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 need to check the applicant's occupational health check as part of their identity pre-employment checks.

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
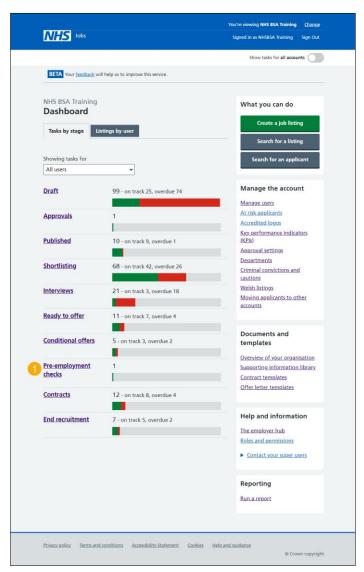
Pre-employment checks

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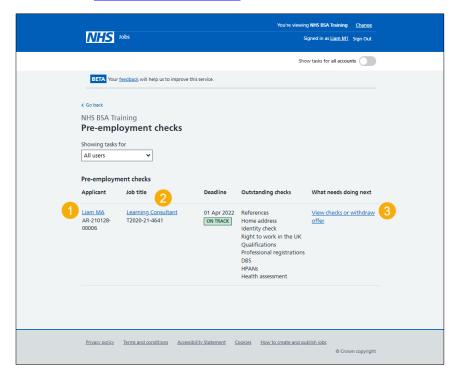
This page gives you instructions for how to find the applicant to start their pre-employment checks.

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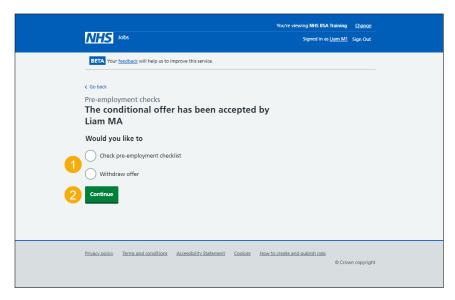
This page gives you instructions for how to start the applicant's pre-employment checks.

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

1. Select an answer:
   - '[Check pre-employment checklist](#)'
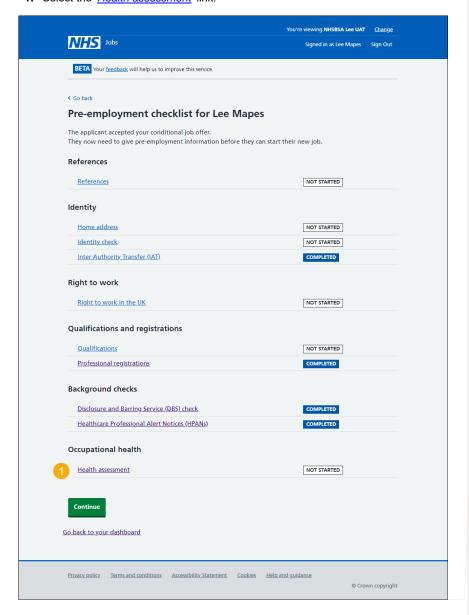   or
   - 'Withdraw offer'
2. Select the 'Continue' button.

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

Health assessment

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

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

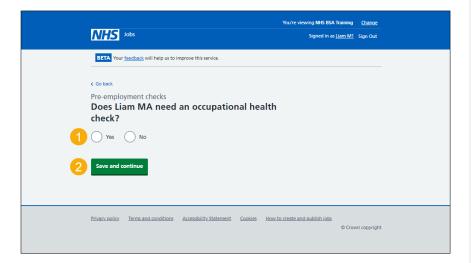1. Select the '<u>Health assessment</u>' link.

NHS Jobs

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

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

Qualifications and registrations

Qualifications	NOT STARTED
Professional registrations	COMPLETED

Background checks

Disclosure and Barring Service (DBS) check	COMPLETED
Healthcare Professional Alert Notices (HPANs)	COMPLETED

Occupational health

1 Health assessment	NOT STARTED

Continue

Go back to your dashboard

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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:
   - '<u>Yes</u>'
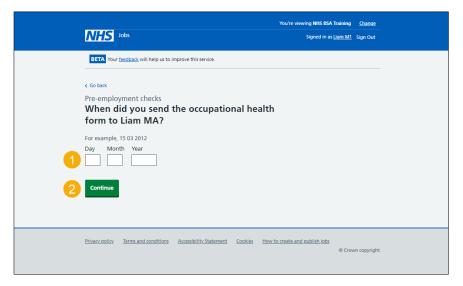   - '<u>No</u>'
2. Select the 'Save and continue' button.

When did you send the occupational health form?

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

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

To confirm the applicant's occupational health form sent date, complete the following steps:

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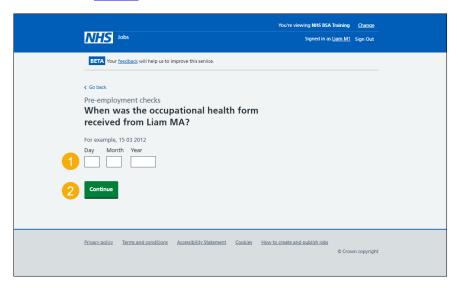2. Select the '<u>Continue</u>' button.

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 applicant's occupational health form received date.

To confirm the applicant's occupational health form received date, complete the following steps:

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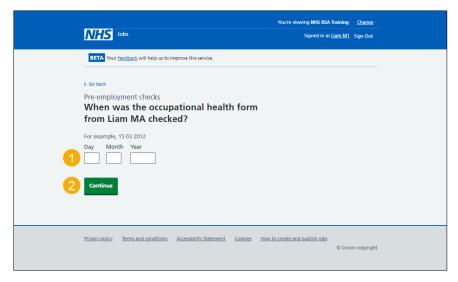2. Select the 'Continue' button.

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 applicant's occupational health form checked date.

To confirm the applicant's occupational health form checked date, complete the following steps:

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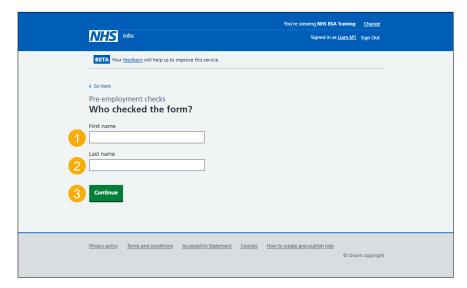2. Select the 'Continue' button.

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

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Who checked the form?

This page gives you instructions for how to confirm who checked the applicant's form.

To confirm who checked the applicant's form, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
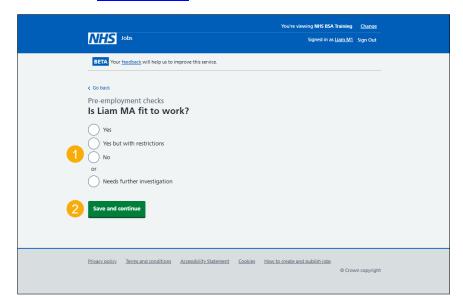3. Select the '[Continue](#)' button.

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.
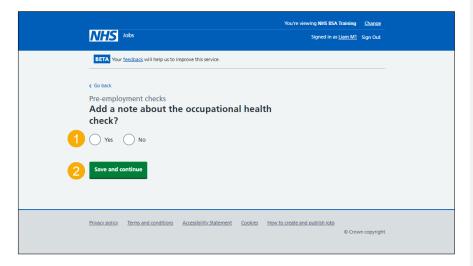2. Select the '[Save and continue](#)' button.

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 applicant's occupational check.

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

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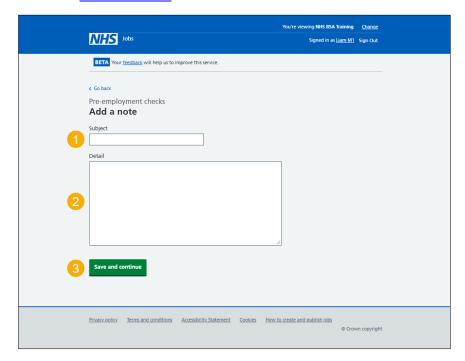2. Select 'Save and continue'.

Add a note

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

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

To add a note about the applicant's occupational health check, 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'.

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 applicant's occupational health check.

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

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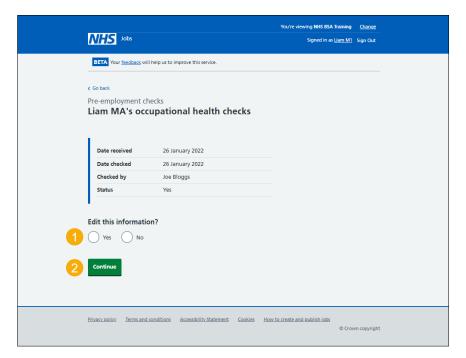   - 'No'
2. Select the 'Save and continue' button.

Check the occupational health details

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

To check the applicant's occupational health details, complete the following steps:

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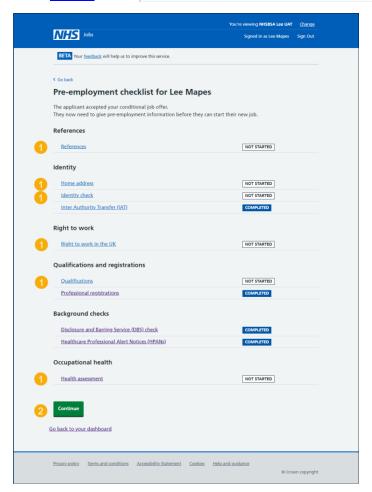   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Occupational health check completed

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

To start another pre-employment check or finish the applicant's checks, complete one of the following steps:

1. Select a pre-employment check link.
   or
2. Select the 'Continue' button.

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 occupational health check and reached the end of this user guide.