



- Complies with Drug Enforcement Administration (DEA) regulations when handling and dispensing controlled substances.
- Ensures accurate record-keeping, secure storage and vigilant monitoring of controlled substances to prevent diversion and misuse.
- Ensures applicable licensures are maintained in department files.
- Supervises all pharmacy personnel under CHCC, RHC and THC pharmacies.
- Communicate, interpret and discuss with CHCC, RHC and THC staff the pharmacy policies and procedures.
- Provides authorization for orientation, training, job objectives, and communication.
- Maintains appropriate records in order to assure that the quality, quantity and timeliness of work done can be documented.
- Stays up-to-date with federal and state regulations and maintain strict adherence to legal requirements related to pharmacy practice.
- Ensures the secure and confidential handling of patient information.
- Proficiently use tele pharmacy platforms and health records for documentation and communication.
- Participates in quality improvement initiatives to enhance medication safety.
- Provides exceptional customer service, addressing patient needs and concerns with empathy and professionalism.
- Build trust and rapport with patients and healthcare providers.
- Seeks compliance with outside agencies relevant to requirements for maintenance of services. Ensure all required local and Federal compliance requirements are met by the pharmacy as well as the pharmacy staff.
- Ensures preparation and submission of patient charges and financial reports to administration in accordance with policy.
- Ensures compliance with health-system policies and procedures that apply to pharmacy services.
- Coordinates all technological advancements in the pharmacy such as EnterpriseRx, Emporos POS, and Controlled Substance Ordering System (CSOS).

**C. Provides education and information on pharmaceutical care and medication therapy.**

- Provides drug information and clinical support to healthcare providers and patients.
- Provides medication counselling and answering patient's questions via phone or video calls.
- Participates in Public Health programs to improve healthcare in the community (e.g., NCD, Tobacco Cessation, HIV, Family Planning, TB, Mental Health, Opioid/OD2A/PDMP).

**D. Maintains competence required for current job title/position.**

- Maintains professional licensure and certifications.
- Engages in ongoing professional development to stay informed about latest pharmaceutical advancements and healthcare trends.
- Attends departmental meetings.
- Sustains professional competence and promotes development through participation in in-services, workshops, seminars, and professional organizations.
- Completes all competence/skills assessment requirements.

**E. Performs other staff/clinical pharmacist duties when needed and fulfills temporarily the duties and responsibilities of the manager as assigned.**

**QUALIFICATION REQUIREMENTS:**

**Education:** Graduate of an ACPE-accredited School of Pharmacy with BS Pharmacy degree or equivalent or Doctor of Pharmacy degree from an accredited pharmacy program.

**Experience:** Possess at least one (1) year experience in Pharmacy setting as a Staff/Clinical Pharmacist.

**Licenses/Certifications:** Must be licensed with the CNMI Healthcare Professions Licensing Board (HCPLB) to practice as a Pharmacist.

**KNOWLEDGE/SKILLS/ ABILITY:**

- Knowledge and Understanding - Confidentiality and Patient rights, safety, medication-use safety, fire safety, security, hazardous materials, emergency management, Infection Control, Pharmaceutical Care Needs of all patients in the community, Renal Dosing, Medication Therapy Monitoring, Emergency Drug Therapy, Pain Management, Pharmacokinetics, Patient Counselling, Adverse Drug Reaction Reporting, Information Management, Controlled Substances, Immunization, Pharmaceutical regulations, and medication management.
- Computers and Electronics - Also includes proficiency in handling and use of the following equipment/software: Bar-code scanning Equipment, FAX machine, Telephone, Pharmacy Computer and printer, Word Processing Software, Spreadsheet software, Database Software, Graphics/Presentation Software, E-mail, Calculator; Additionally, knowledge in operating

---

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.

Enterprise Rx and Emporos Point-of-Sale.

- Ability to work independently with minimal direct supervision. Ability to work cooperatively with healthcare providers and pharmacy staff. Ability to handle frequent interruptions and adapt to changes in workload and work schedule. Ability to set priorities, make critical thinking and decisions, and respond quickly to emergency requests. Ability to exercise sound professional judgment. Ability to communicate effectively (orally and in writing). Commitment to patient safety, privacy, and confidentiality.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health 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 “EXEMPT”, or is not 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 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

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)

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

Rev. 09/17/24 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.