

How to complete a professional registration check in NHS Jobs user guide

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

An applicant accepts a job offer and adds their professional registration in NHS Jobs.

You'll complete the applicant's professional registration check on the pre-employment checklist in NHS Jobs.

Electronic Staff Record (ESR) users only

The ESR and NHS Jobs requirements are:

- You must be a user of NHS Jobs with your user roles setup.
- You must be a user of ESR with your user roles setup.
- Your NHS Jobs and ESR accounts are linked up.

NHS Jobs transfers the applicant's professional registration to ESR, and the applicant record is updated (in approximately 1 hour).

ESR sends the professional registration to the professional body to check its status.

Checks are completed in 24 hours for:

- General Medical Council (GMC)
- Nursing and Midwifery Council (NMC)
- General Dental Council (GDC)

Checks are completed within 7 days for:

- Health and Care Professions Council (HPCP)

The professional body transfers the applicant's professional registration details to ESR, and the applicant record is updated.

ESR transfers the applicant's professional registration details to NHS Jobs.

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Pre-employment checks


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

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

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

1. Select the '[Pre-employment checks](#)' link.

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NHS BSA Training Dashboard

Tasks by stage

Listings by user

Showing tasks for
All users

Draft	33	<div></div>
Approvals	5 - on track 0, due 5	<div></div>
Published	12 - on track 10, overdue 2	<div></div>
Shortlisting	36 - on track 8, due 18, overdue 10	<div></div>
Interviews	32 - on track 2, due 26, overdue 4	<div></div>
Ready to offer	35 - on track 13, due 15, overdue 7	<div></div>
Conditional offers	17 - on track 3, due 14	<div></div>
<div>1</div> Pre-employment checks	5 - on track 0, due 2, overdue 3	<div></div>
Contracts	27 - on track 4, due 3, overdue 20	<div></div>

What you can do

Create a job listing

Search for a listing

Search for an applicant

Manage the account

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

Help and information

[The employer hub](#)
► [Contact your super users](#)

Reporting

[Run a report](#)

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View checks or withdraw offer

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

Find the applicant and complete the following step:

1. Select the '[View checks or withdraw offer](#)' link.

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 Jobs

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NHS BSA Training

Pre-employment checks

Showing tasks for

All users

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	Professional registrations	View checks or withdraw offer 1

Tip: You can view the applicant or job title details by selecting the relevant link.

Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

Important: If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

1. Select an answer:
 - [Check pre-employment checklist](#)
 - Withdraw offer
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains 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, a blue bar indicates 'Signed in as Liam M1' with a 'Sign Out' link. A yellow banner below the header states: 'BETA Your feedback will help us to improve this service.' Below this, a yellow box contains a notice: '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 light blue background. It starts with a '< Go back' link, followed by 'Pre-employment checks'. The main heading is 'The conditional offer has been accepted by Liam MA'. Below this, the text 'Would you like to' is followed by two radio button options: 'Check pre-employment checklist' and 'Withdraw offer'. A yellow circle with the number '1' is next to the first option. Below these options, a yellow circle with the number '2' is next to a green 'Continue' button. At the bottom of the page, a grey footer bar contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

Go to the 'End a recruitment' drop down box on the [Help and support page for employers](#).

Professional registrations


This page gives you instructions for how to complete the professional registration check.

Important: If a professional registration is needed for the role, the applicant adds their details when accepting a job offer.

To complete the professional registration check, complete the following step:

1. Select the '[Professional registration](#)' link.

You're viewing [Change](#)

 **NHS** Jobs

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Pre-employment checklist for

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

References

References	STARTED
----------------------------	---------

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
1 Professional registrations	STARTED

Check professional registration


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


Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC)' professional registration.

To check their details, complete the following steps:

1. Select the '[Professional registration](#)' link.

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Pre-employment checks

professional registrations

Body	Type	What you can do
1 Nursing and Midwifery Council (NMC)		Edit or Delete

Add another professional registration?

☐ Yes ☐ No

Continue

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View professional registration


This page gives you instructions for how to view the professional registration details.

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

1. Select the '[Continue](#)' button.

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[Go back](#)

Pre-employment checks

professional
registration documents

Date received	30 April 2021
Status	Needs further investigation

Professional body	Nursing and Midwifery Council (NMC)
Licence type	Unknown
Registration number	123456789
Licence restricted?	Unknown
Start date	Unknown
Expiry date	20 October 2025

1

Continue

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Add another professional registration

This page gives you instructions for how confirm if you want to add another professional registration on behalf of the applicant.

Important: NHS Jobs doesn't restrict the number of professional registrations that can be added. ESR users only. ESR only allows a maximum of 2. Any more than 2 need to be manually added in ESR.

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

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

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NHS Jobs

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Pre-employment checks

Liam MA's professional registrations

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Add another professional registration?

1

☒ Yes ☐ No

2

Continue

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What membership does the applicant have?

This page gives you instructions for how to select the membership type.

Important: This page is only shown if you're editing or adding another professional registration.

To select the membership type, complete the following steps:

1. Select an option.
2. Select the '[Continue](#)' button.

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Change

NHS

Jobs

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Pre-employment checks

What membership does Liam MA have?

1

☐ Association of Chartered Certified Accountants (ACCA)

☐ British Psychological Society (BPS)

☐ Chartered Institute of Management Accountants (CIMA)

☐ Chartered Institute of Personnel and Development (CIPD)

☐ General Chiropractic Council (GCC)

☐ General Dental Council (GDC)

1

☐ General Medical Council (GMC)

☐ General Optical Council (GOC)

☐ General Osteopathic Council

☐ General Pharmaceutical Council (GPhC)

☐ Health and Care Professionals Council (HCPC)

☐ Nursing and Midwifery Council (NMC)

☐ Other

☐ Social Care Wales (SCW)

☐ Social Work England (SWE)

2

Continue

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Choose the type of registration


This page gives you instructions for how to choose the type of registration.

Important: This page is only shown if you're editing or adding another professional registration.

To choose the type of registration, complete the following steps:

1. Select an option from the drop-down menu.
2. Select the '[Continue](#)' button.

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Pre-employment checks

Choose the type of registration

Choose the type of registration

1

Select an option...

2

[Continue](#)

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Enter registration number


This page gives you instructions for how to enter the registration number.

Important: In this example, the 'Nursing and Midwifery Council (NMC)' registered body and the 'Nursing Associate' licence type is added.

To enter the registration number, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '[Continue](#)' button.

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Pre-employment checks

Enter registration number

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate or document

1

2 [Continue](#)

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Tip: The registration number should be on the registration certificate or document.


Is this licence restricted?

This page gives you instructions for how to confirm if the licence is restricted.

To confirm if this licence is restricted, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

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Pre-employment checks

Is this licence restricted?

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work.

1

☐ Yes ☐ No

2

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Tip: For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings and manage a safe return to work.


Enter date registered from

This page gives you instructions for how to enter the document registered from date.

To enter the document registered from 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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 Jobs

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Pre-employment checks

Enter date registered from

Registered body

Nursing and Midwifery Council (NMC)

Licence type

Nursing Associate

This should be on the registration certificate/document

For example, 15 03 2012

Day

Month

Year

1

2

Continue

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Tip: The registration number should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.


Enter date registered to

This page gives you instructions for how to enter the document registered to date.

To enter the document registered to 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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[< Go back](#)

Pre-employment checks

Enter date registered to

Registered body

Nursing and Midwifery Council (NMC)

Licence type

Nursing Associate

This should be on the registration certificate/document
For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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Tip: The registration number should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.


Date this document was received

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

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.

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

 Jobs

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Pre-employment checks

Date this document was received

Registered body

Nursing and Midwifery Council (NMC)

Licence type

Nursing Associate

For example, 15 03 2012

Day

Month

Year

1

2

Continue

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Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

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

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](#)

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Pre-employment checks

Date this document was checked

Registered body

Nursing and Midwifery Council (NMC)

Licence type

Nursing Associate

For example, 15 03 2012

Day

Month

Year

1

2

3

2 [Continue](#)

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Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.


Who checked this professional registration?

This page gives you instructions for how to confirm who checked this professional registration.

To confirm who checked this professional registration, 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.

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

 **Jobs**

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

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Pre-employment checks

Who checked this professional registration?

1

First name

2

Last name

3

[Continue](#)

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Is the professional registration okay?

This page gives you instructions for how to confirm if the professional registration is okay.

To confirm if the professional registration is okay, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

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Pre-employment checks

Is the professional registration okay?

☐ Yes

☐ No

1

☐ Pending

or

☐ Needs further investigation

2

Continue

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Add a note about the registrations?

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

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.

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

 **Jobs**

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Pre-employment checks

Add a note about the registrations?

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 professional registration.

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 the '[Save and continue](#)' button.

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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 registrations?

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

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](#)

 **Jobs**

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Pre-employment checks

Add another note about the registrations?

1

☐ Yes ☐ No

2

[Save and continue](#)

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Check professional registration details


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

Important: If you delete a professional registration, you won't be warned, and you'll not be able to recover the details.

To edit, delete or add another professional registration, complete the following steps:

1. Select the 'Edit' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. Select the 'Continue' button.

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

 **Jobs**

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Pre-employment checks

Liam MA's professional registrations

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	<div>1 Edit or Delete 2</div>

Add another professional registration?

3 ☐ Yes ☐ No

4 [Continue](#)

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Tip: You can select the professional registration name link to view the details.


Do you accept the professional registrations?

This page gives you instructions for how to confirm if you accept the professional registration.

To confirm if you accept the professional registration, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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

 **Jobs**

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[< Go back](#)

Pre-employment checks

Do you accept the professional registrations?

1

☐ Yes

☐ No

or

☐ In progress

2

Save and continue

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Check professional registration in NHS Jobs

This page gives you instructions for how to check the applicant's professional registration in NHS Jobs.

The professional registration status shows as:

- **'NOT STARTED'** if you haven't started the check.
- **'STARTED'** if you've started the check but haven't completed it.
- **'COMPLETED'** if you've completed the check.

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

 **Jobs**

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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

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

You've reached the end of this user guide as you've completed the applicant's professional registration check in NHS Jobs.

ESR users only. Go to the '[Check professional registration in ESR](#)' page.

Check professional registration in ESR

This page gives you instructions for how to check the applicant's professional registration in ESR.

Important: The applicant's professional registration details are found in the Applicant record within the 'Extra Person Information' section of ESR. This can be checked by your HR team with the required ESR roles and permissions.

The professional registration details transferred from NHS Jobs to ESR are:

- Professional body
- Membership
- Registration number
- Expiry date

The screenshot displays the Oracle Applications - PROD - ESR Release V49.2.1.0A interface. The main window is titled 'Enter HR Personal Information - Combined'. Within this window, the 'Enter HR Extra Information' sub-window is active, showing a list of categories on the left: Type, Details, and Terminations. The 'Details' category is selected, and the 'Registrations and Memberships' sub-category is highlighted. The 'Extra Person Information' window is open, showing the following details:

Field	Value
Registration/Membership Body	General Medical Council
Professional Registration Number	22334455
Expiry Date	01-AUG-2024
First Registered Date	15-JUL-1980
Revalidation Date	07-DEC-2021
E-Rec Vacancy Ref	

A yellow circle with the number '1' is placed over the 'Professional Registration Number' field. At the bottom of the window are buttons for OK, Cancel, Clear, and Help.

You've reached the end of this user guide as you've completed the applicant's professional registration check in ESR.