# 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. 19-191

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|---|---|---|---|
| POSITION: | **PDMP SPECIALIST** | OPENING DATE: | **11/18/2019** |
| NO. OF VACANCIES: | **1** | CLOSING DATE: | **11/29/2019** |
| SALARY: | **$35,000.00 P/A - $40,000.00 P/A** | | |
| | *The salary given will be determined by the qualifications of the appointee.* | | |
| LOCATION: | Division of Hospital Services, Commonwealth Healthcare Corporation | | |

**DUTIES**:

Under the supervision of the OD2A Manager through the Cooperative Agreement with Centers for Disease Control and Prevention (CDC), the Prescription Drug Monitoring Program (PDMP) Specialist will process registrations of new users and assist the PDMP Data Analyst/Coordinator in working with the PDMP vendor on issues with user access and reporting features needed for from the PDMP platform such as the ability to handle increasing user count and utilization. This employee will be the support staff for the implementation for universal use of Prescription Drug Monitoring Programs (PDMP) among providers and that PDMP's are easy to use and accessible by providers. This employee will perform PDMP data collection, data system management, data reporting and analysis and to collaborate on all PDMP activities directed towards obtaining high quality, comprehensive, timelier data on overdose morbidity and mortality, and to use data to inform prevention. Coordinate and implementation of CDC's OD2A Grant component: Prevention Strategy 4 and activities. Perform registration process and monitors universal use of PDMP among providers are easy to use and access by providers. Troubleshoot with the PDMP vendor on issues with user access and reporting features needed for from the PDMP platform such as the ability to handle increasing user count and utilization. Assist on the compilation of PDMP reports for OD2A program as needed. Compilation and data entry for PDMP use and for reporting to CDC. Maintain and enhance program data quality, surveillance, tracking and follow-up mechanism. Ensures accurate and complete information on program clients are collected. Identifies and retrieves missing data for entry into PDMP database. Enters and maintains quality standardized data elements into PDMP database system. Analyse program data to ensure performance indicators are being met; provide reports and feedback on all program performance indicators especially those not being met. Monitors and maintains data quality on OD2A program database system. Ensures confidential information in program database is secured; conduct routine back up of database. Works with key internal and external stakeholders and partners to identify PDMP issues. Works with partner clinics to collect and report use of PDMP as a baseline. Prepare and disseminate data reports as requested by the PDMP Data System Analyst/Coordinator. Attend monthly OD2A meeting and OD2A program calls with CDC if needed. Collaborates with the CHCC Epidemiology and Laboratory Capacity Program (ELC) Surveillance Coordinator, Health & Vital Statistics Office Registrar, Director of Information Technology and Chief Information Officer relative to Overdose data. Provides monthly and annual reports to the OD2A Manager and Director of Hospital Services or designee. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS**:

Any combination equivalent to graduation from a recognized college with an AS degree in nursing, health, information technology, administration or related disciplines appropriate to the position. Two (2) years working knowledge and experience in IT data collection, analyst and reporting, preferred.

**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

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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; subject to funding availability through federal funds awarded to the *CDC National Center for Injury Prevention & Control – Overdose Data to Action* not to exceed 08/31/2020.

***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

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