



**Health**  
Riverland Mallee Coorong  
Local Health Network

# Selection Panel Report

Following approval by the delegate this document must be uploaded to the relevant requisition in eRecruitment (PageUp)

**TO: JESSICA BEAVER ACTING NURSING DIRECTOR COMMUNITY NURSING**

## Agency Details

Branch:	Riverland Community Nursing		
Position Title:	Community Health Nurse	Classification:	RN1
E-Recruitment Req Number:	877853	Position Number:	P20456

## Broad Summary of the Position

Employees classified at this level provide nursing and/or midwifery services in community health service settings. Employees working within this level develop from novice practitioners to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care and for activities delegated to others.

## Advertising Details

**Position was advertised as:**

<input type="checkbox"/> Ongoing / Permanent			
<input type="checkbox"/> Temporary Contract	Up to: <b>X</b> Months	<b>OR</b>	End date: <b>Insert date</b>
<input type="checkbox"/> Temporary Contract ( <i>Up to 12 months for Weekly Paid</i> )	Up to: <b>X</b> Months	<b>OR</b>	End date: <b>Insert date</b>
<input type="checkbox"/> Health Care Act 1-5 year contract (Project/Externally Funded)	Up to: <b>X</b> Years	<b>OR</b>	End date: <b>Insert date</b>
<input type="checkbox"/> Health Care Act – Temporary	Up to: <b>X</b> Years	<b>OR</b>	End date: <b>Insert date</b>
<input checked="" type="checkbox"/> Casual	Hours per Week: <b>Insert hrs per week to be worked</b>		

**Advertising Media:**

<input type="checkbox"/> Expression of Interest (Internal)	Date Advertised:	<b>Insert date</b>
<input type="checkbox"/> Expression of Interest (Whole of Govt)	Date Advertised:	<b>Insert date</b>
<input checked="" type="checkbox"/> Notice of Vacancies	Vacancy Number:	<b>877853</b>
<input type="checkbox"/> External Media ( <i>specify</i> ):	<b>Insert type, i.e. Advertiser</b>	Date Advertised:
<input type="checkbox"/> Other ( <i>specify</i> ):	<b>Insert type, i.e. graduate register</b>	Date Advertised:
		<b>28/08/2024</b>
		<b>Insert date</b>
		<b>Insert date</b>

**Closing Date of Applications:**

Open

**Applicant Details**

The advertisement attracted 1 number applicants. Please refer to the attached Applicant Listing for a complete list of applicant details.

A letter acknowledging receipt of applications was sent to all applicants on:

16/09/2024

**Panel Composition**

Consistent with Regional LHNs commitment to Reconciliation, Aboriginal representation is required on the selection panel in the following circumstances (please indicate which criteria in this instance):

- An applicant identifies as Aboriginal (this may require adjustment to the selection panel after reviewing the applications and prior to shortlisting), or
- The position specifically requires an Aboriginal person; or
- The position is a senior management position (ASO7 or RN5 and above); or
- The position provides services for Aboriginal people.

Have you considered a consumer for your panel? The inclusion of a consumer on the interview panel promotes the co-design of healthcare in RMCLHN.

The selection panel comprised of:

Chairperson:	Teresa Colligan
Panellist:	Justine Baxter
Panellist:	Anne Piltz

**The Selection Process**

**Shortlisting**

Each Panel member received a copy of the applications and employee declarations from e recruitment to consider and examine on an individual basis the relative merit in accordance with the requirements of the role.

Following this assessment and discussion, the panel completed the shortlist on **16/09/2024**, and agreed that the following applicants would be short listed for interview.

Shortlisted applicants:

1. Michaela Geyer, RN, Renmark Medical Clinic

**Selection Methods/Techniques**

The panel agreed on the following selection technique(s) to assess the individual merits of those shortlisted applicants:

- Written applications
- Interviews (conducted on 17/09/2024)
- Presentations / exercises / demonstrations / role plays (provide brief summary of method used)
- Skills / Aptitude tests / Assessment Centre (provide brief summary of method used)
- Other testing (provide brief summary: (provide brief summary of method used)
- Reference / Referee checking
- Other (provide brief summary of method used)

### Interviews

Interviews were arranged for (17/09/2024). Applicants were advised verbally and in writing of the times, date, venue and panel membership.

### Question Design

The panel discussed and designed interview questions, which directly related to the person specification and to ensure all members were conversant with the selection process and the merit principle. In particular the panel agreed that the priority factors to investigate further at interview were:

1. Understanding of the Role of the Community Nurse.
2. Understanding of confidentiality.
3. Promoting and modelling respectful behaviour
4. Scenario where dressing on consumers wound does not match the care plan.
5. Scenario where on home visit the consumers home is environmentally unclean.
6. Scenario around workplace conflict.

### Referee Reports

The panel agreed to seek 2 referee reports on applicants, (eg, from a management and a client perspective and they were asked to supply their preferred referees at interview). Referee questions were designed following the interview process to seek further information on the applicants. Referee reports completed on (17/09/2024).

### Decision Process

The panel met after the interviews, and the decision process involved panel members systematically evaluating and discussing all information gathered on each applicant.

The decision was unanimous and a summary of the relative merit of the applicants for the position is detailed below.

## Assessment of Interviewees

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The following assessments were made:

### **MICHAELA GEYER – RECOMMENDED AND 1<sup>st</sup> PREFERRED**

Michaela submitted a written application outlining a work history in the acute setting and in general practice as a practice nurse. Michaela was able to answer all questions at interview to a very high level especially considering she has not worked in the Community setting before. She was able to talk to promoting and modelling respectful behaviours very well. In the scenario she was able to trouble shoot to a high level. She was able to talk to confidentiality well and was able to give good examples.

2 reference checks were completed. Rebecca Stokes is the practice manager at Renmark medical and is Michaela's direct line manager where Michaela has been working for the past 5 months. She describes Michaela as a team player who gets along with everyone. She is responsible for direct consumer care, bookings, cleaning & restocking and a range of nursing assessments. She describes induction into the team as smooth. She supervises students and has formed great relationships with them. She is independent and happy to work solo. She gets along with all staff from reception to the doctors and other nurses. She has average attendance. There are nil formal performance or disciplinary matters to report.

Ashley Parkinson is the EODON of Quorn, Hawker and Leigh Creek Health Services. There is no personal conflict to report. Michaela was employed there as an RN from Feb 2021- April 2024. She was an RN. She worked well with her supervisors and peers and was able to accept feedback well when given. She was able as the only RN on duty to escalate concerns appropriately. Ashley describes Michaela as an 'effective' RN who worked safely and followed guidelines and protocols. Her strength was her flexibility. Nil formal performance or disciplinary matters to disclose. He would reemploy Michaela on a part time basis.

The panel unanimously agreed to appoint Michaela to our team as a casual RN.

**Screening Requirements**

- Recommended applicant has the required Criminal and Relevant History Screening check/s in accordance with the [SA Health and Regional LHN Criminal and Relevant History Screening requirements](#)  
**NB Criminal and Relevant History Screening check/s must be received and assessed prior to an offer of employment being made.**
- Recommended applicant has been checked against the [Aged Care Code of Conduct Banning Order Register](#)  
**NB The Aged Care Code of Conduct Banning Order Register must be reviewed prior to an offer of employment being made.**
- Recommended applicant has been checked against the [NDIS Provider Register Part 2\(a\) – Banning Orders](#)  
**NB The NDIS Provider Register – Banning Order must be reviewed prior to an offer of employment being made.**
- Recommended applicant(s) is/are eligible to apply for the position, and original evidence of essential qualifications/licences/registration has been sighted (if applicable)
- Determined the commencing increment level for recommended applicant  
(information is to be included on the Contract Request Form)
- Relevant AHP & Doctor positions have gone through the appropriate credentialling process  
(Credentialling evidence to be attached to the Contract Request Form)
- HCW Pre Employment Health Assessment & any other follow up immunisations completed (*relevant employees only, please refer to the Health Assessment Form.*)
- For the purposes of the SA Health Immunisation for Health Care Workers in SA Policy Directive, this position has been identified as a **Category A** position. Recommended applicant(s) have completed the requisite immunisation requirements ([Regional LHN Certificate of Compliance form](#)) to be eligible for appointment to this position.
- In accordance with [Directions of the Premier – Recruitment](#), the recommended applicant(s) for this position have all submitted pre-employment declarations which have been carefully reviewed and appropriate referee checks have been undertaken for each recommended applicant.

## Recommendation

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It is therefore recommended that Michaela Geyer be nominated for appointment on basis for the position of at CRN103

If you concur please approve by signing as delegate below.

Panel members:



Teresa Colligan  
CHAIRPERSON



Justine Baxter  
PANELLIST



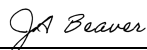
Anne Piltz  
PANELLIST

## Delegated Approval

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I acknowledge that the position I currently occupy has the delegated authority to approve this document as per [RMCLHN HR Delegations and Authorisations](#)

**APPROVED**

Name	Jessica Beaver		
Position title	Acting Nursing Director	Delegation level	4
Signature		Date	18/09/2024

**Note: The recommendation must be on the same page as the panellists' and delegate's signatures. Ensure all documents relating to the selection process are included in the Schedule.**