



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-125

**Graduate Nurse**

POSITION: **Graduate Nurse** OPENING DATE: **07/12/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$30,823.52 P/A**

PAY GRADE: **05/01**

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

#### NATURE OF WORK:

The Graduate Nurse is responsible for patient care within an assigned nursing 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:

- Takes the patient's blood pressure, pulse, respiration, and temperature.
- Records the patient's oral intake and output.
- Serves and collects food trays, feeds the patient when necessary.
- Gives bed baths, changes bed linens, gives oral hygiene and back care.
- Drapes patients for examination and chaperones patients during procedures.
- Transports patients to and from treatment areas when necessary.
- Provides nourishment and refills water pitchers when necessary.
- Reports any unusual signs and symptoms to unit manager or charge nurse.
- Responsible, in cooperation with other staff, for the maintenance and cleanliness of the unit.
- Answers phone and call bells as needed.
- Assembles admission packets, patient's 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, administers oral and rectal medications, injections and intravenous therapy.
- Observes and reports any adverse signs and symptoms in the patient from medications given, or any changes in the patient's condition to supervising RN.
- Documents nursing interventions, and patient's response in the patient's medical record.
- Sets up treatment trays, prepare 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 or tasks as directed by the supervision Registered Nurse.

#### QUALIFICATION REQUIREMENTS:

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

**Experience:** No experience required.

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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.

**Licenses/ Certification:**

- Must possess an interim permit that would expire one year 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 and/or licensure/ permit to practice.
- Must possess Basic Life Support (BLS) Certificate from American Heart Association (AHA).

**KNOWLEDGE, SKILL & ABILITY:**

Ability to communicate openly and effectively with members of the health care team, patient's family members and patients; must be organized; knowledge of basic computer skills preferred but no required.

**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 **Graduate Nurse** 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

Rev. 07/12/22 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.*

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