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[Insert Organisation's Letterhead / Header]

Interview Guide – Endocrinologist

Position: Endocrinologist

Organisation: [Insert ACCHS Name]

Panel Chair: [Name]

Panel Members: [Names]

Date: [Insert date]

Applicant: [Name]

1. Introduction (for the Interview Panel to read aloud)

Thank you for coming in today. Before we start, we would like to acknowledge the Traditional Custodians of the land on which we meet and pay our respects to Elders past and present.

This interview is for the position of Endocrinologist with [ACCHS Name]. We would like to learn more about your clinical experience in endocrinology, your approach to chronic and complex disease management, and your commitment to providing culturally safe and community-centred care for Aboriginal and Torres Strait Islander peoples.

We will ask you a series of questions about your clinical practice, communication style, experience working collaboratively with multidisciplinary teams, cultural awareness, and your ability to work in community-based environments. Please take your time when responding, we may take notes during your answers.

Do you have any questions before we start?

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2. Interview Panel Instructions

- Ensure at least one Aboriginal panel member is present.
- Use yarning-style, conversational questioning where appropriate.
- Avoid interrupting or rushing responses — allow silence and reflection.
- Focus on strength-based assessment (what they bring, not just what's missing).
- Note examples and assess responses using the rating scale.

3. Rating Scale (Example)

Score	Description
5 – Excellent	Exceeds expectations, provides strong, relevant examples.
4 – Very Good	Meets expectations, gives clear and thoughtful responses.
3 – Satisfactory	Adequate response, limited examples but some understanding.
2 – Limited	Superficial or incomplete understanding.
1 – Unsatisfactory	No relevant experience or understanding shown.

4. Core Interview Questions

1. Can you tell us about your understanding of Aboriginal community health and any experience you have working with Aboriginal and Torres Strait Islander clients?
    - Prompt: How do you ensure your endocrine care is culturally safe?
    - Indicators: Respectful; culturally aware; patient-centred; understands community needs; strengths-based approach.

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| 1 | 2 | 3 | 4 | 5 |

2. What does "cultural safety" mean to you when providing care in endocrinology, such as diabetes, thyroid conditions, or hormonal disorders?
    - *Prompt:* Can you share an example where you adapted your consultation, education, or treatment plan to ensure a culturally safe experience?
    - Indicators: Builds trust; respects cultural identity; adapts communication; acknowledges social and cultural factors; holistic understanding.

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| 1 | 2 | 3 | 4 | 5 |

3. What does "Aboriginal Community Controlled Health" mean to you?
    - *Prompt:* Why is community control important in Aboriginal health?
    - Indicator: Mentions self-determination and community leadership; understands holistic health (physical, social, emotional, spiritual); recognises the role of community voice and Aboriginal governance.

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4. Please tell us about your clinical experience in endocrinology, particularly in managing chronic conditions such as diabetes, thyroid disorders, metabolic syndrome, and complex comorbidities.
    - *Prompt:* Have you worked in community, rural, or group-based education settings?
    - Indicators: Demonstrates clinical competence; experience with chronic disease management; integrated care approach; works collaboratively with primary care teams.

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5. How do you explain complex endocrine concepts to patients with varying levels of health literacy or limited access to healthcare resources?
    - *Prompt:* Can you give an example of how you have explained complex information simply and respectfully?
    - Indicators: Clear communicator; avoids jargon; uses visual or practical resources; patient-centred; checks understanding.

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6. How do you approach clinical care when patients experience multiple chronic conditions, social challenges, or barriers such as food insecurity, transport, financial pressures, or cultural obligations?
    - Indicators: Trauma-informed; holistic approach; strengths-based; uses motivational interviewing; coordinates with broader care teams; understands community context.

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7. How do you manage your caseload, documentation, and follow-up to ensure continuity of care in a busy community-based service?
    - *Prompt:* Our service requires documentation to be completed within 24 hours — what strategies do you use to meet this requirement?
    - Indicators: Organised; timely; understands PMS systems; meets clinic and admin KPIs; communicates clearly with the team regarding follow-up and case discussions.

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| 1 | 2 | 3 | 4 | 5 |

Do you have any questions for us?

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HR POST-INTERVIEW CHECKS

Item	Notes
References (x2)	
Working with Children Check	
National Police Check	
Start Date Availability	
Confirmation of Role (Fulltime, part time etc)	
Disclose of any health conditions that may affect duties	

5. **Scoring**

/ 35

Comments and Interview Reflection

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6. **Panel Summary and Recommendation**

Strengths	Development Areas	Recommendation
		[Appoint / Consider / Not Suitable]