

POLICY/PROCEDURE INFORMATION (Policy no CS029)	
Subject	Nurse Revalidation Policy <i>(This policy is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All Registered Nurses and Nursing Associates working for Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
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Lead responsible for Policy	Director of Care
Policy written by	Governance Lead
Notified to (when)	Quality and Safety Committee 16 Jan 2024
Authorised by (when)	Quality and Safety Committee 16 Jan 2024
CQC Standard if applicable	Well - led
Links to other Hospice Policies	Clinical Supervision Policy CS011 Disciplinary Policy and Procedure HR024
Links to external policies	Revalidation - The Nursing and Midwifery Council The Code for Nurses and Midwives
Summary	This policy outlines the Nursing and Midwifery Council (NMC) revalidation process for Registered Nurses
This policy replaces	N/A

VERSION CONTROL			
Status	Date	Review date	
Original policy written by Governance Lead	November 2022		
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1. Introduction

Revalidation is the process that allows nurses to maintain their registration with the Nursing Midwifery Council, (NMC). It helps registrants to:

- Continually develop and reflect on practice
- Reflect on the role of the Code in their practice and demonstrate that they are 'living' the standards set out within it.

Revalidation is required every 3 years and the NMC have set out the requirements of revalidation here [Revalidation - The Nursing and Midwifery Council](#) **(Appendices 1-5)**

The NMC may contact Nottinghamshire Hospice to request further information or evidence to verify declarations a nurse has made as part of their revalidation. The organisation will share all appropriate information as requested as part of this process. Any concerns regarding the sharing of information should be directed to the Data Protection Officer. (Director of Finance and Resources)

2. Policy Aim

It is every Registered Nurses professional responsibility to revalidate 3 yearly in addition it is a contractual requirement for nurses and nursing associates (henceforth referred to as nurses) employed by the Nottinghamshire Hospice to maintain their registration with the NMC. The Nottinghamshire Hospice is committed to supporting nurses it employs as they go through the revalidation process.

The aim of the policy is to assist nurses and the organisation in the implementation and delivery of a robust, quality assured system to support revalidation that meets the requirements of the NMC.

The organisation will only be able to provide evidence to support revalidation relating to work undertaken with the Nottinghamshire Hospice.

<p>3.</p>	<p>Scope</p> <p>This policy applies to all Registered Nurses (RN's) employed by the Nottinghamshire Hospice. The Policy outlines the process to support revalidation for nurses employed by the Nottinghamshire Hospice.</p>
<p>4.</p>	<p>Roles and Responsibilities</p> <p>The following staff must ensure they are aware of this policy and NMC requirements for revalidation and ensure all nursing staff in their teams are aware of their responsibilities and of this policy and their requirements to revalidate:</p> <ul style="list-style-type: none"> • Director of Care • Deputy Director of Care <p>Senior Staff/Confirmers</p> <p>Must ensure they are aware of this policy and the NMC guidelines for confirmers and facilitate reflective discussions as appropriate.</p> <p>Nurses</p> <p>Must follow the processes laid out for NMC Revalidation and ensure they meet their contractual requirements by maintaining their registration where this is a requirement of their role.</p> <p>Monitoring</p> <p>The people services department will maintain a record of revalidation with due dates and provide this information to the appropriate Line Manager.</p> <p>Line Managers should support RNs in their revalidation on a regular basis at supervision and appraisal to ensure the requirements are being recorded on an ongoing basis.</p>

5. Revalidation Deadlines

All nurses will be required by the NMC to sign up to NMC On-Line in order to submit their Notification of Practice (NoP) [Joining the register - The Nursing and Midwifery Council \(nmc.org.uk\)](#).

This information can be accessed via [Employer confirmations - The Nursing and Midwifery Council \(nmc.org.uk\)](#)

60 days before the revalidation due date the NMC will contact nurses to inform them of their pending revalidation. Line Managers will also be aware of RNs revalidation date and offer any support required. Any concerns regarding fitness to practice must then be passed onto the RN's line manager for action.

Extensions to revalidation applications can only be made by the registrant themselves and the NMC will not usually consider requests for extensions as registrants should have met the necessary requirements during the 3 years prior to the renewal of their registration.

Revalidation can only be delayed under exceptional circumstances [Support to help you revalidate \(nmc.org.uk\)](#). The organisation cannot make applications on behalf of registrants for extensions or exceptional circumstances. Should a registrant consider that they may be eligible for an extension, or have exceptional circumstances, they should contact the NMC as far in advance of their revalidation date as possible.

Any delay in revalidating will mean that an RN cannot continue to work in their current role and an alternative one may need to be found until the situation is rectified. People Services will be consulted about individual circumstances and support the Line Manager to explore any viable alternative roles for staff who are not able to practice as Registered Nurses.

In the event that no alternative roles are available, the individual will be placed on unpaid leave until the situation is rectified. Should an unacceptable time delay occur to revalidate without good reason, Nottinghamshire Hospice will regard this as a breach of your contract of employment as gross misconduct and your employment can be terminated without warning or notice.

6. Health Character and Professional Indemnity Arrangements

It is wholly the responsibility of the registrant to confirm to the NMC that they are of good health and character and that they have professional indemnity arrangements.

All employed nurses are covered by Employers Liability Insurance. Provision of this is a legal requirement.

The NMC does not require further evidence of these areas of revalidation, and this does not replace fitness to practice.

7. Confirmation

In order to revalidate, nurses will need to provide confirmation that they have met all the requirements of revalidation except for health and character and professional indemnity arrangements (see above).

An individual is responsible for identifying an appropriate Confirmer.

A Confirmer can be from within Nottinghamshire Hospice or external to the Organisation.

Confirmers are required to review the evidence to support revalidation outlined above and to confirm to the NMC that the registrant has met those requirements.

The NMC has provided a template for the confirmation form which can be accessed via NMC website: <http://revalidation.nmc.org.uk/download-resources/forms-and-templates>

Guidance can also be found for confirmers via NMC website <https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/information-for-confirmers.pdf>

Nurses are not required to send all their evidence of revalidation to the NMC but must provide a declaration that they have met the requirements.

The NMC will contact nurses directly to let them know how to provide their declaration electronically.

8.	Equality Impact Assessment (EIA) An EIA has been completed, concluding at the Screening stage.
9.	References <ol style="list-style-type: none">1. NMC, (2015). How to Revalidate with the NMC2. NMC, (2015). Employers Guide to Revalidation3. NMC, (2015). Confirmers Guide to Revalidation4. NMC, (2015). The Code for Nurses and Midwives

Requirements of Revalidation

The NMC requirements for revalidation are:

- Minimum 450 practice hours over 3 years since last registration
- Minimum 35 hours of Continuing Professional Development since last registration, (of which 20 hours must be participatory)
- 5 pieces of practice-related feedback, which have been collected since last registration
- 5 written reflective accounts which have been written since last registration
- Evidence of a reflective discussion with another NMC registrant
- Declaration of Health and Character
- Declaration of Professional Indemnity arrangements
- Confirmation by a third party, the 'confirmer', that the registrant has complied with the revalidation requirements.

Demonstrating the Revalidation Requirements

- Full guidance on the NMC evidence requirements can be found in or on the NMC website: [What you need to do - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/what-you-need-to-do)
- All Nurses are encouraged to manage their registration through the NMC On-Line account they are required to set up as part of the revalidation process.
- It is the responsibility of the NMC registrant to collect and provide evidence of meeting the revalidation requirements, not the employing organisation.

Gathering Evidence

- This can be done as a paper-based portfolio or an online portfolio – however some elements must be printed as set out in the NMC guidelines.
- If the nurse is a member of the Royal College of Nursing an RCNi e-learning online portfolio can be created and accessed at <https://rcni.com/portfolio>
- All the evidence needs to be kept in one place and shared with the confirmers when revalidation is due.
- Templates for recording evidence can be found by accessing the NMC website: <https://www.nmc.org.uk/revalidation/requirements/>
- Practice hours do not necessarily mean hours spent in face-to-face clinical practice and can be hours worked where the employee relies on their skills, knowledge and experience of being a registered nurse. This could include roles in nursing management, policy and education.
- Nottinghamshire Hospice can support revalidation by providing evidence of practice hours in the following ways:
 - Time Sheets
 - Job descriptions and specifications
 - Casual hours worked
 - Clinical sessions
 - Webinars/ Online courses
 - Study days

Continuing Professional Development

- A template is available from the NMC to record continuing professional development (CPD), this can be found on the NMC Website:
<https://www.nmc.org.uk/revalidation/requirements/>
- Registrants are required to maintain accurate and verifiable records of their CPD activities which include the method, a description of the topic, dates undertaken, hours (including if this was participatory), which parts of the NMC Code the CPD relates to, and evidence of having undertaken the CPD activity.
- NMC Code <https://www.nmc.org.uk/standards/code/>
- Nottinghamshire Hospice can support revalidation by providing evidence of CPD in the following ways:
 - Certificates at completion/attendance for participatory; distance learning courses
 - Notes from any relevant supervision/appraisal sessions/ workshops/meetings

Practice Related Feedback

- Feedback can be written or verbal, formal or informal, positive or constructive.
- Practice related feedback does not necessarily mean direct feedback from service users or carers. It can also be feedback on practice from colleagues such as other healthcare professionals or, complaints, team performance reports, root cause analysis investigations and other serious incident investigations or appraisal feedback.
- It is recommended that you keep a note of your feedback although no formal template is provided by the NMC. All feedback must be recorded in a way that no information identifying an individual is used or recorded.
- Nottinghamshire Hospice can support revalidation by providing opportunities for practice related feedback in the following ways:
 - Staff supervision session records
 - Appraisal records
 - Reflection on training sessions
 - Incident investigation reports
 - Complaints data
 - Care Quality Commission - reports
 - Quality Assurance surveys
 - Praise/Thank You letters

Reflective Accounts

Written Reflective Accounts

- A template for recording written reflective accounts has been developed by the NMC and can be found in or by accessing the NMC website at: <https://www.nmc.org.uk/revalidation/requirements/>
- This form is mandatory
- Reflective accounts must be recorded in a way that no information identifying an individual is used or recorded. Reflection accounts can be about practice related feedback, CPD or other events or experiences in practice as a Registered Nurse.

Reflective Discussion

- Your reflective discussion must be with another registrant.
- A template to record your reflective discussion and for the registrant with whom you have your reflective discussion to complete their details can be found on the NMC website at: <https://www.nmc.org.uk/revalidation/requirements/>
- This form is mandatory
- The Nottinghamshire Hospice will support nurses to achieve their reflective discussion by identifying in each home/team the most senior nurse. The most senior nurse will take on the role of facilitating the reflective discussion with the nurses in their team (to include bank nurses).