**clerks@guamlegislature.org**

**From:** Speaker's Office <speaker@guamlegislature.org>
**Sent:** Thursday, December 17, 2020 2:44 PM
**To:** Clerks Office
**Cc:** Rennae Meno
**Subject:** M&C Fwd: Creation of Position - Emergency Medical Technician (Rapid Response Team)
**Attachments:** Creation of Position - Emergency Medical Technician (Rapid Engagement Response Team).pdf

| | | | | | |
|---|---|---|---|---|---|
| 12/17/20 | 1:30 PM | 12/15/20 | Creation of Position - Emergency Medical Technician (Rapid Response Team).* | Department of Administration | 35GL-20-2522 |


*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: **Catherine P Borja** <Catherine.Borja@doa.guam.gov>
Date: Thu, Dec 17, 2020 at 1:30 PM
Subject: Creation of Position - Emergency Medical Technician (Rapid Response Team)
To: speaker@guamlegislature.org <speaker@guamlegislature.org>

***Buenas yan Håfa Adai!***

Attached is an electronic submission of the request to file for record the creation of the Emergency Medical Technician (Rapid Engagement Response Team). Kindly acknowledge receipt and return the signed acknowledgement via-email to Catherine.borja@doa.guam.gov.

***Si Yu'os Ma'ase and stay safe!***

**CATHY P. BORJA**

**Personnel Specialist**

**Classification & Pay Branch**

**Ph: (671) 475-1131 Fax: (671) 477-3671**

P Save a tree... please don't print this e-mail unless you really need to.

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EDWARD M. BIRN
*Director (Direktot)*
EDITH C. PANGELINAN
*Deputy Director (Sigundo Direktot)*

**DEPARTMENT OF ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
*(Ufisinan Direktot)*
Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

LOURDES A. LEON GUERRERO
*Governor (Maga'håga)*
JOSHUA F. TENORIO
*Lt. Governor (Sigundo Maga'låhi)*

December 15, 2020

for 12/14/2020

**HRD NO.: 20-1261**

Honorable Speaker Tina Muña Barnes
*I Mina'trentai Singko Na Liheslaturan Guåhan*
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

**RE: Creation of Position – Emergency Medical Technician (Rapid Engagement Response Team)**

Dear Speaker Muña Barnes:

*Buenas yan Håfa Adai! I Mina'trentai Singko Na Liheslaturan Guåhan* is respectfully requested to file for record, the creation of the Emergency Medical Technician (Rapid Engagement Response Team) ("EMT") position, within the classified service, pursuant to §6303, Title 4 of the Guam Code Annotated.

The EMT position will be located within the Department of Public Health and Social Services, for utilization during aggressive community assessments to mitigate the further spread of COVID-19 in those targeted areas, as identified by the contract tracing information.

Should you have any questions or require additional information, please contact the Classification and Pay Branch, Human Resources Division at 475-1265/1201/1123. *Dångkolo na Agradesimiento!*

EDWARD M. BIRN, Director
Department of Administration

Attachments

| **Acknowledged By:** |
| --- |
| **Office of the Speaker**<br>***I Mina'trentai Singko Na Liheslaturan Guåhan***<br><br>**Date:** |

EDWARD M. BIRN
*Director (Direktot)*
EDITH C. PANGELINAN
*Deputy Director (Sigundo Direktot)*

# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
*(Dibision Inadilanto yan Guinaha Para Taotao)*
Telephone (*Telifon*): (671) 475-1288/1154 • Fax (*Faks*): (671) 477-3671

LOURDES A. LEON GUERRERO
*Governor (Maga'hàga)*
JOSHUA F. TENORIO
*Lt. Governor (Sigundo Maga'làhi)*

November 3, 2020

**HRD NO.: 20-**

To: Governor of Guam

Fr: Director of Administration

Subject: Creation of Position
**Re: Emergency Medical Technician (Rapid Engagement Response Team)**

*Buenas Yan Hafa Adai!* This is a transmittal of a request and approval for a creation of the Emergency Medical Technician (Rapid Engagement Response Team) position as requested by the Department of Public Health and Social Services (DPHSS) for utilization during aggressive community assessments to mitigate the further spread COVID-19 in those targeted areas as identified by the contact tracing information.

It was also requested by the DPHSS that the creation and implementation of this position to be utilized be expedited pursuant to Executive Order 2020-03, specifically sections four (4) and six (6). In an effort to address the urgency of this request, the approval of the request and attached proposed job specification was accelerated and a final job specification was issued for review, approval, and further processing to your office for final signature. Also, as part of the approval, any of the processes prescribed by Title 4 GCA, Chapter 6, §6303 (c)(1)(2)(3); and subsequently §6303.1 that might delay the immediate implementation of this position which is a key component of the COVID-19 response was waived in accordance with Executive Order 2020-03.

Please find attached the initial approval as was processed through DOA; and attached job specification for your review and approval.

Digitally signed by
Edward M Birn
Date: 2020.11.03 15:44:07
+10'00'

EDWARD M. BIRN

[X] Approved

[ ] Disapproved

LOURDES A. LEON GUERRERO
Governor of Guam

# EMERGENCY MEDICAL TECHNICIAN
**(Rapid Engagement Response Team)**

**8.182**

## NATURE OF WORK IN THIS CLASS:

This is entry level Basic Emergency Medical Technician (EMT) work designed to provide immediate medical care to patients identified by the Department of Public Health & Social Services' COVID-19 Rapid Engagement Response Team at the time of assessment for any and all COVID-19 related situations.

**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.)

Responds to COVID 19 emergency calls to provide efficient and immediate care to the ill and injured, and to transport the patient to a medical care facility.

The EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

Upon arrival at the designated site, the EMT parks the ambulance in a safe location to avoid additional injury.

Prior to initiating patient care, the EMT will "size up" the scene to determine that the scene is safe; the mechanism or nature of illness; the total number of patients.

Requests for additional help, if necessary.

In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of the injured patient.

The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care to adults, children and infants based on assessment findings.

Open and maintaining an airway;

Ventilates patients;

Administers cardiopulmonary resuscitation, including use of automated external defibrillators;

Provides pre-hospital emergency medical care of simple and multiple system trauma;

Manages general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.

Assists patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors and hand-held aerosol inhalers;

Administers oxygen, oral glucose and activated charcoal;

Communicates with the dispatcher for additional help or special rescue and/or utility services.

Lifts the stretcher placing it in the ambulance and seeing that the patient and stretcher are secured.

Determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction and based on the condition of the patient and extent of injuries and the relative locations and staffing of emergency hospital facilities

Reports directly to the emergency department or Rapid Engagement Response Team leader the nature and extent of injuries or disease, the number being transported and the destination to assure prompt medical care on arrival.

Identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of basic medical-legal principles;

Knowledge of body substance isolation;

Ability to function in uncommon situations;

Ability to function within the scope of care as defined by state, regional and local regulatory agencies;

Ability to comply with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Possesses a basic understanding of stress response and methods to ensure personal well-being.

**MINIMUM EXPERIENCE AND TRAINING:**

High School Graduation Diploma, GED or equivalent.

Must possess a valid Guam Chauffeur's License.

**NECESSARY SPECIAL QUALIFICATIONS:**

Guam License as an Emergency Medical Technician in good standing.

**ESTABLISHED:** November, 2020

**PAY GRADE:** I

**HAY EVALUATION:**

| | | |
|---|---|---|
| KNOW-HOW: | C I 2 | 132 |
| PROBLEM SOLVING: | C 2 22% | 29 |
| ACCOUNTABILITY: | C N III | 38 |
| TOTAL POINTS | | 199 |

Digitally signed by
Edward M Birn
Date: 2020.11.03
15:45:13 +10'00'

**EDWARD M. BIRN, Director**
**Department of Administration**

**LOURDES A. LEON GUERRERO**
**Governor of Guam**