

How to complete Healthcare Professional Alert Notice checks user guide

This guide gives instructions for how to complete the applicant's [Healthcare Professional Alert Notice \(HPANs\)](#) check in NHS Jobs. This check is part of the pre-employment checklist.

You will check their HPANs using a document or a combination of documents to confirm it.

Once you have checked the HPANs, you will update the NHS Jobs service to successfully complete the check.

Contents

How to complete Healthcare Professional Alert Notice checks user guide	1
Applicants you've offered the job to	3
Check pre-employment checklist	4
Healthcare Professional Alert Notices (HPANs).....	5
Is the applicant the subject of a HPAN?.....	6
Enter information about their HPAN.....	7
When was this document received?	8
When was this document checked?	9
Who checked the HPAN status?.....	10
Is the HPAN check okay?	11
Add a note about the HPAN?	12
Add a note.....	13
Add another note about the HPAN check?	14
Manage HPANs.....	15
Check Healthcare Professional Alert Notices (HPANs) status	16

Applicants you've offered the job to

This page gives instructions for how to start the pre-employment checks for the applicants you have offered the job to.

1. Select the 'Applicant name' link.

The screenshot shows the NHS Jobs portal interface. At the top, it says 'You're viewing NHS BSA - GP'. The NHS logo and 'Jobs' are on the left, and 'Signed in as [redacted] Sign Out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this, there's a link to 'Go back to your job listings' and the job title 'Training and Support Manager'. The main heading is 'Applicants you've offered the job to'. A table lists the applicants:

Applicant	Status
AR-201008-00005	PRE EMPLOYMENT CHECKS

Below the table, there is a green button 'Offer to another applicant' and a link 'Back to job listings'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Check pre-employment checklist

This page gives instructions for how to progress with the applicant's job offer.

1. Select 'Check pre-employment checklist'.
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [redacted] [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

The conditional offer has been accepted

by [redacted]

Would you like to

1 Check pre-employment checklist

Withdraw offer

2

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

© Crown copyright

Healthcare Professional Alert Notices (HPANs)

This page gives instructions for how to check if the applicant is subject to a HPAN.

1. Select the 'Healthcare Professional Alert Notices (HPANs)' link.

You're viewing NHS BSA - GP

NHS Jobs Signed in as [\[redacted\]](#) [Sign Out](#)

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

[Go Back](#)

Pre-employment checklist for [\[redacted\]](#)

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

References

References	IN PROGRESS
----------------------------	-------------

Identity

Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

Right to work

Right to work in the UK	COMPLETED
---	-----------

Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	IN PROGRESS

Background checks

Disclosure and Barring Service (DBS) check	COMPLETED
1 Healthcare Professional Alert Notices (HPANs)	

Occupational health

Health assessment	
-----------------------------------	--

[Continue](#)

[Back to your job listings](#)

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

© Crown copyright

Is the applicant the subject of a HPAN?

This page gives instructions for how to confirm if the applicant is the subject of a HPAN.

1. Select an answer:
[‘Yes’](#)
[‘No’](#)
2. Select ‘Continue’.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Is the subject of a HPAN?

1 Yes No

2 [Continue](#)

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

© Crown copyright

Enter information about their HPAN

This page gives instructions for how to add information about the applicants' HPAN.

1. Enter the details.
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Enter information about their HPAN

Give any details you have

1

2

Continue

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

© Crown copyright

When was this document received?

This page gives instructions for how to add the document received date.

1. Enter the received date.
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

When was this document received?

For example, 15 03 2012

Day Month Year

1

2

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

© Crown copyright

When was this document checked?

This page gives instructions for how to add the document checked date.

1. Enter the checked date.
2. Select 'Continue'.

You're viewing **NHS BSA - GP**

NHS Jobs Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

When was this document checked?

For example, 15 03 2012

Day Month Year

1

2

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

© Crown copyright

Who checked the HPAN status?

This page gives instructions for how to confirm who checked the HPAN status.

1. Enter the details.
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Who checked the HPAN status?

First name

1

Last name

1

2 [Continue](#)

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

© Crown copyright

Is the HPAN check okay?

This page gives instructions for how to confirm if the HPAN check is okay.

1. Select an answer.
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [redacted] [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Is the HPAN check okay?

Yes

1 No

or

Need further investigation

2 [Continue](#)

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

© Crown copyright

Add a note about the HPAN?

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

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Add a note about the HPAN?

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 instructions for how to add a note about the HPAN.

1. Enter the details.
2. Select 'Save and continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Add a note

Subject

1

Detail

1

2 [Save and continue](#)

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

© Crown copyright

Add another note about the HPAN check?

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

1. Select an answer:
[‘Yes’](#)
[‘No’](#)
2. Select ‘Save and continue’.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Add another note about the HPAN?

1 Yes No

2 [Save and continue](#)

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

© Crown copyright

Manage HPANs

This page gives instructions for how to view and edit the applicants' HPAN information.

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select 'Continue'.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [Sign Out](#)

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

[< Go Back](#)

Pre-employment checks

Healthcare Professional Alert Notices (HPANs)

Date checked	12 October 2020
Checked by	

Subject of a HPAN?	Yes
Details of the HPAN	
Test	

Edit this information?

1 Yes No

2 [Continue](#)

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

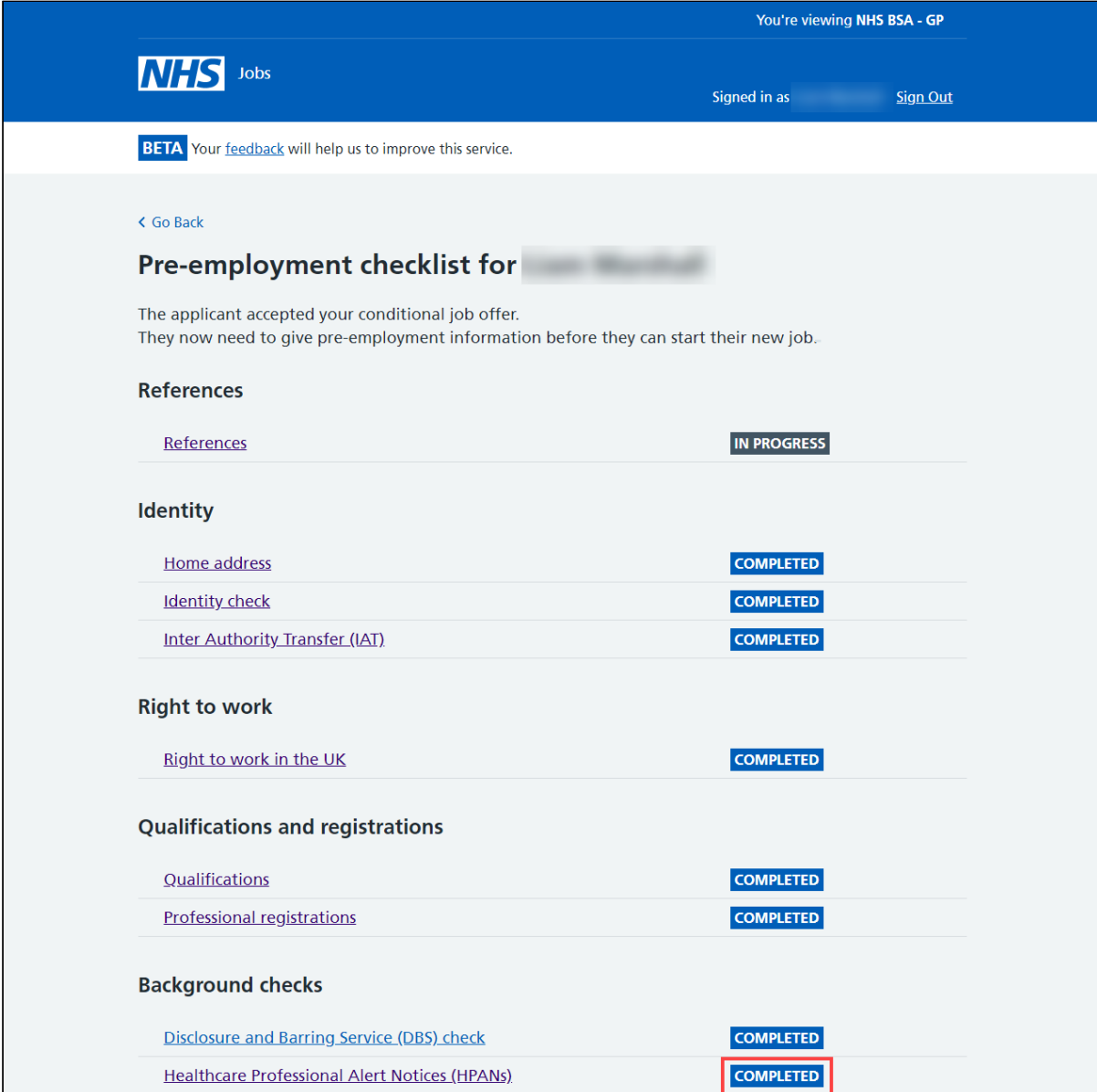
© Crown copyright

Check Healthcare Professional Alert Notices (HPANs) status

This page gives instructions for how to check the Healthcare Professional Alert Notices (HPANs) status.

The status 'COMPLETED' means the checks are complete.

Go back to '[Healthcare Professional Alert Notices \(HPANs\)](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.



The screenshot shows a user interface for a pre-employment checklist. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA - GP' and 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go Back' link is visible. The main heading is 'Pre-employment checklist for [redacted]'. Below this, a message states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into several sections, each with a list of items and their status:

- References**: 'References' (IN PROGRESS)
- Identity**: 'Home address' (COMPLETED), 'Identity check' (COMPLETED), 'Inter Authority Transfer (IAT)' (COMPLETED)
- Right to work**: 'Right to work in the UK' (COMPLETED)
- Qualifications and registrations**: 'Qualifications' (COMPLETED), 'Professional registrations' (COMPLETED)
- Background checks**: 'Disclosure and Barring Service (DBS) check' (COMPLETED), 'Healthcare Professional Alert Notices (HPANs)' (COMPLETED)

The 'COMPLETED' status for 'Healthcare Professional Alert Notices (HPANs)' is highlighted with a red box.

You have reached the **end** of the how to complete Healthcare Professional Alert Notice checks in NHS Jobs user guide.