



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-016

POSITION: **STAFF PHARMACIST** OPENING DATE: **03/01/2025**  
CLOSING DATE: **Continuous**

SALARY: **\$115,000.00 P/A**  
PAY LEVEL: **UNG**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: Outpatient Pharmacy, Ancillary Services  
Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK:

Under the direct supervision of the Pharmacy Manager, the incumbent is responsible for ensuring the prompt and accurate delivery of medications and assists the medical and nursing staff and other ancillary staffs in providing pharmaceutical care to all patients. The pharmaceutical service shall be staffed by professionally competent, legally qualified pharmacists. The location of the work is at the Commonwealth Health Center, primarily within the pharmacy department but also will have duties to and for other CNMI governmental agencies and departments such as and primarily within the Division of Public Health. The employee does have professional supervisory tasks.

The staff pharmacist supervises the daily operation of Commonwealth Healthcare Corporation (CHCC) Outpatient Pharmacy, Rota Health Center (RHC) and Tinian Health Center (THC) Tele pharmacies as needed and provides pharmaceutical services and consultations to patients and healthcare providers in conformance with all statutes and regulations pertinent to the practice of tele pharmacy. This role plays a critical role in ensuring safe and efficient medication management while adhering to all legal and ethical standards.

#### DUTIES:

##### **A. Ensures safe and appropriate medication therapies for patients according to established policies, procedures, and protocols.**

- Reviews, assess and verifies medication orders and prescriptions for accuracy, completeness, legalities and potential interactions from remote locations.
- Verifies patient information, allergies, and medication history.
- Ensures the accurate preparation, labeling, and dispensing of medications.
- Supervises pharmacy technicians in the fulfillment of prescriptions.
- Monitors patient's medication regimen and makes recommendations for adjustments when necessary.
- Identifies and reports adverse drug reactions and events.
- Ensures patients follow medication regimens and offer guidance on adherence.
- Supervises medication storage and preparation areas throughout the pharmacy.
- Ensures maintenance of an adequate medication supply.
- Establishes specifications for the procurement of medications and biologicals.
- Ensures control and accountability for medications dispensed to patients.
- Assures adequate control and documentation of controlled substances.
- Facilitates the implementation of treatment guidelines and protocols.
- Coordinates the selection and safe use of alternative medications in response to medication shortages.

##### **B. Contributes to the quality and effective operation of the department.**

- Collaborates with healthcare teams to provide remote pharmaceutical care.
- Utilizes pharmacy software to maintain patient records, document interventions, and manage inventory.

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- Adheres to state and federal regulations regarding pharmacy practice including remote pharmacy operations.
- Participates in quality control and improvement initiatives to enhance patient safety and care quality.
- Complies with Drug Enforcement Administration (DEA) regulations when handling and dispensing controlled substances.
- Ensures accurate record-keeping, secure storage and vigilant monitoring of controlled substances to prevent diversion and misuse.
- Ensures applicable licensures are maintained in department files.
- Supervises all pharmacy personnel under CHCC, RHC and THC pharmacies.
- Communicate, interpret and discuss with CHCC, RHC and THC staff the pharmacy policies and procedures.
- Provides authorization for orientation, training, job objectives, and communication.
- Maintains appropriate records in order to assure that the quality, quantity and timeliness of work done can be documented.
- Stays up-to-date with federal and state regulations and maintain strict adherence to legal requirements related to pharmacy practice.
- Ensures the secure and confidential handling of patient information.
- Proficiently use tele pharmacy platforms and health records for documentation and communication.
- Participates in quality improvement initiatives to enhance medication safety.
- Provides exceptional customer service, addressing patient needs and concerns with empathy and professionalism.
- Build trust and rapport with patients and healthcare providers.
- Seeks compliance with outside agencies relevant to requirements for maintenance of services. Ensure all required local and Federal compliance requirements are met by the pharmacy as well as the pharmacy staff.
- Ensures preparation and submission of patient charges and financial reports to administration in accordance with policy.
- Ensures compliance with health-system policies and procedures that apply to pharmacy services.
- Coordinates all technological advancements in the pharmacy such as EnterpriseRx, Emporos POS, and Controlled Substance Ordering System (CSOS).

**C. Provides education and information on pharmaceutical care and medication therapy.**

- Provides drug information and clinical support to healthcare providers and patients.
- Provides medication counselling and answering patient's questions via phone or video calls.
- Participates in Public Health programs to improve healthcare in the community (e.g., NCD, Tobacco Cessation, HIV, Family Planning, TB, Mental Health, Opioid/OD2A/PDMP).

**D. Maintains competence required for current job title/position.**

- Maintains professional licensure and certifications.
- Engages in ongoing professional development to stay informed about latest pharmaceutical advancements and healthcare trends.
- Attends departmental meetings.
- Sustains professional competence and promotes development through participation in in-services, workshops, seminars, and professional organizations.
- Completes all competence/skills assessment requirements.

**E. Performs other staff/clinical pharmacist duties when needed and fulfills temporarily the duties and responsibilities of the manager as assigned.**

**QUALIFICATION REQUIREMENTS:**

**Education:** Graduate of an ACPE-accredited School of Pharmacy with BS Pharmacy degree or equivalent or Doctor of Pharmacy degree from an accredited pharmacy program.

**Experience:** Possess at least one (1) year experience in Pharmacy setting as a Staff/Clinical Pharmacist.

**Licenses/Certifications:** Must be licensed with the CNMI Healthcare Professions Licensing Board (HCPLB) to practice as a Pharmacist.

**KNOWLEDGE/SKILLS/ ABILITY:**

- Knowledge and Understanding - Confidentiality and Patient rights, safety, medication-use safety, fire safety, security, hazardous materials, emergency management, Infection Control, Pharmaceutical Care Needs of all patients in the community, Renal Dosing, Medication Therapy Monitoring, Emergency Drug Therapy, Pain Management, Pharmacokinetics, Patient Counselling, Adverse Drug Reaction Reporting, Information Management, Controlled Substances, Immunization, Pharmaceutical regulations, and medication management.
- Computers and Electronics - Also includes proficiency in handling and use of the following equipment/software: Bar-code

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scanning Equipment, FAX machine, Telephone, Pharmacy Computer and printer, Word Processing Software, Spreadsheet software, Database Software, Graphics/Presentation Software, E-mail, Calculator; Additionally, knowledge in operating Enterprise Rx and Emporos Point-of-Sale.

- Ability to work independently with minimal direct supervision. Ability to work cooperatively with healthcare providers and pharmacy staff. Ability to handle frequent interruptions and adapt to changes in workload and work schedule. Ability to set priorities, make critical thinking and decisions, and respond quickly to emergency requests. Ability to exercise sound professional judgment. Ability to communicate effectively (orally and in writing). Commitment to patient safety, privacy, and confidentiality.

### **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health 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 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

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](http://www.chcc.health).*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

Rev. 03/01/25 src

**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.*