

## 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.

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

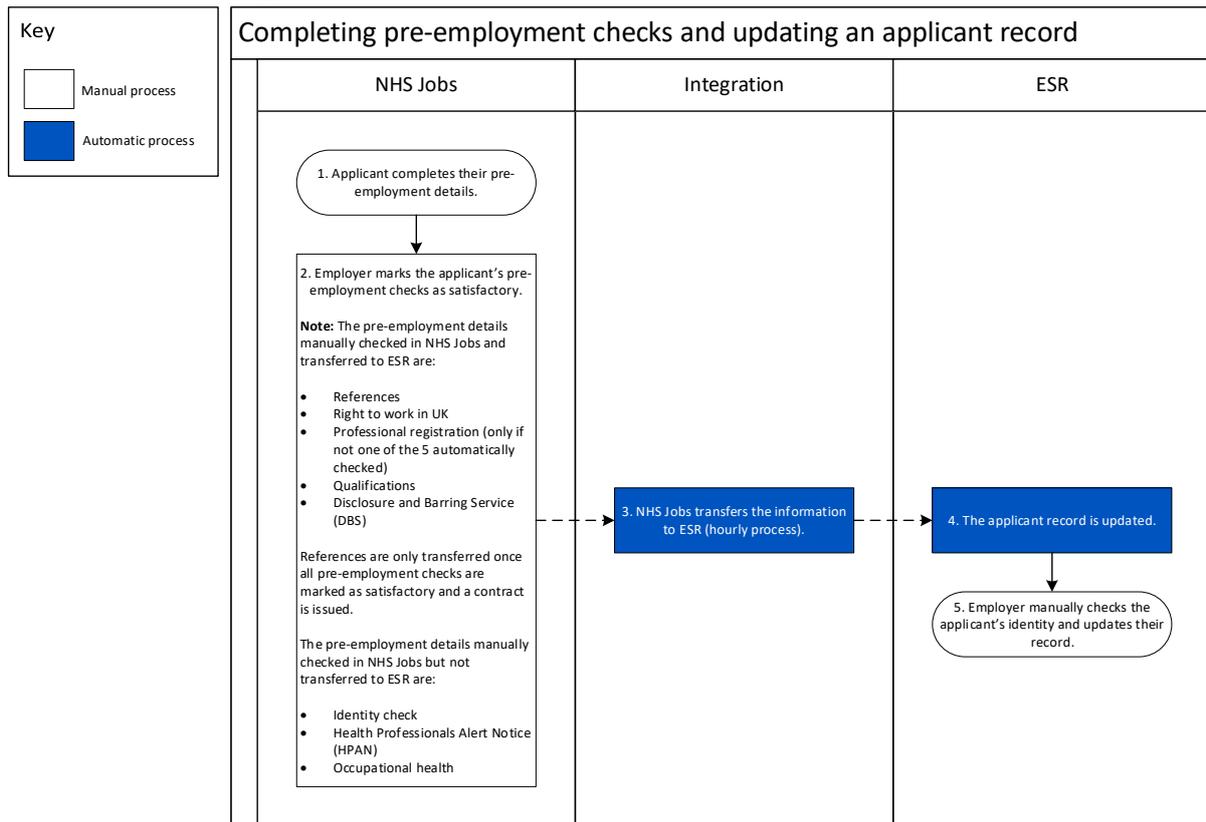
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

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](#).

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## 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' and a 'BETA' notice: 'Your feedback will help us to improve this service.'

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) 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 recruitment stages with their respective counts and overdue tasks, represented by progress bars:

Stage	Count	Overdue
<a href="#">Draft</a>	386	364
<a href="#">Approvals</a>	3	2
<a href="#">Published</a>	4	0
<a href="#">Shortlisting</a>	8	7
<a href="#">Interviews</a>	1	1
<a href="#">Ready to offer</a>	42	26
<a href="#">Conditional offers</a>	22	17
<b>1</b> <a href="#">Pre-employment checks</a>	24	20
<a href="#">Contracts</a>	57	46
<a href="#">End recruitment</a>	7	3

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:**
  - [Overview of your organisation](#)
  - [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'.

## 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 'HPANs' 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 "BETA" notice and a "Show tasks for all accounts" toggle. The main heading is "NHS BSA Training Pre-employment checks". There's a dropdown menu for "Showing tasks for" set to "All users". The table below lists the pre-employment checks for an applicant named Liam MA. The table has columns for Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The 'HPANs' check is highlighted in red in the 'Outstanding checks' column. The 'View checks or withdraw offer' link is highlighted in blue in the 'What needs doing next' column. The 'ON TRACK' status is highlighted in green in the 'Deadline' column.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS <b>HPANs</b> Health assessment	<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".

## 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 yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (marked with a yellow circle containing the number 2) 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.

## Healthcare Professional Alert Notices (HPANs)

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

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

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

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

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

#### Identity

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

#### Right to work

<a href="#">Right to work in the UK</a>	<b>NOT STARTED</b>
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#### Qualifications and registrations

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

#### Background checks

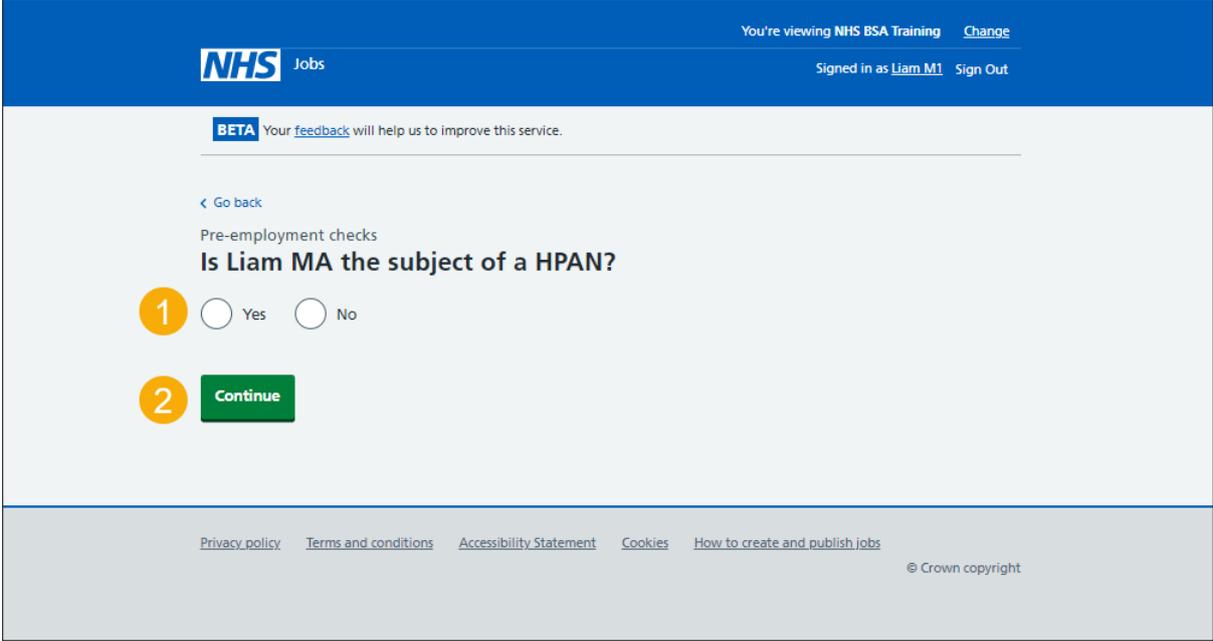
<a href="#">Disclosure and Barring Service (DBS) check</a>	<b>NOT STARTED</b>
<b>1</b> <a href="#">Healthcare Professional Alert Notices (HPANs)</a>	<b>NOT STARTED</b>

## 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'. A green 'Continue' button is located 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'.

## 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 enter information about their HPAN, 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 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' banner indicates that user feedback will help improve the service. 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 the input 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 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 was this document received?

This page gives you instructions for how to confirm the document received date.

To confirm 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, it says 'You're viewing NHS BSA Training' and 'Change'. Below that, the NHS logo and 'Jobs' are visible, along with 'Signed in as Liam.M1' and 'Sign Out'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'When was this document received?'. An example date '15 03 2012' is provided. Below this, 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' to its left. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by a copyright notice '© Crown copyright'.

**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 confirm 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 website 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 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 input fields is a green 'Continue' button with a yellow circle containing the number '2' to its left. 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 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.

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 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.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The question is '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 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'. The footer text is '© 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 about the HPAN check, 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 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.

## 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.

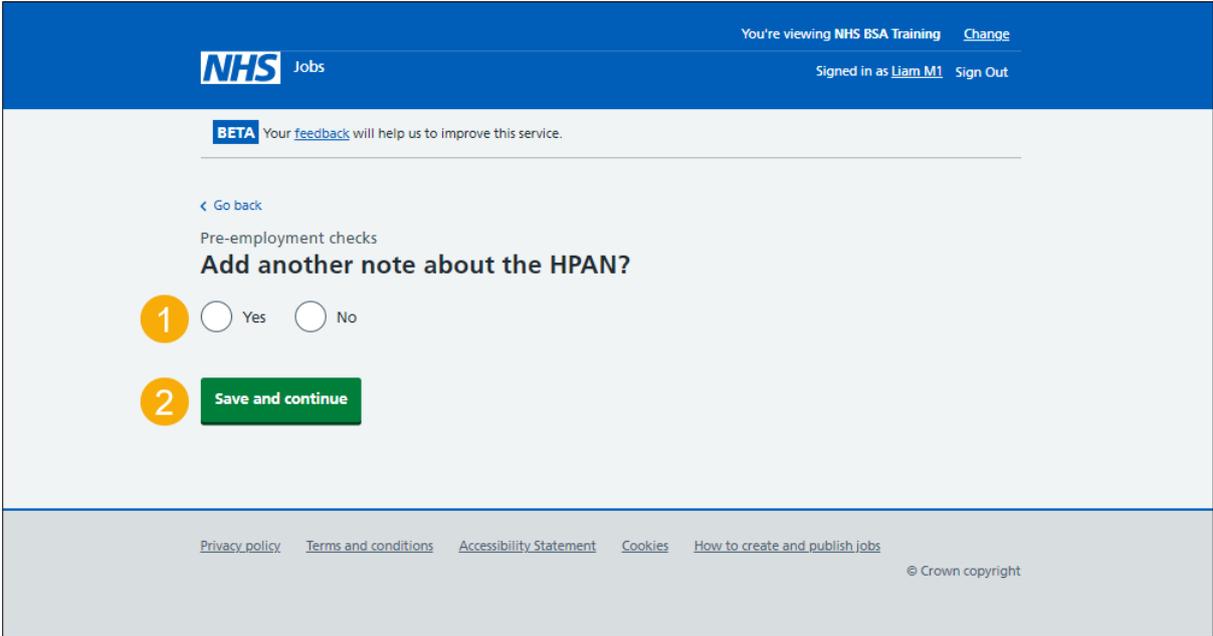
The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam M1 Sign Out'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A '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, a 'Detail' label and a larger text area, and a green 'Save and continue' button. Three numbered orange circles (1, 2, 3) are placed to the left of the input fields and button respectively, 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 the 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 about the HPAN check, complete the following steps:

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



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 another 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 text reads '© Crown copyright'.

## Check the HPANs details

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

To check, edit and confirm the HPANs 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

### 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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## Check the HPANs status

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

**Important:** In this example, the status is '**COMPLETED**' as you've completed the applicant's HPANs 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, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. 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
	Healthcare Professional Alert Notices (HPANs)	COMPLETED

**Tip:** To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the '[Help and support for employers](#)' webpage.

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