

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.

You'll confirm if the applicant needs an occupational health check to complete their pre-employment information before they can start their new job.

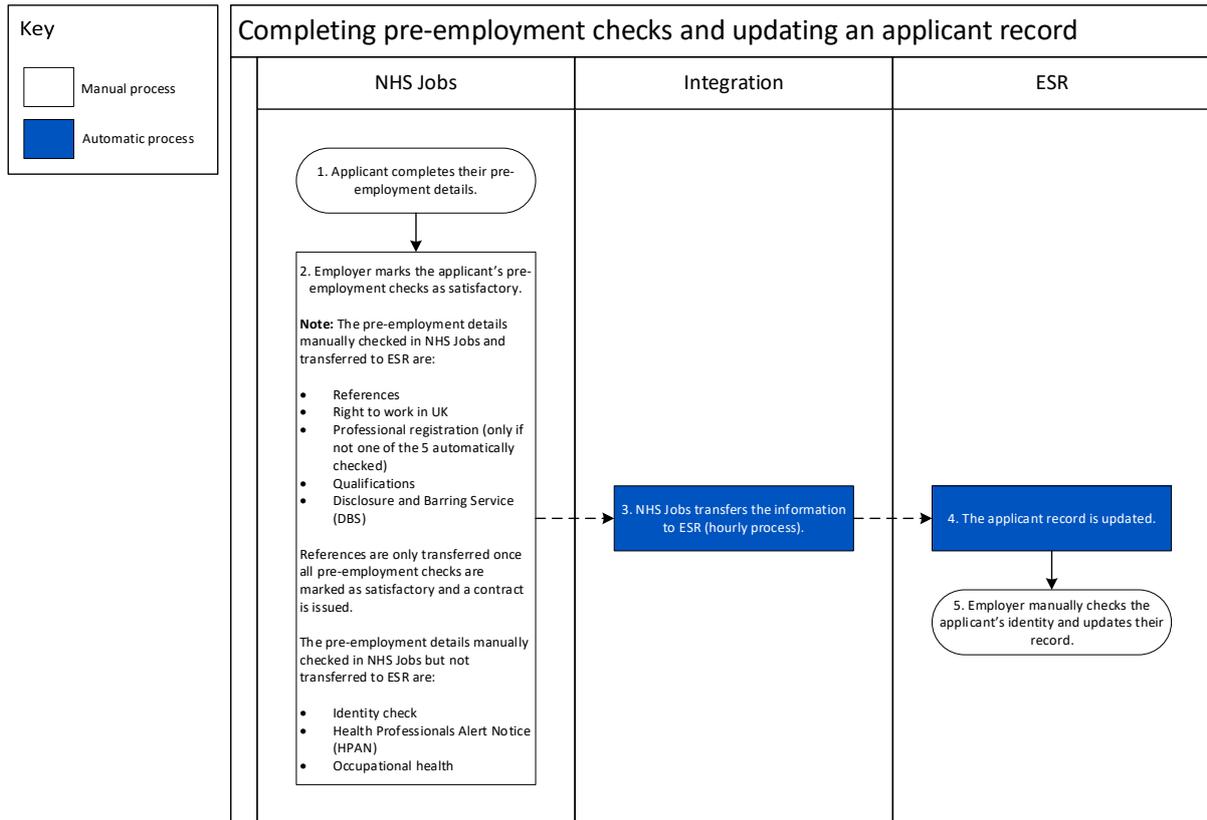
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

Contents

How to complete an occupational health check in NHS Jobs user guide	1
Process flow diagram	3
Pre-employment checks	4
Applicant's pre-employment checks	5
Conditional offer accepted	6
Health assessment	7
Does the applicant need an occupational health check?	8
When did you send the occupational health form?	9
When did you receive the occupational health form?	10
When was the occupational health form checked?	11
Who checked the form?	12
Is the applicant fit to work?	13
Add a note about the occupational check?	14
Add a note	15
Add another note about the occupational health check?	16
Check the occupational health details	17
Check the occupational health status	18

Process flow diagram



Go to the ['Pre-employment checks'](#) page.

Pre-employment checks

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

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

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

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

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing [dropdown] Change' and 'Signed in as NHS.BSA.Training Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Business Services Authority Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists recruitment stages with counts, track status, and overdue amounts, accompanied by progress bars. The 'Pre-employment checks' row is highlighted with a yellow circle and a '1' icon. On the right, there are three sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'; 'Documents and templates' with links for 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'; 'Help and information' with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'; and 'Reporting' with a link for 'Run a report'. 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'.

Task Stage	Count	Track Status	Overdue
Draft	386	- on track 22	overdue 364
Approvals	3	- on track 1	overdue 2
Published	4		
Shortlisting	8	- on track 1	overdue 7
Interviews	1	- on track 0	overdue 1
Ready to offer	42	- on track 16	overdue 26
Conditional offers	22	- on track 5	overdue 17
1 Pre-employment checks	24	- on track 4	overdue 20
Contracts	57	- on track 11	overdue 46
End recruitment	7	- on track 4	overdue 3

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

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

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

The screenshot shows the NHS Jobs interface for pre-employment checks. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below that, there's a 'Show tasks for all accounts' toggle. The main content area is titled 'Pre-employment checks' and shows 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 copyright notice is '© Crown copyright'.

Conditional offer accepted

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job 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. 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 displays 'Pre-employment checks' and a large heading: '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' in a yellow circle) and 'Withdraw offer'. A green 'Continue' button (marked with a '2' in a yellow circle) 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', along with a copyright notice: '© Crown copyright'.

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 the applicant's health assessment check.

Important: In this example, the status is **NOT STARTED** as you haven't started the applicant's health assessment check.

To start the applicant's health assessment check, complete the following step:

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

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 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	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
--	-------------

[Continue](#)

[Go back to your dashboard](#)

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

© 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 the NHS Jobs interface. 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' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. 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 content area is titled 'Pre-employment checks' and asks 'Does Liam MA need an occupational health check?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is positioned below the options. 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'.

When did you send the occupational health form?

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

Important: You'll only see this page if the applicant needs an occupational health check.

To confirm the occupational health form 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 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' notice: '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 did you send the occupational health form to Liam MA?'. Below this, an example date '15 03 2012' is shown. 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'. 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.

When did you receive the occupational health form?

This page gives you instructions for how to confirm the occupational health form received date.

To confirm the occupational health form 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 with a blue header. On the left is the NHS logo and 'Jobs'. 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 is a 'BETA' banner: 'BETA Your feedback will help us to improve this service.' A 'Go back' link is on the left. The main heading is 'Pre-employment checks' followed by 'When was the occupational health form received from Liam MA?'. Below this is an example: '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 boxes is a yellow circle with the number '2' next to a green 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

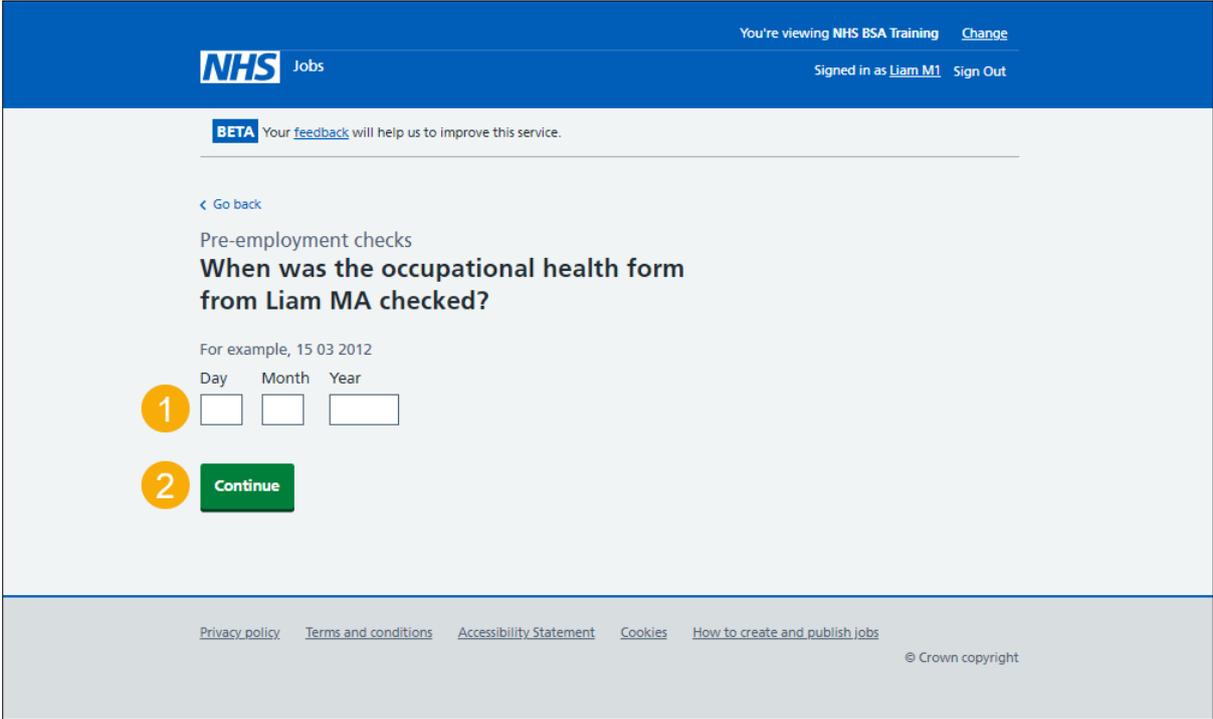
Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

When was the occupational health form checked?

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

To confirm the occupational health 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 content area is titled 'Pre-employment checks' and 'When was the occupational health form from Liam MA checked?'. Below the title, 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, there is a yellow circle with the number '2' 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'. The footer text is '© 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 confirm 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 website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information '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 with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the title 'Pre-employment checks' followed by 'Who checked the form?'. There are three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. 'Continue' with a green button. 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'.

Is the applicant fit to work?

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

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 is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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', followed by the 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 about the occupational check, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.

The screenshot shows a web interface for 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 navigation link '< Go back' 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'. A yellow circle with the number '1' is positioned to the left of the radio buttons. Below the radio buttons, there is a green button with the text 'Save and continue' and a yellow circle with 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', followed by the copyright notice '© Crown copyright'.

Add a note

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

Important: You'll only see this page 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 **Detail** box, enter the details.
3. Select '[Save and continue](#)'.

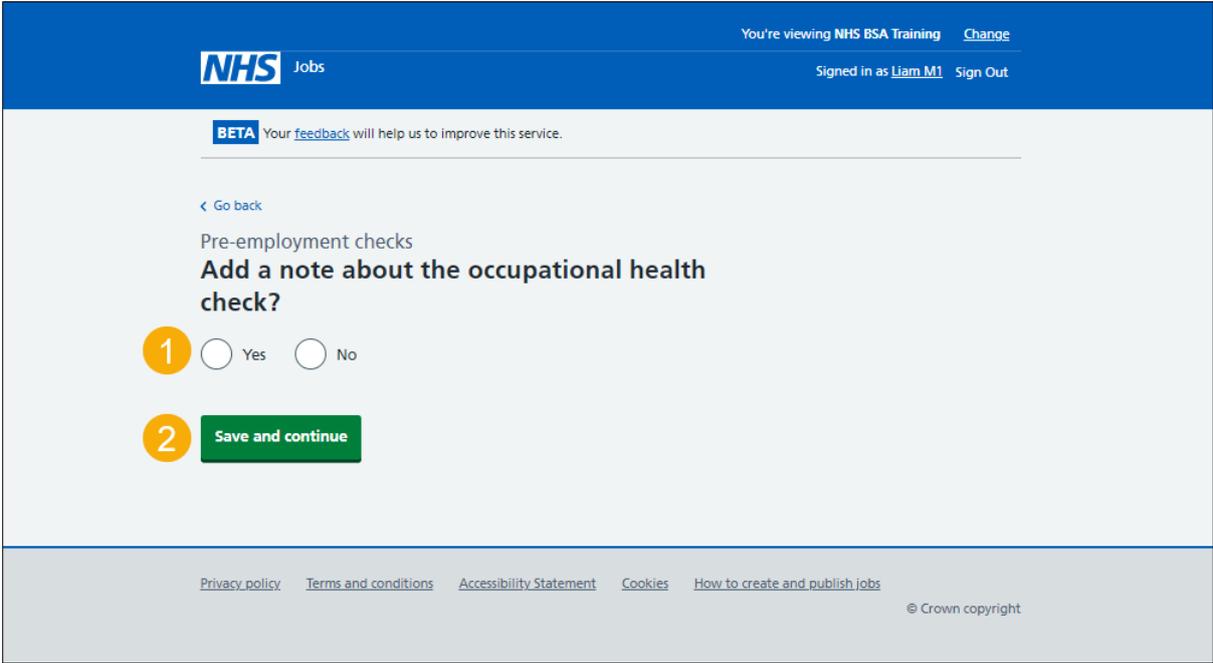
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge 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 above a text input field, which is marked with a yellow circle containing the number '1'. Below that is a 'Detail' label above a larger text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green button labeled 'Save and continue', marked with a yellow circle containing the number '3'. The footer contains 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 about the occupational health check, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select ‘Save and continue’.



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 '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 them. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Save and 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'.

Check the occupational health details

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

To check, edit and confirm the applicant's occupational health details, 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.

[Go back](#)

Pre-employment checks

Liam MA's occupational health checks

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

Edit this information?

1 Yes No

2 [Continue](#)

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

© Crown copyright

Check the occupational health status

This page gives you instructions for how to check the occupational health status.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's health assessment check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check or finish the checks, complete the following steps:

1. Select a pre-employment link.
or
2. Select the '[Continue](#)' button.

The screenshot displays the 'Pre-employment checklist for Liam MA' on the NHS Jobs portal. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training', 'Change', 'Signed in as Liam M1', and 'Sign Out'. A 'BETA' notice is present. 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 (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:** Health assessment (COMPLETED)

A green 'Continue' button with a yellow circle containing the number '1' is positioned below the checklist. A link 'Go back to your dashboard' is also visible. 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'.

Tip: Once the applicant's pre-employment checks are satisfactory, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the '[Help and support for employers](#)' webpage.

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