



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-091

POSITION: **MANAGER OF RESPIRATORY SERVICES** OPENING DATE: **04/27/2023**
NO. OF VACANCIES: **1** CLOSING DATE: **CONTINUOUS**
SALARY: **\$65,174.89 - \$75,448.082 P/A**
The salary given will be determined by the qualifications of the appointee.
LOCATION: Respiratory Care Department, Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the general supervision of the Medical Director of Respiratory Care, and the Chief of Ancillary Services, the Respiratory Care Manager is responsible for the overall operations of the Respiratory Department of the Corporation, to include planning, directing, and managing employees of the unit, to include evaluating performance in conjunction with Chief of Ancillary Services, quality of output and maintenance of equipment, ensuring timely and accurate services are provided to all patient and vendor customers. The Manager of Respiratory Care Services is responsible for directing the overall operation of the Respiratory Care Services in accordance and compliance with all applicable federal, state and hospital policies including Medicare, CLIA '88 rules governing laboratory operations, etc.

DUTIES:

- Direct, supervise and evaluate work activities of respiratory 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 respiratory personnel.
- Develop, recommend, and implement organizational policies and procedures for the respiratory department.
- 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 respiratory, 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.
- Establish work schedules and assignments for RT staff including medical transport as needed.
- Assigns staff to provide Respiratory Care in-services to hospital staff or patients as needed.
- Ensures that staff properly document and chart all patient procedures, department tasks, quality controls, etc.
- Evaluates employee performance annually and as needed.
- Provides and documents feedback to employees on areas for performance improvement.
- 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 Center for Medicare & Medicaid (CMS) Conditions of Participation and CLIA.

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.

- Provide guidance on sustaining quality of service in the department's operations.
- Maintains department inventory records system of all supplies and equipment.
- Orders and maintains adequate supplies for operation of department.
- Maintains preventive maintenance and repair records on all Respiratory Care equipment.
- Ensures that department records, staffing, equipment maintenance and procedures meet Medicare and CLIA regulations, 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): §482.57 Condition of Participation: Respiratory Services. The hospital must meet the needs of the patients in accordance with acceptable standards of practice. §482.57(a) Standard: Organization and Staffing: The organization of the respiratory care services must be appropriate to the scope and the complexity of the services offered.
- Ensures Blood Gas lab activities and record keeping are performed according to CLIA '88 rules governing laboratory operations.
- Ensures the competency of all Respiratory Care employees in blood gas analysis on an annual basis is performed.
- Attends hospital committee meetings as assigned.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Must be a graduate from U.S. Accredited College or University. Must possess a Masters degree or higher in Respiratory Care, Health Management, or related health field.

Experience: Minimum four (4) years of health care, public health, and supervisory/ management experience in healthcare or public health setting.

Others: A strong technical background is required, as is demonstrated leadership and excellent communication and problem-solving skills. Must have knowledge of Medicare regulations and CLIA requirements. This position requires average skill with computers and general office equipment for entering and retrieving patient data and for maintaining inventory programs.

LICENSES/ CERTIFICATIONS:

Recommend Healthcare Provider Basic Life Support (BLS).

KNOWLEDGE/SKILLS/ABILITIES:

- 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.
- 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.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations,

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- 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 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

1178 Hinemlu St. Garapan, 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

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.