NHS Jobs

How to complete a professional registration check in NHS Jobs user guide

This guide gives you instructions for how to complete a professional registration check in the NHS Jobs service.

A professional registration (if required for the role) is needed to complete the applicant's pre-employment information before they can start their new job.

On accepting a job offer, the applicant can add their professional registration.

You can add the professional registration on the applicant's behalf, but you'll need to complete a manual check first.
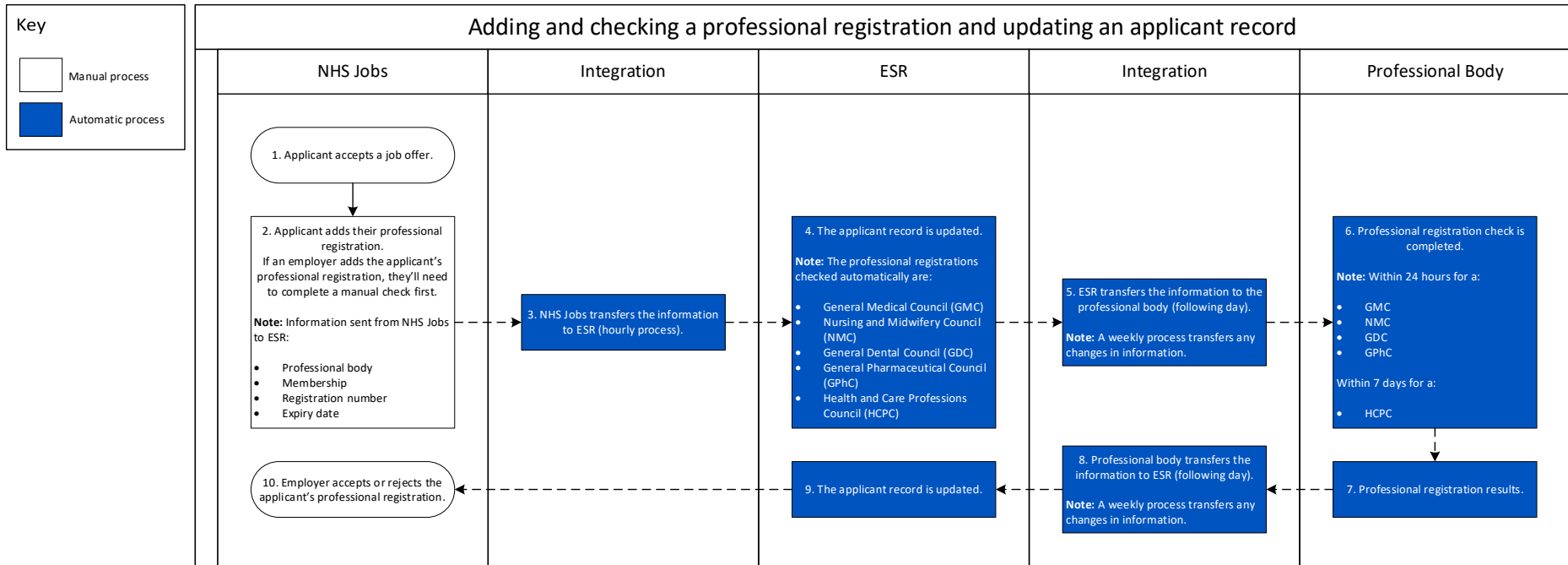
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

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

Process flow diagram

Key	
☐	Manual process
▣	Automatic process

Adding and checking a professional registration and updating an applicant record

NHS Jobs	Integration	ESR	Integration	Professional Body

1. Applicant accepts a job offer.

2. Applicant adds their professional registration.
If an employer adds the applicant's professional registration, they'll need to complete a manual check first.

Note: Information sent from NHS Jobs to ESR:

- Professional body
- Membership
- Registration number
- Expiry date

3. NHS Jobs transfers the information to ESR (hourly process).

4. The applicant record is updated.

Note: The professional registrations checked automatically are:

- General Medical Council (GMC)
- Nursing and Midwifery Council (NMC)
- General Dental Council (GDC)
- General Pharmaceutical Council (GPhC)
- Health and Care Professions Council (HCPC)

5. ESR transfers the information to the professional body (following day).

Note: A weekly process transfers any changes in information.

6. Professional registration check is completed.

Note: Within 24 hours for a:

- GMC
- NMC
- GDC
- GPhC

Within 7 days for a:

- HCPC

7. Professional registration results.

8. Professional body transfers the information to ESR (following day).

Note: A weekly process transfers any changes in information.

9. The applicant record is updated.

10. Employer accepts or rejects the applicant's professional registration.

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.

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 'Professional registrations' check is outstanding.

Find the applicant and complete the following step:

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.

Check pre-employment checklist or withdraw offer

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.

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

Professional registrations

This page gives you instructions for how to start a professional registration check.

<mark>Important:</mark> In this example, the status is **STARTED** as the applicant's added their professional registration details, but you haven't started the check.

To start a professional registration check, complete the following step:

1. Select the 'Professional registrations' link.

Check professional registration

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

Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC) professional registration. If the applicant hasn't added a professional registration and it's needed for the role, go to the 'Add another professional registration' page.

To check the professional registration details, complete the following steps:

1. Select the 'Nursing and Midwifery Council (NMC)' link.

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Pre-employment checks

Liam MA's professional registrations

Professional registrations

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Add another professional registration?

◯ Yes   ◯ No

Continue

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View professional registration

This page gives you instructions for how to view the professional registration details.

Important: In this example, the status is 'Needs further investigation' and the licence type, licence restricted and start date are 'Unknown' as the check is incomplete. Once the check is complete, the status changes and the results are added.

Check the information on the page and complete the following step:

1. Select the 'Continue' button.

Add another professional registration

This page gives you instructions for how to confirm if you want to add another professional registration on behalf of the applicant.

Important: Make sure you don't add the same professional registration to avoid the employee record having a duplicate registration.

To confirm if you want to add another professional registration on behalf of the applicant, complete the following steps:

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

What membership does the applicant have?

This page gives you instructions for how to confirm the applicant's membership type.

Important: You'll only see this page if you're adding or editing a professional registration.

To confirm the applicant's membership type, complete the following steps:

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

Choose the type of registration

This page gives you instructions for how to choose the type of registration.

Important: In this example you've selected the Nursing and Midwifery Council (NMC) membership type.

To choose the type of registration, complete the following steps:

1. Select an option from the drop-down menu.
2. Select the 'Continue' button.

Enter registration number

This page gives you instructions for how to enter the registration number.

Important: In this example, the 'Nursing and Midwifery Council (NMC)' registered body and the 'Nursing Associate' licence type is added.

To enter the registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the 'Continue' button.

Tip: The registration number should be on the registration certificate or document.

Is this licence restricted?

This page gives you instructions for how to confirm if the licence is restricted.

Important: For example, a doctor with restrictions or conditions on their practice. Your team would check their compliance to General Medical Council conditions and undertakings and manage a safe return to work.

To confirm if this licence is restricted, complete the following steps:

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

Enter date registered from

This page gives you instructions for how to enter the date registered from.

To enter the date registered from, complete the following steps:

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

Tip: The date registered from should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Enter date registered to

This page gives you instructions for how to enter the date registered to.

To enter the date registered to, complete the following steps:

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

Tip: The date registered to should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was received

This page gives you instructions for how to enter the date this document was received.

To enter the date this document was received, complete the following steps:

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

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

This page gives you instructions for how to enter the date this document was checked.

To enter the date this document was checked, complete the following steps:

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

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked this professional registration?

This page gives you instructions for how to confirm who checked this professional registration.

To confirm who checked this professional registration, 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 professional registration okay?

This page gives you instructions for how to confirm if the professional registration is okay.

To confirm if the professional registration is okay, complete the following steps:
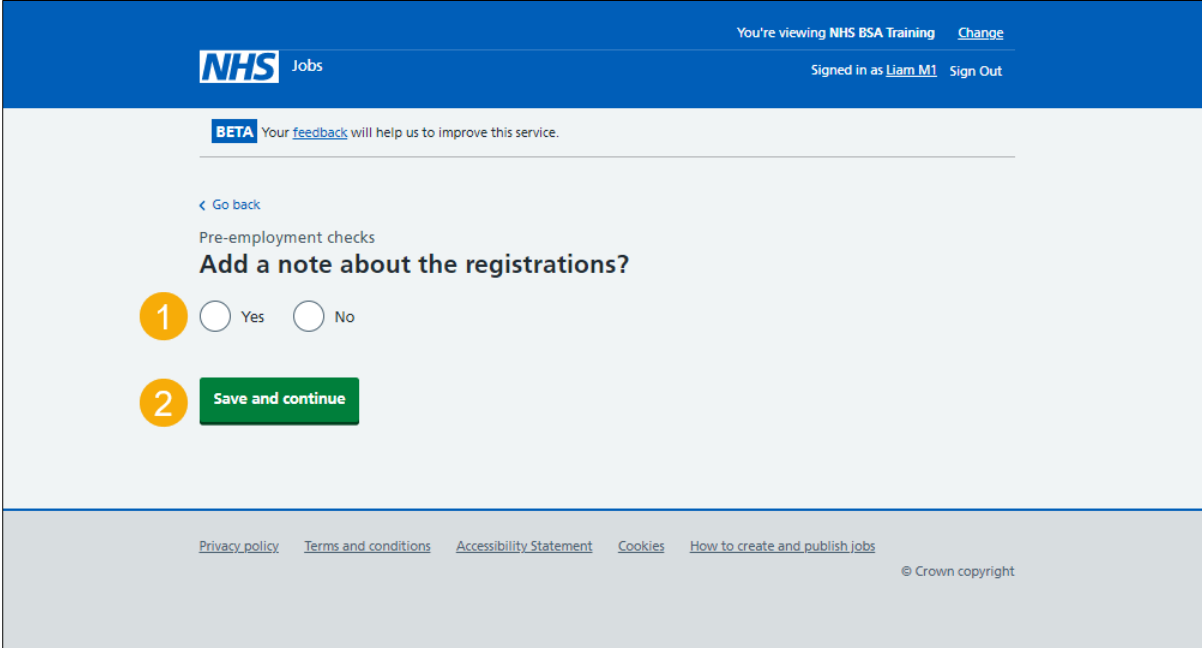
1. Select an answer.
2. Select the 'Continue' button.

Add a note about the registrations?

This page gives you instructions for how to confirm if you want to add a note about the professional registration.

To confirm if you want to add a note about the professional registration, 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.

Important: You'll only see this page if you're adding a note about the professional registration.

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.

Add another note about the registrations?

This page gives you instructions for how to confirm if you want to add another note about the professional registrations.

To confirm if you want to add another note about the professional registrations, complete the following steps:

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

Check professional registration

This page gives you instructions for how to check the professional registration.

Important: If you delete a professional registration, you won't be warned, and you won't be able to recover the details.

To check, edit, delete, and add another professional registration, complete the following steps:

1. Select the 'Nursing and Midwifery Council (NMC)' link (optional).
2. Select the 'Edit' link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
   - 'Yes'
   - 'No'
5. Select the 'Continue' button.

Do you accept the professional registrations?

This page gives you instructions for how to confirm if you accept the professional registration.

To confirm if you accept the professional registration, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

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Pre-employment checks

Do you accept the professional registrations?

◯ Yes

◯ No

1 or

◯ In progress

2 Save and continue

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Check the professional registration status in NHS Jobs

This page gives you instructions for how to check the professional registration status in NHS Jobs.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's professional registration 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.

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.

For users of NHS Jobs and ESR integration, go to the 'Check professional registration in ESR' page.

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

Check the professional registration details in ESR

This page gives you instructions for how to check the professional registration details in ESR.

Important: This information is found in the applicant record within the '**Extra Person Information**' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's professional registration details are shown.

Tip: For more information about ESR, go to the 'ESR User Manual'.

You've checked the professional registration details in ESR and reached the end of this user guide.