



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 23-131

POSITION: **Public Health Nurse (TB Program)**      OPENING DATE: **07/20/2023**

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

SALARY: **\$53,000.00 P/A**

PAY LEVEL: **Ungraded**  
*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Family Care Clinic, Nursing Services,  
Commonwealth Healthcare Corporation, Saipan**

#### **NATURE OF WORK:**

Under the general supervision of the Nurse Clinic Manager and Director of Nursing with support from the TB/Hansen's Disease Program, this individual will provide comprehensive nursing services in preventive health in the TB clinic including assessment, diagnosis, teaching, counseling, monitoring, and evaluating individuals with active cases and ensures effective contact investigations are conducted immediately. This individual is responsible for ensuring that TB treatment regimens are followed and administers medications to effectively reach the goal of TB elimination.

#### **DUTIES & RESPONSIBILITIES:**

- Responsible for overseeing the clinical management of all suspected TB and Hansen's Disease (HD) cases in outpatient and inpatient clinics.
- Work closely with TB/Hansen's Disease Program staff to provide updates on all suspected confirmed cases.
- Follow the ordering provider's medication orders and prepares the daily medication packets of all patients on active TB treatment.
  - Follow standard guidelines (CDC, ATS, TB Centers of Excellence) to monitor patients with active TB disease during treatment.
- Complete initial intake (quarantine letter, map of home, initial list of contacts) and vital signs.
- Monitor in a timely manner based on patients' needs:
- Appointment with medical provider,
- MTB PCR, AFB smear and culture results from CHCC and DLS (drug sensitivity, smear and culture conversion).
- Biopsy and other test results to monitor patients with Hansen's disease.
- Chest x-rays, bloodwork, and other tests ordered by medical provider.
- Provide patient education on diagnosis, tests and medications (potential side effects) ordered:
  - Patients suspected of having active TB disease who are referred to CHCC outpatient clinics for TB workup
  - Patients with suspected or confirmed active TB disease who are started on active TB treatment
  - Contacts identified who need TB screening. Work with the TB/Hansen's Disease Program to ensure:
    - Contacts identified are screened for TB,
    - Contacts who are screened for TB and found to have LTBI are offered, initiate, and complete LTBI treatment.

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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.

- Work with the TB/Hansen’s Disease Program to oversee patients screened for TB at CHCC and are found to have LTBI (this includes patients screened for school, work, or Manamko Center)
  - Provide patient education materials for outpatient clinic nurse and provider to use when they offer and initiate LTBI treatment.
  - Responsible for seeing patient monthly for evaluation (or scheduling appointment with Provider as needed).
- Work closely with Pharmacy to ensure all medication orders are up to date according to provider’s orders.
- Provide nursing support to TB/Hansen’s Disease Program as needed, such as outreach.
- Enter all patient encounters in the CHCC electronic health record (CareVue).
- Maintain optimum standard of Nursing Care by providing patient safety and privacy.
- Responsible for immediately reporting any known adverse reactions to medications to the ordering provider.
- Adhere to all infection control policies within CHCC.
- Will serve as a TB/Hansen’s disease subject, matter, expert for other nurses.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education:** Associates degree in Nursing (ASN) or Bachelors degree in Nursing (BSN) from a recognized/accredited school of Nursing or foreign equivalent.

**Experience:** If with ASN degree, twelve (12) years of experience as a Registered Nurse or if with BSN degree, five (5) years of experience as a Registered Nurse.

**Licensure/ Certification:** Must pass the NCLEX- RN and must be licensed as a Registered Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing in the Commonwealth of the Northern Mariana Islands (CNMI). Must possess BLS and/or ACLS Certificates. NRP and/or PALS Certificates, as required by assigned unit.

**KNOWLEDGE/ SKILL/ ABILITIES:**

- Knowledge of the disease process of Tuberculosis and Hansen’s disease
- Knowledge of the TB program as a critical part of public health initiatives
- 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 — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Requires skilled operation of basic computer and use of electronic health record
- Fluency in explaining the disease process, indicated treatment and health instructions to clients
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- 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.

**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.

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## **OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is **Exempt** with overtime paid at the applicable CHCC overtime regulations of one and one-half times the straight base rate for all hours worked over eight in any workday and eighty hours in a fourteen-day payroll period. 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 and schedule 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; every effort will be made to adhere to the employee's regular work schedule. The corporation 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 *CNMI's Accelerating the Prevention and Control of HIV, Viral Hepatitis, STDs, and TB in the US Affiliated Pacific Islands* not to exceed 12/31/2023.

### ***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](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.*