

## 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.

If they do, you'll enter the form sent date, received date, checked date and who checked it.

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

If the occupational health status is 'COMPLETED', the check is complete.

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## 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

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

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## View pre-employment checks

This page gives you instructions for how to view the 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
<a href="#">Liam MA</a> AR-201222-00001	<a href="#">Training and Support Manager NHS Jobs</a> T2020-20-0462	01 Jun 2021 <b>ON TRACK</b>	References Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a> <b>1</b>

## Check pre-employment checklist

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

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

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

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Pre-employment checks

### The conditional offer has been accepted by Liam MA

Would you like to

1  Check pre-employment checklist

Withdraw offer

2 [Continue](#)

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## Health assessment

This page gives you instructions for how to complete a health assessment.

To complete a health assessment, complete the following step:

1. Select the 'Health assessment' link.

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### 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

<a href="#">References</a>	<b>IN PROGRESS</b>
----------------------------	--------------------

#### Identity

<a href="#">Home address</a>	<b>COMPLETED</b>
<a href="#">Identity check</a>	<b>COMPLETED</b>
<a href="#">Inter Authority Transfer (IAT)</a>	<b>COMPLETED</b>

#### Right to work

<a href="#">Right to work in the UK</a>	<b>COMPLETED</b>
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#### Qualifications and registrations

<a href="#">Qualifications</a>	<b>COMPLETED</b>
<a href="#">Professional registrations</a>	<b>COMPLETED</b>

#### Background checks

<a href="#">Disclosure and Barring Service (DBS) check</a>	<b>COMPLETED</b>
<a href="#">Healthcare Professional Alert Notices (HPANs)</a>	<b>COMPLETED</b>

#### Occupational health

<b>1</b> <a href="#">Health assessment</a>	
--	--

## 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 an occupational health check is needed, complete the following steps:

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

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Pre-employment checks

### Does Liam MA 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 you instructions for how to add the occupational health form sent date.

To add the sent 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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Pre-employment checks

### When did you send the occupational health form to Liam MA?

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 you instructions for how to add the occupational health form received date.

To add the 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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Pre-employment checks

### When was the occupational health form received from Liam MA?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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## When was the occupational health form checked?

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

To add the checked 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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Pre-employment checks

### When was the occupational health form from Liam MA checked?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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## Who checked the form?

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

To add 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.

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Pre-employment checks

### Who checked the form?

First name

1

Last name

2

3

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## Is the applicant fit to work?

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

**Important:** You'll need to check the occupational health check details before answering this question.

To confirm if the applicants' fit to work, complete the following steps:

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

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### Is Liam MA fit to work?

Yes

Yes but with restrictions

**1**  No

or

Needs further investigation

**2** [Save and continue](#)

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## 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, complete the following steps:

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

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### 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 you instructions for how to add a note about the occupational health check.

**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 **Details** box enter the details.
3. Select 'Save and continue'.

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### Add a note

Subject

1

Detail

2

3 [Save and continue](#)

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## 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, complete the following steps:

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

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### Add another note about the occupational health check?

1  Yes  No

2 [Save and continue](#)

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## Check occupational health

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

Read the information on the page and complete the following steps:

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

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### Pre-employment checks

## Liam MA's occupational health checks

Date received	01 January 2021
Date checked	01 January 2021
Checked by	Joe Bloggs
Status	Yes

**Health assessment checked**      The health assessment is complete.

**Edit this information?**

1  Yes  No

2 [Continue](#)

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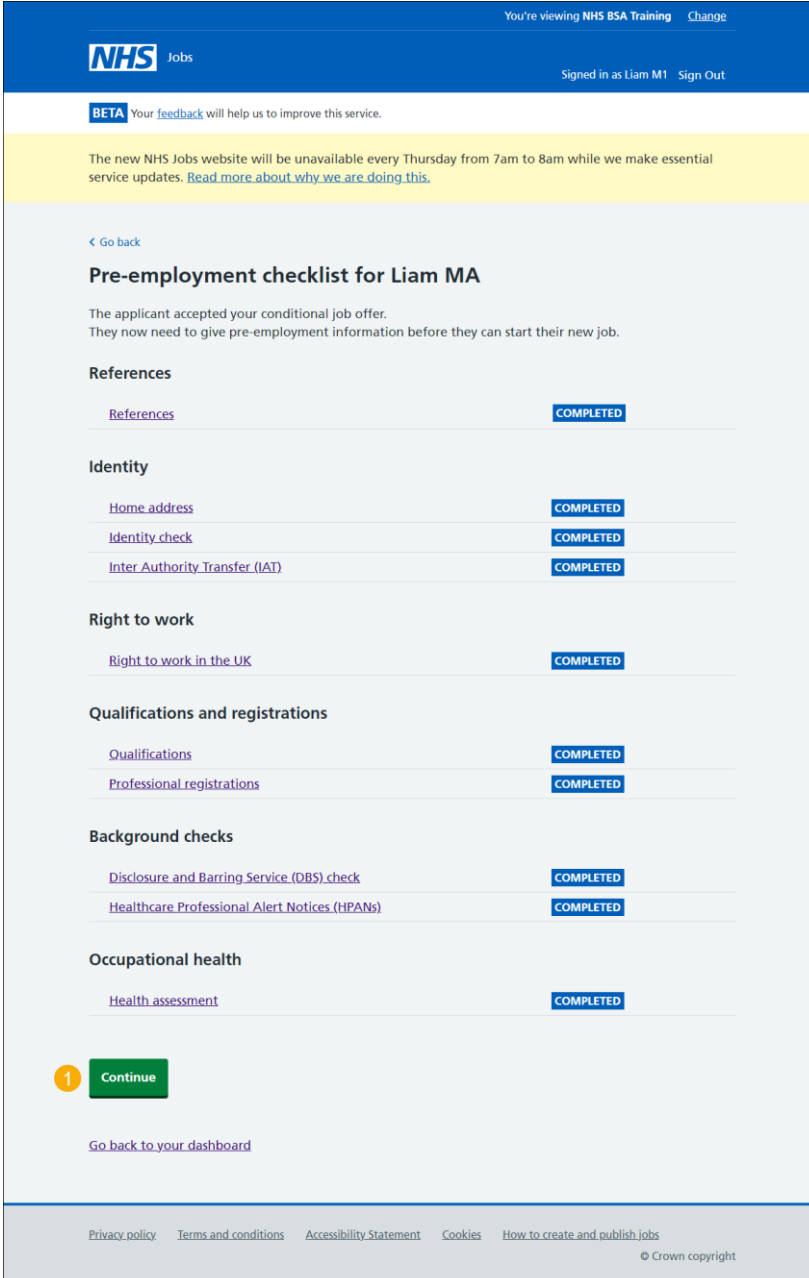
## Occupational health check status

This page shows the occupational health check status.

**Important:** If the occupational health status is 'COMPLETED', the check is complete. In this example, all the pre-employment checks.

To complete the pre-employment checks, complete the following step:

1. Select the 'Continue' button.



The screenshot shows the 'Pre-employment checklist for Liam MA' page on the NHS Jobs website. The page is titled 'Pre-employment checklist for Liam MA' and includes a sub-header '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 checks and a 'COMPLETED' status indicator:

- 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)
- 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)

At the bottom of the checklist, there is a green 'Continue' button with a yellow circle containing the number '1' next to it. Below the button is a link: 'Go back to your dashboard'. The footer of the page 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'.

You've reached the end of this user guide as you've completed an occupational health check.

Go to the '[How to issue a contract offer in NHS Jobs user guide](#)'.