Selection Panel Report

# TO: Angela Mclachlan EDON

## Agency Details

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| Department: | Port Augusta Hospital | | |
| Position Title: | Registered Nurse – Casual | Classification: | RN01 |
| E-Recruitment Req Number: | 868592 | Position Number: | P23316 |

## Broad Summary of the Position

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| The Registered Nurse offers nursing and/or midwifery services within healthcare settings. Progressing from novice to proficient practitioners, individuals at this level continuously enhance their professional practice through ongoing learning and practical experience. They consolidate their knowledge and skills through continuous professional development, taking accountability for maintaining their own standards of nursing/midwifery care and overseeing delegated activities. |

## Advertising Details

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| Position was advertised as: | | | |
| Ongoing / Permanent | | | |
| Temporary Contract | Up to: **X** Months | **or** | End date: |
| Temporary Contract  *(Up to 12 months for Weekly Paid)* | Up to: **X** Months | **or** | End date: |
| Health Care Act 1-5 year contract  *(Project/Externally Funded)* | Up to: **X** Years | **or** | End date: |
| Health Care Act – Temporary | Up to: **X** Years | **or** | End date: |
| Casual | Hours per week: **Insert hrs per week to be worked** | | |

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| Advertising Media: | | |
| Expression of Interest (FUNLHN only) |  | Date advertised: |
| Expression of Interest (Whole of Govt) |  | Date advertised: |
| IWORKFORSA | Vacancy Number: 868592 | Date advertised: **06/06/2024** |
| External Media *(specify)*: | ie, Advertiser | Date advertised: |
| Other *(specify)*: | ie graduate register | Date advertised: |

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| Closing Date of Applications: |
| 30/06/2025 |

## Applicant Details

The advertisement attracted **ongoing** applicants, refer to eRecruitment for full listing of applicants.

An email generated from eRecruitment acknowledging receipt of applications was sent to all applicants on: NA - Ongoing

## Panel Composition

The FUNLHN requires an Aboriginal and Torres Strait Islander representative to be included on all selection panels for roles that are classified at ASO4, RN2, AHP2, WHA4, OPS4, AHA4 and above.

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| **The selection panel comprised of:** | |
| Chairperson: | Alison Hoare Director of Nursing |
| Panellist: | Ben Russ Nurse Management Facilitator |

## Conflict of Interest

Each Panel Member confirms that there is no real or perceived conflict of interest involved in the recruitment or selection process of this position

**OR**

A conflict of interest declaration relating to one or more panel members is attached to this report

## The Selection Process

***All merit-based selection processes are to be open, competitive and free of bias, unlawful discrimination, nepotism and patronage - and decisions must be capable of objective review. In practice this means that agencies should document all stages of the selection process and ensure that such information is readily available for audit or review. The rationale for selection decisions should be clear and transparent.***

***(Extract from Determination 1 of the Commissioner for Public Sector Employment).***

### Shortlisting

Each Panel member received a copy of the applications and employee declarations from eRecruitment 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 24/9/**/2024*,*** and agreed that the following applicants would be short listed for interview.

### Shortlisted applicants:

1. Lisa Mulhall

Candidates who were not shortlisted did not meet the essential criteria or did not meet it to the same extent as the above candidates. A complete list of candidates is available on the approved eRecruitment Requisition.

### 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 included questions in relation to respectful behaviours in the workplace; Aboriginal and Torres Strait Islander culturally specific; Partnering with Consumers and values based. These questions were:

1. Skills and Experience
2. Teamwork
3. Conflict Resolution
4. Deteriorating Patient
5. Personal Challenges
6. Work Performance

### Interviews

Interviews were arranged for 27/92024 Applicants were advised verbally and in writing of the times, date, venue and panel membership.

### Referee Reports

The panel agreed to seek **2** referee reports on applicants (eg, from a management and a client perspective) and applicants 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 were completed on 30/9/2024

### 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.

*NB: Where one or more panellists has/have dissenting views a “minority report” may be attached.*

## Assessment of Interviewees

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| The following assessments were made: |
| Lisa Mulhall - RECOMMENDED and 1st preferred |
| **Lisa Mulhall**  Lisa is currently working at Mata Health QLD as a Registered Nurse in a medical/surgical mixed ward. She described the skills required to work on the mixed ward and her interest in working in a rural setting. Her partner works at PAH week on week of and she is keen to join him. She has previously worked in Ireland for 4 years and more recently for an agency in Australia. Her response to working as a team leader was clear and appropriate including the requirement for good communication skills. She was aware of how to manage a conflict situation including points of escalation if required.  Lisa understood how to manage and escalate a patient deterioration appropriately. Lisa described the requirements faced in a fast-paced environment including the need to have a good work life balance and keep herself fit and healthy. She was aware of how to model respectful behaviour in the workplace including being respectful and kind at all times. Lisa could demonstrate cultural safety including the need to refer appropriately. Lisa discussed the requirements for good communication with her patients mentioning introducing herself , use of communication boards, and developing a a good relationship with her patients in her care. Her public sector values response included being respectful honest and trustworthy at all times. Lisa felt her current managers would provide a positive reference and would mention that she had well developed communication skills, was a good patient advocate and was able to prioritise care.  **Referees**  Lisa’s referees were provided from her current workplace at the Mater Health Service in Brisbane. She was described as hardworking and dedicated with great clinical knowledge and a great patient advocate with appositive presence on the ward. |

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| - RECOMMENDED and 3rd preferred |
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| Insert name of applicant – NOT RECOMMENDED |
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| Criminal and Relevant History Screening / Registrations / Licences / QualificationsPanel chair is to ensure the following questions are answered prior to sending panel report for delegate approval. | |
| ***NB -*** *Criminal and Relevant History Screening check/s must be received and assessed by HR prior to an offer of employment being made.*  **Overseas Criminal History Check Requirements**  Prior to employment/engagement in any SA Health role, candidates from overseas must provide a satisfactory criminal history record from each of the overseas countries in which they have resided for more than 12 months over the last 10 years or since their 18th birthday (whichever is sooner). | |
| Yes  No | Recommended applicant has the required Criminal and Relevant History Screening check/s in accordance with the [SA Health Criminal and Relevant History Screening Policy](https://www.sahealth.sa.gov.au/wps/wcm/connect/3a90230044cdf0ee95bbfd3f59363f11/Policy_Criminal_and_Relevant_History_Screening_V5.1_12.07.2021.pdf?MOD=AJPERES&amp;CACHEID=ROOTWORKSPACE-3a90230044cdf0ee95bbfd3f59363f11-oncCRlD)  *\* This includes where the recommended applicant is an* ***existing FUNLHN employee****, confirmation is necessary they have the required CHCs for the advertised position.* |
| Yes\*  No | Recommended applicant has resided overseas within the last 10 years.  *\*If yes, Candidate must provide a satisfactory criminal history record from each of the overseas countries in which they have resided for more than 12 months over the last 10 years or since their 18th birthday (whichever is sooner).* |
| Yes  No | Recommended applicant is eligible to apply for the position |
| Yes  No  n/a for this position | Original evidence of essential qualifications/licences/registration has been sighted |
| Yes  No  n/a for this position | Determined the commencing increment level for recommended applicant in liaison with HR (information is to be included on the HR02 Form) |
| Yes  No  n/a for this position | Relevant AHP & Doctor positions have gone through the appropriate credentialing process (Credentialing evidence to be attached to the HR02 Form) |
| Yes  No  n/a for this position | [Prospective SA Health HCW Immunisation Screening Form](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/prospective+sa+health+-+health+care+worker+immunisation+screening+form) & any other follow up immunisations completed (relevant employees only, please refer to the Immunisation Screening Form.) |

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| Recommendation It is therefore recommended that Lisa Mulhall be nominated for appointment on casual basis for the position of *Registered Nurse* at RN0101.  If you concur please approve by signing as delegate below.  **Panel Members** | | | | | | | |
| Signature | | Signature | | | Signature | | |
| Alison Hoare | | Ben Russ | | | Insert panellist name | | |
| CHARIPERSON | | PANELLIST | | | PANELLIST | | |
| Date: 30/9/2024 | | Date: 30/9/2024 | | | Date: | | |
| **Chairperson to forward signed Panel Assessment to the HR mailbox for HR Approval** [**Health.HRFlindersUpperNorthLHN@sa.gov.au**](mailto:Health.HRFlindersUpperNorthLHN@sa.gov.au) | | | | | | | |
| Human Resources Approval | | | | | | | |
| Date Received by HR: |  | | Date Reviewed: | | |  | |
| Reviewed by: | Name & position of HR Rep | | Forwarded to: | | | Name & position of Delegate | |
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| Delegated Approval*\*Please note: The chair person or panel member cannot approve the panel report, it must be referred to a higher level delegate.* **I acknowledge that the position I currently occupy has the delegated authority to approve this document as per** [**FUNLHN HR Delegations**](https://sagov.sharepoint.com/sites/CHSA/LHN/FUN/PeopleAndCulture/Documents/HR%20Delegations%20and%20Authorisations%20Instrument%20FUNLHN%20-%20March%202022%20%28003%29.pdf)  **APPROVED**  **NOT APPROVED** | | | | | | | |
| Delegate Name: |  | | | | | | |
| Delegate Position title: |  | | | HR Delegation Level: | | |  |
| Signature |  | | | Date approved: | | |  |
| ***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.*** | | | | | | | |