

How to complete occupational health checks user guide

This guide gives instructions for how to complete the applicant's occupational health check in NHS Jobs. This check is part of the pre-employment checklist.

You can only complete this check if you have evidence of the applicant's health check outside of the NHS Jobs service.

Once an applicant has accepted a job offer, they may need to complete an occupational health check before starting a job in the NHS.

You must check they are medically fit and make any reasonable adjustments if needed. All health checks follow equal opportunities legislation and the requirements of the Disability Discrimination Act 1995 (DDA).

Once you have reviewed the occupational health check, you will update the NHS Jobs service to successfully complete this section.

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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, there is a blue header with the NHS logo and 'Jobs' text. On 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 link '< Go back to your job listings' is present. The main heading is 'Training and Support Manager Applicants you've offered the job to'. Below this is a table with two columns: 'Applicant' and 'Status'. The table contains one row with the applicant ID 'AR-201008-00005' and the status 'PRE EMPLOYMENT CHECKS'. A yellow circle with the number '1' is placed over the applicant ID. Below the table is a green button labeled 'Offer to another applicant' and a link 'Back to job listings'. At the bottom, there is a footer with 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'.

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Pre-employment checks

The conditional offer has been accepted

by [redacted]

Would you like to

1 Check pre-employment checklist

Withdraw offer

2

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Health assessment

This page gives instructions for how to check the applicants' health assessment status.

1. Select the 'Health assessment' link.

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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
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Identity

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

Right to work

Right to work in the UK	COMPLETED
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Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	IN PROGRESS

Background checks

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

Occupational health

1 Health assessment	
--	--

Does the applicant need an occupational health check?

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

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

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Pre-employment checks

Does need an occupational health check?

1 Yes No

2 [Save and continue](#)

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When did you send the occupational health form?

This page gives instructions for how to add the applicants' occupational health form sent date.

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

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Pre-employment checks

When did you send the occupational health form

For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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When did you receive the occupational health form?

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

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

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Pre-employment checks

When was the occupational health form received from [Redacted]

For example, 15 03 2012

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

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When was the occupational health form checked?

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

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

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Pre-employment checks

When was the occupational health form from checked?

For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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Who checked the form?

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

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

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Pre-employment checks

Who checked the form?

First name

1

Last name

1

2 [Continue](#)

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Is the applicant fit to work?

This page gives instructions for how to confirm if the applicants' fit to work.

You will need to check the completed occupational health check before answering this question.

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

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Pre-employment checks

Is **fit to work?**

Yes

Yes but with restrictions

1 No

or

Needs further investigation

2

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Add a note about the occupational check?

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

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

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Pre-employment checks

Add a note about the occupational health check?

1 Yes No

2 [Save and continue](#)

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Add a note

This page gives instructions for how to add a note about the occupational health check.

1. Enter the details.
2. 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 and 'Jobs' text. On the right, it says 'You're viewing NHS BSA - GP' and 'Signed in as [redacted] Sign Out'. Below the header, a white banner contains a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go Back' link, followed by 'Pre-employment checks' and the title 'Add a note'. There are two input fields, both marked with a yellow circle containing the number '1'. The first is a 'Subject' text input field. The second is a 'Detail' text area. Below these fields is a green button labeled 'Save and continue', marked with a yellow circle containing the number '2'. At the bottom, a grey 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 instructions for how to confirm if you want to add another note about the occupational health check.

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

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Pre-employment checks

Add another note about the occupational health check?

1 Yes No

2 [Save and continue](#)

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Check the applicant's occupational health checks

This page gives instructions for how to view and edit the applicant's occupational health check information.

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

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Pre-employment checks

occupational health checks

Date received	12 October 2020
Date checked	12 October 2020
Checked by	Liam Marshall
Status	Yes

Edit this information?

1 Yes No

2 [Continue](#)

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Check health assessment status

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

The status is shown as 'COMPLETED' once the checks are complete.

Go back to '[Health assessment](#)' if the checks are 'IN PROGRESS' or 'REJECTED'.

1. Select 'Continue'.

The screenshot shows the NHS Jobs pre-employment checklist for a candidate. The page is titled 'Pre-employment checklist for [Candidate Name]'. It lists various checks and their status, all of which are 'COMPLETED'. The 'Health assessment' check is highlighted with a red box. A green 'Continue' button is visible at the bottom left of the checklist area, with a yellow circle containing the number '1' next to it. The page also includes a 'Go Back' link, a 'References' section, and a footer with links to 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'.

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Signed in as [Name] Sign Out

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< Go Back

Pre-employment checklist for [Candidate Name]

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
----------------------------	-----------

Identity

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

Right to work

Right to work in the UK	COMPLETED
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Qualifications and registrations

Qualifications	COMPLETED
Professional registrations	COMPLETED

Background checks

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

Occupational health

Health assessment	COMPLETED
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1 Continue

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You have reached the **end** of how to complete occupational checks in NHS Jobs user guide.