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Interview Guide – Nurse Practitioner

Position: Nurse Practitioner

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 Nurse Practitioner with [ACCHS Name]. The purpose of today's conversation is to learn more about your advanced clinical skills, leadership capacity, cultural capability, experience working in Aboriginal health, and your commitment to providing holistic, culturally safe, evidence-based care.

We will ask questions about your assessment and diagnostic skills, prescribing and clinical decision-making, chronic disease management, cultural safety, care coordination, teamwork with Aboriginal Health Practitioners and Health Workers, documentation, quality improvement, leadership, and your ability to work collaboratively within a multidisciplinary team. Please take your time when responding, we may take notes during your answers.

Do you have any questions before we start?

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 yourself and your experience as a Nurse Practitioner or in advanced nursing practice?
 - *Prompt:* What motivates you to work within an Aboriginal Community Controlled Health Service?
 - *Indicators:* Advanced clinical practice; community engagement; cultural respect; triage experience; diagnostic reasoning; chronic disease and preventative care; multidisciplinary teamwork.

| 1 | 2 | 3 | 4 | 5 |

2. What does “cultural safety” mean to you when delivering care to Aboriginal and Torres Strait Islander clients?

- *Prompt:* Can you share an example where you adapted your practice to support cultural needs?
- Indicators: Cultural humility; trauma-informed care; respect for protocol; partnership with AHPs/AHWs; shared decision-making; strengths-based practice.

| 1 | 2 | 3 | 4 | 5 |

3. What does Aboriginal Community Controlled Health mean to you in the context of a Nurse Practitioner role?

- *Prompt:* How should community priorities and cultural knowledge shape the way you plan and deliver care?
- Indicators: Understanding community governance; holistic models of health; embedding culture in practice; accountability to community; family-centred care.

| 1 | 2 | 3 | 4 | 5 |

4. Can you describe your experience with advanced clinical assessment, diagnosis, and prescribing?

- *Prompt:* How do you approach investigations, differential diagnoses, and safe prescribing?
- Indicators: Diagnostic reasoning; scope-of-practice clarity; safe prescribing; pathology/imaging interpretation; emergency response; evidence-based treatment.

| 1 | 2 | 3 | 4 | 5 |

5. Tell us about your experience in chronic disease management and preventative health.

- *Prompt:* What care planning frameworks or tools do you use (e.g., GPMPs, recall systems, health checks)?
- *Indicators:* Evidence-based planning; risk factor management; multidisciplinary collaboration; continuity of care; medication safety; recall/reminder systems.

| 1 | 2 | 3 | 4 | 5 |

6. Tell us about your experience working with Aboriginal Health Practitioners, Health Workers, RNs, and GPs.

- *Prompt:* How do you ensure respectful teamwork and shared decision-making?
- *Indicators:* Collaboration; valuing cultural expertise; leadership; mentorship; warm handovers; interdisciplinary practice.

| 1 | 2 | 3 | 4 | 5 |

7. How do you manage competing demands such as acute presentations, preventative care, documentation, and team support?

- *Prompt:* What helps you stay organised and maintain high-quality care?
- *Indicators:* Time management; prioritisation; safe clinical practice; Medicare knowledge; accurate documentation.

| 1 | 2 | 3 | 4 | 5 |

8. Describe a challenging clinical situation and how you responded.

- Indicators: Clinical reasoning; calm communication; safety awareness; escalation; ethical decision-making; reflective practice.

| 1 | 2 | 3 | 4 | 5 |

9. Can you tell us about your experience with electronic medical systems, documentation, and maintaining accurate clinical records?

- *Prompt:* How do you ensure compliance with privacy, billing, and reporting requirements?
- Indicators: EMR competence; confidentiality; Medicare accuracy; objective notes; timely documentation.

| 1 | 2 | 3 | 4 | 5 |

10. What does good communication look like when treating patients with different levels of health literacy, backgrounds, and experiences?

- *Prompt:* How do you adapt your approach for patients experiencing distress, fear, or mistrust of healthcare?
- Indicators: Clear explanations; active listening; empathy; culturally informed communication; rapport building.

| 1 | 2 | 3 | 4 | 5 |

11. Why do you want to work with us?

12. What do you enjoy most about providing holistic, community-informed primary care?

13. Where do you see yourself professionally in the next few years?

(Prompt may reference RACGP supervision training if relevant.)

5. Optional Scenario Questions

Scenario 1 – Acute vs Chronic Care Prioritisation

A patient arrives with an acute issue while you are running a chronic disease review that requires care planning and coordination. How do you manage this situation?

Scenario 2 – Cultural Safety and Clinical Decision-Making

During a consultation, a patient shares cultural or family concerns that conflict with recommended medical treatment. How would you approach this?

Scenario 3 – Results Follow-Up and Care Coordination

A patient with multiple chronic conditions has overdue pathology results, missed appointments, and disengagement from care.

How would you respond?

Do you have any questions for us?

HR POST-INTERVIEW CHECKS

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

5. Scoring

/ 50

Comments and Interview Reflection

6. Panel Summary and Recommendation

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