



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-044

POSITION:	Surgical Technologist (In-Training)	OPENING DATE:	<u>03/06/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>Continuous</u>
SALARY:	\$30,823.52 P/A		
PAY LEVEL:	02/10		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Operating Room Unit, Nursing Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

The employee as a Surgical Technologist (On Training) reports to the OR/PACU Nurse Unit Manager. Works their common tasks and duties can be split into three phases. Works in the operating room with surgeons, anesthesiologists, and nurses. Their common tasks and duties can be split into three phases: before the surgical operation (preoperative), during the surgical operation (intraoperative), and after the surgical operation (postoperative). Surgical technologist On training may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours. Surgical Technician Skill checklist in preparation for the certification examination will be checked off by overseeing scrub nurse working with surgical technician in each case performed.

DUTIES:

Before the procedure, surgical technologists focus on sterilization and preparation. This includes:

- Prepares the operating room for surgery. Gather, count and organize all necessary tools/instruments needed by Surgeons to perform the procedures/operate.
- Sterilize equipment and make sure that there are adequate supplies for surgery.
- Prepare sterile solutions used in surgery.
- Help set up equipment such as Olympus Tower, RZ Tower, Harmonic machine, Ligasure machine, etc. and check that all surgical equipment is working properly.
- They will assist other staff members with taking patient vital signs.
- Bring the patients to the operating room and get them ready for surgery by assisting in positioning them on the table.
- Ready patients for surgery, such as skin prepping and disinfecting incision sites.
- Help the surgical team put on sterile gowns.
- They will also work with other medical staff as needed to ensure the operating room is stocked and ready for upcoming procedures.

During the surgery, surgical technologists also have a variety of important responsibilities:

- Maintaining the operating room sterile.
- Passing surgical tools to the surgeon and the surgeon's assistant.
- Preparing for surgery, assisting doctors during operations by bringing needed equipment and helping with patient movement within the hospital setting if necessary.

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.

After the surgery, surgical technologists assist with wrapping up the procedure and are responsible for:

- Counting all of the tools and instruments used during the surgery making sure that no foreign objects are retained in patients with RN's assistance.
- Disposing of needles and gauze.
- Maintaining the sterile environment of the operating room until the patient is brought to the recovery room.

QUALIFICATION REQUIREMENTS:

Education: Graduation from an accredited college or university with an Associate Degree in Nursing and no experience.

Experience: No experience required, however within three (3) years in this position as a Surgical Technologist In-Training, candidate must undergo the required Certified Surgical Technologist national examination and obtain certification.

Licenses/Certifications: Must possess Basic Life Support (BLS) certification with the American Heart Association (AHA).

KNOWLEDGE/SKILL/ABILITY:

- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Time Management — Managing one's own time and the time of others.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.

- Speech Recognition — The ability to identify and understand the speech of another person.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Near Vision — The ability to see details at close range (within a few feet of the observer).

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 “**Non-Exempt**” or is 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

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

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.*