



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-138

POSITION: **PDMP Data System Analyst/
Coordinator** OPENING DATE: **08/10/2022**

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

SALARY: **\$47,821.28 P/A**

PAY GRADE: **08/01**

LOCATION: **Overdose Data to Action (OD2A) Program,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the supervision of the Overdose Data to Action (OD2A) Program Manager through the Cooperative Agreement with Centers for Disease Control and Prevention (CDC), the Prescription Drug Monitoring Program (PDMP) Data System Analyst/Coordinator will coordinate the implementation for universal use of Prescription Drug Monitoring Programs (PDMP) among providers and ensures the PDMP system is accessible and easy to use. This employee will be required to collect, manage, analyze, interpret and evaluate data on the use of the PDMP as a tool to help healthcare providers and pharmacists provide patients better care in managing their prescriptions to prevent overdose events. This employee will ensure PDMP data collection, data system management, data reporting and analysis is performed and will collaborate on all PDMP activities directed towards obtaining high quality, comprehensive, timelier data on overdose morbidity and mortality, and to use data to inform prevention. Responsible for implementing activities for Prevention Strategy 4 base and enhanced – Prescription Drug Monitoring Program (PDMP) system to strengthen data tracking of dispensed controlled substances and to drive prevention and response activities.

DUTIES:

- Implements universal use of Prescription Drug Monitoring Programs (PDMP) among providers and ensures the PDMP system is accessible and easy to use.
- Integrates PDMP with other health systems datasets relative to prescribing practices with CHCC Pharmacy Department, Emergency Department and medical staff.
- Compilation and analysis of data contained in the PDMP database for reporting to CDC
- Plan and coordinate high-level research and evaluation studies for the PDMP to define the burden of overdose and injury in the CNMI and help identify and support prevention interventions.
- Manage tools and development and maintenance of patient matching algorithms while overseeing data repository of the PDMP
- Ensures accurate and complete information is collected and identifies and retrieves missing data for entry into PDMP database.
- Enters and maintains quality standardized data elements into PDMP database system and ensures confidential information in the program database is secured while ensuring routine backup of the database.
- Works with key internal and external stakeholders and partners to identify PDMP issues and collects and reports the use of the PDMP.
- Collaborate with OD2A multi-disciplinary data-focused group of stakeholders from the CHCC's Community Guidance Center, the CNMI Department of Fire and Emergency Medical Services to work on prescribing protocols for controlled substances and post-overdose protocols.

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- Contribute to the planning, directing, reviewing, and disseminating of information relative to Overdose data to CNMI wide stakeholders.
- Develops and implements policy, procedure, protocols, and guidance to carry out PDMP objectives and to measure/maximize effectiveness and efficiency of operations.
- Supports OD2A program in Strategy 5 & 7 and PDMP related activities to increase local expertise and prevention related activities to identify, monitor and track to anticipate and prevent opioid-related harm, such as illicit and prescription opioid misuse, Opioid Use Disorder, and opioid- involved overdose.
- Collaborates with the CHCC Epidemiology and Laboratory Capacity Program (ELC) Surveillance Coordinator, Health & Vital Statistics Office Registrar, Director of Health Information Technology relative to Overdose data.
- Attends monthly OD2A meeting and OD2A program calls with CDC and provides monthly and annual reports to the OD2A Program Manager and Chief of Ancillary Services or designee.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelors degree in pharmacy, social work, nursing, health, information technology, administration or related disciplines appropriate to the position.

Experience: At least two (2) years of minimum experience in a clinical health setting, federal grants administration and writing, and working with data experience; experience with data analysis preferred.

Other: Working experience and knowledge of opioid-related harm, preferred.

Licenses/ Certifications: None.

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.
- English Language — Intermediate 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.
- Public Safety and Security — Basic 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 (ie., Health Insurance Portability and Accountability Act; Controlled Substances Act, and Health Information Technology for Economic and Clinical Health Act).
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Computers and Electronics — Intermediate knowledge of computer hardware and software, including data driven applications and programs.

SKILLS:

- 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
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents; Intermediate ability to read and understand information and ideas presented in writing.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Intermediate ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events) and alternately, intermediate ability to apply general rules to specific problems to produce answers that make sense.
- Speaking — Talking with and presenting data orally to others to convey information effectively.
- Writing — Communicating effectively in correspondence and report writing as appropriate for the needs of the audience; Intermediate ability to communicate information and ideas in writing so others will understand.

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- 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.

ABILITIES:

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting with Computers — Using computers and computer systems (including hardware and software) to set up functions, enter and retrieve data, or process information.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Communicating with Persons Inside and Outside Organization — Communicating with people inside and outside the organization, representing the program and organization to customers/stakeholders, the public, government, and other internal and external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others and maintaining them over time.

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 **PDMP Data System Analyst** 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; subject to funding availability through federal funds awarded to the *CDC National Center for Injury Prevention and Control- Overdose Data to Action*, not to exceed 08/31/2022.

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.

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*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) 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.*