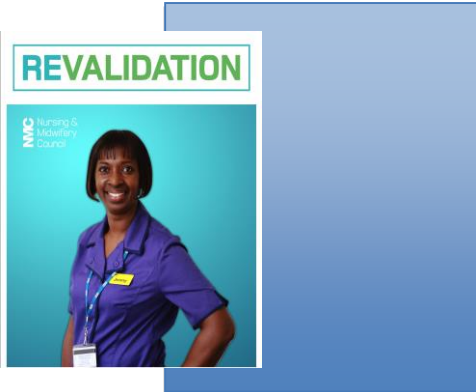


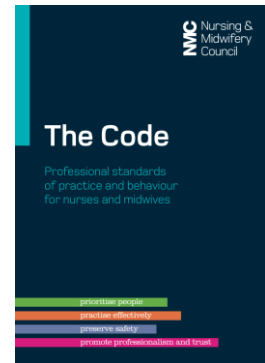
## **Step-by-step guide to Revalidation**

### **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**.

Provisional/Confidential  
Template: Practice hours record log




Date	Name and address of organization	Type of organization	Scope of practice	Number of hours	Registration type	Brief description of work
February 2015	Abu Dhabi Health Services Company (SECC) - Abu Dhabi	NHS Health Board	Direct patient care	2.0h	Nurse	Conducting new patient and follow up patient clinics within the Chronic Pain Management service. Consideration - history taking, assessment, review of findings & benchmarking results / diagnosing / formulating treatment plan / prescribing as required.
				<b>Total</b>		
				<b>21.5h</b>		

### 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 learning 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.

Provisional/Confidential  
Template: Continuing Professional Development (CPD) record log



Please provide the following information for each learning activity. You may be required to upload additional evidence in relation to your record of CPD.  
For examples of the types of CPD activities you could undertake and the types of evidence you could keep in your portfolio please refer to Annex 2 of 'How to revalidate with the NMC'.

Date	Method	Topic	Link to Code	Number of hours	Number of participatory hours
March 2015	Study session attendance	Revalidation and the updated Code of Professional Standards. Revalidation aims to protect the public, increase public confidence in nurses and midwives and help those on the NMC's register to meet the standards required of them by supporting them using practice related feedback to improve the quality of care. Revalidation also aims to help promote a culture of professionalism and accountability through ongoing reflection on the Code and standards.	This study links to all 4 elements of the code: Practice people Practice effectively Preserve safety Promote professionalism and trust	1.5	1.5



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. Feed back on practice from an investigation report / 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.

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### Template: Reflective accounts record log

You are required to record a minimum of five written reflections on the Code, your CPD and practice-related feedback, as outlined in 'How to revalidate with the NMC'. Please fill in a page for each of your reflections, ensuring you do not include any information that might identify a specific patient or service user. You must also discuss these reflections as part of a professional development discussion (PDD) with another NMC registrant and may be required to upload a signed PDD form.

Reflective account: Number 1

#### What was the nature of the CPD activity/ practice-related feedback?

The activity was mixture of both a CPD activity and from a 360 degree feedback, both activities were undertaken as part of the leadership and management course undertaken and recorded in my CPD log.

#### What did you learn from the CPD activity and/or feedback?

From the CPD activity I learned coaching skills which were extremely useful. Although I already understood the basic principles of coaching, the all day session on coaching taught me the basic principles and the afternoon was a practical workshop putting coaching skills into action. Learning the skills and then having the opportunity for immediate practical application helped cement coaching and gave me the confidence and skills to put it into practice in my leadership role.

In tandem with the coaching skills I took the feedback from my 360 degree appraisal and looked at areas in which I could improve. I am aware that I as a manager I have felt that I needed to 'solve' all problems rather than using all of the expertise in the team to look at different ways forward with issues. I felt that in future, when staff come to me with an issue I would be able to use the coaching skills to help them and the service move forward.

#### How did you change or improve your work as a result?

I have already had the opportunity to use the coaching skills. A member of staff raised several clinical practice related issues with me that were causing concern. I approached this differently since being more self aware from the 360 degree feedback and utilised the coaching skills to ascertain how that member of staff could see herself moving forward, and getting her and her line manager to consider alternative ways of working which would enable more confident and effective practice.

#### How is this relevant to the Code?

Select a theme: **Prioritise people - Practice effectively - Preserve safety - Promote professionalism and trust**

This relates the Code as follows:  
**Prioritise people** – using coaching has prevented my from making assumptions and through the use of coaching skills has enabled me to better recognise individual choice, to listen to people and to work in partnership with people to make sure care is delivered effectively.  
**Practice effectively** – Learning from feedback and through formal study, has also helped to ensure cooperative working, respecting skills, expertise and the contribution of colleagues whilst ensuring



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.