



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



HUMAN RESOURCES
*** Promotional Announcement ***
EXAMINATION ANNOUNCEMENT NO. 25-051

POSITION: **Director of Nursing** OPENING DATE: **04/29/2025**

NO. OF VACANCIES: **1** CLOSING DATE: **05/05/2025**

SALARY: **\$70,000.00 P/A - \$75,000.00 P/A**

The salary given will be determined by the qualifications of the appointee.

LOCATION: **Nursing Administration, Nursing Services,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

This position is under the direct supervision of the Interim, Chief Nursing Officer. The Director of Nursing is responsible for the direct management and operations of nursing services that encompass the following required hospital programs and services: all Hospital Nurse Supervisors and Nurse Unit Managers of all nursing departments including THC and RHC, Practice and Education Program to include a Clinical Nurse Educator, Continuing Education Coordinator, Utilization Review program and Patient Educator.

DUTIES & RESPONSIBILITIES:

- Develop nursing programs to ensure quality patient services, and comply with federal, state and local standards; and other criteria essential in the delivery of high standards of nursing care.
- Ensure nursing staffs follow department procedures and policies, and CMS compliance.
- Ensure that nursing staffs perform assigned duties accurately and timely.
- Establishes and maintains job specifications and descriptions for Nursing Service personnel. Establishes standards for the evaluation of personnel performance. Assures that performance evaluations are done objectively, accurately and in a timely manner.
- Promotes and maintains harmonious and effective relationships and communications within the Nursing Service and with the facility.
- Oversees a staff education program for orientation, continuing education and skill training programs for nursing personnel.
- Schedule regular meeting with nursing supervisors and nursing managers to discuss about any patient service updates, issues and recommendations.
- Plan and decide upon the workload to be assigned to each one of the working staff, by checking on their daily schedule and shift rotations.
- Responds to call when Nursing Supervisor is unable to resolve issues and concerns.
- Evaluate the overall performance of the entire nursing staff and to make recommendations for correction and improvement
- Ensure the satisfaction of the patients and address the complaints made by the patients
- Consults with pharmacy and medical staff concerning control and administration of medications. Ensures that Nursing Service personnel are knowledgeable on drug details.
- Promotes and encourages professional growth and development of all Nursing Service personnel through attendance at workshops, seminars, and conferences.
- Investigates new nursing techniques and practices for application as appropriate.

- Ensures proper and economical use of equipment, supplies and facilities for maintaining patient care.
- Investigates new equipment, supplies and products and recommends purchases within budgetary process.
- Actively participates in facility meetings and serves as a consultant to other departments as requested.
- Performs other tasks as delegated by Administration.
- Maintains continuing quality assessment and improvement analysis and evaluation of patient care delivery and communicates with Administration on the activities/issues of Nursing/Patient Care Services.
- Plans and recommends to Administration new facilities or equipment, or modification thereto, needed to provide patient care.
- Recommends, supports, and participates in education services, programs of education, and training including orientation including orientation of new employees. Encourages and facilitates the professional advancement of employees by affording opportunities for further education and experience.

QUALIFICATION REQUIREMENTS:

EDUCATION: Bachelor's Degree of Science in Nursing (BSN).

EXPERIENCE: Ten (10) years of inpatient clinical nursing experience to include five (5) years in leadership/management role.

LICENCES/CERTIFICATION: NCLEX Certification, in possession of a current CNMI RN License as Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the CNMI. Must possess Current AHA BLS certification.

OTHERS: Advanced computer proficiency. Must comply with mandatory Flu and Required Vaccine Regulations.

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

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

Trunk Line: (670) 234-8950 ext. 3580/3581/3583/3584

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.

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

