

Revalidation Policy for Nurses and Midwives

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CONTENT PAGE

1.0	INTRODUCTION
2.0	BACKGROUND
3.0	REVALIDATION REQUIREMENTS
4.0	ROLE AND RESPONSIBILITIES OF DIRECTORS
5.0	ROLE OF THE CONFIRMER
6.0	APPRAISAL AND REVALIDATION
7.0	INDIVIDUAL RESPONSIBILITY
8.0	REGISTRANTS NOT READY TO REVALIDATE
9.0	FAILURE TO REVALIDATE
	Appendix 1: Confirmation Form

1.0 **INTRODUCTION**

This policy outlines how Nurses and Midwives will maintain their registration through the Revalidation process. The Western Health & Social Care Trust (WHST) has been the pilot site in Northern Ireland and a number of staff participated in a pilot revalidation exercise.

Revalidation is applicable to all nurses and midwives irrespective of their role, and it applies to substantive, temporary and short fixed term contract staff including Bank staff.

Revalidation must be completed on line requiring all nurses and midwives to create a personal on line account with the NMC.

It is the responsibility of every registrant employed in the WHSCT to ensure they read and abide by the content of this policy.

Any registrant working without a valid NMC PIN is in breach of their NMC Code 2015 and in breach of their Contractual requirements. In such circumstances the Trust will refer to the WHSCT Regulation and Professional Registration Policy 2014 and initiate the employee's suspension without pay an potentially a referral to the NMC. In addition the Trust may make a referral to the NMC.

2.0 **BACKGROUND**

From April 2016 the NMC has replaced the current Post Registration Education and Practice (PREP) standards. The new system builds on the previous PREP requirements and is called Revalidation. Revalidation is referred to as the 'renewal date' by the NMC.

Revalidation replaces the completion of a self-declaration form completed every three years. Whilst all nurses and midwives have been expected to maintain a professional portfolio the new guidance sets out clear criteria for revalidation and requires evidence of practice achievement and development to be discussed with and signed off by a Confirmer.

Revalidation supports professionalism through a close alignment with the NMC Code for Nurses and Midwives which was revised in March 2015.

The revised "Code" places public expectations at the heart of good nursing and midwifery practice and is a key tool in safeguarding the health and wellbeing of the public.



The four themes of the code are:

- Prioritise people (putting the interest of people first, preserving dignity, respecting and upholding patients' rights and challenging discrimination).
- Practice effectively (using the best evidence available, ensuring clear and accurate records, sharing knowledge and skills and reflecting and acting on feedback to improve practice).
- Preserve safety (working within the limits of each nurse's competence, exercising the duty of candour, raising concerns immediately and taking necessary actions to deal with concerns).
- Promote professionalism and trust (upholding the reputation of the profession at all times, displaying a personal commitment to the standards of practice and behavior, and being a model of integrity and leadership for others to aspire to).

3.0 **REVALIDATION REQUIREMENTS**

All registrants are required to meet the following minimum standards for the three year period preceding the date of their application for renewal. Individuals who fail to meet revalidation standards are not registered and to work without a valid registration is illegal.

These standards include:

- 3.1 A minimum of four hundred and fifty (450) practice hours within their scope of practice. This scope of practice can be:
 - Direct patient care
 - Management
 - Education
 - Policy or research
- 3.2 Establish an on line account with the NMC
- 3.3 To undertake thirty five hours of continuous professional development (CPD) relevant to the scope of practice, 20 of which must be participatory.
- 3.4 To obtain at least five pieces of practice related feedback, which can be from patients, carers, service users, students and colleagues, etc.
- 3.5 To create five Written Reflective Accounts, on CPD, practice related feedback, an event or experience in practice. These reflections will be discussed with the registrants Confirmer.



- 3.6 Make a declaration of good health and character.
- 3.7 Provide confirmation of professional indemnity arrangements.
- 3.8 The registrant's confirmer will verify they have met all the NMC revalidation requirements.
- 3.9 An 'Intention to Revalidate' form will need to be completed on line by the **14th day of the month prior to the due month to revalidate.**
- 3.10 Payment must accompany the intention to revalidate form.

The NMC will acknowledge receipt of the Revalidation form by return email to the registrant's online account advising if their revalidation application has been successful. This confirmatory receipt must be provided to the registrant's to their line manager within 24 hours of their application to revalidate.

In some instances registrants may be selected for a further review of their portfolio and if this is the case both the confirmer and the registrant will be required to provide additional information to the NMC. Such a request does not mean that there are any concerns about their application, and they can continue to practice while the NMC review the information that has been provided. This requirement must be shared with the line manager and the audit requirements met as required.

4.0 ROLE & RESPONSIBILITY OF DIRECTORS

While revalidation is the personal responsibility of the individual nurse or midwife the Trust has a responsibility to ensure there are robust systems and processes in place within directorates to assure the Trust that all nurses and midwives will successfully revalidate and that where there are any exceptions these are identified and managed according to the NMC guidance.

5.0 CONFIRMER ROLE

The role of the confirmer is one of validating the registrant has met the requirements of the revalidation and is not a declaration on fitness to practice.

While the role of the confirmer can be partly serviced by a line manager who is NOT a registrant the professional development section of the portfolio i.e. reflective practice section MUST be completed by a live NMC registrant and undertaken through face to face discussion except where exceptional circumstances exist.



The Confirmer will need to complete the confirmation form (forms are found both on the NMC site and the Trust revalidation site on share point)

The Confirmer will need to provide their name, NMC PIN, email and professional address.

6.0 **APPRAISAL AND REVALIDATION**

The model of revalidation aligns revalidation to appraisal. Every nurse and midwife will require an appraisal and the Trust has adapted the appraisal format to ensure it is linked to “The Code”. It will be necessary for Appraisers to have a good understanding “The Code”.

7.0 **INDIVIDUAL RESPONSIBILITY**

It is the individual responsibility of each registrant to ensure they renew their registration annually and engage in revalidation processes making application in a timely manner to revalidate as required by the NMC as a result of the changes introduced in April 2016.

8.0 **REGISTRANTS NOT READY TO REVALIDATE**

Some nurses and midwives may not have been able to collect and reflect on all of the required information by the time their revalidation falls due. Examples of the reasonable circumstances that could account for a nurse or midwife having incomplete supporting information might include:

- Parental leave
- Sabbatical or career break
- Periods of practice outside the UK
- Sick leave ******(see statement below)

This list is not exhaustive. Where a registrant believes they will not complete their revalidation on time they **MUST** discuss this well in advance with their confirmer and seek their agreement to make application to the NMC for an extension.

Whatever the reason for the change in circumstances it is:

- The **registrant's responsibility** to discuss the need for their request for an extension with their line manager.
- The **line manager's** role and responsibility to exercise their judgement in determining whether a nurse or midwife has an appropriate reason to



request a deferral and extension of time to revalidate and agree this with the registrant

- The **registrant's responsibility** to contact the NMC direct to discuss an extension to their revalidation date and complete a Change in Circumstances form
- The **registrant's responsibility** to advise the line manager **in a timely** manner of the NMC decision to approve or otherwise an extension to their revalidation date
- It is the **line manager's responsibility** to record such a request and make the appropriate arrangements to ensure revalidation takes place within the newly agreed time frame.
- Where an extension is agreed by the NMC this will be reflected in their details held on the NMC register

**** Sick Leave**

It is important to note that sick leave of itself is not a reason to seek an extension to the due date of revalidation and should not be considered automatically.

Line managers should determine in conjunction with the registrant and the occupational health department if applicable if the registrant is fit to meet to discuss their portfolio.

9.0 FAILURE TO REVALIDATE

If an individual nurse or midwife has not complied with revalidation requirements, they will not be deemed eligible to practice since they do not hold a valid registration. As a result they may be subject to a period of up to six weeks suspension as the NMC processes their re-entry onto the live NMC Register.

Registrants are reminded that the NMC see working as a registrant without a valid PIN as a breach of the NMC Code. As it considered is illegal to practice without a valid registration this may result in a referral to the regulator under Fitness to Practice.

A nurse or midwife working without a valid PIN is also in breach of their Contractual arrangements with the WHSCT, which require that the employee must maintain live registration with their regulatory body. Failure to do so will result in suspension from work without pay until readmitted to the live register in line with the WHSCT Regulation and Professional registration Policy June 2014. A copy of this policy is available on the Intranet.

CONFIRMATION FORM



You must use this form to record your confirmation.

To be completed by the nurse or midwife:

Name:
NMC Pin:
Date of last renewal of registration or joined the register:

I have received confirmation from (select applicable):

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

To be completed by the confirmer:

Name:	
Job title:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of confirmation discussion:	



If you are an NMC-registered nurse or midwife please provide:

NMC Pin:

If you are a regulated healthcare professional please provide:

Profession:

Registration number for regulatory body:
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If you are an overseas regulated healthcare professional please provide:

Country:

Profession:

Registration number for regulatory body:
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If you are another professional please provide:

Profession:

Registration number for regulatory body (if relevant):
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Confirmation checklist of revalidation requirements

Practice hours

- You have seen written evidence that satisfies you that the nurse or midwife has practiced the minimum number of hours required for their registration.

Continuing professional development

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

Practice-related feedback

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

Written reflective accounts

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

Reflective discussion

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

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

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

Signature:

Date: