

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.

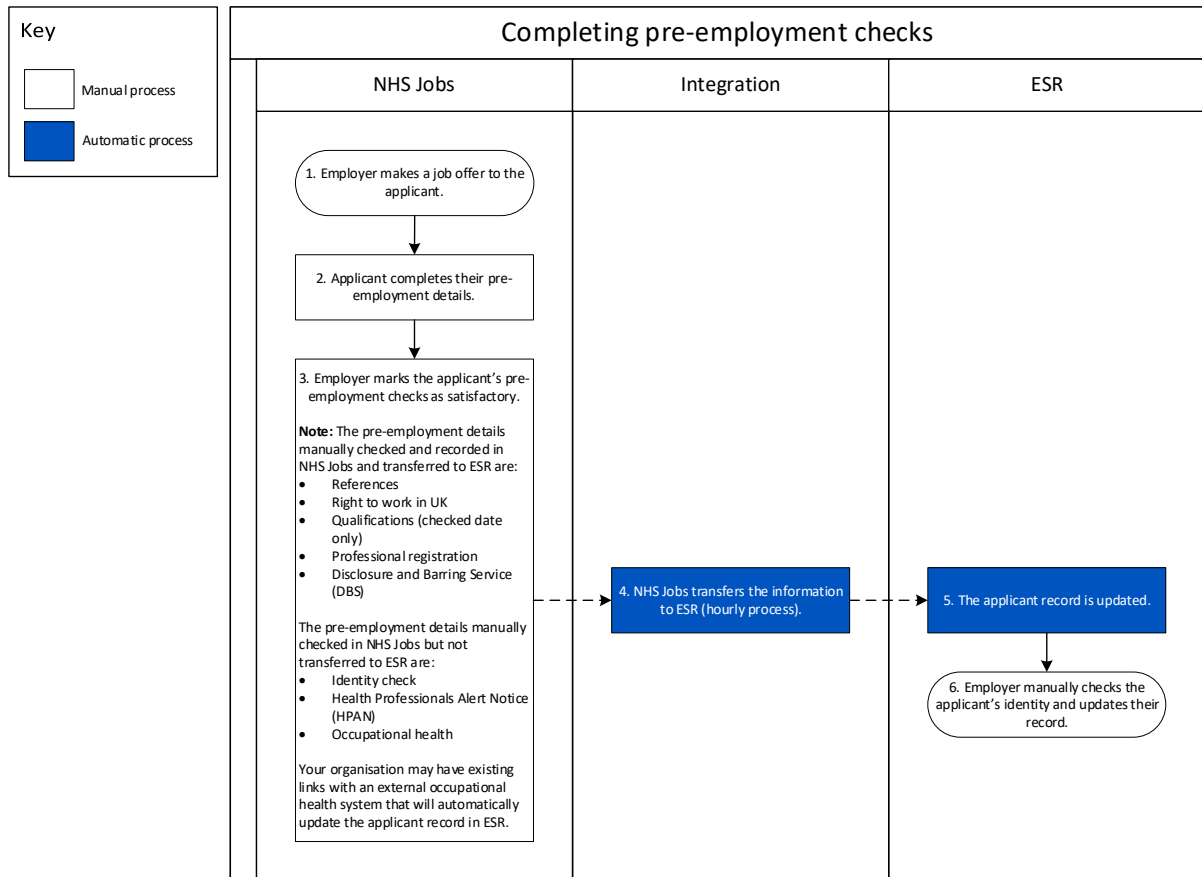
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for completing an occupation health check.



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.

The screenshot displays the NHSBSA Lee UAT Dashboard. At the top, it indicates the user is signed in as Lee Mapes. The dashboard is divided into several sections:

- Tasks by stage:** A table showing the number of tasks in various stages, with progress bars. The 'Pre-employment checks' stage is highlighted with a yellow circle and the number 1.
- What you can do:** A sidebar with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** A sidebar with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** A sidebar with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** A sidebar with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** A sidebar with a link for 'Run a report'.

Stage	Count	Progress
Draft	11	100%
Published	2	100%
Shortlisting	5 - on track 0, overdue 5	0%
Interviews	8	100%
Ready to offer	8 - on track 7, overdue 1	100%
Conditional offers	13 - on track 3, overdue 10	20%
Pre-employment checks	0	0%
Contracts	3	100%
End recruitment	0	0%

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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.

The screenshot displays the 'Pre-employment checks' page for an applicant. The page header includes the NHS logo and 'Jobs' text. The user is signed in as 'Liam M1'. A 'BETA' notice is present. The main content area shows a table of pre-employment checks for the applicant 'Liam MA' (AR-2110128-00006) in the job title 'Learning Consultant' (T2020-21-4641). The deadline is '01 Apr 2022' and the status is 'ON TRACK'. The 'Outstanding checks' column lists: References, Home address, Identity check, Right to work in the UK, Qualifications, Professional registrations, DBS, HPANs, and Health assessment (highlighted in red). The 'What needs doing next' column contains the link 'View checks or withdraw offer'. Three numbered callouts (1, 2, 3) are placed over the applicant link, job title link, and the 'View checks or withdraw offer' link respectively.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-2110128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

Footer: [Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#) © Crown copyright

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.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and 'Withdraw offer'. A green 'Continue' button is positioned below the radio buttons, with a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checklist for Liam MA

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References	COMPLETED
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Identity

Home address	COMPLETED
Identity check	NOT STARTED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	NOT STARTED
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Qualifications and registrations

Qualifications	NOT STARTED
Professional registrations	STARTED

Background checks

Disclosure and Barring Service (DBS) check	NOT STARTED
Healthcare Professional Alert Notices (HPANs)	COMPLETED

Occupational health

<div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; border-radius: 50%; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div> Health assessment </div> </div>	NOT STARTED
--	-------------

Continue

[Go back to your dashboard](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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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.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and asks 'Does Liam MA need an occupational health check?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is located below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When did you send the occupational health form to Liam MA?'. Below this, it says 'For example, 15 03 2012' and 'Day Month Year'. There are three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. Below the input boxes is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the word 'Jobs'. To the right of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is located above the main heading. The main heading is 'Pre-employment checks' followed by 'When was the occupational health form received from Liam MA?'. Below this, it says 'For example, 15 03 2012'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the bottom right.

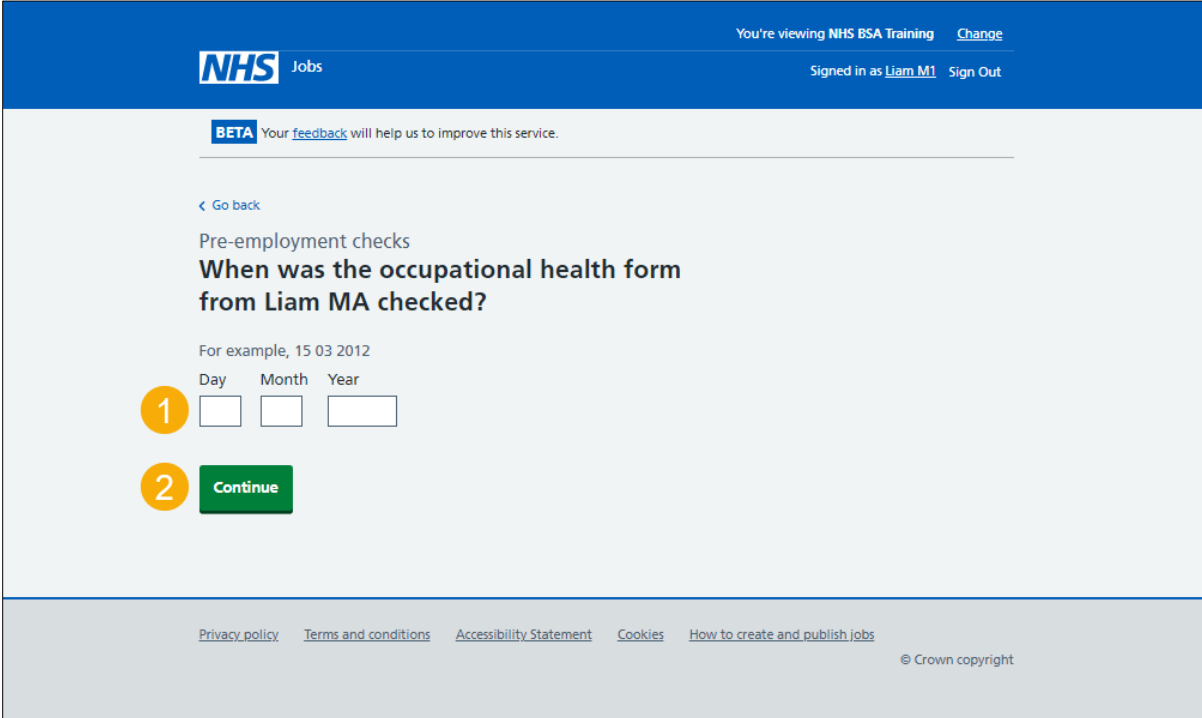
Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

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.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'When was the occupational health form from Liam MA checked?'. Below the title, it says 'For example, 15 03 2012'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

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.

NHS Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

Who checked the form?

First name

1

Last name

2

3 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'Is Liam MA fit to work?'. There are four radio button options: 'Yes', 'Yes but with restrictions', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options is an 'or' separator. At the bottom of the options is a green button with a white circle containing the number '2' and the text 'Save and continue'. At the very bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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’.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the occupational health check?'. There are two numbered steps: '1' with radio buttons for 'Yes' and 'No', and '2' with a green 'Save and continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Add a note

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

Important: 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](#)'.

The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam.M1 Sign Out'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main content area is titled 'Pre-employment checks' and 'Add a note'. It features a 'Subject' label above a text input field, marked with a yellow circle containing the number '1'. Below this is a 'Detail' label above a larger text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green button labeled 'Save and continue', marked with a yellow circle containing the number '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

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’.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the occupational health check?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

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.

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

Liam MA's occupational health checks

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
Status	Yes

Edit this information?

1 Yes No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Check the occupational health status

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

Important: 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 '[Continue](#)' button.

The screenshot shows the 'Pre-employment checklist for Liam MA' page. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The checklist is organized into sections with links and status buttons:

- References:** [References](#) (COMPLETED)
- Identity:**
 - [Home address](#) (COMPLETED)
 - [Identity check](#) (NOT STARTED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
 - [Right to work in the UK](#) (NOT STARTED)
- Qualifications and registrations:**
 - [Qualifications](#) (NOT STARTED)
 - [Professional registrations](#) (STARTED)
- Background checks:**
 - [Disclosure and Barring Service \(DBS\) check](#) (NOT STARTED)
 - [Healthcare Professional Alert Notices \(HPANs\)](#) (COMPLETED)
- Occupational health:**
 - [Health assessment](#) (COMPLETED)

A green 'Continue' button with a '1' in a yellow circle is located below the Occupational health section. A link 'Go back to your dashboard' is also present.

Tip: 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 and manage a contract**' section of the '[Help and support for employers](#)' webpage.

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