailed examples of his conflict resolution skills and his ability to motivate a team.

Start Date: 12/16/2022

Requisition Number: 2023-390

Department: Dermatology

Assistant Nursing Manager

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles, standards, and practices of nursing

Knowledge of hospital and community resources, policies and procedures, and patient's bill of rights

Knowledge of mission, values, and department goals

Receptive listening skills; considerable oral and written communication skills

Excellent customer service skills

Ability to effectively resolve conflicts and work under stressful conditions

Ability to establish priorities and manage effectively

Lead /supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of nursing experience

SPECIAL REQUIREMENTS:

Must possess and maintain a license to practice nursing in the State of Connecticut

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.

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 through employment.

PREFERRED QUALIFICATIONS:

A Bachelor's degree in Nursing (BSN)

Nursing experience in Dermatology

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-390												
Unqualified	0	1	0	1	0	0	0	0	0	0	1	3
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	0	4	0	1	0	0	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	2	0	0	0	1	0	0	1	10

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had seven years of experience as a nursing manager in a clinic that was like dermatology.

Start Date: 2/24/2023
Requisition Number: 2023-785
Department: Neag Cancer Center
Assistant Nursing Manager

Minimum Requirements:
 Bachelors’ Degree in Nursing is preferred, with a minimum of 3 years acute care experience
 Candidates must possess and maintain a current license to practice nursing in the state of Connecticut
 Two (2) years of current RN experience must be in Oncology
 Demonstrated supervisory or charge function responsibilities
 BLS Certification

Preferred Requirements:
 Outpatient ambulatory clinic experience
 ONS Chemotherapy Immunotherapy provider card
 ONCC Oncology Certified Nurse

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-785												
Unqualified	1	2	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	3	0	0	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had a master’s degree in nursing management and executive leadership. She had an ONS/ONCC Chemotherapy Immunotherapy Certificate. Additionally, she had experience working in outpatient oncology infusion center as well as inpatient oncology unit.

Start Date: 5/5/2023

Requisition Number: 2023-1082

Department: Osteoporosis

Assistant Nursing Manager

Knowledge and Skills:

Considerable knowledge of principles and practices of 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 skills.

Effective oral and written communication skills.

Knowledge of general financial management.

Supervisory ability.

Considerable knowledge of relevant policies and procedures.

Minimum Requirements:

Bachelors' Degree in Nursing

Candidates must possess and maintain a current license to practice nursing in the state of Connecticut

Three (3) years of acute care RN experience

Two (2) years of current RN experience must be in a NICU

Supervisory or charge function responsibilities

SPECIAL REQUIREMENTS:

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) BLS certification within six (6) months of hire and

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1082												
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

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

The 1 WM, a part-time UConn Health employee, was selected. He had nursing experience in a hospital setting, and he was currently an Assistant Nursing Manager. He described in detail his ability to resolve conflicts and work under stressful conditions. Also, he provided patient centered responses to interview questions.

Category 3C: Specialized Nurses

Hiring goals: 1 WF, 4 BF, 1 AM

Hiring into Category: 2 WF, 1 HF

Goals Met: 1 WF

Start Date: 1/13/2023

Requisition Number: 2023-626

Department: Case Management

Clinical Case Managers

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.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Master's degree in Nursing

SUBSTITUTION ALLOWED:

Bachelor's degree in nursing with three years' experience in an inpatient hospital setting or Case Management experience.

PREFERRED REQUIREMENTS:

Minimum 2 years case management experience.

SPECIAL REQUIREMENTS:

Incumbents in this class must maintain licensure as a registered nurse

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-626												
Unqualified	0	1	0	1	0	0	0	1	0	0	0	3
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	3	0	0	0	0	0	0	0	0	1	4
Offer Declined	1	1	0	0	0	0	0	0	0	0	0	2
Hired	0	2	0	0	0	1	0	0	0	0	0	3
Grand Total	1	10	0	1	0	1	0	1	0	0	1	15

These positions were posted on the UConn Health website.

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

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

- 1 WF had not worked in hospital-based case management since 2007.
- 1 WF was a former UConn Health employee whose resignation was not in good standing.
- 1 WF did not have case management experience.

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

- 1 WF declined the offer of the position.
- 1 WF was unfamiliar with basic case management concepts, and she was unable to answer questions regarding case management. She also was unable to provide examples of situational experiences.
- 1 WF was not familiar with utilization review or Medicare regulations such as condition code 44. She had been in case management for only six months.
- 1 WF main function of her position was not in case management. Her main function was in ambulatory infusion.

The goal candidate, 1 WF was selected.

This hire achieved a hiring goal.

The 1 WF selected had hospital case management experience. She provided detailed responses to interview questions regarding Medicare and insurance regulations. She also provided examples of her ability to manage difficult cases.

The 1 HF selected had case management experience. She had experience as an educator. She also provided detailed responses to interview questions regarding federal and state regulations. Additionally, she had experience utilizing EPIC electronic medical records system.

Category 3D: Clinical Supervisors

Hiring goals: 1 BF, 1 AM

Hiring into Category: 2 WM

Goals Met: None

Start Date: 8/12/2022

Requisition Number: 2022-645

Department: Physical Therapy

Rehabilitation Services Supervisor

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of designated therapy disciplines; considerable knowledge of physiology, anatomy, kinesiology, neurology, neuroanatomy, neonatology and individual group dynamics as applied to designated therapy discipline; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws statutes and regulations; considerable ability to plan and implement a comprehensive therapy program; considerable knowledge of physical, mental and/or psychosocial disorders; considerable interpersonal skills; considerable oral and written communication skills; ability to gain the interest, cooperation, trust and confidence of clients; demonstrated supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in from an accredited rehabilitation therapy program (Occupational, Speech or Physical) and three (3) years professional experience in the professional rehabilitation therapy discipline (occupational, speech or physical) providing program evaluation, planning and implementation.

SPECIAL REQUIREMENTS:

Employees in this class must possess and maintain during employment, certification and licensure by the State of Connecticut in the designated therapy discipline.

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

PREFERRED QUALIFICATIONS:

Master of Science or Doctorate of Physical Therapy

Minimum 2 years of previous supervisory experience, preferably in an outpatient clinic setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-645												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	2	4	0	0	0	0	0	0	0	0	0	6
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	6	0	0	0	1	0	0	0	0	0	10

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He had the preferred Doctor of Physical Therapy degree and fifteen years of supervisory experience. His experience included working in an outpatient clinic and in a teaching hospital.

Start Date: 12/16/2022

Requisition Number: 2023-337

Department: Pathology and Laboratory Medicine

Clinical Laboratory Supervisor

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of relevant agency policies and procedures.

Considerable knowledge of relevant State and Federal laws, statutes and regulations.

Considerable knowledge of standard laboratory procedures including phlebotomy, specimen processing, patient privacy, and laboratory safety practices.

Comprehensive knowledge of laboratory instrumentation and equipment.

Considerable interpersonal, oral and written communication skills.

Excellent customer service skills.

Proficient computer and laboratory program software skills.

Ability to establish and maintain effective working relationships and foster an environment of cooperation, support and teamwork.

Considerable technical and theoretical ability in the appropriate lab specialty.

Ability to work independently in a fast-paced environment.

Supervisory ability.

REQUIRED EXPERIENCE AND TRAINING:

General Experience:

Bachelor degree from an accredited College or University with major coursework in medical technology or related science field, such as, microbiology, chemistry, biology

Three (3) years of progressively responsible experience.

SUBSTITUTION ALLOWED:

Accreditation as a Technologist from the Board of Registry (ASCP) in a related specialty may substitute for the Bachelor degree.

SPECIAL QUALIFICATIONS:

Incumbents will be given a visual color sampling.
May be required to travel to offsite locations.

PREFERRED EXPERIENCE/QUALIFICATIONS:

Bachelor degree in medical technology
Knowledge of EPIC Beaker, Soft Computer Systems and blood gas and maternal screening programs.
Supervisory experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-337												
Interviewed	0	1	0	0	0	1	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	0	0	0	1	0	0	0	0	0	3

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM, a part-time UConn Health employee, was selected. He scored 88% on the interview and scored 98% on the skills assessment. He had the preferred supervisory experience and experience with EPIC Beaker and Soft Systems. He also was familiar with procedures and included them in his responses to the interview questions.

The interview and skills assessment was based on the following:

- Supervisory experience
- Problem solving skills
- Communication skills
- Ability to establish and maintain working relationships
- Ability to foster an environment of cooperation, support, and teamwork

Category 3E: Clinical Group

Hiring goals: 5 BM, 12 BF, 3 HM, 3 HF

Hiring into Category: 4 WM, 15 WF, 1 BF, 1 HM, 4 HF, 5 AF, 1 TM, 1 TF

Goals Met: 1 BF, 1 HM, 3 HF

Start Date: 6/3/2022

Requisition Number: 2022-479

**Department: Institute for Sports Medicine - Storrs
Athletic Trainer**

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 the need for immediate medical attention.

Demonstrates the knowledge and skill necessary to provide the care needed by pediatric, adolescents 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-479												
Unqualified	6	10	0	0	0	0	0	0	0	0	2	18
Qualified	2	2	0	0	0	0	1	0	0	0	0	5
Interviewed	1	0	0	0	0	0	0	1	0	0	0	2
Withdrew Application	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	10	13	0	0	1	0	1	1	0	0	2	28

A goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-897

Department: Pharmacy

Pharmacy Clinical Coordinator

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

PREFERRED QUALIFICATIONS:

One (1) or more year of experience in an acute healthcare setting

Completion of a PGY1 Pharmacy Residency

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-897												
Qualified	1	6	0	2	0	0	0	1	0	0	0	10
Interviewed	0	0	0	0	0	0	1	2	0	2	1	6
Hired	0	1	0	0	0	0	0	1	0	0	0	2
Grand Total	1	7	0	2	0	0	1	4	0	2	1	18

This position was posted on the UConn Health website.

The goal candidates, 2 BF, were not interviewed because they did not have the preferred experience in an acute healthcare setting.

The 1 WF and 1 AF were selected. They both completed the preferred postgraduate year (PGY1) Pharmacy Residency in the preferred acute healthcare settings.

Start Date: 7/1/2022
Requisition Number: 2022-1246
Department: Rehabilitation Services - Inpatient
Physical Therapist 1 – UHP

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:

Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut, OR - Once graduated, be eligible to take the Exam and become licensed.

PHYSICAL THERAPIST 2:

Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut, and
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 may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:

Inpatient acute care physical therapy experience
Experience with ICU level care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1246												
Qualified	0	1	0	0	0	0	1	0	0	0	0	2
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	0	0	1	0	0	0	0	6

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had one year of physical therapy in acute care and in an intensive care unit. She provided clear detailed examples of her experiences with medically complex patient populations. She also had experience with the EPIC electronic medical records system.

Start Date: 7/15/22

Requisition Number: 2022-547

**Department: Clinical Effectiveness Administration
Quality Assurance Specialist**

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of quality improvement methodologies and tools, such as PDSA cycles, and LEAN. Prior work or knowledge with trend analysis, outcome measures and quality improvement processes.

Demonstrated ability to manage various data collection methodologies, information analyses and produce clear report presentations.

Proficient with data analysis and use of Microsoft Excel, PowerPoint and Word.

Must be able to analyze patient safety and quality trends and issues.

Knowledge of high reliability principles and practices.

Knowledge of the principles, practices, and current trends in quality assurance.

Knowledge of, and ability to apply relevant State and Federal regulations.

Ability to work well independently and in collaboration with other staff members to meet reporting deadlines.

Strong interpersonal, verbal and written communication skills.

EXPERIENCE AND TRAINING:

MINIMUM REQUIREMENTS:

Bachelor's degree in nursing, with four (4) or more years of inpatient clinical experience.

SPECIAL REQUIREMENTS:

Two (2) years of the general experience must have been gained through active participation in Quality Assurance and Patient Safety activities.

SUBSTITUTIONS ALLOWED:

A Master's degree may be substituted for the Bachelor's degree and one (1) year of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-547												
Unqualified	0	7	0	1	0	0	0	0	0	0	0	8
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	11	0	1	0	0	0	0	0	1	0	13

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 was selected. She had experience in quality assurance, patient safety activities, quality principles, data analysis, and quality improvement methodologies and tools. She also provided detailed responses to interview questions regarding her experience with core reportable quality measures, and utilization of data to monitor outcomes.

Start Date: 7/15/2022

Requisition Number: 2022-557

Department: Surgery Orthopedics

Physician Assistant

MINIMUM REQUIREMENTS:

Graduate of an accredited Physician Assistant Program.
 Current unencumbered Physician Assistant License in the State of CT.
 ACLS certification

PREFERRED REQUIREMENTS:

Two (2) years Surgical Physician Assistant experience with at least one (1) year of neurosurgical experience. (Willing to train new graduates)

SPECIAL REQUIREMENTS:

Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-557												
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	3	0	0	0	0	0	0	0	0	2	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	0	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	1	7	0	1	0	1	0	0	0	0	2	12

These positions were posted on the following websites:

- American Academy of Physician Assistants
- UConn Health

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

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

The 1 WF selected completed her physician assistant clinical rotation at UConn Health in the Neurosurgery unit. She assisted with open craniotomies and spinal surgeries. She managed pre-op and post-op neurosurgical patients. Additionally, she developed assessments and plans on admitted neurosurgical patients.

Start Date: 8/12/22

Requisition Number: 2022-1019

Department: Physical Therapy - Storrs

Physical Therapist 2 – UHP

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:

PHYSICAL THERAPIST 1:

Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut
OR

Once graduated, eligible to take the Exam and become licensed

PHYSICAL THERAPIST 2:

Two (2) years' experience as a Physical Therapist

Must possess and maintain current licensure as a Physical Therapist in the State of Connecticut

SPECIAL REQUIREMENT:

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

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 may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:

Experience in Orthopedics

Clinical Specialist Certification from the American Physical Therapy Association

Fellowship in the American Academy of Manual Physical Therapy (AAOMPT)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1019												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	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 two years of physical therapy experience in an outpatient sports medicine and orthopedic clinic.

Start Date: 8/26/22

Requisition Number: 2022-1319

Department: Rehabilitation Services – Outpatient Pavilion

Physical Therapist 2 – UHP

MINIMUM QUALIFICATIONS REQUIRED

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 policies and procedures
Considerable knowledge of community resources
Skill in the use proper body mechanics and lifting techniques when assisting patients
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 patients
Considerable ability to plan and implement a comprehensive physical therapy program
Ability to be flexible and adapt plans of care to meet the needs of each patient

EXPERIENCE AND TRAINING:

General Experience:

PHYSICAL THERAPIST 1:

Must possess and maintain current licensure as a Physical Therapist in the State of CT

PHYSICAL THERAPIST 2:

Must possess and maintain current licensure as a Physical Therapist in the State of CT
Two (2) years of physical therapy experience as a therapist

SPECIAL REQUIREMENTS:

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

American Heart Association (AHA) BLS (CPR/AED) Certification or formal training

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 during employment.

PREFERRED QUALIFICATIONS:

Advance Master's Degree or a Doctorate of Physical Therapy

Specialty in Orthopedics with a strong background in evaluating and treating spine diagnoses.

Clinical Specialist Certification from the American Physical Therapy Association and/or Fellow American Academy of Orthopedic Manual Therapist (FAAOMPT)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1319												
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	1	0	0	1	0	0	0	0	0	3
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	3	1	0	0	1	0	1	0	0	0	8

This position was posted on the UConn Health website.

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

- 1 BM did not provide clear and specific answers to questions about communicating and managing conflict with patients and colleagues, and treatment approaches. He also did not provide detailed responses to questions regarding clinical decision-making.
- 1 HF specialized in pelvic health which is not applicable to this position.

The 1 WM was selected. He had the experience evaluating and treating spine diagnoses in orthopedics. He also provided clear and detailed responses to interview questions.

Start Date: 8/26/2022

Requisition Number: 2022-1441

Department: Pharmacy

Pharmacist-UHP

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

PREFERRED QUALIFICATIONS:

Two (2) or more years of experience in an acute healthcare setting
 Completion of a PGY1 Pharmacy Residency
 Experience with pharmacy and EMR software such as EPIC, Pyxis, and/or DoseEdge

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1441												
Unqualified	1	0	0	0	0	0	0	1	0	0	1	3
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	1	2	0	0	0	1	0	2	0	0	1	7

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was interviewed and not selected because she was selected for another UConn Health position.

The 1 AF was selected. She met all three of the preferred requirements. She had three years of pharmacy experience in an acute healthcare setting. She completed the preferred postgraduate year (PGY1) Pharmacy Residency. Additionally, she had experience with electronic medical records software DoseEdge.

Start Date: 9/9/2022

Requisition Number: 2022-1523

Department: Pharmacy

Informatics Pharmacist

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of pharmacy and pharmacology and pharmacy operations/services within an integrated health system including billing procedures
 Considerable knowledge of information technology systems and tools

Technical knowledge of automated office equipment (e.g., scanners, fax machines) and pharmacy equipment including automated distribution devices (e.g., Automed, Talyst, Pyxis, etc.)

Knowledge of relevant Federal and State laws and accreditation guidelines

Effective communication (verbal and written)

Considerable interpersonal, problem-solving skills and analytical skills

Prioritization, organization and time-management skills

Considerable interpersonal skills

Ability to use pharmacy experience to configure clinical information systems

Ability to multi-task with ease and efficiency

Ability to work independently and in a team environment

Ability to conduct educational presentations

Ability to proficiently utilize word processing, database and spreadsheet applications (such as Excel, MS Access)

Supervisory ability and ability to interact with all levels of staff.

EXPERIENCE AND TRAINING

General Experience:

Graduate of an accredited School of Pharmacy with a B.S in Pharmacy or Pharm D degree and three (3) years' experience as a hospital and/or specialty Pharmacist with 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 QUALIFICATION:

Incumbents in this class must possess active registration as a Registered Pharmacist. If not registered in the State of CT, must obtain registration in the State of CT within six (6) months of hire and maintain throughout employment.

PREFERRED EXPERIENCE:

Experience using pharmacy operation systems such as CareFusion, Pyxis, QS1, Epic Willow or other similar systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1523												
Unqualified	0	0	0	0	0	0	0	2	0	0	0	2
Interviewed	0	0	0	1	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	0	1	0	0	0	3	0	0	0	5

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was interviewed and not selected. She did not have intravenous management system experience. She scored 47.5% on her skills assessment.

The skills assessment was based upon the following:

- Pharmaceutical calculations
- Clinical decision support
- Change control process
- Pharmacy operation systems

The 1 WF was selected. She had twenty years of pharmacy operations experience. This included implementation and ongoing maintenance of pharmacy related information technology systems, as well as inpatient pharmacy and project management experience. Additionally, she had the preferred experiences using pharmacy operation systems such as Pyxis, EPIC, DoseEdge. She scored 85% on her skills assessment.

Start Date: 9/9/2022

Requisition Number: 2023-145

Department: Rehabilitation Services - Inpatient

Occupational Therapist 2 - UHP

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.

American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
 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 during employment.

PREFERRED QUALIFICATIONS:

Master's Degree in Occupational Therapy
 Hospital OT experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-145												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	6	0	0	0	0	0	0	0	0	0	6
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	11	0	1	0	0	0	0	0	0	0	12

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 was selected. She had occupational therapy experience working in a hospital. She also had experience working with EPIC electronic medical record system.

Start Date: 9/9/2022

Requisition Number: 2023-211

Department: Pharmacy

Pharmacist-UHP

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 an acute healthcare setting
Completion of a PGY1 Pharmacy Residency
Experience with pharmacy and EMR software such as EPIC, Pyxis, and/or DoseEdge

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-211												
Unqualified	2	3	0	0	0	0	2	2	0	0	1	10
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	3	0	0	0	1	2	2	0	0	1	11

A goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 9/23/22

Requisition Number: 2022-1506

Department: Office of Patient Experience

Quality Assurance Specialist

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles practices, and current trends in patient relations, regulatory compliance and clinical care standards.

Knowledge of quality assurance methods, applicable program rules and relevant State and Federal regulations.

Knowledge of medical/technical terminology.

Must have strong interpersonal, oral, and written communication skills, with the ability to maintain professional demeanor with patients, visitors, staff and physicians in high-stress situations.

Considerable knowledge of office procedures and etiquette.

Proficient with data analysis and use of Excel and Microsoft Word.

Ability to take initiative, to organize and prioritize work in a fast paced, high-volume setting, and to be receptive to change.

Some supervisory ability.

EXPERIENCE AND TRAINING:

Bachelor's degree in Nursing and minimum four (4) years inpatient clinical experience.

SUBSTITUTION ALLOWED:

Master's degree in Nursing and one (1) year inpatient clinical experience.

SPECIAL REQUIREMENTS:

MUST POSSESS AND MAINTAIN DURING EMPLOYMENT A LICENSE IN THE State of Connecticut as a Registered Nurse.

Two (2) years of General Experience must be from a closely related role as a Quality Assurance, Patient Advocate, Patient Relations, Patient Experience representative or specialist.

PREFERRED REQUIREMENTS:

Certified Professional in Patient Experience (CPXP)

Experience with Datix or other compliant/complaint feedback/quality reporting systems.

Experience reviewing electronic patient medical record, I.e., EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1506												
Unqualified	2	3	0	0	0	0	0	0	0	0	0	5
Qualified	0	3	0	0	0	0	0	1	0	0	0	4
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	9	0	0	0	0	0	1	0	0	0	12

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had knowledge of hospital practices and principles, and experience with process improvement, with data collection, and outcomes. Furthermore, she had experience managing and deescalating patient complaints and deescalating as well as experience interacting with diverse groups at all levels.

Start Date: 10/7/2022

Requisition Number: 2022-1008

Department: Intensive Care

Physician Assistant

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 Nurse Practitioner (APRN) program

Current unencumbered 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 Nurse Practitioner (APRN)

BLS & ACLS (if selected, must acquire prior to start date)

PREFERRED:

Inpatient critical care APRN experience

ACNP or AG-ACNP
 Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1008												
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	3	0	0	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He had a year of physician assistant experience in neuro-critical care and had been working per diem as a physician assistant in UConn Health’s Intensive Care Unit (ICU). He also had an ICU certification.

Start Date: 10/7/2022

Requisition Number: 2022-1267

Department: Neag Cancer Center

Physician Assistant

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology, 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
 Knowledge of different disciplines and disease states
 Knowledge of medication and their interactions and reactions
 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
 Skill in performing invasive procedures such as aspirations, punch biopsies, and removing drains/sutures/staples
 Ability to work independently
 Ability to work under pressure
 Decision making ability

EXPERIENCE AND TRAINING:

General Experience:

Graduate of an accredited PA Program
 Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) License in the State of CT
 Connecticut Controlled Substance license and DEA license

PREFERRED REQUIREMENTS:

Oncology Physician Assistant experience
 Surgical Physician Assistant experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1267												
Qualified	0	4	0	0	0	0	0	0	0	0	0	4
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	0	6	0	0	0	0	0	0	0	1	0	7

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 TF was selected. She had two years of experience in a fast-paced outpatient pediatric clinic where she provided patient education and preventative care. This type of environment is like outpatient thoracic surgery, especially regarding communication skills needed for patients and their families. She also provided detailed examples of her ability to work as a member of a team.

Start Date: 10/7/2022

Requisition Number: 2023-027

Department: Poison Control

Poison Information Specialist

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

Extensive 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 providers (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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-027												
Qualified	2	1	0	0	0	0	0	0	0	0	0	3
Interviewed	1	0	0	0	0	0	0	1	1	1	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	2	0	0	0	0	0	1	1	1	0	8

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She completed her bachelor's degree in PharmD with a toxicology elective. She also had four years of pharmacy experience including leadership responsibilities.

Start Date: 10/7/2022

Requisition Number: 2023-036

Department: Pharmacy

Pharmacy Clinical Coordinator

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of specialty pharmacotherapy, pharmacokinetics, pathophysiology and medical diagnosis

Considerable knowledge of the operation of a hospital pharmacy or outpatient ambulatory practice clinic
 Considerable knowledge of relevant Federal and State Laws
 Considerable interpersonal, oral and written communication skills
 Teaching and preceptor ability
 Ability to proficiently utilize technical automated equipment and information systems to collect, maintain and analyze data

EXPERIENCE AND TRAINING:

General Experience:

Pharm D, Master's or Bachelor's degree in Pharmacy from an accredited Pharmacy program
 Five (5) years clinical ambulatory/specialty experience
 One (1) year American Society of Health-systems Pharmacists [ASHP] accredited ambulatory resident program may substitute for two [2] years of the required clinical ambulatory/specialty experience; additional PGY residency experience will be reviewed on a case-by-case basis
 Incumbents in this class must possess and maintain a license as a Registered Pharmacist in the State of Connecticut or be eligible for reciprocity within first 30 days of hire

PREFERRED QUALIFICATIONS:

Board certification in ambulatory care pharmacy.
 PGY-2 Ambulatory Care Residency completed or due to be completed within 12 months.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-036												
Unqualified	0	0	0	0	0	1	0	0	0	0	1	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	1	0	0	0	0	1	4

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had a PharmD, and three years of clinical pharmacist experience in ambulatory care. She had the preferred qualifications of being board certified in ambulatory care pharmacy and completing a PGY-2 Ambulatory Care Residency. Additionally, she completed her PGY-1 Pharmacy Residency at UConn Health.

Start Date: 10/21/2022
Requisition Number: 2022-1009
Department: Surgery Orthopedics
Physician Assistant

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:

Incumbents in this class must possess and maintain licensure as a Physician Assistant issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)

Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.

Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).

Incumbents in this class are required to possess and maintain NCCPA certification.

Incumbents in this class must complete 100 hours of CME every 2 years.

Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant in General Surgery as part of patient population mix

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1009												
Qualified	1	6	0	0	0	0	0	0	0	0	1	8
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	7	0	0	0	0	0	0	0	0	1	9

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had completed her physician assistant clinical rotation in the emergency department. She also provided detailed examples of her ability to work in a team environment and to work under pressure.

Start Date: 10/21/2022

Requisition Number: 2023-101

Department: Surgery Orthopedics

Physician Assistant

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:

Graduate of an accredited Nurse Practitioner or Physician Assistant Program

Must possess and maintain current APRN/PA license to practice in the State of Connecticut

Must possess and maintain CT Controlled Substance Registration for Practitioners

Must possess and maintain eligibility for participation in federal health care programs

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant in General Surgery as part of patient population mix

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-101												
Qualified	0	5	0	1	0	0	0	1	0	0	0	7
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	6	0	1	0	0	0	1	0	0	0	9

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed because she did not have orthopedic experience.

The 1 WF was selected. She had the preferred seven years of experience in an inpatient area caring for surgical and orthopedic patients as part of the patient population mix.

Start Date: 11/18/2022
Requisition Number: 2023-391
Department: Pharmacy
Pharmacists-UHP

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

PREFERRED QUALIFICATIONS:

One (1) or more year of experience in an acute healthcare setting
 Completion of a PGY1 Pharmacy Residency

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-391												
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	1	2	0	0	0	0	0	0	0	0	1	4
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	1	0	0	0	2
Grand Total	1	3	0	1	0	0	0	1	0	0	2	8

These positions were posted on the UConn Health website.

The goal candidate, 1 BF, was selected.

This hire achieved a hiring goal.

The 1 AF selected had seven years of pharmacy experience. Her experience included previously working at UConn Health for one year in a vaccine program.

Start Date: 12/16/2022

Requisition Number: 2023-105

Department: Emergency Room

Physician Assistants

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:

Incumbents in this class must possess and maintain licensure as a Physician Assistant issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)

Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.

Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).

Incumbents in this class are required to possess and maintain NCCPA certification.

Incumbents in this class must complete 100 hours of CME every 2 years.

Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant in Emergency Medicine environments.

ACLS, PALS and ATLS certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-105												
Qualified	2	4	0	0	0	1	0	1	0	0	0	8
Hired	1	0	0	0	0	0	0	1	0	0	0	2
Grand Total	3	4	0	0	0	1	0	2	0	0	0	10

These positions were posted on the UConn Health website.

The goal candidate, 1 HF was not interviewed because in her cover letter she indicated she had difficulty working in a fast-paced environment.

The 1 WM selected had experience as a physician assistant in emergency medicine and urgent care environments.

The 1 AF selected had experience in an urgent care environment.

Start Date: 2/10/2023

Requisition Number: 2023-241

**Department: Health Information Management
Clinical Documentation Specialist**

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS AND ABILITY**

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 ICD-10 CM coding; knowledge of procedures applicable to various specialties; considerable interpersonal skills; considerable oral and written communication skills.

**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 or three (3) years utilization/clinical case management experience in a hospital setting.

SPECIAL EXPERIENCE

Incumbents in this class must possess and maintain licensure as registered nurse in the State of Connecticut.

SUBSTITUTION ALLOWED

Certification as a Certified Clinical Documentation Specialist (CCDS) through the Association of Clinical Documentation Integrity Specialists (ACDIS), or as a Certified Documentation Improvement Practitioner (CDIP) through the American Health Information Management Association (AHIMA).

PREFERRED EXPERIENCE

Three (3) - five (5) years of experience in clinical documentation improvement/integrity. Experience with 3M CDIS or other clinical documentation improvement software.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-241												
Unqualified	0	2	0	2	0	0	0	0	0	1	0	5
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	2	4	0	2	0	1	0	1	0	0	0	10
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	3	8	0	4	0	1	0	2	0	1	0	19

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The goal candidates, 2 BF and 1 HF, were interviewed and not selected for the following reasons:

- 2 BF did not have the preferred clinical documentation improvement experience.
- 1 HF accepted a position with another organization.

The 1 AF was selected. She had the preferred fourteen years of clinical documentation improvement experience. She also was a certified clinical documentation specialist and certified coding specialist.

Start Date: 2/10/2023

Requisition Number: 2023-400

Department: Rehabilitation Services - Inpatient

Physical Therapist 2 – UHP

MINIMUM QUALIFICATIONS REQUIRED

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 policies and procedures
 Considerable knowledge of community resources
 Skill in the use proper body mechanics and lifting techniques when assisting patients
 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 patients
 Considerable ability to plan and implement a comprehensive physical therapy program
 Ability to be flexible and adapt plans of care to meet the needs of each patient

EXPERIENCE AND TRAINING:

General Experience:

Must possess and maintain current licensure as a Physical Therapist in the State of CT
 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 may be required to travel within the State of CT in the course of their daily work.

PREFERRED QUALIFICATIONS:

Master's or Doctorate of Physical Therapy
 Experience working with neurological patient population
 Experience working in an Inpatient/outpatient split position
 Experience working in acute care setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-400												
Unqualified	0	1	0	0	0	0	0	1	0	0	0	2
Qualified	2	3	0	0	0	0	0	0	0	0	0	5
Interviewed	0	1	0	0	0	0	0	0	0	0	1	2
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	6	0	0	0	0	0	1	0	0	1	11

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had the preferred experiences working with outpatient neurological and orthopedic patient populations and working in an acute care setting. She was also trained to treat vestibular imbalance impairments.

Start Date: 4/10/2023

Requisition Number: 2023-700

Department: Anticoagulation Clinic

Pharmacist-UHP

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

PREFERRED QUALIFICATIONS:

One (1) or more year of experience in an acute healthcare setting

Completion of a PGY1 Pharmacy Residency

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-700												
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	3	0	0	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had nine years of experience as a pharmacist.

Start Date: 4/21/2023

Requisition Number: 2023-046

**Department: IT Clinical Systems
Informatics Pharmacist**

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of the principles and practices of pharmacy and pharmacology and pharmacy operations/services within an integrated health system including billing procedures. Technical knowledge of pharmacy equipment including automated distribution devices (e.g., DoseEdge, Pyxis, etc.)

Demonstrated ability to take action to ensure customer and patient satisfaction.

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.

Knowledge of the principles of systems analysis, design, decision support and data analysis techniques and tools.

Knowledge of applicable clinical standards of practice, policies and procedures as required by State, Federal and regulatory organizations.

Strong analytical thinking and problem-solving skills and ability to research/information seeking.

Strong project management skills and the ability to build consensus across multiple teams and resolve conflicts.

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.

Ability to work effectively and independently in a remote environment, utilizing tele-platforms (Webex, Skype, etc).

Proficient in MS-Office including Outlook, Skype, Project, Word, Excel, PowerPoint and Visio.

EXPERIENCE AND TRAINING:

General Experience

Graduate of an accredited School of Pharmacy with a B.S in Pharmacy or Pharm.D. degree and three (3) years' experience as a pharmacist (hospital) with demonstrated computer and networking technology and pharmacy operations experience.

SUBSTITUTION:

A combination of relevant coursework in computer technology and network systems and demonstrated pharmacy operations experience may be substituted for the demonstrated computer and networking technology

SPECIAL REQUIREMENTS:

Incumbents in this class must have the EPIC Willow certification and maintain certification while in the position.

Incumbents in this class must possess an active license as a Pharmacist in the State of Connecticut.

PREFERRED:

Epic Beacon proficiency or certification.

Experience with medication build and maintaining the Epic environment for Willow end- users.

Clinical experience in oncology.

Familiarity with infusion workflows and processes for Beacon and Willow.

Experience with coordinating system development and implementation with relevant clinical operations initiatives and informatics projects.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-046												
Unqualified	3	6	0	0	0	1	3	1	1	0	1	16
Qualified	1	1	0	0	0	0	0	1	0	0	2	5
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	0	0	0	0	0	0	0	1	0	0	1
Grand Total	4	7	0	0	0	1	5	2	2	0	3	24

This position was posted on the UConn Health website.

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

The 1 TM was selected. He had nine years of experience as an Epic Willow Pharmacist. His experience included medication build, oncology, and infusion workflows, as well as regulatory and financial workflow builds. Additionally, he provided organized answers and asked relevant questions.

Start Date: 4/21/2023

Requisition Number: 2023-868

Department: Emergency Room

Physician Assistant

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:

Incumbents in this class must possess and maintain licensure as a Physician Assistant issued by the Connecticut State Department of Public Health in accordance with the applicable Connecticut General Statutes. (Must obtain prior to start of employment)

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain Connecticut Controlled Substance Registration for Practitioners issued by the State of Connecticut Department of Consumer Protection. (Must be obtained prior to start of employment)

Incumbents in this class must possess and maintain United States Drug Enforcement Administration Registration issued by the United States Federal Government.

Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).

Incumbents in this class are required to possess and maintain NCCPA certification.

Incumbents in this class must complete 100 hours of CME every 2 years.

Incumbents in this class may be required to travel.

PREFERRED REQUIREMENT:

Two or more years of work experience as a Physician Assistant in Emergency Medicine environments.

ACLS, PALS and ATLS certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-868												
Qualified	3	3	0	0	2	0	1	1	0	0	0	10
Interviewed	1	0	0	0	1	0	0	0	0	0	1	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	5	3	0	0	3	0	1	1	0	0	1	14

This position was posted on the UConn Health website.

The goal candidates, 2 HM, were not interviewed because they were not physician assistant graduates. Only physician assistants with professional experience were interviewed.

The goal candidate, 1 HM, was interviewed and not selected. He received a negative reference from his former employer.

The 1 WM was selected. He had experience in urgent care with similar duties as in the emergency department. He also received two positive references.

Start Date: 5/5/2023

Requisition Number: 2023-913

Department: Clinical Effectiveness Administration

Quality Assurance Specialist

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of quality improvement methodologies and tools, such as PDSA cycles, and LEAN. Prior work or knowledge with trend analysis, outcome measures and quality improvement processes.

Demonstrated ability to manage various data collection methodologies, information analyses and produce clear report presentations.

Proficient with data analysis and use of Microsoft Excel, PowerPoint and Word.

Must be able to analyze patient safety and quality trends and issues.

Knowledge of high reliability principles and practices.

Knowledge of the principles, practices, and current trends in quality assurance.

Knowledge of, and ability to apply relevant State and Federal regulations.

Ability to work well independently and in collaboration with other staff members to meet reporting deadlines.

Strong interpersonal, verbal and written communication skills.

EXPERIENCE AND TRAINING:

MINIMUM REQUIREMENTS:

Bachelor's degree in nursing, with four (4) or more years of inpatient clinical experience.

SPECIAL REQUIREMENTS:

Two (2) years of the general experience must have been gained through active participation in Quality Assurance and Patient Safety activities.

SUBSTITUTIONS ALLOWED:

A Master's degree may be substituted for the Bachelor's degree and one (1) year of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-913												
Unqualified	1	7	0	0	0	1	0	0	0	1	0	10
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	1	0	0	0	3
Withdrew Application	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	11	0	0	0	3	0	1	0	1	0	18

A goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 5/19/2023

Requisition Number: 2023-1189

Department: Rehabilitation Services - Inpatient

Occupational Therapist 2 - UHP

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:

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

SPECIAL REQUIREMENTS:

Employees in this class will be required to possess and maintain current OT 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.

American Heart Association (AHA) BLS (CPR/AED) Certification or formal training
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 during employment.

PREFERRED QUALIFICATIONS:

Master's Degree in Occupational Therapy
Hospital OT experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1189												
Unqualified	0	3	0	0	0	0	0	0	0	0	0	3
Qualified	1	2	0	0	0	0	0	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	8	0	0	0	0	0	0	0	0	0	9

This position was posted on the UConn Health website.

The 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 was selected. She had two and a half years of occupational therapy experience working in a hospital. She had worked for two of those years at UConn Health.

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.

Category 3F: Research

Hiring goals: 36 WM

Hiring into Category: 5 WM, 11 WF, 1 BM, 4 BF, 1 HM, 2 HF, 2 AM, 1 AF,

Goals Met: 5 WM

Start Date: 6/3/2022

Requisition Number: 2022-1107

Department: Center on Aging

Clinical Research Assistant 1

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, Social Work, Public Health, Sociology 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:

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 services and support systems including regulations, Medicaid waivers, payment structures and financing.
Bilingual in Spanish and English
Computer skills include Internet, Word, Outlook, Excel, Access, PowerPoint and REDCap.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1107												
Unqualified	0	3	0	0	0	0	1	0	0	0	1	5
Qualified	0	1	0	0	0	0	0	0	0	0	1	2
Interviewed	0	0	0	0	1	1	0	1	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	1	1	1	1	0	0	2	11

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had experience recruiting for and conducting interviews with research participants. She also had experience working with older adults, people with physical, mental health and intellectual disabilities and their families. Additionally, she provided detailed examples of her ability to organize and work with interview data.

Start Date: 7/1/2022
Requisition Number: 2022-1276
Department: Medicine Administration
Clinical Research Assistant 2

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 computer data management; oral and written communication skills; knowledge of a science such as biology or psychology; ability to identify, produce, organize, evaluate and interpret data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications, data safety and monitoring plans) 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 (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Health Science or Healthcare plus one (1) year of clinical research experience in a relevant discipline. 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 six (6) 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.

PREFERRED QUALIFICATIONS:

Experience with Pharmaceutical Clinical Trials

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1276												
Unqualified	2	0	0	2	0	0	0	1	0	0	0	5
Qualified	0	4	0	0	0	0	0	0	0	0	0	4
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	3	4	0	2	0	0	1	1	0	0	0	11

This position was posted on the UConn Health website.

The goal candidate, 2 WM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was interviewed and not selected. He did not provide detailed responses to interview questions. He also did not provide detailed examples of his experience in leading dialogue with other teams and departments.

The 1 AM was selected. He had experience within the UConn research program and with the current IRB requirements and filing. He provided detailed responses to interview questions regarding the financial aspects of research, as well as his experience with Connecticut Children's Medical Center, a UConn Health partner. He provided detailed examples of his ability to lead while working with cross functional teams and departments. Additionally, during the interview process he asked pertinent questions.

Start Date: 7/1/2022

Requisition Number: 2022-1305

**Department: Calhoun Cardiology Center
Clinical Research Associate 1**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of clinical research protocols, principles and procedures; Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable knowledge of a science such as biology or psychology; oral and written communication skills; managerial, interpersonal and organizational skills; ability to identify, produce, organize, analyze, evaluate and interpret data; knowledge of regulatory procedures (e.g.. informed consent, IRB applications, FDA regulations) involved with clinical research; ability to work as a member of a project team and independently; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in a relevant discipline, plus two (2) years of appropriate clinical research experience.

Substitutions Allowed: Bachelor's Degree and three (3) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with ten (10) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1305												
Unqualified	0	1	0	0	0	0	1	1	0	0	0	3
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	0	1	0	0	0	0	2	1	0	0	0	4

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AM was selected. He had a bachelor’s degree in Microbiology and Biological science. He also had three years of cardiovascular research experience.

Start Date: 7/5/2022

Requisition Number: 2022-445

Department: Child and Family Studies

Research Associate 1

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 Psychology, Special Education, Public Health or related discipline to disability, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

PREFERRED QUALIFICATIONS:

Experience with infants and young children with disabilities
 Experience managing data systems
 Experience with data analysis using statistic packages such as SPSS

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-445												
Unqualified	2	4	0	1	0	1	0	3	1	0	3	15
Qualified	1	5	1	0	0	0	0	0	1	1	0	9
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	11	1	1	0	2	0	3	2	1	3	27

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not have the preferred experience with children with disabilities.

The 1 WF was selected. She had experience with data analysis using the statistic package SPSS and data management systems. She also had the preferred experience of working with children in special education.

Start Date: 7/29/2022

Requisition Number: 2022-1428

**Department: Child and Family Studies
Research Associate 1**

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 Psychology, Special Education, Public Health or related discipline to disability, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

PREFERRED QUALIFICATIONS:

Experience with infants and young children with disabilities, developmental delays or risk conditions

Experience working in systems serving infants and young children

Experience organizing and providing training to adults and graduate students

Experience with data analysis

Experience with report writing

Experience with project management

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1428												
Unqualified	0	3	0	0	1	0	0	0	0	0	1	5
Qualified	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	4	0	0	1	0	0	0	0	0	1	8

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 7/29/2022
Requisition Number: 2022-1457
Department: Public Health Sciences
Clinical Research Assistant 1

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; ability to organize and manage competing tasks and meet deadlines; strong written and oral communication skills.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g., Biology or Psychology. 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.

PREFERRED QUALIFICATIONS:

Facility in navigating qualitative and quantitative research and evaluation protocols, principles and procedures; knowledge of substance use and related public health concerns; ability to organize and work with data; ability to organize and manage competing tasks and meet deadlines; strong written and oral communication skills; ability to work as a member of a project team; proficiency in using computer software, including Microsoft Word, Excel, and PowerPoint, and statistical and survey packages such as SPSS, SAS, Atlas.ti and Qualtrics

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1457												
Unqualified	1	1	0	0	0	0	0	0	0	0	0	2
Qualified	10	6	0	2	1	2	1	2	1	0	2	27
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	11	7	0	3	1	2	2	2	1	0	2	31

This position was posted on the UConn Health website.

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

The goal candidates, 10 WM, were not interviewed for the following reasons:

- 8 WM did not have experience related to substance use or related public health concerns.
- 1 WM did not have experience related to substance use concerns.
- 1 WM withdrew his application from consideration.

The 1 BF was selected. She had a master's degree in public health. She had experience with substance use and related public health issues from working in prevention in a health district in Connecticut. Additionally, she had experience with statistical packages and organizing and managing data.

Start Date: 8/26/2022

Requisition Number: 2023-017

Department: Center on Aging

Clinical Research Assistant 1

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, Social Work, Public Health, Sociology 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:

- 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.
- Bilingual and bicultural Spanish and English

PREFERRED QUALIFICATIONS:

- Ability to communicate and interact effectively with people across cultures who have varying beliefs
- 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 services and support systems including regulations, Medicaid waivers, payment structures and financing.
- Computer skills include Internet, Word, Outlook, Excel, Access, PowerPoint and REDCap.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-017												
Unqualified	1	4	0	1	1	1	0	0	0	0	2	10
Qualified	2	3	1	2	4	2	0	0	0	1	0	15
Interviewed	0	0	0	0	1	0	0	1	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	3	7	1	3	6	4	0	1	0	1	2	28

This position was posted on the UConn Health website.

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

The goal candidates, 2 WM, were not interviewed because they were not bilingual.

The 1 HF was selected. Her primary language was Spanish. She had experience recruiting for and conducting interviews with research participants. She also had experience working with older adults, people with physical, mental health and intellectual disabilities and their families.

Start Date: 8-26-2022

Requisition Number: 2023-128

Department: Molecular Biology and Biophysics

Research Associate 1

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; laboratory equipment, laboratory techniques such as DNA sequencing, issue culturing, monoclonal antibody generation, animal care.

Oral and written communication skills; ability to work independently, to attend to detail, problem solve and be organized

Some supervisory ability.

Experience using qPCR, RT-PCR and transcriptomics to study host and pathogen gene expression

Experience with microscopy and PCR to image the progression of viral infections

Experience with primer design, molecular cloning and plasmid construction for gene expression

Experience in recombinant protein production

Experience in making baculovirus recombinants and expression of proteins in insect cells

Generation of point mutations and gene knockouts using in vitro methods

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Microbiology and Immunology, plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

PREFERRED QUALIFICATIONS:

A Ph.D. in Microbiology and Immunology of Viruses

18 years of research experience in academic environment

Strong publication record

10+ years of experience in lab management, including maintaining, calibrating and troubleshooting all laboratory instrumentation

Strong organizational and troubleshooting skills

Expertise in Cell imaging using immunofluorescence and confocal microscopy

Ability to mentor undergraduate and graduate students

Ability to contribute to writing manuscripts for publication

Experience in collaboration with other laboratories

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-128												
Unqualified	0	3	0	1	0	0	0	2	0	0	0	6
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	1	3	0	1	0	0	0	3	0	0	0	8

The position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have the preferred Ph.D. in Microbiology and Immunology of Viruses.

The 1 AF was selected. She had a Ph.D. in Immunology and over twenty years of experience in academic environments.

Start Date: 10/7/2022

Requisition Number: 2022-1546

Department: Obstetrics and Gynecology

Clinical Research Associate 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of clinical research protocols, principles and procedures; Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable knowledge of a science such as biology or psychology; excellent oral and written communication skills; project management, interpersonal and organizational skills; ability to identify, produce, organize, analyze, evaluate and interpret data; knowledge of regulatory procedures (e.g. informed consent, IRB applications, FDA regulations, data safety and monitoring plans, boards, safety of subjects in clinical research) involved with clinical research; ability to work as a member of a project team and independently; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in a relevant discipline, plus five (5) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and six (6) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with twelve (12) years of

appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.
 Master's degree in radiological health sciences or related field.

Special Requirements:

One (1) year of the general experience must have been at the level of Research Associate I.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1546												
Unqualified	2	5	0	0	0	0	0	0	0	1	0	8
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	6	0	0	0	0	0	0	0	1	0	9

This position was posted on the UConn Health website.

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

The 1 WF, part-time UConn Health employee, was selected. She had 18 years of clinical research experience in which eleven of those years she was a Clinical Research Assistant 3. She also had knowledge of clinical research protocols, principles and procedures and working with the Institutional Review Board.

Start Date: 12/2/2022

Requisition Number: 2023-077

Department: Clinical Research Center

Clinical Research Assistants 1

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures.

Knowledge of aspects of psychiatric research such as screening, interviewing, case reports forms.

Knowledge of administration of neurocognitive tests.

Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other research.

Ability to organize and work with data.

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, e.g., Biology or Psychology. 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-077												
Unqualified	1	1	1	1	0	0	0	1	0	0	2	7
Qualified	9	15	3	2	0	3	0	1	0	1	3	37
Interviewed	0	0	0	0	1	0	0	1	0	0	1	3
Hired	0	1	0	0	1	0	0	0	0	0	0	2
Grand Total	10	17	4	3	2	3	0	3	0	1	6	49

These positions were posted on the UConn Health website.

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

The goal candidates, 9 WM, were not interviewed for the following reasons:

- 6 WM did not have knowledge of human subject research, ethics or regulatory procedures involved with clinical trials.
- 2 WM did not have knowledge of research protocols or ethics and regulatory procedures involved with clinical trials.
- 1 WM only had undergraduate research experience.

The 1 WF and 1 HM were selected. They had knowledge of research protocols, including industry-funded pharmaceutical and grant funded clinical trials. They also had regulatory backgrounds and knowledge of clinical tasks required for research, such as consenting and processing of samples. Additionally, they had experience with EPIC electronic medical record system and had REDCap management software background as well.

Start Date: 10/7/2022

Requisition Number: 2023-322

Department: Neag Cancer Center

Clinical Research Assistant 2

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 computer data management; oral and written communication skills; knowledge of a science such as biology or psychology; ability to identify, produce, organize, evaluate and interpret data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications, data safety and monitoring plans) 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 (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Psychology plus one (1) year of clinical research experience in sickle cell disease. 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 six (6) 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.*

PREFERRED QUALIFICATIONS & EXPERIENCE:

Proficient in Microsoft Office and SPSS software

Experience working in underserved minority communities

Experience drafting and submitting research manuscripts

Experience developing and maintaining large research databases

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-322												
Unqualified	1	0	0	0	1	0	0	1	0	0	3	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	0	0	1	1	0	0	1	0	0	3	7

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had one year of experience working as a Research Assistant in the New England Sickle Cell Institute (NESCI). She had experience working in underserved minority communities and utilizing SPSS software for research projects. Additionally, she had

assisted in the development of manuscripts, and had experience developing and maintaining large research databases.

Start Date: 11/18/2022
Requisition Number: 2023-183
Department: Orthopedic Surgery
Research Assistant 1

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, Psychology. Degrees in other areas may be substituted on a case-by-case basis.

Substitutions 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.

PREFERRED QUALIFICATIONS:

Experience with basic molecular techniques including genotyping, real time RT-PCR, EMSA and Chip assays.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-183												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had a Bachelor of Science in molecular biology. She also had the preferred qualifications of molecular techniques including genotyping, real time RT-PCR (COVID test), EMSA (DNA study) and Chip assays (DNA binding).

Start Date: 12/2/22

Requisition Number: 2023-553

Department: Center on Aging

Clinical Research Assistant 1

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures.

Knowledge of aspects of psychiatric research such as screening, interviewing, case reports forms.

Knowledge of administration of neurocognitive tests.

Knowledge of ethics and regulatory procedures (i.e., informed consent, IRB applications) involved with clinical trials and other research.

Ability to organize and work with data.

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, e.g., Biology or Psychology. 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. Former experience with psychiatric research

PREFERRED QUALIFICATIONS:

Experience administering psychiatric and cognitive testing and structured interviews, obtaining informed consent, and working with older adults in research studies.

Experience with REDCap database development and maintenance; development of REDCap-based online surveys and data capture.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-553												
Unqualified	0	1	1	2	0	0	0	1	0	0	2	7
Qualified	1	4	1	1	0	0	0	0	0	0	0	7
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	6	2	3	0	0	0	1	0	0	2	16

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 12/16/2022

Requisition Number: 2023-546

Department: Clinical Research Center

Clinical Research Assistant 1

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); ability to work as a member of a project team.

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g., Biology or Psychology. 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.

PREFERRED QUALIFICATIONS:

Phlebotomy experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-546												
Unqualified	0	3	0	1	0	0	0	1	0	0	0	5
Qualified	1	1	0	1	0	0	0	1	1	0	1	6
Interviewed	0	1	0	0	1	0	0	0	0	0	0	2
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	1	6	1	2	1	0	0	2	1	0	1	15

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he indicated he was interested in pursuing a residency program.

The 1 BM was selected. He had experience with human subject research, ethics, and regulatory procedures involved with clinical trials. He also had experience with laboratory techniques.

Start Date: 1-27-2023

Requisition Number: 2023-339

Research Assistant 3

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of common software such as Microsoft Word, Excel, PowerPoint.

Excellent organizational abilities and lab managerial skills

Knowledge of typical translational research practices including clinical blood processing

Knowledge of typical laboratory research practices, such as ELISAs, multiplex, and other immunoassays

Ability to independently design and carry out experiments

Ability to multitask and stay organized

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Bachelor's Degree in biological science; plus two (2) years of research experience in a relevant discipline. 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 Bachelors Degree.

A Master's Degree in a relevant discipline, may be substituted for one (1) additional year of experience.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.
Experience working with mice, including standard procedures (e.g. injections, infections) and colony management
Experience with sterile cell culture
Experience with RNA extraction, PCR and other molecular biology skills
Experience with processing of human peripheral blood cells and plasma/serum for analysis
Experience with ELISAs or Multiplex assays

PREFERRED QUALIFICATIONS:

MS or 4+ years of research experience
Experience with flow cytometry

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-339												
Unqualified	2	3	0	0	0	0	1	1	0	1	1	9
Qualified	0	0	0	0	0	0	0	1	0	0	0	1
Interviewed	1	0	0	0	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	4	0	0	0	0	1	3	0	1	1	13

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was interviewed and not selected because he did not have experience with human subjects or studies.

The 1 WF was selected. She had a Bachelor of Science degree in biology and a molecular biology certification. She also had seventeen years of experience that included human subjects and clinical trial studies.

Start Date: 3/10/2023
Requisition Number: NGT23-216
Department: Psychiatry
Clinical Research Assistant 1

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures; knowledge of aspects of clinical trials such as screening, interviewing, 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.

EXPERIENCE AND TRAINING:

Bachelor’s degree in relevant field with coursework in social determinants of health; knowledge of research protocols; knowledge of IRB protocols and consent procedures; excellent clinical, interpersonal and social skills; experience working with children; ability to maintain confidentiality.

PREFERRED QUALIFICATIONS:

- One year of clinical research experience
- Experienced with qualitative research methods
- Experience collecting electrophysiology data (EEG/ERP and heart rate)
- Experience conducting developmental tests
- Clinical Interviewing experience (e.g., PTSD CAPS interview)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
NGT23-216												
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	0	0	1	0	0	0	0	0	0	0	1

The 1 BF was selected. This position was not posted because the National Institute of Health (NIH) sponsored Diversity Supplement funds this position. The funds can only be used for the selected candidate, per the award notice.

Start Date: 3/10/2023

Requisition Number: 2023-754

Clinical Research Associate 1

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of clinical research protocols, principles and procedures; Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable knowledge of a science such as biology or psychology; oral and written communication skills; managerial, interpersonal and organizational skills; ability to identify, produce, organize, analyze, evaluate and interpret data; knowledge of regulatory procedures (e.g.. informed consent, IRB applications, FDA regulations) involved with clinical research; ability to work as a member of a project team and independently; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Public Health, plus two (2) years of appropriate clinical research experience.

Substitutions Allowed: Bachelor's Degree and three (3) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with ten (10) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

Scientist with a strong publication record or promise of scholarly achievement and with strong skills in project management, data management and basic statistical analyses.

Experience in health disparities and/or community based participatory research.

PhD and / or medical degree with two years of experience in experimental or scientific work

May involve travel to local or out of state health care facilities and to attend clinical research meetings.

Optional: experience working with health disparity research

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-754												
Unqualified	1	2	0	3	0	0	0	3	0	0	1	10
Qualified	1	3	1	0	0	0	1	1	0	0	0	7
Interviewed	0	1	0	0	0	0	0	0	0	1	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	6	1	4	0	0	1	4	0	1	1	20

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not attend a scheduled interview.

The 1 BF was selected. She had a master’s degree in public health and three years of clinical research experience. She also had experience with community outreach and data base experience. Additionally, she had a publication record in the field of health disparities.

Start Date: 3/24/2023

Requisition Number: 2023-365

Department: Deans Office - Medical

Research Associate 1

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Must have excellent communication skills and possess the ability to work collaboratively amongst various teams and investigators
Experience editing scientific reports, which may include grant applications, manuscripts, reports, and other related documents
Ability to create graphics, schematics and scientific illustrations for publications and presentations
Proficient at generating and editing scientific graphs, tables, etc.
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

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in a relevant discipline such as Biomedical Research, Biomedical Engineering, or Biology plus two (2) years of appropriate research experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelor's Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

Special Requirements:

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

Preferred Qualifications:

Strong background in science
Excellent command of the English language and very strong writing skills
Ability to perform online research and write scientific content

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-365												
Unqualified	2	0	0	0	0	0	0	0	0	0	0	2
Qualified	0	0	0	0	0	0	0	1	0	0	1	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	0	0	0	0	0	0	1	0	0	1	5

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 3/24/2023
Requisition Number: 2023-825
Department: Neag Cancer Center
Clinical Research Assistant 2

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 computer data management; oral and written communication skills; knowledge of a science such as biology or psychology; ability to identify, produce, organize, evaluate and interpret data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications, data safety and monitoring plans) 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 (e.g. phlebotomy, centrifugation, interviewing).

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in Psychology plus one (1) year of clinical research experience in sickle cell disease. 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 six (6) 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.

PREFERRED QUALIFICATIONS & EXPERIENCE:

Clinical Research Database Management
 Experience working with Electronic Data Capture (EDC) Systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-825												
Unqualified	2	7	0	1	0	0	0	1	0	0	0	11
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	9	0	1	0	0	0	1	0	0	0	13

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had experience with Clinical Research Database Management. She also worked with Electronic Data Capture (EDC) Systems.

Start Date: 3/24/2023
Requisition Number: 2023-827
Department: Calhoun Cardiology Center
Clinical Research Assistant 1

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, e.g., Biology or Psychology. 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.

PREFERRED QUALIFICATIONS:

Clinical human subject oriented related research
 Experience in screening and explaining clinical research protocols during the informed consent process.
 Experience in phlebotomy and processing blood samples

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-827												
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	2	4	0	1	0	0	2	1	0	1	1	12
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	4	0	1	0	1	2	1	0	1	2	14

This position was posted on the UConn Health website.

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

- 1 WM did not have experience with wet lab or specimen processing. Also, he did not have data entry or analytics experience.
- 1 WM did not have clinical human subject research experience. He also did not have blood sampling or phlebotomy experience with humans.

The 1 HF was selected. She had clinical research experience, particularly in statistical analysis using R programming language. She also had lab experience in courses such as specimen processing and centrifugation. Additionally, she was a community health worker during which gave her exposure to residents in different communities.

Start Date: 4/10/2023

Requisition Number: 2023-815

Department: Neag Cancer Center

Clinical Research Assistant 1

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, e.g., Biology or Psychology. 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.

PREFERRED QUALIFICATIONS:

Working with Institutional Review Board (IRB) submissions

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-815												
Unqualified	1	2	0	0	0	1	1	2	0	0	0	7
Qualified	1	9	0	0	1	1	0	2	0	1	1	16
Interviewed	1	1	0	3	1	1	0	2	0	0	0	9
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	13	0	3	2	3	1	6	0	1	1	33

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not have experience working with IRB submissions.

The goal candidate, 1 WM, was interviewed and not selected. He did not provide clear and complete answers to all the interview questions. He also did not provide detailed examples of his ability to be a successful member of a project team.

The 1 WF was selected. She had conducted a one-year independent research project that included submission and approval from the IRB. She demonstrated her communication skills by providing clear and complete answers to all interview questions. She also provided detailed examples of her ability to be a successful member of a project team.

Start Date: 4/21/2023

Requisition Number: 2023-779

Department: Center for Vascular Biology

Research Assistant 1

Minimum Qualifications Required:

Knowledge, Skills and Ability

Must have current working knowledge of basic biology techniques such as PCR and DNA genotyping

Must have intermediate skills with Word, Excel, PowerPoint and Adobe Acrobat

Must have good oral and written communication skills.

General Experience:

Minimum requirement:

BS/BA, or equivalent, in biological sciences, chemistry, or physics.

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.

Preferred Requirement:

Willingness to work with mice.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-779												
Unqualified	3	5	0	2	2	2	1	4	0	0	1	20
Qualified	2	2	0	1	0	0	0	0	0	0	1	6
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	8	0	3	2	2	1	4	0	0	2	28

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule

Clinical Research Assistant 1 (Psychiatry)

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

Research Associate 1 (Center on Aging)

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

Research Assistant 1 (Neuroscience)

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

Research Assistant 1 (Genetics and Genome Sciences)

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

This hire achieved a hiring goal.

Category 3G: Clinical Technologist

Hiring goals: 2 BM, 6 BF, 1 HM, 3 HF

Hiring into Category: 1 WM, 3 WF, 1 HF, 1 AF, 1 TF

Goals Met: 1 HF

Start Date: 7/1/2022

Requisition Number: 2022-050

Department: Microbiology and Serology

Medical Technologist 1

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 REQUIREMENT:

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 received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required.

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 AND TRAINING:

Bachelor's Degree in Medical Technology.

Knowledge of Soft Computer Systems, Epic, and Beaker

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-050												
Unqualified	1	0	0	0	1	0	0	0	0	0	0	2
Qualified	1	1	0	0	0	0	0	2	0	0	1	5
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	1	0	0	1	0	0	2	0	0	1	8

This position was posted on the UConn Health website.

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

The 1 WM was selected. He had the preferred bachelor’s degree in medical laboratory science. He also had the preferred experience with Soft Computer Systems, EPIC (electronic medical record system), and Beaker.

Start Date: 7/29/2022

Requisition Number: 2022-443

Department: Core Laboratory

Medical Technologist 1

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 AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed:

Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may be substituted for the Bachelor’s degree.

SPECIAL REQUIREMENTS:

Must pass a visual color sampling test.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

Must possess and maintain during employment certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.

Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

Experience with system software i.e.: Epic – Beaker, LIS, Siemens

Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-443												
Unqualified	0	0	1	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	1	0	0	0	0	1	0	0	0	4

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had a bachelor’s degree in medical laboratory sciences and an ASCP certification. She completed her clinical internship at UConn Health, where she utilized the designated software and other systems.

Start Date: 9/9/2022
Requisition Number: 2023-020
Department: Core Laboratory
Medical Technologists 2

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 AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed Med Tech 1: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

Med Tech 2 - Must possess and maintain during employment certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.

Med Tech 1 or 2 - Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

Experience with system software i.e.: Epic – Beaker, LIS, Siemens
Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-020												
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	1	0	0	0	2
Grand Total	1	2	0	0	0	1	0	1	0	0	0	5

These positions were posted on the UConn Health website.

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

The 1 AF was selected. She had a bachelor's degree in medical laboratory sciences and an ASCP certification. She also had five years of medical technology experience.

Start Date: 10/21/2022

Requisition Number: 2022-737

Department: Core Laboratory

Medical Technologist 1

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 AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed Med Tech 1: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor's degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

Med Tech 2 - Must possess and maintain during employment certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.

Med Tech 1 or 2 - Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

Experience with system software i.e.: Epic – Beaker, LIS, Siemens

Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-737												
Unqualified	0	2	1	1	0	0	0	1	0	0	0	5
Qualified	0	1	1	2	0	0	1	0	0	0	0	5
Interviewed	1	1	0	1	0	0	1	1	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	2	4	0	0	2	2	0	0	0	16

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 goal candidates, 1 BM and 2 BF, were not interviewed because they did not have clinical laboratory experience.

The goal candidate, 1 BF, was interviewed and not selected because she was not Medical Technology trained and was not qualified to sit for the ASCP certification. She only had experience with COVID testing. She did not have experience in hematology, special chemistry, and clinical chemistry.

The 1 WF was selected. She had a bachelor’s degree in medical laboratory sciences and ASCP certification. She also had completed her clinical internship at UConn Health, where she utilized the system software and other systems.

Start Date: 2/24/2023

Requisition Number: 2022-1243

Department: Core Laboratory

Medical Technologist 1

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 AND TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or related field.

Substitution Allowed Med Tech 1: Certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board may substitute for the Bachelor’s degree.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or a related field, and two (2) years of Medical Technology experience.

SPECIAL REQUIREMENTS:

Med Tech 2 - Must possess and maintain during employment certification as a Medical Technologist (MT), Medical Laboratory Technician (MLT), or related specialty from the ASCP Board of Certification or other acceptable certifying board.

Med Tech 1 or 2 - Must pass a visual color sampling test.

PREFERRED EXPERIENCE/KNOWLEDGE:

Experience with system software i.e.: Epic – Beaker, LIS, Siemens

Experience with other systems i.e.: Sysmex XN3000, IL TOP550, Abbott Architect Chemistry Nova 8, Sebia Hydrasys, Wallec Fluorometer

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1243												
Unqualified	2	2	0	0	0	0	0	1	0	0	0	5
Qualified	2	4	1	0	0	1	1	1	1	0	0	11
Interviewed	1	1	0	1	0	0	1	0	0	0	0	4
Offer Declined	1	1	0	1	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	6	9	1	2	0	1	2	2	1	0	0	24

This position was posted on the UConn Health website.

The goal candidates, 1 BM and 1 HF, were not interviewed because they did not have experience in a hospital setting or large laboratory setting. They also did not have experience with Abbott automation systems, Sysmex automation, and urinalysis.

The goal candidate, 1 BF, was interviewed and not selected because she indicated she was no longer interested in the position.

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

The 1 WF was selected. She had a master's degree in biology health sciences and an ASCP certification. She had completed her clinical internship at UConn Health, where she utilized the system software and systems such as Abbott, Sysmex, EPIC electronic medical records, and urinalysis.

Start Date: 3/24/2023

Requisition Number: 2023-398

Department: Histology

Histotechnologist

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)

Four (4) years full-time acceptable experience in histopathology.

SUBSTITUTIONS ALLOWED:

Board Registry (ASCP) certification as a Histology Technologist (HTL)

Bachelor's degree in a related science field (Biological Science, Chemistry) and one (1) year of full-time acceptable experience in histopathology. ASCP Board registry Certification as HTL must be obtained within one year of employment.

SPECIAL REQUIREMENTS:

Incumbents in this class will be given a visual color sampling.

Must possess and maintain during employment, certification as a Histotechnician (HT) by the ASCP. If HTL certified, must possess and maintain certification during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-398												
Unqualified	0	3	0	2	0	0	1	0	0	0	0	6
Qualified	0	2	0	0	0	0	1	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	0	7	0	2	0	0	2	0	0	1	0	12

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The 1 TF was selected. She had a certification from the ASCP as a Histotechnician, and five years of histopathology experience. She also had immunohistochemistry (an important application of histology) and grossing (tissue) experience.

Category 3H: Finance Group

Hiring goals: 3 WM, 1 BF, 2 HF, 1 AM

Hiring into Category: 3 WM, 5 WF, 1 BM, 1 HF, 1 AF, 1 TF

Goals Met: 3 WM, 1 HF

Start Date: 6/3/2022

Requisition Number: 2022-1130

Department: Finance and Reporting

Supervisor, Patient Access

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; knowledge of relevant State, Federal laws, statutes and regulations; considerable knowledge of policies and procedures regarding pre-certification and referrals; considerable knowledge of the managed care environment, third party reimbursement, hospital and community services; considerable interpersonal skills; oral and written communication skills; computer skills; supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years' experience working in health care revenue cycle processes, with emphasis on patient access functions, including precertification, referral authorization and insurance verification.

PREFERRED QUALIFICATIONS:

5 years EPIC experience, Cadence/Grand Central/Prelude/Resolute Billing- specifically Referrals/Pre-Auth/CERT-
Full working knowledge/proficiency of ICD10-CPT/CM
CPC/CCS coding certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1130												
Unqualified	0	6	0	1	0	4	0	0	0	1	0	12
Qualified	0	0	0	1	0	1	0	0	0	0	0	2
Interviewed	1	2	0	2	0	3	0	0	0	0	0	8
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	10	0	4	0	8	0	0	0	1	0	24

This position was posted on the UConn Health website.

The goal candidates, 1 BF and 4 HF, did not meet the minimum qualifications as posted.

The goal candidates, 1 BF and 1 HF, were not interviewed because their skillset was in back-end claims processing not front-end revenue cycle functions.

The goal candidates, 1 WM, 2 BF, and 3 HF, were interviewed and not selected for the following reasons:

- 1 WM was interviewed for a lower-level position within the Patient Access Department and was not selected because he scored 31%. He also did not have the preferred qualifications.
- 1 BF scored 23% on interview samplings. She also did not have the preferred qualifications.
- 1 BF scored 44% on interview samplings. She also did not have the preferred qualifications.
- 1 HF scored 47% on interview samplings. She also did not have the preferred qualifications.
- 1 HF scored 36% on interview samplings. She also did not have the preferred qualifications.
- 1 HF scored 65% on interview samplings.

The 1 WF was selected. She scored 85% on interview samplings. She worked for six years of in the health care revenue cycle process. She also had the preferred five years of EPIC electronic medical records system and pre-authorization experience. She provided detailed examples of her leadership abilities.

The interview samplings were based on the following:

- EPIC experience
- Revenue cycle processes experience
- Precertification experience
- Authorization experience
- Supervisory skills

Start Date: 7/29/2022

Requisition Number: 2022-1216

Department: Contract and Network Management

Reimbursement Analyst 2

MINIMUM QUALIFICATION REQUIRED: KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of financial management.

Knowledge of 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-9 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

EDUCATION AND TRAINING:

General Experience: Eight (8) years' experience related to revenue capture, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes. Four (4) years of experience must be in a healthcare environment. Strong skill in Excel and MS Access.

SUBSTITUTION ALLOWED:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

PREFERRED QUALIFICATIONS:

Experience with various payer reimbursement methodologies, i.e., DRG, fixed fee schedules, ASC, case rates.

Strong problem solving for complex issues and resolution skills.

Demonstrated analytical, organizational and communication skills.

Epic Resolute Expected Reimbursement (HB/PB) certification (or ability to obtain within 1 year of hire).

Experience with Epic Contract Management tool to model and analyze contract performance.

Strong knowledge and experience working with contract management and modeling.

Experience with managed care payer negotiations and CMS/government payment systems.

Experience working with facility billing and coding, third party claims processing and denial resolution.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1216												
Unqualified	0	7	0	6	0	3	0	1	0	1	1	19
Qualified	0	6	1	2	0	0	0	0	0	0	0	9
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	14	1	8	0	4	0	1	0	1	1	31

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 9/9/2022
Requisition Number: 2023-012
Department: Finance and Reporting
Staff Accountant 1

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 para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining.

Substitution:

Bachelor's degree in Accounting, Finance or Auditing or closely related field.

Preferred Qualifications:

Comfortable with large spreadsheets and advanced Excel functions such as pivot tables and look-ups

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-012												
Unqualified	0	4	0	1	0	0	0	0	1	0	0	6
Qualified	1	2	0	2	2	0	0	1	0	0	0	8
Interviewed	2	2	0	0	0	0	0	0	0	0	0	4
Withdrew Application	0	0	0	0	1	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	8	0	3	3	0	0	1	1	0	0	20

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 12/2/2022
Requisition Number: 2023-480
Department: Finance and Reporting
Staff Accountants 1

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 para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining.

Substitution:

Bachelor's degree in Accounting, Finance or Auditing or closely related field.

Preferred Qualifications:

- Banner
- Husky Buy
- Advanced Excel (experience working with large datasets)
- Adobe experience
- Fixed Asset experience
- B.S in Accounting
- Healthcare experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-480												
Qualified	2	0	0	0	1	0	0	0	0	0	0	3
Interviewed	1	1	0	2	0	0	0	1	0	0	0	5
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	3	3	0	2	1	0	0	1	0	0	0	10

This position was posted on the UConn Health website.

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

- 1 WM declined an opportunity to interview for this position.
- 1 WM was previously interviewed for an accountant position. He did not have the combined experience with computerized financial systems, journal entry, and analysis.

The goal candidates, 1 WM and 2 BF, were interviewed and not selected because they did not have the combined experience with computerized financial systems, journal entry, and financial analysis.

The 1 WF selected had the combined experience with computerized financial systems, journal entry, fixed assets, and 1099 reporting.

The 1 WF selected had combined experience with computerized financial systems, journal entry, fixed assets, audits, and financial reporting.

Start Date: 12/2/2022

Requisition Number: 2023-500

Department: Finance and Reporting

Supervising Accountant - UHP

Minimum Qualifications Required:

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of accounting/auditing principles and practices; considerable knowledge of governmental accounting and budgeting; skill in using personal computers; considerable interpersonal skills; oral and written communication skills; ability to evaluate/devise and analyze accounting methods, procedures and data; supervisory ability.

General Experience and Training:

Bachelor's Degree in Accounting and four (4) years' experience in accounting, auditing or financial examination.

Special Experience:

Two (2) years of experience must have been performing complex accounting functions in a governmental or university accounting system. One (1) year of supervisory experience is required.

Preferred Requirements:

Advanced Microsoft Office skills

Experience in a healthcare setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-500												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	2	0	0	0	0	0	0	0	1	0	0	3
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	2	1	0	1	0	0	0	0	1	1	0	6

This position was posted on the UConn Health website.

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

- 1 WM did not have the combination of supervisory experience, and billing and collections experience.
- 1 WM did not have experience with reconciliations, billing, and collections.

The goal candidate, 1 BF, was interviewed and not selected because her supervisory experience of two employees was over seventeen years ago. She also did not have billing and collections experience.

The 1 TF was selected. She had supervised payroll, accounts payable, fixed assets, cash application, and accounts receivable. She also had experience with billing and collections.

Start Date: 1/13/2023

Requisition Number: 2023-385

Department: Patient Access

Supervisor, Patient Access

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures

Knowledge of relevant State, Federal laws, statutes and regulations

Considerable knowledge in Patient Access policies and procedures regarding emergency room registration

Considerable knowledge of the managed care environment, third party reimbursement, hospital and community services

Considerable interpersonal skills; oral and written communication skills

Computer skills

Supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years' experience working in health care revenue cycle processes, with emphasis on patient access functions not limited to insurance verification.

SUBSTITUTIONS ALLOWED:

College training in a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months' experience up to a maximum of four (4) years.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-385												
Unqualified	0	15	0	6	0	15	2	1	0	4	1	44
Qualified	0	8	0	3	0	6	0	0	0	3	0	20
Interviewed	2	3	0	4	0	0	0	0	0	0	0	9
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	26	0	13	0	23	2	1	0	7	1	75

A goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 1/13/2023

Requisition Number: 2023-478

Department: Finance and Reporting

Staff Accountant 2

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of professional accounting principles and practices; knowledge of computerized financial systems; proficient computer skills; interpersonal skills; ability to prepare, analyze, and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize data processing for financial management; ability to communicate effectively, written and oral.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years professional experience in accounting, Finance, or auditing.

Substitution:

Bachelor's degree in Accounting, Finance, auditing or a closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

Adobe experience

Fixed asset experience

Experience with Hospital/healthcare accounting and associated concepts

Experience preparing audited financial statements and/or board reports

Advanced Excel/Access skills (pivot tables, lookup functions, and data parsing/concatenating)

B.S in accounting or finance

Understanding of budgeting practices, the procurement to payables cycle, and experience with both account reconciliation and forecasting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-478												
Qualified	0	0	0	0	1	0	0	1	0	0	1	3
Interviewed	1	1	0	1	0	0	0	1	0	0	0	4
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	1	1	1	1	1	0	0	2	0	0	1	8

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 BF, were interviewed and not selected. They did not have the combined experience with financial statements, journal entries, analysis, and financial systems.

The 1 BM was selected. He had experience with journal entries, financial statements, audits, analysis, and financial systems in healthcare. He also had experience with fixed assets, budgeting practices, the procurement to payables cycle, and account reconciliation and forecasting.

Start Date: 1/13/2023

Requisition Number: 2023-536

Department: Healthcare Compliance and Privacy

Internal Auditor - Medical

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical diagnosis, treatment and insurance and/or billing, documentation and coding requirements, Federal and State Regulations, and UConn Health's policies and procedures.

Some knowledge of medical auditing principles and practices.

Knowledge of computer medical record applications and patient billing systems; proficiency with Microsoft Office applications, including Excel and Word.

Project Management skills.

Excellent oral and written communication skills.

Strong analytical skills

Ability to work independently, prioritize work and manage multiple tasks simultaneously.

EXPERIENCE & TRAINING:

General Experience:

Bachelor's degree in nursing, healthcare administration, or other health related field.

Licensed as a clinician and two (2) years of direct patient experience.

SPECIAL REQUIREMENTS:

Must possess and maintain State of Connecticut licensure during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-536												
Unqualified	0	0	0	0	0	2	0	0	0	0	1	3
Qualified	0	1	0	0	0	1	0	0	0	0	1	3
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	0	0	0	3	0	0	0	0	2	8

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she did not have compliance or chart review experience.

The 1 WF was selected. She was a registered nurse, who had experience with compliance chart auditing and compliance review. She also had experience with electronic medical record systems and researching federal regulations. Additionally, she had experience with process improvement and developing clinician education programs.

Start Date: 4/10/2023
Requisition Number: 2023-707
Department: Patient Financial Services
Reimbursement Analyst 2

MINIMUM QUALIFICATION REQUIRED: KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of the principles and practices of financial management.
- Knowledge of 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-9 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

EDUCATION AND TRAINING:

General Experience: Eight (8) years' experience related to revenue capture, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes. Four (4) years of experience must be in a healthcare environment.

SUBSTITUTION ALLOWED:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

PREFERRED QUALIFICATIONS:

A minimum of three (3) years of experience working in the EPIC system’s for both Hospital and Professional billing.

Epic reporting experience

More than four (4+) years of experience in healthcare environment

Experience with Managed Care, Commercial Generic and Governmental Insurance follow-up.

Advanced knowledge in pursuing and summarizing denials and working with Insurance carriers on resolving non-payment issues.

A minimum of Five (5) years’ experience in Professional Billing supervisory role, with professional billing, claims, follow-up and denial processes.

Advanced knowledge of Excel

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-707												
Unqualified	1	8	1	6	0	4	0	2	0	1	0	23
Qualified	2	4	1	3	0	2	0	0	0	1	0	13
Interviewed	0	2	1	1	0	0	0	0	0	0	0	4
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	3	14	3	10	0	6	0	3	0	2	0	41

This position was posted on the LinkedIn and UConn Health websites.

The goal candidates, 1 WM, 6 BF, and 4 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, 3 BF, and 2 HF, were not interviewed for the following reasons:

- 1 WM applied after an applicant was selected.
- 1 WM and 1 HF did not have experience in a professional billing supervisory role and with the follow up and denial process.
- 1 BF did not have healthcare reimbursement experience.
- 1 BF and 1 HF did not have the required supervisory experience.
- 1 BF experience was in call centers with only six months of patient access experience.

The goal candidate, 1 BF, was interviewed and not selected because she scored 61% on her interview questions. Also, her professional billing supervisory role experience with the follow up and denial process was eleven years ago.

The interview questions were based upon the following:

- Healthcare reimbursement experience
- Billing supervisory experience
- EPIC experience
- Follow up and denial process experience
- Excel skills
- Communications skills

The 1 AF was selected. She scored 93% on her interview questions. She had seven years of professional billing supervisory experience with the follow up and denial process utilizing the EPIC electronic medical record system. She had experience utilizing EPIC to run and analyze report data as well as experience in slicer dicer. Additionally, she had nineteen years of healthcare experience in areas of revenue cycle crossing.

Start Date: 5/5/2023

Requisition Number: 2023-867

Department: Budget and Data Analytics

Staff Accountant 1

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 para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining.

Substitution:

Bachelor's degree in Accounting, Finance or Auditing or closely related field.

Preferred Qualifications:

Knowledge of budgeting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-867												
Unqualified	0	0	0	1	0	1	0	0	0	1	0	3
Qualified	1	4	0	0	0	0	0	2	0	0	0	7
Interviewed	1	0	0	0	0	0	0	0	0	0	1	2
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	5	0	1	0	1	0	2	0	1	1	14

This position was posted on 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 not interviewed because he did not have the preferred budgeting experience.

The goal candidates, 2 WM, were interviewed and not selected for the following reasons:

- 1 WM did not provide detailed responses to interview questions regarding his accounting and analytical skills.
- 1 WM was offered the position and he declined.

The 1 WF was selected. She had professional experience putting together financial statements. She had data analytical skills similar to those used daily in the budget and data analytics department. Additionally, she provided detailed examples of her ability to effectively communicate accounting information to customers.

Start Date: 5/5/2023
Requisition Number: 2023-973
Department: Finance and Reporting
Staff Accountant 2

MINIMUM QUALIFICATIONS REQUIRED:
KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of professional accounting principles and practices; knowledge of computerized financial systems; proficient computer skills; interpersonal skills; ability to prepare, analyze, and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize data processing for financial management; ability to communicate effectively, written and oral.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years professional experience in accounting, Finance, or auditing.

Substitution:

Bachelor's degree in Accounting, Finance, auditing or a closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

Adobe experience

Banner/Huskybuy experience

Fixed asset experience

Experience with Hospital/healthcare accounting and associated concepts

Experience preparing audited financial statements and/or board reports

Advanced Excel/Access skills (pivot tables, lookup functions, and data parsing/concatenating)

B.S in accounting or finance

Understanding of budgeting practices, the procurement to payables cycle, and experience with both account reconciliation and forecasting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-973												
Unqualified	0	0	0	0	0	0	0	1	0	0	1	2
Qualified	1	0	0	0	0	2	0	2	0	0	0	5
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	4	0	0	0	2	0	3	0	0	1	12

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Category 3I: Administrative Group

Hiring goals: 10 WM, 1 BM

Hiring into Category: 2 WM, 13 WF, 2 BF, 3 HF, 1 AM, 1 AF

Goals Met: 2 WM

Start Date: 6/17/2022

Requisition Number: 2022-1226

**Department: Connecticut Convergence Institute
Web and Marketing Associate**

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.

Good organizational skills: ability to meet deadlines; ability to create and manage work plans.

Excellent customer service skills.

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 a 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:

Experience with WordPress and Adobe creative programs.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1226												
Unqualified	2	3	2	1	0	0	0	0	0	0	1	9
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	3	1	0	0	0	0	0	0	0	0	0	4
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	6	4	2	2	0	0	0	0	0	0	1	15

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he accepted a position with another company.

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

- 1 WM did not provide examples of his writing experience to project effective messaging.
- 1 WM background was in financial blogging therefore public writing was not a major function of his position.
- 1 WM did not have bulletins or newsletters in the examples of his writings.

The 1 BF was selected. She had experience with the planning and execution of events including internal and external media coverage. She had experience creating webpages as well as managing and updating websites compliant with applicable legal requirements. Additionally, she had experience managing all social media accounts including reporting and responding on a daily and weekly basis.

Start Date: 7/15/2022

Requisition Number: 2022-1394

Department: Human Resources

Human Resources Consultant

Minimum Qualifications, Required knowledge, Skills & Abilities:

Strong knowledge of employment law and understanding of current employment regulations and compliance issues.

Knowledge of human resources policies and applicable laws and regulations (i.e. FMLA, Worker's Compensation, ADA, etc.).

Knowledge of and ability to apply management principles and techniques.

Excellent knowledge of human resource administration.

Exceptional organizational and time management skills.

Exceptional interpersonal, leadership, collaboration and communication skills.
 Multi-tasking and prioritizing, planning work activities efficiently to meet deadlines and high-level goals.
 Ability to independently identify issues and gaps and help to develop recommendations to ensure success despite obstacles and opposition.
 Ability to identify and solve complex workplace issues.
 Ability to exercise sound judgment in analyzing facts and arriving at conclusions for recommending action.
 Ability to operate individually and employ solid decision-making skills.
 Ability to develop and maintain highly effective relationships, externally and internally.
 Ability to influence professionals of management level.
 Solid sense of confidentiality and discretion.

Experience & Training:

Five [5] or more years human resources management experience that included advising and educating managers with respect to employee relations issues or human resources-related laws, regulations, and practices.

General Experience:

Bachelor's degree in Human Resources, Healthcare Administration, Business or a related field. Must have demonstrated expertise in consulting with managers and employees regarding human resources issues that arise through all stages of the employment relationship.

Substitutions Allowed:

Nine (9) years of Human Resources management experience that included advising and educating managers with respect to employee relations issues and human resources related laws, regulations and practices. Master's Degree in Huma Resources or related field may be substituted for 1 year of the general experience.

Preferred Experience:

Experience in a healthcare, academic or public sector environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1394												
Unqualified	1	0	0	2	0	2	0	0	0	0	0	5
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	0	2	0	2	0	0	0	0	0	10

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had seven years of human resources management experience including advising and educating managers with respect to employee relations issues, human resources-related laws, regulations, and practices. She had the preferred experience in healthcare and academic environments. Additionally, she had a professional certification in Human Resources.

Start Date: 7/29/2022

Requisition Number: 2022-1228

Department: Library

Librarian 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Demonstrated knowledge of library resources related to the position.

Demonstrated knowledge of health information literacy principles and clinical librarian practices related to the position.

Ability to align current library tools, services and opportunities to support clinical librarian program, research, publications and scholarship among constituents.

Demonstrated public service skills and strong commitment to customer service.

Evidence of reliable, effective, and professional interpersonal, oral and written Communication skills.

Demonstrated ability to work both independently and collaboratively with an open approach to problem solving and recommending, implementing and supporting solutions.

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Library Science from a school accredited by the American Library Association, plus one (1) year of post graduate degree employment in a relevant area of professional library work. A minimum of one (1) year of experience must have been at a level equivalent to Librarian 1.

Preferred Qualifications:

Minimum of two years professional related experience

Demonstrated experience providing clinical librarian services in a health care setting

Demonstrated experience providing health literacy support for clinical and academic programs

Demonstrated knowledge of clinical librarian program issues and trends

Experience providing reference services through using specialized databases and reference materials to conduct research for evidence based medical information.

Conduct literature searching using evidence-based tools and resources

Demonstrated involvement in professional development.

Experience with evidence based medical resources and development of clinical librarian program initiatives.

Experience in providing advanced information services in an academic library.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1228												
Unqualified	0	4	0	0	0	0	0	0	0	0	1	5
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	7	0	0	0	0	0	0	0	0	1	10

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 8/26/2022

Requisition Number: 2023-040

Department: Procurement

Procurement Contract Specialist

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Strong knowledge of the principles and practices of contract administration and management, applicable Federal/State laws, rules and regulations governing contract management / monitoring and procurement; knowledge of financial principles, and standards pertaining to various types of contracts including information system applications; medical equipment, etc.; knowledge of contract monitoring systems; computer skills which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong contract drafting, and organizational and time management skills, ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.

EXPERIENCE & TRAINING:

General Experience:

Eight (8) years of professional procurement experience handling highly complex procurement actions for procurement of facilities goods and services and construction projects including experience with facilitating bid preparation, analysis and contract negotiations, and legal issues in public contract administrative and/or healthcare environment.

SUBSTITUTIONS ALLOWED:

College degree in business administration, accounting or a closely related field may be substituted for four (4) years of the above general experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Finance, Business or Business Administration.

Project Management Skills,

Advanced excel skills performing detailed financial analyses and cost comparisons, benchmarking and negotiating pricing based on that data and our internal spend and achieving and documenting cost reductions.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-040												
Qualified	3	1	0	1	0	1	0	0	0	0	0	6
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	1	0	1	0	1	0	0	0	0	0	7

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 9/9/2022

Requisition Number: 2022-1157

Department Library

Librarian 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Demonstrated knowledge of library resources related to the position.

Demonstrated knowledge of health information literacy principles and clinical librarian practices related to the position.

Ability to align current library tools, services and opportunities to support clinical librarian program, research, publications and scholarship among constituents.

Demonstrated public service skills and strong commitment to customer service.

Evidence of reliable, effective, and professional interpersonal, oral and written Communication skills.

Demonstrated ability to work both independently and collaboratively with an open approach to problem solving and recommending, implementing and supporting solutions.

Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Library Science from a school accredited by the American Library Association, plus one (1) year of post graduate degree employment in a relevant area of professional library work. A minimum of one (1) year of experience must have been at a level equivalent to Librarian 1.

Preferred Qualifications:

Minimum of two years professional related experience

Demonstrated experience providing clinical librarian services in a health care setting

Demonstrated experience providing health literacy support for clinical and academic programs

Demonstrated knowledge of clinical librarian program issues and trends
 Experience providing reference services through using specialized databases and reference materials to conduct research for evidence based medical information.
 Conduct literature searching using evidence-based tools and resources
 Demonstrated involvement in professional development.
 Experience with evidence based medical resources and development of clinical librarian program initiatives.
 Experience in providing advanced information services in an academic library.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1157												
Unqualified	0	4	0	0	0	0	0	0	0	1	1	6
Qualified	3	3	0	0	0	0	0	0	0	0	1	7
Interviewed	0	1	0	0	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	9	0	0	0	0	0	1	0	1	2	16

This position was posted on the UConn Health website.

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

- 2 WM did not have the preferred experience providing health literacy support with academic programs or experience providing library instruction in a health care setting.
- 1 WM withdrew his application from consideration.

The 1 WF was selected. She had the preferred background in providing health literacy support with academic programs. She also had the preferred experience of providing library instruction in a health care setting.

Start Date: 9/9/2022

Requisition Number: 2022-1358

Department: Human Resources

Human Resources Specialist 1

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of public personnel administration; Knowledge of human resources and payroll principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements; knowledge of principles and practices of public employee retirement and benefit administration; experience with counseling and processing employee benefits and/or retirement applications; knowledge of basic examining and researching principles and practices; knowledge of methods and procedures pertaining to records maintenance; ability to prepare, analyze and evaluate employee records and reports; ability to

utilize various databases systems for retirement and benefits management; demonstrated efficiency with Microsoft Office; ability to read and interpret written materials; ability to organize and prioritize work; ability to manage multiple simultaneous priorities in a high volume, fast-paced environment; considerable interpersonal skills; considerable oral and written communication skills; ability to exercise good judgment when analyzing complex issues and quickly determine effective solutions with minimal guidance; ability to handle confidential matters with tact and discretion; proven ability to provide excellent customer service; ability to establish and maintain effective working relationships with others; ability to interpret and make evaluative judgments concerning statutes, contracts, collective bargaining agreements and governmental regulations.

EDUCATION AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of experience in employee benefit administration. Possession of knowledge, skills, and abilities as stated above.

SUBSTITUTION 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 to a maximum of four (4) years for a Bachelor's degree.

PREFERRED:

Direct experience with CORE-CT/PeopleSoft and/or Banner; previous experience working at a public higher education institution; previous experience calculating retirement service credit, preferably from the State of Connecticut

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1358												
Unqualified	3	23	0	11	1	2	0	1	0	0	2	43
Qualified	0	3	0	1	0	1	0	0	0	1	0	6
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	29	0	12	1	3	0	1	0	1	2	52

This position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had experience in human resources, administering benefits in accordance with multiple bargaining units. She had experience with benefit processing, including onboarding and open enrollment, which required coordination with payroll and human resources information systems. Additionally, she responded to interview questions comprehensively, in a clear and articulate manner.

Start Date: 10/7/2022
Requisition Number: 2022-1558
Department: Human Resources
Labor Relations Coordinator

Knowledge, Skills And Abilities:

Knowledge of human resource principles and practice; collective bargaining and labor relations; research methods and techniques in the area of labor relations.
 Knowledge and understanding of federal laws and CT labor laws (statute and regulations).
 Knowledge of personnel administration; knowledge or principles and practices of employee compensation and benefits.
 Knowledge of procedures before administrative bodies; case preparation for arbitration or other administrative hearings.
 Effective communication skills, oral and written;
 Considerable interpersonal skills, excellent customer service skills, cultural sensitivity.
 Ability to understand and/or interpret, explain, and apply UConn Health's and bargaining units' rules, regulations, policies, and procedures and apply State and federal regulations.
 Ability to conduct investigations and fact-finding and present recommendations.
 Ability to exercise independent judgment and initiative within established guidelines.

General Experience And Training:

Seven (7) years of labor relations or human resources experience [at generalist level] with responsibility involving labor relations.

Bachelor's degree in Human Resources Management, business or a closely related field may be substituted for four [4] years of experience.

Preferred Qualifications:

- * A well-developed knowledge of working in a multi-union environment within the public sector in the State of Connecticut
- * Experience in academia and/or health care environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1558												
Unqualified	4	17	4	6	0	6	1	2	0	3	3	46
Qualified	1	5	0	3	0	0	0	1	0	0	0	10
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	5	24	4	9	0	6	1	3	0	3	4	59

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because his experience as an officer of a firefighter’s union was not applicable to this position.

The 1 WF was selected. She had five years of experience working for the State of Connecticut office of Policy and Management as a Labor Relations Specialist. She had the preferred qualifications of experience working in a multi-union environment within the public sector in the State of Connecticut. Her experience included negotiations, contract administration and interpretation, and resolutions of employee and employer disputes.

Start Date: 10/21/2022

Requisition Number: 2023-100

Department: Human Resources

Employee Resource Specialist

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 in a professional manner.

Qualification/Experience & Training:

Six [6] years human resources, administrative or customer service experience.

Two [2] years of experience performing human resources related work.

PHR or SHRM equivalent certification preferred.

Bachelor's degree in Human Resources management may be a substitute for four [4] years of experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-100												
Unqualified	3	14	2	5	0	5	0	0	0	0	0	29
Qualified	2	6	0	0	0	0	0	0	0	0	0	8
Interviewed	0	3	0	0	0	1	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	5	24	2	5	0	6	0	0	0	0	0	42

This position was posted on the UConn Health website.

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

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

- 1 WM human resources customer service and benefits processing experience was nine years ago.
- 1 WM did not respond to requests to schedule an interview.

The 1 WF was selected. She had experience in human resources including customer service and processing in multiple areas such as benefits, payroll, and absence management. She also provided clear and detailed responses to interview questions.

Start Date: 11/4/2022

Requisition Number: 2023-222

Department: Connecticut Convergence Institute

Program Manager

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Exceptional organizational and program management skills;

Training or knowledge of Six Sigma, Lean Six Sigma, or continuous process improvement principles;

Effective interpersonal, communication, team building and coaching skills;

Comprehensive knowledge of high-level problem-solving critical thinking and analytical skills.

Considerable knowledge of functional disciplines, relevant principles, policies, and procedures;

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

Advanced computer skills;

Leadership and supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of experience working in an academic and/or healthcare environment pertaining to research education, training and career development with two (2) years of experience in managing multi-track, moderate to complex programs;

Or an equivalent combination of education, experience and/or training which provides the required knowledge, skills and abilities.

Substitutions Allowed:

Bachelor's degree in business management or a relevant field may be substituted for four (4) years of General Experience. A Master's degree may be substituted for one (1) year of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-222												
Unqualified	0	3	0	0	0	1	0	1	0	0	0	5
Qualified	1	0	0	0	0	0	0	2	0	0	0	3
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	4	0	0	0	1	0	3	0	1	0	10

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he applied after interviews had been conducted and an applicant had been selected.

The 1 WF was selected. She had nine years of experience in the delivery of educational services pertaining to career development and improving department skills. Her experience included providing organizational change management, curriculum and project development, management, and delivery. She also had experience working with students.

Start Date: 11/18/2022

Requisition Number: 2023-427

Department: Human Resources

Human Resources Specialist 2

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-427												
Unqualified	3	2	0	2	0	1	0	0	0	0	2	10
Qualified	2	1	0	5	0	1	0	0	0	0	1	10
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	5	4	0	7	0	3	0	0	0	0	3	22

This position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum requirements as posted.

The 1 HF was selected. She had current experience with federal and state Family Medical Leave (FMLA) guidelines. She also was able to answer all interview questions in an accurate comprehensive, detailed, and articulate manner, which demonstrated her verbal communication. By offering specific examples, she was able to demonstrate her organizational skills and attention to detail, both of which were required for this position. Additionally, she demonstrated a positive approach to teamwork and collaboration in her responses to interview questions.

Start Date: 12/2/2022

Requisition Number: 2023-197

**Department: Healthcare Compliance and Privacy
Compliance Specialist**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

- Excellent knowledge of state and federal regulatory requirements
- Experience with state and federal requirements regarding billing and reimbursement of health care services in both the office and hospital setting
- Understanding of coding and reimbursement systems
- Considerable analytical and organization skills
- Considerable ability to perform independent research and synthesize findings from a variety of sources
- Deductive thinking skills
- Considerable oral and written communication skills
- Considerable interpersonal skills

Strong presentation skills
 Ability to meet deadlines and adjust to changes in policies, procedures and priorities
 Command of various computer skills
 Knowledge of medical terminology preferred

EXPERIENCE & TRAINING:

General Experience:

Eight (8) Years' experience in hospital healthcare compliance.

SUBSTITUTIONS ALLOWED:

Associate Degree in health care management may be substituted for one year of the general experience. Bachelor's degree in health care management may be substituted for two years of the general experience.

PREFERRED QUALIFICATIONS:

Experience working with electronic health record systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-197												
Unqualified	2	11	0	8	1	2	0	2	1	1	2	30
Qualified	0	2	1	1	0	1	0	0	0	0	0	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	15	1	9	1	3	0	2	1	1	2	37

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was not interviewed because he did not have hospital healthcare compliance experience.

The 1 WF was selected. She had a combination of healthcare compliance and direct patient care experience. She had compliance experience at a hospital and an insurance company. Additionally, she had experience with medical chart reviews, compliance education and training, policy development and compliance investigations.

Start Date: 12/30/2022

Requisition Number: 2023-205

Department: Library

Librarian 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Demonstrated ability to formulate complex search strategies; to search and locate information from various sources; summarize and synthesize findings, and place findings in context appropriate for original requester

Experience with consumer health databases and websites such as MedlinePlus and NORD (National Organization of Rare Diseases)

Strong communications skills, including effective writing skills and a demonstrated ability to communicate well across levels and function

Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Library Science from a school accredited by the American Library Association, plus one (1) year of post graduate degree employment in a relevant area of professional library work. A minimum of one (1) year of experience must have been at a level equivalent to Librarian 1.

Preferred Qualifications:

Experience working in an academic medical library

Experience with marketing and design software

2-3 years of full-time experience as a professional librarian (including recent experience in outreach and consumer health)

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-205												
Unqualified	1	6	0	2	0	1	0	0	0	0	0	10
Qualified	2	3	0	0	0	0	0	0	0	0	0	5
Interviewed	0	2	0	1	0	0	0	0	0	0	1	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	12	0	3	0	1	0	0	0	0	1	20

This position was posted on the UConn Health website.

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

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

- 1 WM did not have the preferred professional librarian experience with outreach and consumer health experience.
- 1 WM primary experience was related to archives which is not relevant to this position.

The 1 WF was selected. She had four years of the preferred academic experience as a professional librarian with outreach and consumer health experience. She also provided in-depth responses to interview questions, and she gave a creative presentation.

Start Date: 1/13/2023

Requisition Number: 2023-433

Department: Procurement

Procurement Contract Specialist

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Strong knowledge of the principles and practices of contract administration and management, applicable Federal/State laws, rules and regulations governing contract management / monitoring and procurement; knowledge of financial principles, and standards pertaining to various types of contracts including information system applications; medical equipment, etc.; knowledge of contract monitoring systems; computer skills which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong contract drafting, and organizational and time management skills, ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.

EXPERIENCE & TRAINING:

General Experience:

Eight (8) years of professional procurement experience in healthcare environment handling highly complex procurement negotiations for clinical Supply Chain, clinical equipment, goods and services including experience with bid preparation, facilitating bids along with bid summary analysis, contract negotiations.

SUBSTITUTIONS ALLOWED:

College degree in business administration, accounting or a closely related field may be substituted for four (4) years of the above general experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Finance, Business or Business Administration.

Project Management Skills

Advanced excel skills (VLOOKUP) performing detailed financial analyses and cost comparisons, benchmarking and negotiating pricing based on that data and our internal spend and achieving and documenting cost reductions.

Experience performing detailed financial analyses and cost comparisons, benchmarking and negotiating pricing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-433												
Unqualified	1	1	2	1	1	1	1	0	0	0	2	10
Qualified	5	5	1	1	0	1	1	1	0	0	0	15
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	6	7	3	2	1	2	2	1	0	0	2	26

This position was posted on the UConn Health website.

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

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The goal candidates, 5 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM did not have the preferred bachelor's degree.
- 2 WM experience in procurement was not as a buyers and decision makers.
- 2 WM and 1 BM did not have clinical buying experience in a hospital to support a 340-million-dollar commodity.

The 1 WF was selected. She had experience as a senior buyer with purchasing, negotiation, problem-solving, analytical and data analysis. She had a successful track record of negotiating the best price based on quality, and she negotiated high dollar deals and bids from \$6- 250 million dollars. Additionally, she facilitated meetings with engineering, quality and assurance, research and development, and compliance.

Start Date: 1/13/2023

Requisition Number: 2023-673

Department: Library

Librarian 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of interlibrary loan borrowing and lending policies and procedures

Thorough knowledge of online databases and systems and the ability to conduct complex searches

Ability to provide excellent customer service communicating with patrons, colleagues and supervisors in a clear, concise, friendly and helpful manner.

Demonstrated problem solving and research skills, including the investigation of complex problems requiring the analysis and interpretation of information

Knowledge of copyright law as it applies to ILL

In depth knowledge of library operations, materials, services, policies and procedures

Ability to work in a team-based environment and to actively participate in team-based decision making.

Some supervisory skills

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree in Library Science from a school accredited by the American Library Association, plus one (1) year of post graduate degree employment in a relevant area of professional library work. A minimum of one (1) year of experience must have been at a level equivalent to Librarian 1.

Substitutions Allowed:

Six (6) years' professional library work, including acquisition, cataloging, circulation, interlibrary loans, and reference.

Preferred Qualifications:

Minimum of two years of professional related experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-673												
Unqualified	1	1	0	1	0	0	0	1	0	0	0	4
Qualified	0	5	0	0	0	0	0	0	0	0	1	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	6	0	2	0	0	0	1	0	0	1	11

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had five years of librarian experience, with three of those years in an academic environment. She had experience with acquisition, cataloging, circulation, interlibrary loans, and reference.

Start Date: 1/27/2023

Requisition Number: 2023-126

Department: Human Resources

Human Resources Specialist 1

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY:

Knowledge of relevant immigration Federal and State laws, regulations, guidelines and procedures related to international exchange visitors, students and scholars and employment-based visa sponsorship.

Knowledge of basic Human Resources principles and practices;

Knowledge of methods and procedures pertaining to records maintenance;

Excellent interpersonal skills with the ability to communicate effectively [verbal and written] with individuals and groups from a range of cultural and linguistic backgrounds;
 Excellent organizational skills with the ability to prioritize work;
 Excellent customer service skills;
 Ability to work both independently and as part of a team;
 Ability to establish and maintain effective working relationships with others;
 Ability to exercise good judgement in analyzing situations and making decisions.

General Experience And Training:

Five [5] years professional administrative experience in a setting which provides exposure to compliance and/or regulatory functions, with at least one [1] year of experience working directly with student and employment related visas in an academic health or university setting.

Substitution Allowed:

Bachelor’s degree in a Human Resource Management, Business, Organizational development or closely related may be substituted for four [4] years of the above experience; Master’s degree may be substituted for one [1] additional year.

Special Requirement:

Must be a United States Citizen.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-126												
Unqualified	3	11	0	5	0	4	0	0	0	1	2	26
Qualified	0	1	0	0	0	0	0	0	1	0	1	3
Interviewed	0	3	0	0	0	0	0	1	0	0	0	4
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	3	15	0	5	0	4	0	2	1	1	3	34

This position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum requirements as posted.

The 1 AF was selected. She had eight years of university experience as a student advisor. She had experience with F and J visas.

Start Date: 1/27/2023

Requisition Number: 2023-257

Department: Human Resources

Education and Development Specialists

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles/theories of adult learning and competency based education; considerable knowledge of current educational literature and research in practice; knowledge of unit/department orientation plans; knowledge of organizational development and Quality Improvement methods/techniques; considerable skill in planning, developing, implementing and evaluation of educational programs to meet needs of a variety of staff categories and department advances; considerable skill in the process of educational needs assessment; considerable interpersonal skills; considerable oral and written communication skills; computer skills; intermediate research skills; teaching ability.

EDUCATION AND TRAINING:

General Experience:

Masters degree in a relevant discipline and two (2) years’ experience in a health-related environment. At least one (1) year must have been in education.

Substitution Allowed:

Eight (8) years experience in relevant field may be substituted for Masters' degree.

SPECIAL REQUIREMENTS:

Incumbents must possess and retain during employment a professional license and/or certification in the appropriate discipline if necessary.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-257												
Unqualified	4	15	0	2	0	1	0	0	0	0	3	25
Qualified	0	4	0	2	0	0	0	0	0	2	0	8
Interviewed	1	2	1	1	0	0	0	0	0	0	0	5
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	5	23	1	5	0	2	0	0	0	2	3	41

These positions were posted on the UConn Health website.

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

The goal candidates, 1 WM and 1 BM, were interviewed and not selected because they did not provide detailed examples of their experience with employee engagement and coordination of events experience.

The 1 WF selected had nine years of experience in education, with two of the years in a health-related environment. She provided detailed examples of her experience in academic employee education and management of employee engagement events.

The 1 HF selected had ten years of experience in education, with two of the years in a health-related environment. She provided detailed examples of her experience in academic employee education and management of employee engagement events.

Start Date: 1/27/2023

Requisition Number: 2023-515

Department: Center on Aging

Healthcare Data Analyst

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Must have knowledge of database languages (e.g., SQL) and statistical software (e.g., SAS or R) and experience working with confidential health data.

Ability to link data from multiple sources for analytic and research purposes and strong data visualization skills

Advanced knowledge and proficiency of data management applications, Microsoft Office suite, data visualization tools, reporting tools, database programming languages, and related software and other applications

Advanced skills in data management, database linkage and preparation of data for statistical analysis

Strong analytical, mathematical, creative problem-solving and critical thinking skills with attention to detail

Knowledge of federal and state laws, regulations and guidelines that govern healthcare and information technology

Excellent verbal and written communication skills with considerable knowledge of proper grammar, punctuation and spelling

Considerable interpersonal and collaboration skills with the ability to interact effectively in a team environment as well as independently

Detail-oriented, excellent organizational, planning and prioritizing skills with flexibility and adaptability in a variety of work situations

Proven ability to communicate complex data analytics using clear and concise methods and presentation media.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of experience in a healthcare data analytical role.

SUBSTITUTION ALLOWED:

Bachelor's degree in bioinformatics, statistics, computer science, mathematics, social science or related field and two (2) years of experience may be substituted for general experience.

SPECIAL REQUIREMENTS:

Demonstrated experience with analyzing Medicare and Medicaid and other insurance claims data

Demonstrated applicable research data management experience

Demonstrated experience in the use of computer systems, database languages, statistical packages and programs and quantitative data analysis.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-515												
Unqualified	6	7	2	5	0	2	2	9	1	1	3	38
Qualified	1	1	0	0	0	0	0	0	0	0	0	2
Interviewed	1	0	0	0	0	0	0	0	0	0	2	3
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	8	9	2	5	0	2	3	9	1	1	5	45

This position was posted on the UConn Health website.

The goal candidates, 6 WM and 2 BM, did not meet the minimum requirements as posted.

The goal candidate, 1 WM, was not interviewed because he did not have a Medicare or Medicaid claims data background.

The goal candidate, 1 WM, was interviewed and not selected because he did not have experience with claims data, and electronic health records data. He could not provide detailed responses to questions regarding analyzing Medicare and Medicaid data.

The 1 AM was selected. He had experience analyzing Medicare, Medicaid, claim, and patient diagnostic data. He also had research data management experience. Additionally, he had experience in the use of computer systems, database languages, statistical packages, and programs and quantitative data analysis.

Start Date: 3/10/2023

Requisition Number: 2023-752

Department: Human Research Protection Program

Research Compliance Monitor 1

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Excellent knowledge of State and Federal codes regarding research and ability to interpret these codes; considerable knowledge of GCP; knowledge of clinical research protocols, principles and procedures with emphasis on study monitoring; knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms and medical records; knowledge of sciences such as biology and psychology; knowledge of experimental design, mathematics, statistics, proficient in the use and application of computer software to facilitate the performance of the job function; knowledge of scientific auditing techniques;

knowledge of clinical tasks required for research; ability to communicate effectively (written and oral); good interpersonal skills; strong organizational and project management skills; ability to identify, organize, analyze, evaluate and interpret data; knowledge in accreditation standards and policy formulation; strong knowledge of performance improvement and work redesign principles and methods; ability to work with a variety of disciplines and levels of staff across departments and the health system; ability to work as a team member or independently.

EXPERIENCE & TRAINING:

General Experience:

Bachelor's degree and three (3) years appropriate clinical research experience.

SUBSTITUTIONS ALLOWED:

Certification as a Clinical Research Associate or equivalent with four (4) years of appropriate practical clinical research monitoring experience.

PREFERRED QUALIFICATIONS:

Certified IRB Professional (CIP) or Certified in Healthcare Research Compliance (CHRC) credentials

Experience in research compliance auditing or monitoring

Experience in the conduct/oversight of FDA-regulated research

Proficiency in electronic data management / submission systems, including IRIS software and EPIC.

Strong knowledge of UConn Health policies related to the conduct of human subjects

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-752												
Unqualified	0	2	0	0	1	0	0	1	0	0	0	4
Qualified	2	1	0	0	0	0	0	2	0	0	0	5
Interviewed	0	1	0	0	1	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	5	0	0	2	0	0	3	0	0	0	12

This position was posted on the UConn Health website.

The goal candidate, 2 WM, was not interviewed because they did not have experience of research with human subjects.

The 1 WF, a part-time UConn health employee, was selected. She had twenty years of experience in research with human subjects and in project management. She provided clear and detailed responses to interview questions regarding her work in a variety of disciplines. Additionally, she provided detailed examples of her ability to work effectively and independently, on experimental design experience.

Start Date: 4/10/2023
Requisition Number: 2023-007
Department: Creative Child Center
Childcare Teacher

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. Will be required to complete and maintain CPR certification.
In compliance with NAEYC guidelines, must be at least eighteen (18) years old.

Preferred Requirements:

Bachelor Degree in early childhood education, child development, elementary education, or early childhood special education; OR Bachelor Degree with at least 36 credits in early childhood education, child development, elementary education, or early childhood special education
Two or more years of experience in a NAEYC accredited childcare program working with children ages 6 weeks to 5 years
Knowledge of and experience with CT ELDS, DOTS, and NAEYC standards and criteria
Ability to update and maintain NAEYC classroom portfolio
Independently implement curriculum

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-007												
Unqualified	1	18	0	3	0	1	0	0	0	1	4	28
Qualified	0	12	0	2	0	4	0	0	0	1	1	20
Interviewed	0	4	0	0	0	1	0	0	0	1	0	6
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	36	0	5	0	6	0	0	0	3	5	56

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had an associate degree in early childhood education, and nine years of experience with the toddler age group. She provided age level appropriate answers to interview questions. Additionally, by using the flannel board during her story, she made a connection between the story she read and her classroom activity which made it interactive for the children.

Start Date: 5/19/2023
Requisition Number: 2023-1020
Department: Creative Childcare
Childcare Teacher

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. Will be required to complete and maintain CPR certification.
 In compliance with NAEYC guidelines, must be at least eighteen (18) years old.

Preferred Requirements:

Bachelor Degree in early childhood education, child development, elementary education, or early childhood special education; OR Bachelor Degree with at least 36 credits in early childhood education, child development, elementary education, or early childhood special education
 Two or more years of experience in a NAEYC accredited childcare program working with children ages 6 weeks to 5 years
 Knowledge of and experience with CT ELDS, DOTS, and NAEYC standards and criteria
 Ability to update and maintain NAEYC classroom portfolio
 Independently implement curriculum

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1020												
Unqualified	0	8	0	2	0	2	0	0	0	0	0	12
Qualified	0	5	0	0	0	1	0	0	0	0	2	8
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	13	0	2	0	4	0	0	0	0	2	21

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had an associate degree in early childhood education and a bachelor’s degree in human services. She also had over 4 years of experience with toddlers and preschoolers in National Association for the Education of Young Children (NAEYC) accredited centers. Additionally, she had experience with the Connecticut Early Learning and Development Standards (ELDS) and Documentation and Observation for Teaching System (DOTS).

Start Date: 5/19/2023

Requisition Number: 2023-1136

**Department: Creative Childcare
 Childcare Teacher**

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.

Will be required to complete and maintain CPR certification.

In compliance with NAEYC guidelines, must be at least eighteen (18) years old.

Preferred Requirements:

Bachelor Degree in early childhood education, child development, elementary education, or early childhood special education; OR Bachelor Degree with at least 36 credits in early childhood education, child development, elementary education, or early childhood special education

Two or more years of experience in a NAEYC accredited childcare program working with children ages 6 weeks to 5 years

Knowledge of and experience with CT ELDS, DOTS, and NAEYC standards and criteria

Ability to update and maintain NAEYC classroom portfolio

Independently implement curriculum

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1136												
Qualified	0	2	0	0	0	1	0	1	0	0	1	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	1	0	1	0	0	1	7

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had a bachelor’s degree in a related field with credits in early childhood education. She had two years of experience with toddlers and preschoolers in National Association for the Education of Young Children (NAEYC) accredited centers. Additionally, she had experience with the Connecticut Early Learning and Development Standards (ELDS) and Documentation and Observation for Teaching System (DOTS).

Category 3J: Admin Program Coord

Hiring goals: 27 WM, 7 AM

Hiring into Category: 1 WM, 8 WF

Goals Met: 1 WM

Start Date: 6/3/2022

Requisition Number: 2022-950

Department: Rheumatology

Administrative Program Coordinator

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

Some supervisory ability

Knowledge of Microsoft Office Suite

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of relevant administrative experience. This experience may include clinical administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience (as defined above) may be substituted to the general experience

PREFERRED QUALIFICATIONS:

Experience in graduate medical education programs (fellowship and clerkship)

Working knowledge of CME procedures

Ability to set priorities and to follow through for task completion

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-950												
Unqualified	0	9	0	2	1	3	0	1	0	2	0	18
Qualified	1	5	0	1	0	0	0	1	0	0	1	9
Interviewed	0	5	0	0	0	1	0	1	0	0	1	8
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	21	0	3	1	4	0	3	0	2	2	37

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have experience coordinating educational programs such as clerkships, residencies, fellowships, and symposiums.

The 1 WF was selected. She had six years of experience with fellowship programs and four years with office support. She also had experience managing grants.

Start Date: 8/12/2022

Requisition Number: 2022-1458

Department: Nursing Staffing and Payroll

Administrative Program Coordinator

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

Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years clinical medical/hospital administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of clinical medical/hospital administrative experience may be substituted to the general experience

SPECIAL REQUIREMENTS:

- Skill and ability in the use of Microsoft Office Suite with focus on Excel
- Demonstrated ability in the appropriate handling of confidential information
- Familiarity with ANSOS scheduling system
- Familiarity with KRONOS, TM1 reporting and Position Control
- Familiarity with bed management/patient placement systems

PREFERRED QUALIFICATIONS:

Knowledge of staff scheduling

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1458												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	1	0	0	0	0	0	3

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 working in the department and had experience with bed management. She also had experience assisting Nurse managers and supervisors with staff scheduling, utilizing Ansos and Kronos systems.

Start Date: 9/9/2022

Requisition Number: 2023-125

**Department: Graduate Medical Education
Administrative Program Coordinator**

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
Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of administrative experience in a higher educational setting including billing experience. Advanced knowledge of Microsoft Excel including Pivot Tables and LOOKUP functions.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience (as defined above) may be substituted to the general experience

PREFERRED QUALIFICATIONS:

Strong working knowledge of the Microsoft Office Suite, Adobe products, MyEvaluations.com, Redcap, and SurveyMonkey
Working knowledge of Graduate Medical Education

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-125												
Unqualified	1	9	0	3	0	2	1	0	0	0	0	16
Qualified	2	3	0	1	0	0	0	0	0	0	0	6
Interviewed	0	1	0	1	0	0	0	1	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	14	0	5	0	2	1	1	0	0	0	26

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 AM, did not meet the minimum requirements of the position as posted.

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

- 1 WM work history was unstable due to the amount of job turnover in a brief period.
- 1 WM resume and application contained inconsistencies.

The 1 WF was selected. She had ten years of experience in higher education including billing experience. She had experience with Microsoft Office Suite, Adobe Creative Suite. Additionally, she had leadership ability and UConn experience.

Start Date: 10/7/2022
Requisition Number: 2023-239
Department: Medical Staff Services
Administrative Program Coordinator

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
Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of administrative experience related to processing initial appointments and reappointment applications.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience

SPECIAL EXPERIENCE:

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).

PREFERRED EXPERIENCE:

Prior experience as a hospital or health system Medical Staff Office Coordinator.
Experience using EchoCredentialing credentials database
CPCS certification.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-239												
Unqualified	4	12	0	6	0	3	0	0	1	0	1	27
Qualified	0	1	0	1	0	2	0	2	0	1	1	8
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	4	16	0	7	0	5	0	2	1	1	2	38

This position was posted on the UConn Health website.

The goal candidates, 4 WM, did not meet the minimum requirements of the position as posted.

The 1 WF was selected. She had experience in reporting functions of the Echo Credentials database. She had implemented Echo Provider Assessment Portal at a local hospital. Additionally, she provided detailed responses to interview questions regarding credentialing functions and credentials databases.

Start Date: 11/18/2022

Requisition Number: 2023-132

Department: Medicine - Administration

Administrative Program Coordinators

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

Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of administrative experience in a healthcare environment.

Substitutions 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 QUALIFICATIONS:

Strong working knowledge of the Microsoft Office Suite, and Adobe products,
 Strong organizational skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-132												
Unqualified	0	34	0	7	1	5	1	1	1	2	3	55
Qualified	2	8	0	2	2	2	0	0	0	1	0	17
Interviewed	0	2	0	2	0	0	0	0	0	0	1	5
Withdrew Application	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	45	0	11	3	7	1	2	1	3	4	79

These positions were posted on the UConn Health website.

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

The goal candidates, 2 WM, were not interviewed because they did not have administrative experience in a hospital environment.

The 1 WF was selected. She had ten years of administrative experience in a hospital environment. She scored 10 out of 16 on the skills assessment.

The skills assessment was based on the following:

- Creating a letter utilizing proper grammar, punctuation, and spelling
- Creating advanced formulas in Excel

Start Date: 12/16/2022

Requisition Number: 2023-430

Department: Enrollment Planning and Management
Administrative Program Coordinator

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
 Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of administrative IN A Registrar’s Office in a higher education setting.

SUBSTITUTIONS 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 QUALIFICATIONS:

Bachelor’s degree.
 Experience with PeopleSoft or other Student Administration Information Systems.
 Familiarity with the provisions of the Family Education Rights and Privacy Act.
 Experience in a high-volume customer service role.
 Experience in enrollment management responsibilities.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-430												
Unqualified	1	6	0	2	0	1	0	1	0	2	0	13
Qualified	1	5	0	1	0	2	0	0	0	0	0	9
Interviewed	0	1	0	0	0	2	0	0	0	0	1	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	12	0	3	0	5	0	1	0	2	1	27

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 12/16/2022

Requisition Number: 2023-677

Department: Nursing Staffing and Payroll

Administrative Program Coordinator

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
 Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-677												
Unqualified	0	2	0	1	0	1	0	0	0	0	0	4
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	1	0	1	0	0	0	0	0	8

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 worked for two years in the nursing staffing and payroll departments. She had knowledge of the functions and processes within the department.

Start Date: 3/24/2023

Requisition Number: 2023-881

Department: Clinical and Translational Research

Administrative Program Coordinator

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
 Some supervisory ability

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted for the general experience.

PREFERRED QUALIFICATIONS:

Clinical research experience
 Experience with developing and negotiating budgets
 Sponsored Programs experience
 Knowledge of Banner Finance, infoEd, AMS, Filemaker, Excel and Epic
 Bachelor's degree in accounting, finance, or business-related degree.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-881												
Unqualified	1	7	0	1	0	5	0	1	0	0	1	16
Qualified	2	5	0	1	1	2	0	1	0	0	0	12
Interviewed	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	13	0	2	1	7	0	2	0	0	2	30

This position was posted on the UConn Health website.

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

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

- 1 WM experience was not related to the job requirements. His experience was in financial areas such as banking and receivables.
- 1 WM did not respond to requests to schedule an interview.

The 1 WF was selected. She had the preferred business degree in economics and experience with Excel. She also had financial and data analytic skills. Additionally, she provided detailed examples of how her background and experience fit this position.

3J. (Administrative Program Coordinator) Hires – Part Time to Full Time – Adjusted Work Schedule

**Administrative Program Coordinator
Volunteer and Guest Services**

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

Category 3K: Social Worker

Hiring goals: 2 WM, 2 BM, 1 HM, 2 HF

Hiring into Category: 2 WM, 2 WF, 1 BF

Goals Met: 2 WM

Start Date: 7/1/2022

Requisition Number: 2022-1077

Department: Social Work

Social Worker 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services;

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;

Considerable interpersonal skills; oral and written communication skills

Ability to plan and execute effective service programs meeting client needs;

Ability to work autonomously to make decisions effecting patients and families;

Ability to respond to crises under pressure and deadlines

Ability to work with chronically and terminally ill or 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 in a psychiatric mental health setting working with psychiatric patients.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut;

May be required to travel

May be required to be bilingual

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1077												
Unqualified	0	0	1	1	0	2	0	0	0	0	1	5
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	1	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	2	2	1	0	2	0	0	0	0	1	9

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 10/21/2022

Requisition Number: 2023-191

Department: Occupational and Environmental Medicine

Social Worker 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services;

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;

Considerable interpersonal skills; oral and written communication skills

Ability to plan and execute effective service programs meeting client needs;

Ability to work autonomously to make decisions effecting patients and families;

Ability to respond to crises under pressure and deadlines

Ability to work with chronically and terminally ill or physically impaired individuals and their families

EXPERIENCE AND TRAINING:

General Experience:

Social Worker I

A Master's degree from an accredited school of social work.

Social Worker II

A Master's degree from an accredited school of social work and two (2) years of relevant experience, preferably in social work or counseling with a concentration in adoption.

SPECIAL REQUIREMENTS:

Social Worker I

Must possess and maintain licensure as a Master Level Social Worker (MSW) in the State of Connecticut;

Must obtain the necessary clinical experience and supervised practice to be eligible to obtain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut;

May be required to travel;

Social Worker II

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut;

May be required to travel;

PREFERRED QUALIFICATIONS:

Bilingual in Spanish and English

Experience in social work or counseling with a concentration in adoption issues

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-191												
Unqualified	0	5	0	2	0	0	0	0	0	1	1	9
Qualified	0	10	0	4	0	1	0	1	0	0	3	19
Interviewed	0	2	0	0	0	1	0	0	0	1	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	17	0	6	0	2	0	1	0	2	4	33

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 1/13/2023

Requisition Number: 2023-624

Department: UMG-General Neurology

Social Worker 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services;

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;

Considerable interpersonal skills; oral and written communication skills

Ability to plan and execute effective service programs meeting client needs;
 Ability to work autonomously to make decisions effecting patients and families;
 Ability to respond to crises under pressure and deadlines
 Ability to work with chronically and terminally ill or 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 working with psychiatric patients.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut;

May be required to travel

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-624												
Unqualified	0	0	1	0	0	0	0	0	0	0	1	2
Qualified	0	2	0	2	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	1	2	0	0	0	0	0	0	1	7

This position was posted on the UConn Health website.

The WM goals were met with previous hires and were no longer established hiring goals.

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

The 1 WF was selected. She had six years of medical social work experience in an outpatient setting. Her experience included interaction on a multidisciplinary team for transplant patients. Additionally, she provided detailed responses to interview questions regarding medical social work.

Start Date: 3/10/2023

Requisition Number: 2022-1488

Department: Social Work

Social Worker 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services;
 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;
 Considerable interpersonal skills; oral and written communication skills
 Ability to plan and execute effective service programs meeting client needs;
 Ability to work autonomously to make decisions effecting patients and families;
 Ability to respond to crises under pressure and deadlines
 Ability to work with chronically and terminally ill or 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 behavioral health services.

SPECIAL REQUIREMENTS:

Must possess and maintain licensure as a Licensed Clinical Social Worker (LCSW) in the State of Connecticut;

May be required to travel

May be required to be bilingual

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1488												
Unqualified	0	3	1	0	0	0	0	0	0	1	1	6
Qualified	0	5	1	1	0	0	0	0	0	0	0	7
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	9	2	2	0	0	0	0	0	1	1	15

This position was posted on the UConn Health website.

The WM goals were met with previous hires and were no longer established hiring goals.

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

The goal candidate, 1 BM, was not interviewed because he did not have medical social work experience.

The 1 WF was selected. She had medical social work experience in different environments including labor and delivery and emergency room.

3K. (Social Worker) Hires – Part Time to Full Time – Adjusted Work Schedule

**Social Worker 2
(Social Work)**

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

Category 3L: Technical Professional

Hiring goals: 1 BM, 5 HM, 3 HF, 12 AM

Hiring into Category: 9 WM, 6 WF, 1 BM, 1 BF, 2 HF, 2 AF

Goals Met: 1 BM, 2 HF

Start Date: 6/3/2022

Requisition Number: 2022-1173

Department: Academic Information Technology Services

Technical Analyst 2

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.

Preferred Qualifications:

- Advanced computer hardware and/or software knowledge
- Working level knowledge of network cabling, wireless troubleshooting
- Working level knowledge of Office 36 software and suite
- Working level knowledge of Windows based server setup and maintenance
- Basic knowledge of Audio - Visual technology
- Working level knowledge of ticket system including the ability to train others
- Previous hardware/software support in an academic medical setting
- Working knowledge of Leica Aperio scanning technology and applications
- Knowledge laptop encryption
- Working knowledge of Learning Management System (Blackboard) exam support for faculty and students (Creation & Troubleshooting)
- Working knowledge of VTC equipment for point-to-point video conferences

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1173												
Unqualified	3	0	0	0	0	0	0	0	0	0	1	4
Qualified	3	1	0	2	0	0	1	0	0	0	0	7
Interviewed	1	0	0	0	2	0	1	0	1	0	1	6
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	8	1	0	2	2	0	2	0	1	0	2	18

This position was posted on the UConn Health website.

The goal candidate, 1 AM, was not interviewed because he did not have experience working with Windows based server setup and maintenance.

The goal candidates, 2 HM and 1 AM, were interviewed and not selected for the following reasons:

- 2 HM and 1 AM were unable to answer interview questions regarding Windows based server setup and maintenance.

The 1 WM was selected. He articulated his experience working with Windows based server setup and maintenance. He also had hardware and software support experience.

Start Date: 7/1/2022

Requisition Number: 2022-887

Department: Campus Planning

Application Analyst 1

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Abilities:

Considerable knowledge of the principles of systems analysis, design and decision support

Considerable knowledge of revenue cycle operations, policies and procedures

Considerable knowledge of applicable revenue cycle standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Considerable knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings.

Knowledge of computer technology support and capabilities.

Considerable logical, analytical, problem solving and interpretive skills

Ability to take action to ensure customer satisfaction

Demonstrated ability to use and apply revenue cycle expertise and experience to design and configure Clinical Systems EHR solutions.

Demonstrated ability to write and maintain system documentation and user how to guides.

Ability to pay careful attention to details

Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.

Effective oral and written communication skills and good interpersonal skills.

Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

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.

Clinical Financial System: Six [6] years in health care including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SUBSTITUTION ALLOWED:

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 REQUIREMENTS:

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.

Incumbents in this class must have or achieve within six months EPIC certification Revenue Cycle component of the Clinical EHR] Certification in their assigned areas and/or specialties and maintain certification while in the position.

PREFERRED QUALIFICATIONS:

Thorough knowledge of standards and processes surrounding revenue cycle, particularly an in-depth knowledge of Professional &/or Hospital charges and billing in the Clinical EHR.

Proficient with workflows and processes for the Charge Data Master/Fee Schedules used for Professional Billing &/or Hospital Billing.

Current certification in Epic Resolute Professional Billing &/or Hospital Billing Administration

Current certification in Epic Charge Router for Professional Billing &/or Hospital Billing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-887												
Unqualified	1	1	2	0	2	0	0	0	0	1	0	7
Qualified	0	0	0	1	0	0	0	0	0	0	1	2
Interviewed	0	0	0	0	0	2	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	1	2	1	2	3	0	0	0	1	1	12

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-980

Department: IT Project Management

Information Technology Project Manager

MINIMUM QUALIFIATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

Extensive knowledge of hardware/software technologies used within applicable area, programming languages, database technologies, screen design and navigation, system interfaces, portal technology and system development tools, network and communication protocols; strong project management skills; skilled in Microsoft project; extensive knowledge of project management principles and practices; excellent leadership and management ability to manage and motivate a diverse group within a matrix reporting relationship through lengthy, complex development effort; considerable interpersonal skills; ability to communicate effectively (oral and written); planning and control skills; negotiation skills and experience;

considerable analytical and interpretive skills to evaluate complex business and technical issues and identify innovative solutions; excellent problem-solving skills; vendor management experience; excellent customer service skills; supervisory ability; broadly focused and able to manage multiple efforts concurrently.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years experience directing large scale systems projects through all phases of the project life cycle with at least three (3) years' experience in the areas as specified (e.g., 3 years working as a developer with rational unified model methodology and/or experience with microsoft.net framework).

Substitution:

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

Special Requirements:

May be required to possess and maintain during employment, certification in one or more areas as specified.

Preferred Qualifications:

PMP certification

Epic experience

Experience managing projects involving Epic electronic medical record

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-980												
Qualified	6	1	1	0	2	0	1	1	1	0	1	14
Interviewed	0	1	0	0	0	0	1	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	7	2	1	0	2	0	2	1	1	0	1	17

This position was posted on the UConn Health website.

The goal candidates, 1 BM, 2 HM and 1 AM, were not interviewed for the following reasons:

- 1 BM and 2 HM did not have the preferred qualifications of Project Management Professional (PMP) certification, EPIC electronic medical records system experience, and experience managing projects involving EPIC.
- 1 AM did not respond to repeated requests to schedule an interview.

The goal candidate, 1 AM, was interviewed and not selected because he did not have experience in healthcare information technology, and project management was not the major function of his previous positions.

The 1 WM was selected. He had sixteen years of information technology project management experience. During this time, he worked in healthcare supporting hospitals and health plans. For the past two years, he had been responsible for managing human resources implementations for hospitals around the country. Additionally, he had the preferred PMP Certification.

Start Date: 7/15/2022

Requisition Number: 2022-1277

Department: IT Enterprise Technology

Technical Analyst 1

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 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) years of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Preferred Qualifications:

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1277												
Unqualified	1	0	1	0	1	0	2	0	0	0	2	7
Qualified	1	0	1	0	0	1	0	0	0	0	0	3
Interviewed	0	0	1	0	1	0	1	0	0	0	0	3
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	2	0	4	0	2	1	3	0	0	0	2	14

The goal candidate, 1 BM, was selected.
This hire achieved a hiring goal.

Start Date: 8/26/2022
Requisition Number: 2022-864
Department: IT Application Services
Application Architect

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles of application development / database management / systems programming / systems integration and decision support; demonstrated expert knowledge in the principles of client server development; knowledge of the principles and techniques of data modeling, including experience with data modeling tools; considerable knowledge of data warehouse extracts, transformation and load procedures; demonstrated expert knowledge of one or query/reporting tools; considerable knowledge of servers; knowledge of computer operating systems; considerable demonstrated knowledge and understanding of internet tools and technologies, including principles of web application development; expert knowledge of Microsoft application development tools and methodologies; considerable demonstrated knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design; knowledge of technology support; considerable knowledge and demonstrated understanding of personal digital assistant (PDA) programming methodologies, knowledge of the strategy, structures, processes, procedures and key technical elements of the enterprise; ability to develop complex systems and module requirements, ability to write and maintain program documents; ability to define strategies and plans for influencing multiple decision makers; experienced in facilitating sessions that address complex or highly sensitive issues; effective communication and interpersonal skills; understands and can explain the interrelationship of multiple concepts and translates these concepts, ideas and situations into

clear, understandable and simple terms; ability to understand long-term trends and implications of alternative approaches; ability to articulate technical concepts and ideas in support of process improvement to business partners; knowledge of project management tools with proficiency in their use; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Eight (8) years experience of progressively complex programming, system analysis and design experience or data management experience in a multi-platform environment. If the position is for application development, two years of the general experience must have application architecture responsibilities.

Substitution Allowed:

Bachelor's degree in information systems management, engineering or closely related field may be substituted for four (4) years of the general experience

SPECIAL REQUIREMENTS:

Knowledge and understanding of relational databases (Oracle, SQL Server)

Experience with Oracle Software in particular Oracle 19c RDBMS installation, configuration, upgrade, migration, patching and performance of Oracle Software

Experience with Oracle multitenant architecture

RMAN backup and recovery; develop, implement, periodically test backup when needed

Knowledge of Database security (auditing)

Knowledge of Code version management, adhere to change control processes, track projects and tasks using UConn Health systems of choice

Ability to create Oracle accounts

PREFERRED QUALIFICATIONS:

A four-year degree in Computer Science or related field

Proficiency in use of SQL, PL/SQL, Oracle SQL Developer, TOAD

Experience with an integrated enterprise database and the use of database functions, procedures, packages, triggers, indexes, etc.

Experience working with Oracle on Windows

Experience with Exan axiUm Dental EMR, Dental imaging systems, i.e., Medicor, MIPACS,

Dolphin, Infinitt. Experience with SQL based report development tools, SSRS, Crystal

Ability to manage and gate keep multiple environments, E.g., Prod, Clone, Train, Sandbox etc.

Knowledge of web-based applications

Experience installing /upgrading application software

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-864												
Qualified	0	0	0	0	0	0	1	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	1	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	0	0	0	0	1	1	0	0	0	4

This position was posted on the UConn Health website.

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

The goal candidate, 1 AM, was not interviewed because he had accepted another position elsewhere.

The 1 WM was selected. He had sixteen years of database administrator experience. This experience included utilizing Oracle DBA, Oracle 19c, and Oracle Recovery Manager (RMAN). He also had the preferred experience working on the axiUm dental software, and PL/SQL procedural language.

Start Date: 10/21/2022

Requisition Number: 2022-1434

Department: Campus Planning

Project Managers 2, Campus Planning

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of architectural principles as obtained through an architectural degree program

Professional or advanced degree

Considerable knowledge of project management

Knowledge of state design codes and national standards

Knowledge of statutes, regulations and laws governing construction permits

Knowledge of building materials

Knowledge of contract documentation

Knowledge of budget and financial processes

Considerable interpersonal, oral and written communication skills

Organizational skills

Skill in the use of industry related technologies and tools including computer applications and professional office applications

Ability to analyze complex problems utilizing both theoretical knowledge and experience to attain solutions

Considerable administrative ability

Ability to maintain records and prepare reports

Considerable ability to read and interpret plans and specifications for comparison with construction progress
 Mathematical ability
 Ability to resolve technical and management issues at all levels internal and external

EDUCATION AND TRAINING

General Experience:

Bachelor’s degree in architecture, construction management, engineering or related technical field

Five (5) years broad experience in a combination of large-scale construction/project management and design/implementation

SUBSTITUTION ALLOWED:

Master's degree in architecture or engineering or related field may substitute for one (1) year of the general experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1434												
Unqualified	4	1	1	1	0	1	1	0	0	0	0	9
Interviewed	3	0	0	0	0	0	0	0	0	0	1	4
Offer Declined	1	0	2	0	0	0	0	0	0	0	0	3
Hired	2	0	0	0	0	0	0	0	0	0	0	2
Grand Total	10	1	3	1	0	1	1	0	0	0	1	18

This position was posted on 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, 1 HF and 1 AM, did not meet the minimum requirements.

The 1 WM selected had project management experience on capital projects. He had worked as a project manager on Bioscience CT clinical, academic, and research projects through a contractor at UConn Health. He also worked at UConn on code remediation projects.

The 1 WM selected was a licensed Architect with experience managing capital projects in a university setting. He had experience managing complex project types such as designs, redesigns, renovations, and new facilities.

Start Date: 11/18/2022

Requisition Number: 2023-327

Department: Clinical Engineering

Biomedical Cybersecurity Engineer

MINIUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of computer hardware, software and security issues and approaches;
 Considerable knowledge of biomedical devices cybersecurity principles and documentation, cybersecurity tools, network topologies, intrusion detection and secured networks;
 Knowledge in healthcare compliance, cybersecurity federal and state policies, procedures and regulations in designing and implementing systems.
 Knowledge of Biomedical devices;
 Knowledge of vulnerability assessment methods;
 Excellent interpersonal skills with the ability to establish and maintain effective working relationships; solid customer service skills;
 Excellent written and verbal communication skills, with the ability to communicate highly technical concepts to non-technical audiences;
 Analytical and complex problem solving skills with attention to detail;
 Ability to adjust to multiple demands and changing priorities in a high-pressure environment;
 Supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Bachelor's degree in biomedical engineering; technology, or information security-related field and four (4) years of experience in all aspects of cybersecurity preferably in a healthcare environment

SUBSTITUTIONS ALLOWED:

Four (4) years additional work experience with medical devices and/or information security may substitute for the Bachelor's degree.

Master's degree may substitute for one (1) additional year of related experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-327												
Unqualified	1	0	0	1	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	0	0	1	0	0	0	0	0	0	0	3

This position was posted on the UConn Health website.

The BM 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 was selected. He had a bachelor's degree in information technologies with a concentration in cybersecurity and a cybersecurity certificate. He also had experience in medical device cybersecurity and patching of various devices on networks.

Start Date: 12/16/2022

Requisition Number: 2022-1541

Department: Health Marketing and Multimedia Services

Digital Marketing Specialist

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of marketing concepts, terminology, and strategies.

Proficiency working with marketing, communication and design tools;

Strong knowledge of digital marketing tools, processes and technology;

Strong knowledge of and experience with online digital media platforms, such as Google SEM and paid Facebook Ads;

Knowledge of data manipulation tools and online analytics;

Strong quantitative and statistical analytical skills;

Exceptional data management skills;

Excellent business writing, proofreading and editing skills with attention to detail;

Excellent verbal and written communication skills with the ability to illustrate and present data insights and bring simplicity and clarity to design specifications;

Strong interpersonal and relationship building skills to work collaboratively with team members, outside agencies and internal departments;

Ability to edit size and resize images for digital marketing efforts;

Ability to review reports, interpret data and create actionable next steps based on results;

Ability to express new ideas and seek innovative new approaches to challenges;

Ability to understand overall corporate strategic imperatives and align projects accordingly;

Ability to manage/lead multiple projects, priorities, and changing deadlines.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of experience in marketing with at least three (3) years of the total experience in digital marketing working with CRM systems in a healthcare environment.

Substitutions Allowed:

Bachelor's degree in marketing, digital marketing, communications, data analytics or a 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) additional year of the general experience.

Preferred Qualifications:

Bilingual

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1541												
Unqualified	5	6	3	3	3	2	0	1	0	2	1	26
Qualified	6	9	0	2	0	0	1	1	0	2	3	24
Interviewed	0	4	0	0	0	1	0	0	0	0	0	5
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	11	19	3	6	3	3	1	2	0	4	4	56

This position was posted on 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, 3 HM and 2 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 AM, was not interviewed because he did not have experience with the Customer Relationship Management (CRM) platform.

The goal candidate, 1 HF, was interviewed and not selected because it was discovered during the interview that she did not have CRM experience.

The 1 BF was selected. She had social media advertising and marketing experience. She had CRM, data analytics, and reporting experience. Additionally, she provided detailed examples of how she applied new technologies to digital advertising to increase effectiveness of campaigns.

Start Date: 1/13/2023
Requisition Number: 2023-182
Department: Communications
Social Media Specialist

**MINIMUM QUALIFICATIONS REQUIRED:
 KNOWLEDGE, SKILL AND ABILITY:**

- Considerable knowledge of social media platforms and social influencer management tools to optimize engagement;
- Knowledge of content management and web design;
- Excellent written and oral communication skills, strong interpersonal and relationship building skills;
- Strong organizational skills and attention to detail;
- Ability to express new ideas and seek innovative new approaches to challenges;
- Analytical skills;
- Ability to manage multiple projects, prioritize and meet deadlines.

EXPERIENCE & TRAINING:

General Experience:

Six (6) years professional experience in communications including at least two (2) years of social media experience on behalf of a healthcare services, college or university, government agency or other large organization.

SUBSTITUTIONS ALLOWED

Bachelor's Degree in Communications, Journalism or a related field may be substituted for four (4) years of the General Experience.

Master's degree in Communications, Journalism or a related field may be substituted for one (1) additional year of the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-182												
Unqualified	7	15	2	7	2	2	1	0	1	1	3	41
Qualified	4	6	0	1	0	2	0	1	0	3	3	20
Interviewed	0	3	0	1	0	0	0	0	0	0	1	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	11	25	2	9	2	4	1	1	1	4	7	67

This position was posted on the following sites:

- UConn Health website
- Careerbuilder
- Chronicle of Higher Education
- Facebook Blue Collar Groups
- LinkedIn

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

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

The goal candidates, 2 HF, were not interviewed because they did not have social media experience on behalf of healthcare services, colleges, or universities.

The 1 WF was selected. She had experience in social media strategy, implementation, and data analytics. She had experience working in higher education, video editing software, and managing a brand social account. Additionally, she had experience running brand accounts, creating and managing content, collaborating with various entities, and knowledge of similar audiences and how to successfully reach the goals.

Start Date: 1/13/2023
Requisition Number: 2023-487
Department: IT Clinical Systems
Application Architect

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles of application development / database management / systems programming / systems integration and decision support; demonstrated expert knowledge in the principles of client server development; knowledge of the principles and techniques of data modeling, including experience with data modeling tools; considerable knowledge of data warehouse extracts, transformation and load procedures; demonstrated expert knowledge of one or query/reporting tools; considerable knowledge of servers; knowledge of computer operating systems; considerable demonstrated knowledge and understanding of internet tools and technologies, including principles of web application development; expert knowledge of Microsoft application development tools and methodologies; considerable demonstrated knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design; knowledge of technology support; considerable knowledge and demonstrated understanding of personal digital assistant (PDA) programming methodologies, knowledge of the strategy, structures, processes, procedures and key technical elements of the enterprise; ability to develop complex systems and module requirements, ability to write and maintain program documents; ability to define strategies and plans for influencing multiple decision makers; experienced in facilitating sessions that address complex or highly sensitive issues; effective communication and interpersonal skills; understands and can explain the interrelationship of multiple concepts and translates these concepts, ideas and situations into clear, understandable and simple terms; ability to understand long-term trends and implications of alternative approaches; ability to articulate technical concepts and ideas in support of process improvement to business partners; knowledge of project management tools with proficiency in their use; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Eight (8) years experience of progressively complex programming, system analysis and design experience or data management experience in a multi-platform environment. If the position is for application development, two years of the general experience must have application architecture responsibilities.

Substitution Allowed:

Bachelor's degree in information systems management, engineering or closely related field may be substituted for four (4) years of the general experience

PREFERRED QUALIFICATIONS:

Experience with SQL programming

Incumbents in this class must have or achieve within six months EPIC Cogito Fundamentals Certification and EPIC Cogito Project Manager in their assigned areas and specialties and maintain certification while in the position.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-487												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	1	0	0	0	0	0	0	0	0	0	3

This position was posted on the UConn Health website.

The BM 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 was selected. He had twenty-five years of application development and structured query language (SQL) programming experience. He also had six years of experience as technical team lead and one and a half years of experience as a director.

Start Date: 1/27/2023

Requisition Number: 2023-016

Department: IT Enterprise Technology

Technical Analyst 1

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.

Network - knowledge of foundation hardware and familiarity with architectural principles, guidelines and standards in functional area; working knowledge of operating and physical environment requirements for hardware components; understands and interprets the principles of network technology; knowledge in the use of software capacity planning tools; possesses basic 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; ability to apply network theory to set up local network configurations; familiarity with project administration tools and can demonstrate basic proficiency in their use.

Infrastructure - knowledge of system architecture used consistently within or across the organization or enterprise; knowledge of programming language(s) and knowledge of design principles required to produce application modules; 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 - 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' 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) years of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Qualifications:

Experience with Active Directory, user objects, computer objects, OU's, policies
Third party and native automation with Power Shell and other scripting methods

Preferred Qualifications:

Experience building, migrating, securing and upgrading Domain Controllers
Experience creating, analyzing testing and implementing Group policies
Experience supporting third party applications running on a mix of Windows and Linux/Unix Systems

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-016												
Unqualified	9	2	4	2	2	0	1	0	2	0	3	25
Qualified	6	1	5	0	0	0	1	0	1	0	2	16
Interviewed	0	0	0	0	1	0	0	0	0	0	0	1
Withdrew Application	1	1	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	17	4	9	2	3	0	2	0	3	0	5	45

This position was posted on 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, 2 HM and 1 AM did not meet the minimum requirements as posted.

The goal candidate, 1 AM, was not interviewed because he did not have the special qualification of experience with Active Directory.

The goal candidate, 1 HM, was interviewed and not selected because he did not provide detailed responses to technical interview questions. This indicated he did not have subject matter experience related to the position.

The 1 WM was selected. He had the special qualification of experience with Active Directory. He was also a Microsoft Certified Professional and had an A+ certification. He had experience as a systems administrator working with hardware, networks, and computer systems. He also provided detailed responses to all the technical interview questions as well as detailed examples of his customer service experience.

Start Date: 2/24/2023

Requisition Number: 2023-663

Department: IT Clinical Systems

Application Analyst 2

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Knowledge of clinical operations, policies and procedures

Knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Knowledge of the principles of systems analysis, design and decision support

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings

Knowledge and understanding of business process flows

Knowledge of system integration design and development

Knowledge of technology support and ability to take action to ensure customer satisfaction

Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques

Excellent project management techniques

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions

Demonstrated ability to conduct research/information seeking

Demonstrated ability to develop complex solutions and application requirements
Demonstrated ability to write and maintain system documentation
Demonstrates careful attention to details
Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Clinical Care System: Eight (8) years in progressively complex clinical informatics, clinical process redesign, clinical systems analysis, design and implementation experience, two [2] of which must be in an acute care or direct patient care setting.

SUBSTITUTION ALLOWED:

Associate 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, Physician Assistant or closely related field may be substituted for four (4) years of the general experience.

SPECIAL REQUIREMENT:

Demonstrated recent application support experience in analysis, build and testing to support inpatient clinical documentation workflows

Demonstrated ability to work professionally and collaboratively across application teams and directly with the physician community

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.

Incumbents in this class must have or achieve within six months EPIC Inpatient Clinical documentation and/or Stork certification or accreditation in their assigned areas and specialties and maintain certification while in the position.

PREFERRED QUALIFICATIONS:

Current Epic certification in Stork and/or EpicCare Inpatient Clinical Documentation (ClinDoc)
Demonstrated experience with inpatient clinical documentation standards, Maternal Fetal, Labor and Delivery, Newborn and NICU clinical documentation standards.

Familiarity with the following workflows:

Inpatient nursing, Radiology, Respiratory, Dietary, Pulmonary, Neurology, Dialysis or Therapy departments

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-663												
Unqualified	4	1	0	0	0	0	0	2	0	0	0	7
Qualified	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	4	2	0	0	0	0	1	2	0	0	0	9

This position was posted on the UConn Health website.

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

The goal candidate, 1 AM, was not interviewed because he did not respond to requests to schedule an interview.

The 1 WF was selected. She had four years' experience as an Epic analyst with a current Epic certification. She was also an RN with inpatient experience. Additionally, she demonstrated her communication skills by providing clear and complete answers to interview questions.

Start Date: 3/24/2023

Requisition Number: 2022-1218

Department: IT Application Services

Application Developer 3

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Application - Considerable knowledge of principles of application development and decision support; demonstrated expert knowledge in the principles of client server development; knowledge of the principles and techniques of data modeling, including experience with data modeling tools; considerable knowledge of data warehouse extracts, transformation and load procedures; demonstrated expert knowledge of one or more application query/reporting tools;; demonstrated ability to design, develop and implement applications; knowledge and understanding of internet tools and technologies; including principles of web application development; knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design; working knowledge and understanding of personal digital assistant (PDA) programming methodologies, ability to develop complex systems and module requirements. Systems - strong knowledge of multiple computer operating systems; expertise in the hardware/software installation/removal and testing; extensive knowledge of system architecture; excellent project management techniques; expert knowledge in programming language(s) used in the enterprise; expert knowledge of system tools; in-depth understanding of business process flows; in-depth knowledge of system integration design and development, including in-depth knowledge of standard healthcare interface protocols; understanding of the interrelationships between technical elements into business; advanced experience in methods

used to collect client satisfaction metrics across the enterprise; extensive experience in developing and implementing disaster recovery plans; strong knowledge of interface engine and hardware platform and software. Database - Considerable knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup and recovery, data dictionaries, data mining, data warehousing concepts, data disposal/ remnants management and data standardization processes; considerable knowledge of principles, methods, and tools for automating, developing, implementing and administering database management systems. General - ability to communicate effectively and present ideas to the level needs of the audience; ability to take action to ensure customer satisfaction; ability to analyze techniques; strong problem-solving ability and the ability to coach others in problem-solving techniques; demonstrates careful attention to details; strong interpersonal skills; ability to adapt to change; ability to conduct research/information seeking; ability to lead a wide range of teams; supervisory ability; excellent analytical thinking; strong interpersonal skills; knowledge of project management tools with proficiency in their use.

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years' experience in progressively complex programming, system analysis and design or data processing experience in system engineering, application development, operating system and network design/configuration and management including distributed and centralized desktop systems processing models or data management experience in a multi-platform environment.

Substitution Allowed:

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

Special Qualifications:

Experience with MS SQL Server including installation, monitoring and configuration
Previous experience working with third party software vendors
Previous experience gathering system requirements that support SQL related projects
Proficient in troubleshooting and remediation techniques
Basic working knowledge of FTP, sFTP

Preferred Experience:

Experience with tidal Workload Automation, formerly known as Tidal Enterprise Scheduler or similar enterprise scheduling applications
Working knowledge of SQL Server Components such as SSIS, SSRS, SSAS
Knowledge of servers including basic understanding of virtual server environments such as Hyper-V, VMWare
Proficiency in use of T-SQL to support code reviews, problem resolution, data analysis and code optimization
Experience with an integrated enterprise database and the use of database functions such as but not limited to stored procedures, triggers, indexes, check constraints and referential integrity

Capacity planning- planning for initial, short term and long-term growth/usage for database sizing and server environment requirements
 Experience with sFTP Tools - FileZilla and WinSCP and PGP encryption and SSH key pairs

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1218												
Unqualified	1	0	0	0	0	0	0	0	1	0	0	2
Qualified	4	0	0	0	0	0	0	1	0	0	0	5
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	6	0	0	0	0	0	0	2	1	0	0	9

This position was posted on the UConn Health website.

The BM 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 AF was selected. She had twenty years of experience as a business systems analyst and software engineer working with progressively complex programming, system analysis and design. She also had experience working with Microsoft Structured Query Language (SQL) Server database programming and administration. Additionally, she had experience managing third party vendor software, and had experience with problem-solving, planning and database analysis. Furthermore, she had the preferred experience using tools like SSRS, SSAS, and T-SQL.

Start Date: 3/24/2023

Requisition Number: 2023-519

Department: Contracts

Legal Contract Specialists 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Solid understanding of contract law; demonstrated ability to independently draft routine to moderately complex contracts; excellent oral and written communication skills; excellent interpersonal skills; excellent typing/word-processing skills; strong working knowledge of MS Word, Excel and Outlook (or similar programs); good organizational skills; attention to detail; and proven ability to work on multiple projects simultaneously, develop alternate approaches to difficult problems, and facilitate solutions in a fast-paced environment.

EXPERIENCE AND TRAINING:

General Experience:

Legal Contract Specialist II

Seven (7) years of professional experience in a legal/paralegal or contract-related role, including experience drafting and negotiating contracts and/or advising internal clients about contractual terms and conditions in the context of applicable laws and regulations.

Substitutions:

An undergraduate degree in a related field may be substituted for two (2) years of the general experience. Or an undergraduate degree in any field accompanied by a law degree may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

- * Experience drafting and negotiating contract language in a hospital, academic medical center, public university, or healthcare environment.
- * Experience negotiating contracts for IT hardware, software, maintenance/support, and consulting services.
- * Knowledge of data privacy and security laws and regulations applicable to IT contracts, particularly in a healthcare environment.
- * Legal/paralegal experience or law degree.
- * Knowledge of State of CT contract language requirements.
- * Excellent interpersonal communication (written and oral) negotiation and presentation skills.
- * Strong sense of urgency, ownership of assignments, and customer service with focus on problem solving.
- * Team player who collaborates with their colleagues to ensure that a project is completed successfully.
- * Strong working knowledge of MS Word, excel and Outlook.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-519												
Unqualified	1	2	1	1	0	1	0	0	0	0	0	6
Qualified	1	2	1	0	0	1	0	0	0	0	2	7
Interviewed	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	2	7	2	1	0	4	0	0	0	0	2	18

This position was posted on the UConn Health website.

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

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

The goal candidate, 1 HF, was not interviewed because she did not have the preferred experience drafting and negotiating contract language.

The goal candidates, 2 HF, were interviewed and not selected for the following reasons:

- 1 HF did not have experience drafting and negotiating contract language in a hospital, academic medical center, public university, or healthcare environment.
- 1 HF indicated she needed a higher salary level than we could offer.

The 1 WF selected was an attorney with experience handling healthcare contracts, including the types of transactions that are processed through the Contracts Department. Her cover letter and resume were written well, and she provided concise responses to interview questions.

The 1 WF selected had experience drafting and negotiating complex contract language in the context of specialty insurance products, which was like healthcare due to the complexity and regulations. She also had the preferred experience with cyber-liability insurance. Additionally, her resume was well-written, and she provided concise responses to interview questions.

Start Date: 4/21/2023

Requisition Number: 2023-714

Department: IT Application Services

Application Analyst 1

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Abilities:

Considerable knowledge of the principles of systems analysis, design and decision support

Considerable knowledge of clinical operations, policies and procedures

Considerable knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Considerable knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, EHR data model diagrams, data conversion and transformation mappings).

Knowledge of computer technology support and capabilities.

Considerable logical, analytical, problem solving and interpretive skills

Ability to take action to ensure customer satisfaction

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions.

Demonstrated ability to write and maintain system documentation and user how to guides.

Ability to pay careful attention to details

Demonstrated ability to analyze techniques and develop solutions to problems in a timely manner.

Effective oral and written communication skills and good interpersonal skills.

Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

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.

Clinical Financial System: Six [6] years in health care including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

SPECIAL REQUIREMENTS:

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.

Incumbents in this class must have or achieve within six months Epic Clinical Informatics certification in their assigned areas and/or specialties and maintain certification while in the position.

PREFERRED QUALIFICATIONS:

Experience as a systems administrator with hospital clinical applications. Special consideration will be given to individuals with experience in any of the following systems: Provation, Onbase, Mosaiq, Rauland Nurse Call, Voalte, Connexall, Dragon DMO

Experience with data extraction tools Knowledge of HL7 interfaced transactions and workflow.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-714												
Unqualified	0	0	1	1	0	1	0	0	0	0	0	3
Qualified	4	7	0	0	0	1	1	0	0	1	1	15
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	4	9	1	1	0	2	1	0	0	1	1	20

This position was posted on the UConn Health website.

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

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

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

- 1 HF did not have experience as a systems administrator with a hospital clinical application.
- 1 AM did not have the experience with system administration of Dragon Medical One (DMO) speech recognition system and Dragon DMO training. He also did not have

experience extracting data using structured query language (SQL). Additionally, he did not have experience with workflow design, product life cycle, and documentation of processes.

The 1 WF was selected. She had experience as a system administrator in Dragon DMO as well as a trainer and developed training programs. She also had experience extracting data using SQL, workflow design, documentation of processes, and performance improvement. Additionally, she had experience in Life Cycle and applications.

Start Date: 4/21/2023

Requisition Number: 2023-821

Department: Academic Information Technology Services

Business System Analyst

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & 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 relational databases 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; supervisory ability;

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years' relevant experience may include business administration, medical administration, clinical information systems planning, project management, installation and support.

Substitution:

Bachelor's degree in Computer Science, Management Information Systems, Engineering or a closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

Experience with REDCAP use, upgrades, management

Experience working with IT and other business units to keep the system up to date.

Experience evaluating code/API prior to deployment

Experience working in an academic medical center
 Familiarity with the clinical research process and procedures
 Experience using Epic for research
 Experience with supporting researchers on the utilization of slicer-dicer and COSMOS.
 Experience developing workflows, policies, and procedures for the utilization of Epic for research.
 Experience collaborating with other Epic team members on fulfilling research request for research.
 Experience with SQL Programming
 Epic Clinical Informaticist certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-821												
Unqualified	1	2	0	1	0	2	1	0	0	0	0	7
Qualified	1	0	0	0	0	0	0	1	0	0	0	2
Interviewed	0	2	0	0	0	0	0	1	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	5	0	1	0	2	1	2	0	0	0	13

This position was posted on 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, 2 HF and 1 AM, did not meet the minimum requirements as posted.

The 1 WF was selected. Her responses to interview questions regarding technical and project management skills were all focused on her medical research and medical school experience. She also provided detailed examples of her ability to communicate effectively with information technology and other business units.

Start Date: 5/5/2023

Requisition Number: 2023-1049

Department: Curricular Affairs

Administrative and Clinical Systems Coordinator

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development

Considerable knowledge of the principles of information systems

Knowledge of computer operating systems

Considerable knowledge of principles and theories of business and planning functions
 Knowledge of the principles and techniques of business information systems re-engineering
 Considerable knowledge of the capabilities of computer technology
 Knowledge of project management principles and techniques
 Considerable oral and written communication skills
 Considerable problem-solving skills
 Project coordination skills
 Considerable interpersonal skills
 Considerable ability to prepare reports, documentation and other written materials
 Considerable ability to identify, analyze and resolve complex business and technical problems
 Some supervisory ability.

EDUCATION AND TRAINING:

General Experience: Eight (8) years' relevant experience, which may include business, medical administration, clinical information systems planning, project management, installation and support.

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 to a maximum of four (4) years.

PREFERRED QUALIFICATIONS:

Experience working with students in Graduate or Undergraduate Medical Education (medical school)
 Experience with student scheduling
 Experience with compiling, analyzing, and presenting data.
 Experience with Databases, including Blackboard (HuskyCT) and Oasis
 Ability to work occasional evening hours for meetings and events

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1049												
Unqualified	0	2	0	1	1	1	0	0	0	0	0	5
Qualified	1	2	0	0	0	1	0	0	0	1	0	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	4	0	1	1	3	0	0	0	1	0	11

A goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 5/19/2023
Requisition Number: 2023-813
Department: Campus Planning
Project Manager 2, Campus Planning

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of architectural principles as obtained through an architectural degree program
Professional or advanced degree
Considerable knowledge of project management
Knowledge of state design codes and national standards
Knowledge of statutes, regulations and laws governing construction permits
Knowledge of building materials
Knowledge of contract documentation
Knowledge of budget and financial processes
Considerable interpersonal, oral and written communication skills
Organizational skills
Skill in the use of industry related technologies and tools including computer applications and professional office applications
Ability to analyze complex problems utilizing both theoretical knowledge and experience to attain solutions
Considerable administrative ability
Ability to maintain records and prepare reports
Considerable ability to read and interpret plans and specifications for comparison with construction progress
Mathematical ability
Ability to resolve technical and management issues at all levels internal and external

EDUCATION AND TRAINING

General Experience:

Bachelor degree in architecture, construction management, engineering or related technical field
Five (5) years broad experience in a combination of large-scale construction/project management and design/implementation

SUBSTITUTION ALLOWED:

Master's degree in architecture or engineering or related field may substitute for one (1) year of the general experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-813												
Unqualified	5	2	0	0	0	0	0	0	0	0	0	7
Qualified	2	0	0	0	1	0	0	1	0	0	0	4
Interviewed	3	1	1	0	0	0	0	0	0	0	0	5
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	11	3	1	0	1	0	0	2	0	0	0	18

This position was posted on the UConn Health website.

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

The goal candidate, 1 HM, was not interviewed because his duties in this previous position were focused on the construction process and not the project management process.

The 1 AF was selected. She had project management experience at an academic medical center where she had worked on multiple projects of various sizes, duration, and complexity. She also had used project management systems that are utilized by UConn Health. Additionally, she had experience in a design firm.

Start Date: 5/19/2023

Requisition Number: 2023-969

Department: IT Clinical Systems

Application Developer 1

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Good working knowledge of the principles of application development and decision support; basic understanding of the principles of client server development; basic understanding of the principles and techniques of data modeling, with experience with data modeling tools desired; basic knowledge of data warehouse extract, transformation and load procedures; working knowledge of at least one or more, but not limited to, the following query/reporting tools: Cognos, MS Access, DBMS report writer, Transact Structured Query language (SQL), Filemaker Pro, Crystal Reports, COBOL, Focus or as specified; working knowledge of SQL servers 6.5 and higher desired; good working knowledge of mainframe or computer operating systems including but not limited to Microsoft Windows, 98, 2000, NT, XP and Unix platforms; good working knowledge of at least one Microsoft application development tools/methodology, including but not limited to, Access, Visual Basic, Visual Interdev, .Net, ActiveX, java script, HTML; demonstrated ability to design, develop and implement simple to moderately complex applications utilizing at least one Microsoft development tool; knowledge and understanding of internet tools and technologies, including principles of web application development desired ;

knowledge of distributed systems architecture, networks, middleware or object-oriented analysis design desired; knowledge of technology support; ability to write and maintain program documents; ability to think logically and analytically, follow instructions and pay close attention to details; oral and written communication skills; interpersonal skills.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years’ experience in programming or system analysis and design or database management.

Substitution Allowed:

Associate Degree in Computer Programming may be substituted for two (2) years of the general experience or Bachelor's degree in Computer Programming

Special Requirements:

Must have or obtain EPIC Cogito Fundamentals Certificate within the first 6 months of employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-969												
Unqualified	1	0	0	2	1	0	1	1	1	0	2	9
Qualified	1	1	0	0	0	0	0	1	0	0	0	3
Interviewed	1	0	0	0	2	0	1	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	1	0	2	3	0	2	2	1	0	2	17

This position was posted on 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, 1 HM and 1 AM, did not meet the minimum requirements as posted.

The goal candidates, 2 HM and 1 AM, were interviewed and not selected for the following reasons:

- 1 HM was unable to provide detailed responses to interview questions in the following areas: application development; principles and techniques of data modeling.
- 1 HM was unable to provide detailed responses to interview questions based on application development. He also did not provide detailed examples regarding his customer service skills.
- 1 AM needed a H-1B visa and this position does not support a visa.

The 1 WM was selected. He had a bachelor’s degree in computer science, a programming certificate, and experience with programming on the client and server side. He also had

experience with the EPIC medical records system. Additionally, he provided detailed responses to interview questions regarding application development and principles and techniques of data modeling as well as detailed examples of his customer service skills.

Category 3M: Nurse Practitioner

Hiring goals: 5 HF, 1 AM, 1 AF

Hiring into Category: 2 WM, 24 WF, 2 BF, 1 HF, 2 AF

Goals Met: 1 HF, 1 AF

Start Date: 6/17/2022

Requisition Number: 2022-1111

Department: Obstetrics and Gynecology

Nurse Practitioner

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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 or a Graduate of an accredited Physician Assistant program.

Connecticut Controlled Substance license and DEA license

Incumbents in this class must possess and maintain a valid license to practice Advance Nursing or Physician Assistant in the State of Connecticut

SPECIAL REQUIREMENT:

Minimum 1-2 years current outpatient or inpatient OB/GYN APRN or PA experience required.

BLS Certification

PREFERRED QUALIFICATION:

Two or more years OB/GYN APRN/PA experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1111												
Unqualified	0	3	0	0	0	1	0	0	0	0	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	0	0	1	0	0	0	0	0	7

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had ten years of nurse practitioner experience in women's health which included experience as an adjunct professor for labor and delivery and obstetrics rotations. She was also able to articulate her patient counseling and education experience.

Start Date: 7/1/2022

Requisition Number: 2022-927

**Department: Intermediate Unit
Nurse Practitioner**

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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 and maintain a valid license to practice Advance Nursing in the State of Connecticut

SPECIAL REQUIREMENT:

Minimum of 3 years nursing experience with inpatient cardiology or cardiothoracic surgery patients.

PREFERRED QUALIFICATION:

Two years inpatient acute care nurse practitioner experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-927												
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	3	0	0	0	0	0	1	0	0	0	4

The goal candidate, 1 AF, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-1011

Department: Osteoporosis

Nurse Practitioner

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

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:

Registered Nurse, and completion of an accredited Nurse Practitioner program.

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED QUALIFICATIONS:

Experience working with Osteoporosis patients

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1011												
Unqualified	0	0	0	1	0	0	0	0	0	0	0	1
Qualified	0	3	0	0	0	0	0	0	0	0	0	3
Interviewed	0	4	0	0	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	8	0	1	0	0	0	0	0	0	0	9

This position was posted on the UConn Health website.

The AF goal was met with a previous hire and was no longer an established hiring goal. Goal candidates did not apply for this position.

The 1 WF was selected. She had two years of nurse practitioner experience. Her experience included working with osteoporosis patients. Additionally, she had experience with electronic medical records systems.

Start Date: 8/26/2022

Requisition Number: 2022-040

Department: Intensive Care Unit

Nurse Practitioner

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 Nurse Practitioner (APRN) program

Current unencumbered 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 Nurse Practitioner (APRN)

BLS & ACLS (if selected, must acquire prior to start date)

PREFERRED:

Inpatient critical care APRN experience

ACNP or AG-ACNP

Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-040												
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	0	0	0	1	0	0	0	0	0	4

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she did not have critical care experience. She also graduated in August from a nurse practitioner program and did not yet have a nurse practitioner license.

The 1 WF, a part-time UConn Health employee, was selected. She had five years of experience as a registered nurse experience in critical care. She had experience as a nurse practitioner with clinical rotations in critical care. Additionally, she had six months of nurse practitioner experience.

Start Date: 8/26/2022

Requisition Number: 2022-1241

Department: Neag Cancer Center

Nurse Practitioner

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 first year
- Surgical oncology experience, radiation oncology experience, infusion experience
- EPIC experience
- Cancer Survivorship experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1241												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had two years of nurse practitioner experience in palliative medicine concentrated in the inpatient and outpatient oncology population. She also held a specialty certification as an Advanced Certified Hospice and Palliative Nurse (ACHPN).

Start Date: 9/9/2022
Requisition Number: 2022-1074
Department: UMG-Orthopedics
Nurse Practitioner

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

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; counseling skills; considerable interpersonal skills; oral and written communication skills; 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 - APRN

Certified Advanced Practice Nurse.

General Experience - PA

Bachelor's degree and completion of the two (2) year accredited and approved physician's assistant certification program.

Preferred Requirements:

Experience working with orthopedic patients in either an inpatient or outpatient setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1074												
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	1	0	0	0	0	0	0	3
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	4	0	0	1	1	0	0	0	1	1	8

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 9/9/2022
Requisition Number: 2022-1190
Department: N.N.I.C.U.
Nurse Practitioner

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 Nurse Practitioner Certification program. Possess or be eligible for a license to practice in the State of Connecticut. Must be a Certified Advance Practice Nurse
 PA - Bachelor's degree and completion of a two years accredited and approved physician assistant certification program. 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1190												
Qualified	0	2	0	0	0	0	0	0	0	0	1	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	0	0	0	0	0	0	0	0	1	4

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF, a part-time UConn Health employee, was selected. She had worked for the past two years in the Neonatal Intensive Care Unit (NICU) as a registered nurse. She graduated from a

Neonatal Nurse Practitioner program in May 2022 and completed her clinical rotations in the NICU and the Connecticut Children’s Level IV NICU.

Start Date: 9/23/2022
Requisition Number: 2022-1265
Department: UMG - Family Medicine
Nurse Practitioner

**MINIMUM QUALIFICATIONS:
 KNOWLEDGE, SKILLS & ABILITY**

- 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
- Counseling skills
- Considerable interpersonal skills
- Oral and written communication skills
- 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:

Registered Nurse, and completion of an accredited Nurse Practitioner program.

SPECIAL REQUIREMENT:

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.
 Demonstrate applicable work experience to Family Medicine experience, including the ability to see patients of all ages. May have worked as RN in the specialty.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1265												
Qualified	0	2	0	0	0	0	0	0	0	0	1	3
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	0	7	0	0	0	0	0	0	0	0	1	8

These positions were posted on the UConn Health website.

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

Goal candidates did not apply for these positions.

The 1 WF selected had two years of experience as a nurse practitioner in family medicine.

The 1 WF selected had twenty years of experience as a registered nurse in multiple environments and specialty areas. She also completed her nurse practitioner clinical hours in family medicine.

Start Date: 10/7/2022

Requisition Number: 2022-557

Department: Surgery Orthopedics

Nurse Practitioner

MINIMUM REQUIREMENTS:

Graduate of an accredited Physician Assistant Program.

Current unencumbered Physician Assistant License in the State of CT.

ACLS certification

PREFERRED REQUIREMENTS:

Two (2) years Surgical Physician Assistant experience with at least one (1) year of neurosurgical experience. (Willing to train new graduates)

SPECIAL REQUIREMENTS:

Incumbents in this class must pass the National Commission on Certification of Physician Assistants certifying examination within two (2) years of graduation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-557												
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	3	0	0	0	0	0	0	0	0	2	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	0	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	7	0	1	0	0	0	0	0	0	2	11

These positions were posted on the following websites:

- American Academy of Physician Assistants
- UConn Health

This position had been posted for both a physician assistant and a nurse practitioner because they have similar job duties and are in the same salary grade.

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

The 1 WF was selected. She had four years of nurse practitioner experience in Neurosurgery. She also had completed Surgical First Assist certification, and she had experience in spine surgery.

Start Date: 10/21/2022

Requisition Number: 2022-832

Department: UMG-Surgery - Urology

Nurse Practitioner

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 and 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:

Registered Nurse and completion an accredited Nurse Practitioner program.

Incumbents in this class must possess a valid license to practice in the State of Connecticut

PREFERRED:

1-year APRN experience

Urology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-832												
Qualified	0	0	0	0	0	1	0	0	0	0	1	2
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	0	0	0	1	0	1	0	0	1	4

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she accepted another position at UConn Health.

The 1 WF was selected. She had three years of experience as a nurse practitioner in Urology. She had twelve years of experience as a registered nurse in Urology. Additionally, she provided clear and detailed responses to interview questions regarding urology knowledge and experience.

Start Date: 10/21/2022

Requisition Number: 2022-1459

Department: Neag Cancer Center

Nurse Practitioner

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology, 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
Knowledge of different disciplines and disease states

Knowledge of medication and their interactions and reactions

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

Skill in performing invasive procedures such as aspirations, punch biopsies, and removing drains/sutures/staples

Ability to work independently, ability to work under pressure, 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 license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

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) BLS certification within six (6) months of hire

PREFERRED REQUIREMENTS:

Hematology Oncology/Medical Oncology APRN experience
Chemotherapy experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1459												
Qualified	1	1	0	1	0	0	0	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	4	0	1	0	0	0	0	0	0	0	6

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had seven years of experience as a registered nurse, with three of those years at UConn Health.

Start Date: 10/21/2022

Requisition Number: 2022-1460

Department: Intermediate Unit

Nurse Practitioner

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

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; or

Certified Physician Assistant who has completed an accredited PA educational program

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse or PA

Special requirements:

Minimum of 3 years' experience with inpatient adult cardiology or cardiothoracic surgery patients

Preferred experience:

2 years inpatient acute care APRN or PA experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1460												
Qualified	0	0	0	1	0	0	0	1	0	0	0	2
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	1	0	0	0	1	0	0	0	6

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had six years of experience with inpatient adult cardiology surgery patients. She also provided detailed responses to interview questions.

Start Date: 10/21/2022

Requisition Number: 2023-103

Department: Psychiatric Clinic

Nurse Practitioner

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 and 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:
MINIMUM REQUIREMENTS:**

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 Registered Nurse. Must possess and maintain certification as an Advance Practice Registered Nurse in Psychiatry PMHNP--BC

SPECIAL REQUIREMENTS:

Must have at least 1-year full-time experience working with patients with mental illnesses (with and without co-morbid addictions) and be able to prescribe psychotropic drugs

PREFERRED EXPERIENCE:

EPIC experience
Experience providing direct psychiatric care in an outpatient setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-103												
Unqualified	0	2	1	0	0	0	0	0	0	0	0	3
Qualified	0	4	0	0	0	0	0	0	0	0	1	5
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	6	1	1	0	0	0	1	0	0	1	10

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 BF was selected. She had one year of experience as a nurse practitioner, providing direct psychiatric care in an outpatient setting. Her experience included clinical interviewing and individual, group and family psychotherapy. Additionally, she had knowledge of current modalities of treatment available for psychiatric patients, with an emphasis on interdisciplinary team approaches.

Start Date: 11/18/2022
Requisition Number: 2022-902
Department: Adult Sickle Cell Unit
Nurse Practitioner

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 and 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:

Hemophilia experience
Sickle Cell experience
Outpatient clinic experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-902												
Qualified	0	3	1	3	0	0	0	0	0	0	0	7
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	3	1	4	0	0	0	0	0	0	0	8

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 BF was selected. She had the preferred experience with hemophilia, sickle cell, and in outpatient clinics. She had completed her nurse practitioner clinical rotation at the UConn Health New England Sickle Cell Institute.

Start Date: 12/16/2022
Requisition Number: 2023-086
Department: UMG-Maternal Fetal Medicine
Nurse Practitioner

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY

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
Counseling skills
Considerable interpersonal skills
Oral and written communication skills
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:

Graduate of an accredited Nurse Practitioner (APRN) Program
Current unencumbered 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 Nurse Practitioner (APRN).
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 through employment.

PREFERRED QUALIFICATIONS:

APRN OB/GYN Clinic Experience, including:

Providing prenatal care, family planning services and obstetric and gynecologic screening services
Performing procedures, including but not limited to PAP smears
Counseling and educating patients about preventive measures to avoid illnesses specific to Women's Health

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-086												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	4	0	0	0	1	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	0	0	1	0	0	0	0	0	7

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she did not have current experience working in maternal and fetal medicine. Her experience was over two years ago.

The 1 WF was selected. For the past three years, she had been a nurse practitioner in maternal and fetal medicine. She had experience providing prenatal care, family planning services and obstetric and gynecologic screening services. Additionally, she had experience performing office procedures, counseling, and educating patients on women's health.

Start Date: 12/16/2022

Requisition Number: 2023-270

Department: UMG-General Obstetrics

Nurse Practitioner

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

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:

Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut

SPECIAL REQUIREMENT:

Applicable work experience in Women's Health. May have worked as RN in the specialty. 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 through employment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-270												
Unqualified	0	2	0	0	0	0	0	0	0	0	0	2
Qualified	0	3	0	1	0	1	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	1	0	1	0	0	0	0	0	8

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because her experience was primarily as a lactation counselor.

The 1 WF was selected. She had eleven years of experience as a nurse practitioner in women's health. She also worked as a nurse practitioner in UConn Health's Women's Health department for two years.

Start Date: 1/13/2023

Requisition Number: 2023-371

Department: Intensive Care Unit

Nurse Practitioner

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 Nurse Practitioner (APRN) program
 Current unencumbered 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 Nurse Practitioner (APRN)
 BLS & ACLS (if selected, must acquire prior to start date)

PREFERRED:

Inpatient critical care APRN experience
 ACNP or AG-ACNP
 Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-371												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for these positions.

The 1 WF was selected. She had fourteen years of experience as a nurse practitioner in neurocritical care. Her experience included central line and arterial line procedures. She also provided clear, detailed examples of her ability to communicate and work effectively with other health care professionals.

Start Date: 1/13/2023
Requisition Number: 2022-649
Department: Neag Cancer Center
Nurse Practitioner

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 and 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:

Registered Nurse and completion an accredited Nurse Practitioner program.
 Incumbents in this class must possess a valid license to practice in the State of Connecticut

SPECIAL REQUIREMENT: 6 months APRN experience

PREFERRED:

APRN Hematology oncology experience
 Chemotherapy experience
 EPIC experience.
 Women's Health experience
 Gynecologic oncology experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-649												
Qualified	1	5	0	1	0	0	0	0	0	0	0	7
Interviewed	0	2	0	0	0	0	0	1	0	0	0	3
Withdrew Application	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	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	10	0	1	0	0	0	1	0	0	0	13

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had ten years of experience as a registered nurse in oncology. She also completed a nurse practitioner clinical rotation in gynecologic oncology.

Start Date: 9/23/2022

Requisition Number: 2022-829

**Department: Intensive Care Unit
Nurse Practitioners**

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 Nurse Practitioner (APRN) program

Current unencumbered 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 Nurse Practitioner (APRN)

BLS & ACLS (if selected, must acquire prior to start date)

PREFERRED:

Inpatient critical care APRN experience

ACNP or AG-ACNP

Neuro-critical care experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-829												
Qualified	0	1	0	0	0	0	0	1	0	0	1	3
Hired	1	1	0	0	0	0	0	0	0	0	0	2
Grand Total	1	2	0	0	0	0	0	1	0	0	1	5

These positions were posted on the UConn Health website.

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

Goal candidates did not apply for these positions.

The 1 WM selected had three years of experience care as a registered nurse in critical care. He also had experience as a nurse practitioner with clinical rotations in critical care.

The 1 WF selected had four years of experience as a registered nurse in cardiothoracic critical care. She also had nurse practitioner experience with clinical rotations in cardiology critical care.

Start Date: 1/13/2023

Requisition Number: 2022-1534

Department: UMG-Geriatrics

Nurse Practitioner

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

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

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

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:

Graduate of an accredited Nurse Practitioner (APRN) Program
 Current unencumbered 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 Nurse Practitioner (APRN).
 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 through employment.

PREFERRED QUALIFICATIONS:

Clinical experience in the care of older adults with either cerebrovascular and/or cognitive disorders.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1534												
Qualified	0	1	0	0	0	0	0	1	0	0	0	2
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	3	0	0	0	0	0	2	0	0	0	5

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 AF was selected. She had five years of clinical research, educational, geriatrics and neurology experience. She also had the preferred experience as a nurse practitioner with cognitive disorders such as dementia.

Start Date: 1/27/2023
Requisition Number: 2022-614
Department: UMG-Gynecology
Nurse Practitioner

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 and counseling skills.
 Considerable interpersonal skills; oral and written communication skills.
 Skill in performing invasive procedures.
 Ability to work independently, decision making ability, ability to work under pressure.
 Ability to formulate plans of care.

EXPERIENCE AND TRAINING:

General Experience:

Registered Nurse, and completion of an accredited Nurse Practitioner program.

SPECIAL REQUIREMENT:

Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.
 Previous APRN OB/GYN Clinic experience, including:
 Providing prenatal care, family planning services and obstetric and gynecologic screening services.
 Conducting primary and specialty care services for premenopausal and postmenopausal women.
 Performing procedures, including but not limited to PAP smears and biopsies.
 Counseling and educating patients about preventive measures to avoid illnesses specific to Women's Health.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-614												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	0	1	0	0	0	0	0	2
Interviewed	0	3	0	0	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	1	0	1	0	0	0	0	0	8

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she was previously interviewed for another position and her experience was primarily as a lactation counselor.

The 1 WF was selected. She had eight years of experience as a nurse practitioner in women's health. Her experience included providing prenatal and postnatal care for mothers. She also performed in office procedures such as Endometrial biopsies.

Start Date: 2/10/2023
Requisition Number: 2023-273
Department: UMG-Internal Medicine Simsbury
Nurse Practitioner

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY

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
 Counseling skills
 Considerable interpersonal skills
 Oral and written communication skills
 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:

Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut, and

SPECIAL REQUIREMENT:

Applicable work experience related to Internal Medicine. May have worked as RN in the specialty.
 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 through employment.

PREFERRED QUALIFICATIONS:

One year experience working in Internal Medicine

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-273												
Interviewed	0	4	0	0	0	0	1	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	0	0	1	0	0	0	0	6

This position was posted on the UConn Health website.

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

The goal candidate, 1 AM, was interviewed and not selected because he was a recent graduate of a nurse practitioner program and did not have licensure as a nurse practitioner in the state of Connecticut.

The 1 WF was selected. She had seven years of experience as a nurse practitioner, with the preferred qualification in internal medicine.

Start Date: 3/10/2023

Requisition Number: 2023-461

Department: Neag Cancer Center

Nurse Practitioner

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology, 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

Knowledge of different disciplines and disease states

Knowledge of medication and their interactions and reactions

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

Skill in performing invasive procedures such as aspirations, punch biopsies, and removing drains/sutures/staples

Ability to work independently, ability to work under pressure, 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 license to practice in the State of Connecticut

SPECIAL REQUIREMENT:

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) BLS certification within six (6) months of hire

PREFERRED REQUIREMENTS:

Oncology APRN experience
Hematology Oncology APRN experience
Chemotherapy experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-461												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	1	2	0	0	0	0	0	0	0	0	0	3
Interviewed	0	2	0	1	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	6	0	1	0	0	0	0	0	0	0	8

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had four years of registered nurse experience in oncology, and seven months of nurse practitioner experience in oncology.

Start Date: 3/24/2023

Requisition Number: 2023-623

Department: Cardiology

Nurse Practitioner

**MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILLS & ABILITY
Nurse Practitioner**

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

Counseling skills

Considerable interpersonal skills

Oral and written communication skills

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.

Physician Assistant

Considerable knowledge of anatomy and physiology.
Knowledge of different disciplines and disease states.
Knowledge of medications and their interactions and reactions.
Counseling skills.
Considerable interpersonal skills.
Ability to work independently.
Ability to work under pressure.
Ability to formulate plans of care.

EXPERIENCE AND TRAINING:

Nurse Practitioner

Must possess and maintain a licensure as an Advanced Practice Registered Nurse in the State of Connecticut

Physician Assistant

Bachelor's degree and completion of the two (2) year accredited and approved physician assistant certification program, and
Must possess and maintain Physician Assistant licensure 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)).

SPECIAL REQUIREMENT:

Nurse Practitioner

Applicable work experience in Cardiology may have worked as RN in the specialty.

Physician Assistant

Must pass the National Commission on Certification of Physicians Assistants certifying examination within two years of graduation. Once certified, must possess and maintain certification.

Both

Must possess and maintain American Heart Association (AHA) Basic Life Support (BLS) certification for healthcare providers.
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 through employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-623												
Unqualified	0	0	0	0	0	0	0	1	0	0	0	1
Qualified	0	2	0	0	0	1	0	2	0	0	1	6
Interviewed	0	4	0	0	0	1	0	0	0	0	0	5
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	6	0	0	0	2	0	3	0	0	1	13

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she did not have the preferred cardiology experience.

The goal candidate, 1 HF, was interviewed and not selected. She was a UConn Health employee and University Health Professional (UHP) union member, UHP union members have contractual bargaining rights to be interviewed. She did not have cardiology experience.

The 1 WM was selected. She had ten years of cardiology experience as a nurse practitioner. Her experience included heart failure, cardiac surgery, and diagnostic cardiology.

Start Date: 4/7/2023

Requisition Number: 2022-956

Department: Cardiology

Nurse Practitioner

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology. Knowledge of cardiac disciplines and disease states; knowledge of medication and their interactions and reactions. Physical assessment skills; counseling skills. Oral and written communication skills. Considerable interpersonal skills. Strong working knowledge of rhythm disturbances, cardiac drugs and emergency care.

EDUCATION AND TRAINING

General Experience:

Graduate of an accredited PA Program or completion of an accredited Nurse Practitioner program

Current unencumbered Physician Assistant (PA) or Nurse Practitioner (APRN) License in the State of CT

Connecticut Controlled Substance license and DEA license

ACLS certification required.

SPECIAL REQUIREMENTS:

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).

PREFERRED QUALIFICATIONS:

Experience in a busy Cardiology outpatient clinic or hospital-based service

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-956												
Unqualified	0	0	0	0	1	0	0	0	0	0	0	1
Qualified	0	4	0	0	0	1	0	3	0	0	0	8
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Withdrew Application	0	0	0	0	0	0	0	1	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	7	0	0	1	1	0	4	0	0	0	13

This position was posted on the UConn Health website.

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

The goal candidate, 1 HF, was not interviewed because she did not have the preferred cardiology experience.

The 1 WF, a part-time UConn Health employee was selected. She had five years of cardiology experience as a registered nurse. She also completed her nurse practitioner clinical rotation in the cardiology department.

Start Date: 5/5/2023

Requisition Number: 2023-570

Department: UMG-Urogynecology

Nurse Practitioner

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS & ABILITY**

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

Counseling skills

Considerable interpersonal skills

Oral and written communication skills
 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:

Must possess and maintain a licensure as an Advanced Practice Registered Nurse (APRN) in the State of Connecticut

SPECIAL REQUIREMENT:

Applicable work experience in Urology or Gynecology. May have worked as RN in the specialty.
 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 through employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-570												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	0	0	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WF was selected. She had previously worked at UConn Health for one year as a registered nurse. She also had completed a gynecology rotation as a nurse practitioner.

3M. (Nurse Practitioner) Hires – Part Time to Full Time – Adjusted Work Schedule

Nurse Practitioner (Neag Cancer Center)

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

Nurse Practitioner (Intensive Care Unit)

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

Nurse Practitioner (Endocrinology)

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

Category 4A: Office Assistant

Hiring goals: 8 WM, 1 AF

Hiring into Category: 7WF, 5 BF, 3 HF, 2 TF

Goals Met: None

Start Date: 6/17/2022

Requisition Number: 2022-1321

Department: Obstetrics and Gynecology

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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:

Experience admitting patients using Epic and mini registration using Epic.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1321												
Unqualified	0	3	0	0	0	0	0	0	1	0	0	4
Qualified	0	7	0	3	0	3	0	1	0	0	1	15
Interviewed	0	0	0	2	0	1	0	0	0	1	0	4
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	10	0	6	0	4	0	1	1	1	1	24

This position was posted on the UConn Health website.

The goal candidate, 1 AF, was not interviewed because she did not have hospital/medical clerical experience.

The 1 BF was selected. She had hospital experience utilizing EPIC (electronic medical records system) to admit and discharge patients. She also provided clear and concise responses to interview questions.

Start Date: 7/1/2022

Requisition Number: 2021-137

Department: Patient Financial Services

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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
- Demonstrated knowledge of Third-Party Reimbursements, co-pays, referrals, financial classes and carrier codes
- Knowledge of EPIC
- Two (2) years of experience in Medicare Hospital Claims follow-up, denial management, billing and credit resolution

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-137												
Unqualified	1	5	0	2	0	1	0	0	0	1	0	10
Qualified	17	99	4	34	4	53	0	4	0	14	5	234
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Withdrew Application	0	2	0	1	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	18	106	4	37	4	56	0	4	0	15	5	249

This position was posted on the UConn Health website.

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

The goal candidates, 17 WM and 4 AF, were not interviewed because they did not have the preferred experiences of hospital billing, EPIC electronic medical system, and Medicare hospital claims. They also did not have knowledge of medical insurance plans and guidelines.

The 1 HF was selected. She had experience in hospital billing utilizing EPIC electronic medical system, and Medicare hospital claims. She also had knowledge of medical insurance plans, guidelines, and reimbursement, co-pays, and referrals.

Start Date: 7/29/2022

Requisition Number: 2022-1165

Department: Library

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1165												
Unqualified	2	10	1	4	2	6	0	0	0	0	1	26
Qualified	1	24	0	5	0	10	0	1	1	4	4	50
Interviewed	0	1	0	0	0	1	1	0	0	0	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	35	1	10	2	17	1	1	1	4	5	80

This position was posted on the UConn Health website.

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

The goal candidates, 1 WM and 1 AF, were not interviewed because they did not have experience performing clerical library tasks.

The 1 BF was selected because she had experience performing clerical library tasks. She also provided detailed responses to interview questions regarding the application of principles of diversity, equity, and inclusion. Additionally, she provided detailed examples of her experience working as a member of a team.

Start Date: 7/29/2022

Requisition Number: 2022-1440

Department: Patient Financial Services

Office Assistants

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.

REQUIREMENTS:

Two (2) years' 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1440												
Unqualified	0	2	0	2	1	6	0	0	0	1	0	12
Qualified	4	22	0	11	0	6	0	1	1	2	0	47
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	2	0	0	0	0	0	0	0	1	0	3
Grand Total	4	27	0	13	1	12	0	1	1	4	0	63

These positions were posted on the UConn Health website.

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

- 1 WM and 1 AF did not have the preferred hospital billing, claims, and denials experience.
- 3 WM did not have the preferred hospital billing and claims experience.

The 1 WF selected had the preferred hospital billing, claims, follow up, and denials experience. She also had experience utilizing EPIC electronic medical records system. Additionally, she had knowledge of payor under and over payments.

The 1 WF and 1 TF selected had the preferred hospital billing, claims, and denials experience. They also had experience utilizing EPIC electronic medical records system. Additionally, they understood medical claims terminology and revenue codes.

Start Date: 8/12/2022

Requisition Number: 2022-1195

Department: Patient Services

Office Assistants

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.

REQUIREMENTS:

Two (2) years' 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1195												
Unqualified	0	8	0	4	1	6	0	0	1	1	0	21
Qualified	1	23	1	11	1	22	0	3	0	1	0	63
Interviewed	0	1	0	0	0	0	0	0	0	0	1	2
Hired	0	1	0	1	0	0	0	0	0	0	0	2
Grand Total	1	33	1	16	2	28	0	3	1	2	1	88

These positions were posted on the UConn Health website.

The goal candidates, 1 WM and 3 AF, were not interviewed because they did not have the preferred hospital billing experience.

The 1 WF had selected had hospital billing experience. She understood the Payers Billing rules and was comfortable using the Payer Websites to obtain information and send claims.

The 1 BF selected had over three years of hospital billing and denials experience.

Start Date: 8/12/2022

Requisition Number: 2022-1555

Department: Patient Access

Office Assistants

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.

REQUIREMENTS:

Two (2) years' 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 recent medical office/hospital registration experience
- 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1555												
Unqualified	0	4	0	0	0	2	0	0	1	0	0	7
Qualified	3	18	0	10	1	10	0	1	1	1	0	45
Interviewed	0	0	0	1	0	0	0	0	0	0	1	2
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	3	23	0	11	1	13	0	1	2	1	1	56

This position was posted on the UConn Health website.

The goal candidates, 3 WM and 1 AF, were not interviewed because they did not have the preferred hospital or medical office patient registration experience.

The 1 WF selected was a part-time UConn Health Office Assistant. She had the preferred medical office and hospital registration experience utilizing EPIC and experience in a call center environment. She scored 82 out of 85 points on the interview assessment.

The 1 HF selected had the preferred medical office and hospital registration experience utilizing EPIC and experience in a call center environment. She scored 83 out of 85 points on the interview assessment.

The interview assessments were based on the following:

- Communication skills
- Problem solving skills
- Medical registration experience
- Customer service experience

- Medical insurance plans and related guidelines

Start Date: 8/26/2022

Requisition Number: 2023-070

Department: Clinical Business Services

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-070												
Unqualified	0	0	0	1	0	3	0	0	0	0	0	4
Qualified	2	10	0	6	0	6	0	0	0	1	0	25
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	10	0	8	0	9	0	0	0	1	0	30

This position was posted on the UConn Health website.

The goal candidates, 2 WM, were not interviewed because they did not have experience with OnBase health care software.

The 1 BF was selected. She had experience with OnBase health care software. She was involved with the training and testing of the OnBase system. She also was part of the implementation team for testing and validation.

Start Date: 1/27/2023

Requisition Number: 2023-417

Department: Patient Access

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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 recent medical office/hospital registration experience
 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-417												
Unqualified	0	11	0	3	0	1	0	1	0	1	0	17
Qualified	0	14	1	12	0	11	0	1	1	2	2	44
Interviewed	0	1	0	2	1	1	0	2	0	0	0	7
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	26	1	18	1	14	0	4	1	3	2	70

This position was posted on the UConn Health website.

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

The goal candidate, 1 AF, was not interviewed because she did not respond to a request to schedule an interview.

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

- 1 AF was to be offered the position but did not respond to human resources to accept the offer.
- 1 AF scored 54 out of 100 points on interview assessment.
- Customer service experience
- Medical insurance plans and related guidelines

The 1 BF was selected. She had the preferred medical office and hospital registration experience utilizing EPIC and experience in a call center environment. She scored 80 out of 100 points on the interview assessment.

The interview assessments were based on the following:

- Communication skills
- Problem solving skills
- Medical registration experience

Start Date: 2/24/2023

Requisition Number: 2023-575

Department: Patient Financial Services

Office Assistants

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.

REQUIREMENTS:

Two (2) years' 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 plan payer processing
 Strong problem solving and research skills
 Two (2) years of EPIC experience
 Working knowledge of revenue codes, CTP/HCPC Codes

Knowledge of payer payment variance

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-575												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	11	1	7	0	10	0	3	0	4	0	36
Interviewed	0	1	0	0	0	0	0	0	0	1	0	2
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	0	14	1	8	0	11	0	3	0	5	0	42

These positions were posted on the UConn Health website.

The goal candidates, 3 AF, were not interviewed because they did not have the preferred hospital billing experience.

The 1 WF selected had five years of the preferred hospital billing experience. She also scored 90% on the interview questions.

The 1 HF selected had fifteen years of hospital billing experience and follow-up experience utilizing the EPIC electronic medical records system. She also scored 85% on the interview questions.

The interview assessments were based on the following:

- Hospital billing and follow up experience
- Knowledge of insurance plans/member eligibility
- EPIC experience
- Knowledge of Revenue codes, CTP/HCPC codes
- Knowledge of Payer payment variances

Start Date: 3/24/2023

Requisition Number: 2023-075

Department: Patient Financial Services

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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 Payer payment variances

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-075												
Unqualified	0	5	0	3	0	4	0	0	1	0	1	14
Qualified	7	42	2	16	2	22	0	3	1	5	2	102
Interviewed	0	4	0	3	0	6	0	1	0	0	3	17
Withdrew Application	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	7	52	2	22	2	34	0	4	2	6	6	137

This position was posted on the UConn Health website.

The goal candidates, 7 WM and 3 AF, were not interviewed for the following reasons:

- 7 WM and 3 AF did not have the preferred experiences of hospital billing, or EPIC electronic medical system.

The goal candidate, 1 AF, was interviewed and not selected because she scored 60% on interview questions.

The 1 TF, a part-time UConn Health Office Assistant, was selected. She had experience utilizing the EPIC electronic medical system in a hospital setting. She scored 85% on interview questions.

The interview assessments were based on the following:

- Hospital billing and follow up experience
- Knowledge of insurance plans/member eligibility

- EPIC experience
- Knowledge of Revenue codes, CTP/HCP codes
- Knowledge of Payer payment variances

Start Date: 3/24/2023

Requisition Number: 2023-750

Department: Patient Access

Office Assistant

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.

REQUIREMENTS:

Two (2) years' 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 recent medical office/hospital registration experience

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-750												
Unqualified	1	2	0	1	1	2	0	0	0	1	0	8
Qualified	2	27	2	13	1	8	0	1	0	5	2	61
Interviewed	0	1	0	3	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	31	2	17	2	10	0	1	0	6	2	74

This position was posted on the UConn Health website.

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

The goal candidates, 2 WM and 1 AF, were not interviewed because they did not have the preferred hospital or medical office registration experience.

The 1 WF was selected. She had the preferred medical office and hospital registration experience utilizing EPIC and experience in a call center environment. She scored 80 out of 85 points on the interview assessment.

The interview assessments were based on the following:

- Communication skills
- Problem solving skills
- Medical registration experience
- Customer service experience
- Medical insurance plans and related guidelines

Start Date: 4/10/2023

Requisition Number: 2023-971

**Department: Imaging Services Administration
Office Assistant**

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.

REQUIREMENTS:

Two (2) years' 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 QUALIFICATIONS:

5 years' experience in Radiology scheduling in a hospital.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-971												
Unqualified	0	6	0	0	0	3	0	0	0	0	2	11
Qualified	2	20	0	13	0	14	0	3	0	5	0	57
Interviewed	0	3	0	0	0	3	0	0	0	0	0	6
Offer Declined	1	0	0	0	0	2	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	30	0	13	0	22	0	3	0	5	2	78

This position was posted on the UConn Health website.

The goal candidates, 2 WM and 3 AF, were not interviewed for the following reasons:

- 2 WM and 1 AF did not have the preferred experience of medical scheduling experience.
- 1 AF did not have the preferred experience of medical scheduling in a hospital environment.
- 1 AF did not have a consistent employment history.

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

The 1 WF was selected. She had five and a half years of high volume (100+) scheduling experience utilizing the EPIC electronic medical record system, and experience transcribing orders. Three years of her experience were in a hospital environment. She also provided thorough, detailed explanations of the importance of empathy and compassion when working with patients.

Category 4B: Patient Service Rep

Hiring goals: 7 WM, 2 BM

Hiring into Category: 8 WF, 6 HF

Goals Met: None

Start Date: 9/9/2023

Requisition Number: 2022-858

Department: Dental Financial Services

Patient Services Representatives

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures

Knowledge of Federal, State and other patient financial assistance health programs

Knowledge of the principles and techniques of interviewing

Some knowledge of medical/dental terminology

Knowledge of general office procedures

Considerable interpersonal, Oral and written communication, Organizational, Computer, and

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 dental billing/insurance claims experience including Medicaid and/or private insurance for dental procedures.

Substitutions Allowed:

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

PREFERRED EXPERIENCE:

Experience in a Dental setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-858												
Unqualified	3	34	3	30	3	24	1	4	1	6	6	115
Qualified	0	6	0	7	0	4	1	1	1	0	1	21
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	4	0	0	0	4	0	0	0	0	0	8
Grand Total	3	45	3	37	3	33	2	5	2	6	7	146

These positions were posted on the UConn Health website.

The goal candidates, 3 WM and 3 BM, did not meet the minimum requirements as posted.

The 1 WF selected had eighteen years of experience in a dental setting performing financial and clerical related duties.

The 1 WF selected had twenty years of experience in a dental setting. This experience included processing insurance claims, obtaining insurance breakdowns, and discussing patients' financial obligations.

The 1 WF selected had sixteen years of experience in a dental setting performing clerical related duties, including seven of those years performing financial related tasks.

The 1 WF selected had twenty-six years of experience in a dental setting performing clerical related duties, including ten of those years with Medicaid related billing and insurance claims for dental procedures.

The 1 HF selected had three years of experience in a dental setting performing clerical and financial related duties. During this time, she also performed Medicaid related billing and insurance claims for dental procedures.

The 1 HF selected had twelve years of experience in a dental setting performing financial and clerical related duties.

The 1 HF selected had ten years of experience in a dental setting performing clerical related duties, including four and a half of those years performing financial related tasks.

The 1 HF selected had thirteen years of experience in a dental setting performing financial and clerical related duties.

Start Date: 12/16/2022
Requisition Number: 2023-571
Department: Internal Medicine – East Hartford
Patient Services Representative

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
 Knowledge of Federal, State and other patient financial assistance health programs
 Knowledge of the principles and techniques of interviewing
 Some knowledge of medical/dental terminology
 Knowledge of general office procedures
 Considerable interpersonal, Oral and written communication, Organizational, Computer, and
 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 hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-571												
Unqualified	0	5	1	4	0	7	0	0	1	2	0	20
Qualified	0	0	0	4	0	7	1	0	0	1	0	13
Interviewed	1	1	0	1	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	6	1	9	0	15	1	0	1	3	0	37

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was interviewed and not selected because he did not provide detailed responses to interview questions regarding physician assistants, referrals, and coding.

The 1 HF was selected. She had eight years of insurance claims experience. She provided clear and concise responses to interview questions. She also cited pertinent examples of her ability to work independently and her organizational skills.

Start Date: 1/13/2023
Requisition Number: 2023-625
Department: Rehabilitation Services - Outpatient
Patient Services Representative

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
 Knowledge of Federal, State and other patient financial assistance health programs
 Knowledge of the principles and techniques of interviewing
 Some knowledge of medical/dental terminology
 Knowledge of general office procedures
 Considerable interpersonal, Oral and written communication, Organizational, Computer, and
 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 hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

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

PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience with Rehab specific precertification and billing
 Experience in scheduling using EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-625												
Unqualified	1	0	0	2	0	2	0	1	0	0	0	6
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	2	0	3	0	2	0	1	0	0	0	9

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had seven years of precertification and billing rehabilitation experience.

Start Date: 3/10/2023
Requisition Number: 2023-751
Department: UMG-Administration
Patient Services Representative

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
 Knowledge of Federal, State and other patient financial assistance health programs
 Knowledge of the principles and techniques of interviewing
 Some knowledge of medical/dental terminology
 Knowledge of general office procedures
 Considerable interpersonal, Oral and written communication, Organizational, Computer, and
 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 hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

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

PREFERRED EXPERIENCE/QUALIFICATIONS:

Certified Professional Coder – CPC, CCS-P

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-751												
Unqualified	0	8	0	4	2	5	0	1	0	2	0	22
Qualified	0	7	0	2	0	3	0	0	0	1	0	13
Interviewed	1	7	0	2	0	3	0	0	0	0	0	13
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	23	0	8	2	12	0	1	0	3	0	50

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected because he was not a Certified Professional Coder (CPC).

The 1 WF was selected. She had six years of medical coding and billing experience and CPC certification.

Start Date: 4/10/2023
Requisition Number: 2023-412
Department: Patient Access
Patient Services Representative

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures
 Knowledge of Federal, State and other patient financial assistance health programs
 Knowledge of the principles and techniques of interviewing
 Some knowledge of medical/dental terminology
 Knowledge of general office procedures
 Considerable interpersonal, Oral and written communication, Organizational, Computer, and
 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 hospital/medical billing and/or insurance claims experience.

Substitutions Allowed:

Associates degree and one (1) year of the experience as listed above may be substituted for the general experience.

SPECIAL REQUIREMENTS:

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 electronic medical records
 Prior authorization experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-412												
Unqualified	1	24	0	27	3	25	0	1	0	8	5	94
Qualified	0	12	1	3	0	11	0	2	0	2	1	32
Interviewed	0	13	0	3	0	5	0	0	0	1	3	25
Withdrew Application	0	2	0	0	0	0	0	0	0	0	0	2
Offer Declined	1	2	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	53	1	33	3	42	0	3	0	11	9	157

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was not interviewed because he did not have the preferred authorization experience.

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

The 1 HF was selected. She had two and a half years of experience with prior authorizations with third party insurances. She also had the preferred experience with EPIC electronic medical records. She scored 84% on the interview and skills assessment.

The interview and skills assessments were based on the following:

- Experience with EPIC.
- Registering insurance and demographics for patients.
- Organizational skills
- Prior authorization
- Insurance benefits and guidelines
- Medicare guidelines
- Health Insurance Portability and Accountability Act
- Problem Solving Skills

Start Date: 4/10/2023

Requisition Number: 2023-841

Department: Patient Access

Patient Services Representative

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

EXPERIENCE AND TRAINING:

Three (3) years of experience processing medical pre-authorizations, insurance verifications and /or medical claims for healthcare services.

SUBSTITUTIONS ALLOWED:

Associates degree and one (1) year of the experience as listed above may be substituted for the general experience.

PREFERRED EXPERIENCE:

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 electronic medical records

Prior authorization experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-841												
Unqualified	1	10	1	6	1	8	0	2	0	2	0	31
Qualified	0	3	0	4	0	4	0	2	0	0	0	13
Interviewed	0	7	0	2	0	6	0	0	0	0	1	16
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	21	1	12	1	18	0	4	0	2	1	61

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had the preferred experience with prior authorization, electronic medical records, knowledge of medical terminology and experience with CPT coding. She scored 80% on interview and skills assessment.

The interview and skills assessments were based on the following:

- Experience with EPIC.
- Registering insurance and demographics for patients.
- Organizational skills
- Prior authorization
- Insurance benefits and guidelines
- Medicare guidelines
- Health Insurance Portability and Accountability Act
- Problem Solving Skills

Start Date: 4/10/2023

Requisition Number: 2023-855

Department: Patient Access

Patient Services Representative

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

EXPERIENCE AND TRAINING:

Three (3) years of experience processing medical pre-authorizations, insurance verifications and /or medical claims for healthcare services.

SUBSTITUTIONS ALLOWED:

Associates degree and one (1) year of the experience as listed above may be substituted for the general experience.

SPECIAL REQUIREMENTS:

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 electronic medical records

Prior authorization experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-855												
Unqualified	0	8	2	9	0	13	0	0	0	1	1	34
Qualified	0	4	0	2	0	4	0	2	0	0	0	12
Interviewed	0	10	0	4	0	4	0	0	0	0	1	19
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	24	2	15	0	21	0	2	0	1	2	67

This position was posted on the UConn Health website.

The goal candidates, 2 BM, did not meet the minimum requirements as posted.

The 1 WF was selected. She had the preferred experience with prior authorization, electronic medical records, knowledge of medical terminology and experience with CPT coding. She scored 83% on interview sampling and skills assessment.

The interview sampling and skills assessment were based on the following:

- Experience with EPIC.
- Registering insurance and demographics for patients.
- Organizational skills
- Prior authorization
- Insurance benefits and guidelines
- Medicare guidelines
- Health Insurance Portability and Accountability Act
- Problem Solving Skills

Category 4C: Clerk/Clerk Typist

Hiring goals: 2 WM, 1 BM, 1 HM, 1 AF

Hiring into Category: 7 BF, 2 HF

Goals Met: None

Start Date: 9/9/2022

Requisition Number: 2022-1549

**Department: Public Safety Administration
Clerk**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

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.

EXPERIENCE AND TRAINING:

General Experience:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Preferred Qualifications:

Basic accounting functions such as checking invoices and making deposits
Knowledge of office management systems and managing a database

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1549												
Unqualified	0	2	0	0	0	0	0	1	1	1	1	6
Qualified	0	8	0	5	0	6	0	0	1	2	1	23
Interviewed	1	1	0	1	1	0	0	0	0	0	0	4
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	12	0	6	1	7	0	1	2	3	2	35

This position was posted on the UConn Health website.

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

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

- 1 WM did not have knowledge of basic accounting functions such as checking invoices and making deposits.
- 1 HM did not provide complete responses to interview questions regarding his ability to manage office systems and problems that arose.

The 1 HF was selected. She had experience in basic accounting functions such as checking invoices and making deposits. She had experience working with office management systems and managing a database. Additionally, she provided clear, articulate, and concise responses to all interview questions.

Start Date: 9/9/2022

Requisition Number: 2023-135

Department: Imaging Services Administration

Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-135												
Unqualified	0	9	0	1	0	0	0	1	0	1	0	12
Qualified	0	9	0	4	0	4	0	0	0	1	3	21
Interviewed	0	0	0	2	0	0	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	18	0	8	0	4	0	1	0	2	3	36

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had experience in radiology, in a hospital setting, and with electronic medical records. She also provided detailed responses and examples to interview questions.

Start Date: 9/23/2022
Requisition Number: 2023-329
Department: Radiology
Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-329												
Qualified	2	8	0	6	2	3	0	0	0	1	2	24
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	8	0	7	2	3	0	0	0	1	2	25

This position was posted on the UConn Health website.

The goal candidates, 2 WM and 2 HM, were not interviewed for the following reasons:

- 1 WM and 2 HM did not have the preferred experience in a radiology setting.
- 1 WM experience in a radiology setting was over seven years ago.

The 1 BF, a part-time UConn Health employee, was selected. She had current UConn Health radiology experience, and experience with electronic medical records.

Start Date: 11/4/2022

Requisition Number: 2023-090

Department: Imaging Services Administration

Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-090												
Unqualified	2	5	0	1	1	3	0	1	1	0	1	15
Qualified	1	26	3	7	1	9	0	0	0	1	2	50
Interviewed	0	4	0	2	0	2	0	0	0	0	0	8
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	35	3	11	2	14	0	1	1	1	3	74

This position was posted on the UConn Health website.

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

The goal candidates, 1 WM, 3 BM, and 1 HM, were not interviewed because they did not have the preferred experience in radiology.

The 1 BF was selected. She had experience in radiology, in a hospital setting, and with electronic medical records. She also provided detailed responses and examples to interview questions.

Start Date: 12/2/2022
Requisition Number: 2023-502
Department: Imaging Services Administration
Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-502												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	1	5	0	2	0	1	0	0	0	1	2	12
Interviewed	1	0	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	6	0	3	0	3	0	0	0	1	2	17

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have the preferred experience in radiology or in a hospital.

The goal candidate, 1 WM, was interviewed and not selected. This is a second shift position, and he indicated that he was not interested in working this shift.

The 1 BF was selected. She had experience in a hospital setting, and with electronic medical records. She also provided detailed responses and examples to interview questions.

Start Date: 12/2/2022
Requisition Number: 2023-574
Department; Radiology
Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-574												
Unqualified	0	2	0	0	0	1	0	2	0	0	0	5
Qualified	0	12	0	5	0	2	0	0	0	0	2	21
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	14	0	5	0	4	0	2	0	0	2	27

This position was posted on the UConn Health website.

The goal candidates, 2 AF, did not meet the minimum requirements as posted.

The 1 HF, a part-time UConn Health employee, was selected. She had experience in a radiology setting, utilizing electronic medical records.

Start Date: 1/13/2023
Requisition Number: 2023-501
Department: Imaging Services Administration

Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-501												
Unqualified	0	1	0	2	0	2	0	0	0	1	0	6
Qualified	0	9	0	7	0	4	0	2	0	1	6	29
Offer Declined	1	0	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	10	0	10	0	7	0	2	0	2	6	38

This position was posted on the UConn Health website.

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

- 1 AF did not have the preferred experience in radiology.
- 1 AF indicated she was no longer interested in the position.

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

The 1 BF was selected. She had experience in a radiology setting, hospital setting, and with electronic medical records.

Start Date: 2/24/2023

Requisition Number: 2023-691

Department: Finance and Reporting

Clerk

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

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.

EXPERIENCE AND TRAINING:

General Experience:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

Preferred Qualifications:

Current accounts payable experience with two or more years of data entry experience
Knowledge of Husky Buy and Banner computer systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-691												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	3	18	1	10	2	9	0	1	0	3	1	48
Interviewed	0	0	0	0	0	1	0	0	0	0	1	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	19	1	11	2	11	0	1	0	3	2	53

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 1 BM, 2 HM, and 1 AF were not interviewed because they did not have the preferred accounts payable experience with two or more years of data entry experience.

The 1 BF was selected. She had accounts payable experience and was working towards a bachelor's degree in accounting. She also had two years of data entry experience, as well as experience with handling complex customer issues.

Start Date: 4/10/2023

Requisition Number: 2023-936

Department; Mammography

Clerk Typist

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal

skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS:

Experience in a Radiology setting; EMR

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-936												
Unqualified	1	2	0	0	0	0	0	2	0	1	0	6
Qualified	0	16	1	12	0	3	0	0	0	0	2	34
Interviewed	0	0	0	1	0	1	0	0	1	0	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	18	1	14	0	4	0	2	1	1	2	44

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was not interviewed because he did not have the preferred experience in a radiology setting, or electronic medical records.

The 1 BF was selected. She had experience in radiology, in a hospital setting, and with electronic medical records. She also provided detailed responses and examples to interview questions.

Category 4D: Secretarial/Clerical

Hiring goals: 8 WM, 5 BM, 1 HM

Hiring into Category: 2 WM, 15 WF, 1 BM, 11 BF, 2 HM, 8 HF, 3 AF, 1 TF

Goals Met: 2 WM, 1 BM, 1 HM

Start Date: 6/17/2022

Requisition Number: 2022-1284

**Department: Volunteer and Guest Services
University Helpers**

MINIMUM QUALIFICATIONS:

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

Ability to maintain professional demeanor with patients, visitors and staff in high-stress situations

SPECIAL REQUIREMENTS:

Must be able to push adults in a wheelchair

Lift up to 40 pounds

Stand and sit for periods of time

Walk long distances.

PREFERRED REQUIREMENTS:

One-year 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1284												
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	2	6	1	4	0	9	0	0	1	3	2	28
Interviewed	1	1	0	3	1	1	0	0	0	2	1	10
Withdraw Application	1	0	0	0	0	1	0	0	0	0	0	2
Hired	1	1	0	0	0	2	0	1	0	0	0	5
Grand Total	5	9	1	7	1	13	0	1	1	6	3	47

These positions were posted on the UConn Health website.

The goal candidates, 2 WM and 1 BM, were not interviewed because they applied after the candidates were selected.

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

- 1 WM did not provide patient centered responses or complete responses to interview questions. This demonstrated insufficient verbal communication skills. Additionally, he did not have hospital-based customer service experience.
- 1 HM did not provide complete responses to interview questions. This demonstrated insufficient verbal communication skills. He also did not have hospital-based customer service experience.

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

The 1 WF selected had five years of customer service experience in multiple settings. She provided detailed responses to interview questions and examples of her ability to problem solve.

The 2 HF selected had hospital-based customer experience. They answered all the interview questions with a patient centered approach and provided detailed examples of their ability to problem solve.

The 1 AF selected had hospital-based guest services experience from UConn Health. She also provided patient centered responses to interview questions.

Start Date: 7/1/2022

Requisition Number: 2022-1335

UMG-Health Information Management

Medical Records Clerk

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of office systems and procedures including proper telephone usage and filing
- Knowledge of medical or psychiatric terminology as appropriate to the position
- Oral and written communication skills
- Skill and accuracy in typing
- Basic interpersonal skills
- Ability to operate office equipment which includes personal computers or other electronic equipment
- Ability to follow written and oral instructions

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE: Two (2) years of clerical experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE: One (1) year of General Experience must have been in a medical environment.

PREFERRED QUALIFICATIONS:

- EPIC EMR experience
- EMR scanning & indexing experience
- EMR quality assurance experience
- EMR OnBase experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1335												
Unqualified	1	3	0	4	1	1	0	2	1	1	1	15
Qualified	0	7	1	5	0	4	0	0	0	1	0	18
Interviewed	0	5	0	1	0	3	0	0	0	2	0	11
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	16	1	10	1	8	0	2	1	4	1	45

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was not interviewed because he did not have the preferred electronic medical record (EMR) experience.

The 1 WF was selected. She had ten years of EMR experience including scanning, indexing, and quality assurance.

Start Date: 7/29/2022
Requisition Number: 2022-909
Department: Health Information Management
Medical Records Clerk

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing
 Knowledge of medical or psychiatric terminology as appropriate to the position
 Oral and written communication skills
 Skill and accuracy in typing
 Basic interpersonal skills
 Ability to operate office equipment which includes personal computers or other electronic equipment
 Ability to follow written and oral instructions

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE: Two (2) years of clerical experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE: One (1) year of General Experience must have been in a medical environment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-909												
Unqualified	1	3	0	3	0	3	0	0	0	1	1	12
Qualified	0	3	0	2	0	5	0	0	0	1	1	12
Interviewed	0	4	0	3	0	5	0	0	1	0	1	14
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	10	0	8	0	14	0	0	1	2	3	39

This position was posted on the UConn Health website.

The goal candidate, 1 WM, did not meet the minimum requirements because of his potential risk to health and safety in a medical role as his CT nursing license had been suspended.

The 1 HF was selected. She had twenty-two years of medical records experience. She provided organized detailed responses and examples to interview questions.

Start Date: 7/29/2022
Requisition Number: 2022-1393
Department: Surgery Administration
Executive Assistant

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.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of relevant experience in office support or secretarial work. Proficiency with MS Office Suite.

Preferred Experience:

2 Yrs. experience dealing with faculty appointments (employee, adjunct, affiliated and community based) senior rank appointments, visiting faculty, professional category selections Working knowledge of Comprehensive Faculty Activity Registry (CFAR)
 Proficiency in Banner, HuskyBuy, Microsoft Office, WebEx/Zoom

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1393												
Unqualified	2	9	0	3	0	8	0	1	0	1	0	24
Qualified	1	11	0	1	0	3	0	0	0	2	1	19
Interviewed	0	5	0	0	0	0	0	0	0	0	0	5
Withdrew Application	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	25	0	6	0	11	0	1	0	3	1	50

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not have experience working with faculty appointments.

The 1 BF was selected. She had experience supporting top-level healthcare executives. She also had experience dealing with faculty appointments, promotions, and educational programs. Additionally, she provided concise responses to interview questions.

Start Date: 8/12/2022

Requisition Number: 2022-1562

Department: Logistics Management Administration

Supply Coordinator

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of purchasing procedures and related materials/supplies

Knowledge of sterilization procedures

Knowledge of infection control and safety

Interpersonal, oral and written communication skills

Record keeping skills

Ability to work under pressure deadlines.

EDUCATION AND TRAINING:

General Experience:

Four (4) years of experience working in a medical field which included the ordering of appropriate supplies/equipment.

SUBSTITUTION ALLOWED:

College training may substitute for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

PREFERRED EXPERIENCE & SKILLS:

Experience servicing multiple departments in a medical setting

Strong customer service skill

Problem solving skill in a team environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1562												
Unqualified	2	1	1	1	0	2	0	0	2	0	1	10
Interviewed	1	3	0	0	1	0	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	5	1	1	1	2	0	0	2	0	1	16

This position was posted on the UConn Health website.

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

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

- 1 WM scored 1145 on skills and knowledge assessment.
- 1 HM scored 827 on skills and knowledge assessment.

The 1 WF was selected. She scored 1302 on skills and knowledge assessment.

The skills and knowledge assessment were based upon the following:

- Purchasing procedures
- Purchasing software
- Customer Service
- Problem Solving

Start Date: 8/26/2022

Requisition Number: 2022-1486

Department: Educational Clinics Administration

Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of basic bookkeeping, accounting and financial record keeping procedures

Knowledge of general office procedures; skill in performing arithmetic computations

Oral and written communication skills; interpersonal skills

Ability to operate a variety of office equipment which may include word processors, computer terminals, calculating machines, etc.

EDUCATION AND TRAINING:

General Experience:

Two (2) years' relevant experience in accounting, financial record keeping, or bookkeeping.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience

Special Requirement:

Must be proficient in Microsoft office, including Excel

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1486												
Unqualified	1	2	0	0	0	1	0	0	0	1	0	5
Interviewed	0	3	0	0	0	0	0	1	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	5	0	0	0	1	0	1	0	1	0	10

The goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 8/26/2022

Requisition Number: 2022-1561

Department: UMG-Health Information Management

Medical Records Clerk

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office systems and procedures including proper telephone usage and filing

Knowledge of medical or psychiatric terminology as appropriate to the position

Oral and written communication skills

Skill and accuracy in typing

Basic interpersonal skills

Ability to operate office equipment which includes personal computers or other electronic equipment

Ability to follow written and oral instructions

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE: Two (2) years of clerical experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE: One (1) year of the General Experience must have been in a medical environment.

PREFERRED QUALIFICATIONS:

EPIC EMR experience

EMR scanning & indexing experience

EMR quality assurance experience

EMR OnBase experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1561												
Unqualified	0	6	0	4	1	1	0	0	1	0	0	13
Qualified	2	6	0	11	0	5	0	1	0	1	0	26
Interviewed	0	3	0	1	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	16	0	16	1	6	0	1	1	1	0	44

This position was posted on the UConn Health website.

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

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

The goal candidate, 1 WM, did not meet the minimum requirements because of his potential risk to health and safety in a medical related role as his CT nursing license had been suspended.

- The goal candidate, 1 WM, did not meet the minimum requirements because of his potential risk to health and safety in a medical role as his CT nursing license had been suspended.
- 1 WM did not respond to set up an interview.

The 1 WF was selected. She had eight years of electronic medical records experience scanning, indexing, and quality assurance.

Start Date: 9/9/2022

Requisition Number: 2023-050

Department: Child and Family Studies

Executive Assistant

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.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of relevant experience 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) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Must have proficiency in MS Word, Excel, Outlook, Endnote and PowerPoint

Must have demonstrated abilities to manage competing priorities

Strong typing and editing skills

Preferred Qualifications:

Experience with domestic and international travel

Experience in proofing and editing manuscripts and publications

Demonstrated knowledge of telecommunications software, web video conferencing platforms such as go to meetings, Skype, Zoom

Experience working with persons with disabilities

Experience with grant funded federal and state programs with persons with disabilities

Demonstrated ability to work under pressure.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-050												
Unqualified	0	18	1	4	0	8	1	0	0	0	0	32
Qualified	0	3	0	1	0	1	0	0	0	0	1	6
Interviewed	0	2	0	0	0	0	0	0	0	1	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	23	1	6	0	9	1	0	0	1	1	42

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had thirty years of experience in various administrative roles with twenty-one of those years working in an academic setting. She also had experience with domestic and international travel.

Start Date: 9/23/2022
Requisition Number: 2022-1487
Department: Dental Financial Services
Telecom Operators

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:
 Experience in dental, experience in a high call volume setting or call center.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1487												
Unqualified	2	6	2	5	0	4	0	0	1	1	1	22
Qualified	1	2	0	2	0	1	0	1	0	1	0	8
Interviewed	0	1	0	1	0	3	0	0	0	0	0	5
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	0	0	2	1	0	0	0	0	0	0	3
Grand Total	3	9	2	10	1	9	0	2	1	2	1	40

These positions were posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not respond to communications to schedule an interview.

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

The 1 BF selected had thirteen years of experience in a high volume (100+) setting scheduling medical appointments while utilizing the EPIC electronic medical records system.

The 1 BF selected had twenty-one years of experience in a high volume (100+) setting scheduling medical appointments.

Start Date: 9/23/2022

Requisition Number: 2023-236

Department: Patient Access

Emergency Department Admissions Specialists

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical terminology

Knowledge of bookkeeping

Computer skills

Knowledge of the principles and practices of clinic office management

Ability to interpret Medicare, Medicaid, commercial insurance industry regulation

Good interpersonal skills, oral and written communications skills

Knowledge of the principles and techniques of patient interviewing

Knowledge of the relevant hospital/department, insurance and Medicare policies and procedures including Billings and credit policies and procedures

Ability to schedule and prioritize workflow

EXPERIENCE AND TRAINING:

Three (3) years of experience in an ambulatory care, emergency department or customer service setting and previous experience with insurance requirements.

SUBSTITUTION:

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 to a maximum of one (1) year.

PREFERRED QUALIFICATIONS:

3.5 years Emergency Department Registration Experience

3.5 years EPIC Experience

1 Year of Emergent/Urgent Hospital Notifications and Retro-Authorization of Admission

Flexible Schedule

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-236												
Unqualified	1	3	1	3	0	3	0	1	0	1	0	13
Qualified	0	3	0	1	1	3	0	0	0	0	0	8
Interviewed	0	1	0	1	0	1	0	0	0	0	0	3
Hired	0	0	0	1	0	0	0	1	0	0	0	2
Grand Total	1	7	1	6	1	7	0	2	0	1	0	26

This position was posted on the UConn Health website.

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

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

The 1 BF selected worked part-time as a Health Unit Coordinator in UConn Health's emergency room and as a registrar for another hospital emergency department. She had experience with the EPIC electronic medical record system and notifications and retro-authorization of admission.

The 1 AF selected had emergency department registration experience utilizing EPIC. She also had experience with hospital notifications and retro-authorization of admission.

Start Date: 10/21/2022

Requisition Number: 2023-261

**Department: UMG-Health Information Management
Medical Records Clerk**

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of office systems and procedures including proper telephone usage and filing
- Knowledge of medical or psychiatric terminology as appropriate to the position
- Oral and written communication skills
- Skill and accuracy in typing
- Basic interpersonal skills
- Ability to operate office equipment which includes personal computers or other electronic equipment
- Ability to follow written and oral instructions

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE: Two (2) years of clerical experience.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE: One (1) year of General Experience must have been in a medical environment.

PREFERRED QUALIFICATIONS:

- EPIC EMR experience
- EMR scanning & indexing experience
- EMR quality assurance experience
- EMR OnBase experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-261												
Unqualified	0	7	0	2	0	7	0	0	0	0	0	16
Qualified	1	10	0	4	1	7	0	2	0	4	4	33
Interviewed	0	2	0	3	0	0	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	20	0	9	1	14	0	2	0	4	4	55

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, did not have the preferred electronic medical records experience.

The 1 WF was selected. She had ten years of electronic medical records experience scanning, indexing, and quality assurance.

Start Date: 10/21/2022

Requisition Number: 2023-246

Department: Finance and Reporting

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices

Knowledge of basic procedures of budget preparation and control

Some knowledge of personnel/payroll procedures

Interpersonal skills; oral and written communication skills

Computer skills

Organizational ability: ability to review/analyze financial documents

Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

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 to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS:

Experience with bookkeeping, finance and procurement processes including but not limited to processing reimbursements to ensure they are in compliance with policies and procedures and purchase requisition initiation.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-246												
Unqualified	1	2	0	1	0	2	0	1	0	1	0	8
Qualified	1	4	0	3	2	1	1	1	0	1	1	15
Interviewed	0	4	0	0	0	0	0	0	0	1	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	11	0	4	2	3	1	2	0	3	1	29

This position was posted on the UConn Health website.

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

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

The goal candidate, 1 WM, was not interviewed because he did not have experience with applying policies and procedures to finance and procurement processes, check processing, employee reimbursement, Excel, and purchasing.

The 1 WF was selected. She had experience with finance and procurement processes, ensuring they follow policies and procedures. She also had experience processing employee reimbursements, processing checks, Excel, and purchasing.

Start Date: 10/21/2022

Requisition Number: 2023-272

Department: UMG-Call Center

Telecom Operators

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.

PREFERRED QUALIFICATIONS:

Experience working in a call center
Experience working in Ophthalmology

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-272												
Unqualified	0	0	0	1	0	1	0	0	0	0	0	2
Qualified	1	6	1	1	0	4	0	0	0	1	0	14
Interviewed	2	1	0	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	3	7	1	2	0	6	0	0	0	1	0	20

These positions were posted on the UConn Health website.

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

The goal candidate, 1 WM and 1 BM, were not interviewed for the following reasons:

- 1 WM did not have call center or ophthalmology office experience.
- 1 BM did not respond to communications to schedule an interview.

The goal candidates, 2 WM, were interviewed and not selected for the following reasons:

- 1 WM did not provide clear detailed responses and examples to situational questions regarding how to manage complex calls, being an effective team player, and EPIC electronic medical record experience.
- 1 WM did not have medical office experience.

The 1 HF selected had medical office experience and call center experience. She also had experience utilizing EPIC electronic medical records system. Additionally, she provided

detailed responses and examples to situational questions regarding how to manage a difficult caller, how to be an effective team player, and her EPIC experience.

Start Date: 11/4/2022

Requisition Number: 2023-266

Department: Genetics and Genome Sciences

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices

Knowledge of basic procedures of budget preparation and control

Some knowledge of personnel/payroll procedures

Interpersonal skills; oral and written communication skills

Computer skills

Organizational ability; ability to review/analyze financial documents

Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

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 to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS:

Knowledge of preparing and managing budgets

Database experience

Considerable knowledge of Microsoft computer programs (Excel, Word, Acrobat)

Website layout background

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-266												
Unqualified	0	5	0	0	0	1	0	0	0	0	0	6
Qualified	2	4	0	4	0	0	0	2	0	1	1	14
Interviewed	0	2	0	0	0	1	0	1	0	0	0	4
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	2	11	0	4	1	2	0	3	0	1	1	25

This position was posted on the UConn Health website.

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

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

- 1 WM’s experience in fiscal/administrative functions such as accounting, accounts examining, budget management, and purchasing was over twenty-four years ago.
- 1 WM withdrew his application from consideration.

The 1 HM was selected. He had experience in procurement and the tasks associated with reviewing and processing purchasing requests. He had experience with purchase orders, disbursement of funds, and understood the appropriation and managing funds based on policies and procedures. He also asked pertinent budgeting questions.

Start Date: 12/30/2022

Requisition Number: 2023-202

Department: Finance and Reporting

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices

Knowledge of basic procedures of budget preparation and control

Some knowledge of personnel/payroll procedures

Interpersonal skills; oral and written communication skills

Computer skills

Organizational ability; ability to review/analyze financial documents

Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

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 to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS:

Experience using the Contracts Department SharePoint database, experience with UConn Health finance and procurement processes including but not limited to Banner/TM1 budget checking, purchase requisition initiation, utilization of procurement forms such as Emergency PO, Non-Competitive Purchase justification, Procurement Initiation forms, and Contract Request forms.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-202												
Unqualified	0	7	0	7	1	6	0	0	1	1	0	23
Qualified	3	8	1	0	0	1	0	1	0	0	2	16
Interviewed	1	7	0	0	0	0	0	1	0	0	0	9
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	4	23	1	8	1	7	0	2	1	1	2	50

This position was posted on the UConn Health website.

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

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

- 3 WM did not have experience with applying contracts, purchasing, policies and procedures, employee reimbursement, and Excel.
- 1 BM was employed through a temporary agency at UConn Health and was ineligible to be hired.

The goal candidate, 1 WM, was interviewed and not selected because he was unable to articulate his financial background and technical expertise.

The 1 BF was selected. She provided detailed responses and examples to interview questions regarding financial background and technical expertise. She had experience with applying contracts, purchasing, policies and procedures, and Excel.

Start Date: 1/13/2023
Requisition Number: 2023-517
Department: Anesthesiology
Executive Assistant

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.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of relevant experience 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-517												
Unqualified	1	6	0	4	0	7	0	0	0	1	0	19
Qualified	0	10	0	2	0	1	0	0	0	2	1	16
Interviewed	0	5	0	0	0	0	0	0	0	0	0	5
Withdrew Application	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	25	0	6	0	8	0	0	0	3	1	44

This position was posted on the UConn Health website.

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

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

The 1 WF was selected. She had five years of administrative level support working independently in an academic environment.

Start Date: 1/13/2023
Requisition Number: 2023-605
Department: Volunteer and Guest Services
University Helper

MINIMUM QUALIFICATIONS:

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
 Ability to maintain professional demeanor with patients, visitors and staff in high-stress situations

SPECIAL REQUIREMENTS:

Must be able to push adults in a wheelchair
 Lift up to 40 pounds
 Stand and sit for periods of time
 Walk long distances.

PREFERRED REQUIREMENTS:

One-year 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-605												
Qualified	0	1	0	4	1	0	0	0	0	0	1	7
Interviewed	1	1	0	1	1	0	0	1	0	0	0	5
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	1	2	0	6	2	0	0	2	0	0	1	14

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was interviewed and not selected. He did not provide complete responses to interview questions. This demonstrated insufficient verbal communication skills. Additionally, he did not have hospital-based customer service experience.

The 1 AF was selected. She had hospital-based guest services experience from UConn Health. She also provided patient centered responses with clear and complete answers to interview questions.

Start Date: 1/13/2023
Requisition Number: 2023-488
UMG-Call Center
Telecom Operators

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-488												
Qualified	4	19	2	14	0	16	0	2	3	5	5	70
Interviewed	1	3	0	6	1	7	0	1	0	2	2	23
Offer Declined	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	2	0	0	0	1	0	0	0	0	0	3
Grand Total	5	26	2	20	1	25	0	3	3	7	7	99

These positions were posted on the UConn Health website.

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

The goal candidates, 4 WM and 2 BM, were not interviewed for the following reasons:

- 1 WM was previously interviewed for the same position. He did not provide complete detailed responses to situational questions regarding teamwork and managing difficult patients.
- 3 WM and 2 BM did not have call center or medical office scheduling experience.

The goal candidate, 1 WM, was interviewed and not selected. He did not provide clear detailed responses and examples to situational questions regarding managing a difficult caller, being an effective team player, managing high call volumes, and his EPIC electronic medical record experience.

The 1 WF selected had sixteen years of medical office and phone experience. She also had experience utilizing EPIC. Additionally, she provided detailed responses and examples to situational questions regarding handling difficult callers, being an effective team player, and utilizing EPIC.

The 1 WF selected had eleven years of experience answering phones in the healthcare field. She provided detailed responses and examples to situational questions regarding handling difficult callers, being an effective team player, and utilizing EPIC.

The 1 HF selected had two years of experience working in a medical office. She provided detailed responses and examples to situational questions regarding handling difficult callers, being an effective team player, and utilizing EPIC.

Start Date: 1/27/2023

Requisition Number: 2023-656

Department: Research Finance

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices

Knowledge of basic procedures of budget preparation and control

Some knowledge of personnel/payroll procedures

Interpersonal skills; oral and written communication skills

Computer skills

Organizational ability; ability to review/analyze financial documents

Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

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 to a maximum of four (4) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS:

- Strong Microsoft Excel skills
- Knowledge of Banner/ and or KFS finance systems
- Experience with procurement and purchasing
- Experience in a healthcare or university setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-656												
Unqualified	0	1	0	3	0	4	0	1	1	0	1	11
Qualified	0	5	0	2	1	1	0	2	0	2	0	13
Interviewed	0	2	1	0	0	1	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	9	1	5	1	6	0	3	1	2	1	29

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was interviewed and not selected because he scored 3.71 out of 5 on the interview and skills assessment. He completed 3 out of the 4 items on the skills assessment.

The 1 WF was selected. She scored 4.01 out of 5 on the interview and skills assessment. She was the only candidate to complete the entire skills assessment. She had experience with journal entries, managing customers, invoicing, and reconciling accounts. She also asked pertinent questions, which demonstrated her administrative abilities.

The interview and skills assessment were based on the following:

- Payable and receivable tracking
- Travel

- Mileage reimbursement
- Fund review
- Purchasing

Start Date: 2/10/2023

Requisition Number: 2023-565

Department: IT Clinical Systems

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices

Knowledge of basic procedures of budget preparation and control

Some knowledge of personnel/payroll procedures

Interpersonal skills; oral and written communication skills

Computer skills

Organizational ability; ability to review/analyze financial documents

Ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

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 to a maximum of four (4) years for a Bachelor's degree.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-565												
Unqualified	0	5	0	0	0	2	0	0	0	1	0	8
Qualified	2	2	1	3	0	1	0	2	0	2	1	14
Interviewed	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	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	10	1	4	0	3	0	2	0	3	1	26

This position was posted on the UConn Health website.

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

The goal candidates, 2 WM and 1 BM, were not interviewed because they were not University Health Professionals (UHP) with contractual bargaining rights to be interviewed. Only UHP union members were interviewed.

The 1 WF, a part-time UConn Health employee, was selected. She was a UHP union member who had experience with budgets, vendor management, technical systems, and billing.

Start Date: 2/10/2023
Requisition Number: 2023-692
Department: Orthopedics
Telecom Operator

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.

PREFERRED QUALIFICATIONS:
 Experience working in a call center
 Medical office scheduling experience
 Bilingual

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-692												
Qualified	0	2	0	1	0	4	0	0	0	0	2	9
Interviewed	1	1	0	2	0	0	0	0	0	1	0	5
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	1	3	0	3	0	4	0	0	0	2	2	15

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was interviewed and not selected because he withdrew his application from consideration.

The 1 TF was selected. She had experience in a surgical call center utilizing the EPIC electronic medical records system. She also asked pertinent questions about the position.

Start Date: 2/24/2023

Requisition Number: 2023-560

Department: UMG-Call Center

Telephone Operator

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of and ability to operate a telephone multi line console set, call master IV or other electronic telephone system

Considerable interpersonal skills; oral and written communication skills

Some clerical skills

Pleasant tone of voice and ability to speak clearly, and distinctly in accordance with acceptable English usage

Ability to follow written and oral instructions

Customer focused attitude, and possess skills in proper telephone etiquette

Ability to sit for prolonged periods of time

Ability to utilize computer software

Detailed oriented

Dependability and good attendance record

EXPERIENCE AND TRAINING:

General Experience:

Six (6) months of experience in the operation of electronic telephone systems as an operator.

Substitution Allowed:

One (1) year of experience providing regular periodic relief telephone operator coverage in a state agency may be substituted for the General Experience.

Preferred Qualifications:

Experience in an extremely fast paced, customer service environment

Prior experience as a hospital operator with paging and activating emergency codes

Ability to communicate emergency codes effectively both orally and through text messaging, while maintaining a calm professional demeanor

Ability to have flexibility with schedule to work all shifts

Ability to multitask and work effectively under pressure

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-560												
Unqualified	3	7	1	5	3	4	0	1	0	2	6	32
Qualified	1	2	0	5	0	5	0	0	0	3	1	17
Interviewed	0	0	0	2	0	0	0	1	0	0	1	4
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	4	9	1	13	3	9	0	2	0	5	8	54

This position was posted on the UConn Health website.

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

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

The goal candidate, 1 WM, was not interviewed because he did not have the preferred experience as a hospital operator with paging and activating emergency codes.

The 1 BF was selected. She had twenty-five years of experience as a hospital operator with paging and activating emergency codes.

Start Date: 3/10/2023

Requisition Number: 2023-865

Department: Volunteer and Guest Services

University Helper

MINIMUM QUALIFICATIONS:

- 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
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair
- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-865												
Qualified	0	1	1	0	1	0	0	0	0	0	1	4
Interviewed	0	0	0	0	0	0	1	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	0	1	2	0	1	0	1	0	0	0	1	6

A goal candidate, 1 BM, was selected.
This hire achieved a hiring goal.

Start Date: 3/24/2023
Requisition Number: 2023-966
Department: Cardiology
Telecom Operator

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.

PREFERRED QUALIFICATIONS:
 Experience working in a high-volume clinical office or hospital call center
 Experience scheduling outpatient testing and office visits
 Experience using EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-966												
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	0	5	0	5	0	2	0	0	0	1	0	13
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	6	0	6	0	3	0	0	0	1	0	16

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 BF was selected. She had experience working in a high-volume (100+) clinical office. She utilized the EPIC electronic medical records system to schedule outpatient testing and office visits.

Start Date: 4/10/2023

Requisition Number: 2023-863

Department: Volunteer and Guest Services

University Helper

MINIMUM QUALIFICATIONS:

- 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
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair
- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-863												
Qualified	2	1	1	1	4	2	0	1	1	0	3	16
Interviewed	0	3	0	1	0	0	0	0	0	0	1	5
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	6	1	3	4	2	0	1	1	0	4	24

This position was posted on the UConn Health website.

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

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

- 2 WM did not have the preferred experience in a health care setting.
- 1 BM was previously interviewed for a guest services position. He did not provide complete responses to interview questions, and he did not provide detailed examples of his ability to problem solve. This demonstrated poor communication skills.

The 1 BF was selected. She had experience in a health care setting with one year of customer service experience. She also provided detailed examples of her ability to problem solve.

Start Date: 4/21/2023

Requisition Number: 2023-778

Department: Dental Financial Services

Telecom Operator

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:

Experience in a high call volume environment

Dental experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-778												
Unqualified	1	0	2	2	0	2	0	0	0	1	2	10
Qualified	0	1	0	5	0	1	0	1	0	1	0	9
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	1	2	7	0	5	0	1	0	2	2	21

This position was posted on the UConn Health website.

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

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

The 1 HF was selected. She had experience in a high volume (100+) dental setting, scheduling appointments.

Start Date: 4/21/2023

Requisition Number: 2023-814

Administrative Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of personnel/payroll procedures; interpersonal skills; oral and written communication skills; computer skills; organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years’ experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

SUBSTITUTION ALLOWED:

College training may substitute 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 for a Bachelor degree.

PREFERRED QUALIFICATIONS & EXPERIENCE:

Proficiency in the use of Microsoft Excel and Word

Experience using Banner and Husky Buy related to purchase requisitions, invoice payments and contracts.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-814												
Unqualified	0	3	0	0	0	2	0	0	0	0	0	5
Qualified	2	2	0	0	0	0	0	0	0	0	0	4
Interviewed	1	0	0	1	0	0	0	0	0	1	0	3
Withdrew Application	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	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	7	0	2	0	2	0	0	0	1	0	15

This position was posted on the UConn Health website.

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

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

- 1 WM did not have a stable employment history, with multiple short terms of employment.
- 1 WM did not have experience with fiscal administrative functions.

The goal candidate, 1 WM, was interviewed and not selected because he did not have directly related administrative fiscal assistant experience.

The 1 BF was selected. She had account management experience that included experience with purchasing ordering platforms and account management systems. She also had experience with

invoicing payments, collections, accounts payable and receivable. Additionally, she had experience with generating contracts.

Start Date: 5/5/2023

Requisition Number: 2023-1032

Department: Finance and Reporting

Fiscal Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of basic bookkeeping, accounting and financial record keeping procedures
 Knowledge of general office procedures; skill in performing arithmetic computations
 Oral and written communication skills; interpersonal skills
 Ability to operate a variety of office equipment which may include word processors, computer terminals, calculating machines, etc.

EDUCATION AND TRAINING:

General Experience:

Two (2) years’ relevant experience in accounting, financial record keeping, or bookkeeping.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience

Special Requirement:

Experience with finance and procurement processes

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1032												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	6	1	0	0	0	0	0	1	0	1	0	9
Interviewed	0	1	0	0	0	0	0	1	0	1	0	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	6	5	0	0	0	0	0	2	0	2	0	15

This position was posted on the UConn Health website.

The HM goal was met with a previous hire and was no longer an established position.

The goal candidates, 6 WM, were not interviewed because they did not have experience with finance and procurement processes.

The 1 WF was selected. She had experience with finance and procurement processes. Specifically, she had experience reviewing reimbursements, processing checks, purchase order system, and general ledger. She also provided well thought-out responses to interview questions.

Start Date: 5/19/2023
Requisition Number: 2023-1170
Department: Volunteer and Guest Services
University Helper

MINIMUM QUALIFICATIONS:

- 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
- Ability to maintain professional demeanor with patients, visitors, and staff in high-stress situations

SPECIAL REQUIREMENTS:

- Must be able to push adults in a wheelchair
- Lift up to 40 pounds
- Stand and sit for periods of time
- Walk long distances.

PREFERRED REQUIREMENTS:

- One-year 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1170												
Qualified	2	2	0	0	0	2	0	0	0	0	0	6
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	2	0	0	0	3	0	0	0	0	0	7

This position was posted on the UConn Health website.

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

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

- 1 WM did not have the preferred experience in a health care setting.
- 1 WM was previously interviewed for a guest services position. He did not provide patient centered responses to interview questions and did not provide complete responses to interview questions. This demonstrated poor communication skills.

The 1 HF was selected. She had hospital-based customer experience working at UConn Health. She also provided clear, complete, and patient centered responses to interview questions.

Start Date: 5/19/2023

Requisition Number: 2023-811

Department: UMG - Storrs

Telecom Operators

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.

PREFERRED QUALIFICATIONS:

Call center and/or medical office scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-811												
Unqualified	0	2	0	0	0	1	0	0	0	0	0	3
Qualified	2	12	0	5	1	3	0	0	0	0	1	24
Interviewed	0	1	0	1	0	0	0	0	0	0	1	3
Offer Declined	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	1	0	0	0	0	0	0	0	2
Grand Total	2	17	0	8	1	4	0	0	0	0	2	34

These positions were posted on the UConn Health website.

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

The goal candidates, 2 WM, were not interviewed because they did not have call center or medical office experience.

The 1 WF selected had over a year of medical assistant and receptionist experience in a medical outpatient setting.

The 1 BF selected had experience as a patient service representative. She managed incoming and outgoing calls utilizing the EPIC electronic medical record system.

Start Date: 5/19/2023

Requisition Number: 2023-1119

Department: UMG-Call Center

Telecom Operator

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1119												
Unqualified	0	3	1	1	1	1	0	0	1	0	1	9
Qualified	0	1	0	1	0	2	0	0	0	1	0	5
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Withdrew Application	1	0	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	6	1	2	1	4	0	0	1	1	1	18

This position was posted on the UConn Health website.

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

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

The goal candidate, 1 WM, was not interviewed because he withdrew his application from consideration.

The 1 HF was selected. She had eighteen years of customer service experience answering a high volume (100+) of phone calls.

4D. (Secretarial/Clerical) Hires – Part Time to Full Time – Adjusted Work Schedule

Telephone Operators (Call Center)

2 WF adjusted their work schedules from part time to full time during the reporting period.

Category 4E: Admin Program Assistant 1

Hiring goals: 1 WM, 1 BM, 1 HM

Hiring into Category: 1 WF, 1 HM, 1 HF, 1 TF

Goals Met: 1 HM

Start Date: 7/01/2022

Requisition Number: 2022-1215

**Department: Imaging Services Administration
Administrative Program Assistant 1**

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

Excellent 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 of administrative experience, and must have experience with Microsoft Office to include Outlook, Word, Excel, and PowerPoint.

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:

Administrative and clinical experience in a Radiology department

Knowledge of EPIC system

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1215												
Unqualified	1	5	0	2	0	5	0	0	1	0	0	14
Qualified	1	12	0	2	0	5	1	0	0	0	0	21
Interviewed	0	3	0	1	0	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	21	0	5	0	10	1	0	1	0	0	40

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not have the preferred administrative and clinical experience in a radiology department.

The 1 WF was selected. She had four years of administrative experience. She also had the preferred administrative and clinical experience in a radiology department.

Start Date: 8/26/2022

Requisition Number: 2023-094

Department: Administrative Support Services

Administrative Program Assistant 1

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

Excellent 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 of administrative experience.

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 Microsoft Office to include Excel

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-094												
Unqualified	0	0	0	2	0	0	0	0	0	0	0	2
Qualified	0	2	0	0	0	0	0	1	0	0	0	3
Interviewed	0	3	0	1	0	3	0	0	0	0	0	7
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	5	0	3	0	4	0	1	0	0	0	13

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

Goal candidates did not apply for this position.

The 1 HF, a part-time UConn Health employee, was selected. She had experience as a front desk customer service representative with cash handling and the preferred Microsoft Office experience. She also answered the interview questions in a clear, concise, and detailed manner.

Start Date: 4/21/2023

Requisition Number: 2023-859

Department: Calhoun Cardiology Center

Administrative Program Assistant 1

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

Excellent 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 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.

PREFERRED QUALIFICATIONS:

Experience in recovery from addiction and/or familial substance abuse
Experience providing administrative support for research projects

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-859												
Unqualified	0	4	1	2	1	4	0	1	0	0	0	13
Qualified	1	9	0	3	1	2	0	2	0	2	3	23
Interviewed	1	3	0	0	0	1	0	0	0	0	0	5
Withdrew Application	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	2	16	1	6	3	7	0	3	0	2	3	43

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

Start Date: 5/19/2023

Requisition Number: 2023-1110

Department: Child and Family Studies

Administrative Program Assistant 1

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 schedule and prioritize office workflow
- Ability to operate office equipment and 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 Requirements:

Demonstrated proficiency in MS Word, Excel, Outlook, PowerPoint, WordPress, Photoshop, and Adobe Acrobat.

Experience in arranging and scheduling travel arrangements.

Preferred Experience:

Ability to manage multiple grant priorities and meet timelines

Demonstrated strong typing skills and editing skills

Excellent communication skills

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1110												
Unqualified	0	8	1	3	1	4	1	2	0	3	1	24
Interviewed	0	1	0	0	0	0	0	1	0	0	0	2
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	0	9	1	3	1	4	1	3	0	4	1	27

This position was posted on the UConn Health website.

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

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

The 1 TF was selected. She had experience making travel arrangements, reimbursements, and utilizing Microsoft office programs. Additionally, she had the preferred experience of managing and maintaining multiple grants.

Category 4F: Admin Program Assistant 2

Hiring goals: 1 WM, 2 BM, 1 BF, 1 HM, 2 HF, 1 AM

Hiring into Category: 3 WF, 1 BF, 1 AF

Goals Met: 1 BF

Start Date: 1/13/2023

Requisition Number: 2023-573

Department: Procurement

Administrative Program Assistants 2

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 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 six (6) months of experience.

Preferred Experience:

Proficient in HuskyBuy and Banner

Advanced Word, Excel, SharePoint, and Adobe Acrobat

Help desk and/or training experience

Financial and/or data analysis experience

Experience in a clinical, hospital or academic medical center environment

Experience with UConn Health's procurement and contract process, policies, and procedures

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-573												
Unqualified	1	7	1	3	0	4	0	1	1	1	0	19
Qualified	2	8	0	3	0	1	0	0	0	0	0	14
Interviewed	0	1	1	1	0	1	0	0	0	0	0	4
Hired	0	1	0	1	0	0	0	0	0	0	0	2
Grand Total	3	17	2	8	0	6	0	1	1	1	0	39

These positions were posted on the UConn Health website.

The HM goal was met with a previous promotion that was posted externally and was no longer an established hiring goal.

The goal candidates, 1 WM, 1 BM, 3 BF, and 4 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 WM, 3 BF, and 1 HF, were not interviewed because they did not have the preferred experience with Excel, Word, and Adobe Acrobat.

The goal candidates, 1 BM, 1 BF, and 1 HF, were interviewed and not selected because they did not have Adobe editing experience.

The goal candidate, 1 BF was selected.

This hire achieved a hiring goal.

The 1 WF was selected. She had the preferred experience with Word, Excel, SharePoint, and Adobe Acrobat. She also had the preferred hospital and academic experience.

Start Date: 3/24/2023

Requisition Number: 2023-833

Department: Curricular Affairs

Administrative Program Assistant 2

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 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 six (6) months of experience.

Preferred Experience:

Relevant work experience in higher education including degree programs for evaluations, surveys, and extensive data reporting

Experience with Blackboard and/or OASIS.

Intermediate level skillset in Excel for report creation, formatting, and presentation of data

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-833												
Unqualified	0	2	0	1	0	0	0	0	0	0	0	3
Qualified	0	7	1	0	0	4	0	0	0	0	0	12
Interviewed	0	2	0	0	0	1	0	1	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	12	1	1	0	5	0	1	0	0	0	20

This position was posted on the UConn Health website.

The BF and HM goals were met with a previous hire and a promotion that was posted externally. These goals were no longer established hiring goals.

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

- 1 BM and 2 HF did not have experience working in higher education including degree programs for evaluations, surveys, and extensive data reporting.
- 1 HF withdrew her application from consideration.
- 1 HF application had typographical and grammatical errors. This demonstrated a lack of knowledge of proper grammar, punctuation, and spelling.

The goal candidate, 1 HF, was interviewed and not selected because she did not have experience with degree programs for evaluations and surveys. She also did not have experience with Blackboard or OASIS.

The 1 WF was selected. She had experience working in higher education including degree programs for evaluations, surveys, and data reporting. She utilized Microsoft Excel at an intermediate level for report creation, formatting, and presentation of data. She also had experience working with Blackboard.

4F. (Administrative Program Assistant 2) Hires – Part Time to Full Time – Adjusted Work Schedule

**Administrative Program Assistant 2
(Clinical Laboratory)**

1 WF and 1 AF adjusted their work schedules from part time to full time during the reporting period.

Category 4G: Clinic Office Assistant

Hiring goals: 9 WM, 1 BM, 2 HM

Hiring into Category: 7 WF, 5 BF, 15 HF, 1 AF

Goals Met: None

Start Date: 7/1/2022

Requisition Number: 2022-142

**Department: UMG-General Surgery West Hartford
Clinic Office Assistant**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & 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:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

PREFERRED QUALIFICATIONS:

Experience with EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-142												
Unqualified	1	7	1	5	0	9	0	0	0	1	2	26
Qualified	1	11	0	4	0	10	0	0	2	1	0	29
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	19	1	10	0	19	0	0	2	2	2	57

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he stated he was no longer interested in this position.

The 1 WF was selected. She had ten years of clinic office assistant experience at UConn Health. She also provided patient centered responses to interview questions.

Start Date: 7/1/2022

Requisition Number: 2022-1340

Department: Orthopedics

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

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

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Working experience with EPIC

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1340												
Unqualified	1	6	1	3	0	3	0	2	0	1	0	17
Qualified	0	4	0	3	1	2	0	0	0	1	0	11
Interviewed	0	2	0	0	0	0	0	0	0	1	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	12	1	7	1	5	0	2	0	3	0	32

This position was posted on the UConn Health website.

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

The goal candidate, 1 HM, was not interviewed because he did not respond to attempts to schedule an interview.

The 1 BF was selected. She had five years of medical office experience utilizing the EPIC electronic medical records system. Also, during the interview she asked pertinent questions.

Start Date: 8/12/2022

Requisition Number: 2022-1426

Department: Internal Medicine

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & 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:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

PREFERRED QUALIFICATIONS:

Experience working in an outpatient orthopedic clinic

EPIC experience

1-2 years surgical scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1426												
Unqualified	0	6	1	7	1	7	0	1	0	1	1	25
Qualified	0	6	0	3	0	1	0	0	0	1	0	11
Interviewed	0	5	0	0	0	5	0	0	0	2	0	12
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	17	1	10	1	14	0	1	0	4	1	49

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 HF was selected. She had five years of scheduling experience in medical setting utilizing the EPIC medical records systems. She also provided patient-centered responses to interview questions and detailed responses to situational questions.

Start Date: 8/12/2022

Requisition Number: 2022-1465

Department: Orthopedics

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

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

EDUCATION AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience

PREFERRED QUALIFICATIONS:

Experience working in an outpatient orthopedic clinic

Epic experience

Surgical scheduling experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1465												
Unqualified	0	3	0	2	0	3	0	0	0	1	1	10
Qualified	0	3	0	1	0	4	0	0	0	1	0	9
Interviewed	0	4	0	0	0	0	0	1	0	0	0	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	10	0	3	0	8	0	1	0	2	1	25

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had eight years of medical appointment scheduling experience in a medical setting. She also asked pertinent questions during the interview.

Start Date: 8/26/2022

Requisition Number: 2022-883

Department: Gastroenterology

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.

Knowledge of medical terminology.

Considerable interpersonal skills.

Oral and written communication skills.

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

EPIC experience

Experience with surgical scheduling in an outpatient setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-883												
Unqualified	0	7	0	4	0	8	1	2	1	5	2	30
Qualified	0	5	0	3	0	5	0	0	0	2	0	15
Interviewed	0	7	0	1	0	2	0	0	1	1	0	12
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	20	0	8	0	16	1	2	2	8	2	59

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had sixteen years of surgical scheduling experience in an Ear, Nose, and Throat office. She also had experience obtaining prior authorization for radiology examinations and coordinating pre-operations and post-operations appointments for patients. Additionally, she provided patient centered responses to interview questions.

Start Date: 8/26/2022

Requisition Number: 2022-1538

Department: Neag Cancer Center

Clinic Office Assistants

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.

Knowledge of medical terminology.

Considerable interpersonal skills.
 Oral and written communication skills.
 Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
 Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

Surgical scheduling experience
 Infusion scheduling experience
 High-volume outpatient clinical experience
 Oncology medical practice experience
 EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1538												
Unqualified	0	14	0	6	0	7	0	1	0	2	1	31
Qualified	0	7	1	7	0	5	0	0	0	2	0	22
Interviewed	0	3	0	1	0	1	0	0	0	2	0	7
Hired	0	0	0	1	0	1	0	0	0	0	0	2
Grand Total	0	24	1	15	0	14	0	1	0	6	1	62

These positions were posted on the UConn Health website.

The goal candidate, 1 BM, was not interviewed because high volume (200 to 250 patient appointments) clinical office experience was not reflected on his application or resume.

The 1 BF selected had three and a half years of scheduling experience in a high-volume outpatient clinical setting.

The 1 HF selected had two years of scheduling experience in a high-volume outpatient clinical setting utilizing the EPIC medical scheduling system.

Start Date: 9/9/2022
Requisition Number: 2022-1085
Department: UMG-Storrs Administration
Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.
 Knowledge of medical terminology.
 Considerable interpersonal skills.
 Oral and written communication skills.
 Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
 Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1085												
Unqualified	0	4	0	1	0	3	0	0	0	1	1	10
Qualified	0	5	0	1	0	0	0	0	0	0	0	6
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	11	0	2	0	3	0	0	0	1	1	18

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had six years of experience scheduling medical appointments utilizing the EPIC electronic medical system in a medical setting.

Start Date: 9/9/2022
Requisition Number: 2023-106
Department: Endocrinology
Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.
 Knowledge of medical terminology.
 Considerable interpersonal skills.
 Oral and written communication skills.
 Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
 Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-106												
Unqualified	0	4	0	3	0	5	0	0	0	0	0	12
Qualified	0	5	0	0	0	1	0	0	0	1	0	7
Interviewed	1	1	0	2	0	0	0	0	0	1	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	11	0	5	0	6	0	0	0	2	0	25

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected. His responses to scenario questions were not organized, clear, or patient centered.

The 1 WF was selected. She had front desk experience in scheduling utilizing EPIC, triaging, and multitasking. She also provided clear patient-centered responses and examples to interview and scenario questions.

Start Date: 9/9/2022
Requisition Number: 2023-190
Department: Dermatology
Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.
 Knowledge of medical terminology.
 Considerable interpersonal skills.
 Oral and written communication skills.
 Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
 Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

EPIC experience
 Scheduling experience in a dermatology clinic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-190												
Unqualified	0	6	0	1	1	5	0	1	0	2	0	16
Qualified	0	2	1	0	0	2	0	0	0	0	0	5
Interviewed	1	7	0	4	0	2	0	0	0	0	0	14
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	15	1	5	1	10	0	1	0	2	0	36

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 goal candidate, 1 WM, a UConn Health employee, was interviewed and not selected because he had documented performance issues.

The 1 HF was selected. She had six years of medical scheduling experience utilizing the EPIC electronic medical system. She also provided patient centered responses to interview questions. Additionally, she had knowledge of the dermatology clinic.

Start Date: 9/23/2023
Requisition Number: 2022-1468
Department: Dermatology Clinic
Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles and practices of clinical office management.
- Knowledge of medical terminology.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
- Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1468												
Unqualified	0	11	0	4	0	4	0	0	0	3	0	22
Qualified	0	5	0	0	0	5	0	0	0	0	0	10
Interviewed	1	4	0	0	0	0	0	0	0	0	0	5
Withdraw Application	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	23	0	4	0	10	0	0	0	3	0	41

This position was posted on the UConn Health website for the Dermatology office.

The goal candidate, 1 WM, was interviewed and not selected because he did not have dermatology office experience.

The 1 WF was selected. She had three years of dermatology and Mohs surgery scheduling experience.

Start Date: 11/18/2023
Requisition Number: 2023-437
Department: Neurology
Clinic Office Assistants

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of the principles and practices of clinical office management.
- Knowledge of medical terminology.
- Considerable interpersonal skills.
- Oral and written communication skills.
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.
- Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

- Experience working with EPIC
- Experience in a medical practice preferably a busy multi-specialty office, preferably in Neurology or resident clinic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-437												
Unqualified	0	4	0	3	0	0	0	2	0	0	1	10
Qualified	1	3	0	0	0	3	0	1	0	1	0	9
Interviewed	0	4	0	2	0	4	0	0	0	0	0	10
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	2	0	0	0	0	0	2
Grand Total	1	12	0	5	0	11	0	3	0	1	1	34

These positions were posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not respond to attempts to schedule an interview.

The 1 HF selected had one and a half years of EPIC electronic medical record experience in a busy medical practice. She also scored a 65 out of 100 on the skills assessment.

The 1 HF selected had seven years of EPIC electronic medical record experience in a neurology clinic. She scored 73 out of 100 on the skills assessment.

The skills assessment was based on the following:

- EPIC experience
- Neurology office experience
- Medical scheduling experience
- Knowledge of medical terminology
- Customer service skills

Start Date: 11/18/2022

Requisition Number: 2023-505

Department: General Obstetrics

Clinic Office Assistants

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & 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:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

Previous experience in an OB/GYN office practice setting.

EPIC experience

IDXWeb experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-505												
Unqualified	0	4	0	6	0	3	0	3	0	2	1	19
Qualified	0	6	0	1	0	4	0	1	0	1	1	14
Interviewed	1	0	0	0	0	3	0	0	0	0	0	4
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	1	0	1	0	0	0	0	0	3
Grand Total	1	12	0	8	0	11	0	4	0	3	2	41

These positions were posted on the UConn Health website.

The goal candidate, 1 WM, was interviewed and not selected. He did not have check in and check out experience in an obstetrics/gynecology (OB/GYN) office.

The 1 WF selected had experience in an OB/GYN office, processing patients. She also had knowledge of placing and scheduling orders.

The 1 BF selected had seven years of experience with OB/GYN scheduling.

The 1 HF selected had experience processing patients utilizing the EPIC electronic medical record system. She also had experience in an OB/GYN office.

Start Date: 12/2/2022

Requisition Number: 2022-1274

Department: UMG Floats

Clinic Office Assistants

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1274												
Unqualified	3	14	1	10	0	10	0	2	0	2	2	44
Qualified	2	7	1	2	0	3	0	1	0	0	0	16
Interviewed	0	1	0	0	0	3	0	1	0	0	0	5
Withdrew Application	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	0	0	0	0	2	0	0	0	0	0	2
Offer Rescinded	0	0	0	3	0	0	0	0	0	0	0	3
Grand Total	5	23	2	15	0	20	0	4	0	2	2	73

These positions were posted on the UConn Health website for the medical group float pool office.

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

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

- 1 WM did not have front desk experience.
- 1 WM did not respond to requests to schedule an interview.
- 1 BM was a former UConn Health employee who did not pass his working test period.

The 1 HF selected had front desk experience utilizing the EPIC electronic medical record system.

The 1 HF selected had front desk experience utilizing the EPIC electronic medical record system. She also provided patient centered responses to interview questions.

Start Date: 12/30/2022
Requisition Number: 2023-672
Department: Pulmonary Clinic
Clinic Office Assistant

**MINIMUM QUALIFICATIONS REQUIRED:
 KNOWLEDGE, SKILL & ABILITY:**

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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

Experience working in ambulatory care
 Experience working in Pulmonary/sleep
 EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-672												
Unqualified	0	6	0	2	0	3	0	0	0	1	0	12
Qualified	1	5	0	1	0	5	0	2	0	3	0	17
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	1	11	0	3	0	8	0	3	0	4	0	30

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have experience working in a pulmonary department.

The 1 AF was selected. She had nine years of experience working in a pulmonary department.

Start Date: 1/27/2023
Requisition Number: 2023-592
Department: Osteoporosis
Clinic Office Assistant

**MINIMUM QUALIFICATIONS REQUIRED:
 KNOWLEDGE, SKILL & ABILITY:**

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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

EPIC experience
 Experience working in Geriatrics Office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-592												
Unqualified	0	5	0	7	0	6	0	0	0	1	0	19
Qualified	2	7	0	1	0	6	0	0	0	1	1	18
Interviewed	0	0	0	3	0	3	0	2	0	0	1	9
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	2	12	0	12	0	15	0	2	0	2	2	47

This position was posted on the UConn Health website.

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

- 1 WM did not have experience working in a geriatric office and he did not have EPIC electronic medical record experience.

- 1 WM cancelled his scheduled interview.

The 1 BF was selected. She had experience working in a geriatric office utilizing EPIC medical records. She also provided patient centered responses to interview questions.

Start Date: 2/24/2023

Requisition Number: 2023-367

Department: Pulmonary Clinic

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATIONS:

Experience working in ambulatory care

Experience working in Pulmonary/sleep

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-367												
Unqualified	0	6	1	3	0	2	0	1	0	1	0	14
Qualified	1	7	0	4	0	4	0	1	0	0	0	17
Interviewed	0	0	1	0	0	0	0	0	0	0	1	2
Offer Declined	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	13	2	7	0	7	0	2	0	2	1	35

This position was posted on the UConn Health website.

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

The goal candidate, 1 WM, was not interviewed because he did not have experience working in an ambulatory setting.

The goal candidate, 1 BM, was interviewed and not selected. During the interview it was discovered that the candidate did not have front desk experience working with patients in an ambulatory setting.

The 1 HF was selected. She had experience working with patients in an ambulatory setting. She also had experience working in a pulmonary department utilizing EPIC medical records.

Start Date: 3/10/2023

Requisition Number: 2023-649

Department: General Obstetrics

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-649												
Unqualified	0	9	0	6	0	9	0	0	0	0	1	25
Qualified	1	6	0	3	0	3	0	1	0	1	0	15
Interviewed	0	0	0	4	0	2	0	0	0	0	0	6
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	16	0	13	0	15	0	1	0	1	1	48

This position was posted on the UConn Health website for obstetrics/gynecology (OB/GYN) office.

The goal candidate, 1 WM, was not interviewed because he did not have experience in an OB/GYN office, processing patients.

The 1 HF was selected. She had experience processing patients in an OB/GYN office.

Start Date: 4/21/2023
Requisition Number: 2023-892
Department: Endocrinology
Clinic Office Assistant

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 relevant experience scheduling medical appointments in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED:

Experience in a multi-specialty outpatient practice setting

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-892												
Unqualified	0	5	0	4	1	3	0	1	0	1	1	16
Qualified	0	6	0	0	0	3	0	3	0	0	0	12
Interviewed	0	1	0	1	0	0	0	0	0	0	1	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	12	0	5	1	7	0	4	0	1	2	32

This position was posted on the UConn Health website.

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

The 1 HF was selected. She had six years of experience in an outpatient setting scheduling medical appointments utilizing EPIC. She also provided patient centered responses to interview questions and scenarios.

Start Date: 5/5/2023
Requisition Number: 2023-1048
Department: Vascular Surgery
Clinic Office Assistant

**MINIMUM QUALIFICATIONS REQUIRED:
 KNOWLEDGE, SKILL & 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:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

PREFERRED QUALIFICATIONS:

- Surgical Scheduling experience
- EPIC experience
- Experience working in physician office practice setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1048												
Unqualified	0	4	0	1	0	2	0	0	0	1	0	8
Qualified	0	8	0	0	0	2	0	1	0	0	0	11
Interviewed	0	2	0	1	0	1	0	1	0	0	0	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	14	0	2	0	6	0	2	0	1	0	25

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had seven and a half years of surgical scheduling experience in an office practice setting, utilizing EPIC medical records systems.

Start Date: 5/19/2023

Requisition Number: 2023-965

Department: Neurosurgery

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- 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

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

PREFERRED QUALIFICATION:

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-965												
Unqualified	0	2	0	3	0	2	0	1	0	0	0	8
Qualified	0	4	0	2	0	3	0	0	0	0	0	9
Interviewed	0	0	0	1	0	1	0	1	0	1	0	4
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	6	0	6	0	7	0	2	0	1	0	22

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had experience checking in up to two hundred patients a day, utilizing the EPIC electronic medical record system. She also provided patient centered responses to interview questions.

Start Date: 5/19/2023

Requisition Number: 2023-1077

Department: Internal Medicine

Clinic Office Assistant

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of the principles and practices of clinical office management.

Knowledge of medical terminology.

Considerable interpersonal skills.

Oral and written communication skills.

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

Ability to schedule and prioritize workflow.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of relevant experience scheduling medical appointments in a medical setting.

Substitutions Allowed:

Graduation from a medical office assistant program may be substituted for the General Experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1077												
Unqualified	1	5	0	2	0	1	0	1	0	1	1	12
Qualified	0	3	0	0	0	1	0	0	0	0	0	4
Interviewed	0	1	0	2	0	0	0	0	0	2	0	5
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	9	0	5	0	2	0	1	0	3	1	22

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had six years of scheduling experience in a medical setting, utilizing EPIC medical records systems. She also provided detailed, patient-centered responses to interview questions.

4G. (Clinic Office Assistant) Hires – Part Time to Full Time – Adjusted Work Schedule

**Clinic Office Assistant
(Surgery Center)**

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

**Clinic Office Assistant
(Cardiology)**

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

Category 5A: Clinical/Paraprofessional

Hiring goals: 1 WM, 5 WF, 4 BF, 1 HM, 1 AM

Hiring into Category: 1 WM, 3 WF, 3 BF, 1 TF

Goals Met: 1 WM, 3 WF, 3 BF

Start Date: 6/3/2022

Requisition Number: 2022-1148

Department: N.N.I.C.U.

Nurse Aide

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: 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: Nurse Aide experience in a NNICU.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1148												
Unqualified	0	0	0	2	0	0	0	0	0	0	0	2
Qualified	1	11	0	11	1	6	0	1	0	2	0	33
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	12	0	14	1	6	0	1	0	2	0	37

A goal candidate, 1 BF, a part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

Start Date: 8/12/2022
Requisition Number: 2022-1411
Department: Psychiatric Clinic
Clinical Coordinator 2

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of office management and principles
- Considerable knowledge of relevant State and Federal laws and regulations
- Knowledge of accrediting agencies guidelines, such as JCAHO
- Knowledge of financial management
- Considerable knowledge of billing systems and insurance regulations
- Knowledge of healthcare delivery systems
- Knowledge of systems/applications that impact the healthcare clinical delivery
- Considerable interpersonal, oral and written communication skills
- Excellent computer, project management and leadership skills
- Ability to problem solve and work under pressure deadlines
- Excellent supervisory ability
- Ability to apply quality improvement techniques
- Ability to manage change
- Ability to deal compassionately with patients and family members.

EXPERIENCE AND TRAINING:

General Experience:
 Six (6) years of administrative clinical experience or business-related field.

SUBSTITUTION ALLOWED:

Bachelor's degree in healthcare management, business administration or closely related field may be substituted for four (4) years of the general experience.

PREFERRED EXPERIENCE:

Experience working in outpatient psychiatry
 Experience using Epic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1411												
Unqualified	0	5	1	2	0	4	0	1	0	1	0	14
Qualified	0	0	0	0	0	2	0	1	0	0	0	3
Interviewed	0	3	0	0	0	2	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	9	1	2	0	8	0	2	0	1	0	23

A goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 10/7/2022

Requisition Number: 2023-021

Department: IT Clinical Systems

Credentialed Trainer

MINIMUM REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge and understanding of the system application and the organization's specific workflows.
- Knowledge and competency in the curriculum and applications and/or role(s) for which they are credentialed.
- Knowledge of workflows and system configuration.
- Considerable interpersonal skills with strong, effective communication and public speaking skills.
- Organizational skills
- Ability to adjust to fast paced, rapidly changing environment.
- Ability to adapt to various working environments and classroom configurations.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in clinical operations, revenue cycle or hospital billing.

Substitutions Allowed:

Bachelor's degree in the relevant area may be substituted for four [4] years of experience.

Special Requirements:

- Proficiency in Microsoft Word, Excel, PowerPoint and SharePoint.
- Must pass credentialing process for assigned application(s) within six months of hire.

Preferred Qualifications:

1 year formal Epic training experience with ASAP, Orders, ClinDoc, Stork, OpTime/Anesthesia, Beaker or Radiant

Experience training remotely using WebEx, Zoom, Tams, Skype

Experience working as a clinical operations team member in a hospital setting

Epic proficiency certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-021												
Unqualified	1	2	0	0	0	0	0	1	0	0	0	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	1	0	0	0	0	0	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	5	0	0	0	1	0	1	0	0	0	9

A goal candidate, 1 WM, was selected.

This hire achieved a hiring goal.

Start Date: 11/4/2022

Requisition Number: 2023-372

Department: Obstetrics and Gynecology

Nurse Aide

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 and registered with the State of CT Nurse Aide Registry.

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 within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

1 year inpatient hospital acute care experience.
Experience working in newborn and obstetrical care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-372												
Qualified	1	7	0	6	0	2	0	0	0	0	1	17
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	7	0	7	0	2	0	0	0	0	1	18

A goal candidate, 1 BF, a part-time UConn Health employee, was selected.
This hire achieved a hiring goal.

Start Date: 12/30/2022
Requisition Number: 2023-451
Department: Obstetrics and Gynecology
Nurse Aide

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 and registered with the State of CT Nurse Aide Registry.

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 within six (6) months of hire and maintain throughout employment.

PREFERRD QUALIFICATIONS:

1 year inpatient hospital acute care experience.
 Experience working in newborn and obstetrical care

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-451												
Unqualified	0	3	0	7	0	2	0	0	0	0	0	12
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Interviewed	0	0	0	1	0	2	0	0	0	0	0	3
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	5	0	9	0	5	0	0	0	0	0	19

The goal candidate, 1 BF, was selected.
This hire achieved a hiring goal.

Start Date: 3/10/2023
Requisition Number: 2023-786
Department: Psychiatry 1 Unit
Nurse Aide

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.

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.

PREFERRD QUALIFICATIONS:

Current patient care experience in an inpatient psychiatry unit.
 Current CPI (Non violent Crisis Intervention) certification

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-786												
Unqualified	0	0	0	1	0	1	0	0	0	0	0	2
Qualified	0	0	0	2	0	0	0	0	0	1	1	4
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	0	0	0	4	0	1	0	0	0	2	1	8

This position was posted on the UConn Health website.

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

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

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

- 1 BF was a former UConn Health employee who did not pass her working test period.
- 1 BF did not have the preferred CPI certification.

The goal candidate, 1 BF, was interviewed and not selected. During the interview it was learned that she did not have the preferred CPI certification or any other behavioral de-escalation certifications.

The 1 TF was selected. She was a certified nursing assistant and was certified in CPI. She also had formal training with behavioral disturbances.

5A. (Clinical/Paraprofessional) Hires – Part Time to Full Time – Adjusted Work Schedule

Community Health Worker (Psychiatry)

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

This hire achieved a hiring goal.

Community Health Worker (Float Pool)

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

This hire achieved a hiring goal.

Category 5B: Technical/Paraprofessional

Hiring goals: 14 BF, 14 HF

Hiring into Category: 4 WM, 13 WF, 1 BM, 1 BF, 2 HM, 6 HF, 1 AF

Goals Met: 1 BF, 6 HF

Start Date: 6/3/2022

Requisition Number: 2022-857

**Department: Clinical Neurophysiology
Neurodiagnostic Technician**

MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

Knowledge of electro neurodiagnostic equipment

Knowledge of EEG examinations, evoked potential exam and nerve conduction velocity exam

Knowledge of normal anatomy and functions of the nervous system

Knowledge of electrical patterns in both central and peripheral nervous systems

Knowledge of laboratory quality assurance protocols

Considerable interpersonal, verbal and written communication skills

Skill in the use of signal processing and its relation to instrumentation involved in neurodiagnostic testing

Considerable computer skills

Ability to obtain patients cooperation/confidence to obtain the best test results.

EXPERIENCE & TRAINING:

General Experience:

One (1) year of experience or training in a hospital or medical clinic in the application of or training for electroencephalography and related techniques.

SPECIAL REQUIREMENTS:

Employees in this class must be certified as an Electroencephalographic Technologist from an accredited institution that supports the credentialing eligibility requirement established by institutions, such as American Board of Registration (ABRET), American Association of Electrodiagnostic Technologist (AAET), and Board of Registered Polysomnographic Technologist (BRPT).

If eligible must obtain certification within one (1) year of employment.

PREFERRED QAULIFICATIONS:

Neonatal EEG experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-857												
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	0	0	0	0	1	0	0	0	0	0	1

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Start Date: 6/17/2022

Requisition Number: 2022-1275

Department: Ultrasound

DM Sonography Technologist 1

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general physics, biological science and algebra; knowledge of sonographic equipment and procedures; knowledge of infectious diseases, and safety precautions.

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, recognizing the special nature of sonographic examinations and patient's needs.

ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary.

ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed.

ability to establish and maintain effective working relationships with the public and health care team.

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.

Technologist Level 1

General Experience and Training:

Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Required License/Certification/Registry:

Must possess and maintain during employment Registry in at least one specialty by ARDMS or certification/registry in Sonography by ARRT.

Must possess and maintain during employment an active Basic Life Support certificate [BLS] certificate.

Technologist Level 2

General Experience and Training:

Two [2] years diagnostic medical sonography experience.

Required License/Certification/Registry:

Must possess and maintain during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in multiple specialties [at least two] to include but not limited to, abdominal, breast, musculoskeletal, Obstetric and gynecologic or vascular or, registry with the American Registry of Radiologic Technologist [AART] in Sonography.

Must possess and maintain during employment an active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1275												
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	1	0	1	0	0	0	0	0	0	0	2

The goal candidate, 1 BF, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/2022

Requisition Number: 2022-1480

Department: Canton Urgent Care

Diagnostic Radiologic Technician

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1480												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	0	1	0	0	1	0	0	0	0	0	0	2

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HM was selected. He graduated from an ARRT approved associate degree program in Radiology Technology. He was registered by the ARRT. He also had a current license to practice radiography in the State of Connecticut.

Start Date: 7/15/2022

Requisition Number: 2022-683

Department: Radiology

Diagnostic Radiologic Technician

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-683												
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	0	0	0	0	0	0	0	5

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The, 1 WF, was selected. She had graduated from an ARRT approved associate degree program in Radiology Technology. She also had completed her clinical rotation at UConn Health, where she communicated effectively with patients and staff.

Start Date: 7/15/2022

Requisition Number: 2022-1209

Department: Orthopedics

Diagnostic Radiologic Technician

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1209												
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	1	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 graduated from an ARRT approved associate degree program in Radiology Technology. She was registered by the ARRT. She also had a current license to practice radiography in the State of Connecticut.

Start Date: 9/9/2022

Requisition Number: 2023-097

Department: Ophthalmology

Ophthalmology Technicians

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & 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.

EXPERIENCE 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-097												
Unqualified	0	3	0	0	0	1	0	1	0	0	0	5
Qualified	0	3	0	0	0	2	0	0	0	0	1	6
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	2	0	0	0	0	0	2
Grand Total	1	6	0	0	0	5	0	1	0	0	1	14

The goal candidates, 2 HF, were selected.

These hires achieved hiring goals.

Start Date: 9/23/2022

Requisition Number: 2023-088

Department: Radiology

Diagnostic Radiologic Technician

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-088												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	1	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	1	1	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was interviewed and not selected. She graduated in May 2022 from an ARRT associate degree program in Radiology Technology. She was unable to answer questions regarding her knowledge of radiologic equipment, such as fluoroscopy, or C-Arms.

The 1 WF was selected. She was able to answer all questions regarding radiologic equipment. She also had four years of radiologic technology experience working at local hospitals.

Start Date: 10/7/2022

Requisition Number: 2022-672

Department: Radiology

Diagnostic Radiologic Technologist

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-672												
Unqualified	0	1	0	0	1	0	0	0	0	0	0	2
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	1	1	0	0	0	0	0	0	7

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was interviewed and not selected. She did not have training or knowledge of all areas of radiology, specifically the operating room.

The 1 WF was selected. She graduated in May 2021 from an ARRT associate degree program in Radiology Technology. Her clinical rotations were completed in the UConn Health hospital, operating room, and outpatient settings.

Start Date: 10/7/2022

Requisition Number: 2022-821

Department: Clinical Engineering

Diagnostic Radiologic Technologist

**MINIMUM QUALIFICATIONS REQUIRED
 KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the principles of electronics and mechanics as it applies to testing, repair and maintenance of clinical, radiological, dental, research instrumentation and equipment
 Interpersonal skills
 Oral and written communication skills
 Considerable ability to troubleshoot independently
 Ability to effectively communicate with various health care professionals.
 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 interaction with clinical personnel
 Knowledge of the medical application of the device which are critical to resolving the problem

EXPERIENCE TRAINING:

General Experience: Five (5) years of experience in the maintenance, testing and repair of medical devices which include medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

Substitutions Allowed:

College training in biomedical equipment technology, electronics or a closely related field may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience up to a maximum of four (4) years and one (1) year of experience in the testing and repair of medical devices which include medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-672												
Unqualified	0	1	0	0	1	0	0	0	0	0	0	2
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	1	0	1	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	1	1	0	0	0	0	0	0	7

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The 1 WM was selected. He had thirty-five years of experience in the maintenance, testing and repair of medical devices. Specifically, his experience included medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

Start Date: 10/21/2022
Requisition Number: 2022-1205
Department: Radiology
Diagnostic Radiologic Technician

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.

Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT).

Special Requirement:

Must possess and maintain a current license to practice radiography in the State of Connecticut.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1205												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	1	0	0	0	0	0	0	0	3
Interviewed	0	2	1	1	0	0	0	0	0	0	0	4
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	0	5	2	2	0	0	0	1	0	0	0	10

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed. She was interviewed for an identical previous position. She did not have training or knowledge of all areas of radiology, specifically the operating room.

The goal candidate, 1 BF, was interviewed and not selected. She was unable to answer questions regarding her knowledge of radiologic equipment such as fluoroscopy, or C-Arms.

The 1 BM was selected. He was able to answer all questions regarding radiologic equipment. Also, his experience included imaging in an operating room and emergency department.

Start Date: 11/4/2022

Requisition Number: 2022-469

Department: Sterile Processing

Central Sterile Processing Instrument Specialists

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).

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).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-469												
Unqualified	4	4	7	5	0	6	0	1	0	2	1	30
Qualified	1	1	1	1	0	2	0	0	0	0	1	7
Interviewed	1	1	0	1	0	0	0	0	0	0	0	3
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	7	8	8	7	0	8	0	1	0	2	2	43

These positions were posted on the UConn Health website.

The goal candidates, 5 BF and 6 HF, did not meet the minimum requirements as posted.

The goal candidates, 1 BF and 2 HF, were not interviewed for the following reasons:

- 1 BF had a contract with another company and was not available for employment.
- 1 HF did not attend her scheduled interview.
- 1 HF accepted another UConn Health position.

The goal candidate, 1 BF, was interviewed and not selected because she did not provide complete responses to interview questions regarding her experience with decontamination, assembly, and sterilization.

The 2 WFs were selected because they had two years of experience in orthopedic and spine instrumentation. They provided complete responses to interview questions regarding their experience with decontamination, assembly, and sterilization. They also had the preferred CBSPD Certification.

Start Date: 12/2/2022

Requisition Number: 2022-861

Department: Prosthodontics

Specialized Dental Laboratory Technician

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable technical knowledge of dental or oral anatomy with normal and abnormal variations

Considerable knowledge of the practices, processes and material used in a restorative dentistry
 Exact mechanical and artistic skill and judgment in the manufacture of dental laboratory products

Interpersonal skills; oral and written communication skills

Teaching ability.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from a one (1) year Dental Technology Program and five (5) years of progressively responsible dental laboratory technology experience, which included some teaching responsibility.

Preferred Qualifications:

Experience/expertise in digital dental workflows
 Ability to navigate electronic health records and electronic databases

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-861												
Unqualified	1	1	0	0	0	0	0	0	0	0	2	4
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Offer Declined	2	0	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	5	3	0	0	0	0	0	0	0	0	2	10

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WM was selected. He graduated from a Dental Technology Program and had twenty years of dental laboratory technology experience.

Start Date: 12/30/2022

Requisition Number: 2023-608

**Department: Center for Molecular Oncology
 Research Technician**

KNOWLEDGE, SKILL AND ABILITY:

Some knowledge of laboratory equipment, basic staining and slide procedures; familiarity with basic laboratory equipment/procedures; some interpersonal skills; oral and written communications skills; excellent computer skills with ability to perform accurate data entry; ability to utilized computer software; ability to follow instructions [verbal or written]; and apply policies and procedures; ability to perform simple calculations and keep simple technical records.

EXPERIENCE & TRAINING:

High School diploma or equivalent.
One (1) year of experience in a laboratory/medical setting.

SPECIAL QUALIFICATION:

Knowledge of animal handling techniques in accordance with institutional animal care protocols.

PREFERRED QUALIFICATION:

Experience with handling of laboratory rats strongly preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-608												
Unqualified	0	2	0	0	0	1	0	0	0	0	0	3
Qualified	1	0	0	0	0	0	0	1	0	0	0	2
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	1	2	0	0	0	1	0	2	0	0	0	6

This position was posted on the UConn Health website.

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

The 1 AF was selected. She had clinical and research experience utilizing laboratory equipment, basic staining, and slide procedures. She also had the preferred experience of handling laboratory rats.

Start Date: 1/27/2023

Requisition Number: 2023-318

Department: Radiology

Computed Tomography (CT) Tech 2

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 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], must be 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 be active/current during employment.

Must maintain CEU compliance for AART registry/certification during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-318												
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	0	0	0	0	1	0	0	0	0	0	1

The goal candidate, 1 HF part-time UConn Health employee, was selected.
This hire achieved a hiring goal.

Start Date: 1/27/2023
Requisition Number: 2023-547
Department: Center for Molecular Oncology
Research Technician

KNOWLEDGE, SKILL AND ABILITY:

Some knowledge of laboratory equipment, basic staining and slide procedures; familiarity with basic laboratory equipment/procedures; some interpersonal skills; oral and written communications skills; excellent computer skills with ability to perform accurate data entry; ability to utilized computer software; ability to follow instructions [verbal or written]; and apply policies and procedures; ability to perform simple calculations and keep simple technical records.

EXPERIENCE & TRAINING:

High School diploma or equivalent.
One (1) year of experience in a laboratory/medical setting.

SPECIAL QUALIFICATION:

Knowledge of animal handling techniques in accordance with institutional animal care protocols.

PREFERRED QUALIFICATION:

Experience with handling of laboratory mice strongly preferred.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-547												
Unqualified	2	8	1	2	2	0	0	3	0	0	1	19
Qualified	1	0	0	0	0	0	0	0	0	1	0	2
Interviewed	0	1	0	0	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	10	1	2	2	0	0	4	0	1	1	24

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements as posted.

The 1 WF was selected. She had experience utilizing laboratory equipment, basic staining, and slide procedures. She also had the preferred experience of handling laboratory mice.

Start Date: 3/10/2023

Requisition Number: 2023-256

**Department: Clinical Laboratory
Safety and Quality Officer**

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills and Abilities:

Considerable knowledge of laboratory regulatory requirements.
 Considerable knowledge of laboratory equipment, procedures and techniques.
 Considerable knowledge of safety, quality assurance, infection control and patient safety techniques and policies.
 Skills in adult learning education strategies; instructional skills.
 Critical thinking skills; reading comprehension skills.
 Organizational and detailed oriented skills.
 Considerable interpersonal skills with the ability to establish and maintain effective working relationships with patients, the public and health care team; ability to show sensitivity to patient's multicultural needs.
 Effective communication (oral and written) skills and active listening skills.
 Ability to use independent judgment.
 Ability to operate and navigate computerized clinical systems and office applications.
 Ability to organize and analyze data.
 Ability to work efficiently and cope with emergency situations.
 Leadership ability.

GENERAL EXPERIENCE & TRAINING REQUIRED:

Seven (7) years' experience working in a laboratory which includes at least three (3) years quality and safety experience and two (2) years of supervisory/lead experience.

SPECIAL REQUIREMENTS:

Must possess and maintain during employment American Society for Clinical Pathology (ASCP) certification such as general laboratorian, microbiology, chemistry, pathology, blood bank, etc. May be required to possess and maintain during employment active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-256												
Unqualified	3	3	0	0	0	0	0	0	0	0	0	6
Interviewed	0	1	0	0	0	1	0	0	0	0	1	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	5	0	0	0	1	0	0	0	0	1	10

These positions were posted on the UConn Health website.

The goal candidate, 1 HF, a University Health Professional union member, was interviewed and not selected. She had not completed the required six months in her current position. So, per her union contract, she was not eligible to be transferred.

The 1 WF selected had supervisory experience and regulatory knowledge. She provided detailed examples of her experience with quality, safety, and teamwork. She also had grown an independent laboratory from the ground up.

Start Date: 3/10/2023

Requisition Number: 2023-361

Department: Ultrasound

DM Sonography Technologists 2

Minimum Qualifications Required:

Knowledge, Skills and Abilities:

Considerable knowledge of general physics, biological science and algebra; knowledge of sonographic equipment and procedures; considerable knowledge of infectious disease procedures and safety precautions; 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, recognizing the special nature of sonographic examinations and patient's needs; ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary; ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to recognize the difference between normal and abnormal images and other diagnostic information; ability to operate and navigate computerized clinical systems and office applications; ability to work efficiently and cope with emergency situations.

DMST I General Experience and Training Required:

Graduate of a formal Diagnostic Medical/Ultrasound Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

DMST II General Experience and Training Required:

Graduate of a formal Diagnostic Medical/Ultrasound Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); and Two [2] years diagnostic medical sonography experience.

Required License/Certification/Registry:

Must possess and maintain during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in multiple specialties [at least two] to include but not limited to, abdominal, breast, musculoskeletal, Obstetric and gynecologic or vascular or, registry with the American Registry of Radiologic Technologist [AART] in Sonography.

Must possess and maintain during employment an active Basic Life Support [BLS] certificate.

Special Experience and Training Required:

Must maintain and possess during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in Breast.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-361												
Qualified	0	4	0	1	0	0	0	0	0	0	0	5
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	0	5	0	1	0	1	0	0	0	0	0	7

This position was posted on the UConn Health website.

The goal candidate, 1 BF, was not interviewed because she applied after the candidates had been selected.

The goal candidate, 1 HF, was hired.

This hire achieved a hiring goal.

The 1 WF selected graduated from a diagnostic medical/ultrasound sonography program. She had licenses in two specialties, abdominal and obstetric/gynecologic. She also had five years of diagnostic medical sonography experience.

Start Date: 3/24/2023

Requisition Number: 2023-804

Department: Maternal Fetal Medicine

DM Sonography Technologist 1

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITY

Knowledge of general physics, biological science and algebra

Knowledge of sonographic equipment and procedures

Knowledge of infectious diseases, and safety precautions

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, recognizing the special nature of sonographic examinations and patient's needs

Ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary

Ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed

Ability to establish and maintain effective working relationships with the public and health care team

Ability to operative 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.

EXPERIENCE AND TRAINING:

General Experience:

Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

SPECIAL REQUIREMENT:

Must possess and maintain during employment Registry in at least one specialty by ARDMS or certification/registry in Sonography by ARRT.

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 through employment.

PREFERRED QUALIFICATIONS:

Interest in expanding skills in Maternal Fetal Medicine

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-804												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	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	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	0	0	0	0	0	0	4

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She graduated from a medical imaging diagnostic program. She also had an American Registry for Diagnostic Medical Sonography certification. In addition, she had experience in obstetrics.

Start Date: 3/24/2023
Requisition Number: 2023-819
Department: Central Sterile Supply
Central Sterile Processing Instrument Specialist

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 (IAHCMM).
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).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-819												
Unqualified	2	3	4	5	1	3	0	0	0	1	1	20
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Withdrew Application	0	0	0	2	0	0	0	0	0	0	0	2
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	3	4	4	7	2	3	0	0	0	1	1	25

This position was posted on the UConn Health website.

The goal candidates, 5 BF and 3 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 BF, withdrew their applications.

The 1 HM was selected. He had six years of sterile processing experience. This experience included decontamination, assembly, sterilization, assembling carts, and selecting instruments and supplies for procedures. Additionally, he had the preferred CBSPD Certification.

Start Date: 4/10/2023

Requisition Number: 2023-439

**Department: Facilities Management Administration
Facilities Engineer**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of building and utility systems including controls systems.

Knowledge of codes and regulations.

Knowledge of budget preparation/financial management.

Effective interpersonal skills; oral and written communication skills.

Computer skills.

Ability to write and present formal reports, develop specifications, estimate costs and prepare procedures.

Ability to deal with compliance agencies, inspectors, architectural, engineering firms and staff.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's Degree in a relative engineering field from an accredited institution and four (4) years' experience in facilities design, operations and maintenance of large building/campus systems.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-439												
Unqualified	6	0	0	1	2	0	1	0	0	0	1	11
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	7	0	0	1	2	0	1	0	0	0	1	12

This position was posted on the UConn Health website.

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

The 1 WM was selected. He had a degree in engineering and had seven years of experience as a building automation engineer at a university. He had experience troubleshooting, retrofit design, equipment sizing, energy usage analyzing and setting up trends alarms and graphics to monitor campus facilities.

Start Date: 4/21/2023

Requisition Number: 2023-613

Department: Ultrasound

Lead Radiologic Technologist Ultrasound/Sonography

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of sonographic equipment and procedures; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effective (oral and written) with patient and health care team; ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary; ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; some supervisory ability.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Three (3) years of experience performing Diagnostic Medical sonography
 Demonstrated experience educating and developing sonographers and students

REQUIRED LICENSE/CERTIFICATION/REGISTRY:

Must possess and maintain registry with the American Registry for Diagnostic Medical Sonography (ARDMS) in multiple specialties [at least two] to include but not limited to, abdominal, breast, musculoskeletal, Obstetric and gynecologic or vascular. Or registry in sonography with the American Technologist [ARRT].

Must possess and maintain an active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-613												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	1	0	0	0	0	0	0	0	7

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 was selected. She had twelve years of experience performing Diagnostic Medical sonography. She also had American Registry for Diagnostic Medical Sonography certifications in obstetrics/gynecology, vascular, and pediatric. Additionally, she provided detailed examples of her ability to work through demanding situations and create a positive teamwork environment.

Start Date: 4/21/2023
Requisition Number: 2023-882
Department: Radiology
Computed Tomography (CT) Tech 1

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 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], must be 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 be active/current during employment.

Must maintain CEU compliance for AART registry/certification during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-882												
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	0	1	0	0	0	0	0	0	3
Interviewed	0	2	0	0	0	0	0	0	0	0	1	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	0	0	1	0	0	0	0	0	1	8

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She was AART certified and had nineteen years of experience with CT Scan workflows, protocols, and procedures.

Start Date: 4/21/2023

Requisition Number: 2023-884

Department: Radiology - MRI

Lead Magnetic Resonance Imaging Technician

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

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; leadership ability.

EDUCATION AND TRAINING:

General Experience:

Three [3] years Magnetic Resonance Imaging experience.

CERTIFICATION REQUIREMENTS:

Must possess and maintain during employment both Radiography [R.T.(R) and Magnetic Resonance Imaging certification [(R.T. (MRI)] registry 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 active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-884												
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	1	0	0	1	0	0	0	0	1	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	1	1	0	0	1	0	0	0	0	1	5

This position was posted on the UConn Health website.

The goal candidate, 1 HF, was interviewed and not selected. Her responses to interview questions regarding knowledge of Magnetic Resonance Imaging (MRI) and workflows were not thorough and complete.

The 1 WF was selected. She had R.T. (R) (MR) (ARRT) certifications. She had five years of MRI experience, including operating and navigating computerized clinical systems such as PACS and EPIC. She provided detailed examples of MRI protocols, procedures, workflows, and her leadership skills.

Start Date: 5/5/2023

Requisition Number: 2023-232

Department: Radiology

Computed Tomography (CT) Tech 1

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 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], must be 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 be active/current during employment.

Must maintain CEU compliance for AART registry/certification during employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-232												
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	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 was selected. He was AART certified and had four years of experience as a CT Scan Technologist.

Start Date: 5/19/2023

Requisition Number: 2023-612

Department: Radiology

DM Sonography Technologist 2

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general physics, biological science and algebra; knowledge of sonographic equipment and procedures

knowledge of infectious diseases, and safety precautions

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, recognizing the special nature of sonographic examinations and patient's needs

ability to integrate diagnostic sonograms, laboratory results, patient history and medical records and adapt sonographic examination as necessary

ability to use independent judgment to acquire the optimum diagnostic sonographic information in each examination performed

ability to establish and maintain effective working relationships with the public and health care team

ability to operative 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

For the Diagnostic Medical Sonography Tech 1 level:

GENERAL EXPERIENCE AND TRAINING:

Graduate of a formal Diagnostic Medical Sonography Program that is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

REQUIRED LICENSE/CERTIFICATION/REGISTRY for the Diagnostic Medical Sonography Tech 1 position:

Must possess and maintain during employment Registry in at least one specialty by ARDMS or certification/registry in Sonography by ARRT. Must possess and maintain during employment an active Basic Life Support certificate [BLS] certificate.

For the Diagnostic Medical Sonography Tech 2 level:

GENERAL EXPERIENCE AND TRAINING:

Two [2] years diagnostic medical sonography experience.

REQUIRED LICENSE/CERTIFICATION/REGISTRY:

Must possess and maintain during employment registry by the American Registry for Diagnostic Medical Sonography (ARDMS) in multiple specialties [at least two] to include but not limited to, abdominal, breast, musculoskeletal, Obstetric and gynecologic or vascular or, registry with the American Registry of Radiologic Technologist [AART] in Sonography. Must possess and maintain during employment an active Basic Life Support [BLS] certificate.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-612												
Unqualified	0	2	0	1	0	0	0	0	0	0	0	3
Qualified	0	1	0	0	1	0	0	0	0	0	0	2
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	4	0	1	1	1	0	0	0	0	0	7

The goal candidate, 1 HF, was selected.

This hire achieved a hiring goal.

Category 5C: Health Care Support

Hiring goals: 6 WF, 2 BM, 1 BF, 1 AF

Hiring into Category: 4 WM, 10 WF, 2 BM, 4 BF, 1 HM, 4 HF, 2 AF, 2 TF, 1 UU

Goals Met: 6 WF, 2 BM, 1 BF, 1 AF

Start Date: 7/15/2022

Requisition Number: 2022-1128

Department: Pharmacy

Pharmacy Technician

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:

One or more years of specialty pharmacy operations experience

Experience working with automated pharmacy dispensing machines (i.e., Pyxis)

Experience with QS1 software and/or EPIC

Experience with wholesaler order processing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1128												
Unqualified	0	1	0	0	1	0	1	0	0	0	1	4
Qualified	0	2	0	0	0	0	0	0	0	0	0	2
Interviewed	0	1	0	0	0	1	0	0	0	1	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	5	0	0	1	1	1	0	0	1	1	10

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 7/15/2022

Requisition Number: 2022-1344

**Department: Imaging Services Administration
Diagnostic Imaging Assistant**

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:

Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1344												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	0	0	1	0	0	0	0	0	0	1	2
Interviewed	0	0	0	0	0	0	0	0	1	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	2	0	0	0	0	1	0	1	6

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 8/12/2022

Requisition Number: 2022-1017

Department: Pharmacy

Pharmacy Technicians

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1017												
Unqualified	0	6	1	5	0	5	0	0	1	2	0	20
Qualified	1	1	0	1	0	1	0	0	0	0	0	4
Interviewed	1	0	0	0	0	2	0	2	0	1	0	6
Withdrew Application	0	0	0	0	0	0	0	0	0	1	0	1
Offer Declined	0	3	0	0	0	0	0	0	0	0	0	3
Hired	1	1	0	1	0	0	0	1	0	1	0	5
Grand Total	3	11	1	7	0	8	0	3	1	5	0	39

These positions were posted on the UConn Health website.

The goal candidates, 6 WF, 1 BM, and 5 BF, did not meet the minimum requirements as posted.

The goal candidates, 1 WF and 1 BF, were not interviewed because they did not respond to requests to schedule an interview.

The goal candidates, 2 AF, were interviewed and not selected because they did not have the preferred hospital pharmacy experience with intravenous (IV) and chemo compounding.

The goal candidates, 3 WF, were offered the position and they declined.

The goal candidates, 1 WF, 1 BF, and 1 AF were selected.

These hires achieved hiring goals.

The 1 WM selected had fourteen years of hospital pharmacy technician experience. His experience included the preferred IV compounding and using Pyxis system.

The 1 TF selected (LeViness) had six years of both hospital and retail pharmacy technician experience. Her experience included the preferred IV compounding and using Pyxis system.

Start Date: 8/12/2022

Requisition Number: 2022-1208

Department: Core Laboratory

Laboratory Assistant 2

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of laboratory equipment, procedures, techniques and terminology
Ability to carry out written and oral instructions
Ability to perform calculations according to prescribed procedures, keep technical records and prepare reports

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in related laboratory work.

Substitution allowed:

College training in the biological or physical sciences 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 two (2) years for an Associate's degree.

SPECIAL REQUIREMENTS:

One (1) year of the General Experience must have been at the level of Laboratory Assistant 1 or above.

PREFERRED QUALIFICATIONS:

One year or more experience in a clinical or research lab setting.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1208												
Unqualified	1	3	1	0	0	1	0	1	0	0	0	7
Qualified	2	3	0	2	1	3	0	0	0	0	0	11
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	3	6	1	4	1	4	0	2	0	0	0	21

This position was posted on the UConn Health website.

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The goal candidates, 3 WF and 1 BM, did not meet the minimum requirements as posted.

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

- 2 WF applied after interviews had been completed and a candidate had been selected.
- 1 WF cancelled her scheduled interview.

The 1 AF was selected. She had previously worked in laboratories at Hartford Healthcare and UConn Health. She had experience in clinical specimen processing. She was also enrolled in a medical technologist program.

Start Date: 9/9/2022

Requisition Number: 2023-031

**Department: Phlebotomy – Laboratory Medical
Phlebotomist**

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-031												
Unqualified	0	2	0	1	0	2	0	1	0	1	1	8
Qualified	1	1	0	1	1	0	0	0	0	0	0	4
Interviewed	0	2	0	1	0	0	0	0	0	0	0	3
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	2	6	0	3	1	2	0	1	0	1	1	17

This position was posted on the UConn Health website.

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The goal candidates, 2 WF, did not meet the minimum requirements as posted.

The goal candidate, 1 WF, was not interviewed because they declined an offer for an interview.

The goal candidates, 2 WF, were interviewed and not selected for the following reasons:

- 1 WF declined an offer for the position.
- 1 WF scored an average of 77% in the interview and 46% on skills assessment. Her responses to customer service questions were not patient centered and she did not place the blood draw tubes in proper order.

The 1 WM was selected. He scored an average of 83% in the interview and 95% on skills assessment. He had certification as a Phlebotomy Technician (PBT) and had experience with EPIC (electronic medical system). Additionally, he had phlebotomy experience with babies, children, adults, and geriatrics.

The interview and skills assessment were based upon the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills

Start Date: 9/23/2022

Requisition Number: 2022-1146

Department: Pharmacy

Pharmacy Technicians

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1146												
Unqualified	0	3	0	4	1	1	0	0	0	1	1	11
Qualified	0	1	1	0	1	0	0	0	0	0	0	3
Interviewed	0	1	0	3	1	0	0	0	0	1	1	7
Offer Declined	0	0	0	0	0	1	0	0	0	0	0	1
Hired	1	1	0	0	0	0	0	0	0	0	0	2
Grand Total	1	6	1	7	3	2	0	0	0	2	2	24

These positions were posted on the UConn Health website.

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The goal candidates, 3 WF, did not meet the minimum requirements as posted.

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

- 1 WF did not attend her scheduled interview.
- 1 BM was a previous UConn Health Pharmacy Technician who did not pass his working test period.

The goal candidate, 1 WF, was interviewed and not selected for the following reason:

- 1 WF scored 23.6 on the interview and skills assessment.

The goal candidate, 1 WF was selected.

This hire achieved a hiring goal.

The 1 WM selected scored 30 on the interview and skills assessment. He had twenty-one years of pharmacy experience which included lead technician experience.

The interview questions and skills assessment were based upon the following:

- Abbreviations
- Calculations
- Trade and generic medication names
- Communication skills

Start Date: 10/7/2022

Requisition Number: 2023-035

Department: Pharmacy

Pharmacy Technician

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:

Strong retail pharmacy background.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-035												
Unqualified	1	2	0	0	0	2	0	0	0	0	0	5
Qualified	0	0	0	1	0	1	0	1	1	0	0	4
Interviewed	2	0	0	1	0	0	0	0	0	0	0	3
Offer Declined	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	0	0	0	0	1	0	1
Grand Total	3	2	0	3	0	3	0	1	1	1	0	14

This position was posted on the UConn Health website.

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The 2 WF did not meet the minimum requirements as posted.

The 1 TF was selected. She scored 34 on the interview and skills assessment. She had both pharmacy technician retail and hospital experience.

The interview questions and skills assessment were based upon the following:

- Abbreviations
- Calculations
- Trade and generic medication names
- Communication skills

Start Date: 10/21/2022

Requisition Number: 2022-1476

Department: Radiology

Diagnostic Imaging Assistant

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:

Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1476												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	2	0	3	0	0	0	0	0	0	0	5
Interviewed	0	2	0	1	1	0	0	0	0	0	0	4
Offer Declined	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	0	0	0	0	0	0	0	0	0	1	1
Grand Total	0	6	0	4	1	1	0	0	0	0	1	13

This position was posted on the UConn Health website.

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

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

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

- 1 WF had occupational therapy experience which was not applicable to this position.
- 1 WF applied after interviews were conducted and a selection had been made.

The goal candidates, 3 WF, were interviewed and not selected.

- 1 WF declined an offer for the position.
- 1 WF was unable to provide detailed responses to interview questions.
- 1 WF had medical experience that did not involve patient care.

The 1 UU was selected. She had patient care experience as well as hospital clinical experience.

Start Date: 11/18/2022
Requisition Number: 2023-512
Department: Radiology - MRI
Diagnostic Imaging Assistant

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:

Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-512												
Qualified	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	0	0	1	1	0	0	0	0	0	0	0	2

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The goal candidate, 1 BM, was selected.

This hire achieved a hiring goal.

Start Date: 12/2/2022
Requisition Number: 2023-419
Department: Radiology
Diagnostic Imaging Assistant

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:

Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-419												
Qualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	1	1	0	0	2	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	1	0	0	2	0	0	0	0	0	6

The BF and AF goals were met with a previous hire and were no longer established hiring goals.

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 12/16/2022

Requisition Number: 2023-483

**Department: Environmental Health and Safety
Environmental Health and Safety Specialist 1**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of mathematics, basic sciences and computer use.

Knowledge of the basics of hazardous waste management, chemical safety, occupational health and safety, environmental health and safety science, and the willingness to learn in detail radiation safety.

Knowledge of and willingness to learn to operate scientific instrumentation and machinery.

Knowledge of and willingness to learn in detail related State and Federal regulations and standards.

Oral and written communication skills; training and presentation ability.

Interpersonal skills with the ability to build strong working relationships with co-workers, faculty, staff and students; good customer service skills.

Time management skills; ability to follow through on assignments.

Ability to learn and interpret Federal and/or State regulations.

Computer proficiency with the ability to create and use spreadsheets

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience working in the field(s) of hazardous waste/materials management, chemical safety, or environmental health & safety.

SUBSTITUTIONS ALLOWED:

Bachelor's degree in Environmental Science, Industrial Hygiene, Chemistry or in a related science may substitute for 2 years of the general experience requirement

OR

Successfully completed College course work equivalent to two semesters of college credit in health physics, industrial hygiene, chemistry, environmental science, or related field may be substituted for six (6) months of the general experience.

SPECIAL REQUIREMENTS:

Must possess and maintain a Connecticut State Driver's License.

Must comply with the OSHA requirements for wearing a respirator

Subject to fingerprinting and a criminal history check by the FBI in compliance with Section 652 of the Energy Policy Act, Section 149 of the Atomic Energy Act (AEA).

Must be in satisfactory medical condition and have no medical restrictions on working conditions.

May be required to respond to emergencies during non-regular working hours.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-483												
Unqualified	9	2	1	1	3	0	0	0	1	0	2	19
Qualified	0	0	0	0	1	0	0	0	0	0	0	1
Interviewed	2	0	0	0	0	0	0	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	12	2	1	1	4	0	0	0	1	0	2	23

This position was posted on the UConn Health website.

The BF, and AF goals were met with previous hires and were no longer established hiring goals.

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

The 1 WM was selected. He had twenty-two years of experience in hazardous waste/laboratory packing. Specifically, he had experience with waste streams generated from an academic research setting.

Start Date: 12/30/2022

Requisition Number: 2022-1167

Department: Health Information Management

Medical Records Specialist 1

KNOWLEDGE, SKILL AND ABILITY

Knowledge of basic medical terminology and human anatomy

Knowledge of medical coding principles and techniques with particular emphasis on

International Classification of Disease Adopted procedures

Knowledge of principles of statistical data tabulation

Knowledge of office systems and procedures

Oral and written communication skills

Basic interpersonal skills

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the maintenance of medical records and preparation of statistical reports.

SPECIAL REQUIREMENTS

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1167												
Unqualified	3	33	1	27	2	22	0	6	0	8	5	107
Qualified	0	2	0	3	0	1	0	2	0	0	0	8
Interviewed	0	1	0	2	0	1	0	0	0	1	0	5
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	3	36	1	33	2	24	0	8	0	9	5	121

This position was posted on the UConn Health website.

The BF and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidates, 33 WF and 1 BM, did not meet the minimum requirements as posted.

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

- 1 WF did not respond to attempts to schedule an interview.
- 1 WF accepted another UConn Health position.

The goal candidate, 1 WF, was interviewed and not selected because she was not able to articulate her knowledge and understanding of medical records and coding activities.

The 1 BF was selected. She had knowledge and an understanding of medical records and coding activities. She established this by providing detailed responses and examples to interview questions.

Start Date: 2/24/2023

Requisition Number: 2023-866

Department: Obstetrics and Gynecology

Information Specialist

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY:

Ability to summarize and disseminate (both verbal and written format) complex medical information understandable to a healthcare provider as well as patients. Ability to provide this information while using a compassionate, respectful, non-direct approach allowing for flexibility to meet the caller's individual needs. Ability to search computer databases in an efficient manner. Considerable knowledge of office systems and procedures. Considerable interpersonal, oral, and written communication skills. Ability to use complex computer programs. Knowledge of medical terminology. Demonstrated ability to work on a team.

EXPERIENCE AND TRAINING:

General Experience:

Four years' experience in a similar role in a related service (such as Risk Pregnancy service lines, Emergency service lines, Pharmacy service line, Poison Control service lines) or a science background, preferably biology.

Substitution Allowed:

College training in a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half year of experience up to a maximum of 2 years.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-866												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	0	0	1	0	0	0	0	0	3

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 3/24/2023

Requisition Number: 2022-953

**Department: Phlebotomy Laboratory Medical
Phlebotomists**

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-953												
Unqualified	1	12	0	14	2	19	0	4	1	3	2	58
Qualified	2	5	0	2	1	10	0	1	0	2	1	24
Interviewed	2	4	0	2	0	3	1	1	0	0	2	15
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	2	1	0	1	0	0	0	0	0	0	0	4
Hired	0	1	0	1	0	2	0	0	0	0	0	4
Grand Total	7	24	0	20	3	34	1	6	1	5	5	106

These positions were posted on the UConn Health website.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for these positions.

The 1 WF, 1 BF, and 2 HF were selected.

1 WF scored an average of 69% in the interview and 70% on skills assessment. She had certification as a Phlebotomy Technician (PBT) and had outpatient setting experience.

1 BF scored an average of 80% in the interview and scored 80% on the skills assessment. She had certification as a Phlebotomy Technician (PBT) and had hospital inpatient and outpatient setting experience.

1 HF scored an average of 62% in the interview and 30% on skills assessment. She had certification as a Phlebotomy Technician (PBT) and had hospital inpatient and outpatient setting experience. Additionally, she had experience with EPIC (electronic medical records system) and a customer service background.

1 HF scored an average of 80% in the interview and 50% on skills assessment. She had certification as a Phlebotomy Technician (PBT) and had inpatient and outpatient setting experience. Additionally, she had experience with EPIC, central processing, Covid tests, and had customer service skills.

The interview and skills assessment were based upon the following:

- Phlebotomy procedures and techniques
- Blood processing and handling procedures
- Customer service skills
- Conflict management skills

Start Date: 3/24/2023

Requisition Number: 2023-858

Department: Pharmacy

Pharmacy Technician

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-858												
Unqualified	1	2	0	0	0	0	0	0	0	0	1	4
Qualified	0	0	0	1	0	0	0	0	0	0	1	2
Interviewed	0	1	0	0	0	0	0	0	1	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	3	0	1	0	1	0	0	1	0	2	9

This position was posted on the UConn Health website.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 HF was selected. She had two years of pharmacy technician experience.

Start Date: 3/24/2023

Requisition Number: 2023-880

Department: Imaging Services Administration

Diagnostic Imaging Assistants

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:

Incumbents must possess and retain a Basic Life Support (BLS) certification or Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-880												
Unqualified	0	0	1	1	0	0	0	0	0	0	0	2
Qualified	0	2	0	1	0	1	0	0	1	1	0	6
Hired	0	1	0	0	1	0	0	0	0	0	0	2
Offer Rescinded	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	3	1	3	1	1	0	0	1	1	0	11

These positions were posted on the UConn Health website.

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

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

The 1 WF selected had hospital clinical experience that included patient care skills.

The 1 HM selected had patient care experience as a Certified Nursing Assistant. He had the CPR certification. He provided complete and accurate questions regarding patient safety goals.

Start Date: 4/10/2023

Requisition Number: 2023-694

Department: Pharmacy

Pharmacy Technician

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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-694												
Unqualified	1	1	0	0	1	1	0	0	0	1	1	6
Qualified	0	2	1	0	0	1	0	0	1	0	1	6
Interviewed	0	1	1	0	0	1	0	0	1	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	2	0	1	3	0	0	2	1	2	17

This position was posted on the UConn Health website.

The WF, BF, and AF 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 indicate pharmacy related experience on his application.

The goal candidate, 1 BM, was interviewed and not selected because he did not have the preferred hospital pharmacy experience with IV and chemo compounding.

The 1 WF was selected. She had seven years of pharmacy technician experience. This experience included two years of the preferred hospital pharmacy experience and chemo compounding experience.

Start Date: 5/5/2023

Requisition Number: 2023-951

**Department: Pharmacy
Pharmacy Technician**

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:

Position requires candidates to be registered with the Department of Consumer Protection. Must be a Board-Certified Pharmacy Technician (PTCB).

PREFERRED EXPERIENCE:

Hospital pharmacy experience
Three or more years of experience in retail pharmacy.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-951												
Unqualified	4	9	0	3	1	1	1	1	1	0	2	23
Qualified	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	4	10	1	3	1	3	1	1	1	0	2	27

The WF, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The goal candidate, 1 BM, was selected.

This hire achieved a hiring goal.

Start Date: 5/19/2023

Requisition Number: 2023-1135

**Department: Pharmacy
Pharmacy Technician**

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:

Position requires candidates to be registered with the Department of Consumer Protection. Must be a Board-Certified Pharmacy Technician (PTCB).

PREFERRED EXPERIENCE:

Hospital pharmacy experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1135												
Unqualified	1	5	0	2	0	3	0	2	0	0	1	14
Qualified	0	4	0	1	0	1	0	0	0	0	0	6
Interviewed	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	10	0	3	0	4	0	3	0	0	1	22

This position was posted on the UConn Health website.

The WF, BM, BF, and AF goals were met with previous hires and were no longer established hiring goals.

The 1 WF was selected. She had two years of the preferred hospital pharmacy experience.

5C. (Health Care Support) Hires – Part Time to Full Time – Adjusted Work Schedule

**Pharmacy Technician
(Pharmacy)**

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

**Phlebotomist - 1199
(Phlebotomy-Lab)**

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

Category 5D: Medical Assistants

Hiring goals: 78 WM, 2 BM, 5 HM, 1 AM

Hiring into Category: 13 WF, 6 BF, 16 HF, 2 AF

Goals Met: None

Start Date: 6/17/2022

Requisition Number: 2022-881

Department: Neurology

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

PREFERRED QUALIFICATIONS:

Working experience with EPIC

Experience in Neurology office, diagnostic testing environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-881												
Unqualified	1	6	0	2	1	2	0	0	0	0	1	13
Qualified	2	4	0	0	2	0	0	0	0	1	1	10
Interviewed	0	0	0	0	0	1	0	0	0	1	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	11	0	2	3	3	0	0	0	2	2	26

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 1 HM did not meet the minimum requirements of the position as posted.

The goal candidates, 2 WM and 2 HM, were not interviewed for the following reasons:

- 2 WM and 1 HM did not have the preferred EPIC (electronic medical record) experience.
- 1 HM did not have outpatient office experience.

The 1 WF was selected. She had fourteen years of outpatient office experience in a specialty practice. She also had the preferred experience of working with EPIC.

Start Date: 6/17/2022

Requisition Number: 2022-1261

Department: Endocrinology

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.
 Considerable interpersonal skills; oral and written communication skills.
 Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 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 through employment.
 May travel to satellite offices

PREFERRED QUALIFICATIONS:

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1261												
Unqualified	0	2	0	1	0	2	0	0	0	1	0	6
Qualified	0	2	0	0	1	1	0	0	0	2	0	6
Interviewed	0	0	0	1	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	4	0	2	1	4	0	0	0	3	0	14

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because he cancelled his scheduled interview.

The 1 HF was selected. She was a registered medical assistant with five years of medical assistant experience, and she had the preferred experience with EPIC. She also provided detailed responses and examples of her patient care experience.

Start Date: 7/1/2022

Requisition Number: 2022-1299

**Department: Internal Medicine – West Hartford
Medical Assistant**

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.
 May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1299												
Unqualified	1	2	0	2	1	3	0	0	0	0	0	9
Qualified	1	5	0	0	1	4	1	0	0	1	0	13
Interviewed	0	0	0	1	0	2	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	8	0	3	2	9	1	0	0	1	0	26

This position was posted on the UConn Health website.

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

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

- 1 WM was selected for another UConn Health position.
- 1 HM for the past two years had not worked as a medical assistant.
- 1 AM did not provide a current cardiopulmonary resuscitation (CPR) certificate.

The 1 WF was selected. She had primary care experience that included knowledge of EPIC (electronic medical records system). She also provided clear and concise responses to questions, citing pertinent examples.

Start Date: 7/29/2022

Requisition Number: 2022-1155

Department: Internal Medicine

Medical Assistants

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
- Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- 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 through employment.
- May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1155												
Unqualified	0	3	0	1	1	4	0	1	0	0	0	10
Qualified	0	3	0	2	0	1	0	0	0	1	0	7
Interviewed	0	1	0	2	0	4	0	0	0	2	0	9
Offer Declined	0	0	0	0	0	0	0	0	0	0	1	1
Hired	0	1	0	1	0	0	0	0	0	0	0	2
Offer Rescinded	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	1	8	0	6	1	9	0	1	0	3	1	30

These positions were posted on the UConn Health website.

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

The goal candidate, 1 WM, a UConn Health employee, was interviewed and offered the position. However, his accommodation request could not be granted therefore the offer was rescinded.

The 1 WF selected had experience in fast paced environments, and experience working with multiple providers. She also provided patient centered responses to interview questions.

The 1 BF selected had previous UConn Health medical assistant experience in a fast-paced environment. She also provided patient centered responses to interview questions.

Start Date: 7/29/2022

Requisition Number: 2022-1436

Department: Dermatology Clinic

Medical Assistants

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1436												
Unqualified	0	6	0	1	0	3	0	1	0	0	0	11
Qualified	0	1	0	0	0	2	0	0	0	0	0	3
Interviewed	0	1	0	2	1	2	0	0	0	0	0	6
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	1	0	2
Hired	0	0	0	0	0	3	0	1	0	0	0	4
Offer Rescinded	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	9	0	3	1	11	0	3	0	1	0	28

These positions were posted on the UConn Health website.

The goal candidate, 1 HM, was interviewed and not selected because he did not have medical assistant experience related to dermatology.

The 1 HF selected had four years of experience in an area of medicine that was comparable to dermatology.

The 1 HF selected had experience as a medical assistant in an area of medicine that was comparable to dermatology. She also had experience with EPIC (electronic medical records system). And she asked pertinent questions during her interview.

The 1 HF selected had experience as a medical assistant in an area of medicine that was comparable to dermatology. She also had medical clerical experience, which would further assist the dermatology department.

The 1 AF selected had seven years' experience as a medical assistant in an area of medicine that was comparable to dermatology.

Start Date: 7/29/2022
Requisition Number: 2023-059
Department: Family Medicine – Canton
Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

PREFERRED QUALIFICATIONS:

Experience in an outpatient setting

Experience in Family Medicine/Pediatrics

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-059												
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	0	0	1	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 BF, a part-time UConn Health employee, was selected. She had the preferred medical assistant experience in family medicine and multispecialty groups, as well as EPIC (electronic medical system) experience. Additionally, she provided patient centered responses to interview questions.

Start Date: 8/12/2022

Requisition Number: 2022-1258

Department: General Obstetrics

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Women’s Health/Ob/Gyn

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1258												
Unqualified	0	6	0	7	0	8	1	0	0	2	0	24
Qualified	0	5	0	1	0	1	0	0	0	2	0	9
Interviewed	0	2	0	0	0	2	0	1	0	0	0	5
Withdrew Application	0	0	0	0	0	1	0	0	0	1	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	14	0	8	0	12	1	1	0	5	0	41

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had seven years of medical assistant experience which included three years in the preferred obstetrics/gynecology environment.

Start Date: 8/12/2022

Requisition Number: 2023-041

Department: Pulmonary Clinic

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- 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 through employment.
- May travel to satellite offices

PREFERRED QUALIFICATIONS:

- Experience working in Outpatient Pulmonary/Nephrology or Sleep
- Experience working with DME companies

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-041												
Unqualified	0	1	1	2	0	3	0	0	0	1	0	8
Qualified	0	3	0	0	0	7	0	0	0	0	1	11
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	1	2	0	10	0	0	0	1	1	21

This position was posted on the UConn Health website.

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

The 1 WF was selected. She had eighteen years of medical assistant experience. She also had the preferred experiences of working in outpatient pulmonary/nephrology and working with DME companies.

Start Date: 9/9/2022

Requisition Number: 2022-1431

Department: Ears, Nose, and Throat

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1431												
Unqualified	0	1	0	3	0	4	0	0	0	0	0	8
Qualified	1	3	0	0	0	1	0	0	0	0	0	5
Interviewed	0	4	0	0	1	2	0	0	0	1	0	8
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	9	0	3	1	7	0	0	0	1	0	22

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have medical assistant experience.

The goal candidate, 1 HM, was interviewed and not selected. He was working as a phlebotomist in a laboratory and per diem as a medical assistant. He did not have experience in an ears, nose, and throat (ENT) office, and his EPIC (electronic medical records system) experience was only from the phlebotomy side.

The 1 WF was selected. She had experience working as a float medical assistant, which gave her experience in a variety of clinic settings including ENT. She also utilized EPIC in a medical assistant capacity. Lastly, she provided patient-centered responses to interview questions.

Start Date: 9/9/2022

Requisition Number: 2023-039

Department: Floats

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

Must travel to offsite satellite offices: Farmington, Canton, Simsbury, Southington, East Hartford, West Hartford, Storrs

PREFERRED QUALIFICATIONS:

Working experience using EPIC or Next Gen
 Experience in a medicine practice office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-039												
Unqualified	0	3	0	2	0	1	0	0	0	0	0	6
Qualified	0	4	0	2	1	2	0	0	0	0	0	9
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	7	0	4	1	4	0	0	0	0	0	16

This position was posted on the UConn Health website.

The goal candidate, 1 HM, was not interviewed because he had accepted another UConn Health position.

The 1 HF was selected. She had medical assistant experience in a medicine practice office. She also provided patient centered responses to interview questions.

Start Date: 10/7/2022
Requisition Number: 2022-1271
Department: Orthopedics
Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
Knowledge of relevant policies, procedures, routines.
Considerable interpersonal skills; oral and written communication skills.
Ability to work under pressure and meet deadlines.
Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
A Licensed Practical Nurse (LPN), OR
A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
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 through employment.
May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1271												
Unqualified	3	11	0	10	0	7	0	0	0	1	0	32
Qualified	2	7	0	3	2	8	0	1	0	4	2	29
Interviewed	1	0	0	2	0	2	0	0	0	0	0	5
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	6	19	0	15	2	18	0	1	0	5	2	68

This position was posted on the UConn Health website.

The goal candidates, 3 WM, did not meet the minimum requirements as posted.

The goal candidates, 2 WM and 2 HM, were not interviewed because they did not have medical assistant experience.

The goal candidate, 1 WM, was interviewed and not selected. He was a University Health Professional union member with contractual bargaining rights to be interviewed. He did not have medical assistant experience.

The 1 HF was selected. She had three years of medical assistant experience in a fast-paced environment. Additionally, she provided detailed examples of her ability to multi-task.

Start Date: 10/21/2022

Requisition Number: 2023-294

Department: Dermatology Clinic

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Dermatology

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-294												
Unqualified	0	5	0	2	0	3	0	0	0	1	2	13
Qualified	0	5	0	1	0	1	1	0	0	1	1	10
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	12	0	3	0	5	1	0	0	2	3	26

This position was posted on the UConn Health website.

The goal candidate, 1 AM, was not interviewed because he did not have dermatology experience.

The 1 WF was selected. She had two and a half years of medical assistant experience. This experience included six months of dermatology experience.

Start Date: 11/4/2022

Requisition Number: 2023-154

Department: Cardiology

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

PREFERRED QUALIFICATIONS:

Experience working with EPIC

Experience working in a Cardiology practice and/or Cardiology testing environment

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-154												
Unqualified	0	7	0	1	1	6	0	0	0	1	0	16
Qualified	0	2	0	1	1	5	0	0	0	0	0	9
Interviewed	1	2	0	0	0	6	0	0	0	0	0	9
Offer Declined	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	13	0	2	2	18	0	0	0	1	0	37

This position was posted on the UConn Health website.

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

The goal candidate, 1 HM, was not interviewed. He did not have rooming and medication reconciliation (basics medical assistant procedures) experience. He also did not have referral/authorization experience as well as the preferred EPIC (electronic medical records system) experience.

The goal candidate, 1 WM, was interviewed and not selected because it was discovered during the interview, he did not have rooming and medication reconciliation (basic medical assistant procedures) experience. He also did not have referral/authorization experience.

The 1 HF was selected. She had fifteen years of medical assistant experience. Her experience included working in a pulmonary practice where she had rooming and medication reconciliation experience. Additionally, she had experience utilizing an electrocardiogram.

Start Date: 11/4/2022

Requisition Number: 2023-271:

**Department: Maternal Fetal Medicine
Medical Assistant**

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
 Knowledge of relevant policies, procedures, routines.
 Considerable interpersonal skills; oral and written communication skills.
 Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:**General Experience:**

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR
 Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
 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 through employment.
 May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Women's Health/Ob/Gyn
 EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-271												
Unqualified	0	3	0	4	0	8	0	1	0	0	0	16
Qualified	0	9	0	1	0	7	0	1	0	0	0	18
Interviewed	0	4	0	1	0	3	0	0	0	0	0	8
Withdrew Application	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	17	0	6	0	19	0	2	0	0	0	44

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had six years of preferred experience in women's health obstetrics gynecology.

Start Date: 11/4/2022

Requisition Number: 2023-364

Department: Internal Medicine

Medical Assistants

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-364												
Unqualified	0	7	0	6	0	3	1	1	0	2	0	20
Qualified	0	4	0	1	0	4	0	0	0	0	1	10
Interviewed	0	3	0	1	0	4	0	0	0	0	0	8
Offer Declined	0	0	0	0	0	0	0	1	0	0	0	1
Hired	0	0	0	1	0	1	0	0	0	0	0	2
Grand Total	0	14	0	9	0	12	1	2	0	2	1	41

These positions were posted on the UConn Health website.

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

The 1 BF selected had experience in a high patient volume, fast paced flow, and working with residents. She provided patient centered responses to interview questions as well as detailed situational responses.

The 1 HF selected had experience in a high patient volume and fast paced flow. Her experience included working with residents and in internal medicine. She also provided patient centered responses to interview questions.

Start Date: 11/4/2022

Requisition Number: 2023-366

Department: Dermatology

Medical Assistants

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Dermatology

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-366												
Unqualified	0	1	0	0	0	2	0	0	0	3	2	8
Qualified	0	1	0	1	0	3	0	1	0	0	0	6
Interviewed	0	1	0	0	0	2	0	0	0	0	0	3
Hired	0	0	0	1	0	1	0	0	0	0	0	2
Grand Total	0	3	0	2	0	8	0	1	0	3	2	19

These positions were posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 BF selected had medical assistant experience. She also had scribe experience in the dermatology department.

The 1 HF selected had five years of medical assistant experience in a dermatology environment.

Start Date: 11/18/2022
Requisition Number: 2023-310
Department: Orthopedics
Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.
Knowledge of relevant policies, procedures, routines.
Considerable interpersonal skills; oral and written communication skills.
Ability to work under pressure and meet deadlines.
Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
A Licensed Practical Nurse (LPN), OR
A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
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 through employment.
May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-310												
Unqualified	0	1	0	0	1	1	0	0	0	0	0	3
Qualified	0	3	0	2	0	1	0	0	0	0	0	6
Interviewed	0	2	0	0	0	3	0	0	0	0	0	5
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	6	0	2	1	6	0	0	0	0	0	15

This position was posted on the UConn Health website.

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

The 1 HF was selected. She had eight years of medical assistant experience in a fast-paced outpatient setting. She provided detailed responses to interview questions and asked applicable questions.

Start Date: 11/18/2022

Requisition Number: 2023-343

Department: Endocrinology

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-343												
Unqualified	0	1	0	3	0	2	0	0	0	1	0	7
Qualified	0	4	0	1	0	3	0	0	0	0	0	8
Interviewed	0	0	0	1	0	4	0	0	0	0	0	5
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	0	5	0	9	0	0	0	1	0	21

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had four years of medical assistant experience. Her experience included adult and pediatric diabetes, pumps, continuous glucose monitoring system, and medications. She also had experience with prior authorizations for procedures and medications.

Start Date: 11/18/2022

Requisition Number: 2023-360

Department: Neag Cancer Center

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- 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 through employment.

PREFERRED QUALIFICATIONS:

- EPIC Experience
- Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-360												
Unqualified	0	5	0	1	0	3	1	0	0	0	1	11
Qualified	0	1	0	0	0	3	0	0	0	0	0	4
Interviewed	0	1	0	1	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	7	0	2	0	8	1	0	0	0	1	19

This position was posted on the UConn Health website.

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

The 1 HF was selected. She had medical assistant experience with the preferred hematology, oncology, and infusion. She also had the preferred EPIC (electronic medical record) experience.

Start Date: 12/2/2022

Requisition Number: 2023-550

Department: Dermatology

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body

Substitutions Allowed:

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Dermatology

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-550												
Unqualified	1	6	0	3	0	4	0	0	0	0	1	15
Qualified	0	1	0	1	0	3	0	0	0	0	0	5
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Offer Declined	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	8	0	4	0	9	0	0	0	0	1	23

This position was posted on the UConn Health website.

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

The 1 HF was selected. She had ten years of medical assistant experience in an area of medicine that was comparable to dermatology.

Start Date: 1/3/2023

Requisition Number: 2023-689

Department: Psychiatric Clinic

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.
 Ability to work under pressure and meet deadlines.
 Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Working experience using EPIC

Psychiatric outpatient clinical experience

2 years of experience in an emergency medicine or urgent care setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-689												
Unqualified	0	3	0	1	0	5	0	0	0	1	0	10
Qualified	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed	0	6	0	1	0	2	0	0	0	0	0	9
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	9	0	2	0	9	0	1	0	1	0	22

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 AF was selected. She had five years of medical assistant experience. Specifically, her experience included the preferred experience in a psychiatric outpatient clinic and utilizing EPIC (electronic medical records) as well as experience in an urgent care setting.

Start Date: 1/27/2023

Requisition Number: 2023-147

Department: Orthopedics

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

PREFERRED QUALIFICATIONS:

Experience working with orthopedic patients in an outpatient practice
 EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-147												
Unqualified	1	7	0	2	0	2	0	0	0	0	0	12
Qualified	1	5	0	4	1	3	0	0	0	1	0	15
Interviewed	0	2	0	0	0	2	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	15	0	6	1	7	0	0	0	1	0	32

This position was posted on the UConn Health website.

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

The goal candidates, 1 WM and 1 HM, were not interviewed because they did not have the preferred experience working with orthopedic patients in an outpatient practice.

The 1 WF was selected. She had the preferred experience working with orthopedic patients in an outpatient practice, and EPIC (electronic medical system).

Start Date: 1/27/2023

Requisition Number: 2023-259

Department: Floats

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

Must travel to offsite satellite offices: Farmington, Canton, Simsbury, Southington, East Hartford, West Hartford, Storrs

PREFERRED QUALIFICATIONS:

Working experience using EPIC or Next Gen
 Experience in a medicine practice office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-259												
Unqualified	0	8	0	8	0	5	0	0	0	0	0	21
Qualified	3	5	0	3	0	8	0	4	0	1	0	24
Interviewed	0	1	0	2	0	3	0	0	0	0	0	6
Withdrew Application	0	0	0	0	0	2	0	0	0	0	0	2
Offer Declined	0	0	0	1	0	2	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	3	15	0	14	0	20	0	4	0	1	0	57

This position was posted on the UConn Health website.

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

- 2 WM did not respond to requests to schedule an interview.
- 1 WM did not have the preferred experience in a medical practice office utilizing EPIC or Next Gen.

The 1 WF was selected. She has medical assistant experience in a medical practice office. She had experience as a medical assistant floating.

Start Date: 1/27/2023

Requisition Number: 2023-650

Department: General Obstetrics

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience working in Women's Health/Ob/Gyn

EPIC Experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-650												
Unqualified	0	3	0	5	0	9	0	0	0	1	1	19
Qualified	0	5	0	3	0	2	0	0	0	0	0	10
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	9	0	9	0	11	0	0	0	1	1	31

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 BF was selected. She had completed a medical assistant internship in UConn Health’s Obstetrics/Gynecology Department.

Start Date: 1/27/2023

Requisition Number: 2023-698

Department: Internal Medicine – East Hartford

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

-

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR

Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
 A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

1 year of experience working in outpatient clinic

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-698												
Unqualified	0	3	0	2	0	6	0	0	0	1	0	12
Qualified	0	4	0	1	0	2	0	1	0	0	0	8
Interviewed	0	2	0	1	0	2	0	0	0	0	0	5
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	9	0	5	0	10	0	1	0	1	0	26

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 BF was selected. She had seven years of the preferred outpatient clinic experience. She also provided clear and concise answers to interview questions and asked pertinent questions about the position.

Start Date: 2/10/2023

Requisition Number: 2023-598

Department: UConn Medical Group - Storrs

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- 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 through employment.
- May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-598												
Unqualified	0	2	0	0	0	0	0	0	0	1	0	3
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	0	2	0	1	0	0	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	5	0	1	0	0	0	0	0	1	0	8

This position was posted on the UConn Health website.

The goal candidate, 1 WM, was not interviewed because he did not have outpatient medical office experience.

The 1 WF was selected. She had two years of medical assistant experience working in an outpatient medical office. She also had COVID testing experience.

Start Date: 2/24/2023

Requisition Number: 2023-726

Department: Geriatrics

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

-

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-726												
Unqualified	0	3	0	2	0	4	0	0	0	1	0	10
Qualified	0	3	0	1	0	2	0	0	0	0	0	6
Interviewed	0	2	0	1	0	2	0	1	0	1	0	7
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	8	0	4	0	9	0	1	0	2	0	24

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had experience in a fast-paced outpatient environment working for multiple providers. Her experience included working with geriatric patients and utilizing EPIC (electronic medical records). Additionally, she provided patient centered responses to interview questions and concise responses to situational awareness questions.

Start Date: 3/10/2023

Requisition Number: 2023-729

**Department: UConn Medical Group - Simsbury
Medical Assistant**

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

-

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

Experience in surgical and/or Women's Health

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-729												
Unqualified	0	4	0	2	0	2	0	0	0	0	0	8
Qualified	0	2	0	1	0	1	0	0	0	0	0	4
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	7	0	3	0	4	0	0	0	0	0	14

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had medical assistant experience and excellent communication skills. She provided clear detailed responses and examples to interview questions.

Start Date: 4/10/2023

Requisition Number: 2023-1019

Department: Storrs Urgent Care

Medical Assistant

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. LPNs and EMTs may qualify.

It is REQUIRED that you upload a copy of your current MA, LPN, or EMT credentials AND a copy of your current CPR or BLS Certification at the time of application. Please be prepared to upload a copy of the required documents.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of medical assisting practices.

Knowledge of relevant policies, procedures, routines.

Considerable interpersonal skills; oral and written communication skills.

Ability to work under pressure and meet deadlines.

Ability to work in a rapidly changing environment.

-

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR

A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

EPIC experience

Experience in an outpatient setting

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1019												
Unqualified	0	0	0	0	0	2	0	0	0	1	0	3
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	2	0	0	0	4	0	0	0	1	0	7

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 HF was selected. She had eight years of the preferred medical assistant outpatient experience. Her experience included point of care testing and blood draw.

Start Date: 5/19/2023

Requisition Number: 2023-1021

Department: UConn Medical Group - Storrs

Medical Assistant

You must be currently registered as a Certified Medical Assistant, Licensed Practical Nurse ("LPN"), or Emergency Medical Technician ("EMT") at the time of application to be qualified for this position.

It is REQUIRED that you upload a copy of the following requirements at the time of application:
 Current MA, LPN, or EMT credentials/certification
 Current CPR or BLS certification

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

-

EXPERIENCE AND TRAINING:

General Experience:

Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR

A Licensed Practical Nurse (LPN), OR
 A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.

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 through employment.

May travel to satellite offices

PREFERRED QUALIFICATIONS:

EPIC experience

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1021												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	0	2	0	0	0	1	0	0	0	0	0	3
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	2	0	0	0	0	0	6

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had medical assistant experience utilizing EPIC (electronic medical record). Her experience included working with several providers in different specialties.

Start Date: 5/19/2023

Requisition Number: 2023-1133

Department: Floats

Medical Assistant

You must be currently registered as a Certified Medical Assistant, Licensed Practical Nurse ("LPN"), or Emergency Medical Technician ("EMT") at the time of application to be qualified for this position.

It is REQUIRED that you upload a copy of the following requirements at the time of application:
 Current MA, LPN, or EMT credentials/certification

Current CPR or BLS certification

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

- Knowledge of medical assisting practices.
- Knowledge of relevant policies, procedures, routines.
- Considerable interpersonal skills; oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Ability to work in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

- Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and designation as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body, OR Designation as a credentialed medical assistant (ABR-OE) from AAMA or an equivalent certifying body, OR
- A Licensed Practical Nurse (LPN), OR
- A Certified Emergency Medical Technician (EMT).

SPECIAL REQUIREMENTS:

- Must possess and maintain certification/credentialing as a medical assistant, certification as an EMT, or State of CT Licensure as an LPN.
- 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 through employment.
- Must travel to offsite satellite offices

PREFERRED QUALIFICATIONS:

- Working experience using EPIC or Next Gen
- Experience in a medicine practice office

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1133												
Unqualified	0	8	0	3	0	3	0	0	0	1	2	17
Qualified	1	4	1	1	0	3	0	2	0	2	0	14
Interviewed	0	0	0	1	0	1	0	0	0	0	0	2
Withdrew Application	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Offer Rescinded	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	1	13	2	5	0	8	0	2	0	3	2	36

This position was posted on the UConn Health website.

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

- 1 WM medical assistant experience was over two years ago.
- 1 BM indicated he was not able to drive to the offsite satellite offices.

The goal candidate, 1 BM, was interviewed and offered the position. The offer was rescinded as he did not respond.

The 1 HF was selected. She had medical assistant experience in an outpatient setting as well as the preferred EPIC (electronic medical record) experience. She also provided patient centered responses to interview questions.

Category 5E: Paraprofessional/Admin

Hiring goals: 5 HF, 1 AM

Hiring into Category: 3 WM, 5 WF, 1 BM, 1 HM, 1 HF, 1 AM

Goals Met: 1 HF, 1 AM

Start Date: 6/3/2022

Requisition Number: 2022-498

Department: Human Resources

Human Resources Associate

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of payroll terminology, practices and procedures; knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; skill in performing mathematical calculations; 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; ability to handle confidential matters with tact and discretion; ability to exercise good judgment in analyzing situations and making decisions.

EXPERIENCE AND TRAINING:

Education and Training:

Three (3) years' experience in administrative work involving finances, including one (1) year of experience involving payroll processing.

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

Highly Preferred:

Experience with Kronos, Banner and/or Peoplesoft.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-498												
Unqualified	2	7	1	3	0	5	0	0	0	0	3	21
Interviewed	0	2	0	0	0	1	0	1	0	0	0	4
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	2	9	1	3	0	7	0	1	0	0	3	26

The goal candidate, 1 HF, was selected.
This hire achieved a hiring goal.

Start Date: 6/3/2022
Requisition Number: 2022-1030
Department: Human Resources
Human Resources Associate – Records Analyst

**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’ 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1030												
Unqualified	3	9	1	2	1	3	0	1	0	2	1	23
Qualified	0	2	0	3	0	2	0	1	0	0	0	8
Interviewed	1	1	0	1	1	0	0	0	0	0	0	4
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	4	13	1	6	2	5	0	2	0	2	1	36

This position was posted on the UConn Health website.

The goal candidates, 3 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 HF, were not interviewed because they did not have experience with processing personnel transactions.

The 1 WF was selected. She had experience auditing and entering personnel transactions into a human resource information system. She had experience with the maintenance and record retention requirements of personnel files. Additionally, she had knowledge of ten union contracts.

Start Date: 6/17/2022

Requisition Number: 2022-1168

Department: Information Technology

Desktop Technician I

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.

Special Requirements:

2-3 years' experience in a call center environment answering 25- 35 calls per day for an IT Helpdesk

2-3 years' experience using a call center phone system such as EngHouse Touch point or similar software.

2-3 years' experience with BMC FootPrints, BMC Helix, or similar ITSM ticketing system.

2-3 years' experience with supporting Windows 10 and Office 365 in a network environment.

Familiar with Service Level Agreements and Call Center Metrics

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1168												
Unqualified	11	1	2	0	0	1	2	0	1	0	2	20
Qualified	2	0	0	0	0	0	0	0	0	0	0	2
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	14	1	3	0	0	1	2	0	1	0	2	24

This position was posted on the UConn Health website.

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

The 1 BM was selected. He had eleven years of experience working in a helpdesk environment. Specifically, he had experience in a call center environment with various phone systems. He also had experience with ticketing systems and supporting Windows 10 and Office 365 network environments.

Start Date: 6/17/2022

Requisition Number: 2022-1174

Department: Information Technology

Application Development and Analytics

Desktop Technician II

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of the concepts involved in the operations of desktop computers, peripherals, including but not limited to, printers, scanners, modems, digital equipment and mobile devices; good working knowledge of hardware and software products and problem solving/troubleshooting skills; ability to understand basic 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; some project management ability.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years’ experience of demonstrated in-depth knowledge of basic to complex hardware and software products and problem solving/troubleshooting skills including working with customers courteously.

Substitution Allowed:

Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. Bachelor’s degree in Computer Science may be substituted for the general experience.

Special Requirements:

Familiar with three latest versions of mac Operating System and Jamf MDM system.
 1 or more years’ experience supporting and/or troubleshooting MaOS, Citrix, Adobe, parallels (Windows on Mac) and Net-ID issue remotely or in person
 1 or more years’ experience supporting S backups and data transfers with Carbon CopyClone and Time Machine

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1174												
Unqualified	8	1	1	0	2	0	3	0	1	0	1	17
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	9	1	1	0	2	0	3	0	1	0	1	18

This position was posted on the UConn Health website.

The goal candidates, 3 AM, did not meet the minimum requirements as posted.

The 1 WM was selected. He had experience with supporting and troubleshooting hardware and software products such as Mac Operating Systems and JAMF MDM system. He also had experience with MaOS, Citrix, Adobe, parallels (Windows on Mac) and Net-Id issues. Additionally, he had experience supporting backups and data transfers.

Start Date: 7/1/2022
Requisition Number: 2022-1257
Department: Information Technology
Desktop Technician I

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.

Special Requirements:

1. 2-3 years of experience in a call center environment answering 25-35 calls per day for an IT Helpdesk
2. 2-3 years of experience using a call center phone system such as EngHouse Touch Point or similar software.
3. 2-3 years' experience with BMC Footprints, BMC Helix or similar ITSM ticketing system
4. 2-3 Years experience with supporting Windows 10 and Office 365 in a network environment

5. Familiar with Service Level Agreements and Cal center Metrics

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1257												
Unqualified	7	0	0	0	1	0	2	0	0	0	2	12
Interviewed	2	0	1	0	1	0	0	0	0	0	0	4
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	10	0	1	0	2	0	2	0	0	0	2	17

This position was posted on the UConn Health website.

The goal candidates, 2 AM, did not meet the minimum requirements as posted.

The 1 WM was selected. He had experience utilizing a call center phone system in an IT Helpdesk environment. He had experience supporting Windows 10 and Office 365 in a network environment. Additionally, he had experience with ticketing systems.

Start Date: 8/26/2022

Requisition Number: 2023-089

Department: Human Resources

Human Resources Associates

Minimum Qualification Required:

Knowledge, Skill and Ability:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, some knowledge collective bargaining contracts, licensing requirements, 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.

Handle confidential matters with tact and discretion.

Exercise good judgment in analyzing situations and making decisions.

Education and Training:

Three (3) years' 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

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-089												
Unqualified	3	13	0	5	1	7	0	0	0	2	2	33
Qualified	2	1	0	2	0	0	0	0	0	0	1	6
Interviewed	0	0	0	0	0	1	0	0	0	0	1	2
Hired	0	2	0	0	0	0	0	0	0	0	0	2
Grand Total	5	16	0	7	1	8	0	0	0	2	4	43

This position was posted on the UConn Health website.

The goal candidates, 7 HF, did not meet the minimum requirements as posted.

The goal candidate, 1 HF, was interviewed and not selected. She was unable to communicate her experiences and how they were related to the qualifications of the position.

The 1 WF selected was able to speak about her human resources experience and how it is related to the position. She was articulate and answered all the interview questions.

The 1 WF selected had human resource experience in a healthcare setting. She was also articulate and answered all the interview questions.

Start Date: 10/21/2022

Requisition Number: 2023-047

Department: Human Resources

Human Resources Associate

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of payroll terminology, practices and procedures; knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; skill in performing mathematical calculations; 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; ability to handle confidential matters with tact and discretion; ability to exercise good judgment in analyzing situations and making decisions.

EXPERIENCE AND TRAINING:

Education and Training:

Three (3) years' experience in administrative work involving finances, including one (1) year of experience involving payroll processing.

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

Highly Preferred:

Experience with Kronos, Banner and/or Peoplesoft.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-047												
Unqualified	0	4	0	0	0	4	0	2	0	0	0	10
Qualified	1	7	0	1	0	3	0	0	0	0	0	12
Interviewed	1	1	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	2	13	0	1	0	7	0	2	0	0	0	25

This position was posted on the UConn Health website.

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

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

- 1 HF did not have payroll experience.
- 1 HF had less than one year of experience.
- 1 HF's payroll experience was not the main function of her previous position.

The 1 WF was selected. She had payroll experience, which was the main function of her previous position. She had experience processing employment transactions and maintaining employee payroll system records. Her experience included status changes, tax withholding elections, deductions, and direct deposits.

Start Date: 12/16/2022

Requisition Number: 2023-566

**Department: Academic Information Technology Services
Academic Computing Specialist III**

MINIMUM QUALIFICATIONS REQUIRED:**KNOWLEDGE, SKILLS & ABILITY:**

Demonstrated cross platform microcomputer experience with knowledge of software and hardware
 Knowledge of networking protocols wireless technologies for student laptops and handhelds
 Proficiency in Microsoft office products, demonstrated knowledge of standard web technologies, languages and authoring tools, and graphic/multimedia development tools
 Demonstrated knowledge of network tools including server applications, e-mail and the Internet
 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 and motivate faculty, students and administrators.

EXPERIENCE AND TRAINING:

Five (5) years computer technical support and general office experience with emphasis on educational technology, integrating technology into curriculum, web and multi-media development and system troubleshooting.

Substitution:

Any combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-566												
Unqualified	2	1	0	0	0	1	0	0	0	0	0	4
Qualified	1	1	0	0	0	1	0	0	0	0	0	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	4	2	0	0	0	2	0	0	0	0	0	8

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 HF, was not interviewed because she applied after interviews had been conducted and a candidate had been selected.

The 1 WM was selected. He had six years of experience in educational computer technical support. His experience included network monitoring and troubleshooting as well as software and hardware maintenance. He also had experience with redesigning websites and cybersecurity. Furthermore, he had experience over hauling and implementing data systems.

Start Date: 2/10/2023

Requisition Number: 2023-702

**Department: Information Technology
Desktop Technician II**

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of the concepts involved in the operations of desktop computers, peripherals, including but not limited to, printers, scanners, modems, digital equipment and mobile devices; good working knowledge of hardware and software products and problem solving/troubleshooting skills; ability to understand basic 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; some project management ability.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years' experience of demonstrated in-depth knowledge of basic to complex hardware and software products and problem solving/troubleshooting skills including working with customers courteously.

Substitution Allowed:

Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) years of the general experience. Bachelor's degree in Computer Science may be substituted for the general experience.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-702												
Unqualified	9	1	0	1	0	0	2	0	1	0	0	14
Qualified	8	0	0	0	3	0	1	0	0	0	0	12
Interviewed	4	1	2	0	2	0	0	0	1	0	0	10
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	21	2	2	1	6	0	3	0	2	0	0	37

This position was posted on the UConn Health website.

The goal candidates, 2 AM, did not meet the minimum requirements as posted.

The goal candidate, 1 AM, was not interviewed because he did not respond to requests to schedule an interview.

The 1 HM was selected. He had nine years of experience working in desktop support in a hospital and EPIC environment. He understood the support required to maintain pc's, laptops, printing, and peripherals used in healthcare.

Start Date: 3/24/2023

Requisition Number: 2023-885

**Department: Patient Financial Services
Systems Coordinator**

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

Ability to comprehend and apply complex written and oral instructions

Ability to identify and resolve equipment and application problems

Ability to understand work process flows and identify process issues

Ability to create and analyze reports

Ability to problem solve

Ability to build collaborative relationships

Knowledge of insurance coverage and filing order

Ability to read and interpret payer policies

EXPERIENCE AND TRAINING

General Experience:

Four (4) years of administrative experience in a professional office, billing office and coding.

Substitutions Allowed:

College training in Information Systems Management, data processing or other closely related field may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months experience, and two (2) years of administrative experience.

Special Requirements:

At least two (2) years of the General Experience must have included working with systems and users on a regular basis in developing and maintaining applications.

Experience working in medical billing.

Preferred Qualifications:

Certified Professional Coder

Epic experience

Knowledge of CPT, HCPCS, and ICD10

Strong knowledge of 835 Claims format and processing

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-885												
Unqualified	0	7	0	3	1	5	0	1	0	1	0	18
Qualified	1	2	0	0	0	2	0	1	0	0	0	6
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	10	0	3	1	8	0	2	0	1	0	26

This position was posted on the UConn Health website.

The goal candidates, 5 HF, did not meet the minimum requirements as posted.

The goal candidates, 2 HF, were not interviewed because they did not have professional billing and claims experience.

The goal candidate, 1 HF, was interviewed and not selected because she indicated that she had not worked with claims in four years. She was not familiar with coding modifiers and edits.

The 1 WF was selected. She had three years of experience working with medical billing and claims. She also provided detailed responses to questions regarding coding modifiers and edits. Furthermore, she had experience resolving system issues and maintaining applications.

Start Date: 4/21/2023

Requisition Number: 2023-657

Department: Sponsored Program Services

Account Careers Trainee

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-657												
Unqualified	0	1	0	0	0	0	0	0	0	1	0	2
Qualified	0	0	1	1	1	0	0	0	0	0	0	3
Interviewed	1	1	1	0	0	0	0	0	0	0	0	3
Hired	0	0	0	0	0	0	1	0	0	0	0	1
Grand Total	1	2	2	1	1	0	1	0	0	1	0	9

A goal candidate, 1 AM, was selected.

This hire achieved a hiring goal.

Category 5F: Dental Assistant

Hiring goals: 2 WM, 1 BM, 1 HM, 1 AM, 1 AF

Hiring into Category: 5 WF, 3 BF, 1 HM, 2 HF, 1 AF

Goals Met: 1 HM, 1 AF

Start Date: 6/3/2022

Requisition Number: 2022-860

Department: Pediatric Dentistry

Dental Hygienist

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' 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.

PREFERRED QUALIFICATION:

Experience in Pediatric Dentistry

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-860												
Qualified	0	4	0	0	0	0	0	0	0	1	0	5
Interviewed	0	2	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	7	0	0	0	0	0	0	0	1	0	8

This position was posted on the UConn Health website.

Goal candidates did not apply for this position.

The 1 WF was selected. She had fifteen years of dental hygienist experience. Her experience included seven years of pediatric dentistry experience.

Start Date: 6/3/2022
Requisition Number: 2022-1133
Department: Educational Clinics
Dental Hygienist

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' 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1133												
Unqualified	1	0	0	1	0	0	0	0	0	1	0	3
Qualified	0	7	0	0	0	2	0	0	0	0	0	9
Interviewed	0	8	0	0	0	0	0	0	0	0	0	8
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	1	15	0	2	0	2	0	0	0	1	0	21

This position was posted on the UConn Health website.

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

The 1 BF was selected. She had approximately ten years of dental hygienist experience. During the interview, she articulated her clinical skills and ability to communicate effectively with patients.

Start Date: 8/26/2022
Requisition Number: 2022-1259
Department: Dental Assistants
Dental Assistants

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1259												
Unqualified	0	0	0	1	0	1	0	1	0	0	0	3
Qualified	0	3	0	1	0	2	0	0	0	1	0	7
Interviewed	1	3	0	0	0	0	0	0	0	0	1	5
Offer Declined	0	3	0	0	0	0	0	0	0	0	0	3
Hired	0	2	0	1	1	1	0	0	0	0	0	5
Grand Total	1	11	0	3	1	4	0	1	0	1	1	23

These positions were posted on the UConn Health website.

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

The goal candidate, 1 WM, was interviewed and not selected because he had not worked with all the dental specialties (general dentistry, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery).

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

The 1 WF, 1 BF, and 1 HF selected had dental assistant experience with all the specialties.

The 1 WF selected, a part-time UConn Health employee, had dental assistant experience with all the specialties.

Start Date: 12/30/2022
Requisition Number: 2023-405
Department: Dental Assistants
Dental Assistant

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
 Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:
General Experience:
 One (1) year of experience in dental assistant work.

Substitution Allowed:
 Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:
 Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).
 Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-405												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Interviewed	0	0	0	1	0	0	0	1	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	2	0	1	0	0	0	1	0	0	0	4

This position was posted on the UConn Health website.

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

The goal candidate, 1 AF, was interviewed and not selected because she was unable to provide examples of her ability to perform instrument exchanges in all areas of dentistry.

The 1 WF was selected. She had nineteen years of dental assistant experience working with general dentistry, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery. She also provided detailed examples of her ability to perform instrument exchanges in all areas of dentistry.

Start Date: 2/24/2023

Requisition Number: 2023-796

Department: Dental Assistants

Dental Assistant

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

PREFERRED QUALIFICATION:

Experience in Pediatric Dentistry.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-796												
Unqualified	0	1	0	0	0	1	0	0	0	0	0	2
Qualified	0	1	0	0	0	1	0	1	0	0	0	3
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	0	2	0	1	0	0	0	7

This position was posted on the UConn Health website.

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

The goal candidate, 1 AF, was not interviewed because she only had four months of dental assistant experience. This experience did not include pediatric dentistry.

The 1 WF was selected. She had twenty years of dental assistant experience, including pediatric dentistry.

Start Date: 2/24/2023

Requisition Number: 2023-875

Department: Dental Assistants

Dental Assistant

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-875												
Unqualified	0	1	0	1	0	0	0	0	0	0	0	2
Qualified	0	4	0	0	0	3	0	2	0	0	1	10
Hired	0	0	0	0	0	0	0	1	0	0	0	1
Grand Total	0	5	0	1	0	3	0	3	0	0	1	13

The goal candidate, 1 AF, was selected.

This hire achieved a hiring goal.

Start Date: 3/10/2023

Requisition Number: 2023-449

Dental Assistant

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-449												
Unqualified	0	4	0	0	0	1	0	0	0	1	0	6
Qualified	0	2	0	0	0	0	0	0	0	0	1	3
Interviewed	0	3	0	0	0	0	0	2	0	0	1	6
Hired	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	0	9	0	1	0	1	0	2	0	1	2	16

This position was posted on the UConn Health website.

The HM and AF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 BF was selected. She had nine years of experience. This experience included all the dental specialties (general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery).

Start Date: 4/21/2023

Requisition Number: 2023-955

Department: Dental Assistants

Dental Assistant

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB).

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-955												
Unqualified	0	0	0	0	0	0	0	0	0	0	1	1
Qualified	0	0	0	0	0	2	0	0	0	0	0	2
Interviewed	0	1	0	0	0	0	0	0	0	0	1	2
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	1	0	0	0	3	0	0	0	0	2	6

This position was posted on the UConn Health website.

The HM and AF goals were met with previous hires and were no longer established hiring goals.

Goal candidates did not apply for this position.

The 1 HF was selected. She had twenty-five years of experience, which included all the dental specialties (general dentistry, pedodontics, prosthetics, orthodontics, periodontics, and oral surgery).

Category 5G: Licensed Practical Nurse

Hiring goals: 1 BF

Hiring into Category: None

Goals Met: None

There was no hiring activity in this category during the *Plan* year.

Category 6A: Qualified Craft Workers

Hiring goals: 2 WF, 1 BM, 1 BF, 1 HM, 1 HF

Hiring into Category: 7 WM, 1 WF, 1 HM

Goals Met: 1 WF, 1 HM

Start Date: 7/1/2022

Requisition Number: 2021-765

Department: Heating Ventilation and Cooling

Qualified Craft Workers HVACR

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 REQUIREMENTS:

Incumbents in this class must possess and maintain a minimum D2 or S2 HVAC license.

Valid Driver 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 of 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2021-765												
Unqualified	4	0	2	1	0	0	0	0	0	0	0	7
Qualified	5	0	0	0	1	0	1	0	0	0	0	7
Interviewed	2	0	0	0	0	0	0	0	0	0	0	2
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	1	0	0	0	0	0	0	2
Grand Total	13	0	2	1	2	0	1	0	0	0	0	19

These positions were posted on the UConn Health website.

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

The goal candidate, 1 HM, was not interviewed because he did not respond to requests to schedule an interview.

The goal candidate, 1 HM was selected.

This hire achieved a hiring goal.

The 1 WM was selected. He had the required HVAC license and Environmental Protection Agency (EPA) Refrigerant Certification. He also had 12 years of previous UConn Health experience with heating, ventilation, and air conditioning experience.

Start Date: 7/29/2022

Requisition Number: 2022-1544

Department: Carpentry and Paint

Qualified Craft Workers Painter

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the Painting trade

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled Painting trade tasks. Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

MINIMUM QUALIFICATIONS - 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 may be substituted for the General and Special Experience.

Experience performing technical duties within the 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

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 of the class. 2. A physical examination may be required.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1544												
Unqualified	2	0	0	0	1	0	0	0	0	0	0	3
Qualified	4	0	0	0	0	0	0	0	0	0	0	4
Interviewed	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	7	1	0	0	1	0	0	0	0	0	0	9

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

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 10/7/2022

Requisition Number: 2022-1414

Department: Electrical

Qualified Craft Workers Electrical

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1414												
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	4	0	0	0	0	0	0	0	1	0	0	5
Interviewed	1	0	0	0	0	0	1	0	0	0	0	2
Hired	2	0	0	0	0	0	0	0	0	0	0	2
Grand Total	8	0	0	0	0	0	1	0	1	0	0	10

These positions were posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WM selected had electrical service experience in commercial setting. His experience included working in patient care areas, and preventive maintenance including generator inspections.

The 1 WM selected had electrical service experience in commercial setting. His experience included working in patient care areas, start-ups and running generators on building loads.

Start Date: 11/4/2022
Requisition Number: 2023-136
Department: Grounds and Labor
Qualified Craft Worker A&E Mechanical

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.

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.

PREFERRED QUALIFICATIONS:
 Knowledge of and ability to operate large equipment such as 310 John Deere backhoe, toolcat and skid steers and/or other related equipment.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-136												
Unqualified	1	0	0	0	0	0	0	0	0	0	0	1
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	3	0	0	0	0	0	0	0	0	0	0	3
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	0	0	0	0	0	0	0	0	0	0	6

This position was posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 1 WM was selected. He had been performing skilled trade functions in the trade area of automotive and mechanical equipment repair and maintenance. He also had experience operating large equipment.

Start Date: 12/30/2022
Requisition Number: 2022-1543
Department: Plumbing
Qualified Craft Workers Plumber

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; some ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience in Plumbing trades

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.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED QUALIFICATIONS/EXPERIENCE:

Knowledge in maintaining and repair of Backflows

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 will be required.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1543												
Unqualified	2	0	0	0	0	0	0	0	0	0	0	2
Qualified	3	0	0	0	1	0	0	0	0	0	0	4
Offer Declined	1	0	0	0	0	0	0	0	0	0	0	1
Hired	2	0	0	0	0	0	0	0	0	0	0	2
Grand Total	8	0	0	0	1	0	0	0	0	0	0	9

These positions were posted on the UConn Health website.

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

Goal candidates did not apply for this position.

The 2 WM were selected because they had been performing skilled trade functions in plumbing. They also had experience with maintaining and repairing backflows.

Start Date: 2/10/2023

Requisition Number: 2023-642

Department: Electrical

Qualified Craft Worker Electrical

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-642												
Qualified	4	0	0	0	0	0	0	0	0	0	0	4
Interviewed	0	0	1	0	0	0	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	5	0	1	0	0	0	0	0	0	0	0	6

This position was posted on the UConn Health website.

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

The goal candidate, 1 BM, was interviewed and not selected because he scored 55 out of 80 on the skills assessment. His primary experience was in new construction.

The 1 WM was selected because he had scored 70 out of 80 on the skills assessment. He had experience that included healthcare and preventive maintenance. He also had experience with stationary generators.

The skills assessment was based on the following:

- Electrical trade experience utilizing standard tools, materials, and methods.
- Communication Skills

Category 7A: Protective Services

Hiring goals: 1 BM

Hiring into Category: None

Goals Met: None

There was no hiring activity in this category during the *Plan* year.

Category 7B: Custodian

Hiring goals: 1 WF, 6 BM, 1 HF

Hiring into Category: 4 WF, 2 BM, 4 HM, 3 HF

Goals Met: 1 WF, 2 BM, 1 HF

Start Date: 7/1/22

Requisition Number: 2022-1136

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1136												
Qualified	2	6	2	2	8	6	0	0	0	0	0	26
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	2	6	3	2	8	6	0	0	0	0	0	27

The goal candidate, 1 BM, was selected.

This hire achieved a hiring goal.

Start Date: 7/1/22
Requisition Number: 2022-1365
Department: Custodial Services
Lead Custodian

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above such as custodial experience in a hospital setting in a lead role.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess and maintain a valid drivers' license.

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. A physical examination may be required.

PREFERRED REQUIREMENTS: Experience using Bed Management System (BMS) to track discharges for room turn over; Experience using 3M Clean Trace Monitoring and Linen Platform Management program user experience, such as ScrubEx.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1365												
Unqualified	0	2	2	0	3	1	0	0	0	0	0	8
Qualified	1	1	2	0	3	0	0	0	1	0	0	8
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	1	3	4	0	7	1	0	0	1	0	0	17

This position was posted on the UConn Health website.

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

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

- 1 WF and 1 BM did not have the preferred experience using BMS.
- 1 BM, a UConn Health employee, was promoted to another position.

The 1 HM was selected. He had the preferred experience using BMS to track discharges for room turnover. He also had the preferred experience using 3M Clean Trace Monitoring and Linen Platform Management program user experience, such as ScrubEx.

Start Date: 7/15/22
Requisition Number: 2022-1512
Department: Custodial Services
Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1512												
Qualified	0	3	5	1	1	3	0	1	2	0	1	17
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	5	1	1	4	0	1	2	0	1	19

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 7/29/22
Requisition Number: 2022-1550
Department: Custodial Services
Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1550												
Qualified	2	3	1	1	1	2	0	1	1	0	1	13
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	2	3	1	1	2	2	0	1	1	0	1	14

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

The 1 HM, part-time UConn Health employee, was selected. He was a CEUI union member who had contractual bargaining rights to the position.

Start Date: 8/26/22
Requisition Number: 2022-1490
Department: Custodial Services
Lead Custodian

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above such as custodial experience in a hospital setting in a lead role.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess and maintain a valid drivers' license.

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. A physical examination may be required.

PREFERRED REQUIREMENTS: Experience using Bed Management System (BMS) to track discharges for room turn over; Experience using 3M Clean Trace Monitoring and Linen Platform Management program user experience, such as ScrubEx.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1490												
Unqualified	0	1	1	1	1	0	0	0	0	0	0	4
Qualified	1	0	0	0	1	0	0	0	1	0	1	4
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	1	1	1	1	3	0	0	0	1	0	1	9

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 BM, did not meet the minimum requirements as posted.

The 1 HM was selected. He had the preferred experience using BMS to track discharges for room turnover. He also had the preferred experience using 3M Clean Trace Monitoring and Linen Platform Management program user experience, such as ScrubEx.

Start Date: 9/23/22

Requisition Number: 2023-178

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-178												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	0	0	0	0	0	0	0	0	0	1	1
Interviewed	0	1	1	0	0	1	0	0	0	0	0	3
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	0	2	2	0	0	1	0	0	0	0	1	6

A goal candidate, 1 BM, was selected.

This hire achieved a hiring goal.

Start Date: 9/23/22

Requisition Number: 2023-179

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-179												
Unqualified	0	1	0	0	0	0	0	0	0	0	0	1
Qualified	0	1	0	0	1	1	0	0	0	0	1	4
Interviewed	0	0	1	0	0	1	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	3	1	0	1	2	0	0	0	0	1	8

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 HF, was not interviewed because she was currently in her working test period and per union contract was not eligible for a transfer.

The goal candidates, 1 BM and 1 HF, were interviewed and not selected for this position because they were hired for other UConn Health positions.

The 1 WF was selected. She had custodial experience in a hospital setting. She also provided detailed responses and examples to interview questions regarding custodial experience.

Start Date: 12/2/22

Requisition Number: 2023-196

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-196												
Qualified	0	2	3	0	1	4	0	1	2	0	1	14
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	0	2	3	0	2	5	0	1	2	0	1	16

A goal candidate, 1 HF, a part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

Start Date: 12/2/22

Requisition Number: 2023-447

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-447												
Qualified	2	2	0	1	3	1	0	0	3	1	0	13
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	2	3	0	1	4	1	0	0	3	1	0	15

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 HM was selected. He had the preferred custodian experience in a hospital/medical setting.

Start Date: 12/2/22

Requisition Number: 2023-472

Department: Custodial Services
Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-472												
Unqualified	0	1	0	1	1	0	0	0	0	0	0	3
Qualified	0	4	2	0	1	0	0	0	1	1	0	9
Interviewed	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	6	2	1	3	0	0	0	1	1	0	14

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 BM, were not interviewed for the following reasons:

- 1 BM, UConn Health employee, had not completed his initial working test period and was not eligible for further consideration.
- 1 BM did not have the preferred custodian experience in a hospital/medical setting.

The 1 WF was selected. She had the preferred custodian experience in a hospital/medical setting.

Start Date: 1/27/23

Requisition Number: 2023-718

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-718												
Qualified	1	1	1	1	1	0	0	0	0	2	1	8
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	1	1	1	1	1	0	0	0	2	1	9

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 BM, was not interviewed because he did not have the preferred custodial experience in a hospital/medical setting.

The 1 HF was selected. She had the preferred custodial experience in a hospital/medical setting.

Start Date: 1/13/23

Requisition Number: 2023-708

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-708												
Unqualified	0	0	0	0	1	1	0	0	0	0	0	2
Qualified	0	3	0	0	1	3	0	0	0	0	0	7
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	0	4	0	0	2	4	0	0	0	0	0	10

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

The 1 WF, part-time UConn Health employee, was selected. She was a CEUI union member who had contractual bargaining rights to the position.

Start Date: 3/24/23

Requisition Number: 2023-984

Department: Custodial Services

Custodian

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-984												
Qualified	4	3	3	1	6	4	0	0	0	0	1	22
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	4	3	3	1	6	5	0	0	0	0	1	23

The 1 HF, part-time UConn Health employee, was selected. She was a CEUI union member who had contractual bargaining rights to the position.

Category 7C: Other Services/Maintenance

Hiring goals: 8 WF, 2 BF, 3 HM, 7 HF

Hiring into Category: 4 WM, 3 WF, 1 BM, 1 BF, 4 HM, 1 HF, 1 AM, 1 UU

Goals Met: 3 WF, 1 BF, 3 HM, 1 HF

Start Date: 7/15/2022

Requisition Number: 2022-1415

Department: Logistics Management

Storekeeper Assistants

THERE ARE TWO POSITIONS 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1415												
Qualified	0	0	0	0	1	2	0	0	1	0	0	4
Interviewed	2	0	1	0	0	1	0	0	0	0	0	4
Hired	1	0	0	0	1	0	0	0	0	0	0	2
Grand Total	3	0	1	0	2	3	0	0	1	0	0	10

This position was posted on the UConn Health website.

The goal candidates, 1 HM and 2 HF, were not interviewed for the following reasons:

- 1 HM and 1 HF did not have the preferred experience in materials management.
- 1 HF was previously interviewed and found to not be able to follow written and oral instructions due to a language barrier.

The goal candidate, 1 HF, was interviewed and not selected because she scored 76 on the skills assessment.

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

The 1 WM was selected. His score on the skills assessment was 253.

The skills assessment was based on the following:

- Materials Logistics
- Inventory and Asset Management
- Communication skills
- Materials-handling system
- Barcode equipment/scanners
- Recordkeeping

Start Date: 7/29/2022

Requisition Number: 2022-1248

Department: Center for Comparative Medicine

Animal Care Technicians

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1248												
Unqualified	1	3	0	0	2	2	0	0	0	1	1	10
Qualified	1	5	0	0	0	2	0	0	0	0	1	9
Interviewed	0	1	0	0	0	0	0	0	0	0	0	1
Offer Declined	1	1	0	0	0	0	0	0	0	0	0	2
Hired	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	3	11	0	0	2	5	0	0	0	1	2	24

The goal candidates, 1 WF and 1 HF, were selected.

These hires achieved hiring goals.

Start Date: 7/29/2022

Requisition Number: 2022-1507

Department: Laundry

Storekeeper Assistant

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.

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 State of Connecticut driver's license. Travel to other state agencies and off-site locations in Connecticut and other states as required.

PREFERRED QUALIFICATIONS: Current experience in a hospital/clinical setting in materials/supply handling and inventory.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1507												
Qualified	1	2	2	2	1	2	0	0	1	1	1	13
Offer Declined	0	0	0	0	1	0	0	0	0	0	0	1
Hired	0	0	0	0	0	1	0	0	0	0	0	1
Grand Total	1	2	2	2	2	3	0	0	1	1	1	15

The goal candidate, 1 WF, a part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

Start Date: 7/29/2022

Requisition Number: 2022-1551

Department: Custodial Services

Maintainer

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 learn policies and procedures; 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 provides the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess and maintain a valid driver's license and have the ability to drive safely.

PHYSICAL REQUIREMENTS: Incumbents in this class must have adequate physical strength, stamina, ability to push, pull and/or carry 50 pounds or more, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

A physical examination will be required.

PREFERRED REQUIREMENTS: Two (2) or more years' experience providing preventative maintenance services in a large-scale facility/campus.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2022-1551												
Qualified	5	1	0	0	1	1	0	0	2	0	0	10
Interviewed	0	0	0	1	0	1	0	0	0	0	0	2
Hired	0	0	0	0	1	0	0	0	0	0	0	1
Grand Total	5	1	0	1	2	2	0	0	2	0	0	13

The goal candidate, 1 HM, was selected.

This hire achieved a hiring goal.

Start Date: 11/4/2022

Requisition Number: 2023-331

Department: Shipping and Receiving

Storekeeper Assistants

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 workdays, 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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-331												
Unqualified	0	0	0	0	0	1	0	0	0	0	0	1
Qualified	2	2	1	0	1	1	0	0	0	0	1	8
Interviewed	3	0	1	0	0	0	1	0	0	0	0	5
Withdrew Application	1	0	0	0	0	0	0	0	0	0	0	1
Hired	0	0	0	0	1	0	1	0	0	0	0	2
Grand Total	6	2	2	0	2	2	2	0	0	0	1	17

These positions were posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

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

The goal candidates, 2 WF and 1 HF, were not interviewed for the following reasons:

- 1 WF was contacted to schedule an interview and she did not respond to the interview request.
- 1 WF and 1 HF did not have the preferred 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.; computer and data entry experience.

The 1 HM selected scored 294 on the skills assessment.

The 1 AM selected scored 291 on the skills assessment.

The skills assessment was based on the following:

- Materials Logistics
- Inventory and Asset Management
- Communication skills
- Materials-handling system
- Barcode equipment/scanners
- Recordkeeping

Start Date: 12/2/2022
Requisition Number: 2023-333
Department: Property
Storekeeper Assistant

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: Experience in logistics/stockroom, moving and storage, retail or a position that works with laboratory or medical devices.

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-333												
Unqualified	0	0	1	0	0	0	0	0	0	0	0	1
Qualified	5	2	1	1	2	1	0	1	0	1	2	16
Interviewed	2	0	0	0	0	0	0	0	0	0	0	2
Hired	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total	7	2	3	1	2	1	0	1	0	1	2	20

This position was posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

The goal candidates, 2 WF, 1 BF, and 1 HF, were not interviewed for the following reasons:

- 1 WF did not provide detailed job histories on her application to determine her skill set.
- 1 WF, 1 BF, and 1 HF did not have the preferred experience in logistics/stockroom, moving and storage, retail or a position that works with laboratory or medical devices.

The 1 BM was selected for this position. He had restocking experience at a local hospital which included flammable moving and storage. He also provided patient centered responses to interview questions.

Start Date: 12/2/2022

Requisition Number: 2023-532

**Department: Logistics Management
Storekeeper Assistant**

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-532												
Qualified	5	0	1	0	0	0	0	0	0	0	0	6
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	6	0	1	0	0	1	0	0	0	0	0	8

This position was posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

The goal candidate, 1 HF, was interviewed and not selected because she scored 223 on the skills assessment.

The 1 WM selected scored 321 on the skills assessment.

The skills assessment was based on the following:

- Materials Logistics
- Inventory and Asset Management
- Communication skills
- Materials-handling system
- Barcode equipment/scanners
- Recordkeeping

Start Date: 1/13/2023

Requisition Number: 2023-588

**Department: Nursing Transportation
Transport Aides**

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 below such as, experience transporting patients in a hospital ambulatory/transportation unit, EMT, Fire or Paramedic experience.

SPECIAL REQUIREMENT: American Heart Association (AHA) BLS (CPR/AED) or ACLS Certification or formal hands-on CPR training.

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 during employment.

PREFERRED QUALIFICATIONS: Skill in operating a computer, entering requests into Excel spreadsheets.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-588												
Unqualified	0	2	0	2	1	2	0	0	0	1	1	9
Qualified	1	0	0	0	1	0	0	0	0	0	0	2
Interviewed	0	0	0	0	0	0	0	0	0	1	0	1
Hired	0	0	0	1	1	0	0	0	0	0	0	2
Grand Total	1	2	0	3	3	2	0	0	0	2	1	14

These positions were posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

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

The goal candidate, 1 BF, a part-time UConn Health employee, was selected.

This hire achieved a hiring goal.

The 1 HM selected scored 151 on the skills assessment.

The skills assessment was based on the following:

- Knowledge of proper patient transfer techniques.
- Knowledge of processing a patient transport.
- Communications Skills

Start Date: 2/10/2023

Requisition Number: 2023-622

Department: Center for Comparative Medicine

Animal Care Technician

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.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-622												
Unqualified	0	7	0	1	3	0	0	0	0	2	0	13
Qualified	0	6	0	0	0	0	0	0	0	0	0	6
Interviewed	1	0	0	0	1	0	0	0	0	0	0	2
Hired	0	1	0	0	0	0	0	0	0	0	0	1
Grand Total	1	14	0	1	4	0	0	0	0	2	0	22

The goal candidate, 1 WF, was selected.

This hire achieved a hiring goal.

Start Date: 2/10/2023

Requisition Number: 2023-315

Department: Heating Ventilation and Cooling

Stationary Engineer

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to operate, maintain and repair boilers, generators and related mechanical equipment; some interpersonal skills; some oral and written communication skills.

EXPERIENCE AND TRAINING: General Experience: Three (3) years' experience in the operation, maintenance, and repair of steam boilers or of significant auxiliary boiler room or power plant equipment.

SPECIAL REQUIREMENT: Must possess and maintain a D-1, D-2, S-1, S-2 or OE-2 license.

PHYSICAL REQUIREMENT: Employees appointed to positions 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.

PREFERRED: Current experience working with high pressure steam boilers including maintenance and repair.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-315												
Qualified	1	0	0	0	0	0	0	0	0	0	0	1
Interviewed	1	0	0	0	0	0	1	0	0	0	0	2
Hired	1	0	0	0	0	0	0	0	0	0	0	1
Grand Total	3	0	0	0	0	0	1	0	0	0	0	4

This position was posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

Goal candidates did not apply for this position.

The 1 WM was selected. He had experience maintaining and repairing boilers and pumps.

Start Date: 5/19/2023

Requisition Number: 2023-1028

Department: Center for Comparative Medicine

Animal Care Washroom Techs

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.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED EXPERIENCE:

Experience working in Biomedical Research.

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.

A physical examination may be required.

	WM	WF	BM	BF	HM	HF	AM	AF	TM	TF	UU	Grand Total
2023-1028												
Unqualified	0	0	0	0	1	0	0	0	0	0	1	2
Qualified	2	7	0	0	6	2	0	1	1	2	2	23
Interviewed	0	0	0	0	0	1	0	0	0	0	0	1
Hired	1	0	0	0	0	0	0	0	0	0	1	2
Grand Total	3	7	0	0	7	3	0	1	1	2	4	28

These positions were posted on the UConn Health website.

The HM hiring goals were no longer established goals because they were met with previous hires and a promotion that was posted externally.

The goal candidates, 7 WF and 2 HF, were not interviewed for the following reasons:

- 7 WF and 1 HF did not have experience with animal care and the preferred experience of working in biomedical research.
- 1 HF was contacted to schedule an interview and she did not respond.

The 1 WM selected had kennel experience. He also provided detailed examples of his ability to work in a fast-paced environment.

The 1 UU selected had experience working with animals in a biomedical research laboratory.

PROGRAM GOALS ANALYSIS

(Section 46a-68-90)

September 2023

This section was found to be in compliance in the previous filing and there were no proposals or recommendations.

Subsection (a)

When an employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons has been identified, program goals will be developed and implemented.

Subsection (b)

Program goals are meaningful, measurable and reasonably attainable and shall be consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination.
2. opportunities for all qualified applicants including underutilized groups.
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

Subsection (c)

Where the cooperation of another agency is essential to the implementation of a program goal, the University keeps a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

Subsection (d)

The University of Connecticut has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies. Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1

To ensure non-discriminatory environments the Office of Institutional Equity (OIE) has online and printed informational materials regarding accessibility, employment equity, discrimination, and harassment. OIE will review this information to identify possible enhancements. This will enable employees to obtain updated information, valuable support services and navigate processes more easily.

Responsible Unit: Office of Institutional Equity

Target Date: May 31, 2023

Goal met: The Office of Institutional Equity (OIE) updated presentation slides and informational handouts used during presentations and programs to provide easier access to online materials through links and QR codes. OIE reviewed the Accessibility website and implemented improved navigation and updated informational materials (for example, guidance documents on planning accessible events). OIE also reviewed and updated information on the Title IX website regarding support services and processes.

Goal #2

OIE will work in collaboration with the Office for Diversity and Inclusion (ODI) to redesign and develop a web-based Diversity Awareness Training for all new employees. The three-hour, self-paced training will maintain legal compliance in accordance with Connecticut Public Act No 19-16 and utilize effective online pedagogy to facilitate cognitive (i.e., integration of new knowledge), affective (i.e., changes to attitudes), and behavioral (i.e., skill development) learning for all new UConn Health employees. Corresponding learning objectives include, but are not limited to: building new employee comprehension of rights and responsibilities under the University's non-discrimination policies; increasing new employee awareness of University and external reporting channels, resources, and remedies available to victims of discrimination and hate crimes; strengthening new employee self-efficacy in addressing and preventing discrimination and discriminatory harassment in their work, curricular, and clinical environments.

**Responsible Unit: Office of Institutional Equity and
Office for Diversity and Inclusion**

Target Date: May 31, 2023

Goal Partially Met: Due to the unforeseen medical leave of the primary staff member responsible for the training development, the goal was modified. The training was redesigned in a web-based format for all new employees. Video recordings of instructor led training provide effective self-paced modules included in the New Employee Orientation training series offered by the Department of Human Resources. All new employees are required to attend the New Employee Orientation on their first two days of employment. While all pedagogical, cognitive, affective and behavioral learning objectives were not able to be accomplished, new employees receive valuable training on their rights and of rights and responsibilities under the University's non-discrimination policies, internal and external reporting channels, remedies available to

victims and concepts around addressing and preventing discrimination and harassment in their work environments.

Goal #3

To introduce diversity and equity lens to the UConn Health workforce through data analytics, a framework will be vetted with key UCH stakeholders that will include Information Technology, Human Resources, John Dempsey Hospital leadership, University Medical Group leadership and others as needed. Deliverables will include building a dashboard of all UConn Health payroll employees with disaggregated data focusing on gender, race, and ethnicity. Inpatient/outpatient demographic data and 2020 Greater Hartford census tract will be overlaid to assess the demographics of the communities served and its alignment with the demographics of the UConn Health workforce. This dashboard will provide the ability to evaluate this data down to unit levels within UConn Health. Additionally, this dashboard will be used to trend and track progress on strategic goals. Furthermore, this dashboard will allow UConn Health to develop, implement and track interventions that will be developed and deployed.

Responsible Unit: Office Diversity and Inclusion

Target Date: May 31, 2023

***Goal Met.** The Office of Diversity and Inclusion completed the collection of race/gender demographic data for the entire UConn Health workforce. The collected data has been distilled to the unit and department level in a dashboard available for academic administration and management. As the dashboard is being utilized more widely, progress toward strategic goals can be readily tracked.*