



**Commonwealth Healthcare Corporation**  
Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' Rd, Garapan Saipan, MP 96950



**HUMAN RESOURCES**  
**EXAMINATION ANNOUNCEMENT NO. 24-006**

POSITION: **LICENSED PRACTICAL NURSE** OPENING DATE: **01/01/2024**  
CLOSING DATE: **Continuous**  
SALARY: **\$31,699.20 per annum**  
LOCATION: Nursing Services, Commonwealth Health Center  
Commonwealth Healthcare Corporation, Saipan

**DUTIES & RESPONSIBILITIES:**

- Provides basic nursing care with minimal supervision.
- Collaborates with medical and nursing team in preparing the nursing care plan by assessing patient needs, planning and modifying the care plan and intervening as necessary.
- Performs total nursing care for assigned patients with the exception of administering intravenous narcotic prescriptions.
- Records all medications and treatments given to the patients on the electronic health record.
- Observes and reports any adverse signs and symptoms or any changes in patient's condition to the Charge Nurse or Nurse Unit Manager.
- Prepares treatment trays, instruments and other equipment as needed.
- Assists medical staff and other nurses with treatments, dressings and tests. Prepares and maintains patient clinical records.
- Reports all occurrences of incidents during shift to Charge Nurse or Nurse Unit Manager.
- Admits patient and performs physical assessment with a Registered Nurse and then takes over care until patient discharge.
- Answers patient calls and assists as necessary.
- Supervises nurse aides or assistants.
- Participate in Quality Assurance and Performance Improvement (QAPI) and Key Quality Indicator (KQI) programs.
- Maintains cleanliness and organization of unit in collaboration with Charge Nurse or Nurse Unit Manager.
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

High School Diploma or equivalent General Education Development (GED) or Advanced Development Institute certification. Must have completed a Licensed Vocational Nurse or Licensed Practical Nurse program from a recognized/accredited school of nursing or foreign equivalent.

**LICENSES/ CERTIFICATIONS:**

Must pass NCLEX-LPN and be licensed as a Licensed Practical Nurse by the Commonwealth Board of Nurse Examiners (CBNE) to practice nursing. Must possess American Heart Association BLS and/or ACLS certifications.

### **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health and drug screening in accordance with CHCC policy.

### **OTHERS:**

Regular operating hours of the Commonwealth Healthcare Corporation are Monday to Friday from 7:30am to 4:30pm, however hospital hours are 24 hours per day, 7 days per week. This position is a Full-Time employment status and requires at least 40 hours per week. The assigned work schedule is subject to change with or without notice based on the Corporation's business requirement and/or by the demands of the employee's job. This position is "**Non-Exempt**", or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. This position is paid on a biweekly basis. CHCC adheres to all applicable deductions such as CNMI 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."*
- *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

Office Hours: Monday through Friday, 7:30am to 4:30pm, **CLOSED** on weekends and holidays.

*Employment Application Forms are available at the hospital facility's Main Cashier Office or online at [www.chcc.health](http://www.chcc.health).*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Trunk Line: (670) 234-8951 ext. 3583/3443/3556

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.*