Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV. CARLOS G. CAMACHO ROAD
OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2409 OR 647-2171
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October 3, 2019

35 GL-19-1145

Speaker Tina Rose Muña Barnes

OCT 23 2019

Time 2:09 ( )AM (X)PM

Received By

2019 OCT 23 PM 2:27

Senator Amanda S. Shelton
Legislative Secretary
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, GU 96910

Ref: Filing of Class Standards for Positions Established at GMHA

Dear Senator Shelton:

Hafa Adai! The GMHA Board of Trustees created and established by Resolution the following positions in the classified service within GMHA:

	POSITION TITLE	DATES ESTABLISHED
1.	Hospital Pharmacy Technician Supervisor	July 24, 2019
2.	Clinical Nurse Informatics Supervisor	July 24, 2019
3.	Clinical Nurse Informatics Specialist	July 24, 2019
4.	Clinical Nurse Wound Care Supervisor	August 21, 2019
5.	Clinical Nurse Wound Care Specialist	August 21, 2019

These actions were taken pursuant to 4 GCA, Chapter 6, §§6303(d)(2) and 6303.1. A copy of the supporting documents and established class standards for each position are attached for your records.

Should you have any questions, please contact Ms. Rose A.N. Cruz, Personnel Services Administrator, at 647-2409/2171. Si Yu'os Ma'ase!

Senseramente,

LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Adminstrator/CEO

Attachments

10/4/19

1145

HOSPITAL PHARMACY TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory and complex sub-professional hospital pharmacy work.

Employees in this class supervise a staff of pharmacy technicians and aides responsible for providing assistance to pharmacists by dispensing drugs and medications prescribed by medical practitioners. Work includes planning work assignments and work schedules, and monitoring performance to ensure that quality production and customer service standards are maintained. May assist in the recruitment of pharmacy technicians and aides. The position reports to the Chief Hospital Pharmacist or a designated Hospital Pharmacist.

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.)

Plans, assigns, and evaluates the work of subordinates.

Provides technical support in all phases of pharmacy operations to include, but not limited to packaging and dispensing prescriptions, requisitioning, storage and distribution, maintaining supplies, ordering and receiving drugs, inventory and maintaining appropriate records.

Develops and maintains work schedules.

Identifies training needs, develops training programs and conducts training for subordinates.

Conducts meeting to discuss changes in procedures and to resolve problems or issues.

Reviews and evaluates operations and recommends improvements.

Maintains records and prepares reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of supervision.

Knowledge of hospital pharmacy practices, techniques, and operations.

Knowledge of pharmaceutical inventory, requisitioning, storage and distribution methods.

Knowledge of federal and local laws, rules and regulations, policies and procedures regulating pharmacy operations.

Knowledge of the uses and application of automated pharmacy information systems.

Knowledge of the uses and maintenance of pharmaceutical apparatus, instruments, and equipment.

Ability to evaluate activities and to take actions necessary to implement desired changes.

Ability to make recommendations to improve program services.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Graduation from High School and four years of work experience as a Hospital Pharmacy Technician II; or
b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of current registration as a pharmacy technician from the Guam Board of Pharmacy Examiners; and possession of a U.S. Pharmacy Technician Certificate from a National Board, or from the Pharmacy Technician Certification Board (PTCB), or from the National Health Association (NHA).

ESTABLISHED:	July 24, 2019	
PAY GRADE/PLAN:	K (GPP)	
HAY EVALUATION		
KNOW HOW:	D+I2	175
PROBLEM SOLVING:	D3(29%)	50
ACCOUNTABILITY:	D1C	57
TOTAL POINTS -		282

THERESA OBISPO, Chairperson
Board of Trustees

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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TEL: (671) 647-2444 or 647-2330
FAX: (671) 649-0145

BOARD OF TRUSTEES
Official Resolution No. 2019-34

RELATIVE TO THE CREATION OF THE HOSPITAL PHARMACY TECHNICIAN SUPERVISOR POSITION

WHEREAS, on June 13, 2019, the Hospital Administrator/CEO approved the creation of the Hospital Pharmacy Technician Supervisor position in the classified service at the request of the Pharmacy Manager; and

WHEREAS, the Pharmacy Department determined the need for lead technician positions primarily due to the evolution of hospital pharmacy work wherein pharmacy technicians are being given a larger role in the inventory, storage, preparation, verification, and distribution of medications; and

WHEREAS, an additional position in the pharmacy technician series will provide upward employee mobility and much needed support in the delivery of quality patient and medical services; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

WHEREAS, the class specification of this position is hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on June 20, 2019 recommended approval to create and establish the position of Hospital Pharmacy Technician Supervisor;

NOW, THEREFORE BE IT RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the creation of position and establishment of the class specification as recommended by the Human Resources Department; and

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

DULY AND REGULARLY ADOPTED ON THIS 24th DAY OF JULY 2019.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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FAX: (671) 646-9215

MEDIA RELEASE
June 21, 2019
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

CREATION OF POSITION

The Guam Memorial Hospital Authority is proposing to create the following position:

HOSPITAL PHARMACY TECHNICIAN SUPERVISOR
(PG – K: Step 1 $33,911.00 P/A to Step 10 $46,553.00 P/A)

This is a position to be established in the classified service within the GMHA Pharmacy Department. To view the proposed creation, please visit our website@ www.gmha.org, under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than July 5, 2019, attention Ramon T. Lizama, Personnel Specialist IV, at ramon.lizama@gmha.org. Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

ROSE A.N. CRUZ, MPA
Personnel Services Administrator

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment
- Employee Benefits Package
- Official GMHA Online Application

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

Above-step Recruitment for Hospital Risk Management Program Officer – Randy E. Diaz – 07-02-2019 – 07-16-2019

U.S. Department of Labor's Permanent Labor Certification Program:

Class Standards Amendments and/or Creation

Creation of New Position:

Hospital Pharmacy Technician Supervisor – 06-21-2019 – 07-05-2019

Clinical Nurse Informatics Supervisor and Specialist – 06-21-2019 – 07-05-2019

Amendment of Standards:

If you wish to comment in writing, please send your comments to Mrs. Rose A.N. Cruz, Acting Personnel Services Administrator at rose.cruz@gmha.org or email to human.resources@gmha.org. Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the Human Resources Department, or you can call us at (671) 647-2171 or Fax us at (671) 647-9215.

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Ramon Lizama

From: Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>
Sent: Monday, June 24, 2019 1:09 PM
To: gmendiola@moycom.co; officemanger@moycom.co; traffic@joyfmradio.net; kstokish@gmail.com; kishfm102.4@gmail.com; webmaster@postguam.com; life@guampdn.com; elisa@spbguam.com; reporters@kuam.com
Subject: Media Release - June 21, 2019
Attachments: Media Release2.pdf; Media Release1.pdf

Importance: High

Hafa Adai,

Please see attached Media Releases.

Thank you.

Cameron Jacob Dudkiewicz
Administrative Assistant
Guam Memorial Hospital Authority
850 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913-3128
Web Site: www.gmha.org
Email: cameron.dudkiewicz@gmha.org

Doc. No. 35GL-19-1145.

CLINICAL NURSE INFORMATICS SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory nurse work dedicated to the delivery of high-quality patient care through efficient management of data and technical systems in a hospital.

Employees in this class supervise the evaluation, selection, and implementation of health information technology that supports safe, high quality, patient-centered care. Work involves project management activities, and overseeing the translation of nursing practices between end-users and IT experts, and evaluating computer and information technologies to determine applicability to nursing practice, education, administration, and research. The position reports to the Assistant Administrator, Nursing services.

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.)

Supervises clinical nursing informatics as well as project team members; implements information systems that support nursing practices.

Participates as a member of the nurse leadership team and ensures that all clinical information systems implemented within the nursing departments are based on current standards of nursing practice and are in accordance with standards of nursing informatics; assesses the need for clinical systems to support and enhance nursing practices.

Facilitates the integration of data and the delivery of information and knowledge to support patients, nurses, and other providers in the decision-making process.

Leads the measurement, analysis and evaluation of the outcomes of clinical system studies and reviews; guides the selection of technologies that utilize patient and client data to support clinical decision-making in nursing services.

Facilitates the introduction and implementation of electronics health record (EHR) systems with key stakeholders and identifies support systems that will integrate technologies into nursing practices; coordinates with nursing leadership to match resources to support new nursing applications within the EHR system.

Ensures compliance with HIPPA, JCAHO, and CMS requirements in the documentation and use of electronic health record (EHR) systems.

Coordinates with nursing leadership, staff and IT experts in the development, implementation, monitoring, and maintenance of clinical information systems.

Assists in the development of policies, production of protocols when implementing new clinical systems.

Oversees nursing meaningful use program and ensures that nursing documentation is in accordance with regulatory requirements.

Develops strategies for introducing, evaluating or modifying technologies applied to nursing practice, administration, education or research.

Conducts research in a variety of informatics topics that affect both providers and end-users.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing.

Knowledge of HIPPA, JCAHO, and CMS requirements for documenting and/or using electronic health records.

Knowledge of nurse informatics.

Knowledge of the principles and practices of supervision.

Knowledge of the principles and practices of project management.

Ability to analyze data and evaluate activities and to take actions necessary to implement desired changes.

Ability to lead and train others.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Master's degree in nursing informatics from a recognized college or university and five years of experience in professional hospital nursing work including two years as a supervisor; or
b) Master's degree in nursing from a recognized college or university and six years of experience in professional hospital nursing work including two years as a supervisor; or
c) Bachelor's degree in nursing from a recognized college or university and seven years of experience in professional hospital nursing work including two years as a supervisor; or
d) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in nurse informatics is preferred.

ESTABLISHED:	July 24, 2019	
PAY GRADE/PLAN:	N-O (NPP)	
HAY EVALUATION		
KNOW HOW:	E+I3	264
PROBLEM SOLVING:	E3+(38%)	100
ACCOUNTABILITY:	E1P	132
TOTAL POINTS -		496

THERESA OBISPO, Chairperson
Board of Trustees

CLINICAL NURSE INFORMATICS SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex nurse work dedicated to the delivery of high-quality patient care through efficient management of data and technical systems in a hospital.

Employees in this class monitor, evaluate, select, and participate in the implementation of health information technology that supports safe, high quality, patient-centered care. Work involves translating nursing practices between end-users and IT experts, and evaluating computer and information technologies to determine applicability to nursing practice, education, administration, and research. The position reports to the Clinical Nurse Informatics Supervisor.

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.)

Educates nursing/clinical end-users on the most successful way to use and navigate the hospital's clinical information systems.

Trains new nursing staff on current electronic health records (EHR) system and other associated applications; trains others in the building of new clinical applications for current EHR and/or associated systems.

Evaluates the hospital's clinical information systems to provide assistance and/or implement solutions to assist with system issues that hinder or prevent quality patient care.

Identifies, collects, records, and/or monitors data that are relevant to the nursing care of patients.

Evaluates processes, existing systems, and technologies; recommends revisions to increase productivity and efficiency of patient care in accordance with standards of nursing informatics practice.

Coordinates and/or facilitates project activities involving hospital clinical staff and IT experts to ensure the successful implementation of optimal work flows and processes in the use of clinical systems.

Collects and audits data that will aid in improving and/or implementing new clinical systems and to ensure that project goals and objectives are met; provides regular reports that clearly communicate the results and/or status of clinical system improvement initiatives.

Builds new approved content for existing clinical systems; incorporates computer, nursing and information science to manage data and information that will translate into improved nursing practices.

Ensures compliance with HIPPA, JCAHO, and CMS requirements in the documentation and use of electronic health record (EHR) systems.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing.

Knowledge of computer and information science.

Knowledge of hospital electronic health record systems.

Knowledge of HIPPA, JCAHO, and CMS requirements for documenting and/or using electronic health records.

Ability to collect and analyze data and/or clinical statistics.

Ability to be creative and to maintain and/or improve the application of clinical information systems.

Ability to make recommendations to improve program services.

Ability to lead and train others.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Master's degree in nursing informatics from a recognized college or university and three years of experience in professional hospital nursing work; or
b) Master's degree in nursing from a recognized college or university and four years of experience in professional hospital nursing work; or
c) Bachelor's degree in nursing from a recognized college or university and five years of experience in professional hospital nursing work; or
d) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in nurse informatics is preferred.

ESTABLISHED:	July 24, 2019	
PAY GRADE/PLAN:	N-N (NPP)	
HAY EVALUATION		
KNOW HOW:	E+I2	230
PROBLEM SOLVING:	E3+(38%)	87
ACCOUNTABILITY:	E1C+	100
TOTAL POINTS -		417

THERESA OBISPO, Chairperson
Board of Trustees

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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OKA, TAMUNING, GUAM 96913
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FAX: (671) 649-0145

BOARD OF TRUSTEES
Official Resolution No. 2019-35

RELATIVE TO THE CREATION OF THE CLINICAL NURSE INFORMATICS SUPERVISOR AND SPECIALIST POSITIONS

WHEREAS, on June 18, 2019, the Hospital Administrator/CEO approved the creation of the Clinical Nurse Informatics Supervisor and the Clinical Nurse Informatics Specialist positions in the classified service at the request of the Assistant Administrator, Nursing Services; and

WHEREAS, there has been a dynamic change in the utilization of technology at GMHA in recent years and that the nursing department has determined that there is an increasing need for nurses to be involved in building and implementing new clinical systems; and

WHEREAS, the integration of the clinical nursing experience with the strategic planning, execution, education, research and systems implementation is essential to the success of GMHA in meeting the present and future regulatory requirements for quality patient-centered care; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

WHEREAS, the class specifications of the positions are hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on June 20, 2019 recommended approval to create and establish the positions of Clinical Nurse Informatics Supervisor and Clinical Nurse Informatics Specialist;

NOW, THEREFORE BE IT RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the creation of positions and establishment of the class specificationa as recommended by the Human Resources Department; and

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

DULY AND REGULARLY ADOPTED ON THIS 24th DAY OF JULY 2019.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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FAX: (671) 646-9215

MEDIA RELEASE
June 21, 2019
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

CREATION OF POSITION

The Guam Memorial Hospital Authority is proposing to create the following positions:

CLINICAL NURSE INFORMATICS SUPERVISOR
(PG – N-O: Step 1 $53,072.00 P/A to Step 10 $72,716.00 P/A)

CLINICAL NURSE INFORMATICS SPECIALIST
(PG – N-N: Step 1 $48,112.00 P/A to Step 10 $65,920.00 P/A)

These positions are to be established in the classified service within the GMHA Nursing Services Department. To view the proposed creations, please visit our website@ www.gmha.org, under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than July 5, 2019, attention Ramon T. Lizama, Personnel Specialist IV, at ramon.lizama@gmha.org. Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

6/21/19
ROSE A.N. CRUZ, MPA
Personnel Services Administrator

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment
- Employee Benefits Package
- Official GMHA Online Application

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

Above-step Recruitment for Hospital Risk Management Program Officer – Randy E. Diaz – 07-02-2019 – 07-16-2019

U.S. Department of Labor's Permanent Labor Certification Program:

Class Standards Amendments and/or Creation

Creation of New Position:

Hospital Pharmacy Technician Supervisor – 06-21-2019 – 07-05-2019

Clinical Nurse Informatics Supervisor and Specialist – 06-21-2019 – 07-05-2019

Amendment of Standards:

If you wish to comment in writing, please send your comments to Mrs. Rose A.N. Cruz, Acting Personnel Services Administrator at rose.cruz@gmha.org or email to human.resources@gmha.org. Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the Human Resources Department, or you can call us at (671) 647-2171 or Fax us at (671) 647-9215.

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Ramon Lizama

From: Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>
Sent: Monday, June 24, 2019 1:09 PM
To: gmendiola@moycom.co; officemanger@moycom.co; traffic@joyfmradio.net; kstokish@gmail.com; kishfm102.4@gmail.com; webmaster@postguam.com; life@guampdn.com; elisa@spbguam.com; reporters@kuam.com
Subject: Media Release - June 21, 2019
Attachments: Media Release2.pdf; Media Release1.pdf

Importance: High

Hafa Adai,

Please see attached Media Releases.

Thank you.

Cameron Jacob Dudkiewicz
Administrative Assistant
Guam Memorial Hospital Authority
850 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913-3128
Web Site: www.gmha.org
Email: cameron.dudkiewicz@gmha.org

Doc. No. 35GL-19-1145.

CLINICAL NURSE WOUND CARE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory nurse work accountable for overseeing the delivery of high quality wound care in a hospital.

Employees in this class function as a consultant, oversee patient care and education, and collaborate or coordinate with interdisciplinary health care teams on wound care nursing. Work involves assessment, planning, development, implementation and evaluation of plan of care and patient care programs that enhance outcomes. The position reports to the Assistant Administrator, Nursing Services.

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.)

Participates as a member of the leadership and/or interdisciplinary team; assesses, plans, implements and evaluates wound care nursing management throughout the hospital; ensures that treatment and rehabilitation within the nursing units are evidence-based wound care nursing in accordance with standards of nursing practice.

Supervises all clinical functions on wound care nursing; works with wound care physicians and/or interdisciplinary teams to provide a comprehensive treatment program for patients; addresses patient issues and works through all patient/staff-related matters for the wound care program.

Collaborates with nursing management in the assessment of staff competencies and learning needs; assesses and analyzes data to identify practice environment and patient care issues to develop appropriate programs and change processes to improve clinical nursing practice.

Facilitates the integration of wound care education with other healthcare disciplines to support patients and staff in the wound care management decision-making process.

Assesses the need for new wound care modalities and policies to support and enhance nursing practices; implements new dressing techniques and wound care supplies and equipment that support nursing practices and promotes holistic wound care healing.

Leads the evaluation and measurement of wound care outcomes; participates in the development of policies and the production of protocols (workflow) as needed in the implementation of new hospital clinical systems.

Coordinates the introduction and the implementation of wound care practices and systems with key stakeholders; coordinates with nursing leadership and/or interdisciplinary team with development, implementation, maintenance and monitoring of increasingly complex wound care management, care coordination and transition from the hospital to community settings.

Coordinates with nursing leadership to allocate resources that support wound healing (treatment, management and rehabilitation).

Participates in research, evidence-based practice and performance improvement activities related to wound care nursing; supports integration of research into nursing practice.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing.

Knowledge of CMS, TJC, and HIPPA requirements in the nursing management and treatment of different classification of wounds and associated modalities.

Knowledge of wound care nursing.

Knowledge of the principles and practices of supervision.

Ability to evaluate and problem-solve complex wound management plan of care.

Ability to exercise independent judgment.

Ability to analyze data and evaluate activities and to take actions necessary to implement desired changes.

Ability to lead and train others.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Master's degree in wound care nursing from a recognized college or university and five years of experience in professional hospital nursing work including two years as a wound care nurse; or
b) Master's degree in nursing from a recognized college or university and six years of experience in professional hospital nursing work including two years as a wound care nurse; or
c) Bachelor's degree in nursing from a recognized college or university and seven years of experience in professional hospital nursing work including two years as a wound care nurse; or
d) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in wound care nursing is preferred.

ESTABLISHED: August 21, 2019

PAY GRADE/PLAN:	N-O (NPP)	
HAY EVALUATION		
KNOW HOW:	E+I3	264
PROBLEM SOLVING:	E3+(38%)	100
ACCOUNTABILITY:	E1P	132
TOTAL POINTS -		496

THERESA OBISPO, Chairperson
Board of Trustees

CLINICAL NURSE WOUND CARE SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex nurse work accountable for supporting the delivery of high quality wound care in a hospital.

Employees in this class function as a consultant, provide direct patient care and education, and collaborate or coordinate with wound care teams on complex wound care nursing. Work involves assessment, planning, development, implementation and evaluation of plan of care and patient care programs that enhance outcomes. The position reports to the Clinical Nurse Wound Care Supervisor.

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.)

Participates as a member of the wound care team; assesses, plans, implements and evaluates wound care nursing management throughout the hospital; ensures that treatment and rehabilitation within the nursing units are evidence-based wound care nursing in accordance with standards of nursing practice.

Provides consultation to associates and/or direct patient care in the management of complex wounds of varying classifications, types, forms and severity.

Assists patients and families in understanding the latest information related to wound management and treatment.

Develops and presents the latest wound management information and materials for associates, patients and families through facilitation of support groups and/or education programs.

Participates in program data collection, interpretation, evaluation and recommendation.

Assesses the need for new wound care modalities and policies to support and enhance nursing practices; assists in the development of policies and the production of protocols (workflow) as needed in the implementation of new hospital clinical systems.

Participates in research, evidence-based practice and performance improvement activities related to wound care nursing; supports integration of research into nursing practice.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing.

Knowledge of the practices, methods and techniques of wound care nursing.

Knowledge of CMS, TJC, and HIPPA requirements in the nursing management and treatment of different classification of wounds and associated modalities.

Ability to evaluate and problem-solve complex wound management plan of care.

Ability to exercise independent judgment.

Ability to collect and analyze data and/or clinical statistics.

Ability to make recommendations to improve program services.

Ability to lead and train others.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Master's degree in wound care nursing from a recognized college or university and three years of experience in professional hospital nursing work; or
b) Master's degree in nursing from a recognized college or university and four years of experience in professional hospital nursing work; or
c) Bachelor's degree in nursing from a recognized college or university and five years of experience in professional hospital nursing work; or
d) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in wound care nursing is preferred.

ESTABLISHED: August 21, 2019

PAY GRADE/PLAN:	N-N (NPP)	
HAY EVALUATION		
KNOW HOW:	E+I2	230
PROBLEM SOLVING:	E3+(38%)	87
ACCOUNTABILITY:	E1C+	100
TOTAL POINTS -		417

THERESA OBISPO, Chairperson
Board of Trustees

Guam Memorial Hospital Authority
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BOARD OF TRUSTEES
Official Resolution No. 2019-41

"RELATIVE TO THE CREATION OF THE CLINICAL NURSE WOUND CARE SUPERVISOR AND SPECIALIST POSITIONS"

WHEREAS, on July 8, 2019, the Hospital Administrator/CEO approved the creation of the Clinical Nurse Wound Care Supervisor and the Clinical Nurse Wound Care Specialist positions in the classified service at the request of the Assistant Administrator, Nursing Services; and

WHEREAS, GMHA is faced with many challenges in improving and maintaining its wound care standard of practices; and

WHEREAS, in order to effectively treat problem wounds utilizing universal state-of-the-art procedures and techniques, it is imperative that permanent specialized nurse positions be established to promote, develop, and implement wound care programs and methods that are in accordance with the latest standards of nursing practices; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

WHEREAS, the class specifications of the positions are hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on July 15, 2019 recommended approval to create and establish the positions of Clinical Nurse Wound Care Supervisor and Clinical Nurse Wound Care Specialist;

NOW, THEREFORE BE IT, RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the creation of positions and establishment of the class specifications as recommended by the Human Resources Department; and

BE IT FURTHER RESOLVED, that the Chairperson certifies and the Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED ON THIS 21ST DAY OF AUGUST 2019.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

850 GOV CARLOS G. CAMACHO ROAD
OKA, TAMUNING. GUAM 96913
TEL: (671) 647-2409 OR 647-2171
FAX: (671) 646-9215

MEDIA RELEASE
July 17, 2019
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

CREATION OF POSITION PETITION

The Guam Memorial Hospital Authority is proposing to create the following positions:

CLINICAL NURSE WOUND CARE SUPERVISOR
(PG – N-O: Step 1 $53,072.00 P/A to Step 10 $72,716.00 P/A)

CLINICAL NURSE WOUND CARE SPECIALIST
(PG – N-N: Step 1 $48,112.00 P/A to Step 10 $65,920.00 P/A)

These positions are to be established in the classified service within the GMHA Nursing Services Department. To view the proposed creations, please visit our website@ www.gmha.org, under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than July 30, 2019, attention Ramon T. Lizama, Personnel Specialist IV, at ramon.lizama@gmha.org. Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

RAMON T. LIZAMA, Acting
Personnel Services Administrator

Ramon Lizama

From: Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>
Sent: Wednesday, July 17, 2019 11:36 AM
To: gmendiola@moycom.co; officemanager@moycom.co; traffic@joyfmradio.net; kstokish@gmail.com; kishfm102.9@gmail.com; webmaster@postguam.com; life@guampdn.com; ellsa@spbguam.com; reporters@kuam.com
Subject: Media Release - July 17, 2019
Attachments: Media Release5.pdf

Importance: High

Hafa Adai,

Please see attached media release.

Thank you.

Cameron Jacob Dudkiewicz
Administrative Assistant
Guam Memorial Hospital Authority
850 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913-3128
Web Site: www.gmha.org
Email: cameron.dudkiewicz@gmha.org

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment
- Employee Benefits Package
- Official GMHA Online Application

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

Above-step Recruitment for Hospital Staff Nurse II – Clinical Level II – Joanna Pineda Atoigue – 07-11-2019 – 07-25-2019

U.S. Department of Labor's Permanent Labor Certification Program:

Class Standards Amendments and/or Creation

Creation of New Position:

Creation of Position for Clinical Nurse Wound Care Supervisor and Clinical Nurse Wound Care Specialist – 07-17-2019 – 07-30-2019

Amendment of Standards:

If you wish to comment in writing, please send your comments to Mrs. Rose A.N. Cruz, Acting Personnel Services Administrator at rose.cruz@gmha.org or email to human.resources@gmha.org. Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the Human Resources Department, or you can call us at (671) 647-2171 or Fax us at (671) 647-9215.

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