

Selection Criteria Checklist

Healthy Practices

APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.

Candidate name:

Contact details:

Key selection criteria

Registered nurse with current practising certification of registration – AHPRA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Member of a professional body	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Holds current driver licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Demonstrated patient-focused approach in service provision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Worked in a team	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Worked independently	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shown commitment to ongoing professional development	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Demonstrated ability to organise and prioritise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Insert other]:		

Essential skills

Insert the skills you have identified in your position description. These are some examples.

Experience working in a primary health care setting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience working with older people and people with chronic illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience working as part of a small team	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Excellent communication skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Insert other]:		



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Desirable skills

Insert the list of desirable skills from your position description. These are some examples.

Asthma educator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes educator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accredited immuniser	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Insert other]:		

Responsibilities

Insert the list of responsibilities from your position description. These are some examples.

Knowledge of MBS and chronic disease management items	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Knowledge of accreditation process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Knowledge of ACIR requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Knowledge of infection control	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Insert other]:		

Clinical skills

List...

Other notable skills, experience and abilities

List...

Follow up

Insert the list of desirable skills from your position description. These are some examples.

Candidate suitable for an interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notification of the candidate of success or failure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Follow up interview required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interview date, time and venue information provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Insert other]:		

www.apna.asn.au www.healthypractices.apna.asn.au

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APNA acknowledges and thanks the Australian Primary Health Network for use of this material.

This resource is funded by the Australian Government Department of Health.

