



# GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÁHÑ

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

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## AREA OF CONSIDERATION – OPEN COMPETITIVE

### TO ESTABLISH A LIST FOR THE POSITION OF **HOSPITAL STAFF NURSE I-CLINICAL LEVEL II**

**OPEN: May 17, 2024**

**CLOSING DATE: CONTINUOUS**

**ANN. NO.: 24-115**

#### NURSE PAY PLAN

**OPEN: N-K-01 \$49,027.00 P/A to N-K-10 \$67,304.00 P/A**  
**PROMOTION: N-K-01 \$49,027.00 P/A to N-K-18 \$86,410.00 P/A**

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

Graduation from a recognize school for professional nurses with a Bachelor's in nursing.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

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

Possession of a valid government issued identification card.

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

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

This is the first tier into professional nursing practice and is an entry into the novice class of nursing experience for a Bachelor's Degree – prepared professional registered nurse (RN) whose duties and responsibilities are to perform and provide routine nursing care functions, activities and treatment procedures and medications as prescribed by the physician to patients/clients in a hospital setting.

**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.)

Receive report from the outgoing shift charge nurse on the assigned patients. Review and verify orders of each patient assigned to your care. Reports an accurate patient history using patient, family, physician and charts as resources. Utilizes basic, physical assessment skills to recognize obvious problems and changes in clinical status, and records appropriate. Recognizes limitations in assessing patients and seeks out appropriate resources. Instructs patients and family regarding treatment and post-discharge care. Records assessments, treatments, and job results in chart. Establish base line assessment of each patient at the beginning of the shift to determine if any significant changes have occurred. Performs and conducts physical and health history assessments on patients. Assist in developing and revising the nursing care plan for each patient. Utilize the nursing process to assess, plan, implement and evaluate patient care needs. Formulate and devise a patient nursing care plan based on the individual. Document and record physical and health history assessment and information accurately and legibly in patients medical records. Provide general nursing care interventions and treatments as ordered by the physician. Administer medication, intravenous (IV) therapies, blood and blood assist with diagnostic procedures. Recognizes significant changes in patients' conditions and act accordingly. Provided Basic Life Support (BLS or CPR), Advance Cardiac Life Support (ACLS) or other Emergency Life Support interventions pertinent are of practice. Prepare and maintains supplies, material and equipment for patient care. Provide patient and family teaching instruction of health. Collaborate, support and assist physicians and other members of the Health Care Team with regards to the provisions of safe, effective and efficient quality patient care services. Performs related duties as required.

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

- Knowledge of interpersonal communication skills, documentation skills, critical thinking skills, medication administration skills, Clinical Skills, i.e. IV insertions, and insertion of Nasogastric tubes.
- Knowledge of the principles, practices and procedures of professional nursing.
- Knowledge of the biological, physical, social and medical sciences, and their applications for better understanding of patient care problems.

- Knowledge of the methods of prevention and control of communicable and infectious diseases.
- Ability to learn and apply hospital nursing techniques, operations and equipment, particularly those applicable to specialized nursing unit of the hospital.
- Ability to learn and apply hospital dietetics, personal hygiene and bedside nursing.
- Ability to make work decisions in accordance with professional standards, rules and regulations and other program guidelines.
- Ability to administer detailed therapeutic prescriptions.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively with employees and the public.
- Ability to interpret and explain the purposes and methods of prescribed treatments and necessity for continuing such treatments to concerns individuals.
- Ability to maintain records and charts and prepare reports.
- Ability to instruct subordinate nurses and auxiliary personnel in the care and treatment of patients.
- Ability to maintain a compassionate and culturally sensitive attitude towards an effective relationship with patients and their families.

**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 5:00 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