

How to complete a Health Professionals Alert Notice (HPAN) check in NHS Jobs user guide

This guide gives you instructions for how to complete a HPAN check in the NHS Jobs service.

You'll confirm if the applicant is subject of a HPAN.

If they are, you'll enter their information, document received date, checked date and who checked it.

Once you've checked the details, you'll confirm if the HPAN check is okay and you can add a note about the check.

If the HPAN status is 'COMPLETED', the check is complete.

Contents

[How to complete a Health Professionals Alert Notice \(HPAN\) check in NHS Jobs user guide](#)

[Pre-employment checks](#)

[View pre-employment checks](#)

[Check pre-employment checklist](#)

[Healthcare Professional Alert Notices \(HPANs\)](#)

[Is the applicant the subject of a HPAN?](#)

[Enter information about their HPAN](#)

[When was this document received?](#)

[When was this document checked?](#)

[Who checked the HPAN status?](#)

[Is the HPAN check okay?](#)

[Add a note about the HPAN?](#)

[Add a note](#)

[Add another note about the HPAN?](#)

[Check HPANs](#)

[HPAN check status](#)

Pre-employment checks

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

Important: You must have a job listing at the pre-employment checks stage.

To view the job listings at the pre-employment stage, complete the following step:

1. Select the 'Pre-employment checks' link.

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NHS BSA Training Dashboard

Showing tasks for

Draft	7	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Published	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>
Shortlisting	9	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Interviews	13	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Ready to offer	4	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Conditional offers	3	<div style="width: 100%;"><div style="width: 10%;"></div></div>
1 Pre-employment checks	6	<div style="width: 100%;"><div style="width: 10%;"></div></div>
Contracts	2	<div style="width: 100%;"><div style="width: 10%;"></div></div>
End recruitment	0	<div style="width: 100%;"><div style="width: 0%;"></div></div>

What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

Manage the account

- [Users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)

Help and information

- [The employer hub](#)

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

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View pre-employment checks

This page gives you instructions for how to view the applicant's pre-employment checks.

Important: The 'Outstanding checks' section shows the checks that need completed.

Find the job listing and complete the following step:

1. In **What needs doing next**, select the 'View checks or withdraw offer' link.

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NHS BSA Training

Pre-employment checks

Showing tasks for

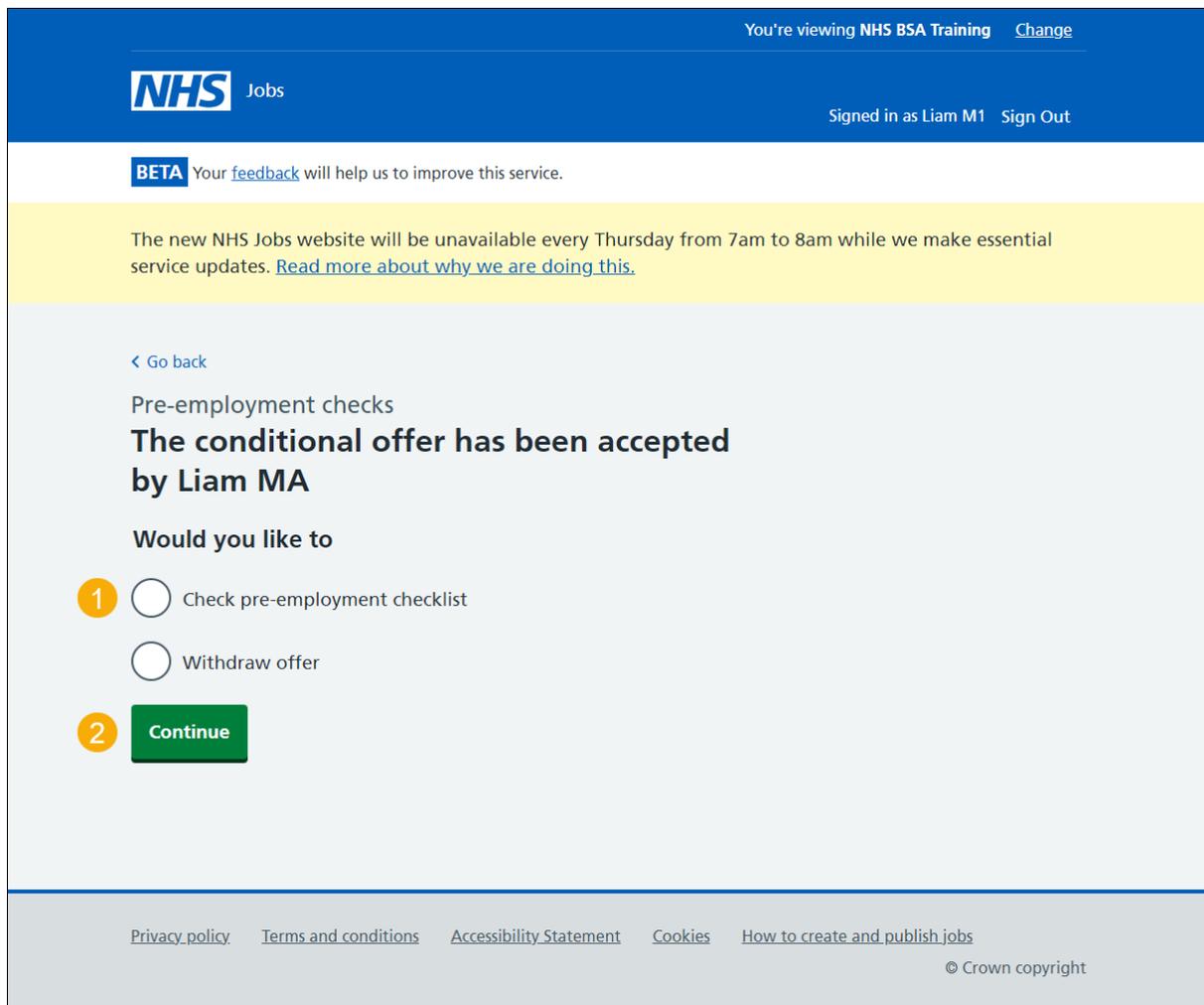
Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-201222-00001	Training and Support Manager NHS Jobs T2020-20-0462	01 Jun 2021 ON TRACK	References Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer 1

Check pre-employment checklist

This page gives you instructions for how to check the pre-employment checklist.

To check the pre-employment checklist, complete the following step:

1. Select the 'Check pre-employment checklist' link.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the heading "Pre-employment checks". Below this, it says "The conditional offer has been accepted by Liam MA". Underneath, 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 first option. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer contains the text "© Crown copyright".

Healthcare Professional Alert Notices (HPANs)

This page gives you instructions for how to complete a HPAN check.

To complete a HPAN check, complete the following step:

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

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

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[< 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	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	COMPLETED

Background checks

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

Is the applicant the subject of a HPAN?

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

To confirm if their subject of a HPAN, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link, "Pre-employment checks", and the question "Is Liam MA the subject of a HPAN?". Below the question are two radio buttons: "1 Yes" and "No". A green "2 Continue" button is also present. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

You've reached the end of this user guide if the applicant isn't subject to a HPAN.

Enter information about their HPAN

This page gives you instructions for how to enter information about the applicant's HPAN.

Important: This page is only shown if a HPAN is needed.

To enter information about their HPAN, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Continue' button.

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

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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](#)

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When was this document received?

This page gives you instructions for how to add the applicant's document received date.

Important: This page is only shown if a HPAN is needed.

To add the document received date, complete the following steps:

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

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

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

When was this document received?

For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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When was this document checked?

This page gives you instructions for how to add the applicant's document checked date.

Important: This page is only shown if a HPAN is needed.

To add the document checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

When was this document checked?

For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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Who checked the HPAN status?

This page gives you instructions for how to confirm who checked the applicant's HPAN status.

Important: This page is only shown if a HPAN is needed.

To add who checked the HPAN status, 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.

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Who checked the HPAN status?

First name

1

Last name

2

3 [Continue](#)

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Is the HPAN check okay?

This page gives you instructions for how to confirm if the applicant's HPAN check is okay.

Important: This page is only shown if a HPAN is needed.

To confirm if the HPAN check is okay, complete the following steps:

1. Select an answer.
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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Is the HPAN check okay?

Yes

1 No

or

Need further investigation

2 [Save and continue](#)

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Add a note about the HPAN?

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

Important: This page is only shown if a HPAN is needed.

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

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

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." A yellow banner states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the heading "Pre-employment checks" followed by "Add a note about the HPAN?". There are two radio buttons: "1 Yes" and "No". Below this is a green button labeled "2 Save and continue". The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

Add a note

This page gives you instructions for how to add a note about the applicant's HPAN.

Important: This page is only shown if you're adding a note.

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 the 'Save and continue' button.

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

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Pre-employment checks

Add a note

Subject

1

Detail

2

3 [Save and continue](#)

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Add another note about the HPAN?

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

Important: This page is only shown if a HPAN is needed.

To confirm if you want to add another note, complete the following steps:

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< 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](#)

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Check HPANs

This page gives you instructions for how to check the HPAN details.

Read the information on the page and 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.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Healthcare Professional Alert Notices (HPANs)

Date checked	01 January 2021
Checked by	Joe Bloggs
Subject of a HPAN?	Yes
Details of the HPAN	Enter information about their HPAN.
HPAN checked	The HPAN is complete.

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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HPAN check status

This page shows the HPAN check status.

Important: If the HPAN status is 'COMPLETED', the check is complete.

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< 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	IN PROGRESS
----------------------------	--------------------

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

You've reached the end of this user guide as you've completed a HPAN check.

Go to the applicant's next pre-employment check.