OFFICE OF THE PEOPLE
SENATOR RÉGINE BISCOE LEE
SIKRITÅRIAN LIHESLATURAN GUÅHAN • I MINA'TRENTAI KUÅTTRO NA LIHESLATURAN GUÅHAN
LEGISLATIVE SECRETARY • 34TH GUAM LEGISLATURE

GL#34-18-2206
Speaker Benjamin J.F. Cruz

August 2, 2018

Speaker Benjamin J.F. Cruz
I Mina'Trentai Kuåttro Na Liheslaturan Guåhan
34th Guam Legislature

AUG 06 2018
Time: 9:50 AM [ ] PM File No. 34-2079
Received By: Ellen

Re: Creation of Positions from Guam Memorial Hospital Authority

Håfa Adai Speaker Cruz,

In compliance with Title 4 GCA, Chapter 6, §6303, Guam Memorial Hospital Authority has filed the enclosed documents creating two (2) positions: Foodservice Production Supervisor and Clinical Case Manager, Nursing Department, with my office.

It is hereby submitted to your office for posting as messages and communications on our legislative website.

2018 AUG -6 PM 1:17

Si Yu'os Ma'åse',

Senator Régine Biscoe Lee

Enclosures

Chairperson, Committee on Innovation and Economic, Workforce, and Youth Development
Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910 | senatorbiscoelee@guamlegislature.org

2206

Guam Memorial Hospital Authority
Aturidat Espetat Mimuriat Guahan

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

July 30, 2018

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

SUBJECT: Creation of Position Ref: Foodservice Production Supervisor

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

PETERJOHN D. CAMACHO, MPH

Attachments

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 8/1/18@3:01
Initials:

Doc. No. 34GL-18-2206.

Foodservice Production Supervisor

NATURE OF WORK IN THIS CLASS:

This position is responsible for the daily operations of the Foodservice Production Unit which includes participation in the nutritional assessment of residents/patients.

An employee in this class will provide supervision and guidance to ensure that food quality, safety standards, and resident/patient expectations and needs are met.

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

Oversee staff and daily operations of foodservice production and distribution, temperature control, waste and pilferage control, and sanitation.

Supervise and participate in a variety of activities of a food service unit to include food preparation, service, and record maintenance in an acute and semi-acute care setting.

Conduct resident/patient nutritional assessments which includes food/fluid intake information in collaboration with registered dieticians.

Identify standards and procedures for food preparation.

Participate in menu planning, including responding to resident/patient preferences, substitution lists, therapeutic diets, and industry trends.

Inspect meals and assure that standards for appearance, palatability, temperature, and serving times are met.

Manage the preparation and service of special nourishments and supplemental feedings.

Assure safe receiving, storage, preparation, and service of food in compliance with guidelines.

Takes corrective action as needed to determine appropriate utilization, storage or disposal of foodstuffs.

Ensure adherence to high quality standards and sanitation procedures of staff.

Record nutritional assessment data in the medical record and other required MDS forms.

Determine, review, revise and develop dietary plans in collaboration with a registered dietitian and physician orders; nutritional status and eating function of clients/patients.

Establish and implement policies and procedures.

Attend department/division meetings and participates in the development of quality and performance improvement reports.

Maintain records and prepare reports.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of nutritional counseling techniques and methods for diet teaching.

Knowledge of food sanitation procedures.

Knowledge of the principles of menu planning for optimal nutrition of health and disease for clients/patients.

Knowledge of culturally sensitive and educational techniques and methods.

Ability to conduct nutritional assessments.

Ability to operate computer programs, i.e., Microsoft Word, Excel, etc.

Ability to supervise.

Ability to lift and carry in excess of 50 pounds.

Ability to withstand extreme temperatures, hot and cold.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A. Two (2) years of experience in healthcare foodservice management and a Bachelor's degree in food service management, hospitality or related field; or

B. Four (4) years of experience in foodservice management or hospitality and an Associate's degree in foodservice management, hospitality or related field.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Possession of a valid Certification in Dietary Management (CDM) or similar national certification in food service management and safety from a national certifying body.

KNOW HOW	EI3 200
PROBLEM SOLVING	E3 (33%) 66
ACCOUNTABILITY	E1C 76
TOTAL	342
PAY GRADE	M

Approved:

Eloy S. Lizama, Chairman, Board of Trustees
Date: 7/26/18

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BOARD OF TRUSTEES
Official Resolution No. 2018-50

"RELATIVE TO THE CREATION OF THE FOODSERVICE PRODUCTION SUPERVISOR POSITION IN THE CLASSIFIED SERVICE FOR THE DIETETIC SERVICES DEPARTMENT"

WHEREAS, the creation of this position was a result of a citation from the Centers for Medicare and Medicaid (CMS); and

WHEREAS, The Hospital and the Skilled Nursing Facility (SNU) must employ sufficient staff with the appropriate competencies and skills sets to carry out the functions of the food and nutrition service, etc.; and

WHEREAS, CMS requirement §483.60 (a) (2) provides that "if a qualified dietitian or other clinically qualified nutrition professional is not employed full-time, the facility must designate a person to serve as the person-in-charge…;" and

WHEREAS, the creation of the Foodservice Production Supervisor position will satisfy the requirements of §483.60 (a) (2); now, therefore be it

RESOLVED, that the Board of Trustees accepts the recommendation of the Human Resources Subcommittee and approves the establishment of the Foodservice Production Supervisor in the classified service for the Dietetic Services Department; and, be it further

RESOLVED, that this position be filled through the competitive 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 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 26th DAY OF JULY 2018.

Certified by:

Eloy S. Lizama
Chairperson, Board of Trustees

Attested by:

Melissa Waibel
Secretary, Board of Trustees

Guam Memorial Hospital Authority
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July 30, 2018

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

SUBJECT: Creation of Position

Ref: Clinical Case Manager, Nursing Department

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

PETERJOHN D. CAMACHO, MPH

Attachments

Office of the People
Senator Régine Biscoe Lee
Legislative Secretary
Date/Time: 8/1/18@3:01
Initials: cee

Doc. No. 34GL-18-2206.

CLINICAL CASE MANAGER

NATURE OF WORK IN THIS CLASS:

Employees in this class are responsible for the coordination of care for patients who are most at risk for health deterioration, sentinel events, and/or poor outcomes and work holistically, ensuring that care and discharge plans meet the physical, social, and emotional needs of patients.

Clinical Case Managers collaborate with interdisciplinary teams to provide comprehensive disease management assessment, treatment, and follow-up evaluation for patients receiving care within the hospital.**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all duties listed, nor do the examples cover all duties which may be performed and may be learned on the job.)

Conduct comprehensive assessment of patients by reviewing records and documentation.

Determine discharge planning, by completing intake interviews.

Collaborate with physicians, nurses, social workers and a wide range of medical and non-medical professionals in meeting complex patient needs.

Determine the need for therapeutic medical, psycho-social and psychiatric evaluations; reviewing therapist evaluations, treatment objective and plans.

Coordinate services and monitor care provided to patients.

Establish treatment programs by setting schedules and routines.

Monitor cases by verifying patient attendance at care conferences and by observing and evaluating treatments and responses.

Facilitate regular review meetings with interdisciplinary teams to discuss ongoing appropriateness of the plan of care.

Advocate for needed services and entitlements of patients; obtain additional resources; and intervene in crises.

Maintain patient records by reviewing case notes and logging events and progress.Communicate patient progress by conducting interdisciplinary meetings and evaluations;

Disseminate and explain results and obstacles to the clinical team and the family.

Prepare patient discharge by reviewing and amplifying discharge plans.

Coordinate discharge and post-discharge requirements.

Serve as liaison between patients, their families and healthcare providers.

Train and orient family members on learning opportunities and provide resources.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of electronic health record systems and associated applications.

Knowledge of hospital work processes and resources for patients.

Ability to access and document on an electronic health record system.

Ability to review and analyze clinical team member and patient information.

Ability to verify information and document into specific databases.

Ability to pay high attention to detail and to meet accuracy standards.

Ability to communicate effectively orally and in writing.

Ability in resolving conflicts effectively.

Ability to organize, multitask, and prioritize duties and responsibilities efficiently.

Must be proficient in medical terminology.

Ability to work in a team environment.

Skill in effective decision making.

MINIMUM EXPERIENCE AND TRAINING:

A. Five (5)years of experience in professional hospital nursing work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or

B. Four (4) years of experience in professional hospital nursing work and graduation from a recognized college or university with a Master's degree in nursing.

NECESSARY SPECIAL QUALIFICATIONS:

1. Possession of a current license as a Registered Professional Nurse on Guam.
2. Possession of current Basic Life Support certification.
3. Must obtain Certified Case Manager (CCM) credential by the Commission on Case Manager Certification (CCMC) three years from the effective date of hire and must maintain certification.

KNOW HOW	EI3 230
PROBLEM SOLVING	E3 (38%) 87
ACCOUNTABILITY	E1C 87
TOTAL	417
PAY GRADE	N (NPP)

Approved:

Eloy S. Lizama, Chairman, Board of Trustees Date: 7/26/18

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BOARD OF TRUSTEES
Official Resolution No. 2018-51

"RELATIVE TO THE CREATION OF THE CLINICAL CASE MANAGER POSITION IN THE CLASSIFIED SERVICE FOR THE NURSING DEPARTMENT"

WHEREAS, the creation of this position is a result of a citation from the Centers for Medicare and Medicaid (CMS) regarding the development of a Discharge Planning Program for the Hospital; and

WHEREAS, The Hospital is required to provide coordination of care for patients who are most at risk for health deterioration; sentinel events; poor outcomes; and must ensure that care and discharge plans meet the physical, social, and emotional needs of patients; and

WHEREAS, this position will collaborate with interdisciplinary teams ensuring the coordination of care for those patients at risk by providing comprehensive disease management assessment, treatment, and follow-up evaluations; now, therefore be it

RESOLVED, that the Board of Trustees accepts the recommendation of the HR, BOT Sub-Committee and approves the **establishment of the Clinical Case Manager in the classified service for the Nursing Department**; and, be it further

RESOLVED, that this position be filled through the competitive 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 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 26th DAY OF JULY 2018.

Certified by:

Eloy S. Lizama
Chairperson, Board of Trustees

Attested by:

Melissa Waibel
Secretary, Board of Trustees