

# REVALIDATION

Guidance for  
Nurses and  
Confirmers

## Contents

1. Introduction .....	3
2. Maintaining a portfolio .....	5
3. Practice Hours .....	8
4. Continuing Professional Development (CPD) .....	11
5. Practice related feedback .....	14
6. Reflective Discussion.....	17
7. Confirmation .....	19
8. Online Application .....	23
9. Arrangements for exceptional circumstances.....	25

## Introduction

---

This guidance should help you and your line manager prepare for your revalidation. It has been developed with a pilot group of nurses and line managers from across the trust and in reference to the available national guidance from the NMC on '*how to revalidate*'.

All nurses are advised to read the NMC Guidance in full.

### What is revalidation?

- is the process that allows you to maintain your registration with the NMC
- builds on existing renewal requirements
- demonstrates your continued ability to practise safely and effectively
- a continuous process that you will engage with throughout your career

Revalidation is the responsibility of all nurses. You are the owner of your own revalidation process.

### Revalidation is not

- an assessment of a nurse or midwife's fitness to practise
- a new way to raise fitness to practise concerns (any concerns about a nurse or midwife's practice will continue to be raised through the existing fitness to practise process)
- an assessment against the requirements of your current/former employment

### Why do you need to revalidate

- to raise awareness of the Code and professional standards expected of nurses and midwives
- to provide you with the opportunity to reflect on the role of the Code in your practice as a nurse or midwife and demonstrate that you are 'living' these standards
- to encourage you to stay up to date in your professional practice by developing new skills and understanding the changing needs of the public and fellow healthcare professionals
- to encourage a culture of sharing, reflection and improvement
- to encourage you to engage in professional networks and discussions about your practice
- to strengthen public confidence in the nursing and midwifery professions

### Revalidation and the NMC Code

One of the main strengths of revalidation is that it reinforces the Code by asking nurses and midwives to use it as the reference point for all the requirements, including their written reflective accounts and reflective discussion.

This should highlight the Code's central role in the nursing and midwifery professions and encourage nurses and midwives to consider how it applies in their everyday practice.

The Code requires you to fulfil all registration requirements.

To four themes of the code are:

- Practicing Effectively
- Preserve Safety
- Prioritising People
- Promoting Professionalism and Trust

You are recommended to read the code and apply it to your everyday practice. The code is available for download at <https://www.nmc.org.uk/standards/code/>

### What will happen if I don't revalidate

If you fail to submit your revalidation application before the end of your three year renewal period, your registration will immediately lapse (automatically expire) and you won't be able to practice as a registered nurse. If you want to come back onto the register you will need to apply for readmission; this process can take several weeks. In that interim you will be suspended from the trust without pay until you are successfully readmitted onto the register. For more information on professional verification, please see the *verification of registration policy* at [http://cift-ap06/sorce/apps/sorce\\_doc\\_manager/Actions/view\\_doc.aspx?docid=3275&revid=3288](http://cift-ap06/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=3275&revid=3288)

For more information on failure to revalidate and appeals please refer to NMC revalidation guidance 'how to revalidate' at <http://revalidation.nmc.org.uk/download-resources/guidance-and-information>

### Contact details

- Dean Gimblett (Preceptorship and Professional Standards Development Nurse): 0203 317 4684
- Caroline Harris-Birtles (Deputy Director of Nursing and People): 0203 317 7126
- Nursing and Midwifery Council: 020 7637 7181

# 1. Maintaining a portfolio

---

## Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

## What is a portfolio?

A portfolio is a document or collection of documents that demonstrates your achievement and development within your chosen profession.

## What are the NMC requirements on portfolios?

The NMC<sup>1</sup> says:

*'We strongly recommend that registrants keep evidence that they have met these requirements in a portfolio. If they already keep a professional portfolio, revalidation evidence can form part of that portfolio. They do not need to maintain a separate portfolio for revalidation.'*

Confirmers are asked to:

- *Have a face-to-face discussion with the registrant about their portfolio, where the registrant can explain to you how they have met the requirements. In most cases, this is likely to form part of the registrant's annual appraisal*
- *Review the registrant's portfolio to make sure that they have met the revalidation requirements. You might want to see the portfolio before the discussion*<sup>2</sup>

## How do I complete a portfolio?

Keeping a portfolio of evidence of continuing professional development has been a recommended activity for nurses for many years. All nurses qualified in at least the last 15 years will have kept a version of a portfolio during their nurse training. We all have some working knowledge of documenting our professional development activity, reflecting on practice, and linking reflections on action to criteria and competencies.

Many nurses who have gained additional qualifications will have maintained portfolios as part of their learning, for example as mentors, non-medical prescribers or approved mental

---

<sup>1</sup> NMC (2015) Information for confirmers

<sup>2</sup> NMC (2015) Information for confirmers

health professionals. The evidence gathered to meet these qualification requirements may be used as part of evidence for revalidation.

### Are there templates for portfolios I can use?

The NMC have produced a pack of templates to support the revalidation process. They can be accessed at: <http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/> or accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

The practice hours log and CPD hours log template are not mandatory by the NMC. However for the purpose of consistent record keeping for Camden & Islington NHS Foundation Trust you are required to use these templates in addition to the reflective discussion, reflective account template, and confirmation form which are also mandatory.

### What should be in my portfolio?

For revalidation your portfolio should contain (as a minimum):

- A Practice hour's record log including supporting evidence, i.e. time sheet, pay slip or copy of your contract
- A CPD record log including support evidence of attendance, i.e. certificates, notes of activity, confirmation, action plans
- A record log of 5 pieces of practice related feedback
- A minimum of 5 reflections on the Code and either your CPD, practice-related feedback and/or an event of something in practice
- A reflective discussion form
- A Confirmation form

Please note: you do not need to include any evidence of your health and character requirements and professional indemnity cover within your portfolio. You will need to complete the declarations when making your online application.

For revalidation you must relate your evidence to the Code. The NMC<sup>3</sup> suggest that you may wish to structure your portfolio according to the themes of the Code.

---

<sup>3</sup> NMC (2015) How to revalidate with the NHS

## What format should my portfolio be in?

### Paper portfolio

You may have a paper portfolio which you have been updating for years. Nurses who have been with the trust for a number of years will have been previously issued with portfolio files. You are welcome to use these.

If you chose to use a paper portfolio the practice hours log, CPD hours log and reflective account templates produced by the NMC are a word document, therefore we recommend you type the information into the appropriate formats to print and include into your paper portfolio. The reflective discussion form and confirmation form is a PDF document, therefore will need to be signed by your colleague/confirmer and included into your portfolio.

Be sure to make up a front page of your revalidation portfolio, which should contain your name/pin number/work based address/work based telephone number.

### Electronic portfolio

Alternatively if you choose to keep the portfolio on an electronic folder on your computer, please be aware that the 'reflective discussion form' and 'confirmation form' still need to be signed by your reflective discussion colleague and confirmer, which can then be scanned/uploaded to your electronic folder. However you must respect the fact that these forms contain personal data about the reflective discussion colleague and confirmer.

Be sure to make up a front page of your revalidation portfolio, which should contain your name/pin number/work based address/work based telephone number. You could name the electronic folder 'revalidation portfolio folder'.

REMEMBER: You still need to include evidence such as certificates, time sheets, notes etc.

You are NOT required to upload any of your portfolios onto the NMC Online.

## Are there any examples of good portfolios that I can learn from?

The NMC has produced some training material on what these completed templates should look like. They can be accessed at: <http://www.nmc.org.uk/standards/revalidation/revalidation-for-employers/> or through our trust internet page: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

## Who else should see my portfolio?

Your portfolio should be accessible to your line manager (confirmer) and the fellow registrant with whom you are having your reflective discussion.

## Can I have time out from clinical practice to complete my portfolio?

It is every nurse's personal responsibility to meet their professional registration requirements. In the final 12 months before your revalidation you will be invited to attend up to three peer group sessions where you will have the opportunity to update your portfolio.

## 2. Practice Hours

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What are the NMC requirements on practice hours?

The NMC<sup>4</sup> says

*'You must have practiced for a minimum number of 450 hours over the three year period since your registration was last renewed or you joined the register.'*

### What is the purpose of the practice hour's requirement?

The practice hour's requirements are designed to help nurses and midwives to maintain safe and effective practice, and keep their skills up to date.

### How to meet the practice hour requirement?

The NMC<sup>5</sup> says

- *You can only count practice hours that you undertook while you were registered. You cannot count unregistered practice towards the practice hour's requirement*
- *You must meet your practice hours in a role where you rely on your skills, knowledge and experience of being a registered nurse or midwife*
- *This includes practice as a nurse, midwife and SCPHN, in roles that are likely to require registration*
- *This also includes nurses and midwives who rely on their skills, knowledge and experience of being a registered nurse or midwife, but are in roles where their employment contract does not expressly require them to be registered with the NMC. For example, this could include roles in public health or nursing or midwifery management, commissioning, policy and education*

---

<sup>4</sup> NMC (2015) How to revalidate with the NMC

<sup>5</sup> NMC (2015) How to revalidate with the NMC

- *This may include work done in voluntary roles, where a nurse or midwife is relying on their skills, knowledge and experience of being a registered nurse or midwife*
- *Hours undertaken in any healthcare, nursing or midwifery assistant or support-worker roles cannot be counted towards practice hours as a registered nurse or midwife*
- *Non direct clinical care role such as management, education, practice development will still count as practice hours*
- *If you are working overseas (or have worked overseas for part of your three year renewal period) as a nurse or midwife you can meet the practice hours on the basis of your registration with the NMC. You should always register with the appropriate regulator in the country in which you are practicing*

## Employment break

An employee who is required to hold a professional registration for their post, or holds a qualification requiring regular reassessment must maintain their registration during their employment break or re-acquire it prior to their return to work. Failure to maintain professional registration or qualification may lead to action under the Verification of Registration Policy.

If you have had an employment break, you might still be able to meet the practice hour's requirement if you have completed the required hours of practice as a registered nurse or midwife during your three year renewal period. If you have not undertaken any type of work where you relied on your skills, knowledge or experience as a registered nurse or midwife, or if you are unable to meet the practice hour's requirement, you have two options:

1. You can successfully complete an appropriate NMC approved return to practice program before the date of your revalidation application. These programs are designed to allow you to renew your registration and return to practice after a break in practice. The course is government funded but you will not be paid during this program, however all course fees are paid and there is a bursary available.
2. Alternatively you can lapse/cancel your registration. You will continue to hold a nursing or midwifery qualification, but will not be a registered nurse or midwife. You can apply for readmission to the register in future if you wish to practice as a nurse or midwife. If you choose not to renew your registration and lapse from the register (which includes cancelling your registration), you cannot rely on any hours of work you undertook in a role after the date you ceased to be registered for the purpose of seeking re-admission to the register. Unregistered practice does not count towards meeting the readmission requirements. Please note that you must have a valid NMC registration before you return back to work, if you are unable to get re-registered this may lead to disciplinary action which may result in the termination of your contract of employment.

### What if I have a dual nursing and midwifery qualification?

If you have a dual midwifery and nursing qualification you will need to complete a combination of 450 hours for nursing and 450 hours for midwifery.

### What if I have a RGN, RMN or Specialist nurse qualification?

You would only still need to complete 450 hours over the last 3 years your joined the register or renewed your registration.

### How do I record the practice hours?

The NMC strongly recommend that you maintain a record of practice hours you have completed. This will form part of the discussion you have with your confirmer, and you will also need to have this information available should the NMC request to see it for verification. The NMC have provided a template to help you record your practice hours. This is to be used as mandatory requirement for the trust.

Your records should include:

- dates of practice
- the number of hours you undertook
- name, address and postcode of the organisations
- scope of practice
- work setting
- a description of the work you undertook
- evidence of those practice hours, such as timesheets, job specifications and role profiles

The NMC has provided a template for recording the practice hours. It is available at: <http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/> or accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

### Can I have time out from clinical practice to prepare for revalidation?

In the final 12 months before your revalidation you will be invited to attend three peer group meetings where you will have the opportunity to update your portfolio, including reflecting on a CPD activity. The trust is not offering any additional paid leave to complete your portfolios as it is your responsibility to retain your professional registration; however it would be in the line manager's best interest to ensure sufficient time is allowed in practice for the nurse revalidating to undertake their reflective discussions with another NMC registrant colleague.

## 3. Continuing Professional Development (CPD)

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What are the NMC requirements on CPD?

The NMC<sup>6</sup> says:

*'You must undertake 35 hours of CPD relevant to your scope of practice as a nurse or midwife, over the three years prior to the renewal of your registration. Of those 35 hours of CPD, 20 must include participatory learning.'*<sup>7</sup>

### What is the purpose of including evidence of CPD as part of my revalidation?

Evidence of CPD activity demonstrates that you have kept your professional skills and knowledge up to date.

### What counts as CPD?

A CPD activity includes any learning activity relevant to your clinical practice; therefore each nurse's CPD activity will be varied. You should not include mandatory training that is not directly related to your practice (for example, fire training or health and safety training) as part of your 35 hours of CPD. However, if you undertake any mandatory training that is necessary to your scope of practice and professional development (for example, mandatory training on equality legislation if you are in a policy role), you could include that.

Participatory learning includes any activity where you interacted with other people, for example classroom learning, a reflective practice group or an online discussion group.

---

<sup>6</sup> NMC (2015) How to revalidate with the NMC

<sup>7</sup> NMC (2015) How to revalidate with the NMC

Examples of CPD in our trust include:

- attendance at study events and training provided by the learning and development team, the university or our practice development nurses
- practice supervision groups and individual practice supervision
- journal clubs or case conferences
- participation in audits or research

If you choose to under a mandatory training to count towards your CPD requirement you need to ensure that this is in line with the area in which you practice as a registered mental health nurse - for example, the reducing restrictive interventions and PMVA training.

### How do I record evidence of CPD?

The NMC has provided a template for recording CPD, available at: <http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/> or accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

The NMC says:

- *'You must maintain accurate records of the CPD you have undertaken. These records must contain*
- *the CPD method*
- *a description of the topic and how it related to your practice*
- *the dates on which the activity was undertaken*
- *the number of hours (including the number of participatory hours)*
- *the identification of the part of the Code most relevant to the activity; and evidence that you undertook the CPD activity'*<sup>8</sup>

### How do I reflect on CPD?

The NMC templates to support the revalidation process include a Reflective account record log. It uses four prompts for reflection:

- What was the nature of the CPD activity/ practice-related feedback?

---

<sup>8</sup> Standards set under Article 19(1) of the Order

- What did you learn from the CPD activity and/or feedback?
- How did you change or improve your work as a result?
- How is this relevant to the Code?

You should link your reflection to one or more themes of the NMC

### **Are there any examples of reflections on CPD that I can learn from?**

The NMC have produced 5 reflective account examples based on their pilot groups. This is available to download at: <http://www.nmc.org.uk/standards/revalidation/revalidation-for-employers/> or can be accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

### **Who else should see my reflections on CPD?**

Your revalidation evidence portfolio should be accessible to your line manager (confirmer) and the fellow registrant with whom you are having your reflective discussion.

### **Can I have time out from clinical practice to prepare for revalidation?**

Reflection on CPD activity is an essential element of professional development. You should incorporate a discussion of CPD into your line management and practice supervision meetings and evidence this through your supervision records. You can access the supervision policy on: [http://cift-ap06/sorce/apps/sorce\\_doc\\_manager/Actions/view\\_doc.aspx?docid=2674&revid=2693](http://cift-ap06/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=2674&revid=2693)

In the final 12 months before your revalidation you will be invited to attend three peer group meetings where you will have the opportunity to update your portfolio, including reflecting on a CPD activity. The trust is not offering any additional paid leave to complete your portfolios as it is your responsibility to retain your professional registration; however it would be in the line manager's best interest to ensure sufficient time is allowed in practice for the nurse revalidating to undertake their reflective discussions with another NMC registrant colleague.

## 4. Practice related feedback

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What are the NMC requirements on practice related feedback?

The NMC<sup>9</sup> says:

*'You must obtain at least five pieces of practice-related feedback over the three years prior to the renewal of your registration.'*<sup>10</sup>

### What is the purpose of including feedback as part of my revalidation?

The NMC Code requires nurses to actively seek and reflect on feedback from patients, service users and colleagues. It is a means of ensuring that nurses prioritize people, practice effectively, preserve safety and promote professionalism and trust.

### What counts as practice related feedback?

The NMC<sup>11</sup> states:

*'We recommend that you try to obtain feedback from a variety of sources. For example, you might receive feedback directly from patients, service users, carers, students, service users or colleagues. You can also obtain feedback through reviewing complaints, team performance reports and serious event reviews. You may also have received feedback through your annual appraisal.'*

*'You can obtain feedback specifically provided on your individual performance. Alternatively, feedback can be on your team, unit, ward or organization's performance. However, you will need to be clear about the specific impact that the feedback had on your own practice.'*

Some examples of feedback about clinical practice gathered in our trust include:

---

<sup>9</sup> NMC (2015) How to revalidate with the NMC

<sup>10</sup> Standards set under Article 19(1) of the Order

<sup>11</sup> NMC (2015) How to revalidate with the NMC

- The national patient survey
- The friends and family test
- Student nurse feedback about placement areas
- Line management supervision or practice supervision discussions about caseload management
- Complaints or Audits

### How do I gather feedback?

You can obtain feedback in a formal or informal way. It could be written or verbal. If directly asking colleagues or patients for feedback, we recommend that you inform them how you intend to use their feedback and reassure them it will remain confidential.

### How do I record feedback as evidence?

The NMC recommend that you keep a note of the content of the feedback and describe how you used it to improve your practice. This will be useful when you come to reflect on your feedback. You need to be careful not to include any information that might identify a specific patient or service user.

The NMC has provided a template for recording the practice related feedback. It is available at: <http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/> or accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

### Can feedback be positive or negative?

There is no stipulation regarding the nature and content of the feedback, however its purpose is your professional development. The feedback should therefore have prompted you to modify or improve your practice in some way.

### How do I reflect on my practice related feedback?

You should link your reflection to specific parts of the NMC Code. The NMC templates to support revalidation include a Reflective Accounts record log. It uses four prompts for reflection:

1. What was the nature of the CPD activity/ practice-related feedback?
2. What did you learn from the CPD activity and/or feedback?
3. How did you change or improve your work as a result?
4. How is this relevant to the Code?

You should link your reflection to one or more themes of the NMC

### **Are there any examples of reflections on feedback that I can learn from?**

The NMC have produced some examples of reflections based on practice feedback from their pilot groups. You can download the reflective accounts by accessing: <http://www.nmc.org.uk/standards/revalidation/revalidation-for-employers/> or alternatively download from the trust internet site at: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation/portfolio-resources-and-nmc-guidance>

### **Who else should see my feedback and/or reflections?**

Your revalidation evidence portfolio should be accessible to your line manager (confirmer) and the fellow registrant with whom you have your reflective discussions.

### **Can I have time out from clinical practice to prepare for revalidation?**

Reflection on feedback about our practice is an essential element of professional development. It should form part of your regular line management AND professional practice supervisions and should be evidenced in your supervision records. You can access the supervision policy on: [http://cift-ap06/sorce/apps/sorce\\_doc\\_manager/Actions/view\\_doc.aspx?docid=2674&revid=2693](http://cift-ap06/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=2674&revid=2693)

In the final 12 months before your revalidation you will be invited to attend three peer group meetings where you will have the opportunity to update your portfolio, including reflecting on a CPD activity. The trust is not offering any additional paid leave to complete your portfolios as it is your responsibility to retain your professional registration; however it would be in the line manager's best interest to ensure sufficient time is allowed in practice for the nurse revalidating to undertake their reflective discussions with another NMC registrant colleague.

## 5. Reflective Discussion

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What are the NMC requirements on the reflective discussions?

The NMC says:

*'You must have had a reflective discussion with another NMC registrant, covering your 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'<sup>12</sup>*

### What is the purpose of including the reflective discussions as part of my revalidation?

This requirement will encourage a culture of sharing, reflection and improvement. It does this in two ways: by requiring nurses and midwives to discuss their professional development and improvement, and by ensuring that nurses and midwives do not practice in professional isolation.

### Who should I have my reflective discussions with?

The NMC states:

*'You must discuss your written reflective accounts with an NMC-registered nurse or midwife as part of a reflective discussion. The nurse or midwife must have an effective registration with the NMC, by which we mean they cannot be subject to any kind of suspension, removal or striking-off order at the time of having the discussion'<sup>13</sup>.*

Your partner could be someone you frequently work with or someone from a professional network or learning group. You do not need to work with them on a daily basis and you do not need to undertake the same type of practice. You do not need to be on the same part of the register as them (so a nurse can have a reflective discussion with a midwife and vice versa). It is for you to decide the most appropriate person for you to have this conversation with, including whether they are equivalent banding or senior to you.

---

<sup>12</sup> Standards set under Article 19(1) of the Order

<sup>13</sup> Standards set under Article 19(1) of the Order

### **What if my manager/confirmer is not a nurse?**

If your confirmer is a nurse or midwife, your reflective discussion can form part of the confirmation discussion. If your confirmer is not a nurse or midwife, you will need to have your reflective discussion with an NMC-registered nurse or midwife before your confirmation discussion with your confirmer.

### **What format do I use for my reflective discussions?**

The nurse revalidating needs to cover all five of their reflective accounts explaining to the NMC colleague what happened, what they learnt, how they improved/changed practice and describing how this related to the NMC code.

### **How do I record evidence of my reflective discussions?**

The NMC have provided a mandatory form to use to record your discussion. You must make sure that the nurse or midwife with whom you had your reflective discussion signs the form and records their name, NMC Pin, email, professional address including postcode, contact number and the date you had the discussion and a summary of the discussion. You should keep the completed and signed form. The discussion summary section of the form must not include any information that might identify an individual, whether that individual is alive or deceased.

### **What do you need to tell the NMC on your online application form?**

You need to declare that you have had a reflective discussion with another NMC-registered nurse or midwife. You will also need to enter the name, NMC Pin, email, professional address including postcode and contact number of the nurse or midwife with whom you had the discussion, as well as the date you had the reflective discussion.

### **Are there any examples of reflective discussions that I can learn from?**

Yes the NMC have produced 5 reflective account examples based on their pilot groups and what a reflective discussion for should look like when completed. This is available to download at: <http://www.nmc.org.uk/standards/revalidation/revalidation-for-employers/> or can be accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

### **Can I have time out from clinical practice to undertake my reflective discussion?**

The reflective discussion is an essential element of nurse revalidation. All nurses should have access to a peer or senior nurse with whom they undertake practice or line management supervision. The reflective discussions may therefore be incorporated in an ongoing supervision schedule. You can access the supervision policy on: [http://cift-ap06/sorce/apps/sorce\\_doc\\_manager/Actions/view\\_doc.aspx?docid=2674&revid=2693](http://cift-ap06/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=2674&revid=2693)

In the final 12 months before your revalidation you will be invited to attend three peer group meetings where you will have the opportunity to update your portfolio. The trust is not offering any additional paid leave to complete your portfolios.

## 6. Confirmation

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What are the NMC requirements for confirmation?

The NMC<sup>14</sup> says:

*'An appropriate confirmer is your line manager. We strongly recommend that you obtain confirmation from your line manager wherever possible. A line manager does not have to be an NMC registrant.'*

As a line manager you have a dual responsibility regarding nurse revalidation. The nurses in your team will be relying on you to support them to maintain their professional registration; the trust is relying on you to ensure that our nursing workforce remains stable with no breaks in continuity of care due to gaps in regulatory processes.

You as a confirmer will need to complete the confirmation form. You will provide your name, NMC Pin or other professional registration number (where relevant), email, professional address including postcode and contact number. You are being asked to confirm based on the evidence that you have seen and to act honestly. You will not be held responsible if you inadvertently provide information that proves to be incorrect.

The completed confirmation form will then go into the nurse's portfolio; however it is advised that you keep a copy.

### When should the confirmation take place?

The confirmation discussion should be face to face and will usually form part of your annual appraisal discussion. The NMC<sup>15</sup> states:

*'We recommend that you obtain your confirmation during the final 12 months of the three-year registration period to ensure that it is recent. If your confirmation was obtained earlier, we may ask you to explain why. You might find it helpful to have a discussion with your*

---

<sup>14</sup> NMC (2015) Information for Confirmers

<sup>15</sup> NMC (2015) Information for Confirmers

*confirmer every year as part of your annual appraisal, so that you can keep them updated on your revalidation.*

The NMC<sup>16</sup> also says:

*'The registrant has 60 days at the end of the three-year registration period to submit their revalidation application through their NMC Online account. We strongly recommend that they have their confirmation discussion well in advance of this so they have time to complete any requirements that they failed to meet and obtain confirmation.'*

Your priority is to ensure that the nurse's revalidation preparation is on track and that their portfolio of evidence is up-to-date. Revalidation preparation should be on the agenda in your line management supervision discussions as a matter of course.

### **What evidence should be reviewed as part of the confirmation?**

The NMC *Information for confirmers*<sup>17</sup> gives clear instructions as to what you will be asked to review as part of this process. In summary, all nurses must meet a range of revalidation requirements designed to show that they are keeping up to date and actively maintaining their fitness to practice.

These requirements include:

- practicing as a nurse a minimum number of 450 hours
- undertaking 35 hours of continuing professional development (CPD), of which 20 must be participatory learning
- obtaining 5 pieces of feedback about their practice
- writing 5 reflections on the Code, their CPD and feedback about their practice
- taking part in a reflective discussion with a fellow NMC registrant

Please note: you are not required to confirm the nurse's *health and character requirements* and *professional indemnity cover*. The nurse revalidating does not to collect evidence to include in their portfolios that they meet this requirement, they will need to complete the declarations when making their online application.

### **I am a nurse as well as a line manager**

In this case you may also undertake the nurse's reflective discussions. This can take place at the same time as your confirmation meeting or separately. You and the nurse you line manage may also agree for the reflective discussion to be undertaken by someone else, if this is professionally appropriate.

---

<sup>16</sup> NMC (2015) Information for Confirmers

<sup>17</sup> NMC (2015) Information for Confirmers

## I'm not a nurse – what else do I need to know

The NMC nurse revalidation process is similar to that used in medical revalidation and to the CPD process used by the HCPC. As a fellow health and social care professional you have more than sufficient knowledge of professional practice and standards to undertake the role as the confirmer. You may ask your nursing team members to tell you about the NMC Code and what differentiates them as nurses from other health and social care professionals.

## Should I be giving my team members time out from clinical practice to complete their revalidation records?

In the final 12 months before your revalidation nurses will be invited to attend three peer group meetings at which they will have the opportunity to update their portfolios. The trust is not offering any additional paid leave to complete your portfolios as it is the nurse's responsibility to retain their professional registration. However if the nurse revalidating is having to undertake their reflective discussions with a NMC registered colleague as opposed to their confirmer, it would be in the line manager's and nurse's best interest to ensure sufficient time is allowed in practice for this to take place.

The confirmation session should be slotted into your schedule of appraisals.

## What are you being asked to do as a confirmer?

- Read the guidance, '*information for confirmers*'<sup>18</sup> to make sure that you understand the revalidation requirements.
- Have a face-to-face discussion with the registrant about their portfolio, where the registrant can explain to you how they have met the requirements. In most cases, this is likely to form part of the registrant's annual appraisal.
- Review the registrant's portfolio to make sure that they have met the revalidation requirements. You might want to see the portfolio before the discussion.
- Question the registrant where you are not sure if they have met a requirement.
- Use your professional judgment in deciding whether you think that the registrant has met the revalidation requirements.

## What are you not being asked to do as a confirmer?

- Decide whether a nurse or midwife will be revalidated or will remain on the register. This is our role as the regulator.
- Make a judgment on whether the registrant is fit to practice. Revalidation is not a new way to raise fitness to practice concerns. If you have a concern about the registrant's fitness to practice, you need to raise this in the appropriate way, either through the organisation where they work or directly with the NMC.

---

<sup>18</sup> NMC (2015) Information for confirmers

- Verify information in the registrant's portfolio. For example, you do not need to contact CPD providers to check whether the registrant attended or completed a particular item of CPD. All of the information you require to make your judgment should be contained in the registrant's portfolio.

It is important to understand you are being asked to confirm based on the evidence that you have seen. If you provide confirmation honestly, you will not be held responsible for future or past actions if you were unaware of them when giving the confirmation.

### **What is the difference between revalidation and raising fitness to practice concerns?**

Confirmation should not replace or postpone any discussion or decision about a registrant's fitness to practice. Any concerns about a registrant's fitness to practice must continue to be dealt with immediately, and not left to confirmation or appraisal.

If you have a concern about a registrant's fitness to practice, you should raise this within your divisional service line and with HR. This may lead to a referral to the NMC.

### **What happens after the confirmation?**

The nurse revalidating will then make their declarations online with the NMC and submit their application. Once you complete the revalidation process successfully, you will receive an email to confirm that your registration has been renewed. You should receive this within two days of submitting your application. You can then log back onto your NMC Online account to see your confirmed registration status.

Each year the NMC select a sample of nurses and midwives to provide more information. This process is known as verification. The NMC will notify the nurse within 24 hours of submitting their revalidation application if they have been selected to verify their application. It's important to know that if the nurse revalidating is selected for verification this does not necessarily mean that the NMC have any concerns about their application.

### **I want more guidance on the confirmation requirement**

All line managers should attend an appraisal and supervision workshop, led by our Learning and Development Team.

The NMC has provided a confirmation form which needs to be filled out by the confirmer. It is available at: <http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/> or accessed through our trust internet page on revalidation: <http://www.candi.nhs.uk/health-professionals/nursing-revalidation>

## 7. Online Application

---

### Introduction

From April 2016 all nurses will be expected to revalidate their professional registration with the NMC on a three yearly cycle. Revalidation requires nurses to gather evidence of their continued fitness to practice and to review this evidence with a confirmer, who will confirm their revalidation. Some nurses will also be asked to submit their evidence to the NMC once they have submitted their revalidation application. Our nurses 'confirmers' will be their line managers.

All nurses must have the relevant evidence available for confirmation and submission to the NMC. This should usually be in the form of an up to date portfolio.

### What to do first?

Before you apply set up an NMC Online account. You will need to submit your application through NMC Online. You can also check your renewal date on NMC Online. The NMC have published a step-by-step guide to registering for NMC Online at: [www.nmc.org.uk/registration/nmc-online](http://www.nmc.org.uk/registration/nmc-online).

Once you have set up your online account, you will receive all subsequent notifications by email.

### Keeping your contact details up to date

Keep your contact details up to date so that the NMC can notify you when your revalidation application is due. The most common reason for lapsed registration (and illegal practice) is a failure to keep the NMC updated on your contact details.

### Paying your fee

- You will also need to pay your annual fee as part of your revalidation application. Your registration will not be renewed until the NMC have received your payment.
- Please refer to the NMC guidance on paying your annual fees which sets out the different ways that you can pay, including direct debit, online or by telephone. This guidance is available on the NMC website at [www.nmc.org.uk/registration/staying-on-the-register/paying-your-fee](http://www.nmc.org.uk/registration/staying-on-the-register/paying-your-fee).

### The online application

Your online application opens 60 days before your revalidation application date. During this 60 day period you will need to log into your application via NMC Online and address each of the requirements.

Before you make your application, it's important that you have the following information to hand:

- Your NMC Online log in details: If you have forgotten your details you can request these at the NMC Online login page. If you do not have an account you can create one. You will need your NMC Pin in order to do this.
- Your portfolio of evidence: You will be asked to confirm that you have met each of the revalidation requirements. In order to do this, you should have your portfolio of evidence with you. You will also need the name and contact details of your reflective discussion partner and confirmer. Find out more about each of the revalidation requirements.

When you begin your revalidation application you must enter the information as required. You will not be required to upload any evidence as part of this process. You do not have to complete it in one go and you can save your progress and come back to it at another time. Just make sure to submit your application before your revalidation application date.

### What happens next?

Once you complete the revalidation process successfully, you will receive an email to confirm that your registration has been renewed. You should receive this within two days of submitting your application. You can then log back onto your NMC Online account to see your confirmed registration status.

Please note you will not receive confirmation that your registration has been renewed until the NMC have received both your revalidation application and your fee. If you have a direct debit set up, you should allow five days after payment has been collected to receive your confirmation email.

You should keep your revalidation evidence and the contact details of the people you had your reflective and confirmation discussions with safely filed, as you may need to refer to them again.

### Verification

Each year the NMC will select a sample of nurses and midwives to provide more information. This process is known as verification.

The NMC will notify you within 24 hours of submitting your revalidation application and paying your fee if you have been selected to verify your application. It's important to know that if you are selected for verification this does not necessarily mean that they have any concerns about your application.

## 8. Arrangements for exceptional circumstances

---

The NMC have special arrangements in place for nurses and midwives who cannot meet the revalidation requirements as a result of exceptional circumstances. By exceptional circumstances the NMC state<sup>19</sup>:

*“you have not been in practice for sufficient time between October 2015 when the revalidation guidance was published and your revalidation application date (for example, if you have been on maternity leave or sick leave) to meet the additional requirements,*

*Or*

*You cannot meet one or more of the requirements at any time because a protected characteristic under the Equality Act may apply”.*

If you are able to establish that exceptional circumstances apply in your case, you will still need to meet the Prep requirements for renewal. Please see the NMC guidance sheet on exceptional circumstances for further information at [www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources)

### **What to do if you think you need reasonable adjustments, an extension or special arrangements due to exceptional circumstances**

If you would like the NMC to consider a request for reasonable adjustments, an extension or special arrangements due to exceptional circumstances, please fill in the ‘*Alternative support arrangements advance information*’ form to tell the NMC about your circumstances, and the assistance or adjustments that would help you to revalidate. You should contact the NMC as far in advance of your revalidation application date, which is the first day of the month in which your registration expires, as possible so they can consider your request and make any necessary alternative support arrangements.

Your NMC Online application will open 60 days before your revalidation application date. If your application has already opened, and you wish to send us a request for an extension or special arrangements due to exceptional circumstances, please do not send us the ‘Alternative support arrangements advance information’ form; instead please see below for how to submit a formal application.

### **How to formally apply for special arrangements due to exceptional circumstances**

The NMC will not make a final decision about any requests for special arrangements due to exceptional circumstances until you formally apply for exceptional circumstances via NMC Online once your application opens. As part of this application you will be asked to upload evidence or provide a reason for your request, which we will use to help inform their decision.

---

<sup>19</sup> NMC (2015) How to revalidate with the NMC

The NMC recommend you collect and keep evidence of your circumstances to use as part of your application. This might include:

- a Maternity Certificate form (MAT B1) covering the relevant time period
- other evidence of receiving Statutory Maternity Pay (SMP) from your employer
- other evidence of receiving Maternity Allowance
- a medical certificate covering the relevant time period
- agreement from your employer to a career break covering the relevant time period
- a document from your employer confirming that you have not been in work due to illness
- relevant social security documents

The NMC strongly recommend you apply for special arrangements as soon as possible once your application opens, to give them time to consider your application and request any further information they might need. You should submit your application for special arrangements before your revalidation application date. The NMC cannot guarantee that any applications submitted after this date will be considered. Once you have submitted your request, including your declaration that you can meet the Prep requirements, we will let you know whether you have been granted an exemption as soon as possible.

### How to formally apply for an extension

The NMC will not make a final decision about any requests for an extension until you formally request an extension once your NMC Online application opens 60 days before your revalidation application date. To make this request you should email the NMC at [revalidation@nmc-uk.org](mailto:revalidation@nmc-uk.org) using the subject Formal extension request. You will need to send them evidence or provide a reason for your request, which they will use to help inform their decision. The NMC recommend that you collect and keep evidence of your circumstances to use as part of your application. This might include: a medical certificate covering the relevant time period

The NMC strongly recommend that you formally request an extension as soon as possible once your application opens, to give them time to consider your request and ask for any further information they might need. You should submit your request for an extension before your revalidation application date. The NMC cannot guarantee any requests submitted after this date will be considered. Once you have submitted your request they will let you know whether you have been granted an extension as soon as possible.

### Can I still work as nurse if I don't meet the revalidation requirements?

If you have not been granted exceptional circumstances agreement or an extension and you fail to submit your NMC registration on time you will be taken off the register immediately. Re-admission to the NMC register will take a minimum of between two to six weeks and it is illegal to practice in this time.

In addition you can be suspended from work without pay and will not be able to return until you are back on the register. This process can take seven week. Please see the professional registration verification policy at [http://cift-ap06/sorce/apps/sorce\\_doc\\_manager/Actions/view\\_doc.aspx?docid=2093&revid=2118](http://cift-ap06/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=2093&revid=2118)