



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 NURSE QUALITY IMPROVEMENT SPECIALIST**

OPEN: October 26, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-39

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:

- A) Graduation from a recognized college or university with a Master's degree in nursing, health sciences or related field and two (2) years of experience in the implementation of hospital or health care quality improvement programs; or
- B) Graduation from a recognized college or university with a Bachelor's degree in nursing and three (3) years of experience in the implementation of hospital or health care quality improvement programs; or
- C) Graduation from a recognized college or university with an Associate's degree in nursing and five (5) years of experience in the implementation of hospital or health care quality improvement programs.

NECESSARY SPECIAL QUALIFICATION REQUIREMENTS:

Current license as a Registered Nurse from the Guam Board of Nurse Examiners.

DESIRABLE AFFILIATION/CERTIFICATION:

Certification as a certified professional in a healthcare quality (CPHQ) program through the National Association for Healthcare Quality Certification Board.

NATURE OF WORK:

This is complex professional work involved in developing, coordinating, implementing and continuously updating the quality improvement programs relating to patient care and support services in order to maintain compliance with regulatory agencies requirements.

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).

Develops and monitors the implementation of hospital or health care quality improvement programs based on current Center for Medicare and Medicaid (CMS) the Joint Commission on Accreditation of HealthCare Organization standards (JCAHO). Benchmark performance with other similar hospitals in the USA. Coordinates program activities with the various medical staff committees, division and agency/departmental administrator. Establishes program guidelines and interprets and explains program requirements to pertinent personnel. Evaluates the effectiveness of agency/departmental quality improvement programs and makes recommendations to identified problems. Coordinates and participates in the quality improvement monitoring activities through chart reviews. Gather, compile and analyze data and prepare report for presentation to appropriate department/committee for review and approval. Conducts educational programs related to quality improvement methodologies and activities as required. Conduct independent audit according to the plan and perform follow-up reviews. Prepares documentation and attends various medical staff department meetings as a representative of Quality Management Services. Maintains records and prepares monthly Performance Improvement reports in addition to other problem specific reports that may be required. Attends meetings assigned, providing input for Quality Improvement standpoint. Monitors departmental compliance to established quality improvement policies and procedures and reporting calendar. Maintains and prepares reports of the hospital's overall quality assurance activities to the Board of Trustees' Quality Assurance Committee. Maintains records, statistics and prepares reports. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, theory, and applications of quality improvement programs pertinent to patient care and support services.

- Knowledge of Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) standards, CMS standards, Medical staff peer review processes and/or other regulatory compliance.
- Knowledge of medical terminology relevant to the administration of quality improvement programs.
- Knowledge of the current quality improvement processes utilized by the hospital and regulatory agencies for reporting.
- Knowledge in the quality improvement audit/study methodology, health care statistics, and automated data information systems as applicable to hospital and medical staff activities.
- Ability to develop, coordinate and implement a quality improvement program.
- Ability to make decisions in accordance with program guidelines.
- Ability to read and translate notes and entries by physicians, nurse and other allied health professionals involving patient observations and information on patient care.
- Ability to interact with physician, nursing staff and other patient and other allied health professionals involving patient care.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- 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

