



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Re-Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 24-104

|                   |  |               |                          |
|-------------------|--|---------------|--------------------------|
| POSITION:         | <b>Patient Safety &amp; Regulatory<br/>Coordinator</b>   | OPENING DATE: | <b><u>10/04/2024</u></b> |
| NO. OF VACANCIES: | <b>1</b>   | CLOSING DATE: | <b><u>Continuous</u></b> |
| SALARY:           | <b>\$41,308.80 - \$50,213.28 P/A</b>   |               |                          |
| PAY LEVEL:        | <b>07/01 – 07/05</b>   |               |                          |
| LOCATION:         | <i>The salary given will be determined by the qualifications of the appointee.</i><br>Corporate Quality and Performance Management,<br>Commonwealth Healthcare Corporation, Saipan |               |                          |

#### NATURE OF WORK

The Patient Safety and Regulatory Coordinator is responsible for gathering patient safety data, maintaining databases, running reports, analyzing reports, and ensuring the perspective of Department Managers/Directors respond promptly to investigations. The patient Safety and Regulatory Coordinator will be responsible for the following applications of the Electronic Incident Reporting System and assisting with regulatory compliance and readiness activities as assigned. Apply safety science principles in healthcare quality work. Use organizational procedures to identify and report patient safety risks and events. Collaborate with stakeholders to analyze patient safety risks and events.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform. Each essential duty satisfactorily. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive; employees will perform other reasonably related business duties as assigned by the immediate supervisor and/or higher administration as required.

#### DUTIES:

- Works under the direct supervision and guidance of the System Quality Management and Risk Manager.
- Maintains the utmost level of all data confidentiality at all times.
- Implements the objective of a patient safety plan.
- Report potential and actual patient safety concerns to the System Quality Management and Risk Manager.
- Assists with ensuring the event reporting database is maintained with integrity, standardization of data, and timely documentation consistent with Commonwealth Healthcare Corporation (CHCC) policies and procedures on event reporting.
- Effectively leads patient safety initiatives and collaborates adverse event improvements to the Quality and Performance Improvement (QPI) Specialist as appropriate.
- Supports and encourages error reporting and near-miss reporting throughout the organization.
- Lead, facilitate, and contribute to Root Cause Analysis as needed.
- Coordinate and participate in collecting, analyzing, and reporting data supporting performance improvement and patient safety and risk activities, including data generated from the safety events reporting system.
- Coordinates assigned meetings to include a review of agendas, notices, and notebooks and prepare meeting minutes. Perform necessary follow-up based on actions taken by the committee.
- Effectively coordinates patient safety initiatives and safety culture activities, such as safety culture surveys and unit culture projects.
- Proactively identifies and reports issues, patterns, or trends that could result in compensatory or sentinel events (e.g.,

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

Potentially Preventable Complications and Preventable Adverse Events). Assists Leadership to identify and implement corrective action where appropriate.

- Presents or coordinates periodic in-service education/training for employees and medical staff regarding patient safety topics and patient safety data.
- Working knowledge of Centers for Medicare and Medicaid Services (CMS), Conditions of Participation (CoPs), Patient Safety Organization (PSO) requirements, and The Joint Commission (TJC) National Patient Safety Goals.
- Cross trains to other assignments within the department to gain depth in duties and allow cross coverage.
- Develops and participates in educational programs to reduce or eliminate potential safety hazards in cooperation with the clinical education department. Assures education is provided for employees, medical staff, and volunteers on the appropriate identification and reporting of patient safety issues in orientation, annually, or on an “as needed” basis.
- Supports the System Quality Management and Risk Manager in assessing and promoting a culture of patient safety and patient safety programs.
- Lead the patient safety goal initiatives.
- Assists with regulatory compliance and continuous survey readiness activities as assigned.
- Guide and support the organization through survey processes and findings.
- Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor’s degree from an accredited college or university in nursing is preferred or other healthcare-related bachelor’s degree is required.

**Experience:** Plus, three (3) years of experience in healthcare quality management/patient safety and/or related experience with regulatory accreditation coordination.

**License/Certification:** Certified Professional In-Patient Safety (CPPS) or Certified Professional Healthcare Quality (CPHQ) is preferred; and must be obtained within two (2) years of hire as a condition for continued employment. Registered Nurses licensed in CNMI is preferred.

### **KNOWLEDGE/SKILL/ABILITY:**

- Extensive knowledge of Quality Management and Clinical terminologies.
- Deep knowledge of patient safety strategies and RCAs.
- Extensive knowledge of healthcare regulations and accreditation requirements focusing on CMS Condition of Participation for the QAPI Program.
- Knowledge of statistical and visualization analysis tools.
- Proficiency in Microsoft Office programs.
- Proficiency in researching and criticizing best practices that the organization can adopt for all hospital services.
- Excellent analytical, problem-solving, decision-making, and interpersonal skills.
- Excellent communication skills, both written and verbal.
- Excellent Research and organizational skills.
- Proficient in health data analytics – statistical and visualization methods.
- Ability to effectively communicate (verbal and written); Must be able to deal tactfully with patients, physicians, and staff.
- Be capable of maintaining effective working relationships with all departments regardless of job functions.
- Demonstrated ability to comprehend and utilize scientific data and statistical techniques/methods; screen data results for variations and/or errors, function as liaison, instructor, consultant, and coordinator with hospital departments.
- Ability to organize and manage multiple projects simultaneously.
- Adapts to changes in the work environment; ask clarifying questions or provides constructive input helpfully and respectfully.
- Ability to be cross-trained with other functional focus areas within the Corporate Quality and Performance Management (CQPM) department.
- Builds and maintains working relationships with leaderships, co-workers, and clinical/non-clinical staff.
- Able to facilitate teamwork.
- Demonstrates excellent communication, organization, interpersonal, problem-solving, critical thinking, systems thinking, consulting, and team-building skills.
- Ability to prioritize, plan, and execute while pursuing various activities/initiatives.

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**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening 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 however 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

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)*

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

Direct Line: (670) 234-8951 ext. 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.