



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÁHÀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



MEDIA RELEASE

February 13, 2025

PETITION FOR AMENDMENT OF POSITION

Pursuant to 4 GCA § 6303(e)(2)

The Guam Memorial Hospital Authority is proposing to amend the following positions:

CHIEF HOSPITAL PHARMACIST (HEALTH CARE ADMINISTRATOR)

CHIEF OF CLINICAL PHARMACY

This position is established in the classified service within the Guam Memorial Hospital Authority. To view the petition, visit www.gmha.org, under the Employee Portal - GMHA Human Resource Department.

Comments should be emailed to human.resources@gmha.org no later than 5pm on February 26, 2025. Should you have any questions, contact the Human Resources Department at (671) 647-2409.

AMYROSE A. EDMONSON

Personnel Services Administrator, Acting



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February 10, 2025

TO: Hospital Administrator/CEO

VIA: Assistant Administrator of Professional Support Services

FROM: Acting Personnel Services Administrator

SUBJECT: Petition for Amendment of Position – Amendment of Position Title, Minimum Knowledge, Abilities and Skills & Minimum Experience and Training Requirements
 RE: Chief Hospital Pharmacist (Health Care Administrator)
 Chief of Clinical Pharmacy

Buenas Yan Hafa Adai! In collaboration with the Assistant Administrator of Professional Support Services, the Human Resources Office requests to amend the position title, minimum knowledge, abilities and skills, minimum experience and training requirements, and preferred qualifications of the current Chief Hospital Pharmacist (Health Care Administrator) job specification (Exhibit A).

In compliance with 42 C.F.R. § 482.25, the proposed changes indicate responsibility for the development, supervision, and coordination of all activities of the pharmacy services within the Guam Memorial Hospital Authority (GMHA). The proposal entails the incumbent partake in active leadership of committees responsible for establishing medication-related policies and procedures. The proposal further requires hospital practice and management with minimum knowledge, abilities, and skills. Additionally, since its establishment in 1991 (Exhibit B), the Department of Administration reviewed said position in the 2014 Competitive Wage Act; however, it remained status quo although its subordinates received a pay grade reassignment. All said factors resulted in the pay grade reassignment of the proposed “Director of Pharmacy” from pay grade “P” to “R” within the General Pay Plan.

We also request that the Chief of Clinical Pharmacy's job specification (Exhibit C) be amended to align with the proposed Director of Pharmacy amendment and regulation above. The proposed amendment changes supervision, minimum experience and training, and preferred qualifications.

The proposed changes to the position title and minimum qualification requirements are illustrated as follows:

	CURRENT	PROPOSED
<i>Position Title</i>	Chief Hospital Pharmacist (Health Care Administrator)	Director of Pharmacy
<i>Minimum Qualification Requirements</i>	<p>(a) Three years of professional experience as a pharmacist, one year of supervisory work, and graduation from a recognized school of pharmacy with a Bachelor's of Pharmacy degree; or</p> <p>(b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.</p> <p><u>Necessary Special Qualification:</u> Must be a registered Pharmacist with a current license to practice in any one of the States or Territories of the United States.</p>	<p>Doctor of Pharmacy degree from an accredited pharmacy program; six (6) years of hospital pharmacy experience, which includes three (3) years of managerial experience in a healthcare setting.</p> <p><u>Necessary Special Qualification:</u> Possession of a current license as a registered Pharmacist from the Guam Board of Examiners for Pharmacy.</p> <p><u>Preferred Qualification:</u> Completion of a residency program accredited by the American Society of Health-System Pharmacists (ASHP).</p> <p>Board Certification by the Board of Pharmacy Specialties (BPS).</p>

<i>Position Title</i>	Chief of Clinical Pharmacy	
<i>Minimum Qualification Requirements</i>	<p>Doctor of Pharmacy degree from an accredited or recognized college or university, five (5) years of hospital pharmacy experience, one (1) year of direct patient care experience, and one (1) year of supervisory or managerial experience.</p> <p><u>Necessary Special Qualification:</u> Must be registered Pharmacist with a current license to practice in Guam.</p> <p>Completion of an accredited American Society of Health-system Pharmacists (ASHP) Clinical Residency Program is preferred.</p> <p>Board Certification by the Board of Pharmacy Specialties (BPS) is preferred.</p>	<p>Doctor of Pharmacy degree from an accredited pharmacy program; three (3) years of hospital pharmacy experience; one (1) year of direct patient care experience; and one (1) year of supervisory or managerial experience.</p> <p><u>Necessary Special Qualification:</u> Possession of a current license as a registered Pharmacist from the Guam Board of Examiners for Pharmacy.</p> <p><u>Preferred Qualification:</u> Completion of a residency program accredited by the American Society of Health-System Pharmacists (ASHP).</p> <p>Board Certification by the Board of Pharmacy Specialties (BPS).</p>

Attached is a copy of the proposed amended job specifications for the Director of Pharmacy and Chief of Clinical Pharmacy. Should you have any questions, please do not hesitate to contact me. *Si Yu'os Ma'ase!*

AMYROSE A. EDMONSON

Attachments

Approved [] Disapproved

LILLIAN PEREZ-POÑADAS, MN, RN

EXHIBIT A

DIRECTOR OF PHARMACY (PROPOSED AMENDMENT)

NATURE OF WORK IN THIS CLASS:

Administrative and professional pharmacy work involved in the administration of the pharmacy programs and services at Guam Memorial Hospital Authority. Work is performed under general direction following the practices and procedures of pharmacy.

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.)

Administers the development, implementation, and evaluation of all activities, programs, and services within the Pharmacy Department.

Formulates objectives, goals, and strategies aligned with the hospital's vision, mission, and core values.

Serves as the pharmacist in charge. Serves on all committees related to establishing and maintaining medication-related standards. Provides recommendations to executive leadership that will support and advocate for medication safety.

Establishes, maintains, and enforces professional standards for pharmacy practices in accordance with local and federal laws, accrediting bodies, United States Drug Enforcement Administration, Occupational Safety and Health Administration, Health Insurance Portability and Accountability Act, Centers for Medicare and Medicaid Services standards, and other regulatory requirements.

Demonstrates fiscal responsibility department-wide by managing the budget, overseeing financial performance, and ensuring compliance with related policies and procedures.

Keeps abreast with industry trends, regulatory changes, and advancements in pharmacy practice.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and standards of hospital pharmaceutical services.

Knowledge of governing requirements and regulations relevant to the practice of pharmacy.

Knowledge of the principles and practices of administration, supervision, and management, including budgeting, personnel management, quality assessment, and performance improvement.

Knowledge of trends, current developments, and advancements in pharmacy practice that will continue and support the success of the pharmacy department.

Ability to make decisions in accordance with established policies and procedures, professional standards, rules, laws, and regulations.

Ability to direct and perform administrative, consultative, and supervisory functions.

Ability to effectively communicate, both orally and in writing.

Ability to compile, analyze, and interpret complex data for informed decision-making to achieve targeted objectives.

Ability to establish and maintain effective working relationships with internal and external personnel.

Skill in prioritization, problem-solving, team building, decision-making, time management, and strategic planning.

MINIMUM EXPERIENCE AND TRAINING:

Doctor of Pharmacy degree from an accredited pharmacy program; six (6) years of hospital pharmacy experience, which includes three (3) years of managerial experience in a healthcare setting.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current license as a registered Pharmacist from the Guam Board of Examiners for Pharmacy.

PREFERRED QUALIFICATION:

Completion of a residency program accredited by the American Society of Health-System Pharmacists (ASHP).

Board Certification by the Board of Pharmacy Specialties (BPS).

Established: 10/91

Amended:

PAY GRADE/PLAN: R (General Pay Plan)

HAY EVALUATION

KNOW HOW:	F II- 3	350
PROBLEM SOLVING:	E+ 4 (50%)	175
ACCOUNTABILITY:	D+ 2 P	152
TOTAL POINTS:		677

THERESA OBISPO, CHAIRPERSON
Board of Trustees

EXHIBIT B

CHIEF HOSPITAL PHARMACIST (HEALTH CARE ADMINISTRATOR)

7.224

NATURE OF WORK IN THIS CLASS

Administrative and professional pharmacy work involved in the administration of the pharmacy programs and services at Guam Memorial Hospital Authority. Work is performed under general direction following the practices and procedures of pharmacy.

ILLUSTRATIVE EXAMPLES OF WORK

Develops and directs the entire pharmacy service in the hospital.

Directs and participates in interpreting and filling prescriptions and the compounding and dispensing of drugs and medicines as prescribed by hospital and private physicians.

Reviews and revises pharmacy operating procedures and recommends formulations of program policies and procedures to assure that proper safety and health measures are followed in accordance with established policies of public health.

Checks and maintains basic pharmaceutical and medical supplies.

Insures proper maintenance, sorting, and refrigeration of drugs and biologicals; disposes or returns expired drugs to the manufacturer for exchange.

Provides drug information to physicians, nurses and other health professionals; participates with other health professionals in determining drug policies for the Hospital.

Makes recommendation as to how pharmaceutical methods and procedures can be improved; and implements new improved methods and techniques.

Prepares budget estimates and justifications.

Administers policies for personnel, training and safety.

Attends meetings, workshops and seminars related to pharmacy work and to keep abreast of new developments in the drug field.

Maintains records and prepare reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the pharmacy principles and practices.

Ability to plan and administer the public health pharmacy programs and activities.

Ability to interpret, apply, and make decisions in accordance with pertinent laws, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in pharmacy operations and procedures to improve effectiveness.

Ability to work effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- (a) Three years of professional experience as a pharmacist, one year of supervisory work, and graduation from a recognized school of pharmacy with a Bachelor's of Pharmacy degree; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION

Must be a registered Pharmacist with a current license to practice in any one of the States or Territories of the United States.

Established: 10/91

HAY EVALUATION

KNOW HOW	FI3 304
PROBLEM SOLVING	E8 (38) 115
ACCOUNTABILITY	E2P 152
TOTAL POINTS	571
PAY GRADE	P


ELOY P. HARA
EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION

EXHIBIT C

CHIEF OF CLINICAL PHARMACY (PROPOSED AMENDMENT)

NATURE OF WORK IN THIS CLASS:

This position is administrative and professional clinical pharmacy work involved in the administration of the clinical pharmacy programs and services at Guam Memorial Hospital Authority. Work is performed under general direction following the practices and procedures of hospital pharmacy.

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.)

Provides oversight and support for the development and advancement of clinical pharmacy services, focusing on standardization and optimization of clinical workflow, identification of staff competency needs, process improvements that optimize clinical efficiency and medication utilization, and staff education and communication.

Provides direction for prioritization of clinical pharmacy projects.

Provides drug information and in-services to physicians, nursing staff, and other health professionals.

Interacts with physicians, nursing staff, and other healthcare professionals to maintain interdisciplinary relationships.

Assists in the establishment, maintenance, and enforcement of professional standards for pharmacy practices in accordance with local and federal laws, accrediting bodies, United States Drug Enforcement Administration, Occupational Safety and Health Administration, Health Insurance Portability and Accountability Act, Centers for Medicare and Medicaid Services standards, and other regulatory requirements.

Arranges site coordination of advanced pharmacy practice experiences (APPE) and residency training programs.

Establishes and maintains hospital clinical pharmacy policies and procedures. Provides insightful pharmaceutical-related recommendations to support and advocate for medication-use safety.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of best practice standards and clinical guidelines for acute and chronic disease management, as well as concepts of modern pharmacology and pharmacotherapeutics.

Knowledge of the laws and regulations governing all hospital pharmacy operations.

Knowledge of the principles and practices of administration, supervision, and management, including budgeting, personnel management, and quality assessment and performance improvement.

Ability to make decisions in accordance with established policies and procedures, professional standards, laws, rules, and regulations.

Ability to implement new systems and procedures, and develop and implement clinical protocols and policies.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with internal and external personnel.

Ability to compile, analyze, and interpret complex data for informed decision-making to achieve targeted objectives.

Skill in prioritization, problem-solving, team building, decision-making, time management, and strategic planning.

MINIMUM EXPERIENCE AND TRAINING:

Doctor of Pharmacy degree from an accredited pharmacy program; three (3) years of hospital pharmacy experience; one (1) year of direct patient care experience; and one (1) year of supervisory or managerial experience.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current license as a registered Pharmacist from the Guam Board of Examiners for Pharmacy.

PREFERRED QUALIFICATION:

Completion of a residency program accredited by the American Society of Health-System Pharmacists (ASHP).

Board Certification by the Board of Pharmacy Specialties (BPS).

ESTABLISHED: February 24, 2021

AMENDED:

PAY GRADE/PLAN: Q (General Pay Plan)

HAY EVALUATION

KNOW HOW:	F I+ 3	350
PROBLEM SOLVING:	E 4 (43%)	152
ACCOUNTABILITY:	D 2 P	132
TOTAL POINTS:		634

THERESA OBISPO, CHAIRPERSON
Board of Trustees