



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-097

POSITION:	Biosafety Officer	OPENING DATE:	<u>06/27/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>07/11/2024</u>
SALARY:	\$41,308.80 P/A		
PAY LEVEL:	UNG		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Laboratory Department, Commonwealth Health Center Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

The Biosafety Officer will hold an advisory and quality compliance function under the direct supervision of the Respiratory & Laboratory Manager tasked with developing safety policies and procedures on biosafety, biocontainment, biosecurity, and ensuring compliance in the laboratory through regular safety inspections, documentation, and reporting to the manager. The Biosafety Officer will be responsible for implementing, coordinating, and maintaining established policies and programs for the CHCC laboratories including THC Laboratory and RHC Laboratory. The Biosafety Officer will work to develop and implement strategies and programs to mitigate biosafety risks to help improve laboratory operations to ensure continuous protection in testing integrity, patient safety, and staff health while exercising excellent judgment, discretion, risk management, and professional expertise in interpretation, integration, and application of federal, state, and organizational policies, protocols, and regulations.

DUTIES:

- Develop and implement safety policies, procedures, strategies, and programs to mitigate biosafety risks.
- Demonstrate effective oral and written communication skills to create and ensure compliance on biosafety.
- Demonstrate strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse working environment.
- Prepare and maintain a biosafety manual.
- Work closely with leadership, staff, and internal partners to develop, implement, and promote laboratory biosafety practices and procedures.
- Integrate policies with CMS applicable regulations, guidelines, policies, and directives and ensure compliance.
- Develop and implement standard operating procedures for the safe use, storage, transport, and disposal of biohazards.
- Coordinate with facilities and physical plant staff to solve technical and programmatic issues involving laboratory biosafety.
- Coordinate and conduct the delivery of biosafety education and training.
- Develop and implement emergency response procedures for incidents involving biohazardous agents and materials, and maintains CHCC Incident Action Plan for biohazards, develop a medical surveillance criterion for activities involving biohazards and related materials, and responds to biohazardous materials incidents as appropriate.
- Serve as a principal source of expertise to CHCC regarding appropriate equipment, facilities, and work practices for protecting laboratories, staffs, and the environment from contamination and infectious organisms.
- Keep abreast of current specialized knowledge, policies, procedures, and best practices on biosafety.
- Ensure staff compliance with safety policies and procedures by performing regular safety inspections, and documenting and submitting reports of inspections to the Laboratory Manager for review and action.
- Conducts compliance audits and investigating laboratory accidents/incidents or risks and prepares written status, compliance, and follow up reports with strategies for prevention.

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.

- Serve as primary point of contact for biosafety topics between internal and external partners.
- Work alongside with internal and external partners to develop and implement biosafety best practices.
- Provide technical assistance to internal and external partners to facilitate appropriate decision-making around biosafety objectives.
- Foster and maintain relationships with all internal and external partners to ensure the success of the biosafety policy & procedures and objective goals and implementation strategy.
- Support and contribute to hospital wide biosafety initiatives and collaborations.
- Participate in internal and external meetings and organizations.
- Develop, implement, and coordinate a comprehensive biological safety program for CHCC to enhance institutional biosafety related objectives and to ensure compliance with all applicable regulations, guidelines, policies, and directives.
- Work with Subject Matter Experts (SMEs) on planning and identifying priority areas for biosafety initiatives.
- Conduct research to develop effective evidence based biosafety policies.
- Maintain laboratory policies under the direction and supervision of the laboratory manager.
- Performs other duties as assigned by the Respiratory & Laboratory Manager or Laboratory Director.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's Degree or higher from an appropriately accredited institution required in biology, microbiology, public health administration, administration, or related fields; OR a combination of an applicable bachelor's degree and applicable experience. Preferred degree in a Laboratory or Biological Science with the minimum hours of course work and training required to perform laboratory testing, as defined by CLIA requirements.

Experience: Applicant must have one (1) year of recent and applicable experience in a hospital, public health, or clinical laboratory.

Licenses/ Certifications: None

KNOWLEDGE/SKILL/ABILITY:

- Knowledge and understanding of biosafety principles, policies, and procedures.
- 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.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- 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.
- Computers and Electronics — Knowledge of computer hardware and software, including applications such as Microsoft office suite software and electronic mail.
- Program development and management skills.
- Investigative and problem-solving skills.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Analytical, evaluative, and objective critical thinking skills.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- 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.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Coordination — Adjusting actions in relation to others' actions.

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.

- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Instructing — Teaching others how to do something.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management — Managing one's own time and the time of others.
- Use independent judgement to manage and impart confidential information.
- Develop and present programs, workshops, or training.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- 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.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- 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.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening 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 “**Non-Exempt**” 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. 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.

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*

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.

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) 234-8951 ext. 3410/3416/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

06/27/2024 src

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.*