clerks@guamlegislature.org

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Thursday, September 17, 2020 9:27 AM
To: Clerks Office
Cc: Rennae Meno
Subject: M&C Fwd: Filing of Class Standard for Positions Established at GMHA
Attachments: Emergency Department Technician I and II.pdf; Assistant Administrator, Professional Support Services.pdf

09-16-20	5:37 PM	09-09-20	Filing of Class Standard for Positions Established at GMHA - Emergency Department Technician I and II, and Assistant Administrator, Professional Support Services.*	Guam Memorial Hospital Authority	35GL-20-2215

Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Office of Senator Shelton Guam Legislature** <officeofsenatorshelton@guamlegislature.org>
Date: Wed, Sep 16, 2020 at 5:37 PM
Subject: Fwd: Filing of Class Standard for Positions Established at GMHA
To: Speaker's Office <speaker@guamlegislature.org>

Good afternoon Speaker Barnes:

Forwarding the attached for your information.

Regards.

Evelyn Claros
Administrative Officer

---------- Forwarded message ---------
From: **Greta Atenta** <greta.atenta@gmha.org>
Date: Wed, Sep 16, 2020 at 5:01 PM
Subject: Filing of Class Standard for Positions Established at GMHA
To: Amanda L. Shelton <officeofsenatorshelton@guamlegislature.org>, <kenneth.f.borja@doa.guam.gov>
Cc: Tony Aguon <tony.aguon@gmha.org>, Ramon Lizama <ramon.lizama@gmha.org>

Buenas yan Håfa Adai!

Please find attachment for the following positions established/amended by GMHA for filing with the Legislature of Guam and Department of Administration.

1. Emergency Department Technician I and II

2. Assistant Administrator, Professional Support Services

I would appreciated it if you provide an electronic receipt of this correspondence. Thank you. Stay safe and have a good day!

Kind Regards,

Greta A. Atenta

Administrative Assistant | Human Resources

Guam Memorial Hospital Authority

850 Gov. Carlos G. Camacho Road

Tamuning, Gu. 96913-3128

T: (671)647-2409 | F: (671)646-9215

Email: greta.atenta@gmha.org

Our Mission: "To Provide Quality Patient Care in a Safe Environment."

CONFIDENTIALITY NOTICE:

This email message and any included attachments are intended only for the addressee or entity named above and may contain Confidential and Privileged information for the sole use of the intended recipient(s). If you have received this e-mail in error, please immediately notify the sender by return e-mail and delete this e-mail and any attachments from your computer system. To the extent the information in this e-mail and any attachments contain protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191;43 CFR Parts160 and 164; it is confidential and/or privileged. If you are not the intended recipient, any disclosure, copying, forwarding, printing, distribution or use of the information is strictly Prohibited. (GMHA Policy No.6420-2.)

--

Si Yu'os Ma'åse,

Office of the People • Senator Amanda L. Shelton
Legislative Secretary & Chairwoman of the Committee on Higher Education and the Advancement of Women, Youth, and Senior Citizens

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building
163 Chalan Santo Papa
Hagatna, GU 96910
T: (671) 989-2572/969-2574
officeofsenatorshelton@guamlegislature.org

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

September 9, 2020

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

Ref: Filing of Class Standard 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	DATE ESTABLISHED
Emergency Department Technician I and II	September 2, 2020

This action was taken pursuant to 4 GCA, Chapter 6, §§6303(d)(e1)(e2C) and 6303.1.a. A copy of the supporting documents and established class standard are attached for your records. Please note that this action abolishes the position of Emergency Room Technician (8.120) established in July 1980.

Should you have any questions, please contact Mr. Tony C. Aguon, Personnel Services Administrator, at 647-2409/2171. Si Yu'os Ma'ase!

Senseramente,

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

1. Attachments

Cc: Department of Administration

EMERGENCY DEPARTMENT TECHNICIAN I & II

NATURE OF WORK IN THIS CLASS:

Emergency Department Technician I – This class represents the entry level where positions receive training in and experience with daily emergency activities in the care of patients in the Emergency Department including responsible nursing assistance work. Explicit guidelines are available and work is performed under close supervision, routinely subject to technical review for knowledge of and adherence to established procedures on the emergency care and safety of patients. As competence is gained and independent performance is assumed, more difficult duties are assigned on a progressively responsible basis.

Emergency Department Technician II – This class represents the independent worker level where positions perform the full range of daily emergency activities in the care of patients in the Emergency Department working under the general direction of their respective shift Registered Nurse or Licensed Practical Nurse. Employees in this class perform moderately complex technical nursing assistance work independently on an ongoing basis and participate in a variety of complex technical duties under closer supervision. May occasionally assist the LPN with lead duties.

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.)

Assists the registered nurses and/or the physicians in emergency procedures such as the delivery of babies in the emergency room or near/within the hospital's premise, cardiac resuscitation of patients, assisting in the application of tracheostomy procedures, or the application of orthopedic procedures (i.e., closed reduction, dislocation, splinting, application of casts, etc.).

Prepares instruments and supplies required in the care of patients and/or assists the registered nurse and/or physician in the preparation and application of equipment and supplies required for treatment to include, but not limited to oxygen therapy, intermittent positive pressure breathing, resuscitating, cardiac monitoring, defibrillator use, and suctioning; assists the physician in the procedure for suturing wounds by prepping, sponging, cutting of sutures and applying the dressing.

Obtains brief patient medical history and the nature of emergency illness, communicates findings to the registered nurse and/or physician; obtains and records vital signs of patients and reports abnormal findings to the registered nurse and/or physician; provides instructions to patients regarding the usage of crutches and other assistive devices.

Performs removal of orthopedic casts, sutures and dressings; applies and removes steri-strips and dressing under the supervision of a physician; assists in the debridement of wounds; cleans surgically affected areas with specified preparation and instructions; obtains laboratory specimens; performs simple urine tests; performs vision and hearing testing; transports or moves patients as needed to the appropriate ward or department.

Cleans equipment and certain areas of the emergency department; orders supply and replenishes them as needed.

Assists in the management of violent or disruptive patients; applies cooling measures as ordered by the physician.

Performs and records inventory of personal belongings of patients as needed; conducts informal on-the-job orientation and training for less experienced employees and/or lower-level staff.

Participates in staff conferences, meetings, staff development, and in-service training programs.

Maintains records and prepares reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: *(The knowledge, abilities, and skills required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge, ability, and skill required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates prerequisite knowledge, abilities, and skills that must be brought to the job.
"A" indicates knowledge, abilities, and skills that are required for full performance but may be acquired on the job within the probationary period. Otherwise "n/a" indicates not applicable.

EMERGENCY DEPARTMENT TECHNICIAN			
KNOWLEDGE:		**I**	**II**
1.	of the general principles, methods, materials and practices employed in the emergency department.	*A*	*P*
2.	in the use, operation and maintenance of the equipment used in the emergency room and the use of sterile techniques and first-aid procedures.	*A*	*P*
3.	of Basic Life Support methods and techniques.	*P*	*P*
4.	of Cardiac Monitoring-EKG methods and practices.	*n/a*	*P*
ABILITY:		**I**	**II**
5.	to learn and understand medical terms and procedures relating to the work.	*P*	*P*
6.	to work effectively with the public and employees.	*P*	*P*
7.	to communicate effectively, orally and in writing.	*P*	*P*
8.	to work closely with and anticipate the needs of the patient and physician.	*P*	*P*
9.	to work well in high stress situations.	*A*	*P*
10.	to follow detailed instructions.	*P*	*P*
11.	to use and operate a computer.	*P*	*P*
12.	to keep clinical records and charts.	*P*	*P*
13.	to exercise emotional control in working with patients.	*A*	*P*
14.	to lead others.	*n/a*	*A*
SKILL:		**I**	**II**
15.	in the use and care of equipment and instruments used within the emergency department.	*A*	*P*

MINIMUM EXPERIENCE AND TRAINING:

Basic Education/Experience Requirements

Applicants must possess a high school diploma or equivalent, and work experience as a nurse aide and in emergency patient services in a hospital, clinic, or emergency transport.

General Experience: Progressively responsible work experience which demonstrated the ability to care for or transport patients or serve as a nurse aide or EMT; follow instructions; learn medical terminology; communicate effectively orally and in writing; and operate a computer.

Specialized Experience: Progressively responsible work experience in a hospital, clinic, or transport providing emergency care to patients; assisting a registered nurse or physician in the treatment of patients; using and maintaining emergency equipment or assisting a registered nurse or physician in the use of emergency equipment; using computer equipment or systems to monitor patient vital signs and/or communicating with a nurse or physician in the care of a patient.

CLASS TITLE	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Emergency Department Technician I	1	1	2

CLASS TITLE	General Experience (years)	Specialized Experience (years)	Total Experience (years)
Emergency Department Technician II	1	3	4

CLASS TITLE	Necessary Special Qualifications	Hay Evaluation
Emergency Department Technician I	Possession of a current AHA Basic Life Saving (BLS) Certificate **or** Emergency Medical Services/Technician (EMS/EMT) Certificate.	PAY GRADE/PLAN: H (GPP) HAY EVALUATION KNOW HOW: CI2 115 PROBLEM SOLVING: C2(19%) 22 ACCOUNTABILITY: CNII 29 TOTAL POINTS - 166
Emergency Department Technician II	Possession of a current AHA Basic Life Saving (BLS) Certificate **or** Emergency Medical Services/Technician (EMS/EMT) Certificate; **and** Cardiac Monitoring – EKG Class Certification.	PAY GRADE/PLAN: I (GPP) HAY EVALUATION KNOW HOW: CI2 132 PROBLEM SOLVING: C2(22%) 29 ACCOUNTABILITY: CNII 33 TOTAL POINTS - 194

ESTABLISHED: September 2, 2020

THERESA OBISPO, Chairperson
Board of Trustees

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

BOARD OF TRUSTEES
Official Resolution No. 2020-32

"RELATIVE TO THE CREATION OF THE EMERGENCY DEPARTMENT TECHNICIAN I & II POSITIONS"

WHEREAS, on June 10, 2019, the Emergency Department requested for the creation of new positions that will establish a series for the Emergency Room Technician from a single position to a three level series that will assist the department in adapting with the ever changing demands of healthcare and standards of care involving diseases of the heart; and

WHEREAS, in January 2020, a review of the request was conducted by the Human Resources Department and the results concluded that the creation of position was warranted for two technician levels; and

WHEREAS, on March 23, 2020, the Hospital Administrator/CEO approved the creation of position petition for the Emergency Department and the abolishment of the existing Emergency Room Technician position; 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 the positions is hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on May 12, 2020 recommended approval to accept the Hospital Administrator's petition to create and establish the Emergency Department Technician I and II positions and to abolish the existing Emergency Room Technician position; and

WHEREAS, the BOT on June 24, 2020 deliberated on the Hospital Administrator's petition and requested for additional information; and

WHEREAS, the Human Resources Subcommittee on July 13, 2020 reported that at least two positions from each shift will be eligible for promotion to the proposed Emergency Department Technician II level and that the main justification for the two levels of technicians are as follows: to provide skill development for incumbents with additional certification in cardiac monitoring; to build capacity of level-one staff to assist with more complex trauma cases; and to help attract and retain applicants/incumbents with non-licensed emergency services or technician certification; now, therefore be it

RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the attached proposed class specifications as of July 14, 2020 by the Human Resources Department for the positions of Emergency Department Technician I and II, and the abolishment of the Emergency Room Technician position; 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 2nd DAY OF SEPTEMBER 2020.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan

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OKA, TAMUNING, GUAM 96913
TEL: (671) 647-2444 or 647-2330
FAX: (671) 649-0145

MEDIA RELEASE
May 14, 2020
Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITION

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

EMERGENCY DEPARTMENT TECHNICIAN I & II
(PG – H: Step 1 $26,520.00 P/A to Step 18 $46,742.00 P/A)
(PG-I: Step 1 $28,595.00 P/A to Step 18 $50,399.00 P/A)

These positions are to be established in the classified service within the GMHA Emergency 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 May 28, 2020, 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.

TONY C. AGUON, MPA
Personnel Services Administrator

Greta Atenta

From: Greta Atenta <greta.atenta@gmha.org>
Sent: Thursday, May 14, 2020 1:01 PM
To: Adventist World Radio; Cool FM ; Guam Daily Post; Harvest Family Radio; KStero FM; kstokish@gmail.com; life@guampdn.com; officemanager@moycom.co; Pacific News Center; reporters@kuam.com; traffic@joyfmradio.net
Subject: Media Release Petition for Creation of Position, Emergency Department Technician I & II

Importance: High

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

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May 14, 2020
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TONY C. AGUON, MPA
Personnel Services Administrator

Kind Regards,
Greta A. Atenta
Administrative Assistant|Human Resources
Guam Memorial Hospital Authority
850 Gov. Carlos G. Camacho Road
Tamuning, Gu. 96913-3128

Guam Memorial Hospital Authority
Atunidat Espetat Mimuriat Guåhan

HUMAN RESOURCES DIVISION

HUMAN RESOURCES DEPARTMENT

(DIBISION INADILANTO YAN GUINAHA PARA TAOTAO)

The Human Resources Department provides personnel management support in the areas of:

- Recruitment and Staffing
- Regulatory & Compliance and Employee Management Relations
- Human Resources Information Systems, Records and Benefits
- Position Classification & Compensation and Training

PERSONNEL ADMINISTRATION

It is the policy of the Guam Memorial Hospital Authority under the purview of the Board of Trustees to set forth the fundamental character of the syster personnel administration governed by rules and regulations, consistent with merit principles, the principles of Equal Employment Opportunity, and th powers of the Board and the Hospital Administrator/CEO pursuant to 10 GCA §§ 80109(n), 80110(c.1.), 80112, & 80113 of the Guam Health Act of 2010.

The purpose of the Personnel Rules and Regulations is to support GMHA's mission of delivering quality and safe healthcare services to the community b providing the latest employment regulations and promoting the best personnel management practices in order to attract and retain a competent work governed by the highest level of professionalism.

The Hospital Administrator/CEO:

- Is responsible for the enforcement of the Personnel Rules and Regulations and all other applicable statutes.
- Advises the Board of Trustees on policies and procedures concerning personnel management matters.
- Provides for initial and periodic orientation or training to all employees concerning the provisions of the Personnel Rules and Regulations.
- Makes copies of the Personnel Rules and Regulations readily available/accessible for all employees.
- Delegates, as appropriate, personnel management functions and the implementation of the Personnel Rules and Regulations for the efficient and effec control of employment and personnel-related operations of GMHA.

Managers and Supervisors:

- Administer the Personnel Rules and Regulations in the daily operations of GMHA and in the performance of their duties and responsibilities.
- Follow the spirit and intent of the Personnel Rules and Regulations to promote fairness and impartiality in the workplace.
- Are guided by the Personnel Rules and Regulations in the implementation of best personnel management practices to increase employee engagement/fulfillment and to improve program efficiency and effectiveness.

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment

- Official GMHA Job Application for Download

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

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

Class Standards Amendments and/or Creation

Creation of New Position:

Creation of Position for Emergency Technician I and II – 05-14-2020 – 05-28-2020

Amendment of Standards:

Amendment of Standards for the Medical Social Services Administrator – 05-14-2020 – 05-28-2020

If you wish to comment in writing, please send your comments to Tony C. Aguon, Personnel Services Administrator at tony.aguon@gmha.org or email 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) 9215.

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Guam Memorial Hospital Authority
Ataridåt Espetåt Mimuriåt Guåhån

HUMAN RESOURCES DIVISION

HUMAN RESOURCES DEPARTMENT

(DIBISION INADILANTO YAN GUINAHA PARA TAOTAO)

The Human Resources Department provides personnel management support in the areas of:

- Recruitment and Staffing
- Regulatory & Compliance and Employee Management Relations
- Human Resources Information Systems, Records and Benefits
- Position Classification & Compensation and Training

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- Delegates, as appropriate, personnel management functions and the implementation of the Personnel Rules and Regulations for the efficient and effec control of employment and personnel-related operations of GMHA.

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- Are guided by the Personnel Rules and Regulations in the implementation of best personnel management practices to increase employee engagement/fulfillment and to improve program efficiency and effectiveness.

- GMHA Personnel Rules and Regulations
- Gov of Guam Employment

- Official GMHA Job Application for Download

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

Above Step Recruitment Petition – Kyle J. Dallman, Program Coordinator III (Risk Management) – 05-27-2020 – 06 2020

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

Class Standards Amendments and/or Creation

Creation of New Position:

Creation of Position for Emergency Technician I and II – 05-14-2020 – 05-28-2020

Amendment of Standards:

Amendment of Standards for the Medical Social Services Administrator – 05-14-2020 – 05-28-2020

If you wish to comment in writing, please send your comments to Tony C. Aguon, Personnel Services Administrator at tony.aguon@gmha.org or email 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) 9215.

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EMERGENCY ROOM TECHNICIAN

NATURE OF WORK IN THIS CLASS:

This is responsible nursing work in the care of patients in the Emergency Room/Outpatient Department.

Employees in this class perform moderately complex technical nursing work independently on an ongoing basis and participate in a variety of complex technical duties under closer supervision.

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.)

Assists the professional registered nurses and/or the physicians in emergency procedures such as deliveries in emergency room, ambulance, or in a private vehicular within the hospital's premise, cardiac resuscitation procedures, tracheostomy procedures, orthopedic procedures (closed reduction, dislocation, splinting, application of casts).

Prepares instruments and supplies required in the suturing of wounds; assists the physician in the procedure such as prepping, sponging, cutting of sutures, and application of dressing; assists the nurse and/or the physician in the preparation and application of equipment and supplies required for treatment, oxygen therapy, intermittent positive pressure breathing, resuscitating, cardiac monitoring, defibrillatoring, suctioning, etc.

Obtains brief medical history of the nature of illness from patients and reports findings to the registered nurse and/or physician; obtains and records vital signs of patients and reports abnormal findings to the registered nurse and/or physician; provides instructions tc patients regarding the usage of crutches.

Performs removal of orthopedic casts, sutures and dressings; applies and removes steri-strips and dressing under the supervision of a physician.

Assists in the debridement of wounds; cleans surgically affected areas with specified preparation; obtains laboratory specimens; performs simple urine tests, vision and hearing testing; transports patients to the ward on a department via the designated means of transportation.

Cleans and orders supplies and replenishes them as needed.

Assists in the management of violent patients; applies cooling measures as ordered by the physician.

Performs and records inventory of personal belongings of patients as indicated.

Conducts informal on-the-job orientation and training for lower-level employees.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the general principles, methods, materials and practices employed in the emergency room.

Knowledge in the use, operation and maintenance of the equipment used in the emergency room and the use of sterile techniques and first-aid procedures.

Ability to learn and understand medical terms and procedures relating to the work.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to keep clinical records and charts.

Ability to exercise emotional control in working with patients.

Skill in the use and care of equipment and instruments used within the emergency room.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years experience as a nurse aide, one year of which must have been in an Emergency Room/Outpatient Department; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980

D R Flores

DAVID R. FLORES, Executive
Director, Civil Service Commissio

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

September 9, 2020

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

Ref: Filing of Class Standard for Positions Established at GMHA

Dear Senator Shelton:

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

POSITION TITLE	DATE ESTABLISHED
Assistant Administrator, Professional Support Services	September 2, 2020

This action was taken pursuant to 4 GCA, Chapter 6, §§6303(d)(e1)(e2C) and 6303.1.a. A copy of the supporting documents and established class standard are attached for your records.

Should you have any questions, please contact Mr. Tony C. Aguon, Personnel Services Administrator, at 647-2409/2171. Si Yu'os Ma'ase!

Senseramente,

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

1. Attachments

Cc: Department of Administration

ASSISTANT ADMINISTRATOR, PROFESSIONAL SUPPORT SERVICES

NATURE OF WORK IN THIS CLASS:

This is highly responsible senior health care management work involving the administration of all ancillary services provided by the Hospital.

The employee in this class is responsible for directing and coordinating the operations and delivery of comprehensive diagnostic and therapeutic professional services to include, but not limited to radiology, laboratory, pharmacy, respiratory care, dietetic services, rehabilitative and social 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.)

Evaluates and assesses the organization and delivery of services; initiates changes to improve the efficiency and quality of the ancillary services provided.

Establishes division goals in collaboration with department managers; aligns division goals with the goals and mission of the Hospital.

Prepares and defends proposals for the capital and operating budgets of the division; participates in quarterly evaluations and assesses the budgetary performance of the division.

Reviews and approves all program staffing levels; assesses, researches, and implements recruitment and retention strategies pursuant to policies and procedures established for the recruitment, allocation, and management of personnel.

Actively supports the procurement of equipment and supplies; ensures the sufficient availability and inventory of supplies and equipment to provide quality and safe patient care.

Implements the quality assessment and performance improvement programs of the division; ensures compliance with and maintenance of established standards of care and the elements of performance mandated by accrediting bodies.

Serves as an advisor to the Hospital Administrator/CEO on all matters pertaining to ancillary services; represents the hospital as the ancillary services resource person in meetings, conferences, and with community organizations.

Participates with the medical and professional staff in the formulation and development of major operational policies of the Hospital; updates, implements and maintains policies and procedures which promote efficient and effective patient care and delivery.

Conducts unit inspections and visits with staff and patients to assess compliance with established standards and policies which promote quality, reliability and safety; takes appropriate corrective actions as necessary on inspection findings.

Invests, promotes, and implements training and education programs to orient and continually develop all ancillary personnel; collaborates with HR on personnel management issues, to include, but not limited to the timely submission of employee performance evaluations, pay administration matters, employee grievance, and employee discipline.

Ensures that procedures are in place to effectively address patient rights; resolves ethical issues and addresses educational and discharge planning needs.

Evaluates service fees and conducts appropriate financial analysis to ensure that revenues reflect costs of services; makes recommendations for inclusion to the Chief Financial Officer.

Monitors department/program productivity and effectiveness by adhering to QAPI standards and submitting timely QAPI reports; establishes and enforces procedures for the documentation of the ancillary process and services provided.

Participates in continuing educational activities that include, but is not limited to the review of journal articles and/or conducting research to keep abreast of current administrative or clinical trends.

Supervises the administrative support staff of the division.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and theory of ancillary administration and the application of techniques in providing professional care to patients.

Knowledge of supervisory and management principles, strategies, and interventions involved in ancillary administration.

Knowledge of the trends and current developments in ancillary administration and the clinical areas of service which are provided by the Hospital.

Knowledge of capital and operating budget methods and processes.

Knowledge of clinical standards and practices mandated by national accrediting bodies.

Knowledge of quality/process improvement methods and techniques.

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

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

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare complex reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Graduation from an accredited college or university with a Master's degree in Health Science, Health Administration or a closely related field and four years of progressively responsible hospital experience which includes three years in an administrative or supervisory capacity; **or**
b) Graduation from an accredited college or university with a Bachelor's degree in Health Science, Health Administration or a closely related field and six years of progressively responsible hospital experience which includes four years in an administrative or supervisory capacity.

ESTABLISHED:	October 13, 2003	
AMENDED:	September 2, 2020	
PAY GRADE/PLAN:	S (GPP)	
HAY EVALUATION		
KNOW HOW:	FII3	400
PROBLEM SOLVING:	F4(50%)	200
ACCOUNTABILITY:	E3S	230
TOTAL POINTS -		830

THERESA OBISPO, Chairperson
Board of Trustees

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

BOARD OF TRUSTEES
Official Resolution No. 2020-45

"RELATIVE TO THE ESTABLISHMENT OF THE ASSISTANT ADMINISTRATOR OF PROFESSIONAL SUPPORT SERVICES IN THE CLASSIFIED SERVICE"

WHEREAS, the current Assistant Administrator, Professional Support Services position is under the unclassified service of the government of Guam; and

WHEREAS, the current position is vacant and moving forward it would be in the best interest of GMHA to establish the position in the classified service for purposes of recruitment and retention and to provide continuity and stability of operations; and

WHEREAS, on June 12, 2020, the Hospital Administrator/CEO approved the amendment of position to remove the unclassified service designation; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the amendment of position has been met; and

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

WHEREAS, the Human Resources Subcommittee on July 13, 2020 recommended approval to accept the Hospital Administrator's request to establish the Assistant Administrator, Professional Support Services position in the classified service; now, therefore be it

RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the attached proposed amended class specification by the Human Resources Department for the position of Assistant Administrator, Professional Support Services; 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 2nd DAY OF SEPTEMBER 2020.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

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

MEDIA RELEASE
July 15, 2020
Pursuant to 4GCA § 6303.1 Transparency and Disclosure

AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the following position by removing the unclassified service designation:

ASSISTANT ADMINISTRATOR, PROFESSIONAL SUPPORT SERVICES
(PG – S: Step 1 $70,873.00 P/A to Step 18 $124,913.00 P/A)

This position is to be established in the classified service within the GMHA Clinical Services Division. To view the proposed amendment, 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 29, 2020, 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.

TONY C. AGUON, MPA
Personnel Services Administrator

Ramon Lizama

From:	Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>
Sent:	Wednesday, July 15, 2020 1:21 PM
To:	max@awr.org; khmg@hbcguam.net; officemanager@moycom.co; traffic@joyfmradio.net; kevin.aguon@choicebroadcast.net; kstokish@gmail.com; webmaster@postguam.com; life@guampdn.com; josh@spbguam.com; reporters@kuam.com
Subject:	Media Release - July 15, 2020
Attachments:	Media Release 07.15.20 Amendment of Position Asst Administrator Professional Support Services.pdf
Signed By:	cameron.dudkiewicz@gmha.org
Importance:	High

Hafa Adai,

Please see attached media release.

Thank you.

Cameron Jacob Dudkiewicz
Personnel Specialist I
Guam Memorial Hospital Authority
850 Gov. Carlos G. Camacho Road
Tamuning, Guam 96913-3128
Phone: 671-647-2132
Web Site: www.gmha.org
Email: cameron.dudkiewicz@gmha.org

Guam Memorial Hospital Authority
Atundåt Espetåt Mimuria' Guåhan

HUMAN RESOURCES DIVISION

HUMAN RESOURCES DEPARTMENT

(DIBISION INADILANTO YAN GUINAHA PARA TAOTAO)

The Human Resources Department provides personnel management support in the areas of:

- Recruitment and Staffing
- Regulatory & Compliance and Employee Management Relations
- Human Resources Information Systems, Records and Benefits
- Position Classification & Compensation and Training

PERSONNEL ADMINISTRATION

It is the policy of the Guam Memorial Hospital Authority under the purview of the Board of Trustees to set forth the fundamental character of the system of personnel administration governed by rules and regulations, consistent with merit principles, the principles of Equal Employment Opportunity, and the powers of the Board and the Hospital Administrator/CEO pursuant to 10 GCA §§ 80109(n), 80110(c.1.), 80112, & 80113 of the Guam Health Act of 2010.

The purpose of the Personnel Rules and Regulations is to support GMHA's mission of delivering quality and safe healthcare services to the community by providing the latest employment regulations and promoting the best personnel management practices in order to attract and retain a competent work force

governed by the highest level of professionalism.

The Hospital Administrator/CEO:

- Is responsible for the enforcement of the Personnel Rules and Regulations and all other applicable statutes.
- Advises the Board of Trustees on policies and procedures concerning personnel management matters.
- Provides for initial and periodic orientation or training to all employees concerning the provisions of the Personnel Rules and Regulations.
- Makes copies of the Personnel Rules and Regulations readily available/accessible for all employees.
- Delegates, as appropriate, personnel management functions and the implementation of the Personnel Rules and Regulations for the efficient and effective control of employment and personnel-related operations of GMHA.

Managers and Supervisors:

- Administer the Personnel Rules and Regulations in the daily operations of GMHA and in the performance of their duties and responsibilities.
- Follow the spirit and intent of the Personnel Rules and Regulations to promote fairness and impartiality in the workplace.
- Are guided by the Personnel Rules and Regulations in the implementation of best personnel management practices to increase employee engagement/fulfillment and to improve program efficiency and effectiveness.

- GMHA Personnel Rules and Regulations
- Grievance Procedures
- Gov of Guam Employment
- Official GMHA Job Application for Download

Important Public Notice

Above-step Recruitment Transparency and Disclosure Notices:

Above Step Recruitment Petition – Cassandra Castro – Employee Development Specialist II – 07-07-2020 – 07-20-2020

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

Class Standards Amendments and/or Creation

Creation of New Position:

Amendment of Standards:

Amendment of Positions for Assistant Administrator of Professional Support Services – 07-15-2020 – 07-29-2020

If you wish to comment in writing, please send your comments to Tony C. Aguon, Personnel Services Administrator at tony.aguon@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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Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriat Guåhån

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Doc. No. 35GL-20-2215.*

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