How to complete an occupational health check in NHS Jobs user guide

This guide gives you instructions for how to complete an occupational health check in the NHS Jobs service.

You'll confirm if the applicant needs an occupational health check to complete their pre-employment information before they can start their new job.
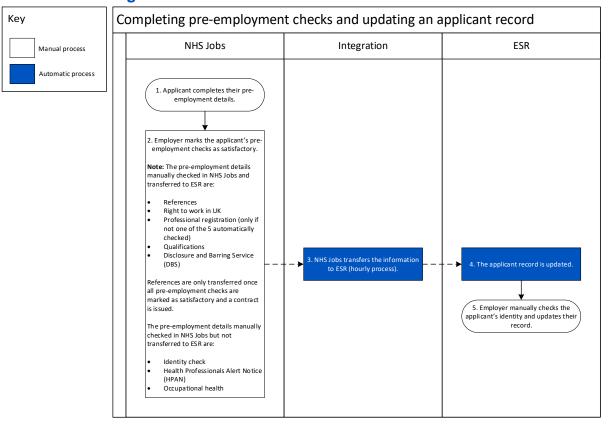
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Contents

Process flow diagram

Key		
☐	Manual process	
🟦	Automatic process	

Completing pre-employment checks and updating an applicant record

NHS Jobs	Integration	ESR

1. Applicant completes their pre-employment details.

2. Employer marks the applicant's pre-employment checks as satisfactory.

Note: The pre-employment details manually checked in NHS Jobs and transferred to ESR are:

- References
- Right to work in UK
- Professional registration (only if not one of the 5 automatically checked)
- Qualifications
- Disclosure and Barring Service (DBS)

References are only transferred once all pre-employment checks are marked as satisfactory and a contract is issued.

The pre-employment details manually checked in NHS Jobs but not transferred to ESR are:

- Identity check
- Health Professionals Alert Notice (HPAN)
- Occupational health

3. NHS Jobs transfers the information to ESR (hourly process).

4. The applicant record is updated.

5. Employer manually checks the applicant's identity and updates their record.
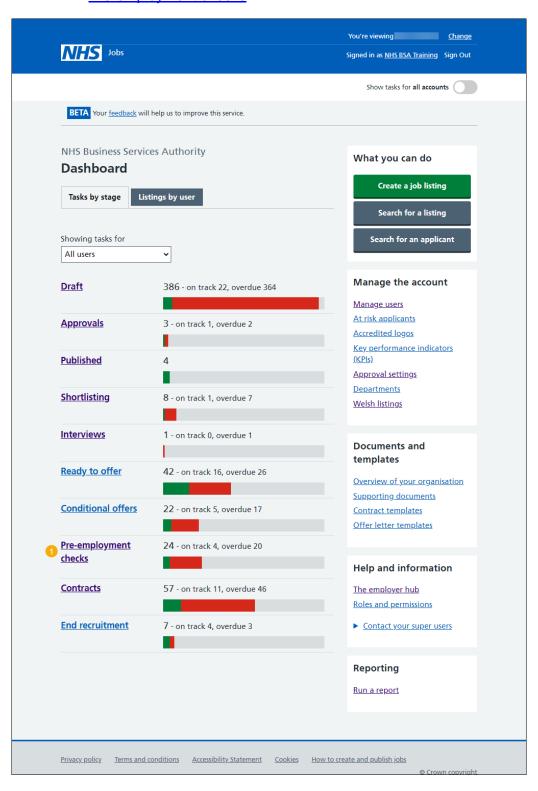
Go to the 'Pre-employment checks' page.

Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:
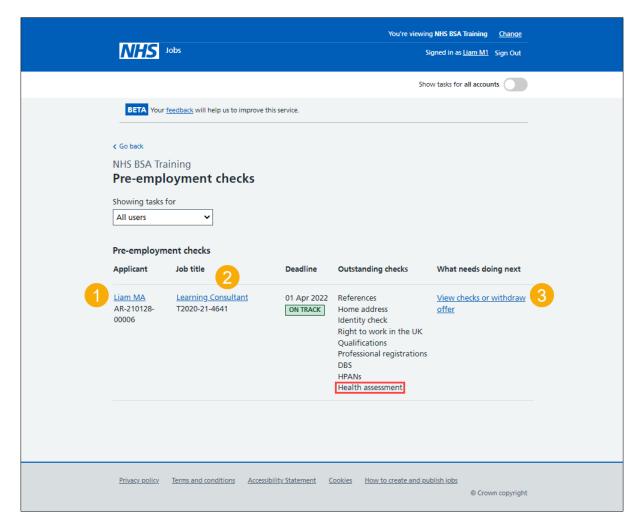
1. Select the 'Pre-employment checks' link.

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Important: In this example, the **Outstanding checks** section shows the 'Health assessment' check is outstanding.

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
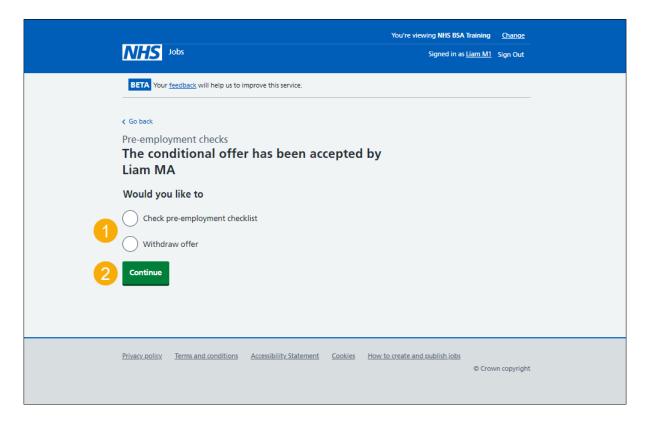3. Select the 'View checks or withdraw offer' link.

Conditional offer accepted

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
    - '[Check pre-employment checklist](#)'
    - 'Withdraw offer'
2. Select the 'Continue' button.

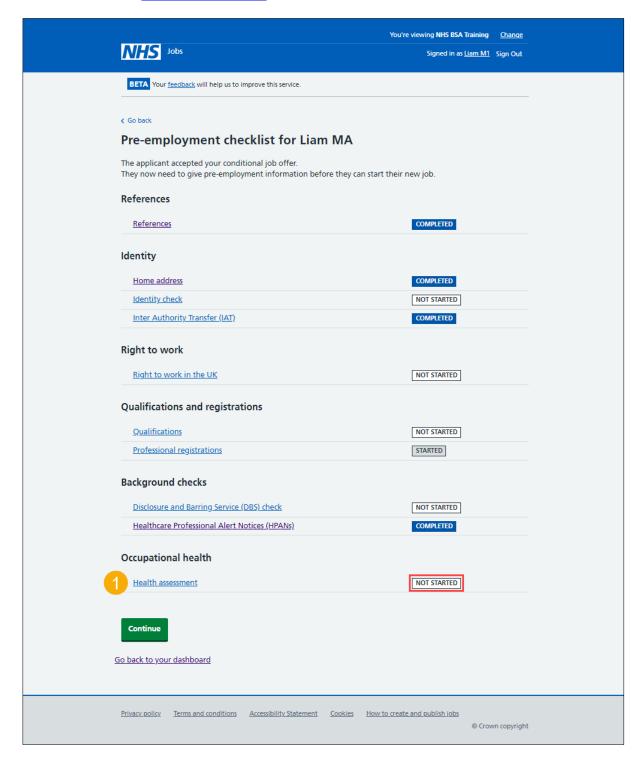If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Health assessment

This page gives you instructions for how to start the applicant's health assessment check.

Important: In this example, the status is **NOT STARTED** as you haven't started the applicant's health assessment check.

To start the applicant's health assessment check, complete the following step:

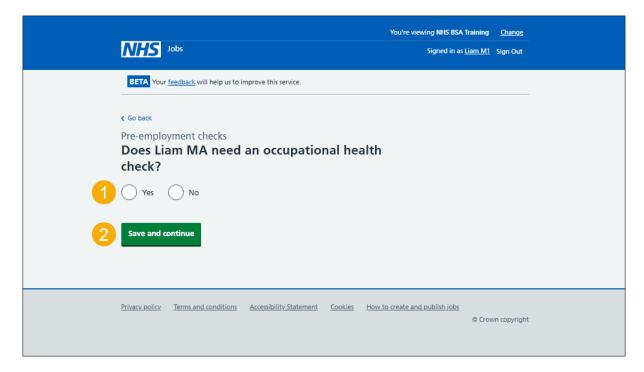**1.** Select the 'Health assessment' link.

Does the applicant need an occupational health check?

This page gives you instructions for how to confirm if the applicant needs an occupational health check.

To confirm if the applicant needs an occupational health check, complete the following steps:

1. Select an answer:
   - 'Yes'
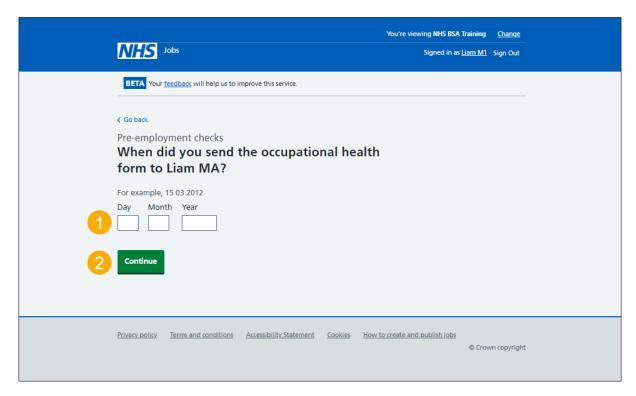   - 'No'
2. Select the 'Save and continue' button.

When did you send the occupational health form?

This page gives you instructions for how to confirm the occupational health form sent date.

Important: You'll only see this page if the applicant needs an occupational health check.

To confirm the occupational health form sent date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
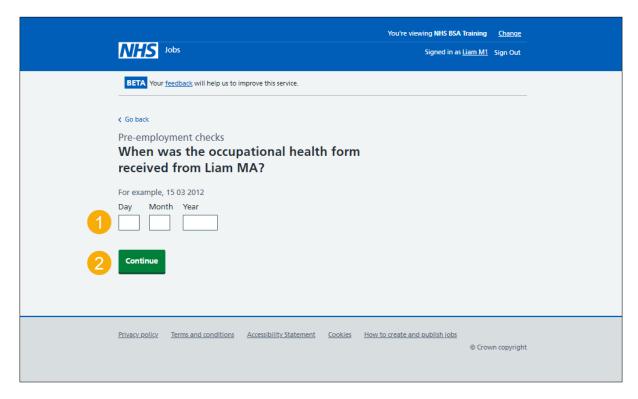2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When did you receive the occupational health form?

This page gives you instructions for how to confirm the occupational health form received date.

To confirm the occupational health form received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
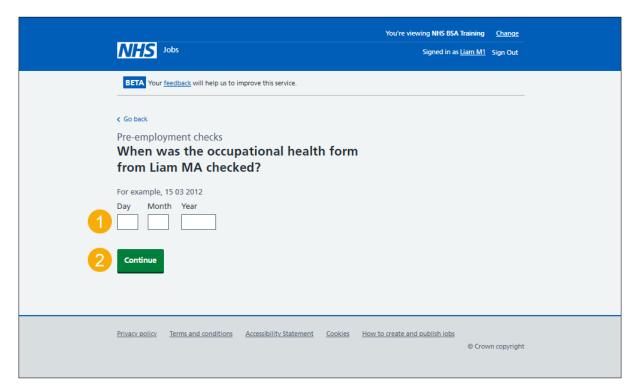2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was the occupational health form checked?

This page gives you instructions for how to confirm the occupational health form checked date.

To confirm the occupational health form checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
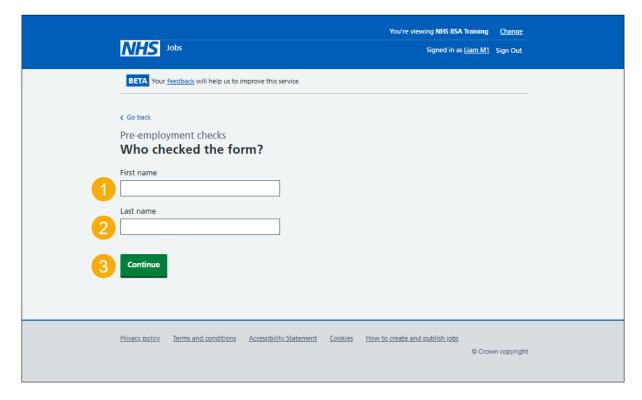2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked the form?

This page gives you instructions for how to confirm who checked the form.

To confirm who checked the form, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
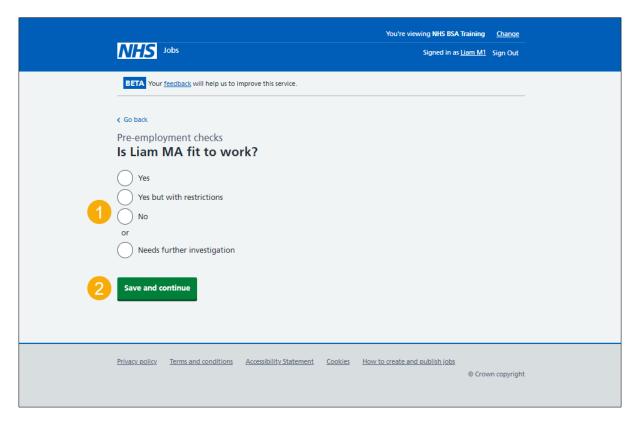3. Select the 'Continue' button.

Is the applicant fit to work?

This page gives you instructions for how to confirm if the applicant is fit to work.

To confirm if the applicant is fit to work, complete the following steps:

1. Select an answer.
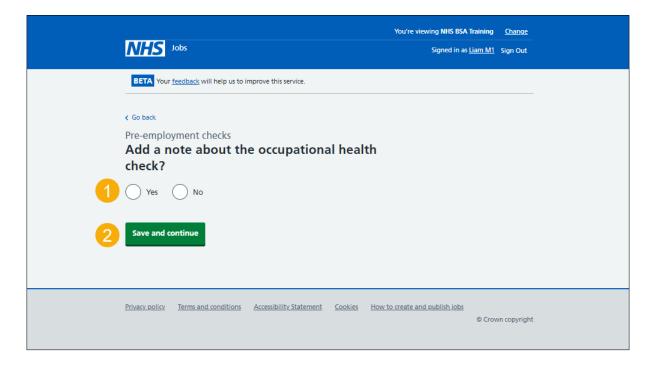2. Select the 'Save and continue' button.

Add a note about the occupational check?

This page gives you instructions for how to confirm if you want to add a note about the occupational check.

To confirm if you want to add a note about the occupational check, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select 'Save and continue'.

You're viewing NHS BSA Training   Change

NHS Jobs

Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Pre-employment checks
Add a note about the occupational health check?

1 ◯ Yes   ◯ No

2 Save and continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

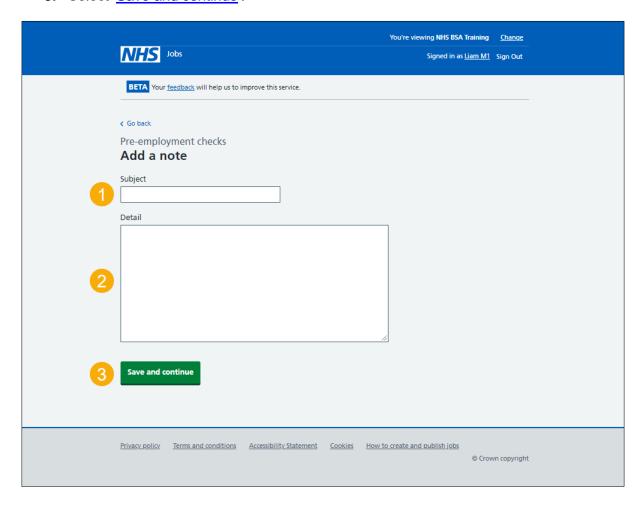© Crown copyright

Add a note

This page gives you instructions for how to add a note.

<mark>Important:</mark> You'll only see this page if you're adding a note about the occupational health check.

To add a note, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
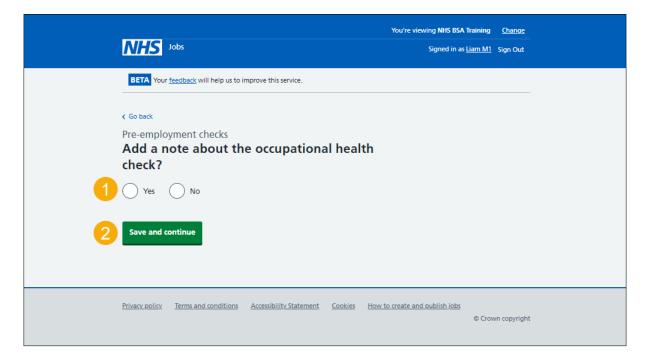3. Select 'Save and continue'.

Add another note about the occupational health check?

This page gives you instructions for how to confirm if you want to add another note about the occupational health check.

To confirm if you want to add another note about the occupational health check, complete the following steps:

1. Select an answer:
   - 'Yes'
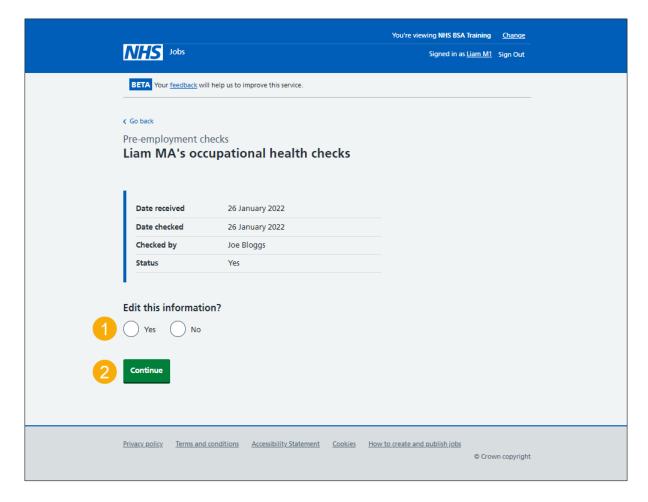   - 'No'
2. Select 'Save and continue'.

Check the occupational health details

This page gives you instructions for how to check the applicant's occupational health details.

To check, edit and confirm the applicant's occupational health details, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
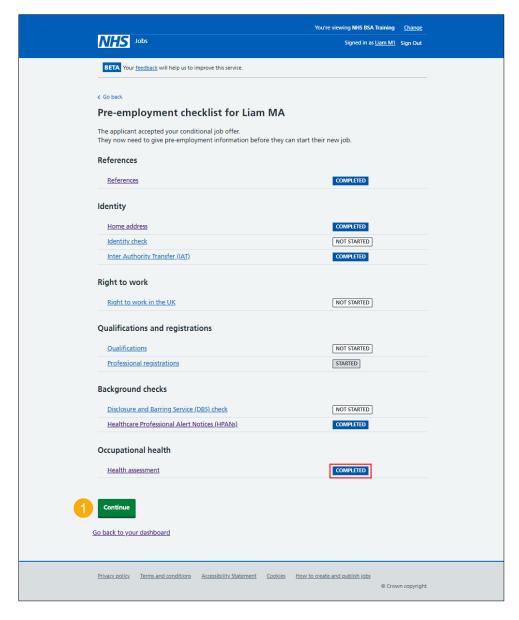2. Select the 'Continue' button.

Check the occupational health status

This page gives you instructions for how to check the occupational health status.

<mark>Important:</mark> In this example, the status is **COMPLETED** as you've completed the applicant's health assessment check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check or finish the checks, complete the following steps:

1. Select a pre-employment link.
   or
2. Select the '<u>Continue</u>' button.

<mark>Tip:</mark> Once the applicant's pre-employment checks are satisfactory, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the '<u>Help and support for employers</u>' webpage.

You've completed the occupational health check and reached the end of this user guide.