



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

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

CLINICAL NURSE INFORMATICS SPECIALIST

OPEN: May 15, 2024

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-113

NURSE PAY PLAN

OPEN: N-N-01 \$65,288.00 P/A to N-N-10 \$89,627.00 P/A
PROMOTION: N-N-01 \$65,288.00 P/A to N-N-18 \$115,070.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Master's degree in nursing informatics from a recognized college or university and three (3) years of experience in professional hospital nursing work; or
- B) Master's degree in nursing from a recognized college or university and four (4) years of experience in professional hospital nursing work; or
- C) Bachelor's degree in nursing from a recognized college or university and five (5) years of experience in professional hospital nursing work; or
- D) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam.

Possession of a valid government issued identification card.

Possession of a current certificate in Basic Life Support (BLS) from the American Heart Association (AHA).

DESIRABLE QUALIFICATION:

Possession of a current certification in nurse informatics.

NATURE OF WORK:

This is complex nurse work dedicated to the delivery of high-quality patient care through efficient management of data and technical systems in a hospital.

Employees in this class monitor, evaluate, select, and participate in the implementation of health information technology that supports safe, high quality, patient-centered care. Work involves translating nursing practices between end-users and IT experts, and evaluating computer and information technologies to determine applicability to nursing practice, education, administration, and research. The position reports to the Clinical Nurse Informatics Supervisor.

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.)

Educates nursing/clinical end-users on the most successful way to use and navigate the hospital's clinical information systems. Trains new nursing staff on current electronic health records (EHR) system and other associated applications; trains others in the building of new clinical applications for current EHR and/or associated systems. Evaluates the hospital's clinical information systems to provide assistance and/or implement solutions to assist with system issues that hinder or prevent quality patient care. Identifies, collects, records, and/or monitors data that are relevant to the nursing care of patients. Evaluates processes, existing systems, and technologies; recommends revisions to increase productivity and efficiency of patient care in accordance with standards of nursing informatics practice. Coordinates and/or facilitates project activities involving hospital clinical staff and IT experts to ensure the successful implementation of optimal work flows and processes in the use of clinical

systems. Collects and audits data that will aid in improving and/or implementing new clinical systems and to ensure that project goals and objectives are met; provides regular reports that clearly communicate the results and/or status of clinical system improvement initiatives. Builds new approved content for existing clinical systems; incorporates computer, nursing and information science to manage data and information that will translate into improved nursing practices. Ensures compliance with HIPAA, JCAHO, and CMS requirements in the documentation and use of electronic health record (EHR) systems. Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, practices and theory of professional nursing.
- Knowledge of computer and information science.
- Knowledge of hospital electronic health record systems.
- Knowledge of HIPAA, JCAHO, and CMS requirements for documenting and/or using electronic health records.
- Ability to collect and analyze data and/or clinical statistics.
- Ability to be creative and to maintain and/or improve the application of clinical information systems.
- Ability to make recommendations to improve program services.
- Ability to lead and train others.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with the public and employees.
- Ability to maintain records and prepare reports.

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.

APPROVED:



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