NMC Revalidation

Revalidating with confidence

Andrea Boland
Head of Professional Development
Objectives of session

- Understand the NMC revalidation requirements and process
- Understand how to prepare for revalidation
- Understand how the NMC Code supports revalidation
- Understand the challenges and the solutions
Why not set up a direct debit to collect future annual fee payments?

My details

NMC Pin: [redacted]
Fee Expiry Date: 31/07/2016
Revalidation application date: 01/07/2017
Renewal date: 31/07/2017

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Date registered</th>
<th>Registration status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurse - Adult</td>
<td>12/07/1990</td>
<td>Effective</td>
</tr>
<tr>
<td>Specialist Practitioner - District Nursing</td>
<td>06/01/2000</td>
<td>Effective</td>
</tr>
<tr>
<td>Community Practitioner Nurse Prescriber</td>
<td>29/06/2006</td>
<td>Effective</td>
</tr>
</tbody>
</table>
Background

• NMC developed revalidation in response to the Francis Report (2013) to enhance public protection
• Builds upon the previous PREP requirements
• CMFT was one of the 19 revalidation pilot sites across the United Kingdom to test the revalidation process
Why Revalidation?

- To raise awareness of the Code and professional standards expected of nurses and midwives
- To encourage a culture of sharing, reflection and improvement
- To strengthen public confidence in the nursing and midwifery professions
- Improves public protection and gives confidence to employers and fellow professionals that practice is up to date
- Encourages you to stay up to date in your professional practice
Revalidation requirements

- Practice Hours
- Confirmation
- CPD
- Health and character
- Professional indemnity arrangement
- Feedback
- Reflection and discussion
Four themes brought together in one Code

Together they signify good nursing and midwifery practice.

- prioritise people
- practise effectively
- preserve safety
- promote professionalism and trust

public protection
Benefits of Revalidation

For the public:
- Provide confidence that nurses and midwives are up to date in terms of their skills and professional development
- Provide assurance that nurses and midwives are being regularly reviewed

For nurses and midwives:
- Raise awareness of the Code and standards that are expected of nurses and midwives
- Encourage a culture of sharing, reflection and continuous improvement
- Encourage nurses to stay up to date in their professional practice

For employers:
- Increase confidence that their staff practise safely and effectively
- Encourage more consistent participation in appraisal and professional development
- Help clarify the nature and scope of investment required in CPD

For the NMC:
- Help to strengthen our regulation of nurses and midwives
- Help to raise standards of practice
- Provide more insight into how nursing and midwifery professions are practising
Revalidation requirements

- Practice Hours
- CPD
- Feedback
- Reflection and discussion
- Professional indemnity arrangement
- Health and character
- Confirmation

The Code
Professional standards of practice and behaviour for nurses and midwives
• Written evidence that the registrant has undertaken the minimum 450/900 hours requirement for their registration
• Only hours relevant to nursing and midwifery registration count towards the minimum hours
• In your online application to the NMC you will need to tick a box to declare that you have met the practice hours requirement
Guide to completing practice hours log

To record your hours of practice as a registered nurse and/or midwife, please fill in a page for each of your periods of practice. Please enter your most recent practice first and then any other practice until you reach 450 hours. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks. For example, if you work full-time, please make one entry of hours. If you have worked in a range of settings, please set these out individually. You may need to print additional pages to add more periods of practice. If you are both a nurse and midwife, you will need to provide information to cover 450 hours of practice for each of these registrations.

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Name and address of organisation:</th>
<th>Your work setting (choose from list above):</th>
<th>Your scope of practice (choose from list above):</th>
<th>Number of hours:</th>
<th>Your registration (choose from list above):</th>
<th>Brief description of your work:</th>
</tr>
</thead>
<tbody>
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(Please add rows as necessary)
• The registrant must undertake 35 hours of continuing professional development (CPD) relevant to their scope of practice as a nurse or midwife
• At least 20 hours must be participatory i.e. learning with others

Examples of evidence:
• Mandatory training relevant to scope of practice
• Workshops and conferences
• Practice Nurse Forum
• Coaching and mentoring
• Accredited higher education

This may include: certificates, notes, agendas, timetables etc

In the online application to the NMC you will need to tick a box to declare that you have met the requirement
## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

### LOG TEMPLATE

#### Guide to completing CPD record log

<table>
<thead>
<tr>
<th>Examples of learning method</th>
<th>What was the topic?</th>
<th>Link to Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online learning</td>
<td>Please give a brief outline of the key points of the learning activity, how it is linked to your scope of practice, what you learnt, and how you have applied what you learnt to your practice.</td>
<td>Please identify the part or parts of the Code relevant to the CPD.</td>
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<tr>
<td>Course attendance</td>
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<td>Prioritise people</td>
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<td>Independent learning</td>
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<td>Practise effectively</td>
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<td>Preserve safety</td>
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<td>Promote professionalism and trust</td>
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</tbody>
</table>

Please provide the following information for each learning activity, until you reach 35 hours of CPD (of which 20 hours must be participatory). For examples of the types of CPD activities you could undertake, and the types of evidence you could retain, please refer to Guidance sheet 3 in How to revalidate with the NMC.

### Table

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Method</th>
<th>Topic(s):</th>
<th>Link to Code:</th>
<th>Number of hours:</th>
<th>Number of participatory hours:</th>
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(Please add rows as necessary)
• Refer to the NMC Code
• Keep a copy on your desk top
• Link your CPD activity and the learning you have gained to a theme of the NMC Code

• E.g. Resuscitation update would relate to
  • Preserving Safety
  • Practicing Effectively
Evidence that you have obtained **five** pieces of practice related feedback and have demonstrated learning and it’s relation to the Code

Feedback can be positive or constructive and can be based on the individual’s practice, their team or department or organisation

*In the online application to the NMC the registrant will need to tick a box to declare that they have met the requirement*
# Practice related feedback

## FEEDBACK LOG TEMPLATE

### Guide to completing a feedback log

#### Examples of sources of feedback
- Patients or service users
- Colleagues – nurses midwives, other healthcare professionals
- Students
- Annual appraisal
- Team performance reports
- Serious event reviews

#### Examples of types of feedback
- Verbal
- Letter or card
- Survey
- Report

Please provide the following information for each of your five pieces of feedback. You should not record any information that might identify an individual, whether that individual is alive or deceased. Guidance Sheet 1 in *How to revalidate with the NMC* provides guidance on how to make sure that your notes do not contain any information that might identify an individual.

You might want to think about how your feedback relates to the Code, and how it could be used in your reflective accounts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Source of feedback</th>
<th>Type of feedback</th>
<th>Content of feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Where did this feedback come from?</td>
<td>How was the feedback received?</td>
<td>What was the feedback about and how has it influenced your practice?</td>
</tr>
</tbody>
</table>
Feedback and the NMC Code

- Refer to the NMC Code
- Link your feedback and the learning you have gained to a theme of the NMC Code
- Look at the sub sections within each theme

i.e. If a patient had said that you listened and put them at ease and explained a procedure to them in a way they could understand: link this to Prioritise People: Listen to people, encourage and empower them to share and make decisions about treatment.
Written reflective accounts

• Provide **five** written reflective accounts based on CPD/ feedback/ event or experience in practice (or a combination of each) and how they relate to the NMC Code
• Each reflective account must be recorded on the approved NMC form
• The reflective accounts must not include any information that might identify an individual whether that individual is alive or deceased
• Reflective accounts need to include what was learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their work as a result, and how it is relevant to the NMC Code

*In the online application to the NMC you will need to tick a box to declare that you have met the requirement*
# REFLECTIVE ACCOUNTS FORM

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user or colleague. Please refer to our guidance on preserving anonymity in Guidance sheet 1 in How to revalidate with the NMC.

<table>
<thead>
<tr>
<th>Reflective account:</th>
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<tr>
<td>What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?</td>
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</tbody>
</table>

| What did you learn from the CPD activity and/or feedback and/or event or experience in your practice? |

| How did you change or improve your practice as a result? |

| How is this relevant to the Code? |
| Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust |
Reflective Accounts and the NMC Code

• Refer to the NMC Code
• Link your reflection, the learning you have gained and how you have improved to a theme of the NMC Code
• Look at the sub sections within each theme

• i.e. Reflecting on a student evaluation: link this to Promote Professionalism and Trust, uphold the reputation of your profession at all times, acting as a role model for students.
“Nurses and midwives must have a reflective discussion with another NMC registrant, covering five written reflective accounts on their CPD and/or practice related-feedback and/or an event or experience in their practice and how it relates to the Code.”

NMC 2015
Purpose of reflective discussion

- Sharing
- Reflection
- Improvement
Who can act as a reflective discussion partner?

- The registrant must have an effective registration with the NMC

- You do not need to work with them on a daily basis and you do not need to undertake the same type of practice

- If you are a midwife, you may use your annual review with your midwifery supervisor as an opportunity to have the reflective discussion
Face to face discussion

Your reflective discussion partner will:

- Read the reflections
- Discuss the learning which has taken place
- Discuss the impact of that learning on your development
- Discuss how you have related the learning and practice development to the NMC Code- ensuring you are aware of more than just the theme
**Reflective discussion form**

**REFLECTIVE DISCUSSION FORM**

You must use this form to record your reflective discussion with another NMC-registered nurse or midwife about your five written reflective accounts. During your discussion you should not discuss patients, service users or colleagues in a way that could identify them unless they expressly agree, and in the discussion summary section below make sure you do not include any information that might identify a specific patient or service user. Please refer to Guidance sheet 1 in How to revalidate with the NMC for further information. This form should be completed, stored and shared in manual paper form, as opposed to electronically. This is important because creating, storing or sharing these data electronically may trigger an obligation to register with the Information Commissioner. For this reason this form is not editable.

**To be completed by the nurse or midwife:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>NMC Pin:</th>
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</table>

**To be completed by the nurse or midwife with whom you had the discussion:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>NMC Pin:</th>
<th>Email address:</th>
<th>Date of discussion:</th>
<th>Number of reflections discussed:</th>
<th>Short summary of discussion:</th>
</tr>
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</table>

I have discussed the number of reflective accounts listed above with the named nurse or midwife as part of a reflective discussion.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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</tbody>
</table>
• To sign and record their name, NMC Pin, email address, the date of the reflective discussion and provide a summary of the discussion

• The registrant ticks a box in the online application to declare that they have met the requirement
“Nurses and midwives must demonstrate to an appropriate person that they have complied with the revalidation requirements. This is called confirmation.”

NMC 2015
The purpose of confirmation

- Professionalism
- Engagement
- Assurance
Who can act as a confirmer?

- NMC strongly recommend registrants obtain confirmation from their line manager

- Not all registrants have a line manager
  - Wherever possible the NMC recommend these registrants obtain confirmation from another NMC registrant

- Some nurses may not have a line manger or another NMC registrant these nurses can obtain their confirmation from another healthcare professional that they work with
You will need to meet with the confirmer and have a face-to-face discussion about your revalidation portfolio.

It is advised to give your portfolio to your confirmer in advance so they can review it before the meeting.

As part of the discussion you will need to demonstrate that you have met all the revalidation requirements.

You will discuss the evidence and the impact of learning on practice and how this relates to the Code.

This can be part of the annual appraisal process.
**Confirmation Form**

You must use this form to record your confirmation. This form should be completed, stored and shared in manual paper form, as opposed to electronically. This is important because creating, storing or sharing this data electronically may trigger an obligation to register with the Information Commissioner. Please refer to Guidance sheet 1 on how to revalidate with the NMC for further information. For this reason, this form is not editable.

To be completed by the nurse or midwife:

<table>
<thead>
<tr>
<th>Name:</th>
<th>NMC Pin:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of last renewal of registration or joined the register:</td>
<td></td>
</tr>
</tbody>
</table>

I have received confirmation from (select applicable):

- [ ] A line manager who is also an NMC-registered nurse or midwife
- [ ] A line manager who is not an NMC-registered nurse or midwife
- [ ] Another NMC-registered nurse or midwife
- [ ] A regulated healthcare professional
- [ ] An overseas regulated healthcare professional
- [ ] Other professional in accordance with the NMC’s online confirmation tool

To be completed by the confirmers:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Professional address including postcode:</td>
<td></td>
</tr>
<tr>
<td>Date of confirmation discussion:</td>
<td></td>
</tr>
</tbody>
</table>

**Confirmation checklist of revalidation requirements**

**Practice hours:**

- [ ] You have seen written evidence that satisfies you that the nurse or midwife has met the minimum number of hours required for their revalidation.

**Continuing professional development:**

- [ ] You have seen written evidence that satisfies you that the nurse or midwife has undertaken 35 hours of CPD relevant to their practice as a nurse or midwife.
- [ ] You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse or midwife.
- [ ] You have seen accurate records of the CPD undertaken.

**Practice-related feedback:**

- [ ] You are satisfied that the nurse or midwife has obtained five pieces of practice-related feedback.

**Written reflective accounts:**

- [ ] You have seen five written reflective accounts on the nurse or midwife’s CPD and/or practice-related feedback and/or an event or experience in their practice and how this relates to the Code, recorded on the NMC form.

**Reflective discussion:**

- [ ] You have seen a completed and signed form showing that the nurse or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife (or you are an NMC-registered nurse or midwife who has discussed these with the nurse or midwife yourself).

I confirm that I have read information for confirmers, and that the above named NMC-registered nurse or midwife has demonstrated to me that they have complied with all of the NMC revalidation requirements listed above over the three years since their registration was last renewed or they joined the register as set out in information for confirmers.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes. I am aware that if I do not respond to a request for verification information I may put the nurse or midwife’s revalidation at risk.

Signature: ____________________________

Date: ____________________________
What the confirmer needs to do

• To sign and record their name, email address, the date of the discussion and confirm the registrant has met all the revalidation requirements

• The registrant ticks a box in the online application to declare that they have met the requirement

 Remember:

• The confirmer is not verifying the evidence
• The confirmer is not verifying fitness to practice this is dealt with as a separate process
Making the NMC revalidation application

• You will need to make your application via NMC online

• You will need to complete an online form and self declare that you have met the revalidation requirements

• You will **not** need to upload evidence from your portfolio to the NMC
Verification of application

• The NMC may contact the registrant to request further information as part of the audit
• The employer, reflective discussion partner and confirmer may also be contacted
• Registration may be at risk if the registrant has not met the requirements or submit fraudulent information
• The verification process will be completed within three months of the renewal date
# Challenges and Solutions

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to keep my portfolio</td>
<td>Its up to you. NMC Templates can be used or an e-portfolio</td>
</tr>
<tr>
<td>CPD hours: Participatory hours</td>
<td>Practice Nurse networks Practice Training Reps Induction Mentor updates Shadowing colleagues University Modules Conferences</td>
</tr>
<tr>
<td>Getting feedback</td>
<td>Patients Colleagues MDT Manager- appraisal or 1:1s Audits Quality reviews</td>
</tr>
</tbody>
</table>
## Verification of application

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective Partner: choosing one</td>
<td>Someone you frequently work with: An NMC registered colleague within your work place i.e. Midwife or HV or DN An NMC registered colleague from a professional network</td>
</tr>
<tr>
<td>Reflective Partner understanding their role</td>
<td>Reflective Discussion guidance sheet on NMC Revalidation webpages</td>
</tr>
<tr>
<td>Confirmer understanding their role</td>
<td>Your line manager or the person who completes your appraisal Guidance for confirmers on the NMC Revalidation website</td>
</tr>
</tbody>
</table>
Challenges and Solutions

Challenges and Solutions

https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/information-for-confirmers.pdf
Next steps

- Register with NMC online
- Check NMC Online for your dates
- Collect and collate your evidence using the NMC templates/ E portfolio
- Arrange appraisal/ reflective discussion meeting/ confirmation meeting
- For further information see http://revalidation.nmc.org.uk/