A SIMPLE GUIDE TO
NMC REVALIDATION

- Step-by-step guide to the NMC Revalidation
- The 8 stage process and requirements explained
- Introducing Revalidation Safe, a user friendly e-portfolio solution
- A system designed specifically to help YOU
GETTING STARTED

1 Find out your:
   Revalidation application date:
   This is the date by which you must submit your revalidation application

   Renewal date:
   This is the date on which your registration expires. Your registration will be renewed from this date if you have successfully completed your revalidation application

2 Become familiar with what is required to complete the Revalidation

3 Start to develop your Revalidation Portfolio
WHAT IS REVALIDATION?

REVALIDATION is the process which Nurses and Midwives must complete to demonstrate to the NMC (Nursing and Midwifery Council) that they are keeping-up-to date with their knowledge and their skills, and demonstrate how and where they have practised safely and effectively, in line with The Code.

Revalidation is due every three years in line with the renewal of NMC registration and replaces the previous prep requirements.

Revalidation is a continuous process that nurses and midwives will have to engage with throughout their career, developed to encourage a culture of sharing, reflection and improvement among nurses and midwives.

Revalidation is about promoting good practice across the whole population of nurses and midwives, strengthening public confidence.

It’s not an assessment of a nurse or midwife’s fitness to practice.

AIMS:

- Raise Standards of Care in line with The Code
- Allow nurses and midwives to demonstrate that they practise safely and effectively
- To encourage a culture of sharing, reflection and improvement
- Support nurses in their professional development
- Strengthen Public Confidence

WHO NEEDS TO REVALIDATE?

All nurses, midwives and health visitors who are registered with the NMC will need to revalidate in order to stay on the register. It is a legal requirement to be on the NMC register in order to be able to practise in the UK.
THE Code contains the professional standards that registered nurses and midwives must uphold.

UK nurses and midwives must act in line with the Code and throughout the revalidation process you will be asked to link and reference the Code to the various steps within your revalidation portfolio.

The Code is broken down into four main themes:

- PRIORITISE PEOPLE
- PRACTICE EFFECTIVELY
- PRESERVE SAFETY
- PROMOTE PROFESSIONALISM AND TRUST

THE 8 STAGE REVALIDATION PROCESS

PRACTICE HOURS
Evidence of a minimum of 450 completed Hours (900 hours if you are a nurse & midwife)

CONFDROMATION
Demonstrate to an appropriate person that you have met all the revalidation requirements

CPD
35 hours of CPD relevant to your scope of practice (20 hours participatory)

PRACTICE RELATED FEEDBACK
5 pieces of practice related feedback. This could be from patients, service users, carers, students or colleagues

PROFESSIONAL INDEMNITY
Verification of Professional Indemnity Arrangement

HEALTH & CHARACTER
Declaration of Health and Character, including any cautions or convictions

REFLECTIVE ACCOUNTS
5 reflections of CPD, Practice Feedback or an Event or Experience within your practice related to The Code

REFLECTIVE DISCUSSIONS
Reflective accounts discussed with another NMC registrant

LINK AND REFLECT

NURSE REVALIDATION | A SIMPLE GUIDE 5
### OVERVIEW CHART

<table>
<thead>
<tr>
<th><strong>PRACTICE HOURS</strong></th>
<th>You must supply evidence of a minimum of 450 completed hours (900 hours if you are a nurse and midwife)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPD</strong></td>
<td>35 hours of CPD relevant to your scope of practice. 20 hours must be through participatory CPD</td>
</tr>
<tr>
<td><strong>PRACTICE RELATED FEEDBACK</strong></td>
<td>5 pieces of practice-related feedback. This could be from patients, service users, carers, students or colleagues</td>
</tr>
<tr>
<td><strong>REFLECTIVE ACCOUNTS</strong></td>
<td>5 reflections of CPD, Practice Feedback or an Event or Experience within your practice, these must then be linked and reflected on inline with The Code</td>
</tr>
<tr>
<td><strong>REFLECTIVE DISCUSSIONS</strong></td>
<td>Your reflective accounts must then be discussed and reflected on with another NMC registrant</td>
</tr>
<tr>
<td><strong>HEALTH &amp; CHARACTER DECLARATION</strong></td>
<td>You must make a Declaration of Health and Character, including any cautions and convictions</td>
</tr>
<tr>
<td><strong>PROFESSIONAL INDEMNITY ARRANGEMENT</strong></td>
<td>Verification of Appropriate Professional Indemnity Arrangement</td>
</tr>
<tr>
<td><strong>CONFIRMATION</strong></td>
<td>You will need to demonstrate to an appropriate person, as listed in the NMC Guidelines, that you have met all the revalidation requirements</td>
</tr>
<tr>
<td><strong>RECORD OF EVIDENCE</strong></td>
<td>It is strongly advised by the NMC that you maintain a copy of your portfolio until after your next Revalidation</td>
</tr>
</tbody>
</table>
YOU must practice for a **minimum of 450 hours** over the three years preceding the date of your application for renewal of your registration **(900 hours if you are a nurse and a midwife)**.

The practice hours requirements are designed to help nurses and midwives maintain safe and effective practice while keeping skills up to date.

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.

**YOU WILL NEED TO PROVIDE THE FOLLOWING INFORMATION STARTING WITH YOUR MOST RECENT PRACTICE, UNTIL YOU DEMONSTRATE THE MINIMUM NUMBER OF PRACTICE HOURS REQUIRED**

- Dates of practice
- The number of hours you undertook
- Name, address, and postcode of the organisation
- Scope of practice
- Work setting
- A description of the work you undertook
- If you are practising overseas, whether you are registered with the appropriate regulating body

The NMC may contact your employer for further information and you may be asked to provide further evidence of practice hours.
YOU will need to have undertaken **35 hours of CPD** relevant to your scope of practice as a nurse or midwife, within the three years since your registration was last renewed or since you joined the register.

**Of the 35 hours, at least 20 must include participatory learning.** Participatory learning includes any learning activity in which you personally interacted with other people.

The CPD requirements are designed to help nurses and midwives maintain safe and effective practice, to improve or develop new skills where a gap has been identified, and to respond to changes and advances in nursing and midwifery.

The participatory requirement also helps to challenge professional isolation by requiring learning through engagement and communication with others.

**YOU WILL NEED TO PROVIDE THE FOLLOWING INFORMATION:**

- The CPD method
- A brief description of the topic and how it relates to your practice
- Dates of the CPD activity undertaken
- The number of hours and participatory hours
- Identification of the part of the Code most relevant to the CPD

You may also be asked to provide evidence of the CPD activity.
YOU can obtain the feedback from a variety of sources:

- Patients, service users, carers or students
- Colleagues such as nurses, midwives, health professionals
- Feedback from management, on reception, in assistant positions, trainer, researchers, academics or policy colleagues
- Complaints
- Team performance reports
- Serious event reviews
- Through your annual appraisal
- Feedback can be about your individual practice, about your team, ward, unit or organisation’s practice
- Formal or Informal
- Written or Verbal
- Positive or Constructive

YOU must obtain five pieces of practice related feedback in the three year period since your registration was renewed or you joined the register.

The purpose of the feedback requirement is intended to encourage nurses and midwives to be more responsive to the needs of patients, service users and those who care for them by seeking feedback from those they work with and care for: they can use that feedback to make improvements to their practice.

You must seek consent to access or use any of your employer’s information.

You must not identify any individual, location or event in your recordings. When seeking feedback from colleagues, patients or service users, you must inform them of how you intend to use their feedback.
FIVE written Reflective Accounts must be prepared in the three years since your last registration.

The NMC wants to encourage nurses and midwives to engage in reflective practice so they can implement any changes or improvements, thus improving their overall practice.

This requirement should also raise awareness of the Code and encourage nurses and midwives to consider the Code in their practice and professional development.

EACH REFLECTIVE ACCOUNT MUST REFER TO:

- An instance of your CPD and/or
- A piece of practice-related feedback you have received and/or
- An event or experience in your own professional practice and how this is related to the code

Your reflective account must not include any information that might identify an individual whether that individual is alive or deceased.

You are not required to submit a copy of the reflective accounts to the NMC. You will however need to retain a record of these to inform your reflective discussions, to show to your confirmer and declare to the NMC that you have met the requirements for the written reflective accounts.
YOU must have had **five reflective discussions 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 related to the Code.

Nurses and midwives are required to discuss their professional development with another registered NMC professional, so that it will encourage a culture of sharing, reflection, improvement and ensure nurses and midwives do not practise in professional isolation.

The reflective discussion is expected to be a **face-to-face discussion** in an appropriate environment. If for some reason a face-to-face discussion is not possible, then you could arrange a video conference.

**FOR EACH REFLECTIVE DISCUSSION YOU MUST RETAIN:**

- A summary of your discussion
- The name of the nurse or midwife with whom you had the reflective discussion
- Their NMC Pin
- Their email address
- The date the discussion took place
THESE requirements will help to satisfy the Registrar that you are capable of safe and effective practice. Your character is important and central to the Code because nurses and midwives must be honest and trustworthy.

**YOU WILL BE ASKED TO PROVIDE A HEALTH AND CHARACTER DECLARATION**

- You must declare if you have been convicted of any criminal offence or issued with a formal caution.
- You will be asked to declare if you have been subject to any adverse determination that your fitness to practise is impaired by a professional or regulatory body.
- It is expected that you will be in a state of health that ensures you are capable of safe and effective practice without supervision, after any reasonable adjustments are made by your employer.

This does not mean there must be total absence of any disability or health condition. Many people with disabilities or health conditions are able to practise effectively with or without adjustments to support their practice.

If your health and character are sufficient to enable you to practise safely and effectively in accordance to the Code and you do not have any charges, cautions or convictions, you will not need to keep any information.

If you do need to declare any charges, cautions, convictions or determinations, you will need to keep evidence of these to provide the NMC with further information. You do not need to inform your confirmer of these, as the NMC will assess these declarations directly.
YOU must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement.

By law, you must have, or will have, in place, an appropriate indemnity arrangement in order to practise and provide care. While the arrangement does not need to be individually held by you, it is your responsibility to ensure that the appropriate cover is in place.

YOU WILL NEED TO COMPLETE A DECLARATION THAT YOU HAVE APPROPRIATE COVER IN PLACE

- Most employers provide appropriate indemnity cover for their employees, so please check with your employer

- If you are employed, self-employed, work in education, undertake voluntary work or having a break in your practice, it is advised you read the ‘appropriate cover’ document issued by the NMC (www.nmc.org.uk/indemnity)

- If it is discovered that any nurse or midwife is practising without the appropriate indemnity arrangement in place, they will be removed from the NMC Register and will be unable to continue practising

You will need to inform the NMC where your indemnity arrangement is through your employer, membership of a professional body, or a private insurance arrangement.

If your indemnity arrangement is provided through membership of a professional body or a private insurance arrangement, you will be asked to provide the name of the professional body or provider.
The confirmation process is designed to increase professionalism by making nurses and midwives more accountable for their own practice and improvement.

This requirement also gives the NMC an additional layer of assurance that nurses and midwives are complying with the revalidation requirements.

The revalidation process is designed so that it can form part of an appraisal process and, where possible, the NMC recommends that you use your annual appraisal to have your revalidation discussion and obtain confirmation.

**CHOOSING YOUR CONFIRMER**

- It is strongly recommended that you obtain confirmation from your line manager wherever possible.
- A line manager does not have to be an NMC registered nurse or midwife.
- If your confirmer is a nurse or a midwife, your reflective discussion can form part of the confirmation discussion.
- If you do not have a line manager, then it is recommended by the NMC that you ask a fellow NMC registered nurse or midwife to act as your confirmer. It would be helpful if they have worked with you or have a similar scope of practice.
- If you are unable to seek confirmation from a fellow NMC registrant then you can ask a fellow healthcare professional who is regulated in the UK, to become your confirmer, such as a doctor, dentist, or a pharmacist. You will need their professional Pin or registration number and the name of their professional regulator.
- It is important to be mindful about any personal or commercial relationship between you and your confirmer. It would not be appropriate for a family member or person with a close personal relationship to be your confirmer.
100% Free service for individual healthcare professionals
Simplify your complete Revalidation Process in line with NMC Requirements

Record, link and manage your Revalidation portfolio

Managing your Revalidation just got a whole lot easier..
REVALIDATION SAFE IS A FREE ONLINE RESOURCE, WHICH SIMPLIFIES REVALIDATION IN LINE WITH NMC REQUIREMENTS

With Revalidation Safe you can store all your Revalidation records securely in one place, without the need to independently register with the Information Commissioner.

Upload evidence and link your practice and CPD hours, along with your practice feedback.

Log your written reflective accounts and then link these back to your CPD or practice feedback.

Add details of your reflective discussion, linking them to your reflective accounts to ensure safe and effective practice.

Demonstrate the impact and effectiveness of learning outcomes, by linking all progress to the Code.

Manage and link each stage all the way through to confirmation with your confirmer.

Receive monthly email reminders and advice which will help you meet critical revalidation and confirmation dates.

www.revalidationsafe.com