

## How to complete a HPAN check in NHS Jobs user guide

This guide gives you instructions for how to complete a [Health Professionals Alert Notice \(HPAN\)](#) check in the NHS Jobs service.

From the pre-employment checklist, you'll confirm if the applicant is subject to an HPAN.

If they are, you'll add their details to complete the check. If they don't need this check, you'll select 'No' to complete the check.

## Contents

[How to complete a HPAN check in NHS Jobs user guide](#)

[Pre-employment checks](#)

[View checks or withdraw offer](#)

[Conditional offer accepted](#)

[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 details](#)

[Check HPAN status](#)

## 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

<a href="#">Draft</a>	33	<div><div style="width: 33%;"></div></div>
<a href="#">Approvals</a>	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
<a href="#">Published</a>	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
<a href="#">Shortlisting</a>	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
<a href="#">Interviews</a>	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
<a href="#">Ready to offer</a>	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
<a href="#">Conditional offers</a>	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
<b>1</b> <a href="#">Pre-employment checks</a>	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
<a href="#">Contracts</a>	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></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](#)

## 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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**NHS** Jobs

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[< Go back](#)

### 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>	HPANs	<a href="#">View checks or withdraw offer</a> <b>1</b>

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

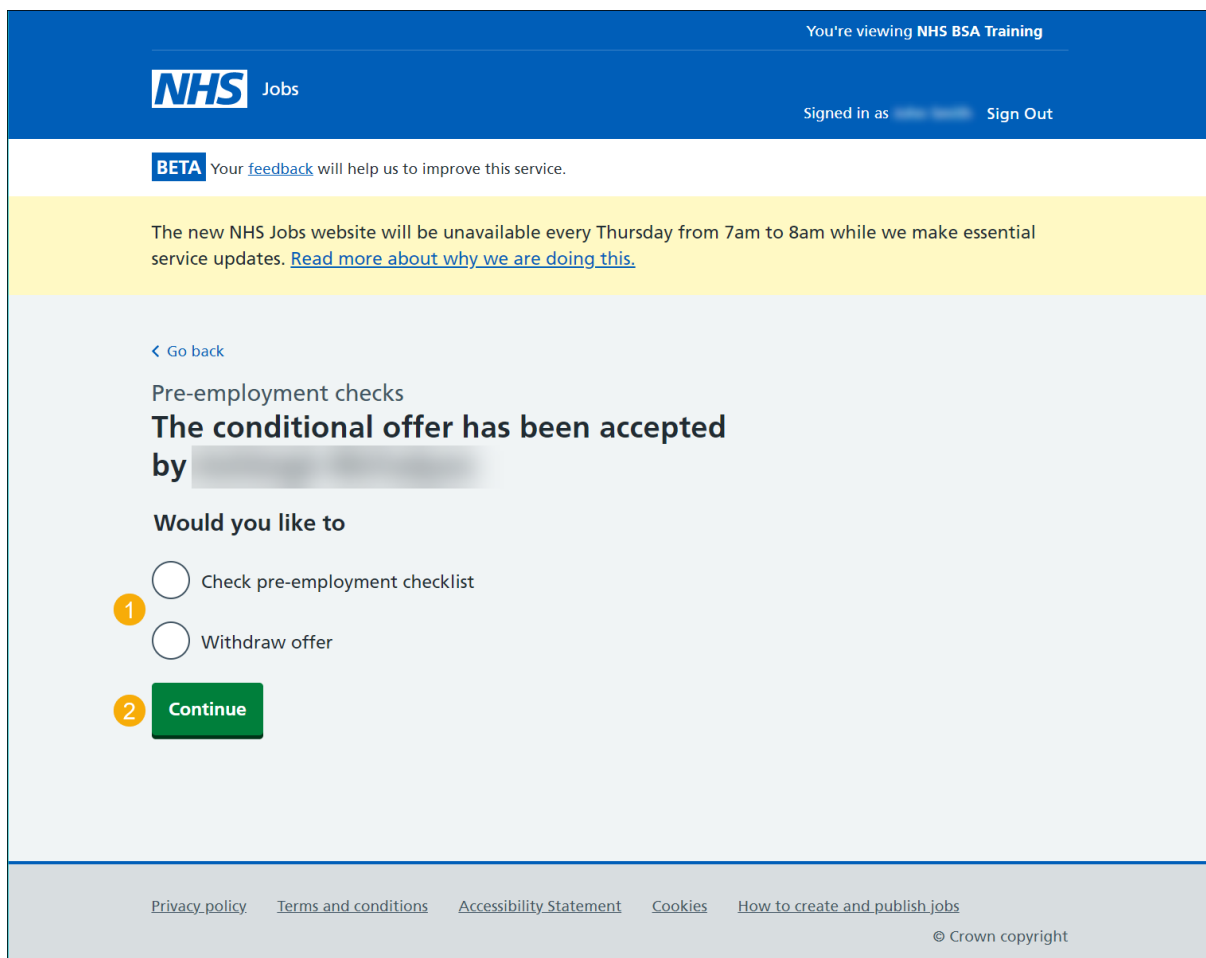
## Conditional offer accepted

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, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [redacted] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a 'Go back' link and the text 'Pre-employment checks'. The main heading is 'The conditional offer has been accepted by [redacted]'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a '1' in a yellow circle) and 'Withdraw offer'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© 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'](#).

## Healthcare Professional Alert Notices (HPANs)

This page gives you instructions for how to start the applicant's HPAN check.

To start the HPAN check, complete the following step:

1. Select the ['Healthcare Professional Alert Notices \(HPANs\)'](#) link.

The screenshot shows the 'Pre-employment checklist for [redacted]' page on the NHS Jobs website. The page is titled 'Pre-employment checklist for [redacted]' and includes a 'Go back' link. Below the title, it 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 completion status:

- 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](#) (COMPLETED)
- Qualifications and registrations:**
  - [Qualifications](#) (NOT STARTED)
  - [Professional registrations](#) (STARTED)
- Background checks:**
  - [Disclosure and Barring Service \(DBS\) check](#) (NOT STARTED)
  - 1** [Healthcare Professional Alert Notices \(HPANs\)](#) (NOT STARTED)
- Occupational health:**
  - [Health assessment](#) (NOT STARTED)

At the bottom of the checklist, there is a green 'Continue' button and a link to 'Go back to your dashboard'.

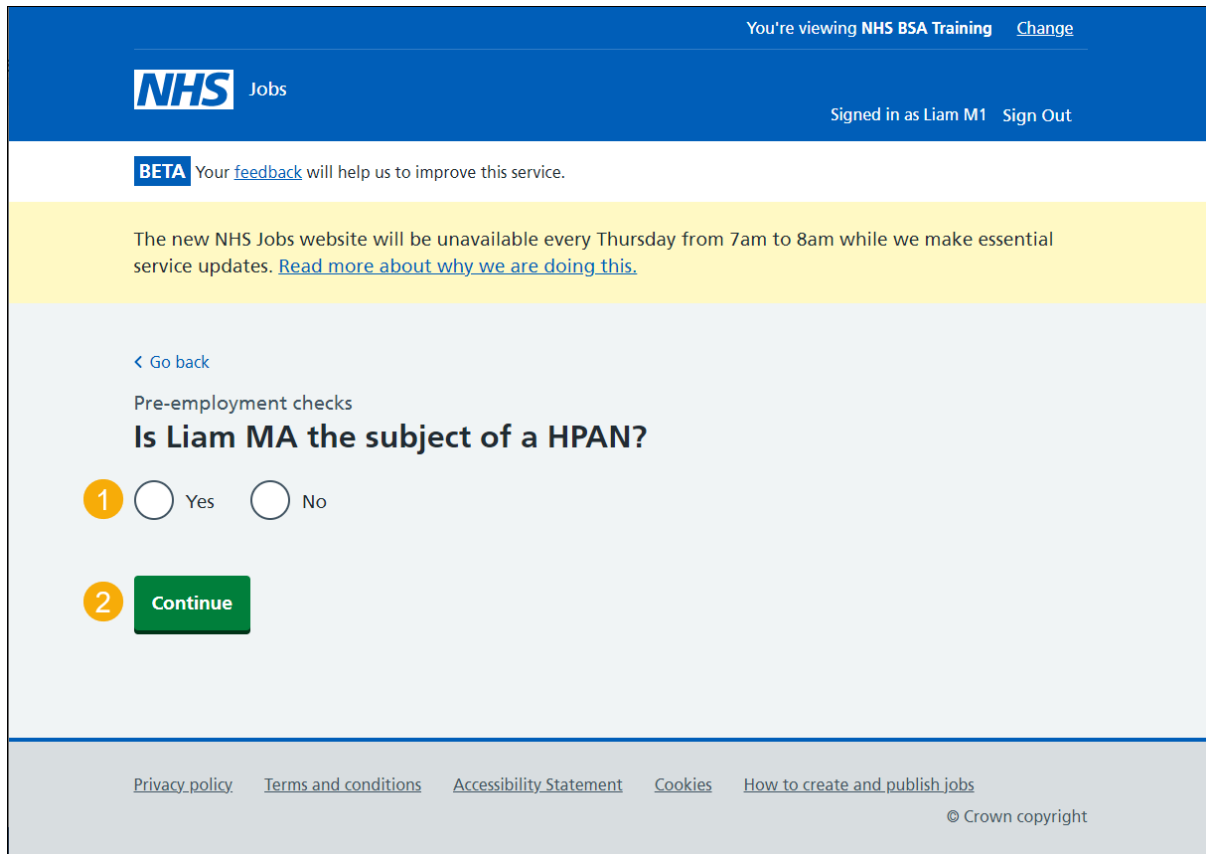
The footer of the page contains the following text: Privacy policy, Terms and conditions, Accessibility Statement, Cookies, How to create and publish jobs, and © Crown copyright.

## 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 the applicant is the 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. At the bottom, there are 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 of 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 you're adding a HPAN.

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

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

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

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[< 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](#)

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## When was this document 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](#)

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

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[< Go back](#)

Pre-employment checks

### When was this document received?

For example, 15 03 2012

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

2 [Continue](#)

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

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## When was this document 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.

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Pre-employment checks

### When was this document checked?

For example, 15 03 2012

Day    Month    Year

1

2 [Continue](#)

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

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## Who checked the HPAN status?

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

To confirm 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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[< Go back](#)

Pre-employment checks

### Who checked the HPAN status?

First name

1

Last name

2

3 [Continue](#)

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

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## Is the HPAN check okay?

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

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](#)

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[< Go back](#)

Pre-employment checks

### Is the HPAN check okay?

Yes

**1**  No

or

Need further investigation

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

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

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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 HPAN.

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](#)

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

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

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[< Go back](#)

Pre-employment checks

### Add a note about the HPAN?

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 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.

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

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Pre-employment checks

### Add a note

Subject

1

Detail

2

3 [Save and continue](#)

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

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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 HPAN.

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](#)

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## Check HPANs details

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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## Check HPAN check

This page shows confirmation you've completed the applicant's HPAN check.

1. In this example, the HPAN status is 'COMPLETED'.

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

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

#### Identity

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

#### Right to work

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

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

#### Background checks

<a href="#">Disclosure and Barring Service (DBS) check</a>	COMPLETED
<a href="#">Healthcare Professional Alert Notices (HPANs)</a>	1 COMPLETED

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