



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

Amendment to Salary, Duties & Qualification Requirements

EXAMINATION ANNOUNCEMENT NO. 24-024

POSITION: **Clinical Laboratory Scientist** OPENING DATE: **01/01/2024**
CLOSING DATE: **Continuous**

SALARY: **\$23.57 P/H**
\$49,025.56 P/A

LOCATION: Laboratory Department, Commonwealth Health Center
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

The Clinical Laboratory Scientist (CLS) will be responsible for the testing and analysis of body fluids, such as blood, urine, tissue samples, or other fluids to obtain information about the health of a patient to aid in the diagnosis, treatment, and prevention of diseases. The CLS will work collaboratively with other laboratory scientists in various clinical sections such as microbiology, chemistry, hematology, blood bank, urinalysis, serology, pathology, and molecular diagnostics. The CLS will also work collaboratively with physicians in diagnosing and monitoring disease processes, monitoring the effectiveness of treatments, work with other departments to produce meaningful data for public health and epidemiological initiatives, and work with laboratory leadership to improve laboratory best practices in clinical testing.

DUTIES:

- Perform all laboratory testing of patient specimens as defined in policies and procedures, as designated, and as scheduled.
- Operate all laboratory equipment including performing quality checks, calibrations, troubleshooting malfunctions, changing reagents, and conducting daily, weekly, monthly, quarterly, and annually user maintenance as required by the manufacturer.
- Compile appropriate documentation of all testing and instrument activities, such as quality control (QC) results, actions taken, etc.
- Maintain laboratory supply inventories, analyzers, storage spaces, work stations, and conduct inventory procedures.
- Participate and assist in educational and training activities.
- Participate in all quality assurance activities of the laboratory and laboratory improvement committees.
- Perform data collection, data analysis, review laboratory testing, and compile reports as designated.
- Perform phlebotomy procedures on patients to collect samples for testing.
- Handle and process all specimens for appropriate laboratory testing.
- Communicate with the Laboratory Manager, Supervisors, and co-workers of any potential problems or complications with patient specimens, laboratory instruments, or testing processes.
- Review, record, and release patient results in accordance with established protocols.
- Train, coach, and mentor other laboratory personnel, interns, volunteers, or students.
- Stay abreast on current trends of best practices and assist with the development, standardization, and evaluation of policies, procedures, techniques, or tests used in the analysis of specimens.
- Adhere to emergency coverage schedules to perform work duties as assigned for all shifts of the operations, i.e. day, night, graveyard, weekends, or holidays.
- Perform other related duties as assigned.

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.

QUALIFICATION REQUIREMENTS:

Education: United States (U.S) Bachelor's Degree in Laboratory or Biological Science with the minimum hours of course work and training required to perform laboratory testing, as defined by Clinical Laboratory Improvement Amendments (CLIA) requirements; OR Bachelor's Degree graduate of a Foreign Medical Technology program that meets all education and training, as defined by CLIA requirements.

Individuals who have degrees from foreign institutions must have an evaluation of their credentials to determine the equivalency of their education to an education obtained in the U.S. The equivalency evaluations should be on a course-by-course basis and may be performed by a nationally recognized organization.

These may include such organizations as the National Association Credential Evaluation Services, Inc. (NACES) (<http://www.naces.org>), Association of International Credential Evaluators, Inc. (AICE) (<http://www.aice-eval.org>), and World Education Services (<https://www.wes.org>).

Experience: Applicant must have two (2) years of recent and applicable clinical experience.

Licenses/Certification: Licensed by the CNMI Healthcare Professions Licensing Board (HCLB) as a Clinical Laboratory Technologist, meeting all requirements with appropriate documents. Possess current license to practice laboratory medicine American Society for Clinical Pathology (ASCP) or equivalent such as American Medical Technologists (AMT)), Health and Human Services (HHS) and have at least one of the following: Clinical Laboratory Scientist licensed by the AMT or HHS may be exempt from the four (4) year degree due to licensing requirement prior to 1998.

KNOWLEDGE/SKILL/ABILITY:

- 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.
- Computers and Electronics — Knowledge of computer hardware and software, including applications such as Microsoft office suite software and electronic mail.
- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- 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.
- 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.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Science — Using scientific rules and methods to solve problems.
- Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

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.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Speaking — Talking to others to convey information effectively.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Coordination — Adjusting actions in relation to others' actions.
- Mathematics — Using mathematics to solve problems.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Use independent judgement to manage and impart confidential information.
- 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.”

- *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

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.3416/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

09/06/2024 rus

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.*