Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV. CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96911
TEL: 647-2444 or 647-2330
FAX: (671) 649-0145

GCA 34-17-661

Speaker Benjamin J.F. Cruz

JUN 23 2017
Time: 9:20 AM / PM File No. 34-572
Received By

June 9, 2017

Senator Regine Biscoe Lee
Legislative Secretary
Thirty-fourth (34th) Guam Legislature
Suite 101
155 Hesler Place
Hagatna, Guam 969610

SUBJECT: Creation of Long Term Care Administrator Position

Buenas yan Hafa Adai! In compliance with Title 4 GCA, Chapter 6, §6303, the Guam Memorial Hospital Authority hereby submits the class specifications of the referenced position for file.

PETERJOHN D. CAMACHO, MPH

Attachments

2017 JUN 23 AM 9:39

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 06/20/17 @ 2:40pm
Initials: AUCP, Jam

0661

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV. CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2444 or 647-2330
FAX: (671) 649-0145

BOARD OF TRUSTEES
Official Resolution No. 2017-58

"RELATIVE TO THE CREATION OF THE LONG TERM CARE ADMINISTRATOR (SNF)"

WHEREAS, for many years the Skilled Nursing Facility has been without a licensed Administrator; and

WHEREAS, Guam law requires that *"A nursing home shall be administered by a licensed Nursing Home Administrator"*. This is pursuant to §12201, Chapter 12, Title 10 GCA.; and

WHEREAS, Guam law also requires that "No nursing home shall operate except under the supervision of a nursing home administrator "aka" Long Term Care Administrator unless he/she is a holder of a sufficient nursing home administrator's license pursuant to §15102, Chapter 15, Title 10 GCA; and

WHEREAS, the creation of a new position will satisfy the requirements of §§12201 and 15102, and furthermore will also satisfy the requirements of Joint Commission and will bring the SNU into compliance. This creation will also provide for a more sound classification of the position at the facility; and

WHEREAS, the **Long Term Care Administrator (SNF)** position will be responsible for the administrative and clinical supervisory work in the coordination of program services, facility maintenance, compliance and operational aspects of the Skilled Nursing Facility; and

WHEREAS, the provisions of §6303.1, Chapter 6, Title 4 of the Guam Code Annotated have been met and no comments from the public were received; and

WHEREAS, the HR, BOT Sub-Committee on April 18, 2017 recommended approval of the creation of the Long Term Care Administrator position; now, therefore be it

RESOLVED, that the Board of Trustees accepts the recommendation of the HR, BOT Sub-Committee and approves the creation of the **Long Term Care Administrator (SNF)** position in the classified service; and, be it further

RESOLVED, that the Hospital Administrator/CEO is directed to initiate the administrative processes to bring to fruition the utilization of this position; and, be it further

RESOLVED, that the Board of Trustees Chairperson certifies and the Board of Trustees Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED ON THIS 1st DAY OF JUNE 2017.

Certified By:

Eloy S. Lizama
Chairperson, Board of Trustees

Attested By:

Melissa Waibel
Secretary, Board of Trustees

Long Term Care Administrator (SNF)

NATURE OF WORK IN THIS CLASS:

The Long Term Care Administrator is responsible for the administrative and clinical supervisory work in the coordination of program services, facility maintenance, compliance and operational aspects of the Skilled Nursing Facility.

An employee in this class manages all departments by providing leadership and strategic direction and will report directly to the Hospital Administrator/ Chief Executive Officer of the Guam Memorial Hospital Authority.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed).

Manage the daily operations of the administrative, clinical, facilities, compliance and operational aspects of the Skilled Nursing Facility.

Plan, organize, and supervise, and monitor the delivery of care to residential patients and establish priorities for strategic planning and development and coordinates activities and resources necessary to achieve objectives.

Ensnre that nursing services are planned, implemented and evaluated to maximize resident quality of life and quality of care with the integration of resident rights with all aspects of resident care.

Ensure that the facility is in compliance with and adheres to the latest healthcare regulations for high-quality service.

Coordinate the development and evaluation of resident care goals and policies with healthcare teams.

Oversee various federally regulated documentation and clinical requirements of the MDS and Restorative Nursing Programs.

Attend meetings and collaborates with physicians, therapists, families, and local governing boards.

Establish and implement new and existing policies and procedures ensuring the quality of care for residents admitted to the Skilled Nursing Facility.

Observe, monitor, and evaluate outcomes of all the facility programs, policies and procedures to ensure effectiveness and to fulfill administrative and professional responsibility.

Ensure the coordination and collection of data for performance and quality improvement activities of the facility.

Maintain the fiscal accountability and management of the Skilled Nursing Facility in conjnnction with Hospital Administration and the Budget and Accounting Offices.

Conduct and chair staff and department meetings, and attend resident care conference and medical staff meeting.

Must be on-call for emergencies.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Long Term Care operational standards set forth in Federal and State regulations.

Knowledge of performance management and effective leadership skills.

Knowledge of Centers for Medicare and Medicaid Services (CMS) regulations.

Knowledge of budget and financial processes.

Knowledge of basic computer systems and Microsoft Office Suite.

Excellent verbal and written communication skills.

Skill in effective supervision, conflict management, and team building.

Skill in interpersonal relations and team building, self-directed and flexible in fulfilling obligations.

Ability to develop and administer skilled nursing programs of the hospital.

Ability to evaluate program effectiveness and implement recommended changes in organizational policies and procedures to enhance effectiveness.

Ability to maintain records, reports and other statistical data.

MINIMUM EXPERIENCE AND TRAINING:

A) Two (2) years of experience in a healthcare setting plus two (2) years of experience in an Administrator or supervisory capacity within a sub-acute or long term care facility and a Bachelor's degree in public health administration, health care administration, health science, public administration, business administration or other related field; or
B) Two (2) years of experience in a healthcare setting plus one year of experience in an Administrator or supervisory capacity within a sub-acute or long term care facility and a Master's degree in long term care administration, public health administration, health care administration, health science, public administration, business administration or other related field.

NECESSARY SPECIAL QUALIFICATIONS:

1. Current license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners or from another U. S. jurisdiction provided that the standards for licensure are equivalent to those prevailing on Guam.
2. Certification in Nursing Home Administration (CNHA) from the American College of Health Care Administrators (ACHCA) or other equivalent entity.

3. Valid Basic Life Saving certification.

Proposed Job Evaluation:

FI3	304
E4 (43%)	132
E1P	152
TOTAL POINTS:	588

Pay Grade: Q
Pay Plan: GPP

Eloy S. Lizama
Chairman, Board of Trustees

6/07/17
Date