



1. Supervises and directs pharmacy support personnel. Verifies the daily activities of pharmacy technicians and pharmacy assistants. Participates in the performance appraisal of pharmacy support personnel.
  2. Works independently with minimal supervision. Organizes and prioritizes work assignments. Ensure pharmacy services are provided in a timely manner.
  3. Completes and documents inspections of all assigned medication storage areas at least monthly. Identifies and replaces outdated and unusable medications.
  4. Answers the telephone, identifying self and department. Directs calls to appropriate personnel. Answers request at the window.
  5. Keeps pharmacy areas and equipment clean, neat and well-organized.
  6. Performs essential duties of the pharmacy manager in her absence.
- D. Maintains competence required for current job title/position
1. Maintains current pharmacist licensure.
  2. Attends pharmacy meetings/huddles.
  3. Attends orientation, education, and training programs. Reviews references, literature and other materials pertinent to the practice of pharmacy.
  4. Completes all competence/skills assessment requirements.
- E. Performs other duties as assigned by Pharmacy Manager

**QUALIFICATION REQUIREMENTS:**

**Education:** Graduate of an ACPE-accredited School of Pharmacy with BS Pharmacy degree or equivalent or Doctor of Pharmacy degree from an accredited pharmacy program.

**Experience:** Possess at least one (1) year experience in Pharmacy setting as a Staff/Clinical Pharmacist.

**Licenses/Certifications:** Must be licensed with the CNMI Healthcare Professions Licensing Board (HCPLB) to practice as a Pharmacist.

**KNOWLEDGE/SKILLS/ ABILITY:**

- Knowledge and Understanding - Confidentiality and Patient rights, safety, medication-use safety, fire safety, security, hazardous materials, emergency management, Infection Control, Pharmaceutical Care Needs of all patients in the community, Renal Dosing, Medication Therapy Monitoring, Emergency Drug Therapy, Pain Management, Pharmacokinetics, Patient Counselling, Adverse Drug Reaction Reporting, Information Management, Controlled Substances, Immunization, Pharmaceutical regulations, and medication management.
- Computers and Electronics - Also includes proficiency in handling and use of the following equipment/software: Bar-code scanning Equipment, FAX machine, Telephone, Pharmacy Computer and printer, Word Processing Software, Spreadsheet software, Database Software, Graphics/Presentation Software, E-mail, Calculator; Additionally, knowledge in operating Enterprise Rx and Emporos Point-of-Sale.
- Ability to work independently with minimal direct supervision. Ability to work cooperatively with healthcare providers and pharmacy staff. Ability to handle frequent interruptions and adapt to changes in workload and work schedule. Ability to set priorities, make critical thinking and decisions, and respond quickly to emergency requests. Ability to exercise sound professional judgment. Ability to communicate effectively (orally and in writing). Commitment to patient safety, privacy, and confidentiality.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health and drug screening in accordance with CHCC policy.

**OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “EXEMPT”, or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St. Garapan, Saipan, MP, 96950

Office Hours: Monday through Friday, 7:30am to 4:30pm; **CLOSED** on weekends and holidays.

*Employment Application Forms are available at the hospital facility's Main Cashier Office or online at [www.chcc.health](http://www.chcc.health).*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 234-8951ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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***Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*