



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 **EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR**

OPEN: March 16, 2026

CLOSING DATE: CONTINUOUS

ANN. NO.: 26-34

GENERAL PAY PLAN

OPEN: O-01 \$60,875.00 P/A to O-10 \$83,568.00 P/A

PROMOTION: O-01 \$60,875.00 P/A to O-18 \$107,291.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Possession of a current license as a Registered Nurse in Guam (Pursuant to 10 GCA § 84122); Bachelor's degree in Nursing from an accredited college or university with four (4) years of experience in Emergency Medicine; or
- B) Possession of a current license as a Registered Nurse in Guam (Pursuant to 10 GCA § 84122); Associate's degree in Nursing from an accredited college or university with six (6) years of experience in Emergency Medicine; or
- C) Completion of training and certification as an Emergency Medical Technician (EMT) Intermediate or EMT-Paramedic level with seven (7) years field work experience as a Firefighter/Emergency Medical Technician.

NECESSARY SPECIAL QUALIFICATION REQUIREMENTS:

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

Possession of a current certificate in Advanced Cardiac Life Support (ACLS) from the American Heart Association (AHA);

Possession of a current certificate in Pediatric Advanced Life Support (PALS) from the American Heart Association (AHA).

NATURE OF WORK:

This is professional work involving development, coordination, and implementation of programs vital to the medical oversight of Emergency Medical Services at Guam Memorial Hospital Authority.

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).

Develop and maintain a Continuous Quality Improvement (CQI) program for Guam's Emergency Medical Services (EMS) system. Aide in ensuring compliance of Emergency Medical Services (EMS) system with Guam EMS law and Department of Public Health and Social Services rules. Aide physician medical director in developing and conducting EMT educational programs. Review/audit patient care forms with special attention to cases involving cardiac arrest and tracheal intubations, patient refusals, DOA, unusual cases, cases requiring medical control calls. Observe and critique Emergency Medical Technicians (EMT) performance in the field (ambulance ride-along) compliant to Guam Emergency Medical Services (EMS) protocol. Monitor EMS radio traffic. Review 911 tapes and dispatch performance training/Quality Improvement (QI). Track performance of all GovGuam EMTs with regular individual performance evaluations and procedure and case tracking, field observations, QI, etc. acceptable level develop data collection from Public Health and Social Services. Collaborate with Department of Public Health and Social Services (DPHSS), Office of Emergency Medical Services on projects such as EMS data collection, trauma registry, EMS for Children, etc. Maintain skills via hands-on procedure performance in hospital and pre-hospital settings as well as by attending continuing education sessions. Create and conduct EMS educational programs in accordance with Guam EMS Rules and Regulations. Act as a liaison between GMHA, GFD, DPHSS and all other agencies involved in EMS. Assist in development and implementation of training for GMH Emergency Department EMS base station radio operations. Assist in development of data collection systems related to Emergency Medical Services. Collaborate with DPHSS and other government agencies in obtaining and implementing federal grant programs related to EMS. Performs related duties as assigned by supervisor.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the concepts and practice of emergency medical services.
- Knowledge of the principles and practice of public administration.
- Ability to develop and coordinate quality improvement programs.
- Ability to collect and synthesize complex data regarding EMS operations.
- Ability to establish close working relationships with other governmental agencies.
- Ability to create and present in-depth educational sessions to a professional audience.
- Ability to evaluate operational effectiveness and make recommendations for improvements.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain detailed 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.

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.

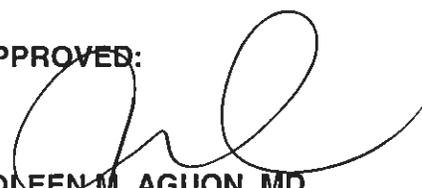
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for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