



## Solomon Islands National University Faculty of Nursing Medicine & Health Sciences

### Job Description

<b>Title</b>	Senior Lecturer – Pharmacy
<b>Incumbent Name</b>	Vacant
<b>School/Division</b>	Faculty of Nursing Medicine & Health Sciences
<b>Grade</b>	Band 4.1
<b>Category</b>	Academic
<b>Reports to</b>	HOS Medicine – FNMHS
<b>Location/Campus</b>	Kukum Campus
<b>Direct reports</b>	Dean of Faculty

### Summary of Duties

Expert in the area of Pharmacy and Medical Sciences. Assists in Course Review and Development, Plans & deliver learning experiences to meet course objectives, develops instructional materials, is Involved in Student Consultations, Assesses and Maintains student records, Liaises with Authorities and Industry, Carries out research and is involved in Distance Education.

### Main Duties and Responsibilities

<b>Key tasks</b>	<b>Teaching and learning</b> <ul style="list-style-type: none"><li>To deliver learning instructions, prepare Lesson plans,</li><li>To develop all enrolled class lists.</li><li>To have a good knowledge of the entire syllabus curriculum.</li><li>To assist in the review of course content and materials regularly, updating when required.</li><li>To develop and apply innovative and appropriate teaching techniques and materials that create interest, understanding and enthusiasm amongst students. To transfer knowledge including practical skills, methods and techniques.</li><li>To ensure that course design and delivery comply with the quality standards and regulations of the University</li><li>To supervise student projects, field trips and, where appropriate, placements.</li><li>To participate in the school Distance Education and Outreach Programs.</li><li>To write, prepare and mark assignments and examinations and provide feedback to students.</li></ul> <ul style="list-style-type: none"><li>To ensure that the teaching content and methods of delivery are per equal</li></ul>
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	<p>opportunities, and respond to issues relating to staff and student needs.</p> <ul style="list-style-type: none"> <li>• To monitor and maintain a print stock level and current master copies for printing.</li> </ul> <p><b>Research and consultancy</b></p> <ul style="list-style-type: none"> <li>• To improve the knowledge and skills in Pharmacy practice in the Solomon Islands.</li> <li>• To determine relevant research objectives and prepare research proposals.</li> <li>• To assist in aided Projects</li> <li>• To identify sources of funding and carry out research relevant to the basic purposes of the University.</li> <li>• To write or contribute to publications or disseminate research findings</li> <li>• Carry out consultancy work for school, national level and regional level</li> <li>• To make presentations or exhibitions at national and international conferences and other similar events.</li> <li>• To maintain current industrial information practices.</li> </ul> <p><b>People management and teamwork</b></p> <ul style="list-style-type: none"> <li>• To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</li> <li>• Regular contact and liaison with students to teach and provide support.</li> <li>• To provide academic leadership to those working within programme areas, as lecturers or equivalent,</li> <li>• To assist in the work of a team by agreeing with objectives and adhering to work plans.</li> <li>• To act as a personal mentor to students and colleagues.</li> <li>• To lead small workgroups within specific areas of responsibility.</li> <li>• To ensure that teams within the department work together effectively.</li> <li>• To act to resolve conflicts within and between teams.</li> </ul> <p><b>Student &amp; staff counselling</b></p> <ul style="list-style-type: none"> <li>• To be responsible for dealing with referred issues for students within their educational programs.</li> <li>• To act as a personal tutor, giving first-line support.</li> <li>• To provide first-line support for colleagues, referring them to sources of further help if required.</li> <li>• To monitor the course and student performance by requesting feedback and providing advice</li> <li>• To maintain Health and Safety in the respective programs and University as a whole</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Competent in computer skills and audio-visual aid for teaching and learning at the university.</li> <li>• Perform some data analysis using excel and other statistical software.</li> </ul>
Dimensions	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the delivery of courses by University regulations.</li> <li>• To contribute to decisions, which have an impact on other related courses.</li> <li>• To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.</li> <li>• To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas</li> </ul> <p><b>Resource management</b></p>

	<ul style="list-style-type: none"> <li>To contribute to the overall management of the department in areas such as budget management and business planning.</li> <li>To participate in departmental-level strategic planning</li> <li>To contribute to the management of quality, audit and other external assessments.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).</li> <li>To engage in continuous professional development.</li> <li>To understand and apply the principles of equality of opportunity in an academic context.</li> </ul> <p><b>Decision-making authority</b></p> <ul style="list-style-type: none"> <li>Resolution of student/staff complaints</li> <li>Provision of advice to staff</li> <li>Allocation of workload for direct reports</li> </ul>
<b>Measures of Effectiveness</b>	<ul style="list-style-type: none"> <li>Class quiz, practical exercises, exams and course results.</li> <li>Teaching notes, aids, and equipment designed and developed.</li> <li>Examination papers produced.</li> <li>Course Outline completed/reviewed</li> <li>Research reports and publications produced.</li> <li>Course Units or Modules for distance education taught, supervised and reviewed</li> <li>Course Results, Students Attendance, Morale and feedback</li> <li>Training facilities and resources improvements</li> <li>New materials, tools, machines and ideas for training purposes.</li> <li>Exams results, evaluation reports from students, and Feedback from the industry.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>To be responsible for your health and safety and that of your colleagues</li> <li>To undertake other such other duties as may be reasonably expected.</li> <li>To provide a healthy and comfortable working environment</li> </ul>
<b>Qualifications required</b>	<ul style="list-style-type: none"> <li>Postgraduate Diploma, Master's Degree in Pharmacy or relevant field plus teaching qualification.</li> </ul>
<b>Experience</b>	<p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>Must have a minimum of five years of teaching experience.</li> <li>Must be a registered pharmacist in the Solomon Islands</li> <li>Wide breadth and depth of midwifery knowledge.</li> <li>Understanding of different teaching and learning methods</li> <li>Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)</li> </ul> <p><b>Desirable for the position:</b></p> <ul style="list-style-type: none"> <li>Experience in conducting quality research in a particular specialism and publishing in recognized journals</li> <li>Experience in developing and implementing research objectives, projects and proposals</li> <li>Experience in collaboration with University and industry colleagues when developing new curricula</li> </ul>

<b>Most frequent Contacts</b>	<ul style="list-style-type: none"> <li>• Experience with consultancy</li> </ul>
	Dean of Faculty Students Ministry of Health & Medical Services National Medical Store – MHMS National Referral Hospital Provincial Hospitals Honiara City Council Clinics

### Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

### Signatures

Manager	
Employee	
HRM	