NMC Revalidation
Are you ready?

Guidance for UNISON members
Revalidation – are you ready?
If you are a nurse, midwife or health visitor you need to know about revalidation – the new way in which the Nursing and Midwifery Council (NMC) will be requiring you to renew your professional registration. From April 2016 this will apply to all nurses and midwives and you will have to demonstrate competence, if you want to remain on the register and able to practice. It also applies to managers who are registrants.

The difference between paying NMC fees and revalidation
Every nurse and midwife currently pays an annual fee of £120 to the NMC to remain on the register. However, once every three years you have to demonstrate that you are capable of safe and effective practice – which is where revalidation comes in. You have to comply with both processes.

Key dates
The new system will come into effect from April 2016, for all nurses and midwives renewing their registration. The NMC writes to all registrants 60 days before their registration is due, reminding them of the steps they need to take to revalidate.

The best way to find out when your registration is due is to register with the new NMC online system nmc.org.uk/registration/nmc-online/. This will enable you to check and update your information and it will also show you when your revalidation is due. UNISON is encouraging all our nursing and midwifery members to register on the new system. You then also have the option to pay your registration fees online too.
What you need to do for your revalidation

Revalidation requirement – 450 practise hours

What you have to demonstrate
You must practice a minimum of 450 hours (900 hours for those registered as both a nurse and a midwife) over the three years before your renewal is due.

Hours must be carried out in your role as a registered nurse or midwife, which could include:

- clinical care, for example in an acute or community setting
- nursing and midwifery education and research
- policy advisory roles or education
- management and leadership roles specific to nursing or midwifery
- TU rep.

If you have more than one role just make sure you explain what they are and which hours relate to them.

What you can record in your portfolio
It is recommended that you maintain a record of your practice hours in your portfolio. You can include:

- Completed 450 hours of practice over previous 3 years
- 35 hours of Continuous Professional Development (CPD)
- Reflective discussion with a registrant
- 5 pieces of reflection and its relationship to the NMC code of conduct
- 5 pieces of practice-related feedback
dates of practice/copies of off duties
hours undertaken
details of the organisation
evidence (eg timesheets).

The NMC have a log you can use but it is not a requirement to do so.

Revalidation requirement - practice related feedback

**What you have to demonstrate**
You must obtain at least five pieces of practice-related feedback over the three years before your renewal is due.

Feedback can come from a range of sources, including patients, service users, students and colleagues. Feedback can also be obtained through reviewing complaints, team performance reports and serious event reviews. It could also be a situation you discuss with a colleague in which you both reflect on what took place and what could be changed, how you handled the matter etc.

Feedback can be informal or formal, written or verbal. It could be specific feedback about an individual, or feedback about a whole ward, team or organisation.

**What you can record in your portfolio**
It is recommended that you keep notes of the content of the feedback.

You do not need to record all the actual instances of feedback in your portfolio, but you will need to demonstrate how you used feedback to reflect on and improve your practice in your written reflections and how it relates to the Code of Conduct. Remember you only need five pieces.

Do not record any information that might identify a specific patient or service user.

Revalidation requirement – five pieces of reflective accounts

**What you have to demonstrate**
You must record a minimum of five written pieces of
reflections and they can be on any aspect of practice or something you have learned. You should discuss these reflections with another NMC-registered nurse or midwife.

Each reflective account can be about an instance of CPD or feedback, or a combination of both. For example, you could create a reflective account on a particular topic which may have arisen through some feedback to your team such as consent and confidentiality, and identify how that relates to the Code.

**What you can record in your portfolio**

You will need to record five written reflective accounts that explain what you learnt, how you changed or improved your practice, as a result and how it is relevant to the Code. You can use the NMC template for this - [nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/](http://nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/)

You then need to have a reflective discussion on these with another registrant.

You should also indicate who the discussion was with. You should describe their role, how long you discussed it for. You may be asked to provide evidence of this, so keep detailed records, in your portfolio.

**Revalidation requirement – 35 hours of Continuing Professional Development (CPD)**

**What you have to demonstrate**

You must undertake 35 hours of CPD relevant to, or complementing, your scope of practice as a nurse or midwife, over the three years before your registration is due. Of these hours, 20 must be through participatory learning. (face to face)

You will need to maintain accurate records of your CPD and demonstrate how you have used it to reflect on and improve or inform your practice in your written reflections.

Participatory learning includes any learning activity which involves interacting with other people, which
could include:

- study day
- learning events, such as a conference or workshop
- peer review
- coaching and mentoring
- participation in clinical audit, practice visits and group meetings.

**What you can record in your portfolio**

You must maintain accurate records of your CPD, including:

- CPD method
- description of the topic and how it relates to your practice
- dates and number of hours
- relevance to Code
- evidence that CPD has taken place.

The NMC have a log you can use to record this but you may wish to develop your own.

**Revalidation requirement – indemnity insurance**

**What you have to demonstrate**

You must declare that you have, or will have when practicing, appropriate cover under an indemnity arrangement.

You must inform the NMC whether this arrangement is through your employer, a membership with a professional body, trade union or through a private insurance arrangement.

You can download a leaflet about UNISON’s scheme from the healthcare section of our online catalogue at unison.org.uk/onlinecatalogue

**What you can record in your portfolio**

You do not need specific evidence of this in your portfolio but may be asked to provide it should your portfolio be subject to NMC verifications.
Revalidation requirement – good health and character

**What you have to demonstrate**
You must meet a health and character declaration. You must declare if you have been convicted of any criminal offence or issued with a formal caution.

The NMC says: “Good character is important and is central to the Code because nurses and midwives must be honest and trustworthy. Your good character is based on your conduct, behaviour and attitude. In accordance with the Code, we expect you to declare any cautions and convictions to the NMC immediately, not just at the point of renewal.

“We expect you to be in a state of health that ensures you are capable of safe and effective practice without supervision, after any reasonable adjustments are made by your employer. This does not mean there must be a total absence of any disability or health condition. Many people with disabilities or health conditions are able to practice effectively with or without adjustments to support their practice.”

**What you can record in your portfolio**
These declarations will be made as part of your revalidation application so you do not need to keep anything in your portfolio as part of this requirement.

Revalidation requirement – confirmation

**What you have to demonstrate**
You will need to demonstrate to a third party that you have met the revalidation requirements. To do this you need to have a confirmation discussion with a third party where you demonstrate how you have met the revalidation requirements. This can form part of an annual appraisal but may also be separate.

The NMC recommends that the confirmer be your line manager, however it does not have to be, you may want someone else. A line manager does not have to be an NMC registered nurse or midwife.

If you do not have a line manager, the NMC recommends that the third party is a nurse or
midwife registered in the UK. If that is not possible, you can seek confirmation from another healthcare professional that you work with and who is regulated in the UK. If this causes you difficulties please seek advice from UNISON, for example, if your line manager is your personal friend or you would prefer another confirmer.

**What you can record in your portfolio**
A confirmation form is available on the NMC web site (nmc.org.uk/standards) and we recommend you keep the completed and signed form in your portfolio.

**Reflections**
All nurses and midwives undertake reflection – and it is entirely up to you how you do it. See below for some suggested websites where you will find articles on how to do it, which we believe will help you feel more confident about the process – you can use the search function to look for articles on reflection.

nursingtimes.net/Journals/2012/
nursingtimes.net/home/courses-and-events
alps-cetl.ac.uk/documents/
hsj.co.uk/resource-centre
latrobe.libguides.com/

**Local support from UNISON**
Your local UNISON branch will be running a series of workshops on revalidation so contact them to find out when they are. They will also support and represent you if you experience difficulties going through the revalidation process, either with confirmation or NMC.

**What you can do now**
Please make sure that revalidation is discussed at your team meetings and see if you can agree how you could support each other with practice reflection. Make sure you that you use revalidation to support your requests for access to training and professional development during your appraisal.