



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 19-183

POSITION: **PATIENT EDUCATOR** OPENING DATE: **10/24/2019**

NO. OF VACANCIES: **1** CLOSING DATE: **11/06/2019**

PAY LEVEL: **UNGRADED**

SALARY: **\$36,000.00 P/A - \$38,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

LOCATION: Corporate Quality Performance Management, Commonwealth Health Center
Commonwealth Healthcare Corporation

DUTIES:

This position is under the general direction of the manager of Corporate Quality Performance Management, with direct supervision under the Utilization Review Coordinator. The Patient Educator has the primary responsibility and authority for maintaining quality patient care through planning, coordinating, implementing and evaluating the services provided to the patient(s) and their families. The incumbent shall work closely with patients and physician in creating effective treatment strategies such as dietary and lifestyle changes and shall help develop and execute various programs and treatments depending on patient's needs after being diagnosed with disease(s) to improve health, prevent disease(s), and continuity of care. The Patient Educator may be involved in explaining to the patient a medical procedure, surgical treatment and at home care on a as needed basis. The incumbent may continue to remain in contact with the patient beyond the initial diagnosis and admission, this is to keep track of patient's ongoing condition and make necessary recommendation to change, adjust or update the plan of care or treatment strategies. Evaluate the effectiveness of training programs and methods and provide recommendations or adjustments in the plan of care, as required. Review daily unit census for all new admission of patients with diabetes or other chronic diseases to interview, implement, monitor, and track educational needs for the patient. Collaborate with Discharge Planning team members and other medical staff in determining and coordinating the needs of the patient during admission and upon discharge. Attend Daily Discharge Planning and Family Discharge Planning. Coordinate care, follow patient (Medicare/ Medicaid) after hospital stay to prevent re-admission. Coordinate care transition ensuring that patient(s) comply with discharge plan such as follow up visit(s) to primary provider, home medications or discharge medications are taken as prescribed. Conduct follow up interview with patient on their educational resource needs. Consult with community or health program leaders on healthcare matters. Provide educational resource materials to help patient manage health condition such as Diabetes care. Prepare and provide presentations on healthcare topics as needed. Ensure that Durable Medical Equipment (DME) are available to patient(s), as recommended by the physician. Ensure that referral to Home Health Agency (HHA) are followed as planned. Coordinate with Staff Nurse on plan for health education for patients. Coordinate with Staff Nurses to ensure delivery of nursing plan set for a specific patient. Attend and participate on any nursing and hospital activities. Submit on timely manner monthly patient education statistics (focused on patients with Diabetes) to the Director of Nursing, after QAPI analysis. Adhere to privacy practices in accordance with HIPPA regulations. Display respect for patients and acts as advocate as necessary. Maintain professional integrity throughout performance on the job duties and demonstrate exemplary work ethic. Uphold attendance and performance standards. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor of Science in Nursing from a recognized/ accredited school of Nursing plus one (1) year of experience in general nursing or hold an Associate of Science in Nursing plus three (3) years of experience in general nursing. Preferably have passed NCLEX-RN and is BLS/ ACLS Certified. Demonstrate excellent critical thinking and ability to work independently. Detail oriented, able to multi-task and remain flexible with assignments. Strong organizational and interpersonal skills, communicate effectively.

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 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.*

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

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756

