

# NURSE REVALIDATION POLICY

This document applies to all Nursing & Midwifery Council (NMC) registrants, effective from 1st April 2016 onwards.

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<b>Nurse Revalidation Policy</b>	
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<b>Version History Log</b>				
<i>This table records the version history for this document, detailing key changes made to each version.</i>				
<b>Version</b>	<b>Section/Paragraph /Appendix</b>	<b>Description of Amendments</b>	<b>Date</b>	<b>Author / Amended by</b>
1.0	Final Document		24 April 2016	Jane Hervey
2.0	Entire document	Revised policy title. Review and amendment of all sections. Included disputes section. Removal of NMC templates	24 April 2017	Jane Hervey

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## 1.0 Introduction

Revalidation is the process that allows nurses and midwives to maintain their registration with the Nursing and Midwifery Council (NMC). All nurses need to meet a range of requirements designed to show that they are keeping up to date and actively maintaining their ability to practise safely and effectively, encouraging them to reflect on the role of the NMC Code of Conduct (the Code)<sup>1</sup> in their practice and demonstrate that they are 'living' the standards set out within it.

To remain on the NMC register, every nurse is required to pay an annual fee to re-register. Revalidation is required every 3 years in order for nurses to maintain their registration and continue to practise. It is a continuous process that nurses will engage with throughout their career – it is not a point in time activity or an individual assessment of a nurses' fitness to practise.

The purpose of revalidation is to support professionalism through a closer alignment with the Code, which covers four key areas that the nurse must use in their everyday work and these four areas will be evident throughout the revalidation process.

The four areas of the Code are;

### **I. Prioritise People**

By actively seeking and reflecting on any direct feedback received from patients, service users and others to ensure that NMC registrants are able to fulfill their needs

### **II. Practise Effectively**

By reflecting on personal professional development with colleagues, identifying areas for improvement in personal practice and undertaking professional development activities

### **III. Preserve Safety**

By practising within personal competency for the minimum number of practise hours, reflecting on feedback and addressing any gaps in practice through continuing professional development (CPD)

### **IV. Promote Professionalism and Trust**

By providing feedback and helping other NMC colleagues reflect on their professional development, and being accountable to others for their professional development and revalidation

## 2.0 Purpose

The aim of the policy is to assist nurses and the organisation, Lincolnshire County Council (LCC) in the implementation and delivery of a robust, quality assured system to support revalidation that meets the requirements of the NMC.

Maintaining NMC registration is the professional responsibility of the individual nurse and not the organisation which employs them. Therefore, providing they maintain

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<sup>1</sup>Available at <http://www.nmc.org.uk/standards/code/>

registration with the NMC a nurse can choose to achieve the requirements of revalidation through alternative processes not outlined in this policy.

More information about the revalidation process is available via the NMC website<sup>2</sup>.

### 3.0 Scope

The policy applies to all registered nurses employed by LCC who are required to maintain a professional registration as a contractual part of their employment, regardless of whether a temporary, fixed term or permanent contract is held.

The policy may also apply to those staff who are not contractually required to maintain registration with the NMC but rely on skills, knowledge and experience of being a registered nurse. This could include roles in management, policy and education.

### 4.0 Content

All nurses will be required by the NMC to sign up to NMC On-line<sup>3</sup> in order to submit their notification of practice (NoP), this is a secure service which allows registrants to manage their registration on line. It is recommended this account is linked to an enduring email address. Individuals must keep their contact details up to date so the NMC can notify them when their revalidation application is due. Through this portal, the allocated dates for the annual payment date for registration and the 3 yearly revalidation date will be confirmed.

#### 4.1 Requirements of Revalidation

The requirements for NMC revalidation will be every three years and include:

- Minimum 450 practice hours
- Minimum 35 hours of Continuing Professional Development (20 hours must be participatory)
- 5 pieces of practice related feedback
- 5 written reflective accounts
- Evidence of a reflective discussion with another NMC registrant
- Declaration of Health and Character
- Declaration of Professional Indemnity arrangements
- Confirmation by a third party that the registrant has complied with the revalidation requirements

Full guidance on the NMC Revalidation requirements can be found on the NMC website.

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<sup>2</sup> NMC Revalidation guidance available at: <http://revalidation.nmc.org.uk/>

<sup>3</sup> <http://www.nmc.org.uk/registration/nmc-online/>

Recording and collating evidence in preparation for revalidation remains the responsibility of the NMC registrant, not the employing organisation and evidence should be recorded using the NMC templates which can be found on the NMC website<sup>4</sup>.

## 4.2 Practice Hours

Practice hours do not necessarily mean hours spent in face to face clinical practice and can be hours worked where the employee relies on their skills, knowledge and experience of being a registered nurse, which could include nursing management, education and policy. Examples of evidence could include time sheets, job descriptions and specifications.

A recommended template for recording practice hours is available on the NMC website.

## 4.3 Continuing Professional Development (CPD)

All registrants are required to maintain accurate and verifiable records of CPD activity, to include:

- the method of delivery
- a description of the topic
- dates and hours the CPD was undertaken (including any participatory hours)

In addition, the registrant is required to identify which parts of the NMC Code the CPD relates to with evidence to support CPD participation, which can include certificate of completion (participatory and/or e-learning), training records, notes of coaching and/or supervision.

A recommended template for recording CPD hours is available on the NMC website.

## 4.4 Practice Related Feedback

Feedback can be written or verbal, formal or informal, positive or constructive, and does not necessarily mean direct feedback from service users. Examples can include feedback on practice from colleagues, complaints, team performance reports, root cause analysis investigations and appraisal feedback; but it is recommended that feedback information is recorded in a way that does not identify any individual(s).

A recommended template for recording feedback is available on the NMC website.

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<sup>4</sup> <http://revalidation.nmc.org.uk/download-resources/forms-and-templates>

#### 4.5 Written Reflective Accounts

Reflection accounts can incorporate events or experience in practice, practice related feedback and/or CPD; but it is recommended that feedback information is recorded in a way that does not identify any individual(s).

A MANDATORY template for recording written reflective accounts is available on the NMC website.

#### 4.6 Reflective Discussion

The reflective discussion MUST be undertaken with another active NMC registrant. The purpose of the discussion is to encourage a culture of sharing, reflection and improvement. In the event of the line manager being an active NMC registrant it is recommended the reflective discussion can form part of the confirmation discussion and be conducted as part of the appraisal process.

In discussing the reflective accounts, it is an opportunity for the individual nurse to review their written reflective accounts and highlight how they have changed or improved their practice as a result.

A MANDATORY template for recording reflective discussions is available on the NMC website and MUST be completed in full, by both participating parties.

#### 4.7 Health & Character and Professional Indemnity Arrangements

It is entirely the responsibility of the individual nurse to confirm to the NMC that they are of good health and character, and that they have professional indemnity arrangements. All nurses employed by LCC with a contractual requirement to maintain their NMC registration will be provided with professional indemnity arrangements as part of their employment.

The NMC does not require any additional evidence for these areas of revalidation, and this does not replace 'fitness to practice'.

#### 4.8 Confirmation

To revalidate, individual nurses will need to provide confirmation from a third party that all the requirements for revalidation have been met (with the exception of health & character and professional indemnity arrangements – see Section 4.7)

The confirmer is the person who looks at the evidence collated and 'confirms' the nurse has met the revalidation requirements.

The confirmer does not need to be an NMC registrant and does not need to be the same person as the reflective discussion partner, but the NMC recommends that where possible, the line manager should act as the confirmer to promote

annual progression of revalidation requirements, where an annual revalidation discussion can be incorporated and be an integral part of the appraisal process and be reflected in the appraisal documentation. This approach would provide an additional level of assurance to the organisation.

The confirmer is required to sign to confirm to the NMC that the registrant has met the revalidation requirements, they are not making a judgement on the registrant's performance as a nurse or midwife or their fitness to practice.

Confirmation should occur in the final year of the three year renewal period.

A MANDATORY confirmation template is available on the NMC website and MUST be completed in full, by both participating parties.

## 5.0 Roles and Responsibilities

### 5.1 Individual Nurse

It is the responsibility of the individual nurse to ensure they maintain their NMC professional registration; revalidation as a component of the re-registration process equally remains the responsibility of the individual nurse.

The NMC will send formal notification to the individual nurse no later than 60 days before the revalidation application is due to be submitted. Application will need to be submitted via the NMC Online portal, which can be accessed at any point during the 60 days.

*From November 2015, should a nurse allow their registration to lapse, the only way to regain registration would be applying for readmission to the NMC register. That process can take two to six weeks, dependant on individual circumstances.*

In the event of a nurse being temporarily removed from the NMC register, and where NMC registration is essential criteria to their contractual duties, the nurse will not be able to undertake their full duties and will be managed in line with LCC policy.

### 5.2 Employer

Lincolnshire County Council, is committed to supporting nurses employed in the organisation in achieving and demonstrating the requirements of revalidation.

It is recommended that a record of annual renewal dates and three yearly revalidation dates for all registered nurses employed in the organisation is maintained at a Directorate level to ensure revalidation requirements are being met on an on-going basis to provide assurance that mechanisms are in place to govern the revalidation process.



If the nurse/midwife registrant does not submit their revalidation application in a timely manner, there is a risk, the registrant will be temporarily removed from the NMC register. Where NMC registration is essential criteria to their contractual duties, the nurse will not be able to undertake their full duties and will be managed in line with LCC policy.

### 5.3 Multiple Employers

For nurses employed by LCC who have more than one line manager e.g. part time workers with more than one job or more than one role within LCC, the Nurse will need to collate evidence that encompasses all roles, but only ONE confirmation is required. That confirmation needs to include all elements of practice undertaken and it is recommended the confirmer is the one where the Nurse undertakes most of their practice.

If the confirmer is NOT employed by LCC, the Nurse will be required to provide a copy of the confirmation including the confirmer's name and contact details to their respective LCC line manager.

### 5.4 Temporary NMC Registered Staff (Agency, Fixed Term Contracts)

For staff that work temporarily at LCC, employed on a fixed term contract and/or through an Agency, proof of revalidation will need to be requested by People Management and/or the LCC line manager prior to the commencement of work.

## 6.0 Quality Assurance for Revalidation

Preparation and completion of revalidation discussions should be integral to the annual appraisal process for all NMC registrants, employed by LCC as the appraisal should be a 'living document' both assuring the organisation of and supporting the nurses' clinical competence.

Each Directorate will be responsible for developing and maintaining an up to date electronic database of Nurse registrants. Minimum information will need to include; Name of Nurse, NMC Pin Number, Annual re-registration date, Annual Appraisal date (and completion) and 3 yearly revalidation (renewal) date.

The NMC may contact LCC to request further evidence and information to verify the declarations that a nurse has made as part of their revalidation submission. This will be part of a selected NMC audit sample and not because there are concerns about the nurse.

LCC will share all appropriate information requested by the NMC as part of revalidation. Concerns regarding the sharing of information should be directed in the first instance to the individual's line manager.

## 7.0 Disputes

Revalidation is NOT an assessment of a nurse's fitness to practise or an alternative way to raise fitness to practise concerns. If, however, through completing elements of the revalidation process, a fitness to practise concern becomes evident, this must remain separate from the revalidation process and be reported through the appropriate line management and managed in conjunction with LCC Policy.

Should a registrant make a false declaration during the revalidation process, this will be managed in line with LCC Policy.

Should a registrant fail to submit their revalidation application in a timely manner, and as a consequence be temporarily removed from the NMC register and where NMC registration is essential criteria to their contractual duties; the nurse will not be able to undertake their full duties and will be managed in line with LCC Policy.

## 8.0 References

NMC (2015) How to Revalidate with the NMC

NMC (2015) Employers Guide to Revalidation

NMC (2015) The Code for Nurses and Midwives

All NMC Revalidation templates are available on the NMC website at <http://revalidation.nmc.org.uk/download-resources/forms-and-templates>

This policy should also be read in conjunction with the following organisational policies and guidance;

- Employment Manual
- Disclosure of Criminal Background
- Capability Policy & Procedure
- Disciplinary Policy & Procedure
- Maternity Leave Policy
- Professional Subscription Policy

## Appendix 1: Revalidation Requirements & Supporting Evidence

### [Forms & Templates are available on the NMC website]

Revalidation Requirements	Criteria	Templates
<b>450 Practice Hours</b> (900 Hours if renewing as both a Nurse and a Midwife)	Registrants are required to maintain a record of a minimum of 450 hours in a 3 year period. Practice hours can be described in terms of standard working days or weeks	<b>Practice Hours</b> Form available on NMC website <b>Recommended</b>
<b>35 Hours of Continual Professional Development (CPD), to include 20 hours of participatory learning</b>	Registrants must have accurate and verifiable records outlining completed CPD, to include; dates, number of hours, method of delivery (eg: online, conference), a brief description of the topic, how it relates to the registrants practice and identification of how it relates to the four themes of the Code, with evidence of the activity (eg: certificate)	<b>CPD</b> Form available on NMC website <b>Recommended</b>
<b>Evidence of Practice Related Feedback</b>	Registrants are required to collect a minimum of x5 items of practice related feedback – this can be formal or informal; written or verbal, and positive or constructive. It can highlight individual practice or be about the team, department or organisation's practice. The registrant should be clear about the impact the feedback had on their individual practice.	<b>Feedback</b> Any identifiable data and/or information should NOT be included in any item of feedback
<b>Five Written Reflective Accounts</b>	Registrants need to conduct and record x5 personal reflective accounts that explain what they have learnt from their CPD activity or feedback and/or an event or experience in practice and how they changed or improved their work as a result and how this is relevant to the Code.	<b>Reflective Accounts</b> The NMC form <u>must</u> be used to record your five written reflective accounts <b>MANDATORY</b>
<b>Reflective Discussion with another NMC (active) Registrant</b>	Registrants must have a reflective discussion with another active NMC registrant covering their written reflective accounts. If the line manager is an active NMC registrant, this can be undertaken as part of the appraisal process. If the line manager is <u>NOT</u> an active NMC registrant, reflective discussions should be recorded as part of Clinical Supervision	<b>Reflective Discussion</b> The NMC form <u>must</u> be used to record your reflective discussion <b>MANDATORY</b>
<b>Health and Character Declaration</b>	Registrants must provide a self declaration of health and character – Any criminal conviction or formal caution must be declared. Registrants must also declare they are in a state of health that ensures they are capable of safe and effective practice without supervision, after any reasonable adjustments are made by the employing organisation	
<b>Professional Indemnity Arrangement</b>	By law, the registrant must have in place an appropriate indemnity arrangement in order to practise and provide care. While the arrangement does not need to be individually held, it is the registrants responsibility to ensure that appropriate cover is in force	
<b>Confirmation</b>	Confirmation by an appropriate person provides an additional degree of assurance that a nurse/midwife has met the revalidation requirements. The confirmation process involves having a discussion with a third party, to demonstrate that all requirements of revalidation have been completed. This formal process must be conducted in the final 12 months of the 3 year revalidation and can be incorporated in to the appraisal process	<b>Confirmation</b> The NMC form <u>must</u> be used to record your reflective discussion <b>MANDATORY</b>