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Interview Guide – Registered Midwife

Position: Registered Midwife

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 Registered Nurse (Practice Nurse) with [ACCHS Name]. The purpose of today's conversation is to learn more about your clinical experience, your commitment to providing culturally safe, person-centred care, and your ability to work collaboratively within an Aboriginal Community Controlled Health Service. We will ask questions about your clinical knowledge and skills, communication, teamwork, cultural safety, chronic disease management, health promotion, quality improvement, problem-solving, and your ability to deliver safe, high-quality care in a busy primary health care environment.

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 working as a Registered Nurse, particularly within primary health care or Aboriginal health?

- *Prompt:* Tell us about the settings you've worked in. What attracted you to primary health care?
- Indicators: Primary health care experience; Broad clinical knowledge; Understanding of preventative health; Patient-centred approach; Professional motivation.

| 1 | 2 | 3 | 4 | 5 |

2. What does culturally safe care mean to you, and how do you ensure Aboriginal and Torres Strait Islander clients feel respected and supported?

- *Prompt:* Can you describe a time you adapted your care to meet a patient's cultural needs? How do you build trust with clients?
- Indicators: Cultural safety; Respectful communication; Partnership with Aboriginal Health Workers; Person-centred care; Trauma-informed practice; Understanding of Aboriginal Community Controlled Health.

| 1 | 2 | 3 | 4 | 5 |

3. Describe your experience working within a multidisciplinary team.

- *Prompt:* How do you communicate with GPs, Aboriginal Health Workers and other clinicians? Tell us about a time teamwork improved a patient's outcome.
- *Indicators:* Collaboration; Professional communication; Respect for multidisciplinary roles; Teamwork; Shared decision-making; Positive working relationships.

| 1 | 2 | 3 | 4 | 5 |

4. Tell us about your experience providing antenatal, postnatal and maternal health care.

- *Prompt:* Tell us about the maternity services you've provided. How do you support women throughout pregnancy and after birth? How do you promote continuity of care?
- *Indicators:* Antenatal care; Postnatal care; Maternal and infant health; Family-centred care; Health education; Continuity of care.

| 1 | 2 | 3 | 4 | 5 |

5. Tell us about a time you identified concerns regarding the wellbeing of a pregnant woman or newborn.

- *Prompt:* What information did you gather? How did you determine urgency?
- *Indicators:* Clinical assessment; Triage; Critical thinking; Clinical judgement; Escalation of care; Patient safety.

| 1 | 2 | 3 | 4 | 5 |

6. Infection prevention and patient safety are essential in this role. How do you ensure safe clinical practice?

- *Prompt:* Tell us about your experience with infection prevention. What would you do if you identified a clinical safety risk?
- Indicators: Infection prevention and control; Medication safety; Vaccine management; Clinical governance; Risk management; Evidence-based practice.

| 1 | 2 | 3 | 4 | 5 |

7. Describe your experience performing clinical procedures.

- *Prompt:* Which procedures do you regularly perform? How do you ensure competency?
- Indicators: Clinical competence; Wound management; Immunisation; Pathology collection; ECG competency; Assisting with clinical procedures; Scope of practice awareness.

| 1 | 2 | 3 | 4 | 5 |

8. Documentation and clinical data are important components of nursing practice. How do you ensure accuracy?

- *Prompt:* Which clinical software have you used? How do you maintain confidentiality?
- Indicators: Clinical documentation; Electronic medical record competency; Data quality; Privacy and confidentiality; Attention to detail; Professional accountability.

| 1 | 2 | 3 | 4 | 5 |

9. Tell us about a quality improvement activity or service improvement you have contributed to.

- *Prompt:* What issue was identified? What changes were implemented? What was the outcome?
- Indicators: Continuous Quality Improvement; Audit participation; Initiative; Evaluation; Team contribution; Evidence-based improvement.

| 1 | 2 | 3 | 4 | 5 |

10. Tell us about a challenging patient interaction and how you managed it.

- *Prompt:* What made the situation difficult? How did you communicate? What was the outcome?
- Indicators: Communication; Empathy; Professionalism; Conflict resolution; Patient-centred care; De-escalation skills.

| 1 | 2 | 3 | 4 | 5 |

11. Working in primary health care often requires balancing competing priorities.
How do you manage your workload?

- *Prompt:* How do you prioritise your day? How do you manage interruptions? How do you ensure patients continue to receive safe care?
- Indicators: Organisation; Time management; Prioritisation; Flexibility; Clinical judgement; Safe practice; Ability to work under pressure.

| 1 | 2 | 3 | 4 | 5 |

12. Why do you want to work with us?

13. What do you enjoy most about working as a Registered Nurse?

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

5. Optional Scenario Questions

Scenario 1 – Clinic Management

The waiting room is full, a patient arrives complaining of chest pain, another patient has a booked chronic disease review, and a GP is delayed by 30 minutes.

How would you prioritise your workload and support the clinical team?

Scenario 2 – Clinical Issue

Following an immunisation clinic, you discover that one vaccine may have been administered after a cold chain breach was identified.

What actions would you take?

Scenario 3 – Communication and Leadership

An Aboriginal Health Worker raises concerns that a patient has significant social issues affecting their health, while the GP is focused on managing the patient's clinical condition.

How would you contribute to ensuring both the patient's clinical and social needs are addressed?

Do you have any questions for us?

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

/ 50

Comments and Interview Reflection

6. Panel Summary and Recommendation

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