

**GUAM MEMORIAL HOSPITAL AUTHORITY**

**POLICY REPOSITORY DATABASE**

Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
	Hospital Wide	<a href="#">8650-1.201</a>	Position Description	12/1/2007	8/2015	EMC 9/25/2015	8650-P-01	09/25/18
	Human Resources	<a href="#">8650-1.202</a>	License, Certification, Registration and Education Verification	12/1/2007	8/2015	EMC 9/25/2015		09/25/18
	Human Resources, Hospital Wide	<a href="#">8650-1.203</a>	Competency Assessment/Validation	12/1/2007	8/2015	EMC 9/25/2015		09/25/18
	Human Resources, Hospital Wide	<a href="#">8650-1.204</a>	Probationary and Scheduled Performance Evaluation	12/1/2007	8/2015	EMC 9/25/2015	8650-P-23	09/25/18
	Human Resources	<a href="#">8650-1.205</a>	Background Screening/Criminal Charges or Conviction	8/29/2018	8/2018	EMC 8/2018		8/2021
	Human Resources, Hospital Wide	<a href="#">8650-1.207</a>	Contracted Staff (Off-Island/Local)	8/29/2018	8/2018	EMC 8/2018		8/2021
	Human Resources, Hospital Wide	<a href="#">8650-1.208</a>	Preceptorship--Students/Individuals	12/1/2007	8/2015	EMC 9/25/2015		09/25/18
	Human Resources, Education	<a href="#">8650-1.209</a>	Special Staff Development Programs	12/1/2007	8/2015	EMC 9/25/2015	8650-P-45	09/25/18
	Hospital Wide	<a href="#">8650-1.210</a>	Drug Free Workplace	12/1/2007	8/2015	EMC 9/25/2015		09/25/18
	Managers/Supervisor, Human Resources	<a href="#">8650-1.212</a>	Disciplinary Action Policy and Procedure	12/1/2007	8/2015	EMC 9/25/2015	8650-P-02	09/25/18
	Human Resources, Hospital Wide	<a href="#">8650-1.213</a>	Leave-Types and Requirements	12/1/2007	8/2015	EMC 9/25/2015	8650-P-01, 8650-P-03, 8650-P-12	09/25/18
	Human Resources, Hospital Wide	<a href="#">8650-1.214</a>	Request For and Routing of GGI(s) and Personnel Action(s)	12/1/2007	8/2015	EMC 9/25/2015	8650-P-31, 8650-P-33	09/25/18
	Human Resources, Payroll	<a href="#">8650-1.216</a>	Leave Sharing Program	12/1/2003	8/2015	EMC 9/25/2015		09/25/18
	All Employees	<a href="#">8650-1.219</a>	Restriction of Unauthorized Visitors During Regular Working Hours	12/1/2007	8/2015	EMC 9/25/2015		09/25/18
	Human Resources, Hospital Wide	<a href="#">8650-1.221</a>	Recall List	12/1/2007	8/2015	EMC 9/25/2015	8650-P-26	09/25/18
	Human Resources	<a href="#">8650-1.222</a>	Verification of Employment	12/1/2007	8/2015	EMC 9/25/2015	8650-P-48	09/25/18
		<a href="#">8650-1.223</a>	Maintenance of Official Personnel File (OPF)					
	Human Resources	<a href="#">8650-1.224</a>	Separations	12/1/2007	8/2015	EMC 9/25/2015	8650-P-32	09/25/18