



# 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 **PATIENT SAFETY OFFICER**

**OPEN: October 26, 2023**

**CLOSING DATE: CONTINUOUS**

**ANN. NO.: 24-38**

#### NURSE PAY PLAN

**OPEN: N-O-01 \$61,033.00 P/A to N-O-10 \$83,786.00 P/A**

**PROMOTION: N-O-01 \$61,033.00 P/A to N-O-18 \$107,570.00 P/A**

#### **MINIMUM EXPERIENCE AND TRAINING:**

- A) Graduation from a recognized college or university with a Master’s degree in Nursing; one (1) year of experience in patient safety, quality improvement, or performance improvement activities in a hospital setting; and two (2) years of experience in direct acute nursing care activities in a hospital setting; or
- B) Graduation from a recognized college or university with a Bachelor’s degree in nursing; two (2) years of experience in patient safety, quality improvement, or performance improvement and two (2) years of experience in direct acute nursing care activities in a hospital setting.

#### **NECESSARY SPECIAL QUALIFICATION REQUIREMENTS:**

- A) Current license as a Registered Nurse from the Guam Board of Nurse Examiners.
- B) Current Basic Life Support (BLS) certification- from the American Heart Association (AHA).
- C) Must obtain certification as a Certified Professional in Patient Safety (CPPS) by the Certification Board for Professionals in Patient Safety (CBPPS) within two years from the effective date of hire and must maintain current certification.

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

An employee in this class is responsible for managing a hospital-wide patient safety program working collaboratively with other members of the Compliance and Quality Management Teams for the purpose of measurably improving patient safety and reducing patient harm.

An employee in this class will facilitate process improvements within the hospital that support the reduction of medical/health care errors and other factors that contribute to unintended adverse patient outcomes.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Plans, develops, implements, and monitors the hospital-wide patient safety program; conducts safety assessments; coordinates activities of patient safety and quality; and provides ongoing education to hospital staff. Maintains and manages occurrence reporting systems across the organization and develops patient safety processes in order to achieve compliance with standards and reduce patient harm. Gathers data detailing patient-related errors; conducts analyses detailing causes of errors; and coordinates patient safety data management for reporting out to the organization. Develops program guidelines, policies, changes and interprets and explains program requirements to pertinent personnel. Collaborates with individual patient care areas in order to ensure a safe environment for patients and staff. Coordinates root cause analysis of patient safety events and assures implementation of resulting action plans. Coordinates organizational response to regulatory standards related to patient safety including but not limited to Joint Commission National Patient Safety Goals. Evaluates and improves the patient safety program based on internal needs and external requirements and standards. Conducts surveys and assessments of patient safety and risks and develops annual patient safety goals. Facilitates and coordinates process improvement teams that directly support patient safety goals, and develops initiatives to create an appropriate patient safety culture.

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

- Skill in the use of nursing research and literature in daily practice (evidence based practice).
- Skill in developing and maintaining interpersonal relationships with a wide variety of healthcare professionals and hospital leadership.

- Knowledge of regulatory requirements pertaining to patient safety.
- Knowledge of care processes in a hospital setting.
- Knowledge of patient safety principles, methods, procedures and techniques.
- Knowledge and application of process improvement tools and techniques (statistical process control tools and team tools).
- Knowledge of regulatory and accrediting standards as they apply to patient safety.
- Ability to administer patient safety programs and develop patient safety standards to meet specific work situations.
- Ability to interpret, apply and enforce patient safety rules, regulations and other program guidelines.
- Ability to identify and define problems, collect data, establish facts and draw valid conclusions and evidence patient safety initiatives by means of measurable results.
- Ability to enter and abstract data using personal computer, as well as the ability to utilize data to facilitate the improvement and change in processes. (Microsoft Office).
- Ability to facilitate patient safety initiatives, effectively present data and promote a collaborative approach toward goal achievement.
- Ability to evaluate program effectiveness and recommend/initiate changes to improve program effectiveness.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to make decisions in accordance with program guidelines.
- Ability to work independently and within teams.

**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

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