



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



AREA OF CONSIDERATION – DEPARTMENTAL COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **SPECIAL SERVICES TECHNICIAN III**

OPEN: September 14, 2023

CLOSING DATE: September 27, 2023

ANN. NO.: 23-120

GENERAL PAY PLAN

OPEN: J-01 \$37,913.00 P/A to J-10 \$52,047.00 P/A
PROMOTION: J-01 \$37,913.00 P/A to J-18 \$66,821.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from college or university with a Bachelor's degree in an area pertaining to human anatomy and physiology; biological sciences or related fields; or
- B) Graduation with an Associate's degree in an area pertaining to human anatomy and physiology biological sciences or related field with one (1) year experience as a Special Services Technician II or any equivalent title/position in a clinical area of an acute hospital or related healthcare setting; or
- C) Any equivalent combination of experience and training which provides the outmost knowledge, abilities and skills.

NATURE OF WORK:

This is a complex and technical sub-professional work provided under the direct supervision of a Registered Nurse and/or physician and/or technologists of Special Services Department at Guam Memorial Hospital Authority.

Employees in this class perform complex technical duties in the operation of electroencephalographic and electrocardiographic equipment and monitoring of records of the electric activity of the brain or impulses from the heart muscle or heart sounds providing tracings of diagnostic quality. This employee will also be involved in assisting the registered nurse and/or the physician in non-invasive orthopedic; neurological and cardiology procedures.

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.)

Lead the work of lower level technicians and conduct informal on-the-job training in accordance with appropriate guidelines. Position patients in a comfortable and relaxed position for EEG/EKG and other non-invasive procedures pertaining to the heart; brain and bones. Explain and insure that the proper procedures and techniques are followed for the safety of patients and personnel. Operate equipment in the administration of special services functions following orders of the registered nurse or physician; observe and reports patient's reactions, providing for the comfort and safety of the patient. Maintain emergency supplies in the crash cart. Participates in the direct provision of quality patient care with the overall objective of improving the patient's health condition. Assists physicians in cast applications, cast removal and other non-invasive procedures. Assist registered nurses or physicians in dressing changes; suture/staple removal according to the department's policies and procedures. Perform related duties as required and as needed in the delivery of quality patient care. Perform other clerical, supportive, technician and administrative task pertinent to the overall clinical objectives of the patient. Maintain proper care of equipment and materials to maintain safe provision of patient care. Observe safety precautions in the use of equipment and in the entire department.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Orthopedic; Cardiac and Neurology anatomy and physiology as it relates to the different diagnosis of all age group.

- Knowledge of the principles, methods, practices and materials employed in the operation of EKG/EEG and stress testing and other equipment used in the Special Services Department.
- Knowledge in the operation of the different equipments used at the Special Services Department at the same time providing safety to the patient while these equipments are being used.
- Knowledge and principles to perform patient care activities.
- Knowledge of the methods and techniques of special services functions including the proper positioning of patients.
- Ability to lead the work of lower level technicians and conduct informal on-the-job training in accordance with appropriate program guidelines.
- Ability to work with a variety of medical diagnosis that relates to the heart; brain and orthopedic cases of different age groups.
- Ability to operate and maintain EKG/EEG and stress test equipment frequently used in the Special Services Department.
- Ability to follow oral and written instructions.
- Ability to understand, follow and provide complex level of oral and written instructions.
- Ability to work effectively, with patients, employees and the public.
- Ability to maintain patient records and prepare reports.
- Ability to apply safe work practices on the job.
- Ability to be taught and acquire new skills pertinent to changes in technological advances and treatment interventions.
- Ability to respond quickly to emergency medical situations and assists and anticipates the needs of the physicians and registered nurses.
- Ability to recognize significant findings in the EKG tracings.
- Ability to recognize the signs and symptoms of post-operative wound infections.
- Must possess familiarity with concepts of human anatomy of the heart, brain and bones.
- Must have previous formal experience or background in providing direct patient care.
- Must be familiar with the medications used in Cardiac; Neurology and Orthopedic conditions.
- Must possess communication and verbal reporting skills.
- Must possess the ability to record data and maintain records.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"

APPROVED:



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

