NHS Professionals

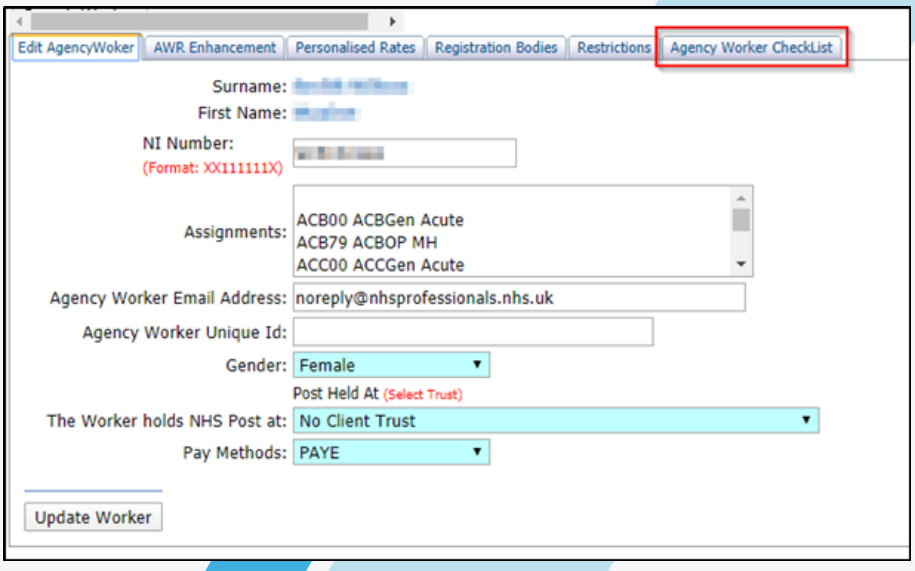
Agency Worker Checklist

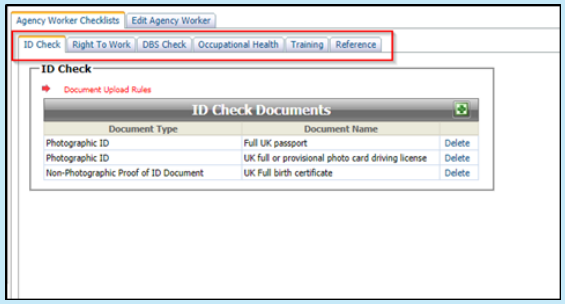
This document outlines how to manage the different features within the Agency Worker Checklist.

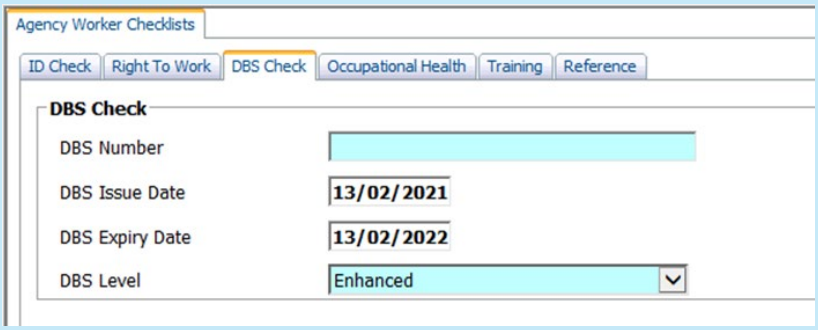
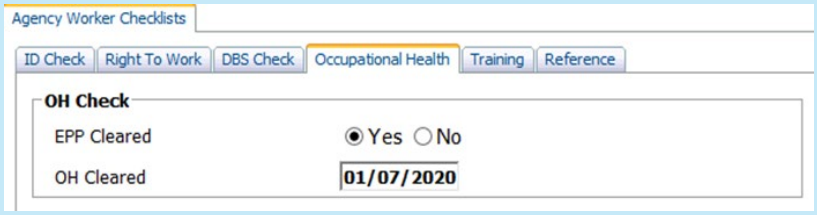
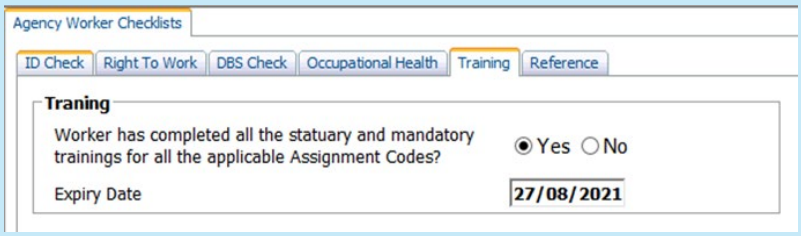
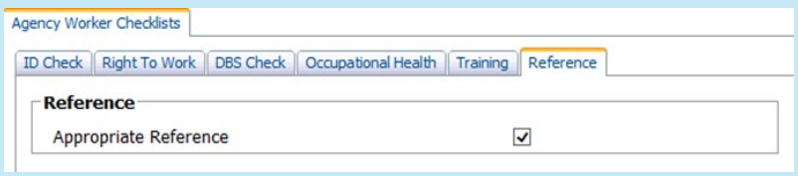
View and update your workers checklist in NHSP:Online

Use the Edit Agency Worker option to search for an agency worker as you would do normally. Click on the tab with the heading Agency Worker Checklist.

Your screen will refresh to display the workers checklist. You can use the tabs to navigate to the different sections of the checklist. You can view and update the workers checklist as required.



Section Heading	Explanation
Agency Code	Please leave this field blank NHS Professionals will populate this field with the unique identifying number assigned to your organisation by our system
Agency Worker Details	In this section, you will enter the NI Number, Surname, and First name of your worker. This section is mandatory
Pay Method	If one of your workers holds a position with an NHS Trust, which NHS Professionals supplies a worker to, you can use the dropdown fields to select the Trust they work for and their method of payment. This section is not mandatory
ID Check	Use the dropdown options to enter in the evidence you have seen to confirm your workers identification. There are three identification types: Photographic ID, Proof of Address, and Non-photographic proof of ID Document. There are 3 combination options, outlined below, that will satisfy the ID check requirements: **Option 1:** Choose at least TWO Photographic ID and ONE Proof of address document **Option 2:** Choose at least ONE Photographic ID and TWO Proof of address document **Option 3:** Choose at least TWO Photographic ID and ONE Non-photographic proof of ID document This section is mandatory  Private & Confidential
Right to work	Use the dropdown options to enter in the evidence you have seen to confirm your right to work in the United Kingdom. This section is mandatory

Section Heading	Explanation
DBS Check	In this section, you can enter in the DBS information you hold for your worker. *Enter the date the latest DBS was issued. The system will then calculate 12 months after this date as the expiry date, and also, when a system update is required. If your worker is on the update service, put the date you've checked the update.* This section is mandatory 
OH Check	In this section, you can enter in your Occupational Health clearance for EPP information. *The date entered should be the date of your OH check.* This section is mandatory 
Training	In this section, you can enter in your mandatory training information *The date entered should be the date of the 1st mandatory training expiration.* This section is mandatory 
References	In this section, you can enter in if your worker has valid references. This section is mandatory 

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If your agency requires support or has any queries, please visit our Help and Support platform: **www.nhsponline.nhs.uk/s/contactsupport**, where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.

www.nhsprofessionals.nhs.uk