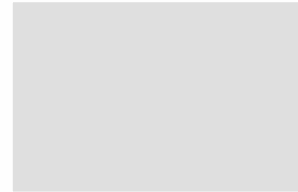




Panel Member Interview Notes – Tips:

- 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.

Peta-Lousie Yorke

Education

Australian Catholic University

Bachelor of Nursing

- 2007 - 2010

Southbank Institute of Tafe

Associate Diploma of Business

- 1996 – 1997

Pittsworth State High School

Senior Certificate

- 1990 – 1995

Work
Experience

The Park- Centre for Mental Health

Treatment, Research and Education

2011 – to date

Transition to Practice Program

2011 - January 2012

- Aggressive Behaviour Management
- Adolescence Unit
 - Case coordinator
 - ECT recovery
 - Seclusion protocols
 - Patient care
 - Assistance with ADLs
 - Vital signs
 - Mental health assessment
 - Medications
 - Sensory room
 - Rehabilitation activities
 - Support during school and crisis
 - De-escalation
 - Documentation recording

Peta-Lousie Yorke



- Medium Security – Cassowary Unit Jul 2011- Oct 2011 &
○ Acting clinical nurse Jan 2012 – Dec 2012
 - Shift planning
 - Seclusion orders
 - Mechanical restraint orders
 - Soft shield procedures
 - Team meetings
 - WIG meetings
- PRIMES
- Case coordinator
- Community meeting
- Development of structured day program
- Clozapine review process
- Limited Community Treatment Orders
 - Chapter 7 part 2
- Forensic orders
- Mental health review tribunal
- Patient care
 - Development of ADL programs
 - Development of behaviour management plans
 - Assisting with ADLs
 - Mental health assessment
 - Vital sign
 - Continuous observations process
 - Medications
 - De-escalation
- Documentation recording
- Support during crisis and transition to community
- Hand over
- Barrett Adolescent Centre Dec 2012 to date
 - Acting clinical nurse
 - Shift planning
 - Team meetings
 - CIMHA
 - Individual Management Plans
 - Complex care management
 - Child safety
 - Mental health assessment
 - Continuous observations process
 - Limited Community Treatment Orders
 - Patient community rehabilitation access

Peta-Lousie Yorke



- Care coordination
 - Behaviour management plans
 - Mental health assessment
 - Continuous observations process
 - Medications
 - De-escalation
 - School integration
- Preceptorship
 - Student nurses
 - Graduate nurses
 - Masters student nurses
- Sensory intervention sessions

Coles Supermarkets 2007 – 2011
Newmarket

- **Range In Charge**
 - Management of grocery lines within store
 - Coordination of implementation of layouts
- **Service Assistant**
 - Reporting to grocery manager
 - Stock replenishment
 - Stock visual presentation
 - Dissipation
 - Bakery production
 - Point of sale – ticketing
 - Management of out of code stock – grocery
 - First aid officer

Kenmore 2006 – 2007

- **Customer Service Manager Trainer**
 - Training of the customer service manager in all operations involved with running of the department.

St Lucia
Ascot
Lutwyche 2002 – 2006

- **Customer Service Manager**
 - Rostering
 - Staff recruitment
 - Stock control
 - Harassment officer
 - First aid officer

Peta-Lousie Yorke

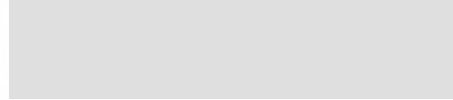


Interest and
Activities

Local music, Reading, Gardening, Softball

Reference

Anne Brennan



Alex Bryce



Peta-Louise YORKE
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.	Case conf - not cohesive ↳ Helped develop a case conference template. ↳ focussed on a holistic health plan. - Transition - to the Community Name Been in BAC - 12 months. ↳ Adult exp prior to BAC - medium security. ↳ Good communication in the team - interpret notes/safety ↳ Development of the Day Program - consumer. ↳ Higher duties in Casuarina - 70% of shifts acting on

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>Mental State assessments, know the triggers, body language, know the consumer well, know the environment is safe, who is safe, friendships with consumers - understood who is aligned to who</p> <p>Reflective practice. Debriefing with colleagues PSP/EAS clinical supervision leave that work situation at work know your limits - know when you're at the point of not being able</p> <p>know when to ask for help</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
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>Understanding the difficulties with not having access to outside, str crazy</p> <p>worked in high + medium secure</p> <p>Aware of safety for yourself + those around you</p> <p>Overstate new people to the environment.</p> <p>Management plans - being aware</p> <p>- being aware of rules + procedures</p> <p>Transition Program</p> <p>Asm. Freed situation</p> <p>A/CN in medium - aware of legal aspects, de escalation + containment skills</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>For a consumer to be able to return or live in the Community - develop new strategies</p> <p>Alternatives</p> <p>Different ways of living</p> <p>working with their strengths</p> <p>Family or significant other support -</p> <p>Case Review - strengths assessment - initially.</p> <p>Goals + what they'd like to achieve</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>Try to de-escalate, find out why they don't want to take the meds - try + educate them.</p> <p>- Retreat or direct alarm. - safety for myself + others</p> <p>- Patients know the meds - if there's been a change.</p> <p>- Benefits + education</p> <p>- Inform Dr + those above, document -.</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.



Assessment Sheet

Not suitable for
Adult placement -
- acute general skills.

- Extensive exp Adults

Applicant's Name :

Vanessa CLAYWORTH

*use of this form is not intended to

assess applicants.

Interview Question	Panel Member's Notes on Applicants response
<p>1. Team Work</p> <p>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?</p> <p>In your answer use examples of how you have achieved this in the past.</p>	<p>Morning meetings, case conference, A/CN Set agendas, took minutes Good communication skills. Core plans, risk assessments Complex core plans for Adolescent < Recovery focus NUM - BAC working group. < Development focus Encourage - own portfolios - - generally able to deal with issues on the ward.</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

Form 2 (b)

Good bandonier
Clinical Supervision
Line mgr - mentoring

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>No exp adult Acute. Risk assessment - using file and notes before going onto a ward, observe behaviours, undertake mental health assessment - understood caseness risks & background.</p> <p>Clinical Supervision - access regularly stable & supportive home life.</p> <p>Self harm biggest risk at BAC, cataplexis hypoxia Call after hrs, carers notified, Duty Dr, prime report completed, other carers safe.</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>Having structure, clinical practice - Adol mental Health Escalation when BAE locked, implemented more structure - Case load/mgr. - CN - A/Num - Aug - 3rd yr A/CN - Good partnerships in the community Resource Mgmt, contributed to Research, Preceptor - Clinical Supervisor</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><i>Ask consumer / family members their understanding</i></p> <p><i>Values, attitudes, life</i></p> <p><i>- identify their needs - one on one time</i></p> <p><i>- Ability to build rapport.</i></p> <p><i>- Include them in their care + management</i></p> <p><i>- Meet with carer or family friend regularly</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: _____	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>Assess the environment - access to exit. - staff. - other prisoners</p> <p>De-escalate, verbal normally able to deescalate. - respect them + question as to why - Be aware where assistance is. - voluntary / involuntary? - ability to make decisions</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.

Moira McLEOD**Assessment Sheet**

Applicant's Name :

MacLeod

*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.	7yrs exp in the BAC, very strong team. weekly reviews – individual responsibilities Clear communication with each member of the team

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>Professional boundaries are extremely important Risk assessment Strong relationship with clients Safety, body language. Genuine interest, keep calm, be professional. Identify risks seek help, not tackle on my own Listening to the client, be aware of your area, knowing your client, therapeutic alliance, respect your client. Balance her life - live remain positive, enthusiastic, people + how they feel.</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>Professional boundaries, safety utmost importance. Remember part of a team. Integrated mental health - Aware of the risks involved, assessing the situation. - Being aware of surroundings - Balanced, calm individual - Follow procedures, ward protocol. - Good communication skills, friendly, outgoing personality</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>able to work in a holistic way, work with all aspects. Ability to assess communicate accordingly.</p> </div>

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>Client able to function to the best of the ability within their illness.</p> <p>- Quality of Life -</p> <p>- Focus on the positive aspects of the person</p> <p>- Encourage them to take their medication</p> <p>- Develop interests</p> <p>- Able to function as a human being</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:			