



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>3. Clinical Skills</p> <p>Working with Adult with complex mental health issues in a locked environment can be challenging.</p> <p>Tell us about your professional assets (skills and qualifications) and experience that would equip you to be an effective part of the treatment team?</p>	<p>- High secure - (1999) Worked across park - legal consideration / resp D.O.C. /</p> <p>- Skill - experience</p> <p>- Establish report i staff / pbs - ABM - Deescalation Skills</p> <p>- BA - Nursing - } intends to resume when domestic sit improves</p> <p>- 2 sub - Grad Dip</p> <p>- Logical / systemised / Teamwork / communication</p> <p>email H/D Notes</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	J Gotts	Date:	16/1/16
Signature:			



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>4. Consumer Focussed</p> <p>Contemporary adult mental health services use the term Recovery.</p> <p>What does this term mean to you?</p> <p>How have you framed your clinical interventions to promote this?</p>	<p>Recovery - Good - resume functioning / higher as target - to a point that pt no longer needs us. Capacity (sup) available.</p> <p>- eg Amx Δ - Consumers goals - rights to fail</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>5.</p> <p>You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication.</p> <p>Can you explain what your actions would be in this instance?</p> <p>[PTO]</p>	<p>- Protect self - Orientation</p> <p>- Expectation / procedure work place</p> <p>- Risk Ass, team expectation</p> <p>- ? force administration?</p> <p>- Care plans -</p> <p>Communication - Had line manager</p> <p>- Follow process</p> <p>Health staff prison staff</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	J. Galt	Date:	16/1/14
Signature:			



5. You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication. Can you explain what your actions would be in this instance.

	<p>Safety – Self</p> <p>Safety – Environment – ensure med cart can't be stolen</p> <ul style="list-style-type: none"> - other prisoners safe - officers and yourself safe <p>Safety – Client/what is the medication</p> <p>Team approach/discuss/notify/document/review/</p> <p>Communication – de escalation/ ABM</p> <p>Report :</p> <ul style="list-style-type: none"> - senior nurse - doctor <p>Does anyone else need to know external to QH: QCS safety and security</p> <p>Documentation – medical chart</p> <p>Documentation – medication chart</p> <p>Documentation - Handover</p>
--	---



Panel Member Interview Notes – Tips:

- The purpose of taking notes when assessing applicants is to assist the panel member in discussing with the other panel members who they believe to be the successful applicant and why.
- These notes and subsequent discussion should be used to draft the summary statement on each shortlisted applicant within the selection report.
- The summary statement is a collective statement from all panel members on each applicant.
- As the legislative requirement for recruitment and selection is that the process “is able to be reviewed”, the summary statement (or comparative statement where more than one applicant exists) must succinctly indicate the panel’s assessment of the applicant against the role’s key attributes, and whether the panel considers them meritorious, suitable or not suitable for an order of merit, and on what basis.
- Provided the reader of the summary statement is to be able to clearly differentiate one applicant from the other, and see the logic in the final outcome, this will meet the test of “able to be reviewed”.
- Your summary statement must indicate that all available information has been considered (ie. combined information, eg. application, interview & referee report – not just interview alone).
- Documentation of a selection decision must clearly explain the decision-making process with reference to the basis for assessment contained in the role description. The final summary statement on each applicant that is recorded within the selection report successfully meets this requirement. Therefore, as panel member’s notes will assist in drafting a final summary statement on each applicant, the notes will no longer be required thereafter.
- Do not discard individual panel member’s notes unless you are certain that the final summary statement on each applicant is of a high standard.
- It is suggested that panel schedule enough time between interviews to draft the summary statement of each interviewed. If you do this when your whole panel is present, it is easier, quicker, and more valid and reliable than relying on your recall and interview notes several days later.
- It is not sufficient for the summary statement to consist of scores alone.
- “Scoring” is not required or recommended. This mathematical approach to recruitment and selection is time consuming and not effective. Consider why you have allocated a certain score, and instead of documenting the number/score, document the rationale for the number/score. If a selection decision is challenged, the panel will be required to explain the scoring anyway – better to document the *rationale* (rather than the number/score) in the first instance while the applicant is still fresh in your mind.

- Q - Time for: on info.
- Broad range personal exp
more than MH -
- Sound production.
- High potential - should/ attributes that can
transfer to Adult MH Services



Assessment Sheet

Applicant's Name :

BESWICK

*use of this form is not mandatory - its purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
1. Team Work Could you please tell us how you have involved yourself in the promotion and development of a safe and effective and cohesive clinical team that promotes recovery focused treatment for adults with complex and high risk mental health issues? In your answer use examples of how you have achieved this in the past.	2 yrs acting CN. { promoting changes in BAC { change care plans with the move of the vmo { comprehension of understanding { feedback - tailor communications to extent about how case notes + plans one unit. - multi disciplinary, including family + carers - Recovery-plans - ensure goals + needs align - find common. - show the team how to communicate, follow up with what they learned * Found the common thread while the team was in turmoil

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership Working in the area of acute adult mental health you are often faced with challenging situations. The role of the RN requires a leadership role in the identification and management of risks, give us examples of how you have achieved this?</p> <p>Tell us about your recent experience and how you have managed your own positive mental health in this environment.</p>	<p>Managing complex high risk patients - identified risk for 2 Adel, come up with a plan, communicated with everyone, monitors etc</p> <p>Risk assessment + care plans - no encouraging staff to look at notes + plans -</p> <p>— Coped really well</p> <p>— Unafraid talking to trusted colleagues.</p> <p>— Coped well, check with stakeholders -</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>3. Clinical Skills</p> <p>Working with Adult with complex mental health issues in a locked environment can be challenging.</p> <p>Tell us about your professional assets (skills and qualifications) and experience that would equip you to be an effective part of the treatment team?</p>	<p>Worked in high secure. At the park since 1999.</p> <p>Acute words.</p> <p>Bachelor.</p> <p>2 subjects in Grad Dip -</p> <p>Ability to assess situations</p> <p>Build rapport.</p> <p>Prefers an outcome without using force.</p> <p>who do assess send to situations</p> <p>Comms- all modes of commo-skilled</p> <p>Legal consideration</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			



Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>4. Consumer Focussed</p> <p>Contemporary adult mental health services use the term Recovery.</p> <p>What does this term mean to you?</p> <p>How have you framed your clinical interventions to promote this?</p>	<p>Goal to resume or enhance function if everything went perfectly we'd become redundant maximise their goals, family + carers better functioning, resume functioning. be realistic what can be achieved. - Perception of recovery-</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:		Date:	
Signature:			

Assessment Sheet

Applicant's Name : _____

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>5.</p> <p>You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication.</p> <p>Can you explain what your actions would be in this instance?</p> <p>[PTO]</p>	<p>Protect myself</p> <p>What are the protocols/procedures -</p> <p>Expectations?</p> <p>Can you force the issue?</p> <p>Expected outcome? Equivalent care plan.</p> <p>Legal obligation / capacity</p> <p>Immediate Line Mgr, orientation</p> <p>Team Leader, - health, Prison etc - who needs to know what the protocol.</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	_____	Date:	_____
Signature:	_____		



5. You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication. Can you explain what your actions would be in this instance.

	<p>Safety – Self</p> <p>Safety – Environment – ensure med cart can't be stolen</p> <ul style="list-style-type: none"> - other prisoners safe - officers and yourself safe <p>Safety – Client/what is the medication</p> <p>Team approach/discuss/notify/document/review/</p> <p>Communication – de escalation/ ABM</p> <p>Report :</p> <ul style="list-style-type: none"> - senior nurse - doctor <p>Does anyone else need to know external to QH: QCS safety and security</p> <p>Documentation – medical chart</p> <p>Documentation – medication chart</p> <p>Documentation - Handover</p>
--	---



Panel Member Interview Notes – Tips:

- The purpose of taking notes when assessing applicants is to assist the panel member in discussing with the other panel members who they believe to be the successful applicant and why.
- These notes and subsequent discussion should be used to draft the summary statement on each shortlisted applicant within the selection report.
- The summary statement is a collective statement from all panel members on each applicant.
- As the legislative requirement for recruitment and selection is that the process “is able to be reviewed”, the summary statement (or comparative statement where more than one applicant exists) must succinctly indicate the panel’s assessment of the applicant against the role’s key attributes, and whether the panel considers them meritorious, suitable or not suitable for an order of merit, and on what basis.
- Provided the reader of the summary statement is to be able to clearly differentiate one applicant from the other, and see the logic in the final outcome, this will meet the test of “able to be reviewed”.
- Your summary statement must indicate that all available information has been considered (ie. combined information, eg. application, interview & referee report – not just interview alone).
- Documentation of a selection decision must clearly explain the decision-making process with reference to the basis for assessment contained in the role description. The final summary statement on each applicant that is recorded within the selection report successfully meets this requirement. Therefore, as panel member’s notes will assist in drafting a final summary statement on each applicant, the notes will no longer be required thereafter.
- Do not discard individual panel member’s notes unless you are certain that the final summary statement on each applicant is of a high standard.
- It is suggested that panel schedule enough time between interviews to draft the summary statement of each interviewed. If you do this when your whole panel is present, it is easier, quicker, and more valid and reliable than relying on your recall and interview notes several days later.
- It is not sufficient for the summary statement to consist of scores alone.
- “Scoring” is not required or recommended. This mathematical approach to recruitment and selection is time consuming and not effective. Consider why you have allocated a certain score, and instead of documenting the number/score, document the rationale for the number/score. If a selection decision is challenged, the panel will be required to explain the scoring anyway – better to document the *rationale* (rather than the number/score) in the first instance while the applicant is still fresh in your mind.

Matthew BESWICH

ment Sheet

Applicant's Name :

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
1. Team Work Could you please tell us how you have involved yourself in the promotion and development of a safe and effective and cohesive clinical team that promotes recovery focused treatment for adults with complex and high risk mental health issues? In your answer use examples of how you have achieved this in the past.	<p>2 yrs HCN BN. Remote change to care. change care planning - G.M.H. Comin & Demos of G.M.H. - implementation. FR to MDT. 1 coming out of info to understanding. Suggestions to modify. MDT + family focus. Ability to participate at different levels of involvement. Aligning goals & recovery (pt, MDT + family goals). FR to MDT re implementation of care planning. ? MDT & change - common thread to help pts. Legally - justifying what we do. Promote access to supports eg ST, PR</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	P. HOWARD	Date:	16/1/14
Signature:			



Assessment Sheet

Applicant's Name : Matt Brennan

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership Working in the area of acute adult mental health you are often faced with challenging situations. The role of the RN requires a leadership role in the identification and management of risks, give us examples of how you have achieved this?</p> <p>Tell us about your recent experience and how you have managed your own positive mental health in this environment.</p>	<p>BW - complex high risk pts in RN. Dynamics of inter-pt rel's are key to Hx. "Mutual coffee" plan by dominant pt. Com'n to staff - handovers x 1/5-2. Promote awareness too. Look at RA's, case plans, directing staff to look for info in appropriate places.</p> <p>Coped well - confident of talking to trusted colleagues. Assess self. Checking 3 MDT re implementing plans. "Doing my job".</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	<u>P. Howard</u>	Date:	<u>16/1/14</u>
Signature:			

Assessment Sheet


Applicant's Name : Matt Beswick

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
3. Clinical Skills Working with Adult with complex mental health issues in a locked environment can be challenging. Tell us about your professional assets (skills and qualifications) and experience that would equip you to be an effective part of the treatment team?	<p>Have worked 30yrs/HS re violent + whiffled. worked current HA. H2 words. worked successfully</p> <p>Did subjects for Good diploma, No formal Qual</p> <p>Good ab. lty to est. rapport, non-confrontational, anticipate problems well → prevention.</p> <p>De-escalation, Good team com'n - all forms eg verbal, written.</p> <p>? Locked - legals eg LCF's, ? effectiveness of MST/Team to work in locked env.</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	<u>P. HOWARD</u>	Date:	<u>16/1/14</u>
Signature:			



Assessment Sheet

Applicant's Name : Matt Beasock

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>4. Consumer Focussed</p> <p>Contemporary adult mental health services use the term Recovery.</p> <p>What does this term mean to you?</p> <p>How have you framed your clinical interventions to promote this?</p>	<p>Goal to resume/enhance functioning to highest level possible. - Independence their + family goals arrived to capacity, supports available. Realistic. eg - Anxiety bay. - failing integration. Pt + family wanted it. → Goals shifted. Pt Modified approach after 3 failures.</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	<u>P. Howard</u>	Date:	<u>16/1/14</u>
Signature:			

Assessment Sheet

 Applicant's Name : Matt Pearson

* use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>5.</p> <p>You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication.</p> <p>Can you explain what your actions would be in this instance?</p> <p>[PTO]</p>	<p><i>Protect self.</i> <i>Protocol of workplace, eg call for backup / step or back away.</i> <i>Look at RA of past incidents.</i> <i>Check expectation - inclination & capacity to force issue. Look at care-plan.</i> <i>May be FW'd by other staff who can get pt to take med's.</i> <i>Advise team leader, guards etc who need to know.</i></p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	<u>P. Howard</u>	Date:	
Signature:			



5. You are on a medication round in a prison when you find yourself being yelled at by a client. Whilst the person is abusive, they are also refusing to take medication. Can you explain what your actions would be in this instance.

	<p>Safety – Self</p> <p>Safety – Environment – ensure med cart can't be stolen</p> <ul style="list-style-type: none"> - other prisoners safe - officers and yourself safe <p>Safety – Client/what is the medication</p> <p>Team approach/discuss/notify/document/review/</p> <p>Communication – de escalation/ ABM</p> <p>Report :</p> <ul style="list-style-type: none"> - senior nurse - doctor <p>Does anyone else need to know external to QH: QCS safety and security</p> <p>Documentation – medical chart</p> <p>Documentation – medication chart</p> <p>Documentation - Handover</p>
--	---



Panel Member Interview Notes – Tips:

- The purpose of taking notes when assessing applicants is to assist the panel member in discussing with the other panel members who they believe to be the successful applicant and why.
- These notes and subsequent discussion should be used to draft the summary statement on each shortlisted applicant within the selection report.
- The summary statement is a collective statement from all panel members on each applicant.
- As the legislative requirement for recruitment and selection is that the process “is able to be reviewed”, the summary statement (or comparative statement where more than one applicant exists) must succinctly indicate the panel’s assessment of the applicant against the role’s key attributes, and whether the panel considers them meritorious, suitable or not suitable for an order of merit, and on what basis.
- Provided the reader of the summary statement is to be able to clearly differentiate one applicant from the other, and see the logic in the final outcome, this will meet the test of “able to be reviewed”.
- Your summary statement must indicate that all available information has been considered (ie. combined information, eg. application, interview & referee report – not just interview alone).
- Documentation of a selection decision must clearly explain the decision-making process with reference to the basis for assessment contained in the role description. The final summary statement on each applicant that is recorded within the selection report successfully meets this requirement. Therefore, as panel member’s notes will assist in drafting a final summary statement on each applicant, the notes will no longer be required thereafter.
- Do not discard individual panel member’s notes unless you are certain that the final summary statement on each applicant is of a high standard.
- It is suggested that panel schedule enough time between interviews to draft the summary statement of each interviewed. If you do this when your whole panel is present, it is easier, quicker, and more valid and reliable than relying on your recall and interview notes several days later.
- It is not sufficient for the summary statement to consist of scores alone.
- “Scoring” is not required or recommended. This mathematical approach to recruitment and selection is time consuming and not effective. Consider why you have allocated a certain score, and instead of documenting the number/score, document the rationale for the number/score. If a selection decision is challenged, the panel will be required to explain the scoring anyway – better to document the *rationale* (rather than the number/score) in the first instance while the applicant is still fresh in your mind.

Strong Pre bond to mother in adol.
Prefer shift work - fit in family responsibilities.
OK to working at A.P. or I.M.S.
OK 2 year - after job opportunities at the Mother


Matthew BESWICK

ent Sheet

Applicant's Name : _

 Ask questions
 Mental Health
 Focus + Hx
 Not for PHS

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response			
1. Team Work Could you please tell us how you have involved yourself in the promotion and development of a safe and effective and cohesive clinical team that promotes recovery focused treatment for adults with complex and high risk mental health issues? In your answer use examples of how you have achieved this in the past.	2yrs act- instrumental in changes recently changed care plans + implementing CIP/Hx Feedback to tx team. Communications, multidisciplinary. including family for recovery focus. - complex → GIRL NOT WANTING TO GET BETTER b/mother + Father → common area ✓ Find common purpose to improve quality outcome unify process			
Does Not Meet (DNM) Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost Meets (AM) Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Requirements (M) Meets Key Skill Requirements	Slightly Above (SA) Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Outstanding (O) Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				
				providing to EHS for staff - peer support (psp) deliver of

Panel member

Name:	LAWSON	Date:	16/1/14
Signature:			



Queensland Government
Queensland Health

Form 2 (b)

Assessment Sheet

Applicant's Name : MATTHEW BESWICK

*use of this form is not mandatory – it's purpose is to simply guide panels on how to assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership Working in the area of acute adult mental health you are often faced with challenging situations. The role of the RN requires a leadership role in the identification and management of risks, give us examples of how you have achieved this? Tell us about your recent experience and how you have managed your own positive mental health in this environment.</p>	<p>① OWN MENTAL HEALTH - UNABLE TO APPROACH COLLEAGUES - REFLECTIVE PRACTICE. EAG.</p> <p>② RISK MANAGEMENT - DYNAMICS WHERE RISK MAY ARISE POTENTIAL. → MANAGEMENT PLAN → COMMUNICATION HANDOVER → RISK ASSESSMENTS CARE PLANS → ENGAGEMENTS Autonomy. PRIMES</p>

Does Not Meet (DNM)	Almost Meets (AM)	Meets Requirements (M)	Slightly Above (SA)	Outstanding (O)
Does not meet Key Skill Requirements / fails or minimally satisfies Key Skill Requirements	Almost meets Key Skill Requirements / Partially / marginally meets Key Skill Requirements	Meets Key Skill Requirements	Slightly above Key Skill Requirements / Marginally exceeds / superior satisfaction of Key Skill Requirements	Exceeds Key Skill Requirements
Desired Responses (NB - the "desired responses" a panel indicates hereunder is not meant to be an exhaustive or exclusive list, but is to guide the panel on what they are seeking from an ideal applicant.)				

Panel member

Name:	<u>Laura Miller</u>	Date:	<u>16-1/14</u>
Signature:			