

Larned State Hospital

Candidate Pre-Submission Information

Please review this information carefully before your profile is submitted for consideration.

About Larned State Hospital

Larned State Hospital (LSH), located in Larned, Kansas, is a specialized inpatient behavioral health facility that provides comprehensive psychiatric care through three distinct treatment programs, each serving individuals with unique clinical and security needs.

Treatment Programs

Psychiatric Services Program (PSP) — Provides comprehensive psychiatric and medical treatment to individuals from 59 Kansas counties who are referred through their local Community Mental Health Centers in accordance with the Kansas Mental Health Reform Act.

State Security Program (SSP) — Provides specialized psychiatric treatment to adult male and female forensic patients admitted under Kansas statutes or transferred from the Kansas Department of Corrections.

Sexual Predator Treatment Program (SPTP) — Provides secure treatment for individuals who have been civilly committed as Sexually Violent Predators (SVPs). The program focuses on reducing the risk of reoffending while preparing appropriate individuals for successful reintegration into the community.

LSH is committed to providing safe, compassionate, evidence-based behavioral healthcare while maintaining a secure therapeutic environment for patients, residents, staff, and visitors.

The hospital campus is located approximately three miles west of Larned and is largely self-sufficient. On-site services include:

- Pharmacy
- Clinical laboratory
- Specialty outpatient clinics
- Emergency stabilization services

Patients requiring ongoing emergency medical treatment beyond stabilization are transferred to the local community hospital. For staff convenience, the campus also features a grill serving breakfast and lunch from 6:00 a.m. to 1:00 p.m., Monday through Friday.

Interview Process

Interviews are conducted by the Central Nursing Office (CNO) by telephone. Applicants will receive an email notifying them of the scheduled interview timeframe. The interview call will come from a 620 area code.

Applicants are responsible for ensuring their phone settings allow calls from unfamiliar numbers. Due to scheduling demands, missed interview calls cannot be returned.

- If an applicant does not answer, the CNO will attempt contact on up to three separate days.
- If contact cannot be established after the third attempt, the applicant will no longer be considered, and another candidate may be selected.

After the Interview

- If selected, please expect a phone call from Larned State Hospital's Human Resources Department to arrange your drug screen and fingerprint appointment.
 - If you fail to answer the call, please return the message immediately. This is the **ONLY** time you are authorized to contact Larned State Hospital's Human Resources Department.

- Fingerprints are required only if you have lived outside the state of Kansas within the past five years.
- You must complete the drug screen and, if required, fingerprints immediately to remain under consideration.
- Upon completing the fingerprints, you must overnight them via U.S.P.S. Certified Mail to Larned State Hospital's Human Resources Department. Worldwide will reimburse the cost of fingerprints AND overnight delivery upon completion of your first 30 days on assignment. Please submit copies of your receipts for reimbursement.
- Background check results take approximately 14 business days to process from the time they are received by the State of Kansas. Worldwide will notify you as soon as your results are received.
- It is imperative that you remain patient during the background check process. Please do NOT phone or email anyone at Larned State Hospital to request an update on your background check results. Failure to comply with this mandatory directive will result in removal from consideration.

Orientation

Agency staff must successfully complete all orientation requirements before working independently:

- **New Employee Orientation: 7 days**
- **Nursing Orientation: 8–9 days**
- **On-the-Job Training (OJT): 5 days — 3 days on the assigned unit and 1 day on each of the remaining two treatment programs**

Work Schedule & Contract Information

Following orientation, RNs and LPNs will work 10-hour or 12-hour shifts depending on hospital operational needs. CNA and PCSS staff will work 8-hour shifts on a 6-on, 2-off rotation. Applicants must demonstrate flexibility with scheduling and work hours as a condition of assignment.

- 10-hour shifts: four scheduled shifts per week.
- 12-hour shifts: 36 hours one week and 48 hours the following week, based on the established rotation.
- All overtime opportunities are determined solely by the hospital's staffing requirements.

Assignment Length

- Initial assignment: 17 weeks
- Renewal assignment: minimum 13 weeks
- Requests for assignments shorter than 13 weeks are reviewed individually and are subject to operational needs.

Unit Assignments

Agency staff are assigned to a primary unit; however, flexibility is required. When operational needs require, agency employees may be reassigned or pulled to another unit. Staff are expected to report to any assigned unit as directed by nursing leadership.

Nursing Leadership Coverage

Nursing leadership provides supervision 24 hours a day.

- The CNO, Assistant Directors of Nursing (ADONs), and Unit Leaders (ULs) are available Monday through Friday on day shift.
- House Supervisors are available Monday through Friday from 5:00 p.m. to 7:00 a.m., and on weekends and holidays from 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m.

Supervisory nursing staff are always available to provide clinical support, operational guidance, and assistance as needed.

Candidate Acknowledgment

By signing below, I acknowledge that I have reviewed and understand the information above regarding the Larned State Hospital environment, interview process, pre-employment requirements, orientation, scheduling expectations, contract length, unit assignments, and nursing leadership coverage. I understand that flexibility with scheduling and unit assignments is an expectation of the assignment.

Candidate Name (Print)

Candidate Signature

Date