

RCN Guide to Revalidation for Employers: Mitigating the Risks to Your Business

CORPORATE





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Overview of revalidation

In April 2016 the Nursing Midwifery Council, the regulatory body for nurses and midwives in the UK, introduced revalidation, a new process for nurses and midwives to renew their statutory professional registration. It is the responsibility of individual nurse registrants to meet the requirements for revalidation, however, as employers you play an essential role in supporting them to do so. This will give you the assurance that your nurses are registered and can continue to practise.

As a provider of health care your most valuable asset is a well-motivated, competent and professional nursing workforce, underpinned by sound employment practices and processes. You can demonstrate how you value your nurse team by supporting them through professional revalidation, with benefits for them, your business, and of paramount consideration, for your clients and patients. Any lapse of registration is grave, as nurses will not be able to practise as a registered nurse, so by working together with your nursing team we will help you avoid this and ensure compliance. The RCN can help you by **working in partnership** developing good employment relations, and as outlined in our guide, **The RCN: working with you to support your business**.

The purpose of this guide

In this guide we aim to outline in practical terms how you, as the employer, can support and encourage your nurses who must revalidate. We have highlighted each of the NMC revalidation requirements; the registrants' responsibilities; how you can support nurses, and the RCN resources appropriate and available to help you achieve this. This guidance complements and references the **NMC guidance for employers**

Getting Started

We would encourage you, as their employer to support nurses in their preparation, to review the **RCN guidance** for members, set up an **NMC on-line account** and familiarise themselves with the **NMC Code**. The Code contains the professional standards that registered nurses and midwives must uphold in order to remain fit to practise, you can help by ensuring your nurses have reviewed and have a sound working knowledge of it.

Supporting your staff to fulfil NMC requirements for revalidation:

NMC Requirement	Registrant's Responsibilities	Employer's/Manager's Role	RCN support available for you
<p>450 Practice Hours</p>	<p>Must have practised for a minimum of 450 hours (900 hours for those registered as both a nurse and a midwife) over the three year period since registration was last renewed, or joined the register.</p> <p>Practice hours should reflect current scope of practice.</p> <p>More details can be found in the online NMC guidance and the RCN Revalidation Webpage</p> <p>The NMC have provided a template to record practice hours</p>	<ul style="list-style-type: none"> Support and facilitate staff to register online and familiarise themselves with the revised NMC Code. Provide access to computers during worktime to record their hours and provide information on resources to support. Provide work systems that can help registrants calculate hours of work, particularly part time staff. 	<p>Local RCN Representatives and RCN Officers can help registrants understand their code of conduct.</p> <p>See website links for: Information about RCN Representatives.</p> <p>RCN regional and country offices are available to provide advice</p> <p>The NMC template for recording practice hours.</p> <p>The RCN Safe Staffing Guide</p> <p>A Shift in The Right Direction RCN publication about safe shift working</p>
<p>35 hours of Continuing Professional Development (CPD)</p>	<p>Registrants must have undertaken 35 hours of Continuing Professional Development (CPD) relevant to their scope of practice as a nurse or midwife, in the three year period since registration was last renewed or they joined the register.</p> <p>Of these 35 hours, at least 20 must include participatory learning.</p> <p>Participatory learning includes any learning activity which involves interacting with other people, which could include:</p> <ul style="list-style-type: none"> study days learning events, such as a conference or workshop peer review coaching and mentoring participation in clinical audit, practice visits and group meetings. <p>More details can be found in the online NMC guidance and RCN Revalidation guide</p>	<p>NB. Mandatory training can only count towards revalidation CPD if it supports and enables the development of practice (e.g. equality legislation, safeguarding when working with vulnerable groups). If it does not support and enable development of practice, it cannot be included. See further RCN Guidance</p> <p>Employers/Managers can support by:</p> <ul style="list-style-type: none"> providing adequate opportunity for staff to attend/undertake CPD during working hours build in continuous discussion about revalidation as part of 1:1 discussions and/or appraisal to ensure staff feel supported identify the range of different learning opportunities that are available to your team. Remember this can be through both formal activities (such as a taught course) and informal opportunities (such as reading about matters relevant to practice or engaging in a relevant social media discussion) develop the ability to create certificates for internal events and time and a resource to record reflection 	<p>Locally elected RCN Representatives can assist in organising local training and signpost to RCN resources and learning events.</p> <p>RCN learning resources are accessible in the RCN Learning zone</p> <p>RCN publications and journals can provide guidance on best practice</p> <p>The RCN provides many professional accredited national learning CPD events.</p> <p>RCN regional and country offices also provide accredited learning events</p> <p>RCN information about statutory and mandatory training.</p> <p>A model certificate with a framework for reflection.</p>

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<p>Five pieces of practice-related feedback</p>	<p>Details of feedback should include the source, type and content of the feedback. Ensuring that it remains anonymous.</p> <p>The feedback can be used when preparing reflective accounts.</p> <p>See details in the online NMC guidance document and the RCN Revalidation webpages</p>	<ul style="list-style-type: none"> • ensure there is time and space for regular clinical supervision • provide registrant with any feedback they may have received about them, such as thank you letters from clients or relatives, or comments from colleagues and managers • start to gather feedback from activities with your client group • ensure feedback is highlighted during 1:1 discussions and reiterate the opportunity to utilise the feedback for reflection • feedback may not always be positive. Less positive feedback can often trigger reflection, learning and appropriate adjustment to the registrant's practice • confidential records may be used to assist feedback as long as they are anonymised. <p>NB: If via feedback, any concerns are raised about a registrant's fitness to practice this should not be dealt with via the revalidation process. As an employer/manager you should not wait until a registrant is due to renew their registration to address this. See RCN resources in the next box to support you in addressing this issue.</p>	<p>RCN advice on clinical supervision.</p> <p>RCN advice on achieving a healthy workplace</p> <p>RCN factsheet on managing capability and conduct processes.</p>

NMC Requirement	Registrant's Responsibilities	Employer's/Manager's Role	RCN support available for you
Reflective Accounts	<p>Five written reflective accounts that explain:</p> <ul style="list-style-type: none"> • what the registrant learnt from CPD activity and/or feedback and/or an event or experience in their practice • how they changed or improved their work as a result • How this is relevant to the Code. <p>Registrants can see guidance in the online NMC guidance document and RCN Revalidation Webpage</p>	<ul style="list-style-type: none"> • Facilitate and encourage discussion during regular 1:1 supervision meetings about the need to complete reflective accounts and how this is progressing. • Signpost resources available to support staff in completing reflective accounts. • As part of this process, registrants may reflect on details of client care, whilst being mindful of clients' anonymity. 	<p>RCN advice about how to improve reflection.</p> <p>Local RCN Reps may assist members with constructing reflective accounts.</p> <p>RCN regional and country offices may offer advice</p> <p>RCN Guidance on confidentiality.</p> <p>The NMC have produced a mandatory template for the reflective accounts.</p>
Reflective Discussions	<p>The reflective discussion supporting revalidation itself will need to take place with another NMC registrant.</p> <p>Registrants must be mindful of who they ask to be their reflective discussion partner in ensuring they have a NMC registrant who will provide an opportunity for a meaningful and constructive conversation.</p> <p>It is essential that the reflective discussion partner signs dates and provides their NMC PIN number on the mandatory reflective discussion template.</p> <p>Registrants can see guidance in the online NMC guidance document and the RCN Revalidation webpage</p>	<p>The registrant's reflective discussion partner will be at the choice of the registrant.</p> <ul style="list-style-type: none"> • If the reflective discussion partner is also the manager, the NMC recommend that the reflective discussion happens at the same time as the confirmation discussion.(see below) This could form part of a 1:1 or annual appraisal. • If you as line manager are not an NMC registrant, the registrant will need to have the reflective discussion with another NMC registrant before obtaining confirmation. • Ultimately the responsibility for choosing the most appropriate person lies with the registrant as a professional nurse or midwife. A manager can support this by identifying who this could be in your regular 1:1 meetings with the registrant at an early stage. • Explore how you might use team meetings, appraisals and 1:1's to facilitate reflection on practice; provide feedback, and identify developmental needs. 	<p>RCN advice about reflective discussions including video clip.</p> <p>RCN advice on performance appraisal.</p> <p>NMC advice on reflective discussion</p>

NMC Requirement	Registrant's Responsibilities	Employer's/Manager's Role	RCN support available for you
Health and Character	The registrant will make these declarations as part of their on line revalidation application. This does not form part of the reflection or confirmation discussion	<ul style="list-style-type: none"> Encourage staff who may wish to discuss any concerns about this to do so with their RCN representative. If as manager you have any concerns regarding health and character, you should raise these directly in discussion with the registrant in accordance with best employment practice. 	<p>RCN members can contact their local RCN representative or RCN Direct with personal concerns.</p> <p>Encourage all nurses and HCAs to access many benefits and RCN assistance by joining the RCN membership.</p>
Professional Indemnity Arrangement	The registrant must provide evidence to demonstrate that there is an appropriate indemnity arrangement in place. This is a self-declaration when completing their online revalidation declaration. This does not form part of the confirmation discussion.	<ul style="list-style-type: none"> Professional Indemnity arrangement is through the registrant's employment with you. You can assist registrants with this by providing details of and an easy access, via electronic link to the company's insurance policy. 	<p>The RCN provides information on indemnity and employers' responsibilities.</p> <p>The RCN provides legal advice and representation https://www.rcn.org.uk/professional-development/publications/pub-004941 on indemnity and NMC matters</p>
Confirmation	<p>The confirmation discussion allows the registrant to demonstrate they have met the NMC revalidation requirements.</p> <p>Registrants can see guidance in the online NMC guidance document and RCN Revalidation guidance</p>	<ul style="list-style-type: none"> The NMC strongly recommends that wherever possible the registrant obtains confirmation from their line manager. We recommend that you encourage discussions about this at an early stage. It is helpful if you have worked with the registrant or have a similar scope of practice, but this is not essential. As confirmer you are not assessing the quality of the evidence submitted. You are confirming that all evidence has been completed. Quality assurance is within the remit of the NMC. The manager needs to be familiar with the NMC template to record confirmation discussions. Highlight availability of RCN revalidation resources. This form remains the property of the registrant. Ensure you are clear on issues of data protection and confidentiality. The confirmer may keep a record of their confirmation discussion as this may be requested for NMC verification purposes. 	<p>NMC confirmation template.</p> <p>RCN information on role of confirmer.</p>

NMC Advice	Registrant's Responsibilities	Employer's/Manager's Role	RCN support available for you
<p>Portfolio</p>	<p>Every registrant must keep evidence of their revalidation in a portfolio and this can form part of their overall professional portfolio.</p> <p>There is no set requirement for the format of the portfolio and it can be in the format the nurse chooses.</p>	<ul style="list-style-type: none"> As an employer you are not entitled to see the portfolio in its entirety as this remains the property of the registrant. If you act as the confirmer you will need to review the registrant's portfolio of evidence for revalidation only as part of your confirmation discussion. Encourage discussion about development of the registrant's portfolio at 1:1s. Encourage registrants to identify and have the opportunity to undertake reflective discussions and confirmation with the appropriate person during work time. 	<p>Nurses may wish to use an e-portfolio. Nursing Standard have developed such a resource through their RCNi extended offer</p> <p>NMC advice regarding data protection</p> <p>The RCN library and information service – Europe's largest nursing collection – provides resources, books and journals to support learning and portfolio development</p> <p>RCN library subject guide to revalidation resources.</p>
<p>Application</p>	<p>Registrants will be invited by the NMC to submit their application for revalidation 60 days prior to the submission date via e-mail.</p> <p>The revalidation application will be due on the first of the month in which the registrant will be due to renew their registration and must be completed by this date.</p> <p>The application process is completed on line.</p>	<ul style="list-style-type: none"> Managers should ensure that staff know when their revalidation date is and that staff have an NMC online account. Managers can assist by facilitating on-line access at work. Managers may wish to keep a record of when staff are due to revalidate. 	<p>Registrants can see guidance in the online NMC guidance document and case studies on the RCN Revalidation webpage</p>
<p>Verification</p>	<p>Verification is a process by which the NMC will select a sample of registrants to provide further information about their application.</p> <p>Registrants will know within 24 hours of submitting their revalidation application and paying their fee if they have been selected to verify their application.</p>	<ul style="list-style-type: none"> Being selected does not necessarily mean that there is any concern about the registrant's application and registrant's can continue to practice while the NMC carry out the review of the information provided. The NMC may also contact you as the employer as part of this process. It is vital you respond in a timely manner as failure to do so may put a nurse or midwife's revalidation application at risk. Ensure you discuss any contact from the NMC for verification purposes with the registrant, to reassure them of the process. Encourage them to discuss this with their RCN representative if they have concerns. 	<p>RCN regional and country offices for local support. Or contact RCN Direct 8.30am to 8.30pm</p> <p>Encourage all nurses and HCAs to access many benefits and RCN assistance by joining the RCN membership.</p> <p>NMC guidance on verification</p>

Lapsed Registration

A nurse or midwife's registration lapses from midnight on its expiry date if the NMC does not receive the documentation and fee in time to process the application for renewal. Previous to November 2015, a window of grace enabled late applications for registration renewals to be processed without reprisal, however, this no longer exists.

- Professionals who allow their registration to lapse will only be allowed back onto the register after a **reapplication process**
- The process could take between two and six weeks, but should be no longer than 3 months, creating problems for employers and practising nurses and midwives who are legally required to be registered.
- It is a criminal offence to practice as a nurse if not actively registered with the NMC, although can work in a nursing or care assistant role.

The nurse should discuss it with their manager and contact the NMC to **initiate re-application**.

As a manager you can assist by being aware of when your nurses are due to revalidate and sharing this with your registered nurses. Agreeing a policy to guide employment practice if lapsed registration occurs.

The RCN advise:

- that if a lapse is due to the NMC the nurse should be maintained on their substantive pay grade whilst working in a non-registrant role.
- if members have missed revalidating or making their annual payment to maintain their registration, then they should be redeployed if at all possible, rather than being suspended or receive no pay.
- the employer agrees a policy to govern how they will manage lapsed NMC registrants. The RCN can assist with drawing up robust policy to assist with managing these situations and that are consistent with other organisations in the area
- Encourage all nurses and HCAs to access many benefits and RCN assistance by joining the RCN membership.

For further RCN advice, assistance and support, we can be contacted through RCN Direct

The RCN represents nurses and nursing, promotes
excellence in practice and shapes health policies

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www.rcn.org.uk

RCN Direct
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