

## 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.

From the pre-employment checklist, you'll confirm if the applicant needs an occupational health check.

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

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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

<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 pre-employment checks

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.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. At the top, it indicates the user is signed in as 'Liam M1'. A yellow banner provides a service update about the NHS Jobs website. Below this, the page title is 'Pre-employment checks' and it shows tasks for 'All users'. A table lists the following data:

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>	Health assessment	<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.

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**NHS** Jobs

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Pre-employment checks

## The conditional offer has been accepted by [redacted]

Would you like to

Check pre-employment checklist

**1**  Withdraw offer

**2** [Continue](#)

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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'](#).

## Health assessment

This page gives you instructions for how to complete the applicant's health assessment.

To complete a health assessment, complete the following step:

1. Select the '[Health assessment](#)' 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
  - Healthcare Professional Alert Notices (HPANs): NOT STARTED
- Occupational health**:
  - 1 Health assessment: NOT STARTED

A green 'Continue' button is located below the checklist. At the bottom of the page, there is a link to 'Go back to your dashboard' and a footer containing links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with the copyright notice '© Crown copyright'.

## 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 the applicant needs an occupational health check, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and 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 confirm when you sent the occupational health form.

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 confirm when you received the occupational health form.

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 confirm when the occupational health form was checked.

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 <input type="text"/>	<input type="text"/>	<input type="text"/>

2

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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 [Continue](#)

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## Is the applicant fit to work?

This page gives you instructions for how to confirm if the applicant is fit to work.

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

To confirm if the applicant is fit to work, complete the following steps:

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

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Pre-employment checks

### 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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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 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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Pre-employment checks

### 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 details

This page gives you instructions for how to check the applicant's 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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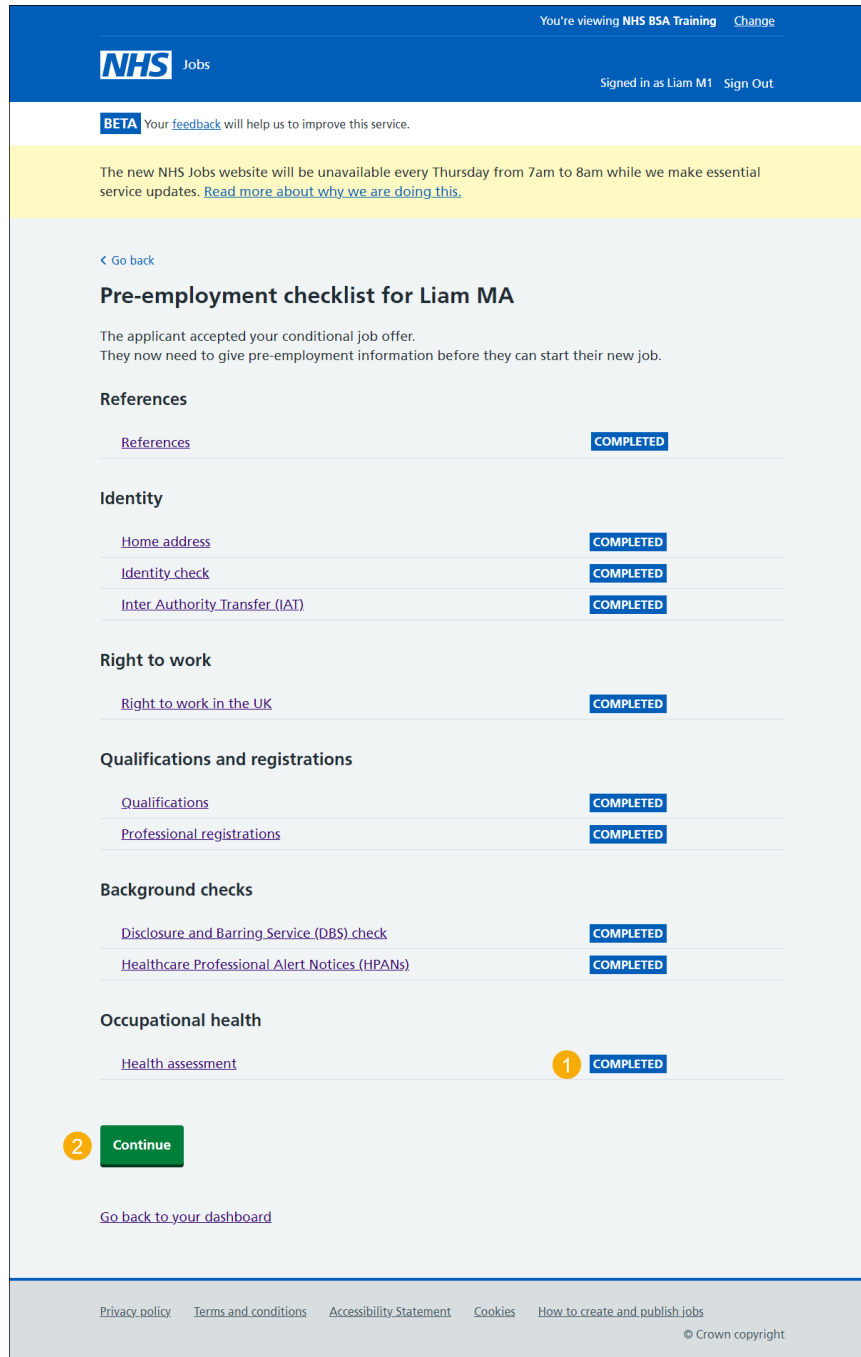
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## Occupational health check

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

1. In this example, the occupational health status is **'COMPLETED'**.
2. To complete all the pre-employment checks, 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 '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 (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)

A green 'Continue' button with a yellow '2' icon is located at the bottom left of the checklist. A yellow '1' icon is positioned above the 'Health assessment' status. At the bottom of the page, there are 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 as you've completed an occupational health check.

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