



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 – DEPARTMENTAL COMPETITIVE

(This examination is for permanent classified employees within the Guam Memorial Hospital Authority)

TO ESTABLISH A LIST FOR THE POSITION OF

HOSPITAL UNIT SUPERVISOR

OPEN: OCTOBER 30, 2025

CLOSING DATE: NOVEMBER 14, 2025

ANN. NO.: 26-08

NURSE PAY PLAN

OPEN: N-O-01 \$72,019.00 P/A to N-O-10 \$98,867.00 P/A
PROMOTION: N-O-01 \$72,019.00 P/A to N-O-18 \$126,933.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from a recognized college or university with a Bachelor's degree in Nursing and three (3) years of clinical experience or experience as a charge nurse; or
- B) Graduation from a recognized college or university with an Associate's degree or Diploma in Nursing and four (4) years of clinical experience or experience as a charge-nurse; or
- C) 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 approved by the Guam Board of Nurse Examiners.

SELECTIVE FACTOR:

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

NATURE OF WORK:

This position in Guam Memorial Hospital is recognized as a key management/leadership position and is responsible for the supervision and management of a single patient care area or a combination unit as in the nursery or pediatrics. The unit supervisor responsible for the quality of patient care and ensures that sufficient and properly prepared personnel carry out the functions of nursing in that unit. The unit supervisor develops, implements and ensures compliance of standards of nursing practice in the individual unit which promotes optimum health care delivery.

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.)

Responsibilities and Duties

Assessments: Collects and analyzes data to determine staffing pattern and staffing plan for assigned unit. Reviews patient acuity, work schedules, and assignments to assess daily the appropriate skill mix and number of personnel needed to provide quality care. Makes daily nursing rounds on unit to assess the quality of patient care, and to identify problems and needs. Makes rounds with physicians to discuss patient needs, identify concerns and needs, clarifies orders. Investigates patient, visitor, or physician complaints and takes appropriate action. Assesses the physical environment and equipment regularly to ensure high standards of cleanliness, safety and infection control. Demonstrates ability to identify and solve problems of the unit.

Planning: Plans and develops self objectives, identifies areas of delegation, sets priorities and target dates for completion, and identifies resources needed. Plans and develops with staff, unit objectives and activities which reflect GMHA Mission, Values and Policies. Establishes the unit philosophy, scope of care and policies and procedures needed to ensure high quality nursing care. Establishes with area Hospital Nursing Supervisor, Standards of Care for assigned unit which are consistent with the accepted standards of professional nursing organizations. Plans ways to promote the growth and development of personnel through in-service programs, workshops, seminars and other continuing education opportunities which are appropriate to the age group served on each unit. Plans and assists in patient teaching. Establishes and maintains a safety, fire and disaster program as outlines in the Hospital's Policies and Procedures in cooperation with Area Director and assures proper handling and emergency care of patients, personnel and visitors involved in accidents.

Develops and implements, in conjunction with area Hospital Nursing Supervisor, a continuous Quality Improvement plan for unit. Develops and implements a discharge planning program for assigned unit and involves other disciplines in plan. Prepares work schedules and shift assignments for unit personnel and distributes as per policy. Plans monthly staff meetings. Develops a budget plan in conjunction with area Hospital Nursing Supervisor, physicians and staff. Plans a formal unit orientation program for new employees and a program for cross-training.

Implementation: Formulates and implements Standards of Practice and policies and procedures which are age appropriate to assigned unit. Conducts monthly staff meetings in assigned unit. Communicates changes in policy and procedure and other appropriate communication to staff and provides feedback to nursing administration and vice versa. Meets regularly with area Hospital Nursing Supervisor to discuss objectives, staffing needs, budget, hospital policies and unit concerns. Interviews and selects nursing personnel for assigned unit. Counsels with staff and takes disciplinary action in collaboration with area Hospital Nursing Supervisor and Human Resources when appropriate. Provides individualized orientation to new employees. Provides with other unit supervisors, opportunities for cross-training. Monitors supplies, equipment and personnel to ensure operation within established budget guidelines. Ensures the nursing process is implemented for all patients by monitoring staff documentation. Participates in multi-disciplinary committees as assigned. Participates in community and professional activities. Provides and coordinates clinical learning experiences for students. Maintains required reports and records in an organized manner. Ensures that the emergency equipment and supplies are being checked daily; ensures proper usage of emergency cart. Demonstrates responsibility for the proper and safe keeping of all controlled medications kept on the unit, and monitors and administration and accurate recording of use.

Evaluation: Evaluates and submits a monthly report concerning the functioning and progress of assigned unit. Submits evaluations of achievements of goals and objectives, accomplishments, problems and unusual happenings to Area Directors. Continually evaluates standards of nursing practice by reviewing nursing care plans, assessing patients, reviewing charts, interviewing, observing, participating in Quality Assurance activities and employing other measures of evaluation. Ensures continual corrective and follow-up action. Participates in revision of standards as appropriate. Evaluates and analyzes incident reports and takes appropriate follow-up actions. Evaluates the performance of staff according to their job descriptions and within specific time frame. Evaluates personnel performance during emergencies and hospital disaster and recommends revisions in policies and procedures and/or need for improvement in employee performance. Continually evaluates attitudes, morale and interpersonal relationships and promotes ways to improve in these areas. Evaluates and ensures that the nursing process is carried out in a consistent manner on all patients.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- In-depth, current knowledge in area of specialty and ability to translate professional and institutional goals into effective programs.
- Strong interpersonal skills; to include oral and written communication, collaboration and conflict resolutions.
- Knowledge of systems and the change process desirable.
- Must have demonstrated clinical competence in area of nursing practice and demonstrated managerial competency.
- Ability to problem solve and ability to appropriately confront issues.
- Ability to motivate others as individuals and as a group.
- Ability to plan, organize, and direct activities of others.
- Ability to deal with people.

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.

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.

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 residence.

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.

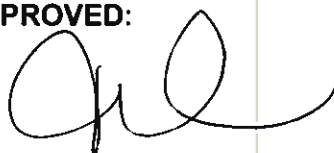
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for 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 5:00 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:



JOLEEN M. AGUON, MD
Interim Hospital Administrator/CEO