



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÅT ESPETÅT MIMURIÅT GUÅHÅN

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



## AREA OF CONSIDERATION – OPEN COMPETITIVE

### TO ESTABLISH A LIST FOR THE POSITION OF **TELEMEDICINE TECHNICIAN**

**OPEN: March 11, 2024**

**CLOSING DATE: CONTINUOUS**

**ANN. NO.: 24-86**

#### 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) Four (4) academic years above high school leading to a bachelor's degree with courses related to the occupation; or
- B) Eighteen (18) months' work experience in the health care field and an associate's degree with courses related to the occupation; or
- C) Three (3) years of work experience in the health care field and six (6) semester hours in health care related courses (such as biological science, information technology, or other courses related to the occupation) or successful completion of a health care technician or medical/nursing assistant program.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a current Basic Life Support (BLS) certification.

#### **NATURE OF WORK:**

Employees in this class perform the full range of duties and is responsible for the day-to-day operation of telehealth services at the assigned location at GMHA and between the assigned location and remote sites.

This position aids in developing and delivering virtual and digital technologies which help medical providers and patients communicate synchronously and asynchronously with their health care teams in order to coordinate, track, and manage patient care effectively. This position supports the clinical environment by assisting medical providers and preparing telecommunications equipment to be used for clinical examination and treatment.

**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.)

Implements Telemedicine technologies within department/units of Guam Memorial Hospital. Coordinates and manages Telemedicine appointments via official GMHA video conferencing and Telemedicine software. Abides by Telemedicine Procedures and Protocols; performs work in accordance with established workflows associated with delivering Telemedicine technologies within the unit; ensures effective/efficient health care delivery and compliance with all standards and operating procedures. Communicates with the Telemedicine Clinical Coordinators, Primary Care Physicians, and Consultants regarding facilitating the Telemedicine consultations; maintains, facilitates, and provides all pertinent information to appropriate members of the healthcare team. Operates Telemedicine equipment in a proficient manner; ensures that all Telemedicine equipment are operational prior to all scheduled Telemedicine calls; maintains safety, sanitation, and security of hospital Telemedicine equipment. Reviews protocols for required medical documentation (consents, X-rays, lab work, previous consultation recommendations, etc.) and ensures that they are completed after each telemedicine session. Fosters positive relationships and coordinates system operations with contracted Telemedicine sites, vendors and/or consultants; acts as liaison between clinical team, IT team and Telemedicine program. Performs related work as assigned.

#### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of GMHA's Telemedicine software, computer systems and related application programs to perform a variety of tasks in a clinical setting.
- Knowledge of general clinical policies and procedures in a health care environment.
- Knowledge of patient security and privacy regulations to include HIPAA (Health Information Portability and Accountability Act) and other GMHA confidentiality policies and procedures.

- Ability to communicate, consult, and interact with other members of the healthcare team, external relations, customer service and patient education.
- Ability to read, interpret, and apply complex written instructions.
- Ability to provide and receive guidance and technical direction.
- Ability to plan, organize, set priorities, work as a team member, and effectively complete assignments.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the use of telehealth technologies for the facilitation of telehealth clinical sessions.

**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.

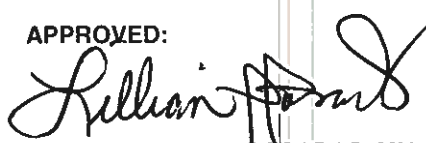
**Important Note:** Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible 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](mailto: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.

APPROVED:

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