



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-055

POSITION: **PHARMACY TECHNICIANS** OPENING DATE: **04/21/2025**
NO. OF VACANCIES: **2** CLOSING DATE: **05/12/2025**
SALARY: **\$15.39 – \$23.38 per Hour**
Estimated annual salary from \$32,011.20 to \$48,630.40 per year.
WORKSITE: Pharmacy Department
LOCATION: Commonwealth Health Center
1178 Hinemlu' St. Garapan Saipan

DUTIES:

Inventory, requisition, receive and store supplies from materials management supply rooms needed for daily departmental operations. Prepare unit dose and unit of use containers for use in dispensing inpatient and outpatient medications. Maintain the pharmacy night cabinet stock levels by checking and replacing used stock, replacing expired stock as it occurs, and updating a current listing of the night cabinet as changes in inventory are made. Recommend night cabinet updates and changes to the pharmacist as utilization patterns change. Receive outpatient clinic prescriptions, enters prescriptions into pharmacy record systems, prepares prescriptions for pharmacist verification. Maintain all records and forms associated to medication dispensing to the hemodialysis clinic. Complete monthly assigned unit and code cart inspections. Ensure that pharmacy areas are kept clean, neat, well stocked, and well organized. Accurately prices, and records all departmental patient and unit billable goods and services. Deliver billing records to the appropriate personnel. Resolve billing questions and discrepancies with appropriate personnel. Maintain all billing record and submit monthly to the pharmacy manager for inclusion in the departmental monthly report. Assist in the training, orientation, and the smooth coordination of duties of the departments Pharmacy Aide and Pharmacy Assistant positions. Act as controlled substances distribution technician as needed. Order, receive and log controlled substances from pharmacy stockroom. Distribute and collect the CSDR from the nursing wards daily. Perform billing and determines quantities of controlled substances to send to the nursing units daily. Restock medication carts for the operating and emergency departments as required. Must comply with all applicable health center and government policies, procedures, codes, and standards. Aseptically compounds and prepares all departmental sterile products with the exception of chemotherapeutic agents, which shall only be prepared by the Staff Pharmacist. Prepare, using good manufacturing technique, all unit-dose packaged medications. Accurately prepare all labels for intravenous admixtures and unit packaging. Prepare medications requiring compounding under the direct supervision of the Staff Pharmacist. Prepare and deliver ward medication floor stock requisitions. Receive and process physicians' orders under the supervision of the Staff Pharmacist. Work under the direct supervision of a Registered Pharmacist. Participate in pharmacy orientation programs, training programs for pharmacy supportive personnel, pharmacy staff meetings, and

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in service education programs. Attend and participate in other programs, committees, meetings and functions required by the hospital or the pharmacy. Safety and infection control is the responsibility of all employees. Must report unsafe and unsanitary practices and conditions to a supervisor. Promptly and accurately complete job related tasks assigned by the Staff Pharmacist. Perform other related duties as assigned by the Pharmacy Manager.

MINIMUM QUALIFICATION REQUIREMENTS:

High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE). One year of experience in pharmacy. Must be licensed as a Pharmacy Technician by the Commonwealth of the Northern Marianas Health Care Professional Licensing Board (CNMI HCPLB).

CONDITIONAL REQUIREMENTS:

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

ADDITIONAL JOB INFORMATION:

This position is a temporary, Full-Time employment status at 40 hours per week with a shift schedule of eight (8) per day from 7:00am to 4:00pm, Monday through Sunday with flexible day(s) off per week. Employment start date will begin on July 01, 2025 through June 30, 2026. This position is paid on a bi-weekly basis (2-week period). Fringe benefits: Paid time off & holidays.

NOTE(S):

- Three-Fourths Guarantee as explained in 20 CFR 655, Subpart E in Form ETA-9142C: “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.”
- Transportation and Subsistence as explained in 20 CFR 655, Subpart E in Form ETA-9142C: “If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker’s transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker’s reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker’s voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved.”
- Employer-Provided Tools and Equipment 655.423(k): Workers will be provided, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.
- Overtime Available: Yes, this position is “**NON-EXEMPT**” and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. The overtime rate ranges from \$23.09 to \$35.07 and is calculated at 1.5 times the base hourly wage per hour for hours worked after completing 40-hours per work week.
- Deductions from Pay: CNMI Tax, Federal Tax, Medicare and Social Security. Optional: Medical & Dental Insurance, Life Insurance and 401a Retirement Plan.

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INTERESTED PERSONS SHOULD SEND THEIR COMPLETED APPLICATION FORMS TO:

Interested applicants may be considered for employment by submitting a completed Commonwealth Healthcare Corporation (CHCC) Employment Application to CHCCs Human Resources Office. The HR Office is open Monday through Friday from 7:30 AM to 4:30 PM and is CLOSED on weekends/holidays. Applicants may contact the employer via email at apply@chcc.health or via telephone at (670) 236-8202 to apply for the job opportunity. Employment Applications are made available on the CHCC website and at the CHCCs HR & Main Cashier Office.