



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 20-228

POSITION: **HOSPITAL QUALITY TECHNICIAN** OPENING DATE: **12/04/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **12/17/2020**

SALARY: **\$28,000.00 - 30,000.00 P/A**

*The salary given will be determined by the qualifications of the appointee.*

LOCATION: Corporate Quality and Performance Management (CQPM),  
Commonwealth Healthcare Corporation, Saipan

#### DUTIES:

This position is established within the Commonwealth Healthcare Corporation (CHCC) under the direct supervision of the Hospital Quality and Risk Performance Management Coordinator. The incumbent coordinates and assists involved with the retrieval, processing, dissemination, submission and entry of monthly Quality Assessment and Performance Improvement (QAPI) reports, Incident Reports and Mortality/Morbidity data with occasional guidance. Prepares data for review, analysis, reports, audits, meetings and other presentations. This position is vital to accomplishing the objectives of Hospital Quality and Performance Improvement Plan. Coordinates and implements initiatives to ensure timely, complete and accurate submission and transmission of data. Completes procedures to support and assure consistency of data collection in a timely manner for data analysis by the Hospital Quality and Risk Management Coordinator. Generate program reports. Performs data entry and storage of various project documents. Maintains records of all data analyses, follow-up logs, and departmental reports. Receives, creates, and prepares documentation for the Hospital Quality and Risk Management Program as directed. Assists with all assigned clerical duties. Assists with coordination and scheduling of CHCC in-services training pertaining to Quality and Risk Management program initiatives. Maintains the strictest confidentiality of all information within the CHCC, including but not limited to employee information, patient information, and Program/Departmental information the employee may come to know through his or her employment at CHCC. Assists with preparation and coordination of quality and performance improvement projects. Performs other related duties as assigned.

#### TECHNICAL CAPABILITIES:

**DATA ENTRY** – The ability to transcribe information from the original source into an electronic system according to written and verbal instructions efficiently and accurately.

**DOCUMENTATION** – Ensures that all documentation is complete, accurate, thorough, and compliant.

**AD HOC REPORTING** – The ability to access information from databases and prepare reports.

#### QUALIFICATION REQUIREMENTS:

Graduation with Associate's Degree in Nursing from a recognized and accredited college. Two (2) years of work experience in a hospital setting with a working knowledge of medical terminology and processes.

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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.

Previous experience with Centers for Medicare and Medicaid Services (CMS) inspections, accreditation standards, and/or federal regulations is preferred.

**OTHER QUALIFICATION REQUIREMENTS:**

Must be Computer literate, required an experience and advanced skills in Microsoft Office Word, Excel spreadsheets and PowerPoint. Must have strong organizational and time management skills. Excellent verbal and written communication skills. Ability to work self-directed and in work groups. Ability to interact with all relevant components of the health care system. Appreciation of cultural diversity and sensitivity towards target population.

**CONDITIONAL REQUIREMENTS:**

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

***Note(s):***

- *Three-fourths 20 CFR 655, Subpart F: "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.*

**OTHERS:**

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: 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.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources  
Commonwealth Healthcare Corporation  
1 Lower Navy Hill Road, Navy Hill, 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: [humanresources@dph.gov.mp](mailto:humanresources@dph.gov.mp)  
Direct Line: (670) 236-8205/8210/8729/8202  
Trunk Line: (670) 234-8950 ext. 3580/3581/3583  
Fax Line: (670) 236-8756

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