

# GUAM MEMORIAL HOSPITAL AUTHORITY

## JOB ANNOUNCEMENT

TO ESTABLISH A LIST FOR THE POSITION

### EMERGENCY DEPARTMENT TECHNICIAN I

#### AREA OF CONSIDERATION – OPEN COMPETITIVE

(This examination is for all government employees and the public)

OPEN: September 23, 2020

CLOSING DATE: CONTINUOUS

ANN. NO.: 20-0154

SALARY:

OPEN: H-01 \$26,520.00 per annum to H-10 \$36,407.00 per annum

PROMOTION: H-01 \$26,520.00 per annum to H-18 \$46,742.00 per annum

#### MINIMUM EXPERIENCE AND TRAINING:

##### Basic Education/Experience Requirements

Applicants must possess a high school diploma or equivalent, and work experience as a nurse aide and in emergency patient services in a hospital, clinic, or emergency transport.

One (1) year of progressively responsible work experience which demonstrated the ability to care for or transport patients or serve as a nurse aide or EMT

One (1) year of progressively responsible work experience in a hospital, clinic, or transport providing emergency care to patients; assisting a registered nurse or physician in the treatment of patients; using and maintaining emergency equipment or assisting a registered nurse or physician in the use of emergency equipment; using computer equipment or systems to monitor patient vital signs and /or communicating with a nurse or physician in the care of a patient.

##### SELECTIVE FACTOR:

Possession of a current (AHA) Basic Life Saving (BLS) certificate or Emergency Medical Services/Technician (EMS/EMT) Certificate.

#### NATURE OF WORK IN THIS CLASS:

This class represents the entry level where positions receive training in and experience with daily emergency activities in the care of patients in the Emergency Department including responsible nursing assistance work. Explicit guidelines are available and work is performed under close supervision, routinely subject to technical review for knowledge of and adherence to established procedures on the emergency care and safety of patients. As competence is gained and independent performance is assumed, more difficult duties are assigned on a progressively responsible basis.

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

- Knowledge of the general principles, methods, materials and practices employed in the emergency department.
- Knowledge in the use, operation and maintenance of the equipment used in the emergency room and the use of sterile techniques and first-aid procedures
- Knowledge of Basic Life Support methods and techniques.
- Ability to learn and understand medical terms and procedures relating to the work.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to work closely with and anticipate the needs of the patient and physician.
- Ability to work well in high stress situations.
- Ability to follow detailed instructions.
- Ability to use and operate a computer.
- Ability to keep clinical records and charts.
- Ability to exercise emotional control in working with patients.
- Skill in the use and care of equipment and instruments used within the emergency department.

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**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.

**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.

**PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:**

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

**AREA OF CONSIDERATION AND INTERVIEW PROCESS:**

A personal interview or interview by telephone (if off-island) 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 this office 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.**

**DRUG SCREENING:**

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.

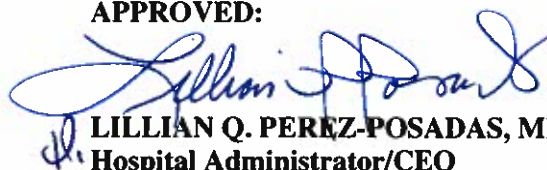
**IMPORTANT INFORMATION:** Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

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 "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2320/2223 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.

**"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"**

**APPROVED:**



**LILLIAN Q. PEREZ-POSADAS, MN, RN**  
**Hospital Administrator/CEO**

**"EQUAL OPPORTUNITY EMPLOYER"**