



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-111

POSITION: **Pharmacy Technician I** OPENING DATE: **06/15/2022**  
NO. OF VACANCIES: **2** CLOSING DATE: **Continuous**  
SALARY: **\$31,699.20 P/A**  
PAY GRADE: **Ungraded**  
LOCATION: Inpatient Pharmacy & Outpatient Pharmacy, Pharmacy Department  
Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK:

These positions are located in the Inpatient and Outpatient Pharmacy of the Pharmacy Department. The Pharmacy Technicians assist Pharmacists in preparing and distributing medications, maintaining the drug inventory, and maintaining patient records. The Pharmacy Technicians work only under the supervision of a Registered Pharmacist and do not perform duties that can legally be performed by a Registered Pharmacist. Pharmacy Technicians use precision and attention to detail to ensure safe and accurate dispensing of medications.

#### DUTIES:

1. Procures and distributes medication orders per providers request, pharmacist request, or prearranged work assignment according to established policies, procedures, and protocols.
  - Prepares unit-dose cart and delivers in each units' medication rooms.
  - Fills provider orders, medication surgical kits, medication carts, and stock requisitions accurately.
  - Replenishes medications in automated dispensing machines, night cabinet, emergency drug containers and floor stock areas accurately.
  - Prepares intravenous admixtures and other sterile preparations (including chemotherapy and parenteral nutrition) safely using appropriate techniques based on USP 797 and USP 800.
  - Delivers medications and supplies to patient care and ancillary areas accurately per established schedule.
  - Compounds, packages, and labels extemporaneous pharmaceutical products under the direct supervision of a pharmacist.
2. Maintains adequate stock of medications and supplies according to established policies and procedures.
  - Performs in ordering, receiving, unpacking, and storing medications and supplies in appropriate locations.
  - Rotates stock to ensure use before expiration date.
  - Identifies and replaces outdated and unusable medications.
  - Restocks medication and IV dispensing areas accurately within specified time periods.
  - Repackages bulk medications in unit-dose packages safely and accurately per established procedures using appropriate techniques.
3. Contributes to the effective operation of the department

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- Receives orders, requisitions, and medications for return from patient care areas when on delivery rounds.
  - Enters medication orders into pharmacy computer system accurately.
  - Enters charges and credits for patient medications accurately.
  - Generates reports, pick lists, and labels as required.
  - Answers the telephone, identifying self and department. Directs calls to appropriate personnel.
  - Answers requests at the window and makes stat deliveries to patient care and ancillary areas when requested.
  - Organizes and prioritizes work assignments.
  - Maintains logs, records, and other required documentation accurately. Files documentation in appropriate locations.
  - Demonstrates good oral and written communication.
  - Keeps the pharmacy areas clean, neat, and well-organized. Keeps pharmacy equipment clean.
4. Participates in the quality improvement activities of the department.
- Completes and documents all assigned medication storage area inspections at least monthly. Identifies and replaces outdated and unusable medications.
  - Collects data, conducts quality monitors, and completes documentation as assigned.
5. Maintains competence required for current job title/position.
- Maintains current technician certification.
  - Attends pharmacy staff meetings.
  - Participates in orientation, education, and training programs. Reviews literature and other materials as assigned.
  - Completes all competence/skills assessment requirements.
6. Performs other duties as assigned by supervisor.

**QUALIFICATION REQUIREMENTS:**

**Education:** High School Diploma or equivalent certification of basic adult education accomplishment.

**Experience:** At least one (1) year of experience in Pharmacy.

**License:** Must be licensed as a Pharmacy Technician by the Commonwealth of the Northern Marianas Health Care Professional Licensing Board (CNMI HCPLB).

**KNOWLEDGE:**

- 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. Pharmacy Assistants work directly with customers in person and on the phone. Being friendly and approachable and willing to help are important traits to the job.

**SKILL:**

- Clerical Skills- Pharmacy Assistants restock supplies and keep accurate records of what materials are coming in and out of the pharmacy. In addition, they use different machines and applications in the pharmacy.
- Math Skills- Pharmacy Technicians must have basic math skills to perform their duties.

**ABILITY:**

- Computer- Must be able to operate computer and other pharmacy software.

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- Communication- Must have great listening and speaking skills.

**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 “Covered”, or is 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. The **Pharmacy Technician I** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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.