



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Corporation Announcement

EXAMINATION ANNOUNCEMENT NO. 25-029

POSITION:	Registered Nurse, Clinical Application System (CAS) Coordinator	OPENING DATE:	<u>02/03/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>02/07/2025</u>
SALARY:	\$60,000.00 - \$65,000.00 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health Information Technology Department, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the direct supervision of the Director of Health Information Technology (HIT), the incumbent applies knowledge of nursing and informatics to assist in the design, development, and ongoing modification of computerized health care systems. He/she is responsible to support the documentation, storage, abstraction, compilation and analysis of data. The RN, CAS Coordinator will also optimize complex patient care workflow as it impacts information systems and department outcomes, and serve as a liaison between HIT and departments. He/she will also recommend solutions to enhance functionality for nursing staff efficiency, patient care, regulatory requirements, quality, safety, outcomes and research, assist with training programs related to systems, and provide consultation and input to HIT teams. The role is responsible for the preparation and delivery of compliance documentation to maintain designation and is a direct link to hospital quality activities.

DUTIES:

Within the delegated authority and the respective organizational set-up, the incumbent may be accounted for:

- Functions as the clinical champion for the Nursing department.
- Guides the Clinical Build team on the development, design, modification and maintenance of Electronic Health Record System (EHR), Bar Code Medication Administration (BCMA), and any application related to clinical systems from the start of the configuration progress through go-live to include initial set up of system (i.e. building new or revising existing templates, order menus, clinical reminders, obtain relevant information and link patient information with programs that provide decision support), coordinating upgrades, and on-going maintenance of system and training of staff.
- Chairs and leads the facility Clinical Design workgroups and/or the EHR Multidisciplinary Committee to determine EHR requirements. Collaborates with physicians and peers to determine EHR optimal configuration (i.e. anticipate procedural and functional problems associated with the implementation of clinical applications and designs structured protocols to facilitate efficient workflow; must maintain a global perspective and foresee impact of new processes upstream and downstream of the point of change. recommend tests, documents and implements modifications to improve EHR functionality; conduct studies of user requirements with regard to clinically and medically related applications that require in-depth information on the purposes, processes, and methods of clinical and administrative activities; test applications/software to validate proper functionality and usability as it relates to future state clinical workflow designed in the workgroups; identify discrepancies, resolve problems and suggest improvements to the HIT team).
- Reviews related policies & procedures; determine and make appropriate changes or create new policies & procedures as necessary (i.e. develop, implement, and monitor a performance improvement plan; work with clinical training teams to analyze recurring problems and create long-term solutions; recommend local procedural and policy changes as appropriate).

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- Conducts studies of user requirements with regard to clinically and medically related applications that require in-depth information on the purposes, processes, and methods of clinical and administrative activities.
- Develop, implement, and monitor a performance improvement plan for the medication management process as it relates to BCMA.
- Actively participates in facility Pharmacy and Therapeutics (P&T) Workgroup.
- Provides final input from clinical workflow design teams to clinical training teams to facilitate development of EHR training curriculum and training materials.
- Work with the clinical training teams to analyze recurring problems and create long-term solutions.
- May act as front-line trainer.
- Train clinical staff in the use of the EHR and provide clinical support as directed.
- Assist in design of reports. Work with the end users to define report requirements and work to ensure reports meet design and quality standards.
- Ensures patient confidentiality.
- Answers inquiries related to system issues, troubleshoots problems and interacts with computer center staff and vendor in resolving system problems.
- Keeps supervisor aware of any problems or issues regarding the Clinical Information System (CIS).
- Periodic site audit to ensure proper workflow is being followed, perform on-site training when necessary.
- Advanced awareness of the application of Population Health tools and strategies.
- Advanced experience observing designing solutions to achieve the best clinical outcomes promoting optimal care that reduces errors and achieves organizational goals and objectives.
- Participate in supporting the development and enhancement of a comprehensive systems to monitor, evaluate, and improve the quality and appropriateness of clinical care.
- Complies with corporate and departmental policies and demonstrates excellent communication skills.
- Assists in the development, design, modification and maintenance of a CIS to include initial set up of system, coordinating upgrades, and on-going maintenance of system and training of staff.
- Serves on and advises various committees regarding CIS.
- Participates in the implementation and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval.
- Contributes to the customization of the site parameters and addresses integration issues with other software packages.
- Assists in the implementation of new CIS software products obtained by CHCC that cover these functions.
- Serves as liaison between HIT, Program Managers, Medical Director, Director of Hospital Services, other Division Directors, Leads, and CEO and CIO concerning these processes.
- Acquires a comprehensive knowledge of the software involved to determine what are procedural issues versus system/application deficiencies.
- Provides training to clinicians/Medical/Public Health/Behavioral Health staff on current software applications and new features, and ensures training is scheduled for new users and assists staff in the efficient use of the current software.
- Emphasizes timeliness, accuracy, security and the importance of these functions on every other clinical application.
- Coordinates CIS training and serves as backup for advance training classes.
- Promotes an awareness of the importance of data validity and data security.
- Coordinates efforts to correct deficiencies and errors that occur in the CIS.
- Coordinates to implement integrated packages, resolve conflicts, provide secondary support on related software modules, and ensure smooth operations in areas where package scope overlaps or is integrated with other services' functions.
- Logs all problems, referring those requiring a higher level of technical support to the appropriate person or team.
- Promotes an atmosphere that encourages enthusiasm and user participation in clinical computing.
- Creates a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality.
- Requires minimal guidance and supervision, working within a general framework established by management.
- Performs as leader for projects of varying sizes and complexity as they relate to clinical information systems.
- Understands the CIS at an expert level in order to independently and competently build the system and support end users. Works with end users and clinical network groups to encourage maximum usage of applications. Positive change management and communication with end users to ensure their acceptance of the application.

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- Serves as coach/mentor for Senior and Junior Clinical Application Specialist (CAS) team members. Regularly provides guidance and training to less experienced personnel.
- Develops plans, strategies and tactics for employee education to support new and existing system applications.
- Collaborating with the CAS to provide user training, conducting training sessions as necessary.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduated from a recognized college or university with a Master’s degree or Bachelor’s degree in Nursing.

Experience: Plus, three (3) years of relevant experience.

Licenses/Certifications: None.

KNOWLEDGE/SKILL/ABILITIES:

Database administration, including user account maintenance, creating custom objects, running reports, and troubleshooting problems.

- High level of computer proficiency, including working with data management systems and Excel spreadsheets.
- Strong communications skills with demonstrated experience presenting data cross-functionally.
- Proven team player, delivery-focused, yet flexible and creative when called upon.
- Well-developed facilitation and collaboration skills.

Work collaboratively with staff to determine what data are necessary to measure outcomes critical to the organization and how the data should be reviewed, analyzed, and acted upon on a regular basis.

- Be proactive, always thinking of new ways to implement data systems throughout the organization.
- Maintain professional behavior and act as a role model both at the work site and in the community.
- Consider all points of view and works toward decisions that reflect the greater good of the organization.
- Understands the organization and its programs to manage outcomes.

Attention to Detail - job requires being careful about detail and thorough in completing work tasks.

- Dependability - job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others - job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

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

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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
Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584
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.

****Corporate Announcement is open only to current employees of the Commonwealth Healthcare Corporation****

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