



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-153

POSITION:	<b>Nurse Clinic Manager</b>	OPENING DATE:	<b><u>10/29/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>Continuous</u></b>
SALARY:	<b>\$62,071.32 P/A</b>		
PAY LEVEL:	<b>UNG</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Nursing Services, Rota Health Center Commonwealth Healthcare Corporation, Rota		

#### NATURE OF WORK

The Nurse Clinic Manager shall oversee the entire nursing services to ensure all nursing staff are providing quality professional nursing care at the Rota Health Center (RHC), for both clinic and emergency room services. The Nurse Clinic Manager is responsible for directing, managing, supervising and providing administrative support and guidance on administering care to all patients and answer questions regarding clinical policies, procedures and protocols. The Nurse Clinic Manager works with the Director of Nursing in reviewing and hiring of applicants and responsible in evaluating and keeping records of the performances of Staff Nurses, LPN and CNA under his/her charge, and provides counselling on unsatisfactory performance. The incumbent reports directly to Director of Nursing and works with upper management to discuss personnel and administrative issues and address problems among staff. The Nurse Clinic Manager coordinates with clinical and healthcare team to manage care and assist in the treatment plans of the patients, with the goal of returning to their highest level of mental and physical health. The work is located at the Rota Health Center, Commonwealth Healthcare Corporation, Rota.

#### DUTIES:

- Leads and implements nursing service activities for RHC as directed by the Director of Nursing.
- Develops nursing programs to ensure quality patient services, and ensures compliance with all CMS, federal, state and local standards.
- Oversight of department and nursing operations of the hospital ensuring smooth and safe operations and serves as reliable source of information on the latest evidence supporting cost-effective, safe nursing practice; and ensures all operations are within CHCC's written policies and procedures.
- Works closely with RHC Resident Director on all clinical matters affecting patient care.
- The Nurse Clinic Manager oversees the nursing employees and ancillary staff on duty as they perform professional care to patients of all age groups with various medical and surgical care needs.
- Assures quality of care by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
- Assures quality of care by ensuring appropriate and adequate supplies are present for patient's use. Responsible for all medical supply orders and communications to RHC Resident Director and CHCC Medical Supply Office staff.
- Works with the Director of Nursing in the selection and hiring and training of new nursing employees.
- Develops Policies and Procedures in conjunction with the Director of Nursing for the nursing department, monitor performances, participates in improvement and quality initiatives, implements new initiatives and change with evidence-based guidelines and ensure compliance.

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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.

- Supervises the staff nurses, licensed practical nurses, registered medical assistant and certified nursing assistant on duty as they perform professional care to patient with any health issues according to standard operative procedures, requiring a higher degree of accuracy, uniform mental attention and close concentrations.
- Delegates responsibilities to other nurses and other auxiliary staff, ensuring that the unit is staffed appropriately
- Monitors, coaches, develop and evaluate performance of nursing and ancillary staff on an ongoing basis in accordance with applicable performance standards
- Evaluates all staff performances and collaborates with human resources to ensure personnel policy development and communication to staff to achieve consistency in labor and employee relations that is shared with RHC Resident Director and other leadership as needed.
- Develops policies and procedures in the unit, implement and monitor performance and improvement quality initiatives, and change with evidence-based guidelines and ensures compliance.
- Develops continuing education and staff development program for unit staff and provide orientation to new nursing staff
- Maintain pre-sets inventory standards for solutions, supplies, medicines/ narcotics and equipment and ensures the unit has tools and resources to provide quality patient care
- Approves unit's staff request for leave of absence (i.e., personal, emergency, and/or sick leave) and responsible for the accuracy of staff timecards, leave schedules and overtime slips, as well as ensures appropriate and sufficient staffing coverage to meet the demands of the hospital.
- Identifies and implements opportunities to build employee morale and individual motivation
- Responsible for profit and loss performance of assigned business unit, and participates in budget creation and expense management
- Responsible for assuring customer/patient service needs are met. Monitors patient service feedback and contributes to the process of resolving complaints and service issues.
- Plans and initiates process improvement and cost reduction opportunities
- Responsible for the monitor and evaluation of all clinical areas
- Is the RHC clinical champion/representative for following clinical services areas
  - Infection Control
  - Utilization Review
  - Continuing Education
  - Quality Assurance
- Builds strong positive communication with RHC physicians and works as a team to enhance the success of the practice.
- Consults regularly with the RHC providers, CHCC Director of Medical Affairs, and the Director of Nursing, Staff and Hospital Unit Manager, and other clinical management on patient care/services and other hospital related issues and concerns
- Develops strong inter-department teamwork to meet the needs of the patients and physicians, driven decision-making and other actions.
- Assigns and reschedule nursing personnel as necessary to meet the requirements of patient care.
- Makes periodic routine rounds on designated unit and all units as scheduled to evaluate unit organization and observe quality of nursing care given.
- Routinely visits seriously and critically ill inpatients.
- Arranges for non-emergency and emergency services with appropriate calls on evenings, nights, weekends and holidays.
- Collaborates with Medical referral to ensure timely and proper arrangement and escort of patients for medical referral to other facility.
- Responsible for the shift Census Reports.
- Initiates Disaster Call procedure.
- Responsible for administrative management of designated nursing/clinical department.
- Performs other related duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

### **Education:**

- A1. Associate of Science in Nursing (ASN) from a recognized/ accredited School of Nursing.
- B1. Bachelor of Science in Nursing (BSN) from a recognized/ accredited School of Nursing.
- C1. Master of Science in Nursing (MSN) from a recognized/ accredited School of Nursing.

### **Experience:**

- A1. Plus twelve (12) years general nursing experience.
- B1. Plus (6) years general nursing experience.
- C1. Plus (4) years general nursing experience.

**Licenses/Certifications:** Must pass NCLEX-RN and licensed as a Registered Nurse by CBNE to practice the nursing profession in the CNMI and in good standing at the time of application. Must have BLS and ACLS Certified by AHA.

**Other:** None.

## **KNOWLEDGE/SKILL/ABILITY:**

- Clinical care experience
- Patient care experience
- Management experience
- Counseling skills
- Community action experience
- Participant advocacy experience
- Experience in the development of educational and training resource 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 “**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 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](mailto:apply@chcc.health)

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

Trunk Line: (670) 234-8950

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.

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