



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-115

POSITION: **Radiology Manager** OPENING DATE: **06/02/2022**  
NO. OF VACANCIES: **1** CLOSING DATE: **CONTINUOUS**  
SALARY: **\$65,174.89 P/A**  
PAY GRADE: **UNG**  
LOCATION: Radiology Services Department,  
Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK:

Under the general supervision of the Medical Director of Radiology (Radiologist), and under the general supervision of the Chief of Ancillary Services, the Radiology Manager is responsible for the overall operations of the Radiology unit of the Corporation, to include planning, directing, and managing employees of the unit, to include evaluating performance, quality of output and maintenance of equipment, ensuring timely and accurate services are provided to all patient and vendor customers. This includes but is not limited to supervision and training of staff; developing new programs and policies that complement the goals of the Commonwealth Healthcare Corporation (CHCC); ensuring that all regulations for operation of a radiology program are met for accreditation, including Medicare, American College of Radiology and others; directing the quality assurance and quality control activities of the department; and ensuring safety of equipment and procedures. The employee must be knowledgeable in directing all aspects of radiology, including, mammography, ultrasound, general radiography and computed tomography.

#### DUTIES:

- Direct, supervise and evaluate work activities of technologists and clerical personnel of the unit such as quality assurance, quality control activities, and maintenance of equipment.
- Develop and maintain computerized record management systems to store and process data, such as personnel activities and information, and to produce reports.
- Participate in the recruitment, selection and training of radiologic personnel.
- Develop, recommend and implement organizational policies and procedures for the radiology unit.
- Conduct, administer and manage fiscal operations, including planning budgets, authorizing expenditures, establishing rates for services and coordinating financial reporting.
- Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes and financing options.
- Plan, implement and administer programs and services for the radiology unit, including personnel administration, training and coordination of medical and nursing staff.
- Prepare and present activity reports to inform management of the status and implementation plans of programs, services and quality initiatives.

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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.

- Establish work schedules and assignments for staff according to workload, space and equipment availability.
- Maintain communication between governing board, medical staff and department heads by attending board meetings and coordinating interdepartmental functioning.
- Maintain department records and accreditation documentation according to regulatory manuals and compliance to conditions of participation.
- Review and evaluate physician referral and patient records to determine diagnosis and treatment required.
- Inventory supplies and process purchase order to replenish as necessary.
- Provide guidance on sustaining quality of service in the unit operations.
- Engage with external consultants and partners to ensure patient images and radiologic equipment are of acceptable quality; consult with physicians and radiologist as needed.
- Ensures that department records, staffing equipment maintenance and procedures meet Medicare regulations, American College of Radiology (ACR) guidelines for Mammography, and any other applicable requirements for accreditation.
- Ensures compliance in meeting the Condition of Participation (CoP) requirement from Centers of Medicare and Medicaid Service (CMS): §482.26 Condition of Participation: Radiologic Services. The hospital must maintain, or have available, diagnostic radiologic services. If therapeutic services are also provided, they, as well as the diagnostic services, must meet professionally approved standards for safety and personnel qualifications.
- Provides periodic assistance with technical questions and training to Tinian Health Center and Rota Health Center as possible.
- Attends hospital committee meetings as assigned.
- Performs on-call duty as needed;
- Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

**EDUCATION:** Bachelor of Science in Radiology or Healthcare Administration from a U.S. accredited program and is Registered by the ARRT (The American Registry of Radiologic Technologists) or with credentials recognized by U.S. *or* Masters degree in Healthcare Administration from a U.S. accredited program.

**EXPERIENC:** If Bachelors degree, minimum of five (5) years of radiologic experience AND three (3) of those in radiologic unit management in a hospital setting. If Masters degree, must have two (2) years working in a healthcare setting.

**PREFERRED REQUIREMENTS:** A strong technical background is required, as is demonstrated leadership and excellent communication and problem-solving skills. Must have thorough knowledge of Medicare regulations and accreditation requirements for mammography and other programs in place at Commonwealth Health Center's Radiology Department. Position will require performance of routine and special radiologic as needed. This position requires average skill with computers and general office equipment.

**LICENSES/ CERTIFICATIONS:** Licensed by CNMI Health Care Professionals Licensing Board as Radiologic Technologist. Registered with American Registry of Radiologic Technologist. Registration in two from the following modalities – Mammography, Ultrasound and Computed Tomography (CT), more

than one modality preferred. Thorough knowledge of Medicare and American College of Radiology mammography accreditation or Joint Commission of Accreditation of Hospitals regulations.

**KNOWLEDGE:**

- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**SKILL:**

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**ABILITY:**

- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) 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, however facility hours are 24 hours / 7 day per week. 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

1 Lower Navy Hill Road, Navy Hill, 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](mailto:apply@chcc.health)

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

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

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.*