

# REVALIDATION

**NMC** Nursing &  
Midwifery  
Council



## Employers' guide to revalidation

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# WHAT DOES THIS DOCUMENT DO?

This document is designed to inform those who employ nurses and midwives about what revalidation means for them. It shows how they can support the nurses and midwives they employ as they go through the revalidation process and how revalidation can interact with their organisational processes.



Full details of the revalidation requirements, evidence, process and timelines for revalidation are in the guidance for nurses and midwives. Please see *How to revalidate with the NMC*, which is available at [www.nmc.org.uk/revalidation](http://www.nmc.org.uk/revalidation).

## About the NMC

The Nursing and Midwifery Council exists to protect the public. We do this by making sure that only those who meet our requirements are allowed to practise as a registered nurse or midwife in the UK.

We take action if concerns are raised about whether a registered nurse or midwife is fit to practise.



## How the NMC will use your information

Information supplied by you for the purpose of revalidation will be handled by the NMC at all times in accordance with the Data Protection Act 1998.

The NMC will process any data you provide for the purposes of administering and assessing the revalidation application of nurses and midwives whom you employ and any subsequent verification of their application. The NMC may also use information obtained via the revalidation process for research purposes and for the purpose of maintaining and improving its internal systems and processes.



Details of our data protection policy are included in our privacy notice at: [www.nmc.org.uk/privacy](http://www.nmc.org.uk/privacy)

## How to contact the NMC

For more information on revalidation please see our website at [www.nmc.org.uk/revalidation](http://www.nmc.org.uk/revalidation) which contains information on all aspects of revalidation.

If you wish to make a complaint about the standard of our service, please visit the 'Contact us' pages of our website at [www.nmc.org.uk/contact-us/complaints-about-us](http://www.nmc.org.uk/contact-us/complaints-about-us).



# WHAT IS REVALIDATION?

Revalidation is the process that allows nurses and midwives to maintain their registration with the NMC. It builds on existing arrangements for the renewal of that registration.

As part of this process, all nurses and midwives 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. Nurses and midwives need to collect evidence and maintain records to demonstrate to a confirmer that they have met the revalidation requirements.

Every three years all nurses and midwives will be asked to apply for revalidation using the NMC Online system as a means of renewing their registration with us.

Completing the revalidation process is the responsibility of nurses and midwives themselves. They are the owners of their own revalidation process.

Revalidation is not an assessment of a nurse or midwife's fitness to practise, a new way to raise fitness to practise concerns or an assessment against the requirements of their current or former employment.

## The purpose of revalidation

The purpose of revalidation is to improve public protection by making sure that nurses and midwives demonstrate their continued ability to practise safely and effectively throughout their career.

One of the main strengths of revalidation is that it encourages nurses and midwives to use the Code in their day-to-day practice and personal development. It is important for employers to be aware of the Code and the standards expected of registered nurses and midwives in their professional practice.

Revalidation includes requirements which encourage nurses and midwives to seek feedback from patients, service users and colleagues. It requires them to consider the role of the Code in their practice by having a reflective discussion with another nurse or midwife and seeking confirmation that they have met those requirements from an appropriate person. It will encourage engagement in professional networks and discussions and reduce professional isolation.

Revalidation will enhance employers' engagement with the nurses and midwives they employ and increase their awareness of how, as regulated professionals, they meet our regulatory standards. It will encourage early discussions about practice concerns before they escalate or require referral to us and increase access to and participation in appraisal and professional development.

Through revalidation we want to create an interactive, career-long relationship with our nurses and midwives, and increase our understanding of their practice and of the nursing.



*The Code: Professional standards of practice and behaviour for nurses and midwives* presents the professional standards that nurses and midwives must uphold in order to be registered to practice in the UK. Please see [www.nmc.org.uk/code](http://www.nmc.org.uk/code) for further information



# THE REVALIDATION

## REQUIREMENTS AND PROCESS

Revalidation is the responsibility of individual nurses and midwives and they own the revalidation process. If a nurse or midwife meets all of our requirements, they can complete their revalidation and renew their registration with the NMC.

Below is a list of all of the revalidation requirements that nurses and midwives need to meet. Further details of these requirements, and the evidence that nurses and midwives need to keep, are set out in *How to revalidate with the NMC*.

- A minimum of 450 practice hours (900 hours for those revalidating as both a nurse and midwife (including Nurse/SCPHN and Midwife/SCPHN)).
- 35 hours of Continuing Professional Development (CPD), of which at least 20 hours must be participatory learning
- Five pieces of practice-related feedback
- Five written reflective accounts on their CPD and/or practice-related feedback and/or an event or experience in their practice, and how this relates to the Code
- Reflective discussion with another nurse or midwife
- Health and character declaration, and
- Professional indemnity arrangement.

These requirements need to have been met during the three years since the nurse or midwife's registration was last renewed or they joined the register.

Once they have collected evidence that they have met these requirements, nurses and midwives need to have a confirmation discussion in which they demonstrate to an appropriate confirmer that the requirements have been met. We expect nurses and midwives to obtain confirmation during the final 12 months of their three year renewal period.

Employers should use the information provided in this document, and elsewhere by the NMC, to familiarise themselves with these requirements. On pages 15-18 we provide further information about what the requirements mean for you and how you can support nurses and midwives to meet them.

It is also important for you to be aware that revalidation is not an assessment against the requirements of a current or former employment.

Only the NMC as the regulator, and nurses and midwives themselves, can decide who remains on our register.



Please note that the NMC's revalidation requirements are not the same as those of the General Medical Council which regulates doctors

# The revalidation process

Every three years nurses and midwives will need to renew their registration with the NMC by submitting a revalidation application online.

We will make reasonable adjustments for nurses and midwives who cannot access NMC Online, for example due to a disability. We also have special arrangements in place for nurses and midwives who cannot meet the revalidation requirements as a result of exceptional circumstances. Further information is available in *How to revalidate with the NMC*.

The online application opens 60 days before their revalidation application date, which is the first day of the month in which their registration expires. **They must submit their revalidation application by this date.**

The last day of the month in which their registration expires is their renewal date. Nurses and midwives can check their renewal date via NMC Online. Organisations and employers can check the renewal date for the nurses and midwives they employ via the NMC Employer Confirmation Service at [www.nmc.org.uk/employer-confirmations](http://www.nmc.org.uk/employer-confirmations).

Once the nurse or midwife has submitted their revalidation application, the NMC will take a decision on their application. They also need to pay their renewal fee as part of their revalidation application. Their registration will not be renewed until we have received their payment.



Please note that we have closed an administrative window that, for a limited period, allowed late registration to be processed in the same way that it would be had it been submitted on time. From November 2015 the only way for nurses and midwives who lapse from the register to regain registration is by making an application for readmission. This process can take two to six weeks, and they would be unable to practise during that period.

Each year we will select a sample of nurses and midwives to provide us with further information to verify the declarations that they made as part of their revalidation application. This does not mean that we have any concerns about their application. Please note that any nurses and midwives who are selected for verification will remain on the register while we undertake the verification process and they can continue to practise while we review the information that they provide.

## The role of employers

As well as providing support to the nurses and midwives that they employ as they go through the revalidation process, employers could also be asked to act as a confirmer and decide whether a nurse or midwife has met the revalidation requirements. If you are asked to take on this role make sure you read our information for confirmers at [www.nmc.org.uk/confirmation](http://www.nmc.org.uk/confirmation). You could also be asked to act as a reflective discussion partner. We have provided further information about this role in our guidance sheet at [www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources).

We do not intend to take action against employers who inadvertently provide information that proves to be incorrect. However, in whatever capacity they are involved in revalidation, employers are expected to act honestly and in good faith.

If there are grounds for believing that the nurse or midwife about whom you provided information knowingly made a false declaration in their revalidation application, information supplied by you honestly and in good faith as an employer may be used to investigate any alleged breach of the Code and for the purpose of any subsequent fitness to practise proceedings against the nurse or midwife.

# REVALIDATION AND EMPLOYERS' PROCESSES

## Appraisals

Appraisals are a way for employers to assess the performance of their employees against the requirements of their role and identify areas for improvement and development. The revalidation process is designed so that it can be undertaken as part of a regular appraisal, although it is important to note the distinction between the two processes.

We strongly recommend that, where possible, the confirmation discussion forms part of the nurse or midwife's annual appraisal. It might be helpful to include a revalidation discussion at each annual appraisal so that the nurse or midwife can keep their confirmer updated on their revalidation progress, although this is not essential.

Nurses and midwives might like to have both their reflective discussion and their confirmation discussion as part of an annual appraisal if their line manager is an NMC-registered nurse or midwife.

If you, as an employer, do not currently provide regular appraisals you could consider arranging an appraisal for nurses and midwives in advance of their revalidation application date.

However, nurses and midwives who do not have regular appraisals, or who choose not to have their confirmation discussion as part of an appraisal, will still be able to renew their registration by meeting the revalidation requirements. They are not required to arrange for another person or organisation to conduct an appraisal for the purposes of revalidation.

## Keeping evidence

We strongly recommend that nurses and midwives keep evidence that they have met the revalidation requirements in a portfolio. If they already keep a professional portfolio, revalidation evidence can form part of that portfolio. They do not need to maintain a separate portfolio for revalidation or necessarily use an e-portfolio.

This will be helpful for the discussion they have with their confirmer. They will also need to have this information available in case we request to see it to verify the declarations they made as part of their application.

Portfolios must not record any information that might identify an individual, whether that individual is alive or deceased. This means that all information must be recorded in a way that no patient, service user, colleague or other individual can be identified from the information.



Guidance sheet 1 in *How to revalidate with the NMC* provides guidance on how nurses and midwives can make sure their portfolios do not contain any information that might identify an individual, as well as how to store data. It is available on the NMC website revalidation pages [www.nmc.org.uk/revalidation](http://www.nmc.org.uk/revalidation)



We expect any evidence to be kept in English and nurses and midwives must submit their revalidation application, and any subsequent verification information, in English. We will make adjustments for those nurses and midwives who train and practise in Welsh and choose to maintain their portfolio in Welsh. Our Welsh language scheme sets out how we will implement the principle of equal treatment for the Welsh language in aspects of our business including service planning and delivery, and communications. The scheme is available on our website at:

[www.nmc.org.uk/about-us/our-equality-and-diversity-commitments/welsh-language-scheme](http://www.nmc.org.uk/about-us/our-equality-and-diversity-commitments/welsh-language-scheme)



## Fitness to practise concerns

If an employer, a nurse or midwife, or any other individual becomes aware of a serious concern about the fitness to practise of another nurse or midwife they should raise it promptly through our fitness to practise procedures. All nurses and midwives have a professional duty to raise a concern about the practice of another nurse or midwife either through their employer or directly with us. They should not wait until a nurse or midwife is due to renew to raise such a fitness to practise concern.

Revalidation does not create a new way of raising a fitness to practise concern about a nurse or a midwife, and the confirmation stage of revalidation does not involve making a judgment as to whether a nurse or midwife is fit to practise.

If a nurse or midwife is subject to an NMC investigation, condition(s) of practice order or a caution, they will be able to apply to renew their registration as long as they fulfil all the revalidation requirements. However, they will remain subject to NMC fitness to practise processes and the outcome of those processes.

If the nurse or midwife is subject to an internal disciplinary procedure, they will be able to apply to renew their registration as long as they fulfil all the revalidation requirements. However, if this internal disciplinary procedure includes concerns about the nurse or midwife's fitness to practise, these should be raised in the appropriate way at that time. This would fall outside of the revalidation process.



For more information about our fitness to practise processes please see [www.nmc.org.uk/concerns-nurses-midwives/what-we-do/what-is-fitness-to-practise](http://www.nmc.org.uk/concerns-nurses-midwives/what-we-do/what-is-fitness-to-practise). You can find out how to make a referral at [www.nmc.org.uk/report-nurse-midwife](http://www.nmc.org.uk/report-nurse-midwife).

# PROVIDING SUPPORT TO NURSES AND MIDWIVES

Our model for revalidation in nursing and midwifery has been developed with the intention that it can be applied to all kinds of practice settings, including those where nurses and midwives practise independently with little or no support.

You are not obliged to provide specific support to the nurses and midwives you employ. However, we know that good employers will want to have support in place to ensure that nurses and midwives are competent to provide safe and effective care. We believe that employers will benefit from positive engagement with the revalidation process and that those who prepare for, invest in and support the process will get the most benefit from it. It also provides an opportunity for employers and organisations to undertake a wider assessment of the quality and assurance systems that they have in place.

There is a range of support that you could provide to your nurses and midwives to help them to revalidate. Below we set out both the minimum support we feel employers should provide, and what nurses and midwives can reasonably expect from their employer, in four key areas: awareness and culture; capacity and capability of resources; systems and processes; and guidance, tools and support. There are additional support materials on the NMC website at [www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources).

## Awareness and culture

### Minimum support

- Raise awareness of revalidation among your nurses and midwives.

### Reasonably expected

- Understand the proposed changes to current requirements and how revalidation will impact registered nurses and midwives in your organisation
- Communicate the changes and new requirements under revalidation to your nurses and midwives
- Put in place basic plans to support revalidation and present these to your organisation's senior leadership.



## Capacity and capability of resources

### Minimum support

- Ensure nurses and midwives are able to revalidate, and that there is no significant obstacle to this from the organisation's perspective.

### Reasonably expected

- Assess what is needed to support revalidation in your organisation, including the level of support staff may require, along with plans to address this
- Where appropriate ensure line managers (or other individuals) are available to act as confirmers and reflective discussion partners
- Provide space and time for your nurses and midwives to hold their reflective discussions and confirmation discussions (if separate from an appraisal process).

## Systems and processes

### Minimum support

- Ensure any nurses and midwives that you employ have current NMC registration.

### Reasonably expected

- Identify revalidation application and renewal dates for all of your nurses and midwives
- Encourage nurses and midwives to register for NMC Online
- Where appropriate, put plans in place for nurses and midwives to receive confirmation as part of their appraisal process, or an alternative process
- Allow access to feedback where it already exists (including audits, satisfaction surveys, complaints and the nurse or midwife's individual appraisal)
- Ensure all staff have access to the necessary IT equipment.

# Guidance, tools and support

## Minimum support

- Signpost nurses and midwives to the NMC's website, where they will find all of the guidance, information and materials they need about revalidation

## Reasonably expected

- Provide further information about who in your organisation can act as a confirmer and/or reflective discussion partner as detailed in the NMC's requirements
- Review whether informal organisational systems could be implemented to allow for participatory CPD learning
- Incorporate communication about the requirements for the online revalidation process and timings into your local communication systems
- Remind nurses and midwives of their obligations of confidentiality under the Code and Data Protection legislation.

## Other supportive measures

We recognise that some employers and organisations will want to encourage a culture of learning and use the introduction of revalidation as an opportunity to strengthen their own processes. They may choose to put other additional supportive measures in place but these are not essential for nurses and midwives to revalidate.

Employers need to take care that any processes they put in place are helpful, facilitative and consistent with the emphasis that revalidation places on nurses and midwives taking responsibility for meeting the NMC's requirements.

Such processes might include:

- training staff to support revalidation
- the development of e-portfolios
- additional local supportive material to sit alongside the NMC guidance
- seminars, study sessions and 'revalidation champions' to cascade information to nurses and midwives at the front line.

## E-portfolios

One way that employers and organisations might consider supporting their nurses and midwives is by providing an e-portfolio system for them to keep their evidence that they have met the revalidation requirements. Please note the keeping a portfolio is recommended, but is not a requirement of revalidation.

If you decide to provide this service you need to be aware that there are data protection implications. For further information please see our guidance sheet at [www.nmc.org.uk/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/revalidation/revalidation-guidance-and-resources).

# REVALIDATION REQUIREMENTS

## AND EMPLOYERS

In this section we highlight some key parts of the revalidation requirements that employers should be familiar with. Please note that full details of the requirements and how nurses and midwives can meet them are set out in *How to revalidate with the NMC*. The information below is designed for employers only; if you are asked to take on the role of confirmer and/or reflective discussion partner, you should read the information we have provided to support these roles.

Every three years all nurses and midwives will be asked to apply for revalidation using NMC Online as a means of renewing their registration with the NMC. Completing the revalidation process is the responsibility of nurses and midwives themselves. They are the owners of their own revalidation process.

### 450/900 practice hours

Nurses and midwives need to keep written evidence that they have practised the minimum number of hours required for their registration. This might include their employment contract (specifying hours), timesheets, job specifications and role profiles.

Only hours relevant to nursing and midwifery registration count towards the minimum hours. However, this is not limited to clinical practice and includes work in non-clinical roles such as management, policy and education. This includes both paid and voluntary work.

Nurses and midwives must meet their practice hours in a role where they rely on their skills, knowledge and experience of being a registered nurse or midwife.

- This includes practice as a nurse, midwife and SCPHN, in roles that are likely to require registration.
- This also includes nurses and midwives who rely on their skills, knowledge and experience of being a registered nurse or midwife, but are in roles where their employment contract does not expressly require them to be registered with us. For example, this could include roles in public health or nursing or midwifery management, commissioning, policy and education.
- This may include work done in voluntary roles, where a nurse or midwife is relying on their skills, knowledge and experience of being a registered nurse or midwife.
- Hours undertaken in any healthcare, nursing or midwifery assistant or support worker roles cannot be counted towards practice hours as a registered nurse or midwife.

We have provided a template that the nurse or midwife might find useful to record their practice hours. This includes practice setting, dates of practice, scope of practice, a description of the work undertaken and number of hours.



A specialist community public health nurse (SCPHN) means a registered nurse or midwife who is also registered in the Specialist Community Health Nurses' part of the register.

## 35 hours of CPD, of which at least 20 must have included participatory learning

As professionals, nurses and midwives have a duty to keep their knowledge and skills up to date through a continuous process of learning and reflection.

Any learning activity must be relevant to their scope of practice as a nurse or midwife and would not include mandatory training that is not directly related to the practice. In particular, you can assist nurses and midwives to meet the participatory element of this requirement. Employers are a key source of access to training for the nurses and midwives they employ.

We have provided a template to help nurses and midwives record their CPD activities.

## Five pieces of practice-related feedback

Nurses and midwives can obtain feedback from a range of sources, including directly from patients, service users, carers, students and colleagues. It can also be obtained by reviewing complaints, team performance reports, serious event reviews and feedback received during their annual appraisal. The feedback can be positive or constructive, and feedback can be based on the individual's practice or their team or unit.

In many organisations, feedback is already collected in a variety of ways. Nurses and midwives must seek consent to access or use their employer's information. Any information must be extracted in a way that no information identifying an individual is obtained, used or recorded. For example, nurses and midwives must not forward work emails to their personal accounts, or download and take copies of employer records.

Should nurses and midwives choose to solicit feedback directly from colleagues, patients or service users, they must make clear in their request that no information identifying individuals should be included in any feedback provided. They should also inform them how they intend to use their feedback.

## Five written reflective accounts

Nurses and midwives must prepare five written reflective accounts on their CPD and/or practice-related feedback and/or an event or experience in their practice, and indicate how this relates to the Code.

Reflective accounts need to include what the nurse or midwife learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their practice as a result, and how it is relevant to the Code.

We have provided an NMC form that nurses and midwives must use to record their reflective accounts. This will inform their reflective discussion and provide evidence to show their confirmer.

## Reflective discussion with another NMC-registered nurse or midwife

Nurses and midwives must discuss their written reflective accounts with an NMC-registered nurse or midwife as part of a reflective discussion.

The reflective discussion partner could be someone that the nurse or midwife frequently works with or someone from a professional network or learning group. They do not need to work with them on a daily basis and they do not need to undertake the same type of practice or be on the same part of the register (so a nurse can have a reflective discussion with a midwife and vice versa).

It is for the nurse or midwife to decide the most appropriate person for them to have this conversation with, including whether they are senior or junior to them.

If a confirmer is a nurse or midwife, a reflective discussion can form part of the confirmation discussion.

We have provided an NMC form that nurses and midwives must use to record their discussion, and it must be signed by the NMC-registered nurse or midwife with whom the nurse or midwife had their discussion.

## Health and character declaration

As part of their revalidation application, nurses and midwives must provide us with a health and character declaration.

They must declare if they have been convicted of any criminal offence or issued with a formal caution. They will be asked to declare if they have been subject to any adverse determination that their fitness to practise is impaired by a professional or regulatory body (including those responsible for regulating or licensing a health and social care profession).

This requirement does not need to be checked by a confirmer.

## Professional indemnity arrangement

As part of their revalidation application, nurses and midwives must declare to us that they have, or will have when practising, appropriate cover under a professional indemnity arrangement. They need to inform us whether their indemnity arrangement is through their employer, membership of a professional body, or a private insurance arrangement.

As most employers provide appropriate indemnity cover for their employees, we recommend that nurses and midwives check this with their employer.

# Confirmation

The confirmation process involves nurses and midwives having a discussion about revalidation with an appropriate confirmer. As part of that discussion, they will demonstrate to their confirmer that they have complied with all of the revalidation requirements, except professional indemnity arrangement and health and character.

Nurses and midwives can choose who their confirmer is, but we expect nurses and midwives to seek confirmation from an appropriate person. A line manager is an appropriate confirmer, and we strongly recommend that nurses and midwives obtain confirmation from their line manager wherever possible. A line manager does not have to be an NMC-registered nurse or midwife. The confirmation process should encourage line managers to regularly consider and discuss how their nurses and midwives are engaging in professional development activities to maintain and develop their competence and improve their practice.

However, not all nurses and midwives have a line manager. If a nurse or midwife does not have a line manager, they will need to decide who is best placed to provide their confirmation. Wherever possible we recommend that their confirmer is an NMC-registered nurse or midwife. It is helpful if they have worked together or have a similar scope of practice, but this is not essential.

If that is not possible, nurses and midwives can seek confirmation from another healthcare professional that they work with and who is regulated in the UK. For example, they could ask a doctor, dentist or a pharmacist.

We have provided an NMC form that nurses and midwives must use to record their confirmation discussion. Confirmers need to complete and sign this form.



We have provided guidance about the role of confirmers as well as an online confirmation tool at [www.nmc.org.uk/confirmation](http://www.nmc.org.uk/confirmation) for further information as to who can act as a confirmer.

## Nurses and midwives with more than one employer and/or line manager

Some nurses and midwives will have more than one employer and/or line manager, or undertake more than one role. These nurses and midwives need to obtain one confirmation which covers all of their practice. They will need to decide which line manager is most appropriate to provide confirmation that they have met all of the revalidation requirements.

We recommend that they have their revalidation discussion and obtain confirmation through the employer and/or line manager where they undertake the majority of their work. They may choose to have a revalidation discussion for each employer and/or with each of their line managers, and bring the outputs of those discussions to their confirmation discussion.

## Getting in touch with you for further information

Each year we will select a sample of nurses and midwives to provide us with further information to verify the declarations that they made as part of their revalidation application. This does not mean that we have any concerns about their application.

Please note that any nurses and midwives who are selected for verification will remain on the register while we undertake the verification process and they can continue to practise while we review the information that they provide. The registration of any nurses or midwives who are selected for verification will not be renewed until the verification process is complete, however the verification process will be completed within three months of their renewal date.

As part of this process, we may contact employers to verify information that a nurse or midwife has provided in their application. In their online application nurses and midwives will be asked to provide consent for this purpose. We will also contact confirmers and we may contact reflective discussion partners.

Please respond to any request for information by the requested date: if you do not respond you may put the nurse or midwife's revalidation application at risk.

### Additional information

For additional information on specific aspects of revalidation, please see the following sources:

#### **Nurses and midwives**

[www.nmc.org.uk/revalidation](http://www.nmc.org.uk/revalidation)

#### **Confirmers**

[www.nmc.org.uk/confirmation](http://www.nmc.org.uk/confirmation)

#### **Reflective discussion partners**

[www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources)

#### **Professional indemnity arrangement**

[www.nmc.org.uk/indemnity](http://www.nmc.org.uk/indemnity)