



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-092

POSITION: **Hemodialysis Technician Intern** OPENING DATE: **07/08/2024**

NO. OF VACANCIES: **2** CLOSING DATE: **Continuous**

SALARY: **\$10.00 P/H**

LOCATION: **Dialysis Center, Nursing Services,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK

Responsible for providing assistance to patients seeking services at the Hemodialysis Unit/Commonwealth Healthcare Corporation. The incumbent who is assigned within this class is responsible for providing pre-treatment care such as greeting patients, gathering/updated patient demographic, financial information, insurance pre-authorizations, obtaining required signatures, making announcements and giving reassurances about any adverse occurrences in the hemodialysis unit, directing and assisting patients as needed, and providing an on-going public relation program for patients waiting to be seen. The incumbent is also responsible for answering the telephone and directing it to the intended personnel within the unit.

DUTIES:

- Maintains a safe, clean, and orderly environment for patients.
- Prepares the patient station and hemodialysis machines, dialysers, appropriate lines, and dialysate bath, as prescribed.
- Recognizes and corrects problems involving dialyzer leaks or defects in arterial or venous lines.
- Stocks all areas with needed supplies.
- Obtains and records patient **weights and vital signs** on the dialysis treatment flow-sheet records, pre and post dialysis.
- Initiates and terminates hemodialysis treatment according to policy and procedure.
- Obtains and records periodic clotting times during treatments when applicable.
- Reports any adverse symptoms or reactions to treatments to Registered Nurse.
- Responds to alarms and makes appropriate adjustments during treatments with supervision of Registered Nurse.
- Monitors and records vital signs according to policy.
- Assists in basic cardiopulmonary resuscitation.
- Recognizes and reacts appropriately to signs and symptoms of common dialysis complications with supervision of Registered Nurse.
- Employs Universal precautions.
- Monitors the infusion of heparin via heparin pump with supervision of Registered Nurse.
- Cleans and disinfects equipment following procedures as assigned, and performs disinfection of equipment.
- Uses proper techniques when using equipment.
- Assists in the transportation of patients.

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.

- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduate from Highschool, General Education Development (GED) or Advanced Development Institute (ADI). Completion of Hemodialysis training Internship Program, passing of the Hemodialysis Certification Exam within one (1) year of employment/training as Hemodialysis Technician Intern. Must have Basic Life Support Certified by AHA.

Experience: Six (6) months Medical related work experience such as Nursing Assistant or Medical Assistant.

Licenses/Certifications: Applicant must be supervised by on duty Registered Nurse at all times and complete all the required competency checklist for Hemodialysis Technician, and pass the certification exam within a year of employment as HT Trainee at CHCC.

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 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. 3410/3427/3583

Trunk Line: (670) 234-8950 ext. 3410/3427/3583

Fax Line: (670) 233-8756

07/08/24 tcs

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.