



Dear 

DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by Canberra Health Services (CHS) on Tuesday **26 April 2022**.

This application requested access to:

- *'Details of employment opportunities advertised within the period from January 2020 to March 2022 for the position of*
 1. *VMO Psychiatrist CHS*
- *Selection criteria and all information relevant to the advertised position for VMO Consultant Psychiatrist Position CHS*
- *Outcome of selection process including but not limited to the number of applications received, number of candidates interviewed and any notice of appointments or re-selection of candidates for the VMO psychiatrist for those dates*
- *Details of the selection process used and outcome for each selection criteria.*
- *Details of number of letters sent to candidates for interview or details of number of letters sent to unsuccessful candidates.*
- *Copies of notes, memorandum and investigations made to support a finding that no suitable candidates available.*
- *Number of applicants that have Australian FRANZCP and equivalent qualifications.*
- *A copy of the advertisement for the Psychiatry VMO Position for CHS the duration of January 2020 to March 2022*
- *A list of where the job advertisement was posted/published/circulated (including but not limited to print/online); for the said position from January 2020 to March 2022*
- *List of applicants' qualifications and the corresponding location/s of where the qualifications were obtained'*

I am an Information Officer appointed by the Chief Executive Officer of Canberra Health Services (CHS) under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. CHS was required to provide a decision on your access application originally by **Tuesday 24 May 2022** and after an agreed extension of an additional 10 working days, changed it to **Wednesday 8 June 2022**.

I have identified 14 documents holding the information within scope of your access application. These are outlined in the schedule of documents included at [Attachment A](#) to this decision letter.

Decisions

I have decided to:

- grant full access to 3 documents: and
- grant partial access to 11 documents

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The *Human Rights Act 2004*.

Full Access

I have decided to grant full access to 3 documents at references 1,4 and 7.

Partial Access

I have decided to partially grant access to 11 documents that contains information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of the disclosure of the documents:

- Schedule 2, 2.1 (a)(i) promote open discussion of public affairs and enhance the government's accountability; and
- Schedule 2, 2.1 (a)(ii) contribute to positive and informed debate on important issues or matters of public interest;

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2, 2.2 (a)(ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*;

On balance, the information identified

Charges

Processing charges are not applicable to this request.

Disclosure Log

Under section 28 of the FOI Act, CHS maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

<https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log>.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au
Website: ombudsman.act.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely



Katie McKenzie
Executive Director
Mental Health, Justice Health and Alcohol & Drug Services

7 June 2022




FREEDOM OF INFORMATION SCHEDULE OF DOCUMENTS

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

APPLICANT NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	FILE NUMBER
	<p><i>“• Details of employment opportunities advertised within the period from January 2020 to March 2022 for the position of</i></p> <p><i>1. VMO Psychiatrist CHS</i></p> <ul style="list-style-type: none"><i>• Selection criteria and all information relevant to the advertised position for VMO Consultant Psychiatrist Position CHS</i><i>• Outcome of selection process including but not limited to the number of applications received, number of candidates interviewed and any notice of appointments or re-selection of candidates for the VMO psychiatrist for those dates</i><i>• Details of the selection process used and outcome for each selection criteria.</i><i>• Details of number of letters sent to candidates for interview or details of number of letters sent to unsuccessful candidates.</i>	<p>CHSFOI21-22.34</p>

	<ul style="list-style-type: none"> • Copies of notes, memorandum and investigations made to support a finding that no suitable candidates available. • Number of applicants that have Australian FRANZCP and equivalent qualifications. • A copy of the advertisement for the Psychiatry VMO Position for CHS the duration of January 2020 to March 2022 • A list of where the job advertisement was posted/published/circulated (including but not limited to print/online); for the said position from January 2020 to March 2022 • List of applicants' qualifications and the corresponding location/s of where the qualifications were obtained" 	
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Ref Number	Page Number	Description	Date	Status Decision	Factor	Open Access release status
1.	1 - 6	Position / Requisition Information / Selection Criteria	4 May 2021	Full release		YES
2.	7	Selection Panel Conflict of Interest Declaration	undated	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
3.	8	List of received applications	26 May 2021 to 2 June 2021	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
4.	9 -10	Selection Report	27 July 2021	Full release		YES
5.	11 -13	Comparative Assessment	27 July 2021	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES

6.	14 - 17	Individual Assessment	27 July 2021	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
7.	18 - 27	Position Requisition Information & Position Description	9 Aug 2021	Full release		YES
8.	28	List of received applications	10 Sep 2021 to 20 Sep 2021	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
9.	29 -30	Email -Re: Invitation for Interview VMO Psychiatrist	28 Feb 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
10.	31 -37	Email with attachment - Re: Invitation for Interview Adult Psychiatrist	3 Mar 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
11.	38	Interview Schedule	4 Mar 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
12.	39 - 41	Selection Report	12 Apr 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
13.	42 - 44	Comparative Assessment	12 Apr 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
14.	45 - 51	Individual Assessment /Comparative Assessment	12 Apr 2022	Partial release	Schedule 2, 2.2 (a)(ii) Privacy	YES
Total Number of Documents						
14						

Visiting Medical Officer (01VZ9)

Status Pending	Recruiter Recruitment, CHS	Department Adult Mental Health Unit (AMHU)
Status Details To Be Approved	Hiring Manager Riordan, Denise	Primary Location Canberra
Requisition Type Professional		
Hired Candidates 0		

Position / Requisition Information

Structure

Organisation

Division	Canberra Health Services
Branch	CHS Chief Operating Officer Clinical Services
Section	CHS Mental Health, Justice Health and Alcohol and Drug Services
Sub Section	ADULT COMM & OLDER PERSO

Primary Location

City	Canberra
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Job Field

Job Category	Medical
Job Function	Senior Medical Officers
Department	8444 - Adult Mental Health Unit (AMHU)
Requisition Template	- Visiting Medical Officer

Identification

Vacancy Type Request to Advertise	Number of Openings Unlimited
--------------------------------------	---------------------------------

If this is a Request to Advertise - Temporary for 12 months or more, has the relevant Union been consulted?
N/A

Requisition Title Visiting Medical Officer	Title (by Manager) VMO
Position Number 00000	
Contact Officer Name	Contact Officer Number

Recruitment Justification/Other Notes
 This is a req for temporary recruitment of 1-2 year sessional VMOs for mental health services MHJHADS. This recruitment is expected to decrease locum VMO usage in MHJHADS. Successful applicants will be considered for all areas of mental health (acute, rehab, community and forensic)

Have you checked the Excess Officer list?

No

For advertising only, the Chair of the selection panel is:

TBC

Is this position externally funded? Externally

No

funded

details

n/a

Will this recruitment action increase your current FTE?

No

Further

information

n/a

Recalling staff on temp transfer or HDA working in other areas/agencies?

Yes

Reprioritising

your area's

current

workload?

Yes

Reallocation of duties within your area?

Yes

Is this position captured under the Working With Vulnerable People (WWVP) Act?

Yes

Occupational Assessment Screening & Vaccination (Pre Screening) New employees only

Is this position identified as a category A? New employee will need to undergo pre screening assessment by OMU prior to commencement

Yes - Category A

Compliance Officer Comments

Only

Approved

Offer Dates

Date From
05/Jul/2021

Date To
04/Jul/2023

Advertising Details

Advertising Details

Vacancy Advertised
ACTPS Gazette

Denise Riordan

5124 5876

User Group

User Group
CHS Mental Justice Health & Alcohol & Drug Services

Owners

Recruiter
Recruitment, CHS

Hiring Manager
Riordan, Denise

Hiring Manager Assistant
Lutz, Tasha

Position Details

Employment Type
Part Time

Duration of Position Duration of Vacancy (if temporary)
Temp > 6 months 1-2 years sessional

Annual Leave
0 Weeks

Is this an Allied Health position that includes providing direct clinical care or supervision of staff providing direct clinical care?

No

Has the Duty Statement been approved by P&C?
Yes

If "Yes", provide date approved by P&C
4/5/21

Pay Basis
Yearly

Identified Candidate

Does this employee hold a valid working visa or require visa sponsorship? If "Yes", please provide the visa type, if "No" type N/A
n/a

No

Candidate Selection Workflow

Candidate Selection Workflow
ACT Health - Standard

Automatically reject all submissions when the requisition is filled
Yes

Automatically reject all submissions when the requisition is canceled
Yes

Justification

External Description

Description - External

DO NOT OVERRIDE THE TEMPLATE - FILL IN THE MISSING SECTIONS:

Annual Salary: Visiting Medical Officer: Sessional & Fee for Service rates

Branch: [CHS Recruitment to enter details]

Section: [CHS Recruitment to enter details]

Vacancy Type: 1-2 years Sessional

Closing Date: [CHS Recruitment to enter details]

Contact Officer: Dr Denise Riordan (02) 5124 5876

Canberra Health Services

Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

About us:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- - The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- - University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- - Three Walk-in Centres: which provide free treatment for minor illness and injury.
- - Six community health centres: providing a range of general and specialist health services to people of all ages.
- - A range of community based health services including early childhood services, youth and women ' s health, dental health, mental health and alcohol and drug services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate ' s qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia ' s National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Overview of the work area and position:

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people ' s homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

Qualifications and experience:

- Relevant registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA),
 - Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications, and
 - Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.
- Note: - Occasional weekend and after-hours work may be discussed and negotiated with the successful applicant.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
 - Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
 - Knowledge of the Mental Health Act 2015 and other related legislations is desirable.
 - Current driver licence is preferred

Please note prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp>

Duties

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

You will:

1. Provide direct psychiatric services in a variety of settings including the provision of ECT services.
 2. Teach and supervise psychiatry trainees and Medical students.
 3. Contribute to the clinical oversight of multi-disciplinary teams and in particular:
 4. Provide expert opinion and consultation on clinical work.
 5. Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.
- Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.
 - Participation in administration and clinical governance activities and the after-hours roster as required.
 - Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

Selection Criteria

These are the key criteria for how you will be assessed in conjunction with your resume and experience.

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

0. Proven in provision of specialist mental health care across inpatient, community and other applicable setting with a demonstrably strong commitment to working with consumers, carers and key community stakeholders including GPs. Including having highly developed communication and interpersonal skills.
1. Proven commitment to the maintenance and further development of skills applicable to the area of specialisation, including involvement in further education and quality assurance activities.

2. Demonstrated capacity to work as part of a multidisciplinary team, whilst providing leadership in clinical care, systems and MDT management and participating in the mandatory requirements of medical officers within the Division.
3. Demonstrated commitment to the provision of teaching at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduates.
4. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS 's values of reliable, progressive, respectful and kind.

How to Apply

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A response to the selection criteria under “ what you require ” in no more than two pages.

Where possible include specific relevant examples of your work.

CHS Contact: Dr Denise Riordan, Director of Clinical Services MHJHADS, 02 5124 5876



SELECTION PANEL **CONFLICT OF INTEREST** DECLARATION

This is a mandatory declaration and must be included in all selection reports and completed prior to shortlisting – this form is also available as part of the 'Recruitment Package – Chairperson (pack one)

Chairperson:	[REDACTED]
<input checked="" type="checkbox"/> I have no conflict of interest to declare. <input type="checkbox"/> I have a conflict of interest to declare - <i>provide details below.</i> <input checked="" type="checkbox"/> I have attended the Staff Selection Procedures training within the required timeframe. Details:	
Signature:	[REDACTED]
Panel Member:	[REDACTED]
<input checked="" type="checkbox"/> I have no conflict of interest to declare. <input type="checkbox"/> I have a conflict of interest to declare - <i>provide details below.</i> Details:	
Signature:	[REDACTED]
Panel Member:	[REDACTED]
<input checked="" type="checkbox"/> I have no conflict of interest to declare. <input type="checkbox"/> I have a conflict of interest to declare - <i>provide details below.</i> Details:	
Signature:	[REDACTED]
Panel Member:	
<input type="checkbox"/> I have no conflict of interest to declare. <input type="checkbox"/> I have a conflict of interest to declare - <i>provide details below.</i> Details:	
Signature:	

Visiting Medical Officer - Psychiatrist (01VZ9)

Status Sourcing	Recruiter Recruitment, CHS	Department Adult Mental Health Unit (AMHU)
Status Details Sourcing	Hiring Manager Riordan, Denise	Primary Location Canberra
Requisition Type Professional	Hired Candidates 0 out of null	

		Candidate		Submission Completed				Assets, Requirements	Selection Step, Status	Result	Submission Updated	Date, Sender
		[Redacted] 1165331)						0 / 0 0 / 0	New - Applied	0	26/May/2021	26/May/2021 System User
		[Redacted] 1165578)						0 / 0 0 / 0	New - Applied	0	28/May/2021	28/May/2021 System User
		[Redacted] 115762 4)						0 / 0 0 / 0	New - Applied	0	31/May/2021	31/May/2021 System User
		[Redacted] (425306)						0 / 0 0 / 0	New - Applied	0	01/Jun/2021	01/Jun/2021 System User
		[Redacted] (1 166062)						0 / 0 0 / 0	New - Applied	0	02/Jun/2021	



Selection Report

Instructions

Ensure you complete the form in full and all panel members have signed the report:

- If there are no suitable applicants the report **must be** completed to close off the process
- Please ensure individual assessments are completed for all interviewed applicants
- Do not advise applicants of outcome until Delegate has signed the report.
- **Must** include a comment for **all applicants** including those not shortlisted/interviewed.

Position Details and Organisational Structure

Directorate: MHJHADS	Req ID: 01VZ9
Vacancy type: Seasonal	Classification: Visiting Medical Officer
Shortlisted date: 28/06/2021	Interview date: 12/07/2021

Committee type and Recommendation

Selection Advisory Committee (SAC) Joint Selection Committee (JSC)

In line with the Committee's comparative assessment, the Committee recommends the employment of the following applicants as follows:

Name	Pos No	Employment Type	Salary level	Hours per week	Start Date	End Date (if applicable)
1. Not Appointed			\$			
2.			\$			
3.			\$			
4.			\$			
5.			\$			
6.			\$			
7.			\$			
8.			\$			
9.			\$			
10.			\$			

Instructions

If recommending salary at above base salary level, you must complete the Accelerated Increment Supporting Information section below.

Accelerated Increment Advancement Supporting Information (if required as per Note above).

Length and nature of work experience:	
What is the relevance of that experience to the position:	
What is their present salary and how has this been confirmed?	
What sort of immediate contribution will this person make to the position?	
How difficult has it been to find suitable people to do the job?	

Additional Information (mandatory)

Comparative Assessment

Instructions

This form must be completed and attached with the conflict of interest form and referee reports. Please send as per instructions on final page.

Applicant Shortlist Summary

Position number: 01VZ0	Number of applications received: 5
Number of applicants shortlisted: 1	Number of withdrawals: 0
Number of excess or potentially excess officers: 0	Number of applicants with incomplete applications: 1

Panel recommendation – in order of merit

All applicants have been assessed on the basis of merit and in accordance with legislation. All applicants deemed suitable for the position as follows (preferred candidate MUST be ranked):

Applicant	SC1	SC2	SC3	SC4	SC5	Overall
1. Not appointed						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

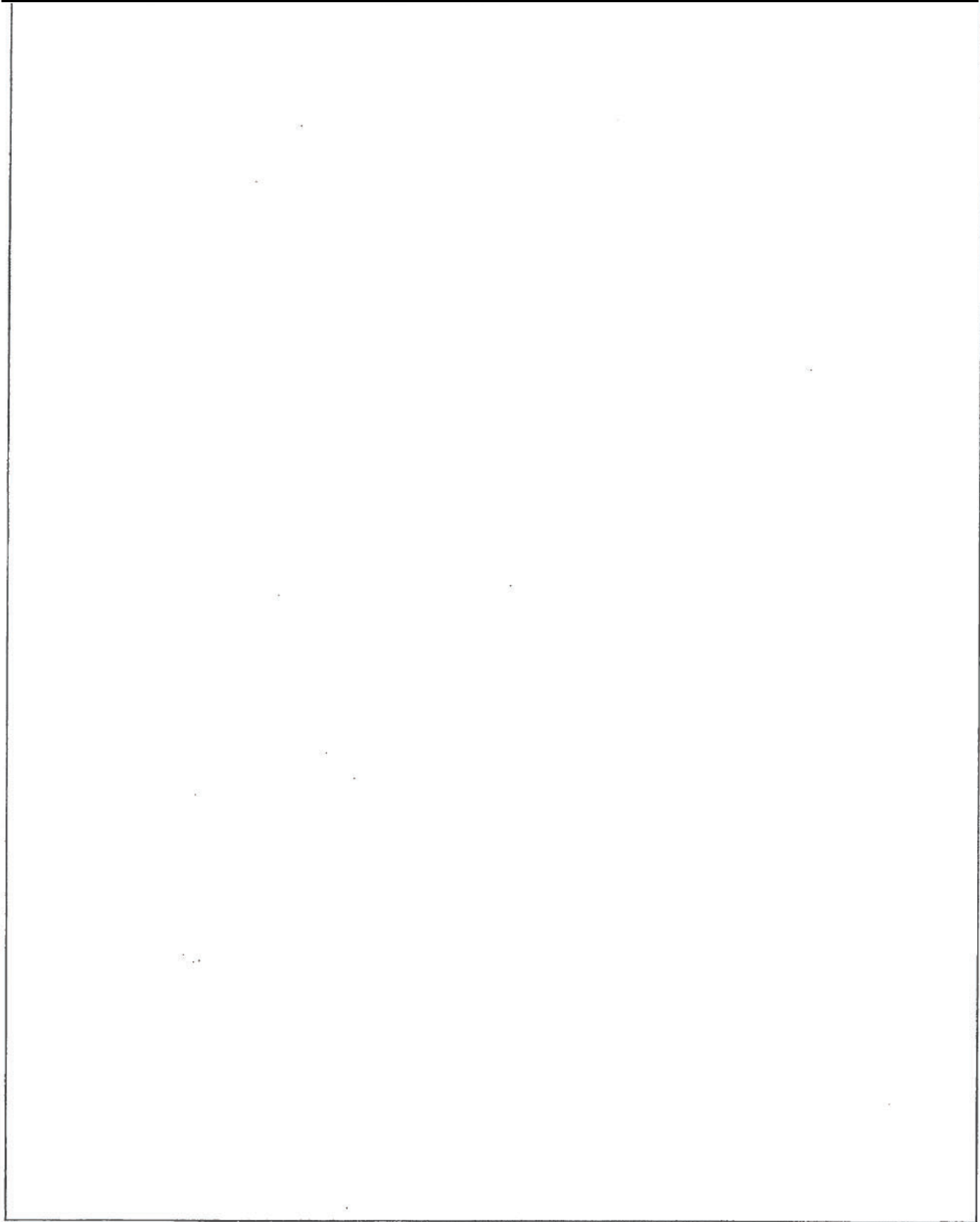
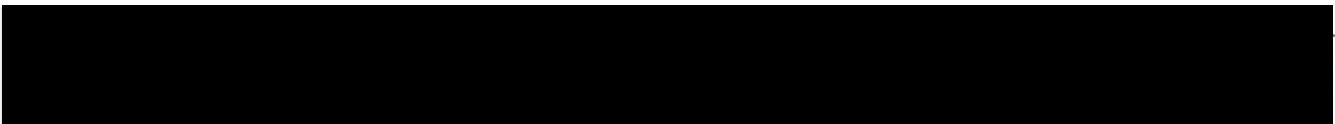
Recruitment Rating Scale:

E	Excellent (5)
FC	Fully Competent (4)
C	Competent (3)
RD	Requires Development (2)
U	Unsuitable (1)
N/A	Not Assessed (0)

Supporting Comments (summary of reasons – must be completed)

For the position of the Staff Specialist within Adult Acute Mental Health Services, five applications were received of which 4 applicants were deemed not suitable due to not meeting the criteria. 1 applicant was shortlisted and interviewed.

The interview was conducted on the Canberra Hospital's grounds.



Suitable applicants placed in a merit pool (if applicable)	
The following applicants were ranked suitable. They are listed in no particular order	
Applicant Name	Comment
NIL	
Applicants not shortlisted	
The following applicants were not progressed past the shortlisting of applications – they are listed in no particular order	
Applicant Name	Reason for not shortlisting
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

Individual Assessment

Applicant and Position Details

Applicant's name: [REDACTED]	Position number applied for: 01VZ9
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Ratings

The applicant has been assessed and rated as follows against capabilities/selection criteria:

SC1	SC2	SC3	SC4	SC5	Overall
2	2.5	2	3	2	11.5

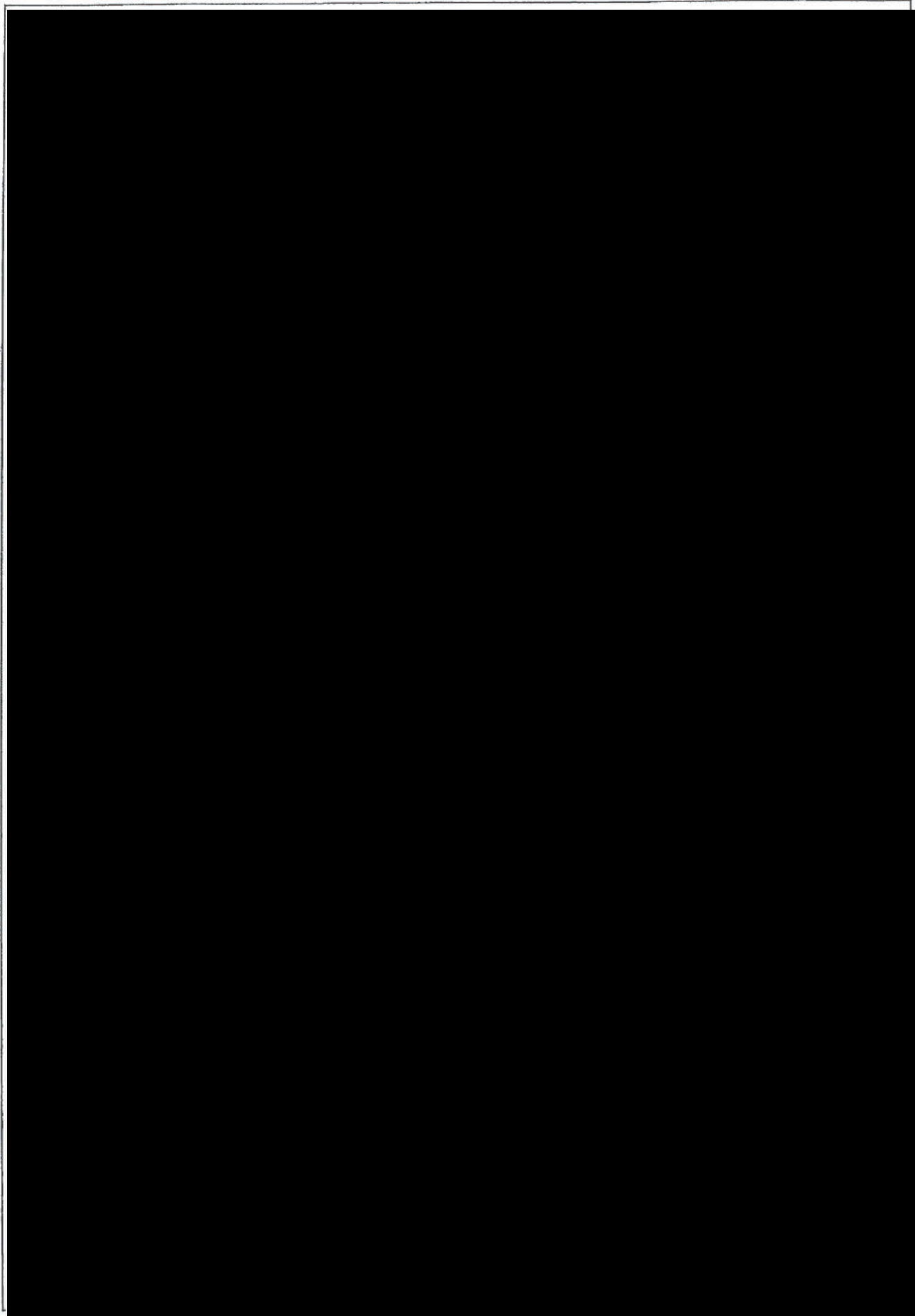
Recruitment Rating Scale:

- E Excellent (5)
- FC Fully Competent (4)
- C Competent (3)
- RD Requires Development (2)
- U Unsuitable (1)
- N/A Not Assessed (0)

Eligibility/Qualifications (if applicable)

Applicant meets eligibility/qualification requirements? Yes No N/A

Supporting Comments (summary of reasons)



Panel Confirmation and signature

Chairperson's Name: [REDACTED]

- I agree with the recommendation
- I do not agree with the recommendation
- I have attended Staff Recruitment and Selection training in the previous 3 years
- I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature [REDACTED]

Date 16/07/2021

Panel Member's Name: [REDACTED]

- I agree with the recommendation
- I do not agree with the recommendation
- I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature [REDACTED]

Date 18/07/21

Panel Member's Name: [REDACTED]

- I agree with the recommendation
- I do not agree with the recommendation
- I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature [REDACTED]

Date 23/07/2021

Panel Member's Name:

- I agree with the recommendation
- I do not agree with the recommendation
- I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature _____

Date _____

Delegate Approval

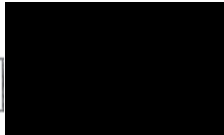
Name: 

Title/Classification:

A/g Executive Director of MHJHADS

- I do not have a conflict of interest
- I agree with the recommendation
- I do not agree with the recommendation
- I agree with the recommendation in the alternative report (if applicable)
- I have made the decision without breaching any current Discrimination Act(s), nor ACT Government legislation.

Comments if required:

Delegate's Signature: 

Date: 27/07/2021

Once report is complete:

Please forward this Selection Report for: Temporary Advertisement to CHSHR@act.gov.au OR
Permanent Advertisement to erecruitment@act.gov.au

Visiting Medical Officer (01XMQ)

Status	Recruiter	Department
Pending	Recruitment, CHS	SENIOR MEDICAL STAFF
Status Details	Hiring Manager	Primary Location
To Be Approved	Riordan, Denise	Canberra
Requisition Type		
Professional		
Hired Candidates		
0 out of 1		

Position / Requisition Information

Structure

Organisation

Division	Canberra Health Services
Branch	CHS Chief Operating Officer Clinical Services
Section	CHS Mental Health, Justice Health and Alcohol and Drug Services
Sub Section	SENIOR MEDICAL STAFF

Primary Location

City	Canberra
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Job Field

Job Category	Medical
Job Function	Senior Medical Officers
Department	7760 - SENIOR MEDICAL STAFF
Requisition Template	- Visiting Medical Officer

Identification

Vacancy Type	Number of Openings
Request to Advertise	1

If this is a Request to Advertise - Temporary for 12 months or more, has the relevant Union been consulted? Please attach the Union Consultation letter in the attachments Tab
N/A

Requisition Title	Title (by Manager)
Visiting Medical Officer	VMO
Position Number	
00000	
Contact Officer Name	Contact Officer Number

Denise Riordan

51245876

User Group

User Group

CHS Mental Justice Health & Alcohol & Drug Services

Owners

Recruiter

Recruitment, CHS

Hiring Manager

Riordan, Denise

Hiring Manager Assistant

Mahmoodian, Solaleh (Sally)

Position Details

Employment Type

Part Time

Have you attached a Part Time Work

Pattern Roster?

Rostered through Proact

Duration of Position

Temp > 6 months

Duration of Vacancy (if temporary)

1-2 Years Sessional

Annual Leave

0 Weeks

Is this an Allied Health position that includes providing direct clinical care or supervision of staff providing direct clinical care?

No

For Request to Advertise, has the Duty Statement been approved on the new template by P&C?

Yes

If "Yes", provide date approved by P&C

04/05/2021

Pay Basis

Yearly

Identified Candidate

Applicant Identified

No

Does this employee hold a valid working visa or require visa sponsorship? If "Yes", please provide the visa type, if "No" type N/A

No

N/A

Candidate Selection Workflow

Candidate Selection Workflow

ACT Health - Standard

Automatically reject all submissions when the requisition is filled

Yes

Automatically reject all submissions when the requisition is canceled

Yes

Justification

Recruitment Justification/Other Notes
 This is a req for temporary recruitment of 1-2 year sessional VMO for mental health services MHJHADS. This recruitment is expected to decrease locum VMO usage in MHJHADS. Successful applications will be considered for all areas of mental health (Acute, rehab, community and forensic)

Have you checked the Excess Officer list?
 No

For advertising only, the Chair of the selection panel is:
 TBC

Is this position externally funded?
 No Externally funded details
 N/A

Will this recruitment action increase your current FTE?
 No Further information
 N/A

Recalling staff on temp transfer or HDA working in other areas/agencies?
 No

Reprioritising your area's current workload?
 Yes

Reallocation of duties within your area?
 Yes

Is this position captured under the Working With Vulnerable People (WWVP) Act?
 Yes

Occupational Assessment Screening & Vaccination (Pre Screening) New employees only
 Is this position identified as a category A? New employee will need to undergo pre screening assessment by OMU prior to commencement
 Yes - Category A

Offer Dates

Date From
 01/Sep/2021

Date To
 30/Sep/2023

Advertising Details

Advertising Details

Vacancy Advertised
 ACTPS Gazette

Indicate if you will be using a Selection Advisory Committee (SAC) or a Joint Selection Committee (JSC).
SAC

External Description

Contact Name - External
Denise Riordan

Contact Email - External
denise.riordan@act.gov.au

Description - External

Please complete the below Table making sure to include any advert specific wording.
Once you have completed editing this REQ and clicked on " Done " please upload your Duty Statement (on the New Template) through the " Attachments " Tab prior to submitting for Approval.
Please note: the " Attachments " tab will not appear until you have completed your REQ and clicked " Done "

Directorate
Canberra Health Services
Branch

Section

Position Number

Position Title

Classification

Vacancy Type

Duration

Location
The Canberra Hospital, Garran ACT
Contact Officer

Closing Date

Advert Blurb (if required)

History

Date	Event	Detail	By
09/Aug/2021, 9:57:05 AM	Requisition Approval Requested	The approval of the requisition has been requested to: "Denise Riordan, Katrina Rea, Proact Rosters, CHS Compliance Officer, CHS Recruitment". : This is a req for temporary recruitment of 1-2 year sessional VMO for mental health services MHJHADS. This recruitment is expected to decrease locum VMO	Mahmoodian, Solaleh (Sally) (10398180)

		usage in MHJHADS. Successful applications will be considered for all areas of mental health (Acute, rehab, community and forensic)	
09/Aug/2021, 9:25:45 AM	File Attached	File Attached: "VMO - MJAD - PT and Comm Health - May 2021.docx"	Mahmoodian, Solaleh (Sally) (10398180)
09/Aug/2021, 9:11:17 AM	Hiring Manager Assistant Modified	Hiring Manager Assistant changed to "Solaleh (Sally) Mahmoodian"	Mahmoodian, Solaleh (Sally) (10398180)
09/Aug/2021, 9:11:17 AM	Ownership Modified	Recruiter changed to "CHS Recruitment"	Mahmoodian, Solaleh (Sally) (10398180)
08/Aug/2021, 11:30:57 PM	Requisition Created	Created	Mahmoodian, Solaleh (Sally) (10398180)

POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS)
Branch	Inpatient & Community Mental Health
Vacancy Type	1-2 years, Sessional
Position Title	Visiting Medical Officer
Classification	Sessional & Fee for Service Rates
Location	CHS
Last Reviewed	

Reporting Relationships



Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

DUTIES

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

You will:

1. Provide direct psychiatric services in a variety of settings including the provision of ECT services.
2. Teach and supervise psychiatry trainees and Medical students.
3. Contribute to the clinical oversight of multi-disciplinary teams and in particular:
 - a. Provide expert opinion and consultation on clinical work.
 - b. Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.
4. Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.
5. Participation in administration and clinical governance activities and the after-hours roster as required.
6. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- Adaptability and flexibility to accommodate change.
- Critical thinking skills.
- Communication skills and the ability to develop and maintain networks.
- Adapt quickly to a changing environment.

Position Requirements/Qualifications:

- Relevant registration or be eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA),
- Minimum 5 years Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications, and
- Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

Note: - Occasional weekend and after-hours work may be discussed and negotiated with the successful applicant.

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Knowledge of the Mental Health Act 2015 and other related legislations is desirable.
- Current driver licence is preferred

Please note prior to commencement successful candidates will be required to:

- Obtain credentialling through the Medical and Dental Appointment Advisory Committee (MDACC)
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.
- Registration under the ACT Working with Vulnerable People Act 2011
- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE– Selection Criteria

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven in provision of specialist mental health care across inpatient, community and other applicable setting with a demonstrably strong commitment to working with consumers, carers and key community stakeholders including GPs. Including having highly developed communication and interpersonal skills.
2. Proven commitment to the maintenance and further development of skills applicable to the area of specialisation, including involvement in further education and quality assurance activities.
3. Demonstrated capacity to work as part of a multidisciplinary team, whilst providing leadership in clinical care, systems and MDT management and participating in the mandatory requirements of medical officers within the Division.
4. Demonstrated commitment to the provision of teaching at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduates.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

CHS Contact: Dr Denise Riordan, Director of Clinical Services MHJHADS, 02 5124 5876

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Frequently

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Frequently
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Frequently
Unpredictable People e.g. Dementia, mental illness, head injuries	Frequently
Restraining e.g. involvement in physical containment of clients/consumers	Frequently
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never

Reaching	Occasionally
Kneeling	Occasionally
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Occasionally
Slippery or uneven surfaces	Occasionally

Visiting Medical Officer - Psychiatrist (01XMQ)

Status
Sourcing

Recruiter
Taverner, Grace

Department
SENIOR MEDICAL STAFF

Status Details
Sourcing

Hiring Manager
Riordan, Denise

Primary Location
Canberra

Requisition Type
Professional

Hired Candidates
0 out of 1

		Candidate		Submission Completed					Assets, Requirements	Selection Step, Status	Result	Submission Updated	Date, Sender
		[Redacted] (1179569)							0 / 0 0 / 0	New - Applied	0	20/Sep/2021	20/Sep/2021 System User
		[Redacted] (1178700)							0 / 0 0 / 0	New - Applied	0	10/Sep/2021	10/Sep/2021 System User
		[Redacted] (1157624)							0 / 0 0 / 0	New - Applied	0	19/Sep/2021	19/Sep/2021 System User
		[Redacted] (1178961)							0 / 0 0 / 0	New - Applied	0	14/Sep/2021	
		[Redacted] (1178618)							0 / 0 0 / 0	New - Applied	0	10/Sep/2021	10/Sep/2021 System User

From: [REDACTED]
To: [Lutz, Tash \(Health\)](#)
Subject: Re: Invitation for Interview VMO Psychiatrist
Date: Monday, 28 February 2022 1:29:21 PM
Attachments: [image001.png](#)
[image002.png](#)

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Tash,

Thank you for your email and for the phone conversation this morning to clarify this role.

As per our phone conversations, I am looking at undertaking consultant psychiatry positions that are time limited rather than applying for employment on an ongoing contract as a VMO.

I am sorry that my application was not clear.

My intention was to provide my CV and contact details so that if locum roles became available, Canberra Health would have the option of liaising with me directly. This could reduce delays and costs to the service of locum agencies and simplify the communication processes.

I would appreciate it if you could kindly pass on to the interview panel this information, my apologies for any miscommunication and cancel the interview scheduled for this Friday.

I remain willing for Canberra Health Service to retain my information and contact me in future if they identify consultant psychiatrist positions that may wish to consider me for.

Kind regards,

[REDACTED]
On Fri, 25 Feb 2022 at 10:03, Lutz, Tash (Health) <Tash.Lutz@act.gov.au> wrote:

Dear [REDACTED]

Thank you for your recent application for a VMO Psychiatrist position with Mental Health, Justice Health, Alcohol and Drug Services within Canberra Health Services.

The panel has assessed your application and would like to offer you an interview to discuss your application further. **Please reply to this email and either confirm or decline this interview request.**

To assist the panel in progressing the recruitment please arrange to have your referee reports emailed to this address **prior** to the interview. A copy of the referee report is attached for this purpose.

Your interview has been scheduled for **3:45pm, Friday 4th March 2022**

Due to the current COVID pandemic and in an effort to reduce the number of visitors entering The Canberra Hospital, your interview will be conducted via Video Conference (Webex).

This requires you to have a computer with a camera and internet alternatively if this is not possible the interview can be conducted over the phone.

15 minutes prior to your interview you will be emailed the interview questions and a Webex link for your interview.

Additionally can you please arrange for your referee reports to be completed and supply a copy to the panel at the time of your interview?

If you have any questions please do not hesitate to contact me on 5124 4894.

Kind regards



Tasha Lutz

BNurs, Cert IV WT & A, GradCert Foren (Nurs), MAppMgt (Nurs), JBI CF

RED Contact Officer *'feel empowered to speak up'*

Tasha Lutz | Assistant Director of Nursing | Workforce and Innovation

Phone: 02 5124 4894 | Mobile: 0466 471 158 | Email: tash.lutz@act.gov.au

Territory Wide Mental Health Services | Canberra Health Services | ACT Government

Level 3, 1 Moore St, Civic, ACT 2601

Daly, Kelly (Health)

From: [REDACTED]
Sent: Thursday, 3 March 2022 10:21 PM
To: Lutz, Tash (Health)
Cc: [REDACTED]
Subject: Re: invitation for interview Adult Psychiatrist
Attachments: Referee Report 01Z9W Staff Specialist.pdf

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Tash

You could find one of the Referee reports attached here.
The Referee is CC'd in this email.

Regards
[REDACTED]

On Fri, Feb 25, 2022 at 2:02 AM Lutz, Tash (Health) <Tash.Lutz@act.gov.au> wrote:

Dear [REDACTED]

Thank you for your recent application for a Adult Psychiatrist position with Mental Health, Justice Health, Alcohol and Drug Services within Canberra Health Services.

The panel has assessed your application and would like to offer you an interview to discuss your application further. **Please reply to this email and either confirm or decline this interview request.**

To assist the panel in progressing the recruitment please arrange to have your referee reports emailed to this address **prior** to the interview. A copy of the referee report is attached for this purpose.

Your interview has been scheduled for **4:30pm, Friday 4th March 2022**

Due to the current COVID pandemic and in an effort to reduce the number of visitors entering The Canberra Hospital, your interview will be conducted via Video Conference (Webex).

This requires you to have a computer with a camera and internet alternatively if this is not possible the interview can be conducted over the phone.

15 minutes prior to your interview you will be emailed the interview questions and a Webex link for your interview.

Additionally can you please arrange for your referee reports to be completed and supply a copy to the panel at the time of your interview?

If you have any questions please do not hesitate to contact me on 5124 4894.

Kind regards

Tasha Lutz

Tasha Lutz

BNurs, Cert IV WT & A, GradCert Foren (Nurs), MAppMgt (Nurs), JBI CF

RED Contact Officer *'feel empowered to speak up'*

Tasha Lutz | Assistant Director of Nursing | Workforce and Innovation

Phone: 02 5124 4894 [REDACTED] Email: tash.lutz@act.gov.au

Territory Wide Mental Health Services | Canberra Health Services | ACT Government

Level 3, 1 Moore St, Civic, ACT 2601

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



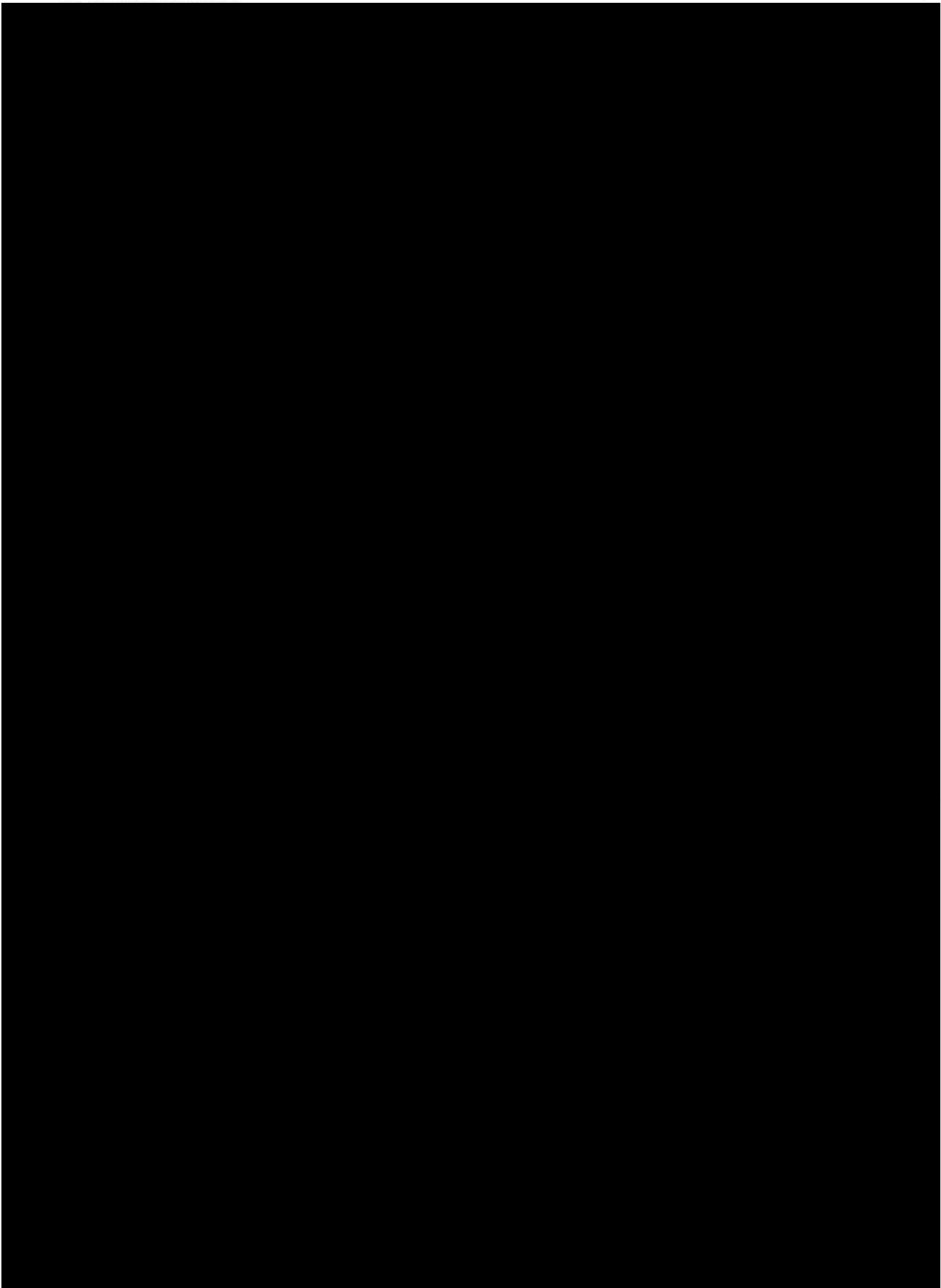
ACT
Government

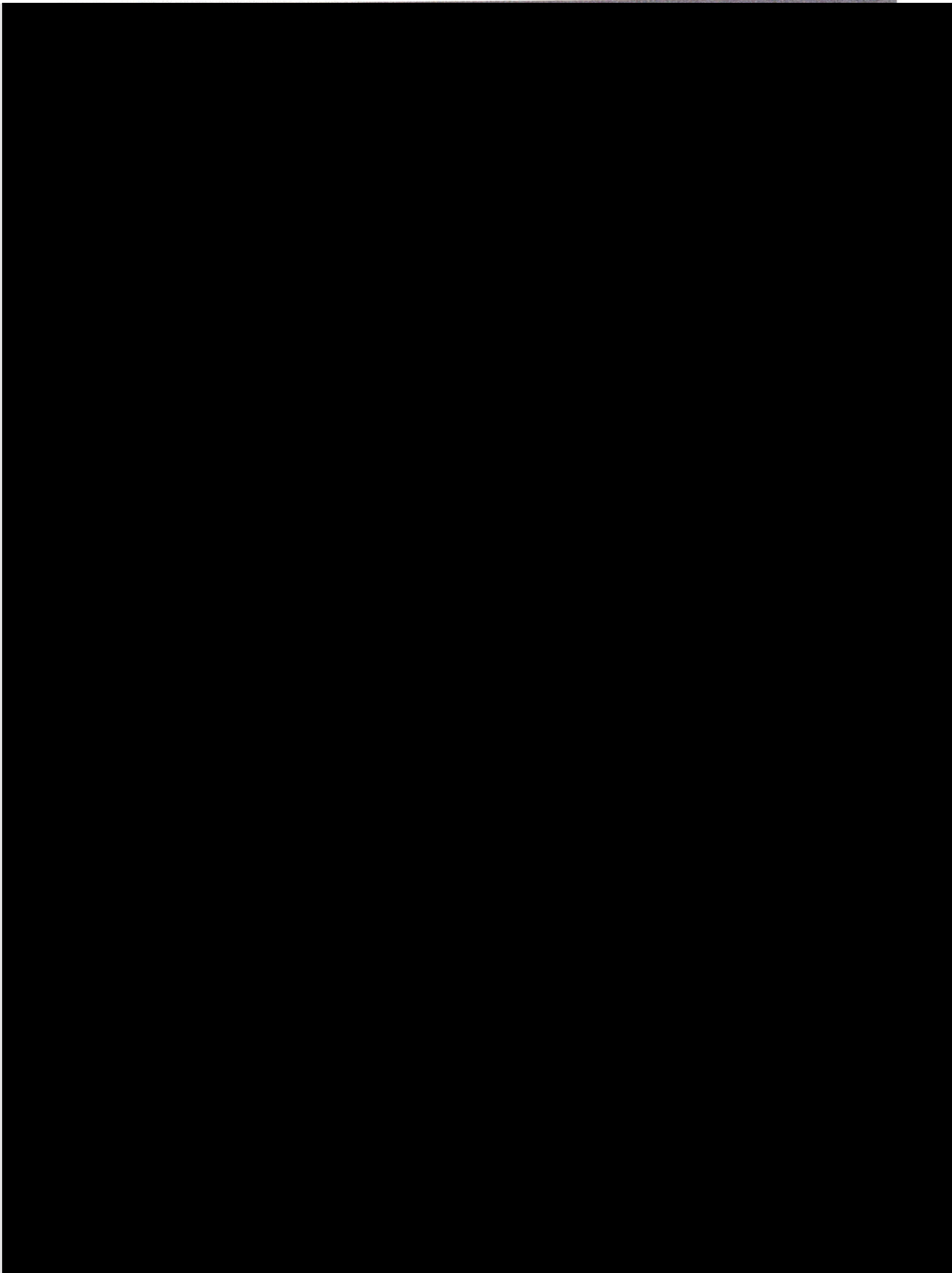
**Canberra Health
Services**

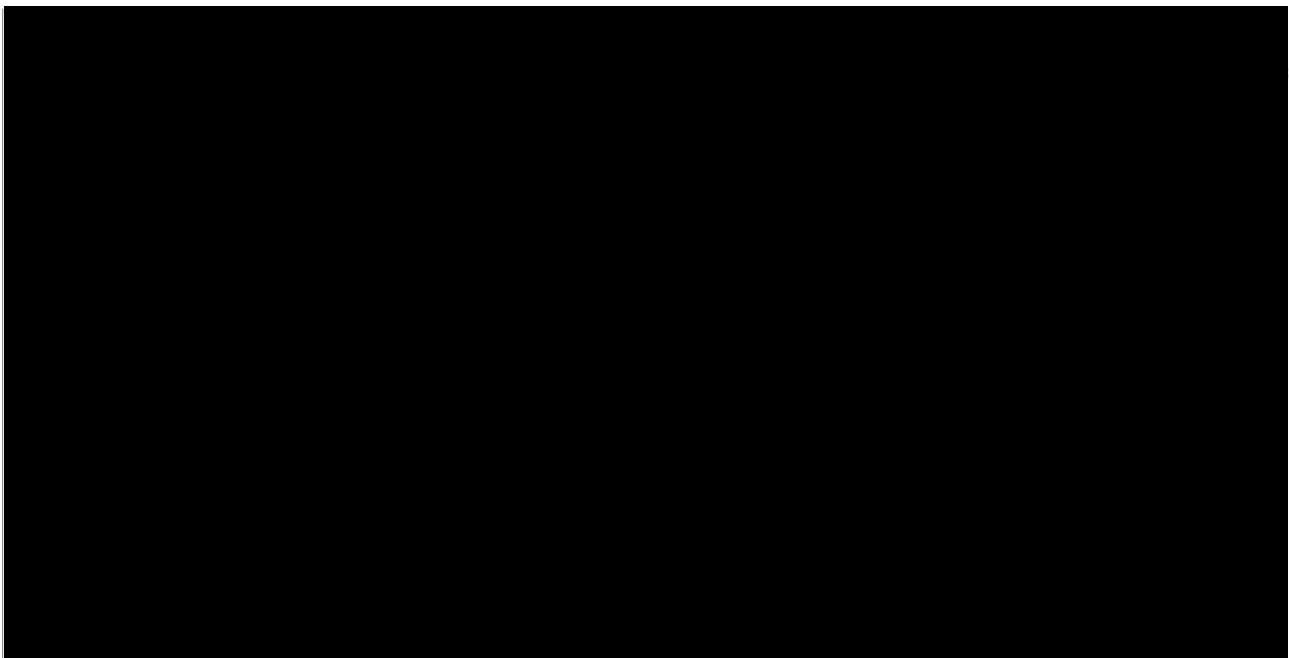
We acknowledge the traditional custodians of this land and celebrate their ongoing culture and contribution to society.

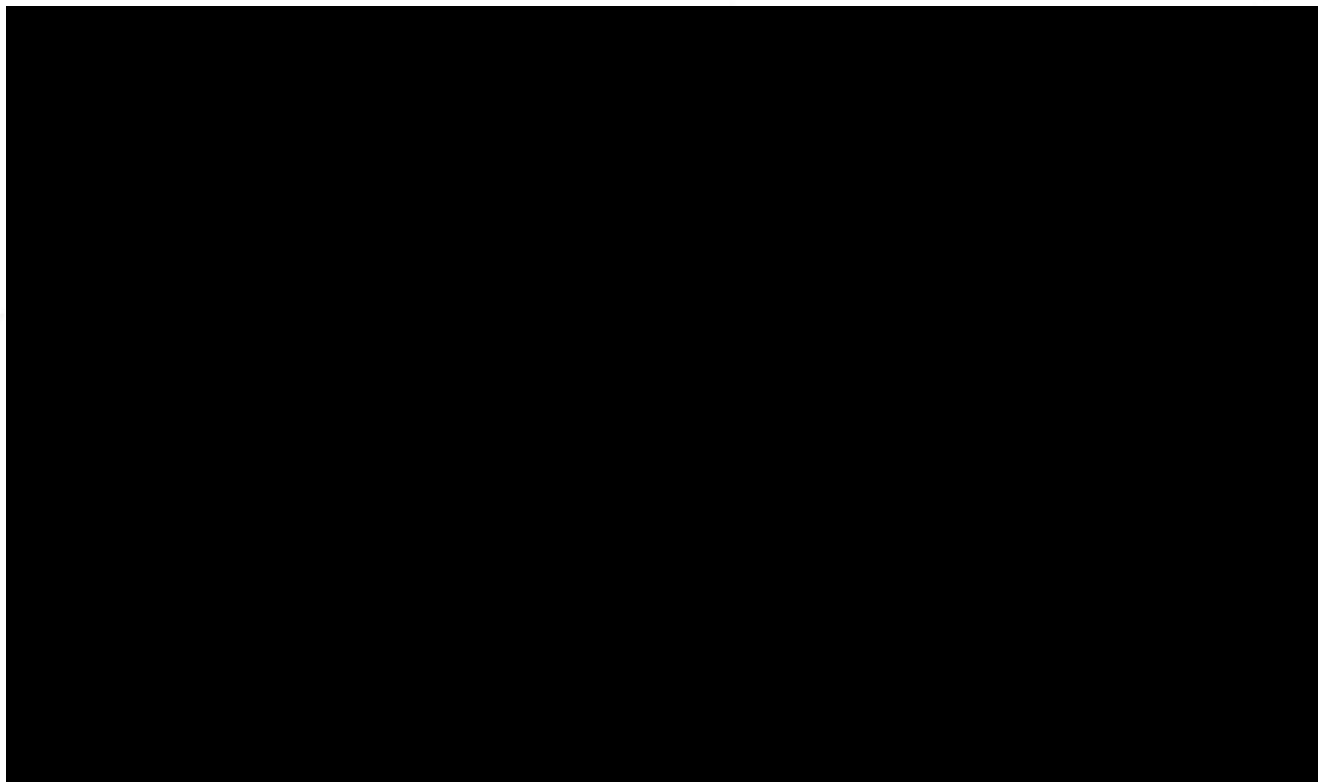
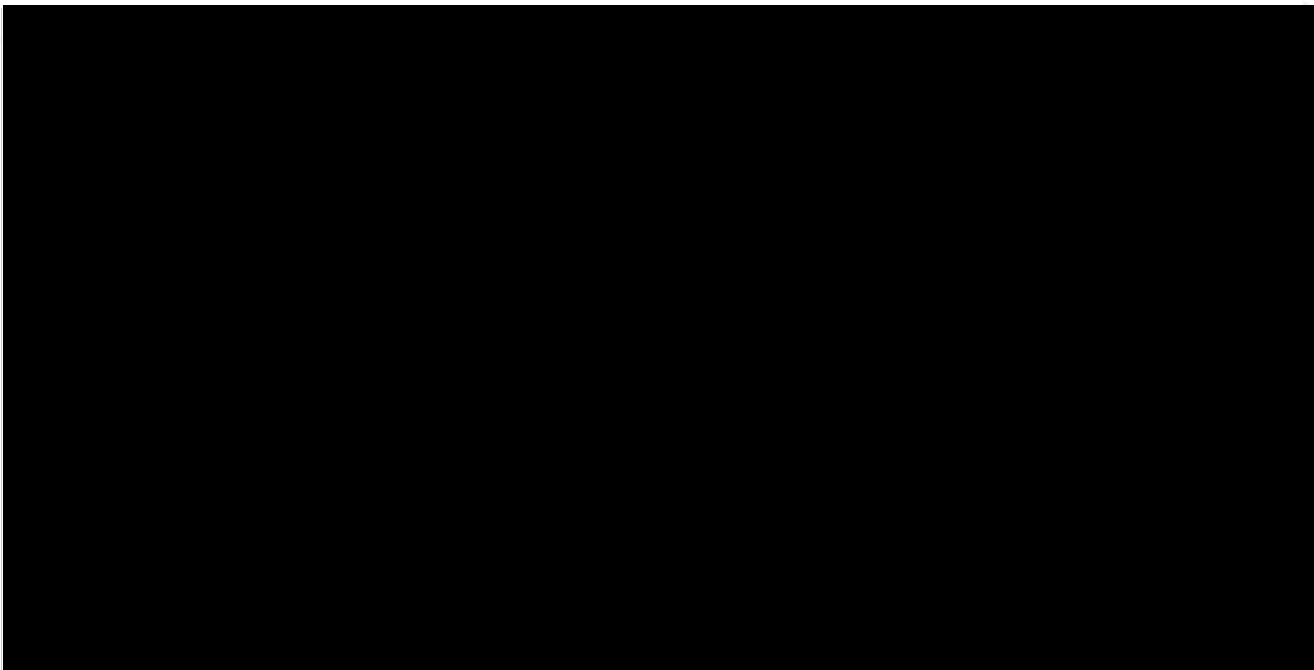


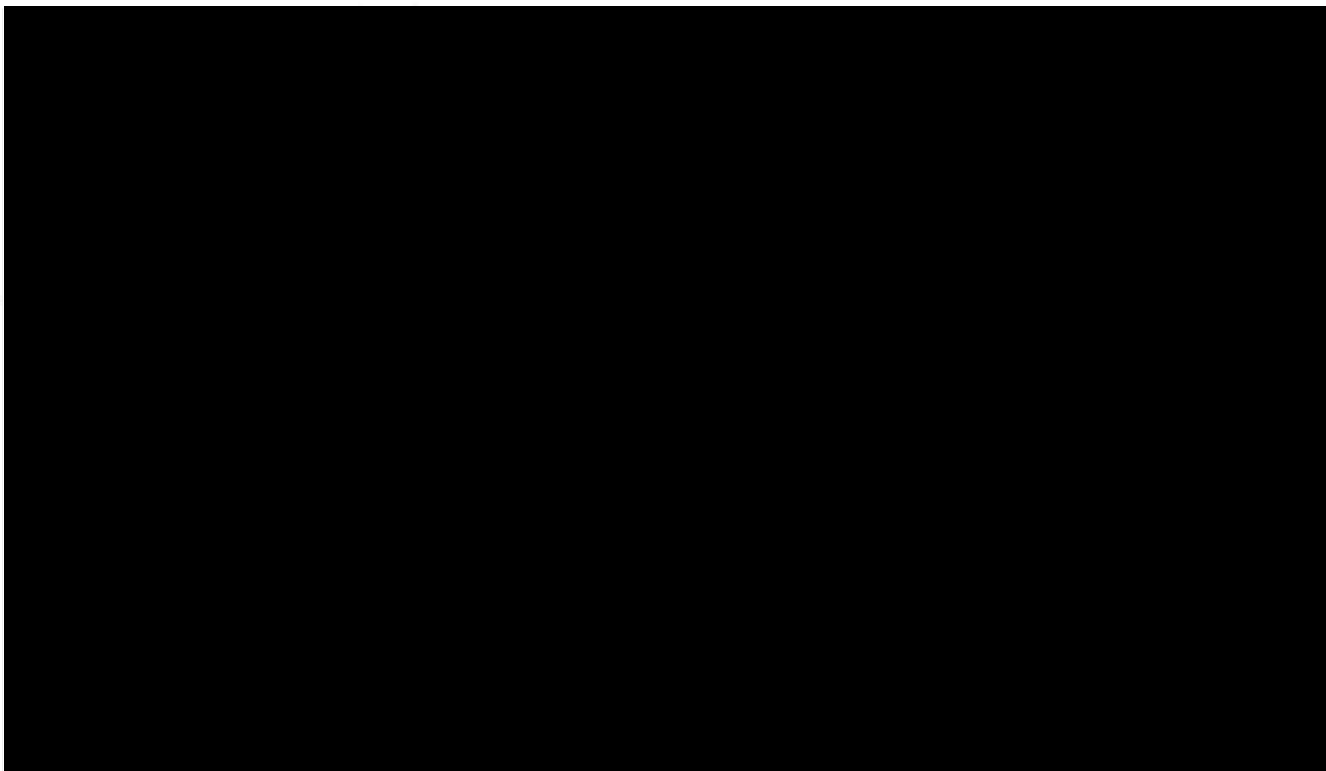
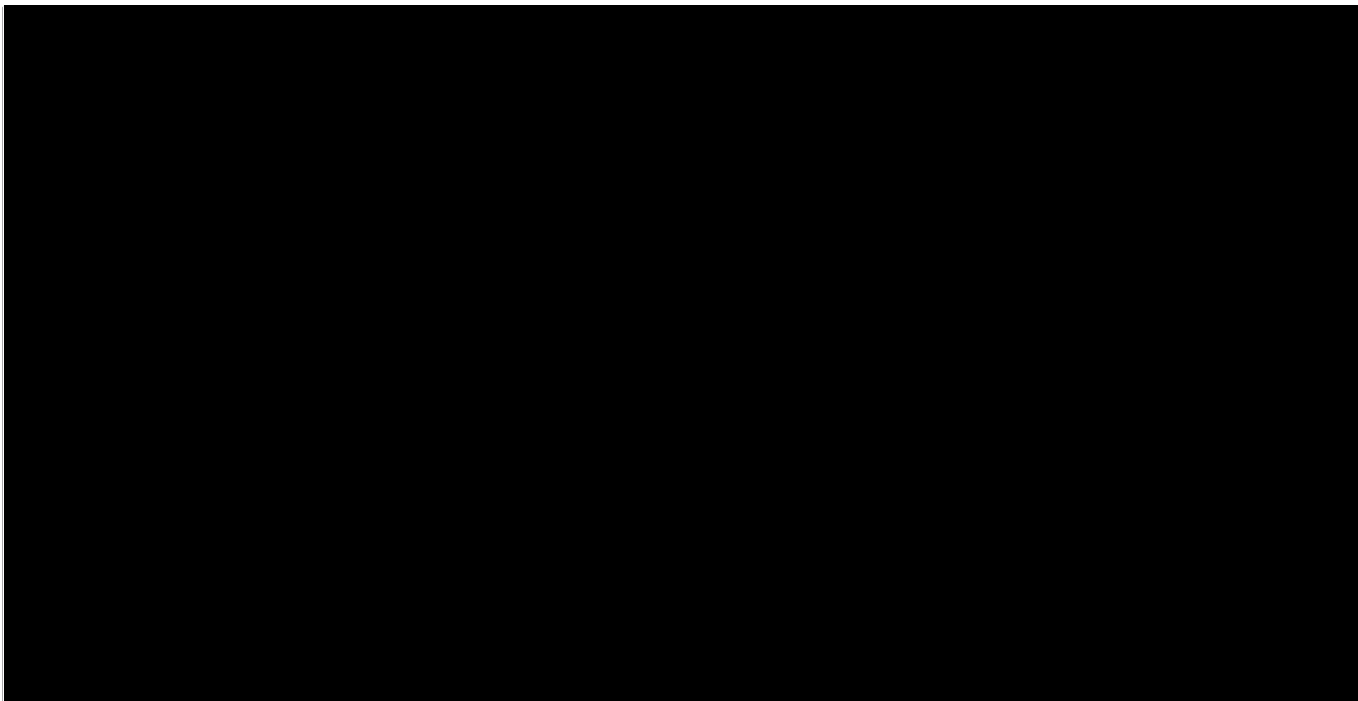
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MHJHADS Psychiatrist
VMO(Req 01XMQ) and
Specialist (Req 01Z95)
Interviews

INTERVIEW SCHEDULE

Rating:
5 - Excellent
4 - Fully Competent
3 - Competent
2 - Requires Development
1 - Unsuitable

No.	Applicant Name	Interview Times	Confirmed Y/N	Attended Y/N	COMMENT	SC1	SC2	SC3	SC4	SC5	TOTAL SCORE	SUITABLE Y/N
1	Dr [REDACTED]	3:00 PM	Yes		VMO 2-3 year sessional contract							
2	Dr [REDACTED]	3:45 PM	No	No	VMO 2-3 year sessional contract							Dr [REDACTED] has withdrawn from the process
3	Dr [REDACTED]	4:30 PM	Yes		ACMHS Specialist							


ACT
Government

**Canberra Health
Services**

Selection Report

Instructions

Ensure you complete the form in full and all panel members have signed the report:

- If there are no suitable applicants the report must be completed to close off the process
- Please ensure individual assessments are completed for all interviewed applicants
- Do not advise applicants of outcome until Delegate has signed the report.
- Must include a comment for all applicants including those not shortlisted/interviewed.

The Conflict of Interest Declaration Form **MUST** have been completed prior to shortlisting and must be attached with this selection report. It is available under CHS Recruitment Forms and Resources on the intranet.

Position Details and Organisational Structure

Directorate: Canberra Health Services	Req ID: 01XMQ
Vacancy type: Temporary VMO Contract 2-3 years	Classification: VMO
Shortlisted date: See under instructions	Interview date: See under instructions

Committee type and Recommendation

 Selection Advisory Committee (SAC)

 Joint Selection Committee (JSC)

In line with the Committee's comparative assessment, the Committee recommends the employment of the following applicants as follows:

Name	Pos No	Employment Type	Salary level	Hours per week	Start Date	End Date (if applicable)
1. [REDACTED]	VMO – Position number not applicable	Temporary VMO Contract				
2.			\$			
3.			\$			
4.			\$			
5.			\$			
6.			\$			
7.			\$			
8.			\$			

Instructions

9.			\$			
10.			\$			

If recommending salary at above base salary level, you must complete the Accelerated Increment Supporting Information section below.

Accelerated Increment Advancement Supporting Information (if required as per Note above).

Length and nature of work experience:	
What is the relevance of that experience to the position:	
What is their present salary and how has this been confirmed?	
What sort of immediate contribution will this person make to the position?	
How difficult has it been to find suitable people to do the job?	

Instructions
Additional Information (mandatory)

Comparative Assessment

Instructions

This form must be completed and attached with the conflict of interest form and referee reports. Please send as per instructions on final page.

Applicant Shortlist Summary

Position number:	Number of applications received: 6
Number of applicants shortlisted: 2	Number of withdrawals: 1
Number of excess or potentially excess officers:	Number of applicants with incomplete applications: 4

Panel recommendation – in order of merit

All applicants have been assessed on the basis of merit and in accordance with legislation. All applicants deemed suitable for the position as follows (preferred candidate MUST be ranked):

Applicant	SC1	SC2	SC3	SC4	SC5	Overall	Ranked/Pool
1. Dr [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
2.							
3.							
4.							
5.							
6.							
7.							

Recruitment Rating Scale:

E	Excellent (5)
FC	Fully Competent (4)
C	Competent (3)
RD	Requires Development (2)
U	Unsuitable (1)
N/A	Not Assessed (0)

Supporting Comments (summary of reasons – must be completed)

Suitable applicants placed in a merit pool (if applicable)

The following applicants were ranked suitable. They are listed in no particular order

Applicant Name	Comment
<i>Eg. Mary Bloggs</i>	<i>Performed well through process would be suitable for identical position</i>

Applicants not shortlisted

The following applicants were not progressed past the shortlisting of applications – they are listed in no particular order

Applicant Name	Reason for not shortlisting
██████████	Incomplete application
██████████	Incomplete application
██████████	Incomplete application
██████████	Incomplete application

Individual Assessment



Comparative Assessment

ACT Public Service

Applicant and Position Details	
Applicant's name: Dr [REDACTED]	Position number applied for:

Ratings
The applicant has been assessed and rated as follows against capabilities/selection criteria:

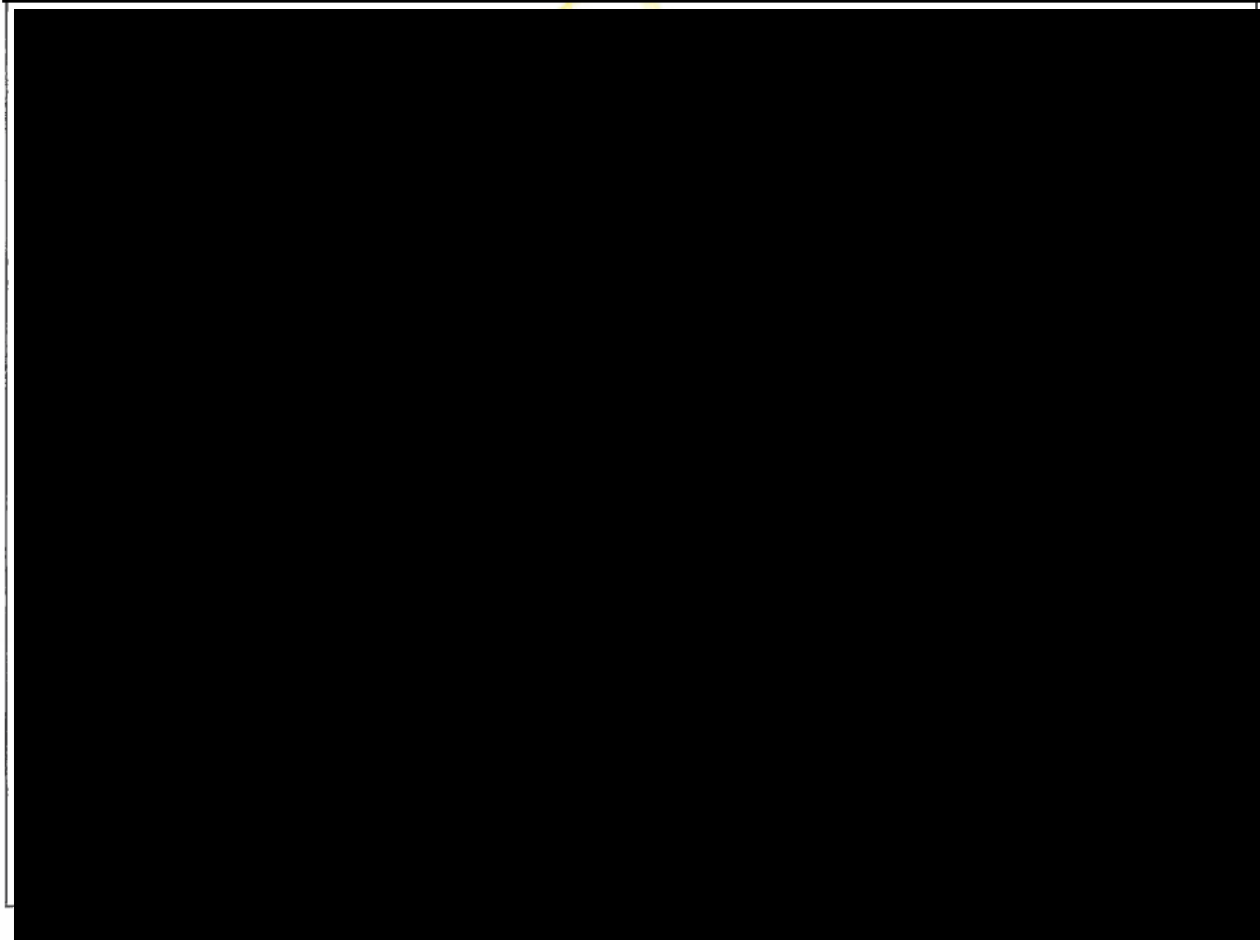
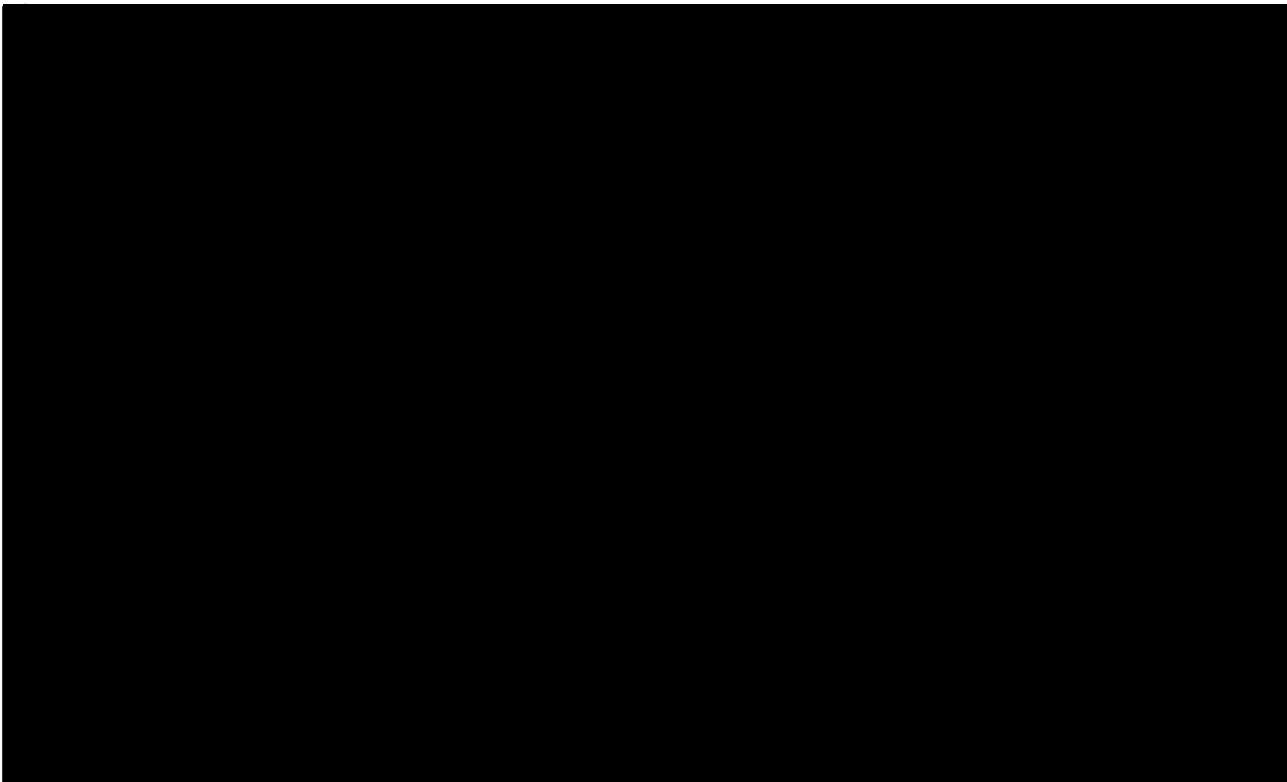
SC1	SC2	SC3	SC4	SC5	Overall
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

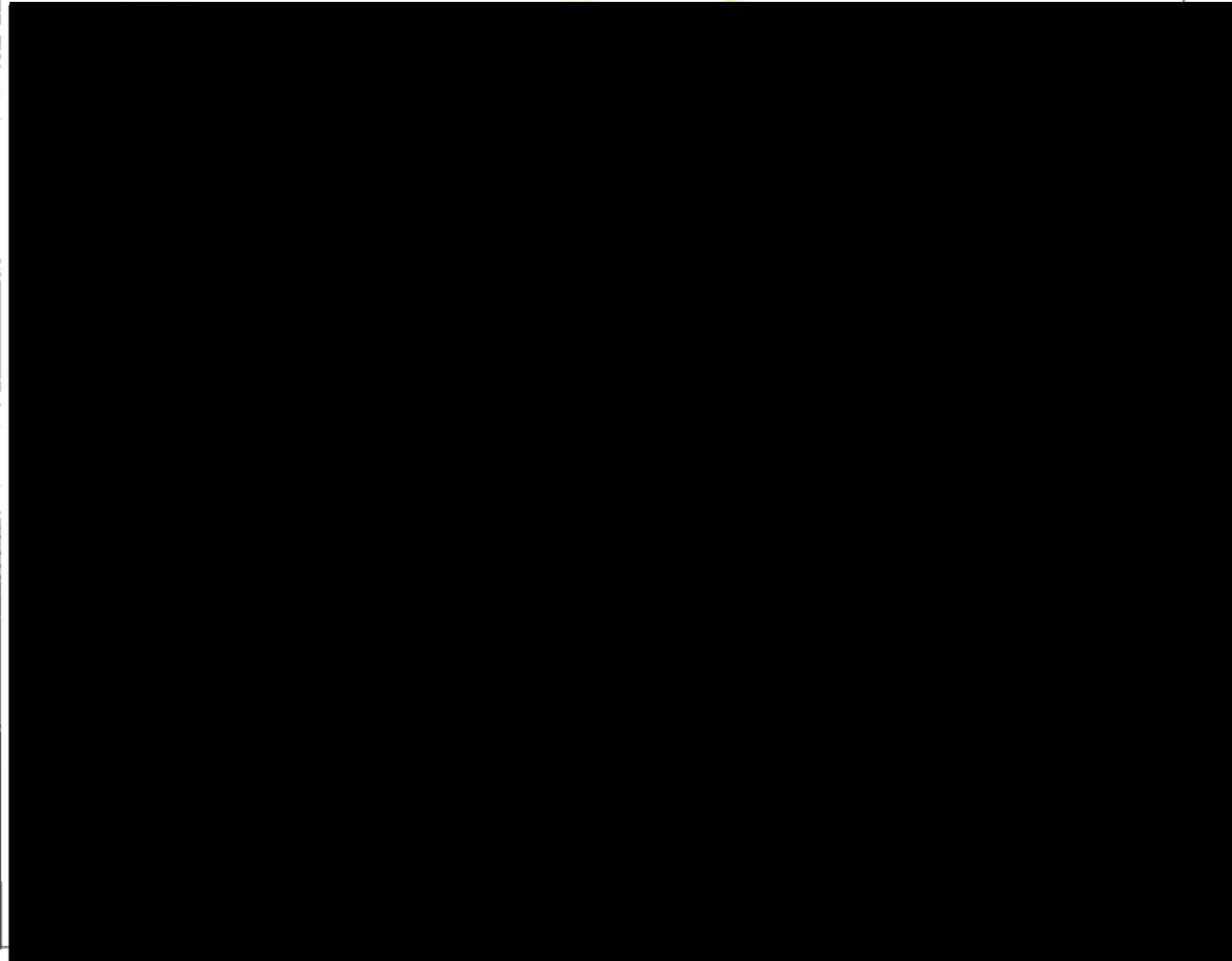
Recruitment Rating Scale:

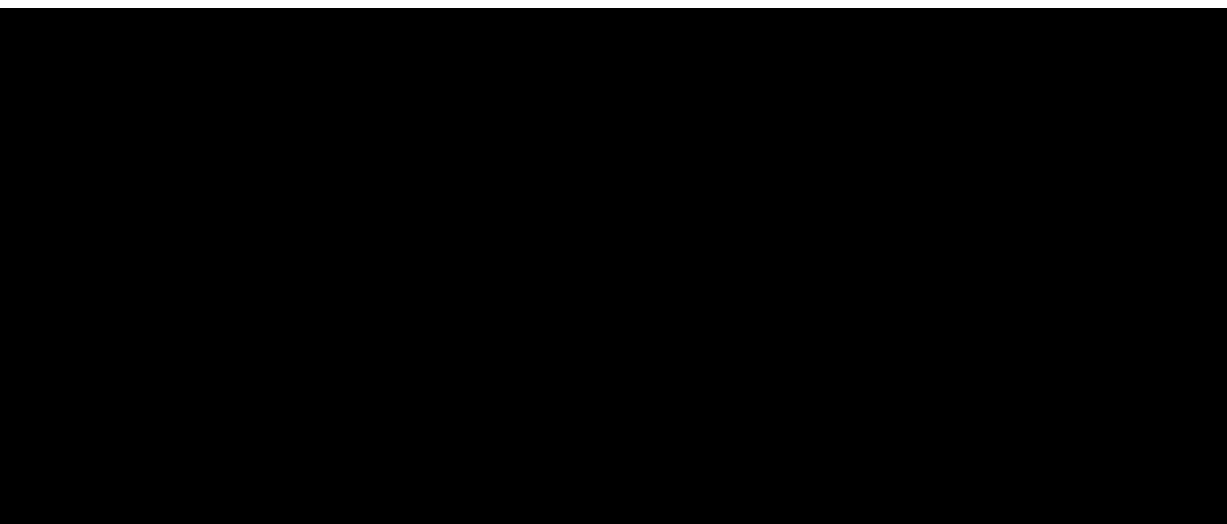
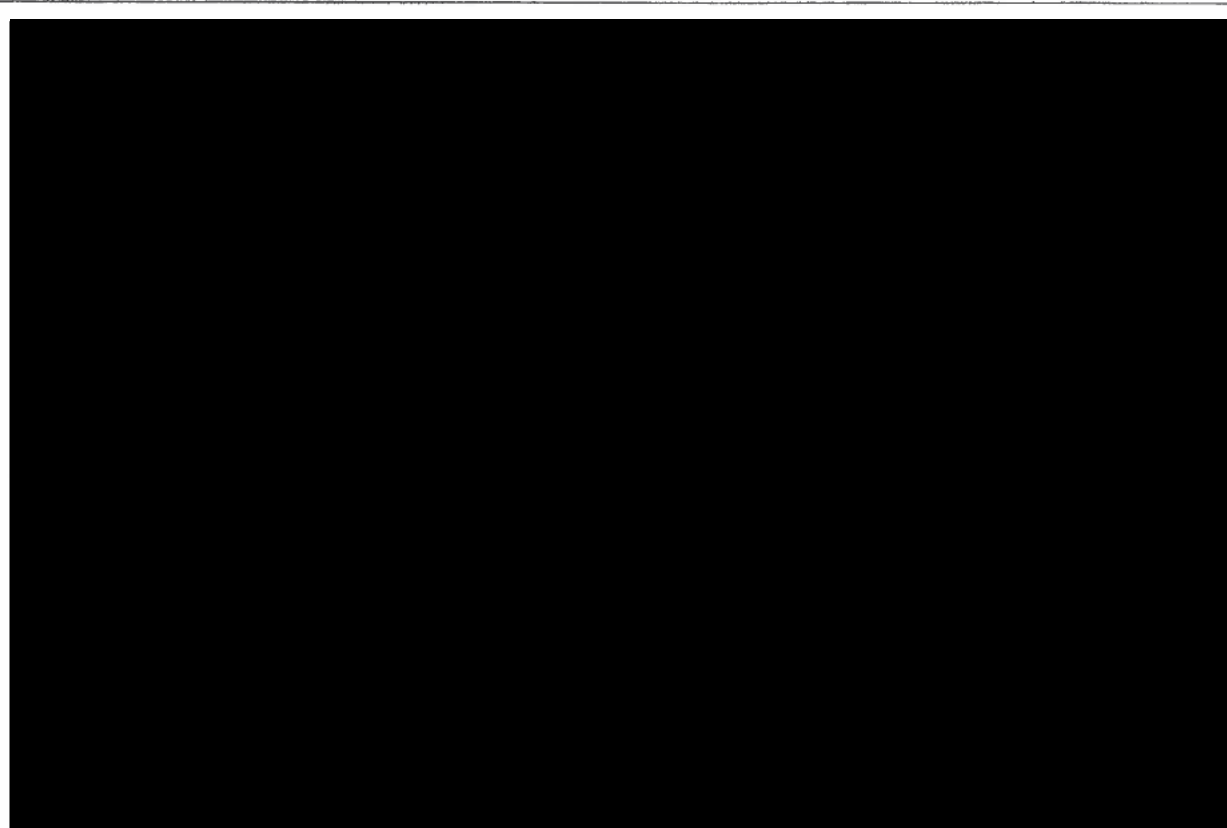
- E Excellent (5)
- FC Fully Competent (4)
- C Competent (3)
- RD Requires Development (2)
- U Unsuitable (1)
- N/A Not Assessed (0)

Eligibility/Qualifications (if applicable)
Applicant meets eligibility/qualification requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Supporting Comments (summary of reasons)
[REDACTED]







Individual Assessment

Applicant and Position Details	
Applicant's name:	Position number applied for:

Individual Assessment

Applicant and Position Details	
Applicant's name:	Position number applied for:

Ratings
The applicant has been assessed and rated as follows against capabilities/selection criteria:

SC1	SC2	SC3	SC4	SC5	Overall

Recruitment Rating Scale:

- E Excellent (5)
- FC Fully Competent (4)
- C Competent (3)
- RD Requires Development (2)
- U Unsuitable (1)
- N/A Not Assessed (0)

Eligibility/Qualifications (if applicable)
Applicant meets eligibility/qualification requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Supporting Comments (summary of reasons)

Panel Confirmation and signature

Chairperson's Name: Denise Riordan

 I agree with the recommendation I do not agree with the recommendation I have attended Staff Recruitment and Selection training in the previous 3 years I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Type text here

Details if required:

Signature

Date 11/04/22

Panel Member's Name: Dr Florian Wertenaue

 I agree with the recommendation I do not agree with the recommendation I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature

Date 12/04/2022

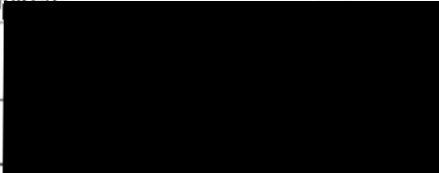
Panel Member's Name:

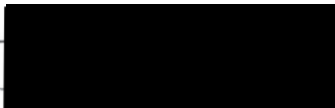
 I agree with the recommendation I do not agree with the recommendation I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.

Details if required:

Signature

Date

Panel Member's Name: <u>DR. AZRA SABIR</u>	
<input checked="" type="checkbox"/> I agree with the recommendation	
<input type="checkbox"/> I do not agree with the recommendation	
<input checked="" type="checkbox"/> I have made the recommendation without breaching any current Discrimination Act(s), nor ACT Government legislation.	
Details if required:	
Signature 	Date <u>12/4/2022</u>

Delegate Approval	
Name:	<u>Jen Hawland</u>
Title/Classification:	<u>Executive Director ANZPADS</u>
<input checked="" type="checkbox"/> I do not have a conflict of interest	
<input checked="" type="checkbox"/> I agree with the recommendation	
<input type="checkbox"/> I do not agree with the recommendation	
<input type="checkbox"/> I agree with the recommendation in the alternative report (if applicable)	
<input checked="" type="checkbox"/> I have made the decision without breaching any current Discrimination Act(s), nor ACT Government legislation.	
Comments if required:	
Delegate's Signature: 	Date: <u>14/22</u>

Once report is complete:

Please forward this Selection Report with the Conflict of Interest Declaration form for: Temporary Advertisement to CHSHR@act.gov.au OR Permanent Advertisement to erecruitment@act.gov.au

Note: The Conflict of Interest Declaration form is no longer part of this report as it MUST be completed at the beginning of the process NOT at this stage.

If you have not already completed the form and there is a declared conflict your process may be void in which case the entire recruitment process will need to be undertaken again.

The conflict of interest form is available under CHS Recruitment Forms and Resources on the intranet.