

# Nursing and Midwifery Council (NMC)

## Revalidation

### Information for Confirmers / Managers

#### What is NMC Revalidation?

Revalidation is the process that all nurses and midwives (referred to as nurses in this document) in the UK will need to follow from April 2016 to maintain their registration with the NMC.

All nurses will need to meet revalidation requirements, and submit their revalidation application to the NMC, every three years. Without this, a nurse's registration with the NMC will lapse, and they will not be able to practice as a nurse.

Revalidation requires confirmation from an appropriate person in support of the nurses' revalidation application. Having confirmation means the nurse has demonstrated to their confirmer that they have met the revalidation requirements.

#### What are NMC Revalidation requirements?

- *Practice Hours*

Nurses must have practiced for a minimum of 450 hours (900 hours if dual nurse and midwife registration) over the three year period since their registration was last renewed.

The NMC have provided a template which can be used to record or demonstrate these practice hours (use of this form is not mandatory) (<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/practice-hours-log.doc>)

- *Continuing Professional Development (CPD)*

Nurses must undertake a minimum 35 hours of CPD relevant to their scope of practice in the three year period since their registration was last renewed.

Of those 35 hours of CPD, at least 20 must have included participatory learning (i.e. an activity that involves interaction with one or more other professional. This can be in a physical environment or a virtual one. Examples include conferences, workshops, meetings, discussion groups).

Mandatory training can only be used if it is directly related to their scope of practice and development as a nurse, for example, Safeguarding. Other mandatory training, for example, fire or health and safety training, should not be included.

The nurse must maintain accurate records of all CPD activities undertaken.

These records must contain:

- the CPD method
- a description of the topic and how it related to their practice
- the dates on which the activity was undertaken
- the number of hours (including the number of participatory hours)

- a record of which part of the NMC code is most relevant to the activity (see below – What is the NMC Code?)
- evidence that they undertook the CPD activity

The NMC have provided a template which can be used to record or demonstrate these CPD activities (use of this form is not mandatory) (<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/cpd-log.doc>)

- *Practice Related Feedback*

The nurse must have obtained five pieces of practice-related feedback in the three year period since their registration was last renewed.

This feedback can come from a variety of sources, written or verbal, formal or informal. It may come from patients and service users, colleagues and management. It can also include feedback from team performance reports or their own annual appraisal.

The NMC have provided a template which can be used to record this feedback, including how they used this feedback to improve their practice (use of this form is not mandatory)

(<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/cpd-log.doc>)

It is important that nurses maintain confidentiality, and do not record any information which may identify another person.

- *Written Reflective Accounts*

Nurses must have prepared five written reflective accounts in the three year period since their registration was last renewed.

This is to encourage nurses to reflect on their practice, so they can identify any improvements or changes to their practice as a result of what they have learnt.

Each of these five reflections can be about either:

- an instance of CPD
- Practice related feedback
- Any other event or experience from their work as a nurse

They can even write a reflection about a combination of these.

It is important that they consider these written reflections in relation to the NMC code.

These accounts don't need to be lengthy or academic-style pieces of writing. The nurse can simply note down what they learnt, how it improved their practice, and how it relates to the Code.

Each reflective account must be recorded on the approved NMC form (<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/reflective-accounts-form.doc>)

It is important that nurses maintain confidentiality, and do not record any information which may identify another person.

- *Reflective Discussion*

The nurse must have had a reflective discussion with another NMC registrant, covering their five written reflective accounts and how they relate to the NMC Code.

This reflective discussion must be recorded on the approved NMC form (<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/reflective-discussion-form.doc>)

The NMC registrant with whom they had their reflective discussion must have signed this form, recording their name, NMC Pin and email, and the date they had the discussion.

- **Confirmation**

The nurse needs to demonstrate to an appropriate confirmer that they have complied with the revalidation requirements. This is discussed in more detail below.

Confirmation should be obtained in the final year of the three year renewal period, to ensure that it is as recent as possible.

This confirmation must be recorded on the approved NMC form (<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/confirmation-form.doc>)

## **What is the NMC Code?**

The NMC Code presents the professional standards that nurses and midwives must uphold in order to be registered to practise in the UK.

It is structured around four themes – prioritise people, practise effectively, preserve safety and promote professionalism and trust.

Failure to comply with the Code may bring a nurses' fitness to practise into question.

(<https://www.nmc.org.uk/standards/code/>)

## **Who can be a Confirmer?**

The NMC states that nurses must receive confirmation from an 'appropriate person'. Whilst it is for individual nurses to decide who their confirmer should be, the NMC recommends that where possible the confirmer should be the nurses' line manager. The confirmer does not need to be registered with the NMC themselves, nor be another registered health care professional.

The NMC have provided a 'confirmers tool' to help identify an appropriate person (<http://revalidation.nmc.org.uk/information-for-confirmers/confirmer-tool>)

If the confirmer is another NMC registered nurse or midwife, they can also do the reflective discussion.

However, if the confirmer is not NMC registered, the reflective discussion must have already been completed with another nurse or midwife.

## **What do I need to do as a Confirmer?**

Nurses will be asked to declare that they have received confirmation from an appropriate person in support of their revalidation application.

Confirmation means the nurse has demonstrated to their confirmer that they have met the revalidation requirements of:

- Practice hours
- CPD
- Practice related feedback
- Written reflective accounts
- Reflective discussion

As a confirmer, you are not being asked to make an assessment of a nurse's fitness to practice, or assess the quality of the individual's work. You are simply looking to see that they demonstrate that they have met the requirements.

Confirmation should take place in the final year of a nurse's three-year registration period.

The confirmation discussion should take place face to face and in an appropriate setting. This can (where appropriate) be part of an appraisal (PDPR).

If you are satisfied that the nurse has met the requirements, you will need to complete and sign the confirmation form, including your name, NMC Pin or other professional registration number (where relevant), email and professional address.

There is a mandatory NMC confirmation form which must be used – you should familiarise yourself with this form in advance.

<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/confirmation-form.doc>.

### **As a Confirmer, do I need to keep any records of the confirmation process?**

The NMC recommend you keep a record of those nurses you confirm, particularly if you're acting as a confirmer for multiple nurses.

### **What is verification and what do I need to do?**

Each year we will select a random sample of nurses and midwives to provide further information about their application. This process is known as verification. As part of this process, the NMC may contact you as the confirmer to verify that you provided their confirmation, using the contact details that you have provided to the nurse or midwife on the confirmation form. Please respond by the requested date; if you do not respond to this request for verification you may put the nurse's revalidation application at risk.

### **I line-manage nurses at a distance. Do I have to have a face-to-face meeting to complete confirmation?**

If a face-to-face discussion is not possible, the NMC strongly recommend that you use video conferencing.

### **What if you do not think that the nurse has met the minimum requirements?**

Confirmation is not about judging whether a nurse is fit to practice, but whether the revalidation requirements have been met. If the confirmer does not think that the nurse or midwife has met the requirements, they should explain what the nurse has failed to do, and suggest where the registrant needs to improve. It may be that they ask the nurse to rewrite their reflective discussions or relate them in more detail to the NMC Code.

The nurse can then be given the opportunity to fully complete the requirements and rearrange another confirmation meeting before their revalidation application is due.

For this reason, it is strongly recommended that the confirmation discussion takes place well in advance of the revalidation date. Nurses are required to submit their revalidation to the NMC before the 1<sup>st</sup> of the month in which they are due to revalidate.

### **What if you have concerns about the nature or content of the reflective accounts?**

If a confirmer has concerns about the nurse that has been brought to light through revalidation (for example, about the content or nature of the reflective accounts) it is good practice to discuss these concerns with the nurse. One of the purposes of revalidation is to encourage a culture of sharing, reflection and improvement. This does not mean that the confirmer should refuse confirmation - they should still confirm for the nurse if the requirements have been met.

The NMC strongly recommend that confirmation is obtained from the line manager wherever possible. This way if the confirmer is concerned about the content of the reflective accounts they can approach this using the usual employment process. This should be done as a separate process to revalidation.

If the content of the reflective account is such a concern that they feel that the nurse's fitness to practice is impaired and it cannot be dealt with at a local level then they should refer them to the NMC Fitness to Practice department. However this would be separate to revalidation and they should still confirm for the nurse if the requirements have been met.

### **What if you have fitness to practice concerns or if the nurse is currently suspended?**

The NMC revalidation website provides additional advice for these situations ([www.nmc.org.uk/standards/revalidation/](http://www.nmc.org.uk/standards/revalidation/)) – see the NMC Revalidation document 'Information for Confirmers'.

#### **The NHSBT NMC Revalidation Working Group recommends that:**

- Line managers act as confirmers
- Line managers identify when all nurses under their management are due to revalidate
- Progress with revalidation should be reviewed at every annual PDPR
- Where possible, the annual PDPR meeting should be used to complete the confirmation sign-off
- Confirmation is performed in a timely manner, allowing plenty of time before the individuals' deadline for revalidation. This will allow time for corrective actions if a confirmer is not satisfied with the revalidation documentation
- Confirmers should make themselves familiar with
  - the NMC Code of Conduct  
(available at: <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf> )
  - NMC Revalidation document 'How to Revalidate with the NMC'  
(available at: <https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf> )
  - NMC Revalidation document 'Information for Confirmers'  
(available at: <https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/information-for-confirmers.pdf> )

If you have further questions related to Revalidation, please contact HR Direct (<http://peoplefirst.nhsbt.nhs.uk/contact-us/>)