



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.
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Q - Other info.

Has read New Yorker - California redeployment.
like the Park - free parking - looked after - easy here.

- * Out date mandatory training
- * would like re training.

ent Sheet

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><i>Primary nurse</i></p> <p>Case coord on BAC - liaison role main stream services in schools, youth groups -</p> <ul style="list-style-type: none"> - Pt Advocate @ team meetings - Allied health - talvish/Re (parent) - What pt wants - - Team meetings - listen to staff in the pt - - Integration back into community -

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Name:	Date:
Signature:	



Assessment Sheet

Applicant's Name : _____

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Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership</p> <p>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>Suppose to give handover from previous shift - Check on environment & risk - by conducting own round after H/O. Would check out how pts are feeling etc. Use PRN meds - talk to them. offer opportunity to deescalate self. Check environment for risks - leave in N.I.C. DSH - sibi prs to encourage giving up object. Shew management - vent to other staff members then limits. leave work @ work. Don't keep things in - say what on mind. if wanted talk i cter staff.</p>

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Panel member

Name:		Date:	
Signature:			



Assessment Sheet

Applicant's Name : _____

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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>→ Respect pts as people first - don't talk down - a sentence</p> <p>→ Educate pt re medication - advise re consequences of refusal.</p> <p>→ Check i medical team re leave →</p> <p>→ Activities in ward + Board.</p> <p>→ Take out - escorted leave.</p> <p>→ Good @ building rapport</p>

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<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 for the person not be deemed but - to function as best they can - care plans for contribute, identify goals - how they can achieve - how staff can assist.</p> <p>Independence - feel better about selves -</p> <p>Not - rely on me - socially -</p> <p>Achieve the best that they can - be.</p>

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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>Abusive – but me assertive (not aggressive) Guards present – encourage a situation that is not threatening</p> <p>Ⓚ – not push issue – offer later – Al need aggressive, abusive raising voice would not help –</p> <p>→ Tell NIC / De ---</p>

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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>
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* Asked what she wants to add.

- likes MH -
- Advocate for pt's - need to be treated
- Sandplay therapy should be encouraged
- General back ground
- Blend - in responses - no enthusiasm for MH community
- Skills & ability did not match requirement for adult MH Services

Assessment Sheet


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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>- Exp 7/12 park - BA 2006 - Sunshine Coast - Sunshine Coast - Private MH unit.</p> <p>- Psychology post grad - impacted on by physical illness. (Violent Crime - Forensic)</p> <p>- Masters MH @ Park - Aware of its limitations</p> <p>- Workshops + conferences - Neuro type workshops.</p> <p>- QA work - Action learning.</p> <p>- Life line crisis calls.</p>

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Panel member

Name: <u>J. GOTT</u>	Date: <u>26/1/14</u>
Signature: 	



Assessment Sheet

Applicant's Name : Kimberley

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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>- <u>Recovery</u> - understanding through masters - journey / experience - quality of life - Not Δ based. Holistic exp - Person - Hope in their life.</p> <p>- <u>Practice</u> - As set out in policy & proceeding Recovery plans - goals - Risky Ass - Carers.</p>

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Panel member

Name:	<u>J. GOTSIS</u>	Date:	<u>16/1/14</u>
Signature:			

Assessment Sheet

Applicant's Name : _____

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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>	

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Panel member

Name:	J GOTTIS	Date:	16/1/14
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Assessment Sheet

Applicant's Name : Moira Mulrod

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Interview Question	Panel Member's Notes on Applicants response
<p>2. Risk Management and Leadership</p> <p>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 Risk assessment Rapport Safety of self empathy calm professional identify risk seek help de-escalation skills environment listen Therapeutic Alliance</p> <p>- Respect - medications</p> <p>She is positive and looking forward to challenge with potentially Adults → Moving forward and learning from colleagues. Maintain work life balance remain positive - enthusiastic</p>

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Panel member

Name:	<u>Laura Dyer</u>	Date:	<u>14/1/14</u>
Signature:			

it Sheet

Moira McLEOD

BYDC OR OHS

Applicant's Name : _____

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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.	- Experience for last 7 yrs Adolescent - weekly reviews - working towards recovery. - communication - Verisuntel

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Panel member

Name:	LARA DYER	Date:	14/1/14
Signature:			



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Assessment Sheet

Applicant's Name : PETA LOUISE YOKIC

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<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>- DE ESCALATE → WHY → EDUCATE IMPORTANCE - BENEFITS</p> <p>- DRESS IF ↑</p> <p>- SAFETY</p> <p>- NOTIFY DRS → WHY</p> <p>- NOTIFY TEAM</p> <p>- DOCUMENT -</p>

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Panel member

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Signature:			



Assessment Sheet

Applicant's Name : PETA-LOUISE YOUNG

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<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 is for a consumer to return to living to standard of living. Assist with developing skills to achieve outcomes goals.</p> <p>- Identify strengths ^{Assessment} Strength needs 3/12 → goals/objectives</p> <p>- D/u family or significant others Review outcomes.</p>

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Signature:			



Assessment Sheet

Applicant's Name : PEMA - LOUISE YORK

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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?	<ul style="list-style-type: none"> - Mindful difficulties being in secure environment. - Safety Self + others. - Communicate - orientate. Management plans. - Consistent - procedures - All acute units now talked. - Transition program 'THE PARK', Legal Aspects of MHA. - DEESCALATION + CONTAINMENT, IDENTIFY EARLY T RNING SIGNS + SYMPTOMS - ABIM.

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Signature:			

Peta-Louise YORKE

ent Sheet

Mental Health
only

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>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>- CARE CONFERENCE - HELP DEVELOP CARE CONFERENCE TEMPLATE.</p> <p>- ENSURE SYSTEMATIC REVIEW - TRANSITION + DEVELOPMENT</p> <p>- RECOVERY FOCUS. - CONFIDENT IN ADULT EXPERIENCE.</p> <p>- MEDIUM SECURE EXPERIENCE</p> <p>- CONTRIBUTED TO DEVELOPMENT OF DAY PROGRAM.</p> <p>- HIGHER DUTIES IN BOTH M/S + ADOL</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:	<i>Louise Yorke</i>	Date:	14/1/14
Signature:			

March 2010
People & Culture