



Job Description

Title	Course co-ordinator – Pharmacy
Incumbent name	
School/division	Faculty of Nursing ,Medicine and Health Sciences
Grade	Band 4
Category	Academic
Reports to	Dean of Nursing and Allied Health
Location/campus	Kukum Campus

Summary of duties
<p>This role takes responsibility for the development, delivery, maintenance and evaluation of all teaching and learning programs (including short courses) within the Diploma and Certificate of Pharmacy Practice. In particular, this position provides leadership in the effective design and development of programs and ensures that subjects will meet the future and current learning needs of students and the industry.</p> <p>The pharmacy course co-ordinator is responsible for the continuous improvement of the course, the quality of its teaching, and its interaction with the domestic and international community. It is the responsibility of the pharmacy course co-ordinator to ensure that the welfare of students and staff is adequately monitored and maintained.</p>

Key tasks	
Teaching and learning	<ul style="list-style-type: none"> • Establishing, maintaining and enhancing a teaching and learning. • Encourage the development and implementation of innovative teaching and learning strategies. • Provide continuous curriculum development by implementing feedback from students and the industry. • Teach subjects including but not limited to professional practice I and professional practice II meeting high-quality standards; <ul style="list-style-type: none"> - Contribute to subject development; - Coordinate subject(s); - Conduct lectures and tutorials - Produce student assessments/exams and undertake their subsequent marking.
Research and Consultancy	<ul style="list-style-type: none"> • Carry out research that enables pharmacy officers to improve the quality use of medicine in the Solomon Islands. • Encourage, lead and supervise students to carry out their own research projects.
Liase with National services Pharmacy division	<ul style="list-style-type: none"> • Co-ordinate opportunities that cross department boundaries • Gather and implement feedback from the National Services Pharmacy Division.

People management and teamwork	<ul style="list-style-type: none"> • Increase employee and student engagement, teamwork, productivity and management skills. • Priorities, manage and co-ordinate students • Boost morale, class participation and ownership of responsibility. • Manage standards for students including punctuality, class attendance, class participation, assignment completion, and practical placement activities. • Ensuring that mentoring, coaching and support is available for the development of permanent and casual teaching staff in the Faculty. • Engaging staff in effective change through embedding new approaches to teaching and programs. • Exercising appropriate delegation.
Quality assurance and customer satisfaction	<ul style="list-style-type: none"> • Developing quality assurance mechanisms and strategies for continuous improvement of the quality of teaching/learning. • Ensure the health and safety of all staff and students • Ensure equal opportunities for all staff and students within the Diploma and certificate of Pharmacy practice
Key performance indicators	<ul style="list-style-type: none"> • Demonstrate innovative approaches in teaching and research • Provide academic and professional leadership; completing all tasks to your best ability. • Ensure students achieve adequate competency as per the 2018 Pharmacy Officer Competency Standards. • Monitor and evaluate lectures, tutorials and student assessments and implement changes where needed. • Demonstrable commitment to professional development • An understanding of and ability to apply equal opportunity in the workplace • Clear and extensive communication with the Dean of Nursing and Allied health and The National Services Pharmacy Division regarding any issues with student performance and/or updates to the course and its content.
Qualifications required	<p>Minimum: A Bachelor of Pharmacy Desired: A Masters of teaching, Clinical Pharmacy or Public health</p>
Experience	<ul style="list-style-type: none"> • 10 years of experience within the pharmaceutical or university sector • Computer proficiency in Microsoft word, PowerPoint, M-supply and M-supply mobile. Demonstrated contributions to research that has had impact in the field of pharmacy • Teaching experience within the broad area of pharmacy • Extensive organisation skills and experience managing others