Guam Memorial Hospital Authority
Aturidat Espetat Mimuriat Guahan

850 GOV. CARLOS CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2444 or 647-2330
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GL# 34-18-1987
Speaker Benjamin J.F. Cruz

JUN 13 2018
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Received By:

June 4, 2018

Senator Regine Biscoe Lee
Legislative Secretary
Thirty-fourth (34th) Guam Legislature
163 Chalan Santo Papa
Hagatna, Guam 969610

SUBJECT: Creation of Positions

Ref: Assistant Administrator, Nursing Services
Deputy Assistant, Nursing Services

2018 JUN 13 PM 2:54

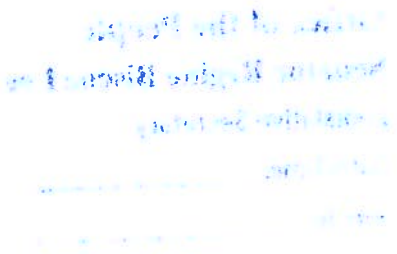
Buenas yan Hafa Adai! In compliance with Title 4 GCA, Chapter 6, §6303, the Guam Memorial Hospital Authority hereby submits the class specifications of the referenced positions for file.

PETERJOHN D. CAMACHO, MPH

fne Attachments

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 06/13/18 11:18am
Initials: Aleen, Jim

1987



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BOARD OF TRUSTEES
Official Resolution No. 2018-42

"RELATIVE TO THE ESTABLISHMENT OF THE ASSISTANT ADMINISTRATOR OF NURSING SERICES AND DEPUTY ASSISTANT ADMINISTRATOR OF NURSING SERVICES POSITIONS IN THE CLASSIFIED SERVICE FOR THE NURSING ADMINISTRATION DEPARTMENT"

WHEREAS, the current Assistant Administrator, Nursing Services and the Deputy Assistant, Nursing Services are both under the unclassified service of the government of Guam classification list; and

WHEREAS, the current position is staffed with incumbents holding the unclassified position; and

WHEREAS, the practicality of classifying these two position to provide continuity of the mission and objective of the Nursing Division; and

WHEREAS, for better operational efficiency and coordination of positions, the Assistant Administrator, Nursing Services and the Deputy Assistant, Nursing Services; now, therefore be it

RESOLVED, that the Board of Trustees accepts the recommendation of the HR, BOT Sub-Committee and approves the establishment the Assistant Administrator, Nursing Services and Deputy Assistant Administrator, Nursing Services in the classified service for the Nursing Administration Department positions; and, be it further

RESOLVED, that the classified positions be filled through the competitive administrative recruitment process; and, be it further

RESOLVED, that the Hospital Administrator/CEO is directed to initiate the administrative processes to bring to fruition the utilization of these positions; 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 31st DAY OF MAY, 2018.

Certified by:

Eloy S. Lizama
Chairperson, Board of Trustees

Attested by:

Melissa Waibel
Secretary, Board of Trustees

ASSISTANT ADMINISTRATOR, NURSING

NATURE OF WORK IN THIS CLASS:

The Assistant Administrator, Nursing is administratively responsible for the provision of all nursing services provided by the Hospital. The employee in this class is responsible for planning, administering, directing, controlling, and coordinating nursing care delivery and the operations of the Nursing Division. The Assistant Administrator, Nursing is expected to collaboratively work-with the Board of Trustees, the Administrator, the Executive Management Council, the Medical Staff, Hospital Departments, and members of the community in meeting the goals and needs of the Nursing Division.

This position reports to the Associate Administrator, Clinical Services. The Assistant Administrator of Nursing Services is a mandatory member of the Executive Management Council.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assesses and evaluates the organization of the Division. Initiates modifications in the structure to improve the efficiency·and quality o f the nursing services provided.

Identifies annual goals in collaboration with the Nursing Management Team which correspond to the Hospital's mission and annual goals established through the planning process.

Prepares and defends proposals for the capital and operating budgets. Participates in at least a quarterly evaluation of the budgetary performance of the Division.

Determines the number, types, and utilization of nursing personnel for all current and programs being planned. Implements a program for the recruitment and retention of staff.

Administers Government of Guam policies established for the recruitment and management of personnel and for the procurement of equipment and supplies.

Establishes and implements a mechanism to allocate and monitor the allocation of nursing staff on a shift-to-shift basis for each Nursing Unit.

Assures members of the Division have sufficient supplies and equipment to provide quality and safe patient care.

Assures standards of care are established and monitored for each Nursing Unit.

Assures the implementation of the Quality Improvement Program in the Division.

Serves as an advisor to the Hospital Administrator on all matters pertaining to nursing.

Represents the Hospital as the nursing resource person in meetings and conferences between the Board of Trustees, the Executive Management Council, professional nurses, medical staff, department heads, and organizations in the community. Presents the nursing component serving as an educator or patient advocate on the issues which are addressed.

Participates with the medical and nursing staff in the development and formulation of major operational policies of the hospital. Develops, interprets, revises, and implements policies and procedures which promote patient care delivery or the efficient operation of the Division. Assures all policy and procedure manuals are reviewed or revised at least annually.

Periodically conducts unit inspections and visits with staff and patients to assess the compliance to established standards and policies which promote quality, consistency, and safety. Implements appropriate corrective actions based upon these findings.

Maintains knowledge of current Health Care Financing Administration, Joint Commission, and GOSHA standards and applicable health law. Coordinates the education of the appropriate members of the Department to these changes. Assures compliance to these standards and laws.

Assures the continuous implementation of an effective program to orient and continually develop all nursing personnel.

Assures mechanisms are in place to effectively address patients' rights, resolving ethical issues, educational needs, and discharge planning needs.

Establishes and enforces a mechanism for the documentation of the nursing process for all nursing services provided.

Participates in continuing educational activities and review of journal articles and research to keep abreast of current administrative or clinical trends.

Supervises the administrative support staff of the Department.

Performs related work as appropriate and assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Extensive knowledge of the principles, practices, and theory of hospital nursing administration and the application of techniques in providing nursing care to patients.

Extensive knowledge of supervisory and management principles, strategies, and interventions involved in hospital nursing administration.

Current knowledge of the trends and current developments in nursing administration and the clinical areas of service which are provided by the Hospital.

Thorough knowledge of the methods of prevention and control of communicable and infectious diseases.

Ability to plan, direct, organize, and supervise the work of others.

Ability to develop and defend capital and operating budgets.

Ability to establish and maintain effective working relationships with the Board of Trustees, Administration, Medical Staff, Department Heads and subordinates.

Ability to make decisions in accordance with professional standards, ethics, the law, and rules and regulations.

Ability to effectively express oneself clearly, concisely, and effectively both orally and in writing.

Ability to communicate effectively one-on-one, in small groups, and to large bodies of people.

Ability to monitor the operation of the Division and to prepare complex reports.

Documented clinical experience in at least one nursing area.

MINIMUM EXPERIENCE AND TRAINING:

A. Graduation from an accredited college or university with a Master's degree in nursing administration, or closely related field with four (4) years of progressively responsible hospital nursing experience which includes three (3) years in an administrative or supervisory capacity; or

B. Graduation from an accredited college or university with a Bachelor's degree in nursing and six (6) years of progressively responsible hospital nursing experience which includes at least four (4) years in an administrative or supervisory capacity. All candidates who lack a master's degree must consent to submit a plan for prior approval, to Administration which demonstrates how they propose to complete a master's degree or equivalent preparation within five (5) years of hire.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Possession of a current license as a Registered Nurse on Guam.

DESIRED SPECIAL QUALIFICATION REQUIREMENT:

Certification by the American Nurses Credentialing Center (ANCC) as a Certified Nurse Executive **o r** a Certified Nurse Executive, Advanced.

Established: MAY 2018

KNOW HOW	FII3 400
PROBLEM SOLVING	F4 (50%) 200
ACCOUNTABILITY	E2P 230
TOTAL	830
PAY GRADE	S (NPP)

Approved:

Eloy S. Lizama, Chairman, Board of Trustees

Date: 5/31/18

Deputy Assistant, Nursing Services

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory and administrative work in assisting the Assistant Administrator of Nursing in directing all nursing services of the hospital.

The employee in this class assists the Nursing Administrator in planning, directing and coordinating the entire nursing services of the hospital.

The employee exercises considerable independent judgment and initiative in accordance with professional nursing standards, established policies and procedures. Work is reviewed through conferences and submission of reports.

ILLUSTRATIVE EXAMPLES OF WORK:

Assists the Assistant Nursing Administrator in planning, directing and coordinating the nursing services of the hospital, encompassing the day, evening and night shifts.

Participates in analyzing and evaluating nursing and related services rendered to improve quality of patient care, and assists in planning better utilization of staff time and abilities.

Assists in developing policies and procedures; interprets and explains new policies and procedures to nursing personnel.

Participates in coordinating nursing activities of various hospital departments, promoting and maintaining harmonious relationships among nursing personnel and medical staff, patients and the public.

Assists in recruiting, selecting and retaining qualified nursing and auxiliary personnel.

Directs and participates in orientation and in-service training programs for nursing and auxiliary personnel designed to improve nursing care.

Participates in meetings and conferences.

Answers correspondence relating to nursing services, and prepares administrative reports.

Directs and evaluates the application of professional nursing principles and practices, and recommends changes in procedures to improve standards of nursing car

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing and application of techniques in providing hospital nursing care to patients, including those basic knowledge related to nursing such as biological, physical, social and medical sciences, and their application for better understanding of patient care problems.

Knowledge of the methods of prevention and control of communicable and infectious diseases.

Knowledge of supervisory and management techniques and procedures involved in hospital nursing administration.

Knowledge of the trends and current developments in nursing, with emphasis in hospital nursing administration.

Ability to plan, assign and supervise the work of others.

Ability to make work decisions in accordance with professional standards, rules and regulations, and to apply departmental policies and procedures to work problems.

Ability to establish and maintain effective working relationships with others.

Ability to express oneself clearly, concisely and effectively, both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

(a) Graduation from an accredited college or university with a Master's degree in nursing, administration or closely related field, and three (3) years of progressively responsible professional nursing work, including two (2) years in an administrative or supervisory capacity; or

(b) Graduation from an accredited college or university with a Bachelor's degree in nursing, and four (4) years of progressively responsible professional nursing work, including three (3) years in an administrative or supervisory capacity.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Possession of a current license as a Registered Nurse on Guam.

DESIRED SPECIAL QUALIFICATION REQUIREMENT:

Certification by the American Nurses Credentialing Center (ANCC) as a Certified Nurse Executive **o r** a Certified Nurse Executive, Advanced.

Established: MAY 2018

KNOW HOW	EII3 350
PROBLEM SOLVING	E4 (43%) 152
ACCOUNTABILITY	E3C 175
TOTAL	630
PAY GRADE	R (NPP)

Approved:

Eloy S. Lizama, Chairman, Board of Trustees
Date: 5/31/18