Step-by-step guide to Revalidation

Step 1 -
1. Print off a copy of the “How to revalidate’ guidance from the NMC website.
2. Print off a copy of the new NMC Code from the NMC website. You will need to refer to this often so it is easier to have a paper copy to hand. Read through the code.

Step 2 -
1. Decide on paper or electronic record.
2. If paper – gather a folder, plastic pockets, index dividers. Write on the divider tabs: Practice hours / CPD / Reflective logs / Reflective Discussion / Confirmation.
3. Print off the templates from the NMC website for the practice hours / CPD / Reflective logs / Reflective Discussion / Confirmation and put them in the correct sections of the portfolio folder.
4. Make up a front page for your folder: Name / PIN number / Work based address / Work based telephone number.
5. If computer – set up a folder on the desk-top marked Revalidation Portfolio. Inside set up further folders marked: Practice hours / CPD / Reflective logs / Professional Discussion / Confirmation.
6. Download electronic copies of the templates from the NMC website for the practice hours / CPD / Reflective logs / Reflective Discussion / Confirmation and put them into the correct portfolio folders on the desk-top.
7. Make up a front page: Name / PIN number work based address / work based telephone number. Drop this document into your main desktop Revalidation Portfolio folder.
Step 3 -
1. Start to gather evidence of the required number of hours. This should be divided into direct / indirect patient care.

2. Indirect patient care might be: management / education / teaching / policy development / research etc.

3. Collate practice hours until you reach the required amount and then stop. For information: 7.5 hour days = 60 days of work required (450 hours) / 12 hour days = 38 days of work required (450 hours). The hours are those worked at any time during the three years preceding your revalidation date, but you cannot count annual leave or any other type of leave.

4. Record on the NMC template provided: The date worked / Name of the organization / Type of organization, i.e. NHS Health Board / Scope of practice i.e. Direct or Indirect patient care / Number of hours worked / Registration type i.e. Nurse or Midwife / Brief description of work undertaken.

5. The evidence can be: Time sheets / Pay slips / Electronic staff record data / Off duty (redact other staff member’s names). If paper, photocopy these items and put them into the folder. If electronic, scan these documents and drop them into the Practice Hours folder on the desktop.

6. When you have recorded your hours of practice for each part of the register (Nursing / Midwifery) you wish to keep ‘live’, you have completed this section of your portfolio.

Step 4 -
1. Take 1 piece of CPD and complete the log from the NMC website: The Date / Method i.e. attended conference or study session, online training, MDT meeting etc. / Give a brief outline of the key points of leaning activity, what you have learnt, and how you have applied this to your practice / Link the learning to the Code / State the number of hours spent on the activity / State the number of participatory hours i.e. with other healthcare professionals.

2. Find the evidence for each CPD entry, i.e. Attendance certificate / Study day program / Attendance list / Email from provider etc. If paper, photocopy these items and put them into the folder. If electronic, scan these documents and drop them into the Practice Hours folder on the desktop.

3. When you have collected 35 hours of CPD, at least 20 hours being participatory (it can all be participatory), you have completed this section of your portfolio.
Step 5 -
1. Think about and start to collect FIVE examples of practice related feedback, these may be your appraisal / an inspection report / a complaint / a compliment / an incident report / an audit etc. You will need to refer to the feedback when you write your written reflections.

Step 6 –
1. Decide on the topic of your first reflective account, this can be from your CPD / Feedback you have collected / An incident or event in practice.
   1. Start writing one reflective account, **YOU MUST USE** the template downloaded from the NMC website: Write the nature of the activity i.e. Feedback on practice / Describe what you have learnt / Write about how it has changed your practice / Decide which chapter(s) of the code the activity is linked to. Then read the relevant chapter(s) and outline the specific parts of the chapter(s) that apply.
   2. Repeat step 6 until you have completed at least 5 written reflections. Store these safely ready for your reflective discussion.

Step 7 -
1. Think about your indemnity insurance – check whether your Employer provides this for you.

Step 8 –
1. Think about your character and health declarations.
Are you able to confirm these two elements?
Step 9 -
1. Contact your line manager or other appropriate person* and arrange a date for your reflective discussion and confirmation to take place. This may be the same person if they are a registrant and can be done at the same time.

Step 10 -
1. Have the Reflective Discussion and ask your reflective discussion partner to sign the NMC template. You may choose to store your completed reflective discussion and confirmation forms in either paper or electronic format. You should still respect the fact that these forms contain personal data about your reflective discussion partner and confirmer.

Step 11 –
1. Double check your portfolio against the check-list in the ‘How to Revalidate’ booklet.

2. When you are happy that your revalidation folder is complete, undertake the confirmation process and ask your confirmer to sign the NMC document. You may choose to store your completed reflective discussion and confirmation forms in either paper or electronic format. You should still respect the fact that these forms contain personal data about your reflective discussion partner and confirmer.

3. It is advisable to have the reflective discussion and confirmation in good time in case you need to collect some additional evidence or do any further work.

Step 12 -
1. Log onto your NMC online account and complete the required declaration.

2. You are able to do this electronically any time during the 60 days which precede the FIRST day of the month in which your revalidation is due.

DON’T leave it until the last minute. Finish early to ensure you don’t miss the deadline due to any last minute problems.

You have completed the revalidation process – Well Done !!!!!!!!

Appropriate person* - see NMC list in NMC Confirmation guidance booklet.