NHS Jobs

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 need to confirm if the applicant requires a HPAN check for their role.

A HPAN check is part of their pre-employment checks, subject to the role.

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.

Delivered by the NHS Business Services Authority

Contents

Pre-employment checks

This page gives you instructions for how to access an applicant's pre-employment checks.

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

To access an applicant's pre-employment checks, complete the following step:

1. Select the 'Pre-employment checks' link.

Find the applicant

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

To find the applicant to start their pre-employment checks, 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).
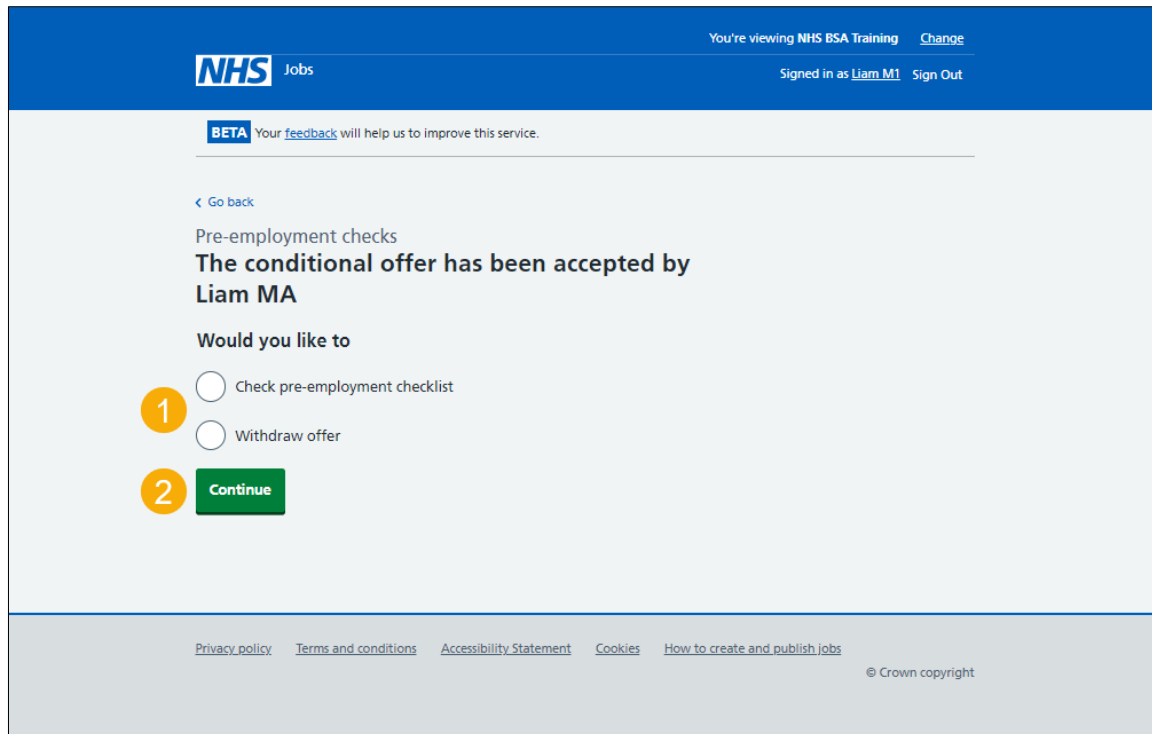3. Select the 'View checks or withdraw offer' link.

Start pre-employment checks

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

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
   - 'Check pre-employment checklist'
     or
   - 'Withdraw offer'
2. Select the 'Continue' button.

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

Healthcare Professional Alert Notices (HPANs)

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

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

1. Select the 'Healthcare Professional Alert Notices (HPANs)' link.

You're viewing **NHSBSA Lee UAT**   Change

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Pre-employment checklist for Lee Mapes

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References	NOT STARTED

Identity

Home address	NOT STARTED
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	COMPLETED

Background checks
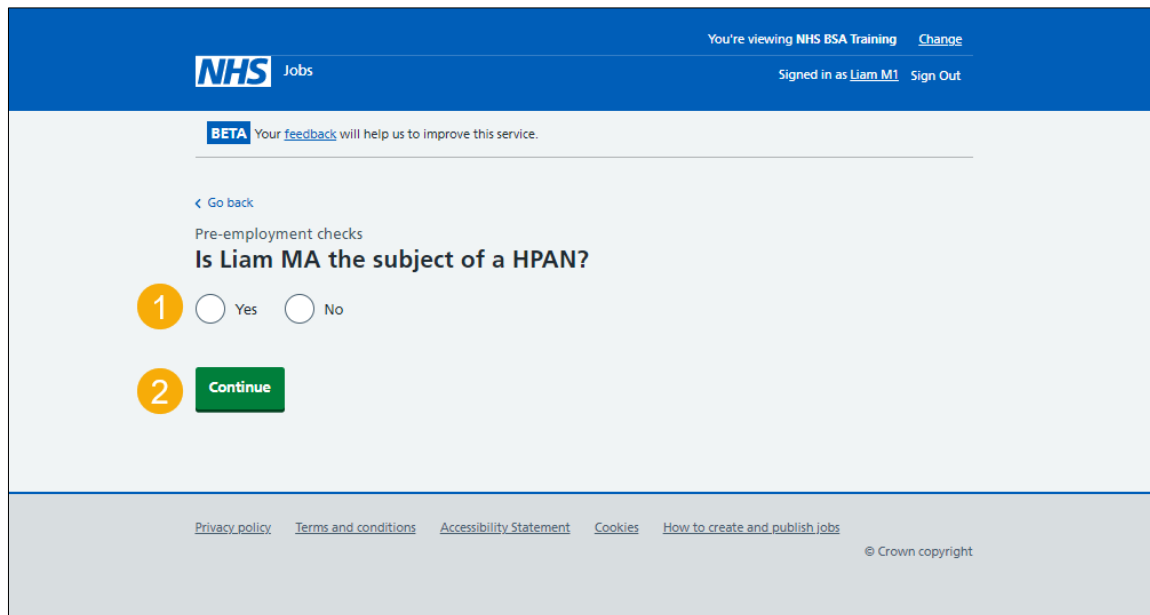
Disclosure and Barring Service (DBS) check	COMPLETED
1 Healthcare Professional Alert Notices (HPANs)	NOT STARTED

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'
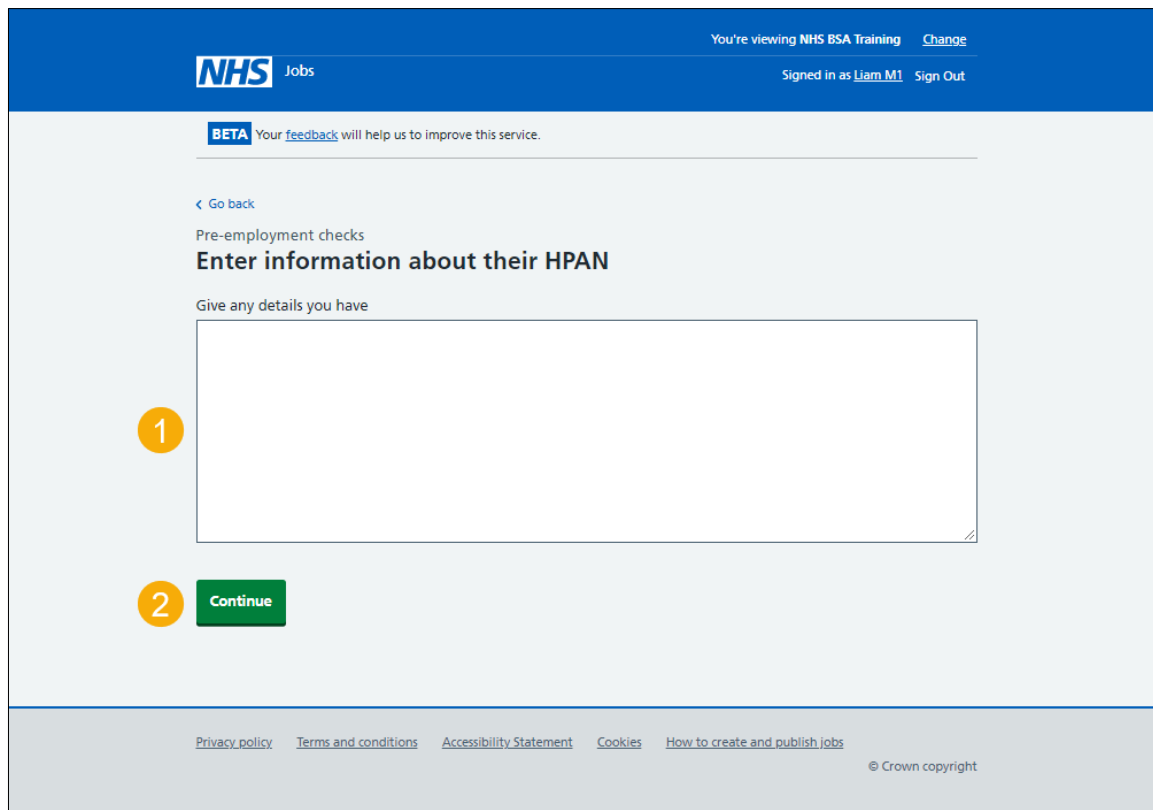   - 'No'
2. Select the 'Continue' button.

Enter information about their HPAN

This page gives you instructions for how to enter the applicant's information about their HPAN.

<mark>Important:</mark> You'll only see this page if the applicant needs an HPAN check.

To enter the applicant's 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.

When was this document received?

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

To confirm the applicant's document received date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

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 applicant's document checked date.

To confirm the applicant's document checked date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
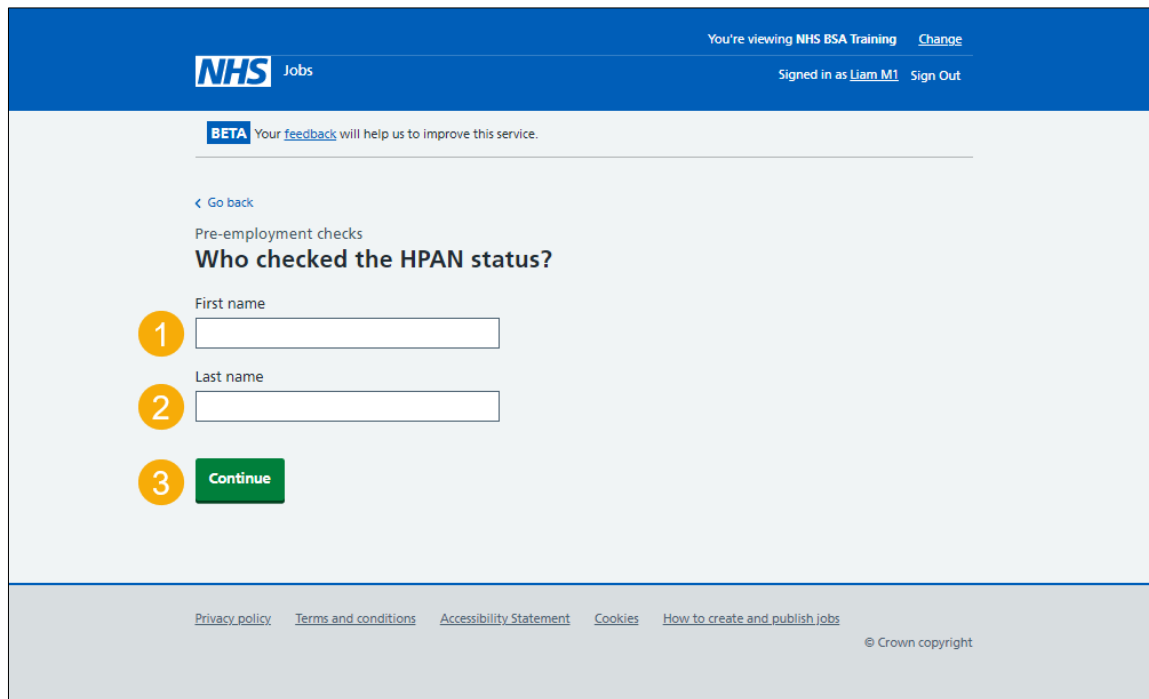2. Select the 'Continue' button.

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 applicant's HPAN status.

To confirm who checked the applicant's 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.

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Pre-employment checks

Who checked the HPAN status?

First name

1

Last name

2

3 Continue

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Is the HPAN check okay?

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

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

1. Select an answer.
2. Select the 'Continue' button.

Add a note about the HPAN?

This page gives you instructions for how to confirm if you want to add a note about the applicant's HPAN check.

To confirm if you want to add a note about the applicant's HPAN check, complete the following steps:

1. Select an answer:
    - 'Yes'
    - 'No'
2. Select the 'Save and continue' button.

Add a note

This page gives you instructions for how to add a note about the applicant's HPAN.

Important: You'll only see this page if you're adding a note about the applicant's HPAN check.

To add a note about the applicant's HPAN, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
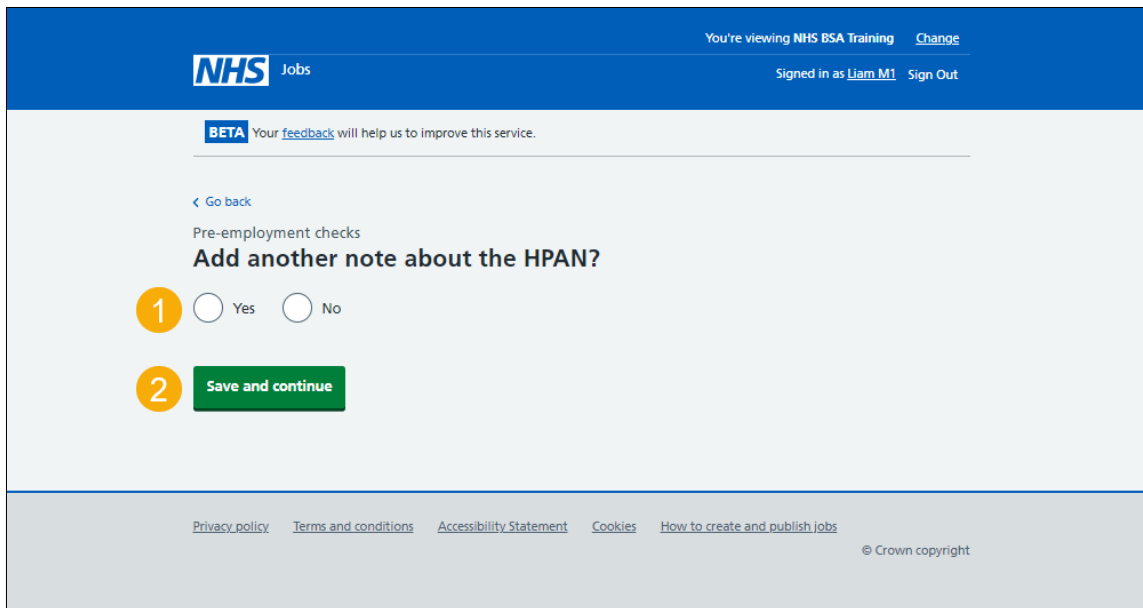3. Select the 'Save and continue' button.

Add another note about the HPAN?

This page gives you instructions for how to confirm if you want to add another note about the applicant's HPAN check.

To confirm if you want to add another note about the applicant's HPAN check, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Check the HPAN details

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

To check, edit and confirm the applicant's HPAN details, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

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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

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HPAN check completed

This page shows confirmation you have completed the applicant's HPAN check.

To start another pre-employment check, complete the following step:

1. Select a pre-employment check link.

Tip: To find out how to complete a pre-employment check. Go to the '**Complete pre-employment checks'** section of the 'Help and support for employers' webpage.

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