



Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Hawaii Health Systems Corporation—Maui Region

Maui Memorial
MEDICAL CENTER
221 Mahalani Street
Wailuku, HI 96793

Lanai
COMMUNITY HOSPITAL
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT
CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET
Anticipated Vacancy

DATE POSTED: 7/17/09
JOB TITLE: Nurse Practitioner II (Behavioral Health)
RECRUITMENT NO.: MMMC 0917
JOB LOCATION: Maui Memorial Medical Center, Wailuku, Maui
SALARY RANGE: \$7,991 Per Month (SR-28)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

JOB DUTIES: The Nurse Practitioner II (Behavioral Health) practices autonomously, under the State of Hawaii recognized collegial relationship with the medical staff, under the direction of the Behavioral Health Medical Director. Collaborates with health care professionals and other individuals to diagnose, treat and manage the patient's health problems. Develops protocols for care as appropriate and necessary. Serves as a health care researcher, interdisciplinary consultant, and patient advocate. Responsible for completion of all necessary paperwork including medical records, other forms and documents as required. This position will utilize prescriptive authority according to Hawaii State Law and Revised Statutes and participate in call coverage for inpatient units including consultations.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences are credited based on a 40-hour work week.

Education Requirements: A Master's Degree in Nursing or a current certification for specialized and advanced nursing practice in a specialty area: (i.e., Adult, Gerontological, Pediatric, Acute Care, Neo-Natal, Women's Health Care, Family, Psychiatric Mental Health, Family Health, Community Mental Health) from an accredited program approved by a national certifying body recognized by the Board of Nursing (i.e., American Academy of Nurse Practitioners, National Certification Board of Pediatric Nurse Practitioners/Nurses, the National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialists).

Experience Requirements: Three and one-half (3-1/2) years of professional nursing work experience, of which one (1) year must be satisfactory work experience serving in a full supervisory, or similarly responsible capacity and supervising the nursing care services for a

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI
MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN
APPLYING.**

NURSE PRACTITIONER II (CONTINUED)

hospital or group of patient care units in a specific clinical service area or providing consultative and educational services to nurses, program administrators and others for the development and improvement of nursing policies, procedures and practices; organizing and managing a specialized health clinic in support of a hospital, institution or public health medical program; responsibility for implementing nursing programs, policies and procedures; assuring conformance to doctor's orders; evaluating the need for and providing emergency treatment services when necessary; determining whether or not to notify the physician of changes in patient's condition, etc., and assigning and/or rescheduling nursing personnel.

Selective Certification Requirements: *APRN in Psychiatric Mental Health.*

Certification: BCLS is required.

Licensure:

1. Current license to practice as a Professional Nurse in the State of Hawaii.
2. Recognition as an Advanced Practice Registered Nurse (APRN) from the State of Hawaii.
3. Recognition as an Advanced Practice Registered Nurse with *Prescriptive Authority* from the State of Hawaii.

QUALITY OF EXPERIENCE: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to a HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be filed no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s). 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.