



Your Essential Guide to NMC Revalidation



This guide highlights what is important in the process of revalidation and complements all NMC and RCN resources.

For more information please visit:

www.nmc.org.uk/registration/nmc-online/

www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/

www.rcn.org.uk/revalidation

Facts about revalidation

The Nursing and Midwifery Council (NMC) is introducing a new process of revalidation from April 2016.

Whether you practise as a nurse or midwife in direct care, or support practice through leadership, policy, research or education, every registrant will have to complete the revalidation process in order to remain on the NMC register, and this will take place every three years.

REMEMBER: you must still pay your annual retention fee every year to the NMC to retain your registration.

Preparing for revalidation

Before embarking on your revalidation paperwork, remember to:

- **sign up to NMC Online**
- **check your NMC revalidation date and the year**
- **familiarise yourself with the new NMC Code**
- **always keep revalidation in your mind**
Keep up to date. Discuss your practice and development with colleagues. Ensure you have enough of the right CPD. Think about who should be your 'confirmer'.
- **speak to colleagues**
Discuss gaps in your development and any development issues with your manager.

How can your organisation help you?

Organisations, as employers, should consider support for revalidation as key to good employment practice. This includes:

- access to and support for training and CPD
- adequate IT support
- opportunities for professional development reflection and discussion
- facilitation of feedback
- access to individuals who are able to undertake confirmation and reflective discussion roles.

The NMC has produced a guide for employers at www.nmc.org.uk/standards/revalidation/revalidation-for-employers/

Key messages about appraisal

The NMC **strongly recommends** that you use your annual appraisal, if possible and appropriate, for your revalidation confirmation. If your line manager is an NMC registrant, you can include your reflective discussion at this appraisal too.

A **'good' appraisal** promotes discussion about performance in the job/role; a reflective discussion on feedback, learning and development or a practice-related event; and discussion on how this relates to the Code.

Crucially, registrants must be mindful to **separate** the discussion about performance in role from discussion about their revalidation.

RCN revalidation support

Resources

The RCN has a range of information and resources to support members through revalidation, including guidance on how to store evidence and how to create a reflective account

www.rcn.org.uk/revalidation

<https://rcnrevalidation.wordpress.com>

CPD

We offer a range of online CPD resources to members.

Advice/support

We can provide help and support in understanding the revalidation requirements and navigating the process. Information and resources also available at RCNi.com

You can find a range of NMC revalidation resources at:

www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/

Checklist: revalidation requirements

- Obtain five pieces of practice-related feedback.
- Provide five written reflections.
- Complete 35 hours of continuous professional development (CPD). Twenty hours of which should be participatory.
- Undertake a reflective discussion with another NMC registrant.
- Obtain confirmation that you have met the revalidation requirements from an appropriate person.

And don't forget to:

- complete 450 hours of practice (900 if midwife and nurse registrant)
- pay the annual NMC registration fee
- provide a declaration of health and character
- provide proof of professional indemnity.

Obtain five pieces of practice-related feedback

Feedback can come from a variety of sources:

- patients, service users, carers, students, colleagues, policy, teachers, researchers
- team performance reports and serious event reviews
- clinical supervision, one to ones or annual appraisals.

Keep a note of the content of the feedback, including how you used it to improve your practice. Ensure you maintain patient/staff anonymity.

Provide five written reflections

You need five written reflections on the appropriate NMC form relating to:

- an instance of CPD
- an example of practice-related feedback
- a reflection on a practice-related event
- or a combination of all three.

These can be written, typed or dictated. You should retain them to inform your reflective discussion.

Reflection should include what you have learnt, how you have changed or improved your work, and how this is relevant to the Code:

- **Prioritise people**
- **Practise effectively**
- **Preserve safety**
- **Promote professionalism and trust**

Complete 35 hours of continuous professional development

Your 35 hours can include:

- activities where you learn alone or interact with others either face-to-face or online
- attending learning events, workshops or conferences
- reading and reviewing a publication – shadowing a colleague, or attending a group practice meeting
- mandatory training if relevant to your practice.

Keep all evidence of your CPD activity and record on the NMC template.

Undertake a reflective discussion

You can hold your reflective discussion with your line manager (if NMC-registered) or another NMC registrant. It should be face-to-face and cover your written reflections on the Code, CPD, feedback or a practice-related event.

Who with?

- Someone you frequently work with, a colleague from another field of practice or a professional network or learning group.
- Each registrant will have to complete the appropriate NMC form and ensure that the NMC registrant you have spoken with has signed, dated and recorded their name and PIN, email address and postcode.
- A video conference discussion is permissible if necessary.

Obtain confirmation you have met the requirements

An appropriate confirmer will need to check you have met all the requirements for revalidation.

The confirmer may question you when they are not sure that you have met a requirement.

The confirmer is **not** being asked to:

- make a judgement on whether you are fit to practise
- verify evidence and information in your portfolio
- check the health and character or professional indemnity arrangement requirements.

The confirmation form must be stored as a paper copy.



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