

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.

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

If a health assessment 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' banner indicates that feedback will help improve the service.

The main content area is titled 'NHS Training and Support Dashboard'. It has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of tasks by stage with progress bars:

Task 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%
1 Pre-employment checks	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 is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The copyright notice is '© Crown copyright'.

View pre-employment checks

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 'Health assessment' 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's 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's a toggle for 'Show tasks for all accounts'. A 'BETA' notice is present. The main content area has a 'Go back' link and the title 'NHS BSA Training Pre-employment checks'. A dropdown menu shows 'Showing tasks for All users'. Below this is a table with the following data:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

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.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, 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, a 'BETA' banner reads 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The primary message is 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a '1') and 'Withdraw offer'. A green 'Continue' button (marked with a '2') is positioned below the options. 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'.

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.

Health assessment

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

The different statuses are:

- **NOT STARTED** – you haven't started the applicant's health assessment check.
- **COMPLETED** – you've completed the applicant's health assessment and confirmed they're fit to work.
- **NEEDS FURTHER INVESTIGATIONS** – you've completed the applicant's health assessment and but you're unsure if the applicant is fit to work.
- **REJECTED** – you've completed the applicant's health assessment and you've confirmed the applicant isn't fit to work.

To start the health assessment check, complete the following step:

1. Select the '[Health assessment](#)' link.

The screenshot shows the 'Pre-employment checklist for Liam MA' page. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam M1 Sign Out'. A 'BETA' notice is present: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checklist for Liam MA' with a sub-note: '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 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
 - Healthcare Professional Alert Notices (HPANs): COMPLETED
- Occupational health**:
 - 1 Health assessment: NOT STARTED (highlighted with a red box)

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

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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Pre-employment checks' and 'Does Liam MA need an occupational health check?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is located 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 contains the text '© Crown copyright'.

When did you send the occupational health form?

This page gives you instructions for how to confirm when you sent the occupational health form.

Important: This page is only shown if the applicant needs an occupational health check.

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.

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 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 'When did you send the occupational health form to Liam MA?'. Below this, it says 'For example, 15 03 2012' and has three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2'. 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 text reads '© Crown copyright'.

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

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.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and the word 'Jobs'. 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 located on the left. The main heading is 'Pre-employment checks' followed by 'When was the occupational health form received from Liam MA?'. Below this, it says 'For example, 15 03 2012'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2' next to it. 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'. A copyright notice '© Crown copyright' is also present.

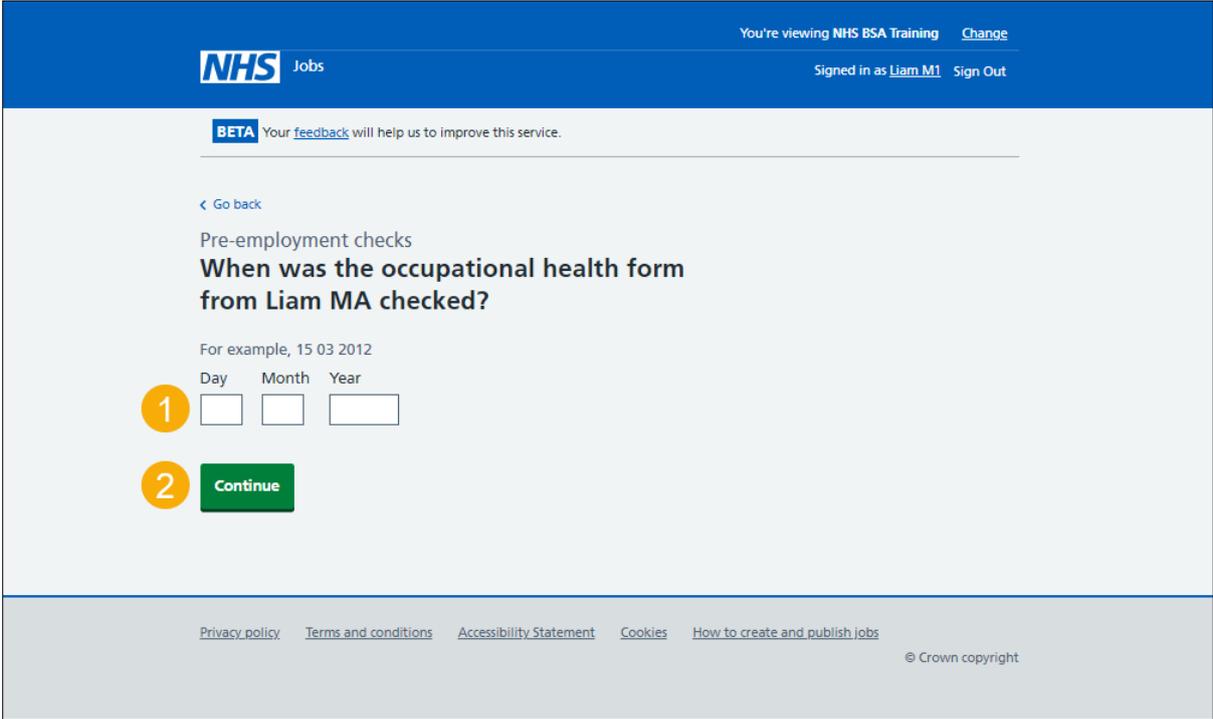
Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was the occupational health form checked?

This page gives you instructions for how to confirm when the occupational health form was checked.

To add the form 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 portal 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 the occupational health form from Liam MA checked?'. Below this, an example date '15 03 2012' is shown. The form consists of three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing 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'.

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

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.

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 'Who checked the form?'. It contains three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. 'Continue' with a green 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'.

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 form and 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 ['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 'Is Liam MA fit to work?'. There are four radio button options: 'Yes', 'Yes but with restrictions', 'No', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'No' option. Below the options, there is a green button labeled 'Save and continue' with a yellow circle containing 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 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’.

The screenshot shows the NHS Jobs interface for a pre-employment check. 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' 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 occupational health check?'. Below this, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a green button labeled 'Save and continue' with a '2' in a yellow circle 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'. The footer text is '© 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 occupational health check.

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](#)'.

The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam.M1 Sign Out'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main content area is titled 'Pre-employment checks' and 'Add a note'. It features three numbered steps: 1. A text input field labeled 'Subject' with a '1' in a yellow circle to its left. 2. A large text area labeled 'Detail' with a '2' in a yellow circle to its left. 3. A green button labeled 'Save and continue' with a '3' in a yellow circle to its left. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

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’.

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, 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 contains the question 'Add a note about the occupational health check?'. Below the question, there are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a green button with the text 'Save and continue' and a yellow circle with 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'. The footer text is '© Crown copyright'.

Check occupational health details

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

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

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

The screenshot shows the NHS Jobs interface for pre-employment checks. 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 'Liam MA's occupational health checks'. Below this is a table with the following details:

Date received	26 January 2022
Date checked	26 January 2022
Checked by	Joe Bloggs
Status	Yes

Below the table, there is a section titled 'Edit this information?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below this is 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'. The footer text reads '© Crown copyright'.

Occupational health check

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

Once all pre-employment checks are satisfactory, complete the following step:

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

The screenshot shows the 'Pre-employment checklist for Liam MA' page. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam.M1'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for Liam MA' with a sub-heading '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:

- References:** 'References' status is 'COMPLETED'.
- Identity:** 'Home address' is 'COMPLETED', 'Identity check' is 'NOT STARTED', and 'Inter Authority Transfer (IAT)' is 'COMPLETED'.
- Right to work:** 'Right to work in the UK' is 'NOT STARTED'.
- Qualifications and registrations:** 'Qualifications' is 'NOT STARTED' and 'Professional registrations' is 'STARTED'.
- Background checks:** 'Disclosure and Barring Service (DBS) check' is 'NOT STARTED' and 'Healthcare Professional Alert Notices (HPANs)' is 'COMPLETED'.
- Occupational health:** 'Health assessment' is 'COMPLETED'.

At the bottom left, there is a yellow circle with the number '1' next to a green 'Continue' button. Below the button is a link 'Go back to your dashboard'. 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'.

You've completed the applicant's occupational health check and reached the end of this user guide.

Once the applicant's pre-employment checks are satisfactory, you can issue a contract of employment. Go to the **'How to issue a contract in NHS Jobs'** user guide or video from the **'Issue a contract'** drop down box on the ['Help and support for employers'](#) webpage.