



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 – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **HOSPITAL STAFF NURSE II** (CLINICAL LEVEL I AND CLINICAL LEVEL II)

OPEN: October 01, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-16

NURSE PAY PLAN

OPEN: N-M-01 \$50,361.00 P/A to N-M-10 \$69,135.00 P/A
PROMOTION: N-M-01 \$50,361.00 P/A to N-M-18 \$88,761.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

Hospital Staff Nurse II – Clinical Level I

- A) Three years (3) of professional hospital nursing work, and graduation from a recognized college or university with an Associate’s Degree or Diploma in nursing; or
- B) Two (2) years of experience in professional hospital nursing work and graduation from a recognized college or university with a Bachelor’s Degree in nursing.

OR

Hospital Staff Nurse II – Clinical Level II

- A) Three years (3) of experience in professional hospital nursing work and graduation from a recognized college or university with a Bachelor’s Degree in nursing.
- B) Any equivalent combination of experience and training beyond the Bachelor’s degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

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

Possession of a current Basic Life Saving certification.

NATURE OF WORK:

This is the second tier into professional nursing practice and is entry into journey class of nursing experience for an Associate Degree in Nursing (ADN) (Clinical Level I)/Bachelor’s Degree of Science in Nursing (BSN) (Clinical Level II) – prepared professional registered nurse (RN) to provide quality patient care by ensuring nursing functions (assessment, applied skills, critical thinking) are performed with independence and with established hospital policies, procedures and standards of practice of the nursing profession. Collaborate care of the patient with other disciplines to evaluate planning for discharge.

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.)

Initiates assessment of each patient upon admission and throughout hospitalization. Assessment includes observation and examination of patient’s physical, psychological, social-cultural, spiritual, and pathophysiological health status and needs. Formulates care plans for each patient based on the assessment data and the individualized needs of each patient and ensuring that the care plans is integrated with the physician’s plan of care for the patient. Collaborates and coordinates patients’ care plans with the members of the other health care disciplines such as Dietary, Respiratory Therapy, Rehabilitation, Social Services, Education, Pastoral Care, etc. Makes continuous and systematic assessments and observations to identify favorable and unfavorable signs and symptoms, keeping physicians informed of significant changes. Uses moderately complex adaptive and life sustaining equipment, in addition to nursing skills and techniques as determined by specific types of services rendered in assigned area. Evaluates and continuously revises patients’ care plan according to the patient’s progress and outcome. Initiates patient teaching interventions to patient and family regarding medications, the patient’s health condition/disease, and other health promotion/restoration information. Initiates a discharge plan on admission for post-hospital care and management. Administers medications and other treatment interventions as prescribed by the physician. Initiates

intravenous therapy as prescribed by physician. Responds spontaneously to sudden and emergent changes in patients' condition. Assist physician in performing diagnostic and other medical interventions. Supervises and guide patient care activities given by subordinate, support staff such as LPNs, CNAs, Techs, Ward Clerk, etc. Reports/documents all nursing actions/interventions provided to patients. Ensures all supplies and medical equipment are current, adequate, and in proper functioning conditions and ready for use with each patient. Ensure that the emergency carts are complete and readily available. Ensures that patient's safety, health, and well-being are protected and maintained; also ensures that nursing/patient care standards are upheld. Applies ethical and legal principles in the provision of patient care. Provides emotional support to patients and families. Operates/uses other medical equipment in the delivery of patient care. Assumes the responsibilities of charge nurse and delegates patient assignments according to the skill level of the nursing staff and patient acuity. Communicates appropriately and clearly to the charge nurse, co-worker, patient, family and physicians. Communicates to physician the physical condition of the patient and diagnostic results. Demonstrates the ability to be flexible, organized, and functions under stressful situation. Initiates the 24-hour report and ensures completeness for the hospital supervisor as the end of the shift. Collects PI data submitted by the staff and prepares the unit's PI report on a monthly basis. Performs related duties required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of the principles, practices and procedures of professional nursing.
- Considerable knowledge of the methods of prevention and control of communicable and infectious diseases.
- Critical thinking skills in assessment process, ability to perform nursing procedures, IV insertion, NGT, etc.
- Ability to develop and implement a comprehensive nursing care plan based on a systematic assessment of individual and family needs.
- Ability to supervise the application of nursing techniques to routine and complex patient/client care situations.
- Ability to make work decisions in accordance with professional standards, rules and regulations and to apply established policies and procedures to work problems.
- Ability to prioritize care of patient and daily activities.
- Ability to interpret cardiac rhythm and intervene as necessary.
- Ability to function under stressful condition and emergencies.
- Ability to delegate tasks as appropriately.
- Ability to lead the work of others.
- Ability to manage the activities of a nursing unit as assigned.
- Ability to administer detailed therapeutic prescriptions.
- Ability to interpret and explain the purposes and methods of prescribed treatments and necessity for continuing such treatments.
- Ability to understand and follow oral and written instructions.
- Ability to maintain a compassionate and culturally sensitive attitude towards an effective relationship with patients or clients and their families.
- 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



THE GUAM MEMORIAL HOSPITAL AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER