



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



850 GOV. CARLOS G. CAMACHO ROAD  
OKA, TAMUNING, GUAM 96913  
TEL: (671) 647-2409 OR 647-2171  
FAX: (671) 646-9215

October 9, 2019

Senator Amanda S. Shelton  
Legislative Secretary  
35th Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, GU 96910

35GL-19-1144  
Speaker Tina Rose Muña Barnes

OCT 23 2019  
Time 2:09 ( ) AM (X) PM  
Received By: *[Signature]*

2019 OCT 23 PM 2:26 *[Signature]*

Ref: Filing of Class Standards for Amended Positions at GMHA

Dear Senator Shelton:

Hafa Adai! The GMHA Board of Trustees amended by Resolution the following positions in the classified service within GMHA:

<u>POSITION TITLE</u>	<u>DATES AMENDED</u>
1. Therapeutic Recreational Activities Coordinator	September 25, 2019
2. Hospital Occupational Therapist II	September 25, 2019
3. Hospital Occupational Therapist I	September 25, 2019
4. Hospital Occupational Therapist Assistant (Lic.)	September 25, 2019
5. Hospital Physical Therapist Assistant (Lic.)	September 25, 2019

These actions were taken pursuant to 4 GCA, Chapter 6, §§6303(e)(1) and 6303.1. A copy of the supporting documents and amended class standards for each position are attached for your records.

Should you have any questions, please contact Ms. Rose A.N. Cruz, Personnel Services Administrator, at 647-2409/2171. Si Yu'os Ma'ase!

Senseramente,

*[Signature: W. J. Sand]*

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

for

*[Handwritten: from]*  
H. Attachments

1144



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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## BOARD OF TRUSTEES Official Resolution No. 2019-48

### “RELATIVE TO THE AMENDMENT OF JOB QUALIFICATION REQUIREMENTS FOR THE THERAPEUTIC RECREATIONAL ACTIVITIES COORDINATOR POSITION”

**WHEREAS**, on March 29, 2019, the Hospital Administrator/CEO approved the Chief of Rehabilitative Services’ request to amend the job qualifications of the Therapeutic Recreational Activities Coordinator position; and

**WHEREAS**, GMHA historically has had difficulty obtaining adequate, appropriately trained applicants for the Therapeutic Recreational Activities Coordinator position to meet the current needs of the department and the community; and

**WHEREAS**, in order to make it possible to expand the pool of qualified applicants, it would be necessary to amend the current job qualification requirements of the Therapeutic Recreational Activities Coordinator by including work experience as an occupational therapist or an occupational therapist assistant (and not just therapeutic recreation), and to allow for certification from other nationally recognized United States accrediting bodies for the profession (and not just the National Council for Therapeutic Recreation); and

**WHEREAS**, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

**WHEREAS**, the class specification of the position is hospital specific and that there is no impact on any other agency outside the Authority; and

**WHEREAS**, the Human Resources Subcommittee on August 13, 2019 recommended approval to amend the job qualifications of the Therapeutic Recreational Activities Coordinator; now, therefore be it

**RESOLVED**, that the GMHA Board of Trustees accepts the Human Resources Subcommittee’s recommendation and approves the proposed amended class specification by the Human Resources Department; and, be it further

**RESOLVED**, that the Board of Trustees Chairperson certifies and the Secretary attests to the adoption of this Resolution.

**DULY AND REGULARLY ADOPTED ON THIS 25<sup>th</sup> DAY OF SEPTEMBER 2019.**

Certified by:

Theresa Obispo  
Chairperson

Attested by:

Sarah Thomas-Nededog  
Secretary

## **THERAPEUTIC RECREATIONAL ACTIVITIES COORDINATOR**

### **NATURE OF WORK IN THIS CLASS:**

This is professional work involved in coordinating therapeutic recreational activities for the geriatric/mentally/physically challenged clients in a healthcare setting or physically challenged program.

### **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.)

- Coordinates therapeutic recreational activities for the disabled elderly and other patients/clients.
- Corroborates with outside individuals and agencies in supporting recreational programs.
- Develops and implements activity policies, procedures and guidelines in compliance with regulatory requirements.
- Confers with other medical personnel to assess and determine type of recreational activity to complement the phases of total rehabilitative or treatment programs.
- Performs administrative aspects of the recreational service.
- Completes evaluations, maintain records, collect data, and prepare reports. Oversees subordinate technical staff.
- Performs related duties as assigned.

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

- Knowledge of the principles and practices of therapeutic recreation.
- Knowledge of human development especially for the geriatric population.
- Knowledge of human disease pathology and abnormal physical and psychological development.
- Knowledge of human behavior and human adaptation to disease processes.
- Ability to coordinate therapeutic recreational programs and activities for clients in various settings.
- Ability to make decisions in accordance with program guidelines.
- Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.
- Ability to relate to disabled clients.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally, and in writing.
- Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- A) Two years of experience in coordinating or working in the area of therapeutic recreation, or working as an Occupational Therapist; or working as an Occupational Therapist Assistant in a patient client activities program and graduation from a recognized college or university with a Bachelor's degree in behavioral sciences, recreation, education or related fields; **or**
- B) Four years of experience in coordinating or working in the area of therapeutic recreation, or working as an Occupational Therapist; or working as an Occupational Therapist Assistant in a patient client activities program and graduation from a recognized college or university with an Associate's degree in behavioral sciences, recreation, education or related fields; **or**
- C) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

- A) Possession of a current license as a registered Occupational Therapist or Licensed Occupational Therapy Assistant from the Guam Board of Allied Health Professionals; **or**
- B) National certification provided by any one of the following: the National Council for Therapeutic Recreation Certification (NCTRC); the American Therapeutic Recreation Association (ATRA); the National Council of Certified Activity Professionals (NCCAP); and/or any other nationally recognized United States accrediting body for activity professionals; **and**
- C) Possession of a current Basic Life Support (BLS) certificate from the American Heart Association (AHA).

ESTABLISHED: January 1982  
 Amended: August 2010; September 25, 2019

PAY GRADE/PLAN: M (GPP)  
HAY EVALUATION  
 KNOW HOW: EI2 200  
 PROBLEM SOLVING: E3 (33%) 66  
 ACCOUNTABILITY: D2C 76  
 TOTAL POINTS - 342

  
 \_\_\_\_\_  
 THERESA OBISPO, Chairperson  
 Board of Trustees

**Ramon Lizama**

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**From:** Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>  
**Sent:** Thursday, August 15, 2019 10:08 AM  
**To:** gmendiola@moycom.co; officemanager@moycom.co; traffic@joyfmradio.net; kstokish@gmail.com; kishfm102.9@gmail.com; webmaster@postguam.com; life@guampdn.com; ellsa@spbguam.com; reporters@kuam.com  
**Subject:** Media Release - August 14, 2019  
**Attachments:** Media Release9.pdf; Media Release8.pdf  
**Importance:** High

Hafa Adai,

Please see attached media releases.

Thank you.

**Cameron Jacob Dudkiewicz**  
**Personnel Specialist I**  
Guam Memorial Hospital Authority  
850 Gov. Carlos G. Camacho Road  
Tamuning, Guam 96913-3128  
Phone: 671-647-2132  
Web Site:  
Email:



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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## MEDIA RELEASE

August 14, 2019

Pursuant to 4GCA § 6303.1 - Transparency and Disclosure

## AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the Minimum Experience and Training, and the Necessary Special Qualification Requirements for the following position:

**THERAPEUTIC RECREATIONAL ACTIVITIES COORDINATOR**  
(PG M. Step 1 \$40,762.00 P/A to Step 18 \$71,844.00 P/A)

This is a position established in the classified service within the Rehabilitative Services Department. To view the proposed changes, please visit our website@ [www.gmha.org](http://www.gmha.org), under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than August 27, 2019, attention Ramon T. Lizama, Personnel Specialist IV at [ramon.lizama@gmha.org](mailto:ramon.lizama@gmha.org). Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

  
ROSE A.N. CRUZ, MPA  
Personnel Services Administrator

# Transmission Report

Date/Time: 08-15-2019 09:59:01 a.m. Transmit Header Text  
 Local ID 1: 6716469215 Local Name 1: GMH

**This document : Confirmed**  
**(reduced sample and details below)**  
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## Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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MEDIA RELEASE  
 August 14, 2019

Present to IGCA § 6.013 - Term: Since: 10/01/2018

### AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the Minimum Experience and Training, and the Necessary Special Qualification Requirements for the following position:

**THERAPEUTIC RECREATIONAL ACTIVITIES COORDINATOR**  
 (PG - M, Step 1 \$30,752.00 P.A. to Step 18 \$44,000 P.A.)

This is a position established in the classified service within the Recreation Services Department. To view the proposed changes, please visit our website at [www.guam.gov](http://www.guam.gov), under Employment/HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than August 27, 2019, attention Ramon T. Lizama, Personnel Specialist IV at [ramon.lizama@gmha.gu](mailto:ramon.lizama@gmha.gu). Should you have any questions, please contact the Human Resources Department at 671-2171/2200.

**ROSE A.N. CRUZ, MPA**  
 Personnel Services Administrator

Total Pages Scanned : 2

Total Pages Confirmed : 2

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	391	96477840	09:58:12 a.m. 08-15-2019	00:00:21	2/2	1	EC	HS	CP28800

**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	CP: Completed	TS: Terminated by system
HR: Host receive	PR: Polled remote	RP: Report	FA: Fax	G3: Group 3
WS: Waiting send	MS: Mailbox save	FF: Fax Forward	TU: Terminated by user	EC: Error Correct

# Transmission Report

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## Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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 DKA, TAMPUNING, GUAM 96913  
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MEDIA RELEASE  
 August 14, 2019

Position: JUCVA1 - N3A1 - Compensation and Discipline

### AMENDMENT OF POSITION

The Guam Memorial Hospital Authority is proposing to amend the Minimum Experience and Training, and the Necessary Specific Qualification Requirements for the following position:

**THERAPEUTIC RECREATIONAL ACTIVITIES COORDINATOR**  
 PG - M, Step 15 (72) OR PG - M, Step 15 (72) (419) PG - A

This is a position established in the classified services within the Rehabilitation Services Department. To view the proposed changes, please visit the website [www.gmah.org](http://www.gmah.org), under Employment/HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than August 27, 2019, attention Ramon T. Lizama, Personnel Specialist IV at [ramon.lizama@gmah.org](mailto:ramon.lizama@gmah.org). Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

*Rose A. N. Cruz*  
**ROSE A. N. CRUZ, MPA**  
 Personnel Services Administrator

Total Pages Scanned : 1

Total Pages Confirmed : 1

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	387	671 565 2983	09:56:09 a.m. 08-15-2019	00:00:14	1/1	1	EC	HS	CP19200

**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	CP: Completed
HR: Host receive	PR: Polled remote	RP: Report	FA: Fail
WS: Waiting send	MS: Mailbox save	FF: Fax Forward	TU: Terminated by user
			TS: Terminated by system
			G3: Group 3
			EC: Error Correct



- [GMHA Personnel Rules and Regulations](#)
- [Gov of Guam Employment](#)
- Employee Benefits Package
- [Official GMHA Online Application](#)

Important Public Notice

**Above-step Recruitment Transparency and Disclosure Notices:**

Above-step Recruitment for Christine Tuquero - Deputy Assistant of Nursing Services – 08-21-2019 – 09-04-2019

Above-step Recruitment for Evelyn Abella - Hospital Staff Nurse II- Clinical Level II – 08-19-2019 – 08-30-2019

**U.S. Department of Labor's Permanent Labor Certification Program:**

**Class Standards Amendments and/or Creation**

Creation of New Position:

Amendment of Standards:

Amendment of Necessary Special Qualifications Requirements – Therapeutic Recreational Activities Coordinator (TRAC) – 08-14-2019 – 08-27-2019

Reassignment of Pay Grades for Hospital Occupational Therapist II, Hospital Occupational Therapist Assistant and Hospital Physical Therapist Assistant – 08-14-2019 – 08-27-2019

If you wish to comment in writing, please send your comments to Mrs. Rose A.N. Cruz, Personnel Services Administrator at [rose.cruz@gmha.org](mailto:rose.cruz@gmha.org) or email to [human.resources@gmha.org](mailto:human.resources@gmha.org). Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the [Human Resources Department](#) or you can call us at (671) 647-2171 or Fax us at (671) 647-9215.



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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FAX: (671) 646-9215

July 25, 2019

Memorandum

TO: Hospital Administrator/CEO  
 VIA: Associate Hospital Administrator, Operations *W*  
 FROM: Personnel Services Administrator  
 SUBJECT: Amendment of Necessary Special Qualification Requirements  
 RE: Therapeutic Recreational Activities Coordinator (TRAC)

Buenas yan Hafa Adai! Your approval is respectfully requested to amend the *Minimum Experience and Training (MET)* and the *Necessary Special Qualification (NSQ)* requirements of the above-referenced position. The Chief of Rehabilitative Services submitted a request to amend the current job qualifications to add relevant occupational therapy experience and to add acceptable alternative national certification requirements.

Currently, the TRAC position falls into the "difficult to recruit" category due to difficulty in obtaining adequate and appropriately trained applicants to meet the current needs of the department and the community. The recommended amendments to the MET and the NSQ are anticipated to provide a much larger pool of qualified applicants.

The minimum qualification requirements of the TRAC position are amended as follows:

Current Minimum Experience and Training (E&T)	Proposed Minimum E&T
a) Two years of experience in coordinating therapeutic recreational activities in a patient client activities program in a health care/physically challenged program and graduation from a recognized college or university with a Bachelor's degree in behavioral sciences, recreation, education or related fields; or b) Four years of experience in coordinating therapeutic recreational activities in a patient client activities program in a health care/physically challenged program and graduation from a recognized college or university with an Associate's degree in behavioral sciences, recreation, education or related fields; or c) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills	A) Two years of experience in coordinating or working in the area of therapeutic recreation, or working as an Occupational Therapist; or working as an Occupational Therapist Assistant, in a patient client activities program and graduation from a recognized college or university with a Bachelor's degree in behavioral sciences, recreation, education or related fields; or B) Four years of experience in coordinating or working in the area of therapeutic recreation, or working as an Occupational Therapist; or working as an Occupational Therapist Assistant, in a patient client activities program and graduation from a recognized college or university with an Associate's degree in behavioral sciences, recreation, education or related fields; or C) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

Current Necessary Special Qualifications (NSQ's)	Proposed NSQ's
a) Possession of a current license as a registered Occupational Therapist or Licensed Occupational Therapy Assistant from the Guam Board of Allied Health Professionals; <b>or</b> b) National certification provided by the National Council for Therapeutic Recreation Certification (NCTRC); <b>and</b> c) Possession of a current Basic Life Support (BLS) certification.	A) Possession of a current license as a registered Occupational Therapist or Licensed Occupational Therapy Assistant from the Guam Board of Allied Health Professionals; <b>or</b> B) National certification provided by: the National Council for Therapeutic Recreation Certification (NCTRC); the American Therapeutic Recreation Association (ATRA); the National Council of Certified Activity Professionals (NCCAP); and/or any other nationally recognized United States accrediting body for activity professionals; <b>and</b> C) Possession of a current Basic Life Support (BLS) certificate from the American Heart Association (AHA).

The American Therapeutic Recreation Association (ATRA) was organized to address the concerns many Recreational Therapists had regarding the direction of the original parent organization of the National Therapeutic Recreation Society (NTRS). ATRA was incorporated on June 12, 1984. The ATRA Board of Directors and Organization has evolved throughout the years to the current structure and form, and should continue to evolve as needed to best represent Recreational Therapists' needs. The American Therapeutic Recreation Association is the only national organization which represents all Recreational Therapists at the local, state, and national levels.

The National Council of Certified Activity Professionals (NCCAP) is the only national, non-profit, independent standards and certification body recognized by the Centers for Medicare and Medicaid Services (CMS) for quality of life, activities and engagement certification across all care settings. Established by the National Association of Activity Professionals (NAAP) in 1986 in response to the Omnibus Budget and Reconciliation Act (OBRA), NCCAP uses the social model of care in setting standards that optimize the physical and cognitive function of older adults

An amendment to the class specifications will now be more specific as to the equivalency clause under the "Necessary Special Qualifications" requirement of the Therapeutic Recreational Activities Coordinator position and will allow for a greater range of acceptable training and skills.

The HR Office recommends that the Hospital Administrator/CEO petition the Board of Trustees to amend the class specification of the Therapeutic Recreational Activities Coordinator position as proposed. A copy of the proposed amended standard is attached. Should you have any questions, please call on me.

  
 RAMON T. LIZAMA, Acting

Attachments

- Approved
- Disapproved

 7/25/19  
 Lillian Q. Perez-Posadas, MN, RN Date

cc: Rehabilitative Services.  
 HR Dept. File



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## BOARD OF TRUSTEES Official Resolution No. 2019-47

### “RELATIVE TO THE REASSIGNMENT OF PAY GRADES FOR THE HOSPITAL OCCUPATIONAL THERAPIST II, THE HOSPITAL OCCUPATIONAL THERAPIST ASSISTANT, AND THE HOSPITAL PHYSICAL THERAPIST ASSISTANT POSITIONS”

**WHEREAS**, in January 2014, the Department of Administration implemented the results of the Government of Guam Competitive Wage Act Classification and Compensation Study which resulted in the down-grade (right-size) in pay grade of the Hospital Occupational Therapist II and Assistant positions, and the Hospital Physical Therapist Assistant position; and

**WHEREAS**, on January 13, 2017, the Chief of Rehabilitative Services' requested that the salary levels be reviewed for the Hospital Occupational and Physical Therapist series of positions; and

**WHEREAS**, a review of the Occupational and Physical Therapist series of positions was conducted by the Human Resources Department and the results concluded that the salary levels of the Occupational Therapist II and Assistant, and the Physical Therapist Assistant positions should not have been down-graded; and

**WHEREAS**, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

**WHEREAS**, the class specifications of the positions are hospital specific and that there is no impact on any other agency outside the Authority; and

**WHEREAS**, the Human Resources Subcommittee on August 13, 2019 recommended approval to reassign the pay grades of the Hospital Occupational Therapist II, the Hospital Occupational Therapist Assistant (Licensed), the Hospital Physical Therapist Assistant (Licensed), and a change in job evaluation for the Hospital Occupational Therapist I; now, therefore be it

**RESOLVED**, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the proposed amended class specifications by the Human Resources Department; and, be it further

**RESOLVED**, that the Board of Trustees Chairperson certifies and the Secretary attests to the adoption of this Resolution.

**DULY AND REGULARLY ADOPTED ON THIS 25<sup>th</sup> DAY OF SEPTEMBER 2019.**

Certified by:

Theresa Obispo  
Chairperson

Attested by:

Sarah Thomas-Nededog  
Secretary

## HOSPITAL PHYSICAL THERAPIST ASSISTANT (LICENSED)

### **NATURE OF WORK IN THIS CLASS:**

This is routine professional physical therapy work in the hospital.

Employees in this class assist in the treatment of patients under the direct and/or indirect supervision of a licensed physical therapist.

### **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 direct patient care to patients referred to physical therapy in the hospital or other related setting after an initial evaluation has been completed by a licensed physical therapist.

Provides support and assistance to registered licensed physical therapist to maximize effectiveness and efficiency to treatment.

Assists physical therapist in the evaluation of inpatients and outpatients of all age groups referred to physical therapy; assist physical therapist in performing standardized or non-standardized assessments utilized to collect data to establish baseline functioning, to identify problem areas, and to formulate a treatment plan.

Completes patient progress notes and/or weekly summaries under the indirect supervision of the licensed physical therapist as per hospital or other regulatory policy and guidelines.

Attends patient or client care conferences on behalf of the licensed physical therapist.

Adjusts schedules accordingly to provide uninterrupted patient care services.

Maintains records and prepares reports.

Performs related duties as assigned.

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

Knowledge of the principles, practices and techniques of professional physical therapy.

Knowledge of the pathology of physical illness, psychology, human anatomy, kinesiology, physiology, and related sciences relevant to physical therapy work.

Knowledge of the modalities used in the treatment of a wide range of physical disabilities.

Knowledge of the operation of varied physical therapy equipment.

Ability to carry out prescribed physical therapy treatment as prescribed by the licensed physical therapist.

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

Graduation from a recognized college or university with an Associate's degree from an approved school for physical therapy assistant in the United States.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a current license as a Physical Therapist Assistant with the Guam Board of Allied Health Examiners.

ESTABLISHED: September 2006  
Amended: September 25, 2019

PAY GRADE/PLAN: K (GPP)  
HAY EVALUATION  
KNOW HOW: E12 175  
PROBLEM SOLVING: D3 (29%) 50  
ACCOUNTABILITY: D1C 57  
TOTAL POINTS - 282

  
\_\_\_\_\_  
THERESA OBISPO, Chairperson  
Board of Trustees

## HOSPITAL OCCUPATIONAL THERAPIST ASSISTANT (LICENSED)

### **NATURE OF WORK IN THIS CLASS:**

This is routine professional occupational therapy work in the hospital.

Employees in this class assist in the practice of occupational therapy and work under the direct and/or indirect supervision of a licensed occupational therapist.

### **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 direct patient care to patients referred to occupational therapy in the hospital or other related settings after an initial evaluation has been completed by a licensed occupational therapist.

Assists licensed occupational therapist in the evaluation of inpatients and outpatients of all age groups referred to occupational therapy; assists occupational therapist in performing standardized or non-standardized assessments utilized to collect data to establish baseline functioning, to identify problem areas, and to formulate a treatment plan.

Completes patient progress notes and/or weekly summaries under the indirect supervision of the occupational therapist as per hospital or other regulatory policy and guidelines.

Attends patient or client care conferences.

Adjusts schedules accordingly to provide uninterrupted patient care services.

Maintains records and prepares reports.

Performs related duties as assigned.

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

Knowledge of the principles, practices and techniques of professional occupational therapy.

Knowledge of the pathology of physical and mental illness, psychology, human anatomy, kinesiology, physiology, and related sciences relevant to occupational therapy work.

Knowledge of the modalities used in the treatment of a wide range of physical and mental disabilities.

Knowledge of the operation of varied occupational therapy equipment.

Ability to carry out prescribed occupational therapy treatment.

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

Graduation from a recognized college or university with an Associate's degree or certificate in Occupational Therapist Assistant from the United States or from a foreign program recognized by the National Board for Certification in Occupational Therapy (NBCOT).

**NECESSARY SPECIAL QUALIFICATIONS:**

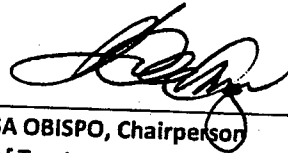
Possession of a current license as an Occupational Therapist Assistant with the Guam Board of Allied Health Examiners.

ESTABLISHED: September 2006  
Amended: September 25, 2019

PAY GRADE/PLAN: K (GPP)

**HAY EVALUATION**

KNOW HOW:	EI2	175
PROBLEM SOLVING:	D3 (29%)	50
ACCOUNTABILITY:	D1C	57
TOTAL POINTS -		282



\_\_\_\_\_  
THERESA OBISPO, Chairperson  
Board of Trustees



## HOSPITAL OCCUPATIONAL THERAPIST I

### **NATURE OF WORK IN THIS CLASS:**

This is moderately complex professional occupational therapy work in the hospital.

Employees in this class perform routine to moderately complex professional occupational therapy duties independently after initial training and participate in the full range of complex professional duties under closer supervision.

### **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 occupational therapy evaluations, testing and treatment procedures following the instructions of a medical doctor and/or a higher level occupational therapist.

Consults with higher level occupational therapist in deciding types of treatment modalities to administer.

Sets up and applies progressive schedules of treatment for individual cases, ranging from pediatric level to geriatric levels.

Evaluates treatment performed, condition, reaction, and progress of patient.

Attends team conferences, grand rounds, and discussion meetings of individual patients with attending physician on weekly or daily basis.

Cooperates with other occupational therapists on staff in the planning of quality assurance evaluations of department.

Performs related duties as assigned.

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

Knowledge of the principles, procedures and techniques of professional occupational therapy.

Knowledge of the pathology of physical and mental illnesses, psychology, human anatomy, kinesiology, physiology, and related sciences relevant to occupational therapy work.

Knowledge of the modalities used in the treatment of a wide range of occupational disabilities.

Knowledge of the operation of varied occupational therapy equipment.

Ability to carry out prescribed occupational therapy treatment.

Ability to set-up treatment schedules and detect when therapies should be changed or discontinued.

Ability to explain objective of occupational therapy to patients.

Ability to inspire confidence and motivate patients to carry out treatment.

Ability to work effectively with the public and employees.

Ability to keep records and prepare reports, and maintain quality assurance plans and audits.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from a recognized college or university with an Bachelor's degree or certificate in Occupational Therapy from the United States or from a foreign program recognized by the National Board for Certification in Occupational Therapy (NBCOT).

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of current certification or eligible for certification as an occupational therapist with the American Occupational Therapy Association (AOTA) or the National Board for Certification in Occupational Therapy (NBCOT); and

Possession of a current license in Occupational Therapy with the Guam Board of Allied Health Examiners.

ESTABLISHED: September 1982  
Amended: September 25, 2019

PAY GRADE/PLAN: L (GPP)

**HAY EVALUATION**

KNOW HOW:	EI2	175
PROBLEM SOLVING:	D3 (33%)	57
ACCOUNTABILITY:	D1C	66
TOTAL POINTS -		298



\_\_\_\_\_  
THERESA OBISPO, Chairperson  
Board of Trustees

## HOSPITAL OCCUPATIONAL THERAPIST II

### **NATURE OF WORK IN THIS CLASS:**

This is complex professional occupational therapy work in the hospital.

Employees in this class perform the full range of hospital occupational therapy work. Employees lead and guide the work of lower level professional and sub-professional staff.

### **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.)

Independently plans and administers the full range of occupational therapy evaluation and testing procedures and treatment modalities for all hospital inpatients and outpatients.

Reviews physician's diagnosis and referral orders; plans and administers the proper therapy which includes extensive hospital rehabilitation programs and psychiatric supportive programs at all levels.

Sets up and applies progressive schedules of treatment for individual cases, ranging from pediatric level to geriatric levels.

Observes and reports unusual patient reactions to the charge nurse or attending physician.

Explain types of treatment and probable reactions to the patients and/or their families.

Keeps professional and technical records on clinic and ward activities and makes reports thereof. Documents all pertinent information into patient's hospital medical records.

Attends all team conferences related to direct patient care, medical committee meetings, grand rounds, and department meetings.

Instructs volunteers and occupational therapy assistants in routine crafts, treatment methods and precautions.

Supervises sub-professional therapy workers and gives guidance to lower level occupational therapists.

Plans and coordinates program activities for the psychiatric unit of the hospital at all levels.

Maintains hospital quality assurance plans and evaluation of services on a concurrent basis.

Performs related duties as assigned.

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

Knowledge of the principles, procedures and techniques of professional occupational therapy.

Knowledge of the pathology of physical and mental illnesses, psychology, human anatomy, kinesiology, physiology, and related sciences relevant to occupational therapy work.

Knowledge of the technical procedures and modalities used in the treatment of all types of occupational disabilities.

- Knowledge of the operation and care of occupational therapy equipment.
- Ability to lead the work of others.
- Ability to make work decisions in accordance with program guidelines.
- Ability to set up treatment schedule and detect when therapy should be changed or discontinued.
- Ability to demonstrate techniques and teach objectives of occupational therapy.
- Ability to inspire confidence and motivate patients to carry out treatment.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to keep records and prepare reports, and maintain on-going quality assurance plans and audits.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Two years of professional experience as an occupational therapist and graduation from a recognized college or university with an Bachelor's degree or certificate in Occupational Therapy from the United States or from a foreign program recognized by the National Board for Certification in Occupational Therapy (NBCOT); or
- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

- Possession of current certification as an occupational therapist with the American Occupational Therapy Association (AOTA) or the National Board for Certification in Occupational Therapy (NBCOT); and
- Possession of a current license in Occupational Therapy with the Guam Board of Allied Health Examiners.

ESTABLISHED: September 1982  
 Amended: September 25, 2019

PAY GRADE/PLAN: M (GPP)

**HAY EVALUATION**

KNOW HOW:	E12	200
PROBLEM SOLVING:	E3 (33%)	66
ACCOUNTABILITY:	E1C	<u>76</u>
TOTAL POINTS -		342



\_\_\_\_\_  
 THERESA OBISPO, Chairperson  
 Board of Trustees



# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



850 GOV. CARLOS G. CAMACHO ROAD  
OKA, TAMUNING, GUAM 96913  
TEL: (671) 647-2409 OR 647-2171  
FAX: (671) 646-9215

## MEDIA RELEASE

August 14, 2019

Pursuant to 4GCA § 6303.1 – Transparency and Disclosure

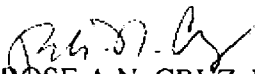
## AMENDMENT OF POSITION

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

HOSPITAL OCCUPATIONAL THERAPIST II  
(PG – M, Step 1 \$40,762.00 P/A to Step 18 \$71,844.00 P/A)  
HOSPITAL OCCUPATIONAL THERAPIST ASSISTANT (LICENSED)  
(PG – K, Step 1 \$33,911.00 P/A to Step 18 \$59,768.00 P/A)  
HOSPITAL PHYSICAL THERAPIST ASSISTANT (LICENSED)  
(PG – K, Step 1 \$33,911.00 P/A to Step 18 \$59,768.00 P/A)

These are positions established in the classified service within the Rehabilitative Services Department. To view the proposed changes, please visit our website@ [www.gmha.org](http://www.gmha.org), under Employment/ HR Department.

Comments are welcomed and may be submitted to the Human Resources Department no later than August 27, 2019, attention Ramon T. Lizama, Personnel Specialist IV at [ramon.lizama@gmha.org](mailto:ramon.lizama@gmha.org). Should you have any questions, please contact the Human Resources Department at 647-2171/2409.

  
ROSE A.N. CRUZ, MPA  
Personnel Services Administrator

## Ramon Lizama

---

**From:** Cameron Dudkiewicz <cameron.dudkiewicz@gmha.org>  
**Sent:** Thursday, August 15, 2019 10:08 AM  
**To:** gmendiola@moycom.co; officemanager@moycom.co; traffic@joyfmradio.net; kstokish@gmail.com; kishfm102.9@gmail.com; webmaster@postguam.com; life@guampdn.com; ellsa@spbgum.com; reporters@kuam.com  
**Subject:** Media Release - August 14, 2019  
**Attachments:** Media Release9.pdf; Media Release8.pdf  
**Importance:** High

Hafa Adai,

Please see attached media releases.

Thank you.

**Cameron Jacob Dudkiewicz**  
**Personnel Specialist I**  
Guam Memorial Hospital Authority  
850 Gov. Carlos G. Camacho Road  
Tamuning, Guam 96913-3128  
Phone: 671 647-2132  
Web Site:  
Email:

# Transmission Report

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## Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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 OKA, TAYUNING, GUAM 96913  
 TEL: (671) 547-2439 OR 547-2177  
 FAX: (671) 646-9235

MEDIA RELEASE  
 August 14, 2019

For more information, Transparency and Disclosure:

### AMENDMENT OF POSITION

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

- HOSPITAL OCCUPATIONAL THERAPIST II  
 (PG - M, Step 1 \$40,763.00 P.A. to Step 18 \$71,840.00 P.A.)
- HOSPITAL OCCUPATIONAL THERAPIST ASSISTANT (LICENSED)  
 (PC - K, Step 1 \$33,914.00 P.A. to Step 15 \$59,765.00 P.A.)
- HOSPITAL PHYSICAL THERAPIST ASSISTANT (LICENSED)  
 (PC - K, Step 1 \$33,914.00 P.A. to Step 15 \$59,765.00 P.A.)

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ROSE A.N. CRUZ, MPA  
 Personnel Services Administrator

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**Abbreviations:**

HS: Host send	PL: Polled local	MP: Mailbox print	CP: Completed	TS: Terminated by system
HR: Host receive	PR: Polled remote	RP: Report	FA: Fail	G3: Group 3
WS: Waiting send	MS: Mailbox save	FF: Fax Forward	TU: Term nated by user	EC: Error Correct

- [GMHA Personnel Rules and Regulations](#)
- [Gov of Guam Employment](#)
- [Employee Benefits Package](#)
- [Official GMHA Online Application](#)

**Important Public Notice**

**Above-step Recruitment Transparency and Disclosure Notices:**

**Above-step Recruitment for Christine Tuquero – Deputy Assistant of Nursing Services – 08-21-2019 – 09-04-2019**

**Above-step Recruitment for Evelyn Abella – Hospital Staff Nurse II- Clinical Level II – 08-19-2019 – 08-30-2019**

**U.S. Department of Labor’s Permanent Labor Certification Program:**

**Class Standards Amendments and/or Creation**

Creation of New Position:

Amendment of Standards:

**Amendment of Necessary Special Qualifications Requirements – Therapeutic Recreational Activities Coordinator (TRAC) – 08-14-2019 – 08-27-2019**

**Reassignment of Pay Grades for Hospital Occupational Therapist II, Hospital Occupational Therapist Assistant and Hospital Physical Therapist Assistant – 08-14-2019 – 08-27-2019**

If you wish to comment in writing, please send your comments to Mrs. Rose A.N. Cruz, Personnel Services Administrator at [rose.cruz@gmha.org](mailto:rose.cruz@gmha.org) or email to [human.resources@gmha.org](mailto:human.resources@gmha.org). Comments must be received within ten (10) workdays from the date posted.

Any Questions or Comments please direct your email to the Human Resources Department or you can call us at (671) 647-2171 or Fax us at (671) 647-9215.





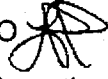

# Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



850 GOV. CARLOS G. CAMACHO ROAD  
OKA, TAMUNING, GUAM 96913  
TEL: (671) 647-2409 OR 647-2171  
FAX: (671) 646-9215

July 26, 2019

**MEMORANDUM**

**TO:** Hospital Administrator/CEO   
**VIA:** Associate Administrator, Operations   
**FROM:** Personnel Services Administrator  
**SUBJECT:** Reassignment of Pay Grades  
**RE:** Hospital Occupational Therapist II  
Hospital Occupational Therapist Assistant (Licensed)  
Hospital Physical Therapist Assistant (Licensed)

Hafa Adai! Attached for your review and approval is the proposed reassignment of pay grades for the positions of Hospital Occupational Therapist II (PG-L to PG-M), Hospital Occupational Therapist Assistant – Licensed (PG-J to PG-K), and Hospital Physical Therapist Assistant – Licensed (PG-J to PG-K), and the proposed change in job evaluation for the Hospital Occupational Therapist I position.

In January 2014, the Competitive Wage Act (CWA) Classification and Compensation Study was implemented by the Department of Administration (DOA) placing the following positions at their respective pay grades:

- 1) Hospital Occupational Therapist II, PG–L (Down-graded)
- 2) Hospital Occupational Therapist I, PG–L (Status-quo)
- 3) Hospital Occupational Therapist Assistant (Licensed), PG–J (Down-grade)
- 4) Hospital Physical Therapist II, PG–M (Up-graded)
- 5) Hospital Physical Therapist I, PG–L (Up-graded)
- 6) Hospital Physical Therapist Assistant (Licensed), PG–J (Down-grade)

The Chief of Rehabilitative Services questioned the accuracy and appropriateness of DOA’s findings to equate the salary level of the two occupational therapist positions and requested for a re-evaluation of the existing Hay job evaluation to include a review of the salary levels for the occupational therapist assistant and the physical therapist assistant positions. The rehabilitative services department’s request is in accordance with Rule 6.201 of the GMHA Personnel Rules and Regulations. HR conducted a review and the findings and recommendations may be found in the attached staff report.

Upon your approval, the HR staff will meet with the HR BOT sub-committee to begin the process of reassigning the pay grades of the aforementioned positions pursuant to the Department of Administration’s Memorandum HRD No.: 07-0426 dated April 5, 2007 as authorized by §6302 (b), Chapter 6, of Title 4 GCA (copy attached).

Please note that upon establishment of the proposed amendments, the positions will be filled following merit system requirements. Should you have any questions, please feel free to call on me. Si Yu’os Ma’ase!

  
RAMON T. LIZAMA, Acting

APPROVED:

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

Attachments