



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-133

POSITION: **NURSE UNIT MANAGER** OPENING DATE: **08/25/2023**

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

SALARY: **\$27.07 – 28.42 P/H**
The salary given will be determined by the qualifications of the appointee.

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

NATURE OF WORK:

The Nurse Unit Manager shall manage and supervise Staff Nurses, License Practical Nurse, Registered Medical Assistants, Certified Nurse Assistants, and clinical attendants that are providing professional nursing care in the Oncology Unit. The clinic manager is responsible for managing, supervising and providing administrative support and guidance on administering care to all patients and answer questions regarding policies, procedures and protocols. The Nurse Unit Manager works with the Director of Nursing in reviewing and hiring of applicants and responsible for evaluating and keeping records of the performances of Staff Nurses, LPN and CNA under his/her charge, and provides counselling on unsatisfactory performance. The incumbent reports directly to Chief Nursing Officer and works with upper management to discuss personnel and administrative issues and address problems among staff. The Nurse Manager coordinates with clinical and healthcare team to manage care and assist in the treatment plans of the patients. The nurse manager is responsible for developing continuing education and staff development programs for clinical staff and provides orientation to new nursing staff

DUTIES:

- Helps coordinate referral to off-island care for patients where appropriate on-island care is not available.
- Identify program needs that would benefit from philanthropic financial support.
- Ensures that adequate staffing is always available even under circumstances of sick leave, vacation leave, job vacancies.
- Ensures that patients are scheduled for appointments appropriately, according to department policy, with adequate time for patient visit and treatment if needed, oversees infusion and scheduling for chair resources and hours of operations.
- Supervises follow up efforts if patients do not show up for appointments to make sure patients are not “lost to care”
- Ensures that test results (e.g., blood tests, biopsies, radiology studies) that are ordered by providers are returned in a timely manner to providers for review and action taken if necessary.
- Supervises communication of test results to patients that arrive between office visits.
- Coordinate and supervise non-oncology outpatient infusion and transfusion program.
- Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons who have services requirements.
- Oversees the financial navigator in coordination with the Business Office:
 - helping patient in identifying resources for access to healthcare services and medications if patient unable to afford these recommended services or medications (such as copay assistance programs, pharmaceutical foundation support).

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- ensuring that services, treatments, and medications are appropriately authorized or approved by private patient health insurance companies or governmental health insurance through process compliance and auditing.
- monitors standards for providing care to patients with limited financial resources who may lack private or governmental health insurance.
- Maintains nursing guidelines by writing and updating policies and procedures.
- Maintains nursing operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to CNMI board of nursing and CNMI nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
- Ensures compliance with quality and safety standards
- Maintains nursing staff by recruiting, selecting, orienting, and training nurses and auxiliary staff.
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Maintains nursing staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Promotes patients' independence by establishing patient care goals; teaching and counseling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.
- Provides information to patients and health care team by answering questions and requests.
- Resolves patient needs by utilizing multidisciplinary team strategies.
- Maintains a safe and clean working environment by designing and implementing procedures, rules, and regulations; calling for assistance from other health care professionals when needed.
- Protects patients and employees by developing and interpreting infection-control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations.
- Maintains patient confidence and protects operations by monitoring confidential information processing.
- Maintains documentation of patient care services by auditing patient and department records.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensures operation of medical and administrative equipment by verifying emergency equipment availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Contributes to team effort by accomplishing related results as needed.
- Collects and reviews comprehensive data pertinent to the patient's health and history to determine suitability for specialized protocols related to diagnosis and the patient's status.
- Utilizes knowledge of medications, procedures, infection control, and safety precaution to orient and educate new staff in nursing techniques and departmental procedures: and initiates appropriate interventions in crisis situation.
- Directs and Delegates care to other team members, as needed.
- Other duties as assigned.

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QUALIFICATION REQUIREMENTS:

Education: Associates degree or Bachelor degree in Nursing from a recognized/accredited school of Nursing or foreign equivalent.

Experience: Associates degree holder must have five (5) years nursing experience in an acute care setting. Bachelor degree must have three (3) years nursing experience in an acute care setting. Must have two (2) years in leadership experience.

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 have BLS and/or ACLS Certified by AHA. Must obtain ONS Chemotherapy/Immunotherapy Provider Certificate Card within six (6) months of hire.

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 at 40 hours per week with a shift schedule of eight hours per day, Monday through Sunday with flexible day(s) off per week. It is **“EXEMPT”** and is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. 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.”*
- *Transportation and Subsistence 20 CFR 655, Subpart E: “If the worker completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker’s transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker’s reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except reported a worker’s voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved.”*

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.

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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