



OFFICE OF LEGAL COUNSEL

Ufisinan I Maga'hågan Guåhan
Office of the Governor of Guam

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lieutenant Governor of Guam

Transmitted via Central Files

November 5, 2020

EDWARD M. BIRN

Director

Department of Administration
590 South Marine Corps Drive
ITC Building, Suite 224
Tamuning, Guam 96913

Re: Creation of Position – Emergency Medical Technician (Rapid Engagement Response Team)

Dear Director Birn:

The following document is transmitted with the signature of *I Maga'hågan Guåhan*:

Memorandum HRD No. 20 dated November 3, 2020 regarding Creation of Position – Emergency Medical Technician (Rapid Engagement Response Team)

Any questions or concerns can be sent directly to the Legal Counsels via email (sophia.diaz@guam.gov or leslie.travis@guam.gov) or call 473-1118.

Senseramente,

SOPHIA SANTOS DIAZ
Legal Counsel

Enclosure(s): Memorandum

cc: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
Chief of Staff Jon Junior Calvo



EDWARD M. BIRN
 Director (Direktor)
EDITH C. PANGELINAN
 Deputy Director (Sigundo Direktor)

**DEPARTMENT OF
 ADMINISTRATION**

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1154 • Fax (Faks): (671) 477-3671



**LOURDES A. LEON
 GUERRERO**
 Governor (Maga'håga)
JOSHUA F. TENORJO
 Lt. Governor (Sigundo Maga'låhi)

November 3, 2020

HRD NO.: 20-

To: Governor of Guam

Fr: Director of Administration

Subject: Creation of Position

Re: Emergency Medical Technician (Rapid Engagement Response Team)

Buenas Yan Hafa Adai! This is a transmittal of a request and approval for a creation of the Emergency Medical Technician (Rapid Engagement Response Team) position as requested by the Department of Public Health and Social Services (DPHSS) for utilization during aggressive community assessments to mitigate the further spread COVID-19 in those targeted areas as identified by the contact tracing information.

It was also requested by the DPHSS that the creation and implementation of this position to be utilized be expedited pursuant to Executive Order 2020-03, specifically sections four (4) and six (6). In an effort to address the urgency of this request, the approval of the request and attached proposed job specification was accelerated and a final job specification was issued for review, approval, and further processing to your office for final signature. Also, as part of the approval, any of the processes prescribed by Title 4 GCA, Chapter 6, §6303 (c)(1)(2)(3); and subsequently §6303.1 that might delay the immediate implementation of this position which is a key component of the COVID-19 response was waived in accordance with Executive Order 2020-03.

Please find attached the initial approval as was processed through DOA; and attached job specification for your review and approval.

Digitally signed by
 Edward M Birn
 Date: 2020.11.03 15:44:07
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EDWARD M. BIRN

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
LOURDES A. LEON GUERRERO	
Governor of Guam	



EDWARD M. BIRN
Director (Direktor)
EDITH C. PANGELINAN
Deputy Director (Sigundo Direktor)

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LOURDES A. LEON GUERRERO
Governor (Maga'hága)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)

November 3, 2020

HRD NO.: 20-

To: Director, Department of Public Health and Social Services
Fr: Director of Administration
Subject: Expedited Creation of Position
Re: **Emergency Medical Technician (Rapid Engagement Response Team)**

Buenas Yan Hafa Adai! This is in regards to your request for the creation of an Emergency Medical Technician (Rapid Engagement Response Team) position. It is acknowledged that your department has recently created a Rapid Engagement Response Team whose mission is to conduct focused community COVID response activities at known areas of community spread. In your request, the EMT position will be utilized as part of the medical contingent of the Rapid Engagement Response Team that will provide medical care to those individuals who may be suffering from a wide range of symptoms that may be related to COVID-19 when door-to-door visits are conducted. Incumbents of this position will also be conducting routine assessments such as checking of vital statistics and other assistance as needed by the nursing and/or medical staff present during the community assessments.

As stated in your request, this position does not currently exist within the classified service of government of Guam positions as managed by the Department of Administration (DOA). Therefore, it is necessary to create this position specifically for the Department of Public Health and Social Services Rapid Engagement Response Team. This position, will be created for the DPHSS and will serve the function of providing medical care and assistance for the COVID-19 response for the duration of the current public health emergency declaration as ordered by Executive Order 2020-03 and will be reviewed at the conclusion of the current emergency as ordered by the *I Maga'hagan Guahan*.

In an effort to address your request for the expeditious creation of the EMT position and in accordance with Executive Order 2020-03 sections four (4) and six (6), the request for the creation of the EMT position and attached job description is hereby approved and forwarded to *I Maga'hagan Guahan* for signature and further approval notwithstanding the provisions contained in 4 GCA, Chapter 6, §6303 (c)(1)(2)(3). The petition and this approval shall be posted on the DPHSS website and will be posted on the DOA website. Upon receipt of this approval and in accordance with the sections (4) and (6) of Executive Order 2020-03, the DPHSS may initiate the appropriate paperwork to hire qualified individuals in the approved position, and will ensure that the hiring of qualified individuals will be done using the approved job specification.

HRD No. OG –
Re: Creation of EMT (Rapid Engagement Response Team)
Page 2 of 2

The urgency of the hiring of these positions is acknowledged by DOA, and thus if any assistance is needed in the coordination and processing to fill this critical position; please do not hesitate to contact our Human Resources Division.



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Edward M Birn
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EDWARD M. BIRN

EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)

8.182

NATURE OF WORK IN THIS CLASS:

This is entry level Basic Emergency Medical Technician (EMT) work designed to provide immediate medical care to patients identified by the Department of Public Health & Social Services' COVID-19 Rapid Engagement Response Team at the time of assessment for any and all COVID-19 related situations.

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.)

Responds to COVID 19 emergency calls to provide efficient and immediate care to the ill and injured, and to transport the patient to a medical care facility.

The EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

Upon arrival at the designated site, the EMT parks the ambulance in a safe location to avoid additional injury.

Prior to initiating patient care, the EMT will "size up" the scene to determine that the scene is safe; the mechanism or nature of illness; the total number of patients.

Requests for additional help, if necessary.

In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of the injured patient.

The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care to adults, children and infants based on assessment findings.

**EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)**

8.182

Open and maintaining an airway;

Ventilates patients;

Administers cardiopulmonary resuscitation, including use of automated external defibrillators;

Provides pre-hospital emergency medical care of simple and multiple system trauma;

Manages general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.

Assists patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors and hand-held aerosol inhalers;

Administers oxygen, oral glucose and activated charcoal;

Communicates with the dispatcher for additional help or special rescue and/or utility services.

Lifts the stretcher placing it in the ambulance and seeing that the patient and stretcher are secured.

Determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction and based on the condition of the patient and extent of injuries and the relative locations and staffing of emergency hospital facilities

Reports directly to the emergency department or Rapid Engagement Response Team leader the nature and extent of injuries or disease, the number being transported and the destination to assure prompt medical care on arrival.

Identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

**EMERGENCY MEDICAL TECHNICIAN
(Rapid Engagement Response Team)**

8.182

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic medical-legal principles;

Knowledge of body substance isolation;

Ability to function in uncommon situations;

Ability to function within the scope of care as defined by state, regional and local regulatory agencies;

Ability to comply with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Possesses a basic understanding of stress response and methods to ensure personal well-being.

MINIMUM EXPERIENCE AND TRAINING:

High School Graduation Diploma, GED or equivalent.

Must possess a valid Guam Chauffeur's License.

NECESSARY SPECIAL QUALIFICATIONS:

Guam License as an Emergency Medical Technician in good standing.

ESTABLISHED: November, 2020


PAY GRADE: I

HAY EVALUATION:	KNOW-HOW:	C I 2	132
	PROBLEM SOLVING:	C 2 22%	29
	ACCOUNTABILITY:	C N III	38
	TOTAL POINTS		<u>199</u>



Digitally signed by
Edward M Birn
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**EDWARD M. BIRN, Director
Department of Administration**



**LOURDES A. LEON GUERRERO
Governor of Guam**