



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913  
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



## **POLICY CIRCULAR NO. 2021-49**

TO: All Department Managers/Supervisors

FROM: Hospital Administrator/CEO

DATE: April 30, 2021

SUBJECT: Use of WPPE Long Form (Attachment IV) – Second Addendum  
RE: Policy No. 8650-1.204 Probationary and Scheduled Performance Evaluation

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Informational Circular No. 2020-067, dated February 19, 2020 and disseminated via e-mail on February 21, 2020, instructed all departments to add the following job factors to their employee's performance evaluations:

### PROFESSIONAL RESPONSIBILITY

- Quality Assessment and Performance Improvement (QAPI);
- Safety Learning System (SLS);
- Health Insurance Portability and Accountability Act (HIPAA).

Effective immediately, and in addition to the above, all employees shall be rated on their understanding and conformance with the following job factors:

- Infection Control
- Anti-Bullying
- Drug and Smoke Free Environment
- Harassment in the Workplace (including sexual harassment)

To foster a safe, positive and respectful work environment, all employees are expected to understand the hospital's policies and procedures concerning the topics above. Please be guided accordingly.

If you have any questions or concerns, please do not hesitate to contact the Human Resources Department.

LILLIAN Q. PEREZ-POSADAS, MN, RN

Attachment

## Work Planning and Performance Evaluation & Position Description Add-on Job Factors

Job Factor	Performance Standard	Measurement
Quality Assurance and Performance Improvement (QAPI)	Employee has read and understands the hospital's QAPI Plan (Policy No. A-PI100), and is knowledgeable of and participates in department specific QAPI activities.	Employee demonstrates his/her participation in department specific QAPI activities.  Employee is able to locate hospital's QAPI policy, and department-specific QAPI policies and monthly reports, if any.  Training Records.
Safety Learning System (SLS)	Employee is knowledgeable of the SLS, its purpose, and the appropriate/proper use of the system.  Employee knows how to access the SLS to report safety events.  Employee takes the initiative to report safety events to superior(s), or via the SLS.	Employee demonstrates his/her ability to access the SLS.  Employee can give examples of safety related events that are reportable.  Training Records.
Health Insurance Portability and Accountability Act (HIPAA)	Employee has read and understands the GMHA's policies on HIPAA Privacy and Security.  Employee has successfully completed the mandatory HIPAA training.  Employee understands his/her duty to safeguard all forms of Protected Health Information.	Employee is able to locate the hospital's HIPAA Privacy and Security Policies.  Employee can identify GMHA's HIPAA Officers.  Employee can give examples of HIPAA violations and best practices.  Training Records.
Infection Control (IC)	Employee has read and understands the GMHA's policies on Infection Control practices, that are applicable to his/her work	Employee is able to locate the hospital's IC policies and demonstrates <b>applicable and appropriate</b> IC practices.

	<p>environment.</p> <p>Employee has successfully completed the mandatory Infection Control Fair.</p>	<p>Training Records.</p>
<p>Anti-Bullying and Harassment</p>	<p>Employee has read and understands the GMHA's policy on Workplace Violence Prevention, Code of Ethical Conduct, and Behaviors that Undermine a Culture of Safety.</p>	<p>Employee is able to locate said policies and exudes professionalism.</p> <p>Employee demonstrates attitude and behavior that upholds the culture and standards of anti-bullying and free of fear/harassment/intimidation/retaliation.</p> <p>Training Records.</p>
<p>Drug and Smoke Free Environment</p>	<p>Employee has read and understands the GMHA's Drug Free Workplace policy.</p>	<p>Employee is able to locate said policy.</p> <p>Employee manifests attitude and behavior that fosters drug and smoke free work environment.</p> <p>Employee has no reports of any illegal drug use; and no cigarette, vape, or other use of prohibited items on GMHA's properties, against him/her.</p>
<p>Sexual Harassment</p>	<p>Employee has read and understands the GMHA's zero tolerance of sex discrimination and harassment.</p> <p>Employee has successfully completed the mandatory Sex Discrimination and Sexual Harassment Training.</p>	<p>Employee is able to locate said policy.</p> <p>Employee has no reports of alleged harassment sex discrimination/harassment against him/her.</p> <p>Training records.</p>