Commonwealth Healthcare Corporation

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

HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 27-009

POSITION:	**Remote Staff Pharmacist (Part-Time)**	OPENING DATE:	**10/19/2026**
NO. OF VACANCIES:	**1**	CLOSING DATE:	**Continuous**
SALARY:	**$125,000.00 P/A**		
PAY LEVEL:	**UNGRADED**		
	The salary given will be determined by the qualifications of the appointee.		
LOCATION:	Inpatient Pharmacy, Ancillary Service Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Remote Staff Pharmacists process orders for medications, monitor patient medication therapies and provide drug information using the available approved technology and application in the pharmacy from a remote location. The Remote Staff Pharmacist supervises and directs support personnel. The location of the work is remote or outside the Commonwealth Healthcare Corporation (CHCC) premises. The tasks primarily cover the inpatient pharmacy medication processes but also will have duties for other CHCC clinics and departments such as Oncology, Hemodialysis, and other clinics within the corporation.

DUTIES:

A. Reviews and approves medication orders per provider request according to established policies, procedures, and protocols.
- Interprets medication orders and accurately process computerized prescriber order entries.
- Maintains accurate, complete medication profiles.
- Reviews and approves medication preparations, including sterile, and chemotherapy preparations, safely and accurately using appropriate technique.

B. Ensures safe, appropriate, cost-effective medication therapies for patients according to established policies, procedures, and protocols.
- Monitors medication therapy regimens for contraindications, drug-drug interactions, drug-food interactions, drug-laboratory test interactions, allergies, appropriateness of drug and dose, and therapeutic duplications.
- Assists with pharmacokinetic consult service and drug dosing per organizational policies.
- Reviews/Interprets culture and susceptibility data for antibiotic appropriateness and recommends changes, as needed.
- Reads, extracts, and interprets information in patient charts accurately.
- Detects and reports suspected adverse drug reaction and medication errors accurately and in a timely manner.
- Sustains the formulary by minimizing nonformulary procurements, utilizing therapeutic substitution protocols, and promoting rational medication therapy selection.
- Provides clinical consultation and clarification to practitioners. Recommends evidence-based medication therapy regimens and monitoring plans. Suggests appropriate, cost- effective therapeutic alternatives to medical staff, as needed.
- Provides accurate, adequate, and timely drug information to the professional staff.
- Documents all clinical activities and interventions accurately.
- Participates in the quality improvement and medication-use review activities of the department. Collects data; conducts quality monitors and inspections; maintains logs, records, and other documentation as assigned.
- Participates in the development and presentation of orientation, education, and training programs to the pharmacy, medical, nursing, and other staffs.

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.

C. Contributes to the quality and effective operation of the department.
- Supervises and directs pharmacy support personnel. Verifies the daily activities of pharmacy technicians and pharmacy assistants. Participates in the performance appraisal of pharmacy support personnel.
- Works independently with minimal supervision. Organizes and prioritizes work assignments. Ensure pharmacy services are provided in a timely manner.
- Performs essential duties of the pharmacy manager in her absence.

D. Maintains competence required for current job title/position
- Maintains current pharmacist licensure.
- Attends pharmacy meetings/huddles.
- Attends orientation, education, and training programs.
- Reviews references, literature and other materials pertinent to the practice of pharmacy.
- Completes all competence/skills assessment requirements.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

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

Experience: Two (2) years of hospital pharmacy experience at the level equivalent to staff or clinical Pharmacist.

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

KNOWLEDGE/SKILL/ABILITIES:

- Knowledge on the following areas is important: Confidentiality and Patient rights, safety, medication-use safety, fire safety, security, hazardous materials, emergency management, Infection Control, Compounded Sterile Preparations and IV Room, Chemotherapy Preparation and Biological Safety Cabinets; Pharmaceutical Care Needs of Neonatal and Infant Patients, Pediatric and Adolescent Patients, Adult Patients, Geriatric Patients, Obstetric Patients, Oncology Patients, Psychiatric Patients; Parenteral Nutrition, Renal Dosing, Medication Therapy Monitoring, Emergency Drug Therapy, Pain Management, Pharmacokinetics, Patient Counselling, Adverse Drug Reaction Reporting, Medication Area Inspections, Information Management, Repacking Medications, Controlled Substances
- Also includes knowledge on the use of the following equipment: Automated Distribution Equipment, Bar-code scanning Equipment, Medication Repacking Equipment, Pharmacy Balance, FAX machine, Telephone, Pharmacy Computer and printer, Word Processing Software, Spreadsheet software, Database Software, Graphics/Presentation Software, E-mail, Calculator.
- 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). Ability to meet the pharmaceutical care needs of neonatal, pediatric, adolescent, adult, geriatric, psychiatric, oncology, and obstetric patients.

OTHER PHYSICAL FUNCTIONS:

Repetitive use of hands and fingers (e.g., preparing IV admixtures, use of a computer keyboard). May require lifting and carrying light loads (up to 40 lb.), including boxes, equipment, unit-dose cassettes, and IV solutions and stooping or kneeling (e.g., to pick up items from the floor, to remove and replace items on lower shelves, and to file documents in lower file drawers). Sitting, walking, or standing for long periods of time (4-8hours) is often necessary. Must be able to physically operate equipment used for the job.

CONDITIONAL REQUIREMENTS:

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

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.

OTHERS:

This position is a Limited Term/Part-Time employment status and requires at least 20 hours per week with benefits. 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) 234-8951ext. 3444/3410/3427/3583/3584
Trunk Line: (670) 234-8950
Fax Line: (670) 233-8756
10/19/2026 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.*

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.