

## Nurse Revalidation Policy

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## 1. Introduction

Revalidation is the process that allows nurses to maintain their registration with the Nursing Midwifery Council, (NMC). All nurses need to meet a range of requirements designed to show that they are keeping up to date and actively maintaining their ability to practise safely and effectively.

Revalidation is required every 3 years in order for nurses to maintain their registration and continue to practise as a nurse.

The NMC have set out the requirements of revalidation which can be found [here](#)

## 2. Policy Statement

Avon and Wiltshire Mental Health Partnership NHS Trust, (AWP), is committed to supporting nurses employed in the Trust as they go through the revalidation process. The Trust will provide structures to support nurses to achieve and demonstrate the requirements of revalidation.

It is a contractual requirement for nurses employed by the Trust to maintain their registration; therefore failure to do so may result in termination of employment.

Maintaining NMC registration is the professional responsibility of the individual NMC registrant and not the organisation which employs them. Therefore, providing they maintain registration with the NMC a nurse can choose to achieve the requirements of revalidation through alternative processes not outlined in this policy.

The Trust will only be able to provide evidence to support revalidation relating to work an employee has undertaken with the Trust. The Trust will not provide evidence of work undertaken for other employers including nurse agencies, even if the work is undertaken in AWP teams or wards.

## 3. Purpose

This policy outlines the process to support revalidation for nurses employed by AWP.

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

## 4. Scope

This policy applies to all registered nurses employed by AWP who are required to maintain a professional registration as a contractual part of their employment.

The policy also applies to registered nurses working on the AWP bank.

The policy may also apply to those who are not contractually required to maintain registration with the NMC but rely on their skills, knowledge and experience of being a registered nurse. This could include roles in nursing management, policy and education.

Nurses who have multiple employers including AWP can elect to follow the process outlined in this policy to demonstrate the requirements of revalidation, alternatively they can elect to revalidate via a different employers procedures. AWP will endeavour to support their revalidation through enabling evidence to support the requirements of revalidation.

### 4.1 Multiple Employers

Where a Nurse has utilised a different employer's process for revalidation a completed and signed copy of the [NMC Confirmation form](#) must be submitted to the Trust at the same time of submission to the NMC. The Trust may require any employee or bank worker to provide their

full evidence of portfolio to support governance, audit or Trust processes (e.g. disciplinary, capability issues). Individual must provide this information within 10 working days of the request.

### 5. Content

#### 5.1 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).

The Nursing and Quality Directorate will keep a database of all nurses employed by the Trust including those on the bank. 60 days before a nurses' revalidation date the Trust will contact nurses to inform them of their pending revalidation, a reminder of the Trusts e-portfolio system and who can act as confirmer for them in their team.

The Nursing and Quality Directorate will also contact nurses' line managers and the identified most senior nurse in their team to inform them of pending revalidation.

Extensions to submit an application for revalidation can only be made by the registrant themselves and the NMC will not usually consider requests for extensions as registrants should have met the requirements for revalidation during the 3 years prior to the renewal of their registration. Revalidation can only be delayed under exceptional circumstances. The Trust cannot make applications on behalf of registrants for extensions or exceptional circumstances. Should a registrant feel 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. Further information can be found [here](#).

#### 5.2 Requirements of Revalidation

The NMC requirements for revalidation are:

1. Minimum 450 practice hours over 3 years since last registration.
2. Minimum 35 hours of Continuing Professional Development since last registration, (of which 20 hours must be participatory).
3. 5 pieces of practice related feedback, which have been collected since last registration.
4. 5 written reflective accounts which have been written in since last registration.
5. Evidence of a reflective discussion with another NMC registrant.
6. Declaration of Health and Character.
7. Declaration of Professional Indemnity arrangements.
8. Confirmation by a third party that the registrant has complied with the revalidation requirements.

#### 5.3 Demonstrating the Revalidation Requirements

Full guidance on the NMC evidence requirements can be found at the NMC website [here](#)

All AWP nurses are encouraged to manage their registration through an NMC On-Line account. More details on this can be found [here](#)

It is the responsibility of the NMC registrant to collect and provide evidence of meeting the revalidation requirements, not the employing organisation.

A NMC Registrant employed by AWP must comply with the employers requests to provide supporting evidence of revalidation e.g. training logs, checklist or e portfolio where available etc.(see 4.1 for staff with multiple employers).

## 5.4 Gathering Evidence

AWP will support nurses to gather evidence of revalidation requirements through the provision of formal templates and an e-portfolio where available. The e-portfolio will allow nurses to keep all their evidence in one place and to share this with their identified confirmer.

Evidence for the following revalidation requirements should be recorded using NMC template and the Trust Checklist unless the e-portfolio is available:

## 5.5 Practice Hours

A template is available from the NMC to record practice hours, this can be found [here](#)

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.

The Trust can support revalidation by providing evidence of practice hours in the following ways:

- Time sheets
- Job descriptions and specifications
- Bank hours worked
- Healthroster

## 5.6 Continuing Professional Development, (CPD)

A template is available from the NMC to record CPD, this can be found [here](#)

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.

The Trust can support revalidation by providing evidence of CPD in the following ways:

- Certificates of completion of AWP participatory and e-learning courses, (these can be downloaded from the MLE).
- MLE training records, (instructions on how to access your training record can be found [here](#)).
- Notes of coaching and mentoring activities.

## 5.7 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 practise from colleagues such as other healthcare professionals or, complaints, team performance reports, root cause analysis investigations and other serious incident investigation or appraisal feedback.

It is recommended that you keep a note of your feedback although no formal template for this is provided by the NMC. All feedback must be recorded in a way that no information identifying an individual is used or recorded.

The Trust can support revalidation by providing opportunities for practice related feedback in the following ways:

- IQ Reports

- Friends and Family Test results
- Incident and Investigation Reports
- Complaints and responses to complaints
- Praise
- The Trust appraisal and supervision process

The Trust will require all registrants to indicate the type of feedback obtained in their e-portfolio, e.g. if feedback is verbal from a service user, participation in a Root Cause Analysis process, etc.

### 5.8 Written Reflective Accounts

A template for recording written reflective accounts has been developed by the NMC and can be found [here](#). 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 of experiences in practice as a nurse.

### 5.9 Reflective Discussion

Your reflective discussion must be with another NMC registrant.

A template to record reflective discussions can be found [here](#). This form is mandatory.

The Trust will support nurses to achieve their reflective discussion by identifying in each 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.

For bank nurses this role will be undertaken by the clinical lead for the bank or nominated deputies.

In advance of revalidation dates the Nursing and Quality Directorate will write to NMC registrants to inform them of this and identify to them the most senior nurse in their team. The Nursing and Quality Directorate will also write to the identified senior nurse and the registrant's line manager to enable them to support the nurse through the revalidation process.

### 5.10 Health and 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. These aspects of revalidation are not included in third party confirmation.

All nurses employed by the Trust, including those working on the bank are provided with professional indemnity arrangements as part of their employment.

For bank staff this only applies to hours worked for the Trust and not those worked elsewhere or for agencies.

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

### 5.11 Confirmation

In order to revalidate nurses will need to provide confirmation from a third party that they have met all the requirements of revalidation with the exception of health and character and professional indemnity arrangements, see above.

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Whilst the NMC outline that confirmers do not need to be another registrant the Trust recommends that nurses confirmers in AWP are the most senior nurse in the team in which they work. 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.

For bank nurses this role will be undertaken by the clinical lead for the bank or nominated deputies.

The NMC have provided a Confirmation Form which can be found [here](#). This form is mandatory.

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.

### 5.12 AWP and the NMC

The NMC may contact AWP to request further evidence and information to verify the declarations that a nurse has made as part of their revalidation application. This will be part of a selected audit sample and not because there are concerns about the nurse.

AWP will share all appropriate information requested by the NMC as part of revalidation. Concerns regarding the sharing of information should be directed in first instance to the [Information Governance Team](#).

### 5.13 E-Portfolio

Where and when the Trust has provided nurses with an e-portfolio system to support individual nurses preparing for revalidation and to support senior nurses in teams to review evidence of revalidation requirements and act as confirmers.

As an organisation registered with the Information Commissioner the Trust is able to provide an e-portfolio system for nurses employed in AWP. Nurses can therefore keep their revalidation evidence including evidence of practice hours, evidence of CPD, feedback, reflection, documentation of reflective discussion and confirmation electronically in their portfolio.

Information stored in the e-portfolio will only be used for the purposes of revalidation and the Trust assurance and audit processes to ensure the quality of revalidation processes in the Trust.

### 5.14 Disputes

Where a dispute arises over revalidation confirmation, this will be referred by the senior nurse within a team to the Trust Nurse Revalidation Board. Revalidation is not a substitute or replacement for fitness to practise and any issues of competence should not be being identified through revalidation processes but through the Trust [Staff Supervision Policy](#), [Appraisal Policy](#) and [Capability Policy and Procedure](#).

Should a registrant make a false declaration during the revalidation process this will be addressed through the Trust [Disciplinary Policy](#).

Should a registrant fail to revalidate this will be addressed through the Trust [Practitioner Registration Policy](#).

## **6. Roles and Responsibilities**

### **6.1 Executive Director of Nursing and Quality**

The Executive Director of Nursing and Quality is nominated by the board as the Executive Lead with the responsibility for the development and implementation of this policy.

### **6.2 Nurse Revalidation Board**

The Nurse Revalidation Board will oversee the revalidation process, manage any disputes and provide reports on revalidation. The board will be chaired by the Executive Director of Nursing and Quality or their nominated deputy. The board will be made up of nursing representatives from the Nursing and Quality Directorate and Operations Directorate and from the People Directorate.

### **6.3 Team/Ward Managers**

Team and Ward Managers must ensure they are aware of the content of this policy, even if they are not nurses themselves and provide support and time to nurses to collect evidence for revalidation and undertake their reflective discussion and confirmation.

### **6.4 Senior Nurses within Teams/Wards**

Senior Nurses in teams and wards must ensure they are aware of this policy and the requirements for them to facilitate reflective discussions and as appropriate confirmation for nursing staff in their teams.

### **6.5 AWP Nurses**

Nurses in AWP are required to follow the processes laid out in this policy and to ensure they meet their contractual requirements by maintaining their registration where this is a requirement of their role.

## **7. Monitoring**

The Nurse Revalidation Board will monitor the effectiveness of revalidation processes in the Trust. The Nurse Revalidation Board will monitor the numbers of nurses revalidating, numbers of referrals to the board and numbers of nurses who do not revalidate. The Nursing Revalidation Board will also report on the effectiveness of the policy to support revalidation.

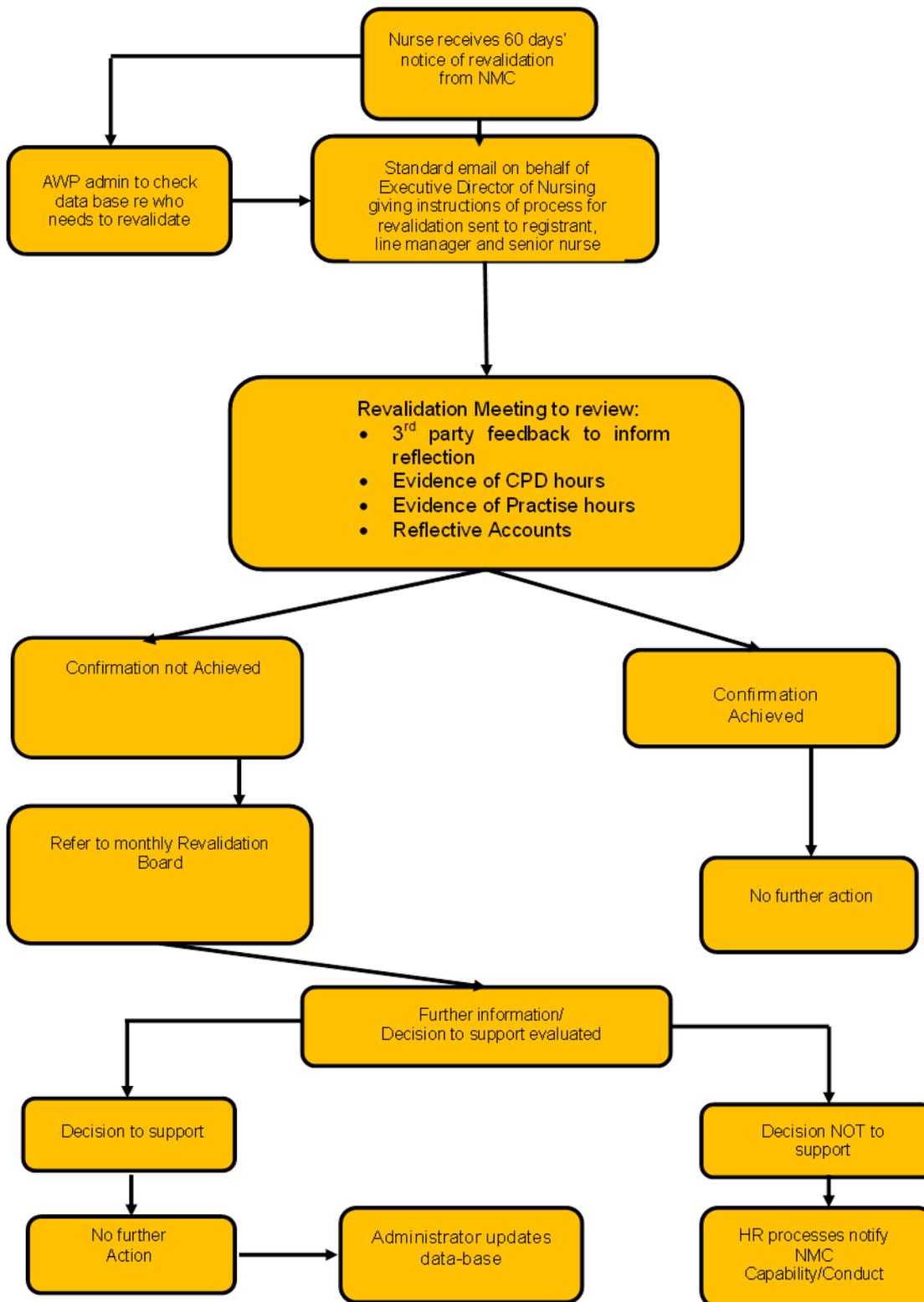
## **8. References**

NMC, (2015). [How to Revalidate with the NMC](#)

NMC, (2015). [Employers Guide to Revalidation](#)

NMC, (2015). [The Code for Nurses and Midwives](#)

9. Appendix A: Revalidation Flow Chart



Version History				
Version	Date	Revision description	Editor	Status
0.1	27/11/15	First Draft	SJ	Draft
0.2	11/12/15	Revised following feedback from Trust Revalidation Meeting	SJ	Draft
0.3	15/12/15	Revised following feedback from General Negotiating Group	SJ	Draft
1.0	19 January 2016	Approved by Quality and Standards Committee	HD	Approved
1.1	25/11/16	Improved clarity for registrants with multiple employers added. The requirement that Registrants employed by AWP and bank works must adhere to this policy also clarified.	AM	Approved
2.0	January 2017	Approved by Director of Nursing and Quality	Head of inpatient nursing	Approved