

## How to complete a Healthcare Professional 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.

If a HPAN check is needed, you'll enter applicant's HPAN details to complete the check.

If a HPAN check isn't needed, you'll confirm your answer to complete the check.

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## Pre-employment checks

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

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

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

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

The screenshot shows the NHS Training and Support Jobs Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists various stages with their counts and progress bars:

| Stage                          | Count                     | Progress            |
|--------------------------------|---------------------------|---------------------|
| Draft                          | 0                         | 0%                  |
| Published                      | 0                         | 0%                  |
| Shortlisting                   | 0                         | 0%                  |
| Interviews                     | 4 - on track 0, overdue 4 | 0% (with red bar)   |
| Ready to offer                 | 2                         | 0% (with green bar) |
| Conditional offers             | 0                         | 0%                  |
| <b>1 Pre-employment checks</b> | 4                         | 0% (with green bar) |
| Contracts                      | 0                         | 0%                  |
| End recruitment                | 0                         | 0%                  |

On the right side of the dashboard, there are several sections:

- 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)
  - Approval settings
  - Departments
  - Welsh listings
- Documents and templates:**
  - Supporting documents
  - Contract templates
  - Offer letter templates
- Help and information:**
  - The employer hub
  - Roles and permissions
  - Contact your super users
- Reporting:**
  - Run a report

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'. The footer also includes '© Crown copyright'.

## View checks or withdraw offer

This page gives you instructions for how to view pre-employment checks or withdraw offer.

**Important:** In this example, the 'Outstanding checks' section shows the 'HPANs' check is outstanding.

Find the applicant and complete the following step:

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

The screenshot shows the NHS Jobs 'Pre-employment checks' page. 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 Liam M1'. Below the header, there is a toggle for 'Show tasks for all accounts'. The main content area has a 'BETA' notice and a 'Go back' link. The page title is 'NHS BSA Training Pre-employment checks'. There is a dropdown menu for 'Showing tasks for' set to 'All users'. Below this is a table of pre-employment checks.

| Applicant                                  | Job title  | Deadline                       | Outstanding checks  | What needs doing next                         |
|--|--|--------------------------------|---|---|
| <a href="#">Liam MA</a><br>AR-210128-00006 | <a href="#">Learning Consultant</a><br>T2020-21-4641 | 01 Apr 2022<br><b>ON TRACK</b> | <ul style="list-style-type: none"> <li>References</li> <li>Home address</li> <li>Identity check</li> <li>Right to work in the UK</li> <li>Qualifications</li> <li>Professional registrations</li> <li>DBS</li> <li><b>HPANs</b></li> <li>Health assessment</li> </ul> | <a href="#">View checks or withdraw offer</a> |

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'. The footer also includes '© Crown copyright'.

**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 pre-employment checks or withdraw offer.

To complete the pre-employment checks or withdraw offer, complete the following steps:

1. Select an answer:
  - [‘Check pre-employment checklist’](#)
  - [‘Withdraw offer’](#)
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.

[Go back](#)

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](#)

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

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If you withdraw the applicant's job offer, you can make an offer to another applicant. Go to the **'How to make a job offer in NHS Jobs'** user guide or video from the **'Make a job offer'** drop down box on the [‘Help and support for employers’](#) webpage.

If you withdraw the applicant's job offer, you can end the recruitment. Go to complete the **'How to end a recruitment in NHS Jobs'** user guide or video from the **'End a recruitment'** drop down box on the [‘Help and support for employers’](#) webpage.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

## Healthcare Professional Alert Notices (HPANs)

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

The different statuses are:

- **NOT STARTED** – you haven't started the applicant's HPAN check.
- **COMPLETED** – you've completed the applicant's HPAN check.
- **NEEDS FURTHER INVESTIGATIONS** – you've got a query about the applicant's HPAN check.
- **REJECTED** – you've rejected 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 NHS Jobs pre-employment checklist for Liam MA. The page is titled "Pre-employment checklist for Liam MA" and includes a "BETA" notice. The checklist is organized into several sections, each with a list of items and their completion status:

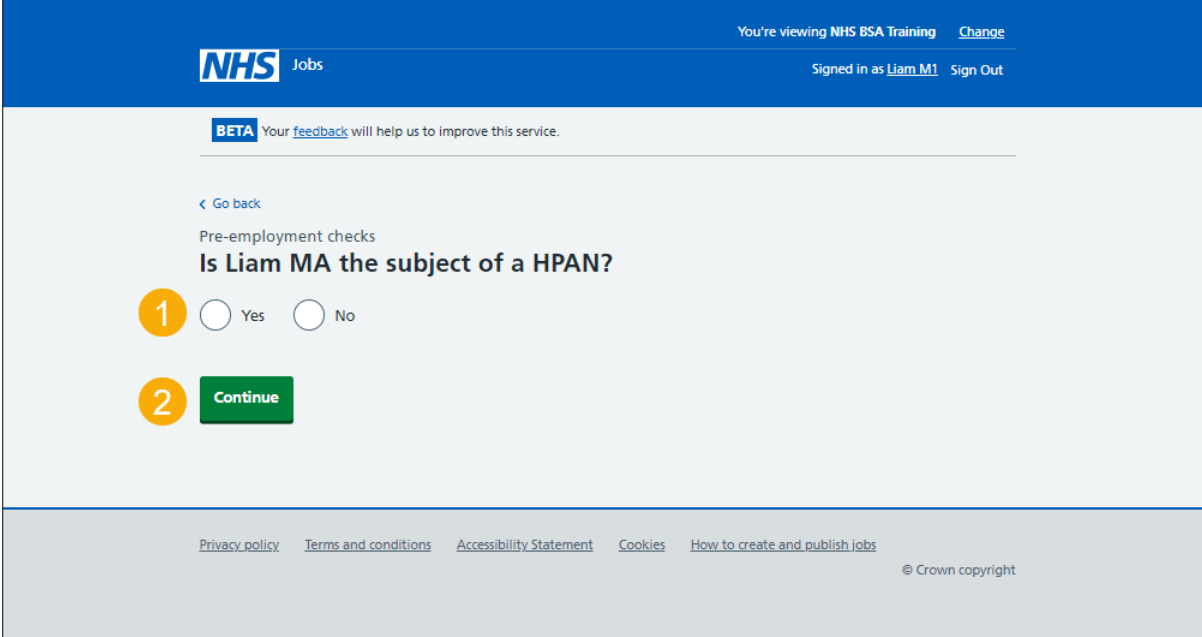
| Section                          | Item   | Status      |
|----------------------------------|--|-------------|
| References                       | References   | COMPLETED   |
| Identity                         | Home address   | COMPLETED   |
|                                  | Identity check   | NOT STARTED |
|                                  | Inter Authority Transfer (IAT)                         | COMPLETED   |
| Right to work                    | Right to work in the UK                                | NOT STARTED |
| Qualifications and registrations | Qualifications   | NOT STARTED |
|                                  | Professional registrations                             | STARTED     |
| Background checks                | Disclosure and Barring Service (DBS) check             | NOT STARTED |
|                                  | <b>1</b> Healthcare Professional Alert Notices (HPANs) | NOT STARTED |

## 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 interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Is Liam MA the subject of a HPAN?'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a '2' in a yellow circle next to a green 'Continue' button. 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'.

## Enter information about their HPAN

This page gives you instructions for how to enter information about their HPAN.

**Important:** This page is only shown if the applicant needs a HPAN check.

To add their HPAN details, complete the following steps:

1. In the **Give any details you have** box, enter the details.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Enter information about their HPAN'. Below this, there is a text input field labeled 'Give any details you have'. A yellow circle with the number '1' is positioned to the left of this field. Below the input field, there is a green 'Continue' button with a yellow circle containing the number '2' to its left. 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'.



## 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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'When was this document received?'. Below this, an example date '15 03 2012' is shown. There are three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day field. Below the input fields, a yellow circle with the number '2' is next to a green 'Continue' button. 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'. A copyright notice '© Crown copyright' is also present.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## 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.

The screenshot shows the NHS Jobs 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 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'When was this document checked?'. An example date '15 03 2012' is provided. There are three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day field. Below the fields is a green 'Continue' button with a yellow circle containing the number '2'. At the bottom, 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'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## 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.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Who checked the HPAN status?'. There are two input fields: 'First name' and 'Last name'. The 'First name' field is marked with a '1' in a yellow circle, and the 'Last name' field is marked with a '2' in a yellow circle. Below these fields is a green 'Continue' button marked with a '3' in a yellow circle. 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'. A copyright notice '© Crown copyright' is also present.

## Is the HPAN check okay?

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

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

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

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

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'Is the HPAN check okay?'. There are three radio button options: 'Yes', 'No', and 'Need further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. 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'.

## 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 check.

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 a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the HPAN?'. There are two radio button options: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. 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'. The footer includes the text '© Crown copyright'.

## Add a note

This page gives you instructions for how to add a note.

**Important:** This page is only shown if you're adding a note about the HPAN check.

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.

The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note'. It features a 'Subject' label and a text input field, followed by a 'Detail' label and a larger text area. A 'Save and continue' button is located at the bottom of the form. Three numbered orange circles (1, 2, 3) are placed to the left of the input fields and button, corresponding to the steps in the text above. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

## 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 check.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add another note about the HPAN?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. 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'. A copyright notice '© Crown copyright' is also present.

## Check HPANs details

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

To edit or confirm the details, complete the following steps:

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

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

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

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

[Go back](#)

Pre-employment checks

### Healthcare Professional Alert Notices (HPANs)

|              |                 |
|--------------|-----------------|
| Date checked | 26 January 2022 |
| Checked by   | Joe Bloggs      |

|                     |   |
|---------------------|---|
| Subject of a HPAN?  | Yes   |
| Details of the HPAN | Enter the details of the applicant's HPAN here. |
| Test                | Testing 123                                     |

**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

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

You're viewing [NHS BSA Training](#) [Change](#)
**NHS** Jobs
Signed in as [Liam M1](#) [Sign Out](#)

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

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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

|                            |                  |
|----------------------------|------------------|
| <a href="#">References</a> | <b>COMPLETED</b> |
|----------------------------|------------------|

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#### Identity

|  |                  |
|--|------------------|
| <a href="#">Home address</a>                   | <b>COMPLETED</b> |
| <a href="#">Identity check</a>                 | NOT STARTED      |
| <a href="#">Inter Authority Transfer (IAT)</a> | <b>COMPLETED</b> |

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#### Right to work

|   |             |
|---|-------------|
| <a href="#">Right to work in the UK</a> | NOT STARTED |
|---|-------------|

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#### Qualifications and registrations

|  |             |
|--|-------------|
| <a href="#">Qualifications</a>             | NOT STARTED |
| <a href="#">Professional registrations</a> | STARTED     |

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#### Background checks

|   |                  |
|---|------------------|
| <a href="#">Disclosure and Barring Service (DBS) check</a>    | NOT STARTED      |
| <a href="#">Healthcare Professional Alert Notices (HPANs)</a> | <b>COMPLETED</b> |

You've completed the applicant's HPAN check in the NHS Jobs service and reached the end of this user guide.