

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

Open: October 01, 2019

CLOSING DATE: CONTINUOUS

ANN. NO.: 20-0034

POSITION TITLE: CHIEF HOSPITAL RADIOLOGY SERVICES (HCA) CLASS CODE: 20.019

SALARY: OPEN: P-01 \$55,488.00 per annum to P-10 \$76,174.00 per annum
P-01 \$55,488.00 per annum to P-18 \$97,798.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- (a) Graduation from a school of Radiologic Technologist approved by the American Medical Association and the American Registry of Radiologic Technologist (ARRT), plus five (5) years of progressively responsible management experience in Hospital Radiology.
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a current certificate of registration as a registered radiologic technologist by the American Registry of Radiologic Technologist (ARRT).

SELECTIVE FACTOR:

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

NATURE OF WORK:

- Responsible administrative and supervisory work planning, organizing, directing, and coordinating a comprehensive x-ray program for Guam Memorial Hospital.
- Work is performed under general administrative supervision according to standard x-ray practices and Procedures. This position reports to the Director, Hospital Ancillary Support Services.

ILLUSTRATIVE EXAMPLES OF WORK:

- Prepares personnel budgets for presentation to Administration, Director of Radiologist and Director Ancillary Support Services.
- Interviews, appoints, and terminates employees, maintains individual personnel files, discusses grievances with employees.
- Monitors department operations through interactions with the Radiologist, supervisory personnel and department personnel.
- Advises employees on all new personnel policies and changes which affect the Department and holds regularly scheduled monthly meetings with personnel.
- Co-ordinates clinical instruction for the X-ray students with the instructor.
- Initiates annual merit reviews for all departmental personnel.
- Processes all Department requisitions for supplies and equipment.
- Develops annual and long range capital equipment acquisition and replacement plan.
- Coordinates bidding for major supply items for each cost center.
- Recommends charges for existing and new services.
- Reviews and approves personnel hours as noted on time cards and payroll summaries.
- Monitors operational expenses on an ongoing basis in an attempt to control costs.
- Prepares and follows through on requisitions for repair and maintenance of equipment.
- Ensures that monthly patient data reports are submitted by office personnel.
- Contacts Superintendent of Plant Operations for housekeeping activities.
- Keeps close liaison with the Department of Nursing Services regarding unusual incidents involving patients, patient scheduling in X-ray, and any unscheduled situations arising that involve patient care
- Coordinates administrative activities with other Department as necessary.
- Attends hospital Department Head Meetings.
- Prepares policies and procedures for the Department.
- Writes letters and prepares correspondence of a general nature to job applicants, suppliers, and others as the need arises.
- Makes arrangements for additional storage areas for X-ray films and reports as required.
- Writes recommendations to Administration on better methods of handling the Department's administrative actions.
- Maintains a Quality Assurance and Quality Control program for the department of Radiology.

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 the 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.

INTERVIEW PROCESS: Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

DRUG SCREENING: This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to a urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test required.] The selection is contingent upon a negative drug test result and thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Personnel Services Administrator of the Human Resources Department, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which an applicant refuses or ignores the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

IMPORTANT INFORMATION: Public Law 99-603 (8USU, 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 647-2171/2320 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96911. 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, RN, MN
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYMENT"