



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-128

POSITION: **Respiratory Technician** OPENING DATE: **07/21/2022**  
NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**  
SALARY: **\$30,823.52 P/A**  
PAY GRADE: **05/01**  
LOCATION: Respiratory Care Department, Commonwealth Healthcare Corporation, Saipan

#### NATURE OF WORK:

Under the general supervision of the Respiratory Care Manager, the Respiratory Technician works on patients with respiratory diseases and conditions using specialized medical equipment, oxygen therapies, and manual treatment techniques; examine and evaluate patients for respiratory problems; and operate medical equipment to carry out cardiopulmonary tests (Pulmonary Function Tests, Holter Monitoring and Treadmill Exercise Stress Test). The employee performs a full range of pulmonary and cardiac testing duties using considerable independent judgment to adjust testing plans and programs for physician review and approval.

#### DUTIES:

- Sets up Holter monitoring device by position leads onto patients to measure and record the patient heart's activity (ECG) continuously for 24 to 48 hours or longer.
- Performs pulmonary function tests (PFT) using a Spirometer; calculates lung volume and vital capacities.
- Performs stress test, also called a treadmill exercise stress test, with physician to help patients know how their heart works during physical activity.
- Sets up, operates, and adjusts oxygen therapy equipment and humidifiers.
- Checks piped-in and emergency oxygen supplies, changes tanks, and physician orders for oxygen on admitted patients.
- Keeps records of tests performed, does patient charting on all cardiopulmonary outpatient testing, and assist Respiratory Manager in ordering supplies.
- Disassembles, cleans, and sterilizes equipment, and performs preventative maintenance and calibration of machines.
- Prepare medical supplies or equipment for use.
- Gather medical information from patient histories.
- Maintain cleanliness of medical equipment or facilities testing area.
- Communicate test or assessment results to medical professionals.
- Examine medical instruments or equipment to ensure proper operation.
- Maintain medical equipment or instruments.
- Performs other related duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Associate's degree or Bachelor's degree in Respiratory Therapy.

**Experience:** No experience required.

## **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.
- 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.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

## **SKILL:**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Speaking — Talking to others to convey information effectively.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Instructing — Teaching others how to do something.

- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Science — Using scientific rules and methods to solve problems.

### **ABILITY:**

- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Far Vision — The ability to see details at a distance.

- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Multilimbed Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**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 **Respiratory Technician** 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. 07/21/22 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.