



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' Rd, Garapan Saipan, MP 96950



HUMAN RESOURCES **EXAMINATION ANNOUNCEMENT NO. 25-012**

POSITION: **GRADUATE NURSE** OPENING DATE: **03/01/2025**
CLOSING DATE: **Continuous**

SALARY: **\$30,823.52 per annum**

LOCATION: Nursing Services, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK

The Graduate Nurse is responsible for patient care within an assigned unit. The Graduate Nurse participates as a member of the health care team in cooperation with and under the direct supervision of a Registered Nurse (RN). The Graduate Nurse functions at the level of the nursing assistant but may plan, implement and evaluate patient care following established hospital, departmental, and unit standards if directly supervised by an RN.

DUTIES & RESPONSIBILITIES:

- Takes and records temperature, pulse, respiration, blood pressure and weight.
- Records patient oral intake and output.
- Serves and collects food trays, feeds the patient when necessary. Assists with nourishment and refills water pitchers when necessary.
- Assists with bed baths, changes bed linens, assists with oral hygiene and back care.
- Prepares patients for examination and chaperones patients during procedures.
- Transports patients to and from treatment areas when necessary.
- Reports any unusual signs and symptoms to unit manager or charge nurse.
- Collaborates with other staff to maintain organization and cleanliness of unit.
- Answers phone and responds to call bells as needed.
- Assembles admission packets, patient charts, lab slips, and other paper work as needed.
- Communicates openly and effectively with the members of the health care team.
- Assess, implement, evaluate and develop a written nursing plan of care.
- Evaluates and revises the nursing care plan as necessary to meet the stated goals.
- Provides total nursing care of assigned patients.
- Prepares and administers oral and rectal medications, injections and intravenous therapy.
- Observes and reports any adverse signs and symptoms in patient from medications given, or any changes in patient condition to supervising RN.
- Documents nursing interventions and patient response on patient medical record.
- Prepares treatment trays, instruments and other equipment as needed.
- Assists the physician in the examination of patient, in carrying out certain procedures, treatments, and tests.
- Performs other related duties as directed by the Nurse Unit Manager or charge nurse.

QUALIFICATION REQUIREMENTS:

Education: Associate of Science degree in Nursing (ASN) from a recognized nursing program for nurses.

Experience: No experience required.

Licenses/Certifications:

- Must possess an interim permit from date of graduation by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the Commonwealth of the Northern Mariana Islands (CNMI).
- Must pass the National Council Licensure Examination for Registered Nurse (NCLEX-RN) within one (1) year of employment as a Graduate Nurse. Employment will be contingent upon successful passing of NCLEX-RN and/or licensure/permit to practice.
- Must possess Basic Life Support (BLS) certification by the American Heart Association (AHA).

CONDITIONAL REQUIREMENTS:

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

OTHERS:

Regular operating hours of the Commonwealth Healthcare Corporation are Monday to Friday from 7:30am to 4:30pm, however hospital hours are 24 hours per day, 7 days per week. This position is a Full-Time employment status and requires at least 40 hours per week. The assigned work schedule is subject to change with or without notice based on the Corporation's business requirement and/or by the demands of the employee's job. This position is "**Non-Exempt**", or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. This position is paid on a biweekly basis. CHCC adheres to all applicable deductions such as CNMI 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

Office Hours: Monday through Friday, 7:30am to 4:30pm, **CLOSED** on weekends and holidays.

Employment Application Forms are available at the hospital facility's Main Cashier Office or online at www.chcc.health.

E-mail: apply@chcc.health

Trunk Line: (670) 234-8951 ext. 3583/3443/3556

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.