

JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: FACULTY OF NURSING, MEDICINE AND HEALTH SCIENCES

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX

UNIVERSITY VACANCY REF: HR 77/2025

POSITION TITLE: TUTOR – MEDICAL & SURGICAL NURSING

POSITION LEVEL: BAND 1

SALARY RANGE: \$ 43,920.72 -\$ 68,447.11

THIS POSITION REPORTS TO: HEAD OF SCHOOL (HOS)/HEAD OF DEPARTMENT (HOD) – NURSING

THIS POSITION SUPERVISES: None

EMPLOYMENT TYPE: THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

SECTION B-LIAISONS

INTERNAL: Deans, Head of School, Departmental Heads and student

EXTERNAL: Ministry of Health & Medical Services MHMS, National Medical Store, National Referral Hospital, Provincial Hospitals and Honiara City Council Clinics

SECTION C - SCOPE OF DUTIES

The **Tutor – Medical and Surgical Nursing** is responsible for delivering high-quality teaching, clinical supervision, and practical training within the Diploma of Nursing program. The role includes curriculum implementation and development, student assessment and mentorship, coordination of clinical placements, and participation in research and faculty initiatives. The Tutor contributes to maintaining academic standards, supporting quality assurance, and advancing the Faculty's and University's strategic objectives.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Teaching and Learning

- Prepare and deliver lectures, tutorials, and practical sessions in Medical and Surgical Nursing.
- Develop lesson plans, teaching materials, and assessment instruments, including exams and assignments.
- Maintain a teaching schedule and ensure timely availability of lecture materials on Moodle or alternative platforms.
- Provide academic guidance and support to students, fostering a positive and inclusive learning environment.
- Evaluate student learning outcomes and incorporate feedback to improve teaching methods.

2. Clinical Practicum and Placement

- Coordinate and supervise student clinical placements at hospitals and healthcare facilities.
- Ensure safe and effective clinical practice in line with nursing standards.
- Liaise with clinical staff to support student learning and assessment during practicum.

3. Student Registration and Academic Administration

- Support student registration and enrolment processes.
- Monitor student attendance, progress, and academic performance.
- Maintain accurate academic and administrative records.

4. Assessment and Evaluation

- Conduct regular assessment of students through assignments, tests, and clinical evaluations.
- Submit assignment and examination results within prescribed deadlines.
- Ensure assessment processes are fair, transparent, and aligned with University policies.

5. Research and Faculty Development

- Participate in research projects relevant to nursing education and practice.
- Support student engagement in research and evidence-based practice.
- Contribute to curriculum review and development, ensuring alignment with professional standards.

6. Faculty and Institutional Engagement

- Participate in faculty meetings, committees, and initiatives to support academic and program development.
- Collaborate with colleagues and external partners to enhance teaching, learning, and clinical training.

SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Deliver lectures, tutorials, and clinical teaching in Medical and Surgical Nursing.
2. Supervise and assess students during clinical placements and practical training.
3. Contribute to curriculum development and continuous improvement.
4. Facilitate student engagement in research projects.
5. Maintain academic and administrative records accurately and timely.
6. Coordinate with clinical partners for smooth program delivery.
7. Hospital staff, other faculty, and departments for smooth academic and clinical operations.

SECTION F - QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Bachelor's Degree in Nursing or related field plus a Certificate in Teaching.

Experience:

- Five (5) to ten (10) years of teaching experience, including course leadership.
- Previous teaching and lecturing experience in Medical and Surgical Nursing is highly preferred.
- Strong organizational, administrative, and record-keeping skills.
- Proficiency in standard computer applications (Word, Excel, Internet, email).

Capabilities:

- Deliver effective lectures, tutorials, and clinical demonstrations.
- Mentor and guide students in academic and clinical settings.
- Design and administer theoretical and practical assessments.
- Promote student participation in research and evidence-based practice.
- Coordinate with healthcare facilities for student placements and practicum supervision.

SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

KSC 1: Bachelor's Degree in Nursing or related field with a Certificate in Teaching, and five to ten years of teaching and course leadership experience.

KSC 2: Demonstrated teaching and lecturing experience in Medical and Surgical Nursing.

KSC 3: Strong organizational and administrative skills in managing student registration and assessments.

KSC 4: Ability to deliver engaging lectures, tutorials, and clinical demonstrations.

KSC 5: Demonstrated capacity for student mentorship and academic support.

KSC 6: Proven ability to supervise and assess students during practical training and clinical placements in accordance with nursing standards.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$1,689.26-\$2,632.58
Annual Salary Range:	\$43,920.72 - \$68,447.11
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary
Housing:	A 15% housing allowance of basic salary and or access to university rental policy
Other Terms and Conditions of Service relevant to this position:	As per Contract and HR Policy

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:

Director Human Resource: 

Date Approved: 27/10/25

Additional Comments: *This position plays a critical role in ensuring high-quality teaching, clinical training, and student development in the Diploma of Nursing program. The incumbent will contribute to the Faculty's academic excellence, curriculum development, and alignment with the University's strategic objectives.*