

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](#).

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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.

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and is viewing 'NHS BSA Training'. A 'BETA' notice is present. The dashboard is divided into several sections:

- Tasks by stage / Listings by user:** A toggle switch is set to 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'.
- Task Summary Table:**

Stage	Count	Track	Overdue
Draft	99	- on track 25	overdue 74
Approvals	1		
Published	10	- on track 9	overdue 1
Shortlisting	68	- on track 42	overdue 26
Interviews	21	- on track 3	overdue 18
Ready to offer	11	- on track 7	overdue 4
Conditional offers	5	- on track 3	overdue 2
1 Pre-employment checks	1		
Contracts	12	- on track 8	overdue 4
End recruitment	7	- on track 5	overdue 2
- 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](#)
 - [Criminal convictions and cautions](#)
 - [Welsh listings](#)
 - [Moving applicants to other accounts](#)
- Documents and templates:**
 - [Overview of your organisation](#)
 - [Supporting information library](#)
 - [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, there are links for [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [Help and guidance](#). A copyright notice '© Crown copyright' is also present.

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.

NHS Jobs

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

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

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training
Pre-employment checks

Showing tasks for
All users

Pre-employment checks

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

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

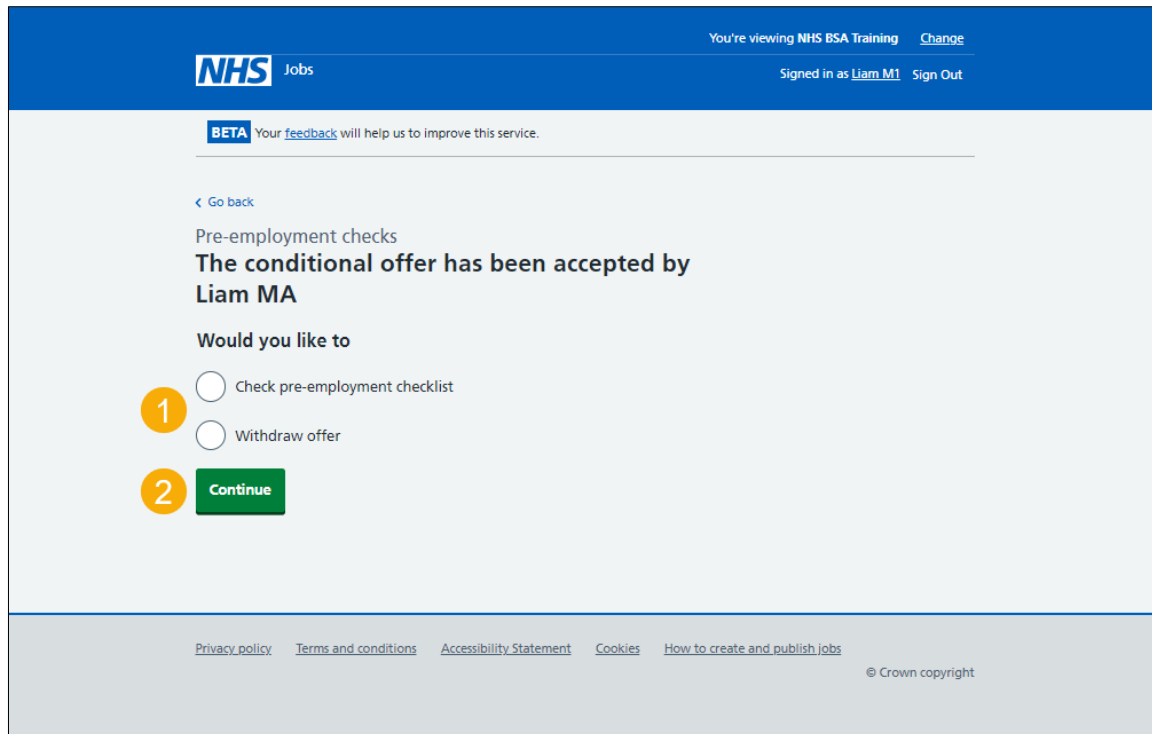
© Crown copyright

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](#)
NHS Jobs
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

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
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Qualifications and registrations

Qualifications	NOT STARTED
Professional registrations	COMPLETED

Background checks

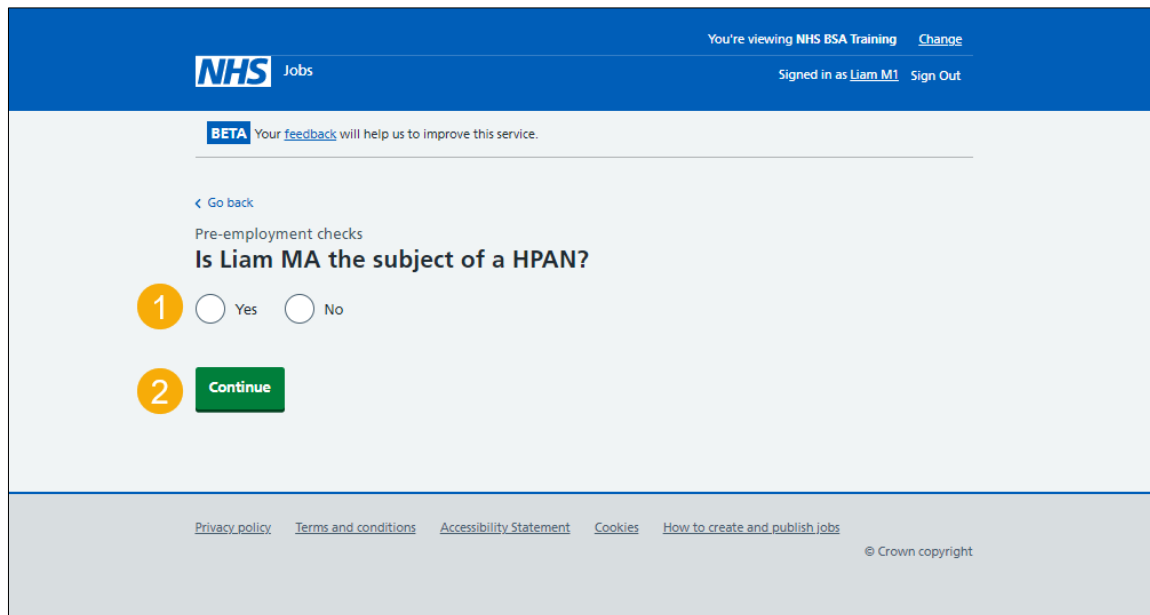
Disclosure and Barring Service (DBS) check	COMPLETED
1 Healthcare Professional Alert Notices (HPANs)	NOT STARTED

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.



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 asks 'Is Liam MA the subject of a HPAN?'. There are two radio button options: 'Yes' and 'No'. A green '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'.

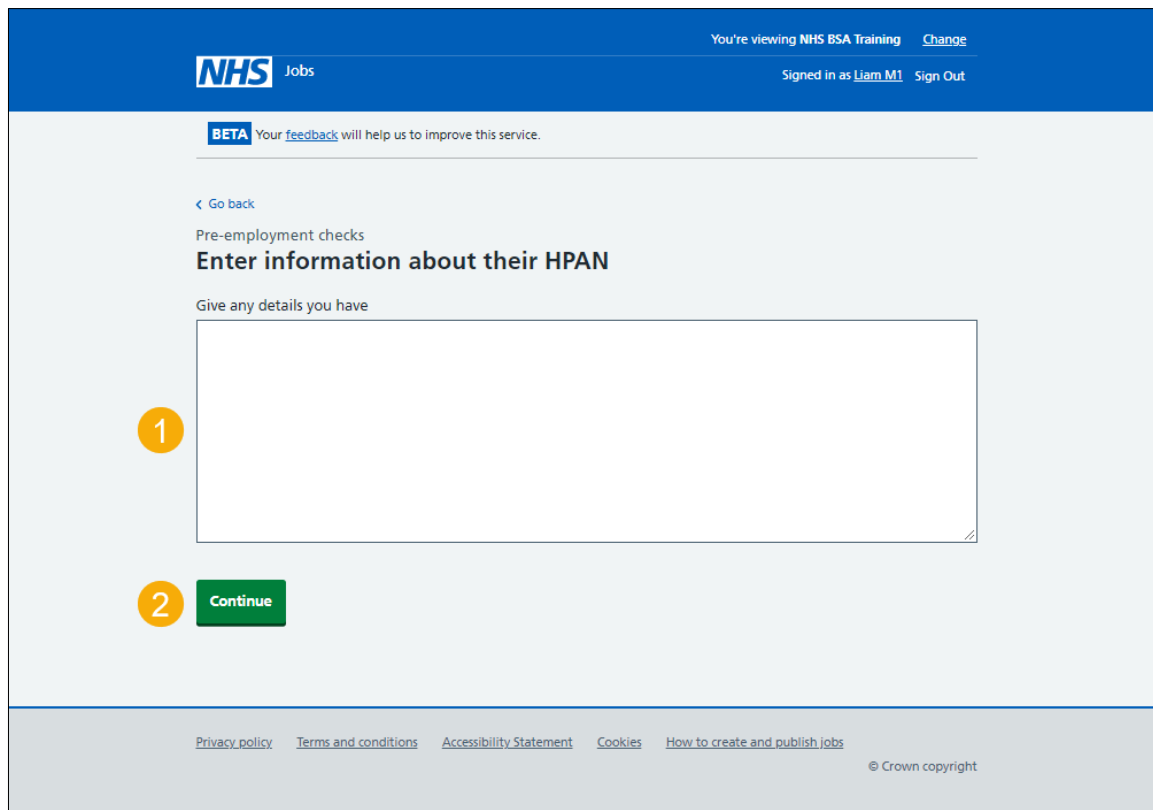
Enter information about their HPAN

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

Important: 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.



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 heading is 'Pre-employment checks' followed by 'Enter information about their HPAN'. Below this, there is a text prompt 'Give any details you have' and a large empty text input box. A yellow circle with the number '1' is positioned to the left of the input box. Below the input box, 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 the text '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. Below that, the NHS logo and 'Jobs' are on the left, and 'Signed in as Liam.M1' with a 'Sign Out' link is on the right. A 'BETA' badge and a feedback message are also present. The main heading is 'When was this document received?' under 'Pre-employment checks'. An example date '15 03 2012' is shown. Below this are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the boxes is a green 'Continue' button with a yellow circle containing the number '2' next to it. 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.

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.

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 checked?'. 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 button with a yellow circle containing the number '2' and the text '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', along with a copyright notice '© Crown copyright'.

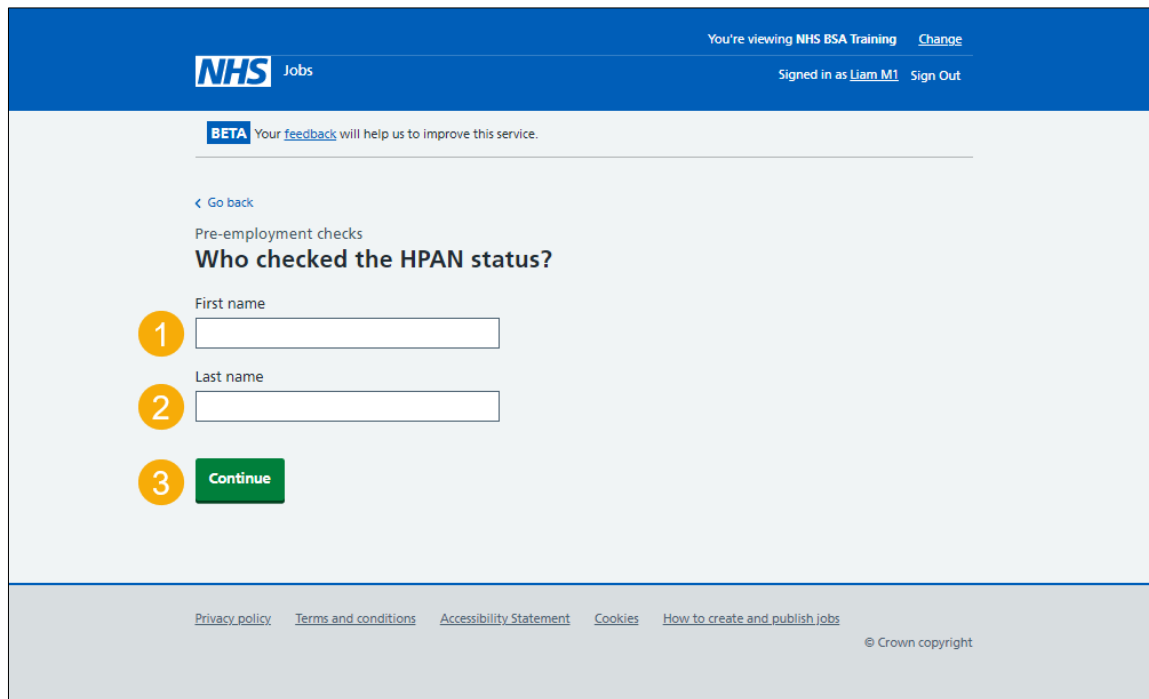
Tip: You must enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked the HPAN status?

This page gives you instructions for how to confirm who checked the 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.



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 the 'Last name' field 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'. The footer text is '© Crown copyright'.

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.

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 '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 placed next to the 'No' option. Below the options 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', followed by 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 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.

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 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the HPAN?'. There are two numbered steps: '1' with radio buttons for 'Yes' and 'No', and '2' with a green 'Save and continue' button. 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 a copyright notice '© Crown copyright'.

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.

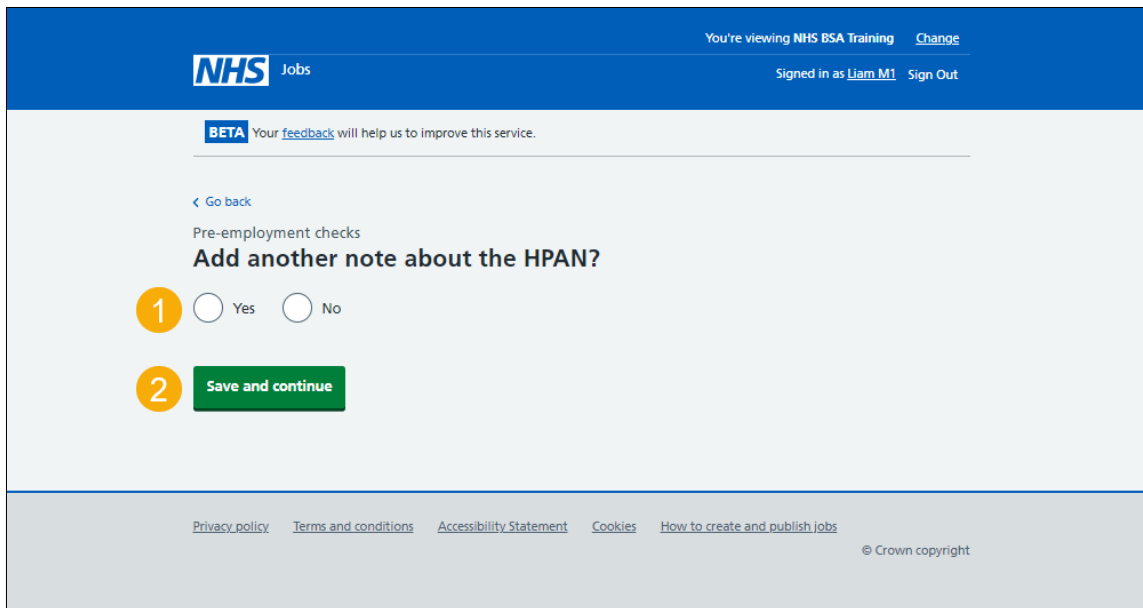
The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge 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 contains a 'Subject' label and a text input field, marked with a yellow circle containing the number '1'. Below that is a 'Detail' label and a large text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green 'Save and continue' button, 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 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.



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 another note about the HPAN?'. Below this title, there are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the left of the 'Yes' radio button. Below the radio buttons, there is a green button with a white circle containing the number '2' and the text 'Save and continue'. 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 text '© Crown copyright'.

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.

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 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.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the header, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for Lee Mapes', followed by a message: '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:** One item 'References' with status 'NOT STARTED'.
- Identity:** Three items: 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED).
- Right to work:** One item 'Right to work in the UK' (NOT STARTED).
- Qualifications and registrations:** Two items: 'Qualifications' (NOT STARTED) and 'Professional registrations' (COMPLETED).
- Background checks:** Two items: 'Disclosure and Barring Service (DBS) check' (COMPLETED) and 'Healthcare Professional Alert Notices (HPANs)' (COMPLETED).

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.