

# How to revalidate with the NMC

Requirements for renewing your  
registration and demonstrating your  
continuing fitness to practise

This is a provisional version of this publication which is only to be used for the purpose of the revalidation pilots. The final version will be published in autumn 2015.

## How to revalidate with the NMC

This document sets out how you renew your registration with the NMC through revalidation.

The requirements in this document are either prescribed in the Nursing and Midwifery Order 2001 (the Order)<sup>1</sup> and the Education, Registration and Registration Appeals Rules (the Rules)<sup>2</sup>, or are standards set by the Council for renewal and continuing fitness to practise.

The requirements in this document are effective from xxx and replace the requirements for renewal set out in the Prep (Post Registration Education and Practice Standards) handbook.<sup>3</sup>

You should read this document in conjunction with the [Code<sup>4</sup> and other NMC guidance](#).

## The role of the NMC

We are the nursing and midwifery regulator for England, Wales, Scotland and Northern Ireland.

- We exist to protect the health and wellbeing of the public.
- We hold the register of nurses and midwives who have met our requirements to practise.
- We set standards of education, training, conduct and performance so that nurses and midwives can deliver high quality healthcare consistently throughout their careers.
- We ensure that nurses and midwives keep their skills and knowledge up to date and uphold our professional standards.
- We have clear and transparent processes to investigate nurses and midwives who fall short of our standards.

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<sup>1</sup> SI 2002/253 as amended

<sup>2</sup> SI 2004/1767 as amended

<sup>3</sup> NMC 2011

<sup>4</sup> The Code: Professional standards of practice and behaviour for nurses and midwives, NMC, 2015

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## Introduction

- 1 This document sets out how to renew your registration with the NMC through revalidation.
- 2 The requirements in this document are either prescribed in the Nursing and Midwifery Order 2001 (the Order)<sup>5</sup> and the Education, Registration and Registration Appeals Rules (the Rules)<sup>6</sup>, or are standards set by the Council for renewal and continuing fitness to practise.
- 3 This document also contains guidance to help you understand the requirements and prepare for revalidation.
- 4 You will need to fulfil all the requirements set out in this document in order to be able to renew your registration.
- 5 If you no longer wish to retain your registration with the NMC please refer to the section on 'Cancelling your registration'.

### The purpose of revalidation

- 6 The purpose of revalidation is to improve public protection by making sure that you continue to remain fit to practise throughout your career.
- 7 Revalidation is built on existing arrangements and adds requirements which encourage you to seek feedback from patients and colleagues, reflect upon the Code by having a professional discussion with another registrant and, importantly, seek confirmation that you have met those requirements from a third party.
- 8 Revalidation reinforces the duty on you to maintain your fitness to practise within the scope of your practice and incorporate the Code in your day to day practice and personal development. Revalidation will encourage engagement in professional networks and discussions, and reduce professional isolation.
- 9 Revalidation will enhance employer engagement by increasing their awareness of our regulatory standards, encouraging early discussions about practice concerns before they escalate or require referral to us, and increasing access and participation in appraisals and professional development.
- 10 Through revalidation we want to create an interactive, career-long relationship with you, and increase our understanding of your practice and the nursing and midwifery population more broadly.

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<sup>5</sup> SI 2002/253 as amended

<sup>6</sup> SI 2004/1767 as amended

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## Revalidation and the Code

- 11 Revalidation supports professionalism through a closer alignment with the Code.
- 12 The revalidation model aligns to the four themes of the Code:
  - **Prioritise people** by actively seeking and reflecting on any direct feedback received from patients, service users and others to ensure that you are able to fulfil their needs.
  - **Practise effectively** by reflecting on your professional development with your colleagues, identifying areas for improvement in your practice and undertaking professional development activities.
  - **Preserve safety** by practising within your competency for the minimum number of practice hours, reflecting on feedback, and addressing any gaps in your practice through continuing professional development (CPD).
  - **Promote professionalism and trust** by providing feedback and helping other NMC colleagues reflect on their professional development, and being accountable to others for your professional development and revalidation.

The Code (paragraph 22) requires you to:

### Fulfil all registration requirements

To achieve this, you must:

- 22.1 meet any reasonable requests so we can oversee the registration process
- 22.2 keep to our prescribed hours of practice and carry out continuing professional development activities, and
- 22.3 keep your knowledge and skills up to date, taking part in appropriate and regular learning and professional development activities that aim to maintain and develop your competence and improve your performance.

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## Requirements for NMC revalidation

### Overview of revalidation

- 13 In the three years preceding the date of your application for renewal of your registration<sup>7</sup>, you need to meet a range of revalidation requirements designed to show that you are keeping up to date and actively maintaining your fitness to practise. These include undertaking a range of continuing professional development activities and ensuring that you do a minimum amount of practice. The following sections of this document set out the revalidation requirements in detail and provide guidance on how you can meet and record those requirements.
- 14 Nurses and midwives work across a wide range of roles, functions and settings. For example, these include roles in front line clinical care both in acute and community settings, roles in nursing and midwifery education and research, policy advisory roles and management and leadership roles specific to nursing or midwifery. The activities you undertake to meet these requirements will reflect your individual scope of practice as a nurse or midwife.<sup>8</sup>
- 15 Once you have met the requirements, you will need to discuss your revalidation with a third party. As part of this discussion, you will demonstrate that you have complied with the revalidation requirements.
- 16 Every three years you will be asked to apply for revalidation using [NMC Online](#).<sup>9</sup> As part of that application, you need to declare to the NMC that you have complied with the revalidation requirements.
- 17 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. Such a request does not necessarily mean that there are any concerns about your application, and you can continue to practise while we review the information that you provide. If you are selected to provide further information, you will need to do this quickly and within the timeframe that we specify.

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<sup>7</sup> Throughout this document, the phrase *'the three years preceding the date of your application for renewal of your registration'* refers to the three year registration period leading up to your next application for renewal. For example, if you are due to apply for renewal in June 2019, the three years prior to the renewal of your registration is June 2016 to June 2019.

<sup>8</sup> Scope of practice: A nurse or midwife is a person who, having been admitted to a nursing or midwifery educational programme, duly recognised in the country in which it is located, has successfully completed the prescribed course of studies and has acquired the requisite qualifications to be registered and/or legally licensed to practise nursing or midwifery. Any work that a nurse/midwife undertake by virtue of their registration with the NMC can be considered as that individual's scope of practice.

<sup>9</sup> We will make reasonable adjustments for registrants who cannot access NMC Online, for example due to a disability.

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## Keeping a portfolio

- 18 We strongly recommend that you keep evidence that you have met these requirements in a portfolio.<sup>10</sup> You may find it helpful to structure your portfolio according to the themes in the Code.
- 19 This will be helpful for the discussion you have with your third party confirmer (see page 20). You will also need to have this information available in case we request to see it to verify the declarations you made as part of your application.
- 20 You may already keep a professional portfolio. If so, you do not need to maintain a separate portfolio.
- 21 We recommend that you keep your portfolio until after your next revalidation. For example, if you revalidate in 2016, we suggest that you should keep your portfolio until 2019, when you have revalidated again.
- 22 You can use the checklist in Annex 1 to make sure that all of the information is in your portfolio before you submit your revalidation application.

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<sup>10</sup> We expect any evidence to be kept in English. We will make adjustments for those registrants 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. Our Welsh language scheme is available at <http://www.nmc-uk.org/About-us/Welsh-Language-Scheme/>.

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## Practice hours

### The requirements

- 23 You must practise a minimum number of hours over the three years preceding the date of your application for renewal of your registration.<sup>11</sup>**

Registration	Minimum total practice hours required
Nurse	450
Midwife	450
Nurse and SCHPN <sup>12</sup>	450
Midwife and SCHPN	450
Nurse and midwife (including Nurse/SCHPN and Midwife/SCHPN)	900 (to include 450 hours for nursing, 450 hours for midwifery)

- 24 If you have practised for less than the required number of hours in the three years preceding the date of your application for renewal of your registration, then you must successfully complete an appropriate return to practice programme approved by the NMC before the date of your application for renewal of registration.<sup>13</sup>**
- 25 If you are practising as a midwife in the UK, you must file an intention to practise form annually with your Local Supervising Authority Midwifery Officer.<sup>14</sup>**
- 26 If you are a registered midwife only practising in a specialist community public health nursing role and are registered on the SCPHN part of the register, then you do not need to file an intention to practise form. However, you must successfully complete an appropriate return to midwifery practice programme approved by the NMC before you can serve an intention to practise form and return to practice as a practising midwife.<sup>15</sup>**

<sup>11</sup> Article 10(2)(c) of the Order, Rule13(1)(b)(ii) of the Rules

<sup>12</sup> A specialist community public health nurse (SCHPN) means a registered nurse or midwife who is also registered in the Specialist Community Public Health Nurses' part of the register.

<sup>13</sup> Standards set under Article 19(3) of the Order

<sup>14</sup> Rule 3 of The Nursing and Midwifery Council (Midwives) Rules Order of Council 2012 (SI 2012/3025)

<sup>15</sup> Standards set under Article 19(3) of the Order

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## How to meet the requirements

- 27 Only hours that are relevant to registered nursing or midwifery practice contribute toward meeting the practice hours requirement. Your practice hours will relate to your own specific scope of practice and are not limited to direct patient care. For some roles, practice will include non-clinical practice.
- 28 Any practice that was undertaken when you were not registered with NMC cannot be counted towards meeting the practice hours requirement.
- 29 You are most likely to meet the practice hours requirement whilst in a paid role that requires registration. For example, working in an organisation such as an NHS trust, a care home, an independent healthcare provider, a nursing agency, a health authority or health board, educational institution, another type of company or organisation, or working in independent practice.
- 30 However, you can meet the practice hours requirement doing unpaid or voluntary work in a role that requires registration. For example, when you are working on a voluntary basis for an established healthcare charity.
- 31 You can also meet the practice hours requirement if you are working overseas (or have worked overseas for part of the registration period) on the basis of your registration with the NMC. We recommend that you always register with the appropriate regulator in the country in which you are practising. Please refer to our guidance on [working outside the UK](#).<sup>16</sup>
- 32 If you have had a career break, you will still be able to meet the practice hours requirement if you have completed the required hours of practice as a registered nurse or midwife at some point earlier in your three-year registration period.
- 33 If you are unable to meet the practice hours requirement, you will need to successfully complete an appropriate NMC-approved return to practice programme before the date of your revalidation application. These programmes are designed to allow you to renew your registration and return to practice after a break in practice. Further information about [return to practice programmes](#) is available online.<sup>17</sup>

## How to record practice hours in your portfolio

- 34 We strongly recommend that you maintain a record of practice hours you have completed in your portfolio.
- 35 When you apply for revalidation, you will be asked to declare that you have met the practice hours requirement. You will also be asked whether you are currently practising, and if so, where you undertake that practice. If you are not currently in practice, you will be asked to provide details about your most recent practice.

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<sup>16</sup> <http://www.nmc-uk.org/Registration/Planning-to-work-outside-the-UK/>

<sup>17</sup> <http://www.nmc-uk.org/Registration/Returning-to-the-register/>

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- 36 If you are selected to provide further information to verify the declaration you made in your application, you will be asked to provide a range of information about your practice hours, including:<sup>18</sup>
- dates of practice;
  - the number of hours you undertook;
  - name, address and postcode of the organisations;
  - scope of practice;<sup>19</sup>
  - work setting;<sup>20</sup>
  - a description of the work you undertook; and
  - evidence of those practice hours, such as timesheets, job specifications and role profiles.
- 37 You will be asked to provide this information starting from your most recent practice, and continuing until you meet the practice hours requirement.

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<sup>18</sup> Rule 13(1)(d) of the Rules

<sup>19</sup> Direct patient care, management, education, policy, research, registered but not practising, other.

<sup>20</sup> Primary care, secondary care, tertiary hospital, public health, care home sector, ambulance service, military, prison, schools, policy, education, research, e-health, other.

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## Continuing professional development

### The requirements

- 38 You must undertake 40 hours of continuing professional development (CPD) relevant to your scope of practice as a nurse or midwife, over the three years prior to the renewal of your registration.<sup>21</sup>**
- 39 Of those 40 hours of CPD, 20 must include participatory learning.<sup>22</sup>**
- 40 You must maintain accurate records of the CPD you have undertaken. These records must contain:**
- the CPD method;
  - a description of the topic and how it related to your practice;
  - the dates on which the activity was undertaken;
  - the number of hours (including the number of participatory hours);
  - the identification of the part of the Code most relevant to the activity; and
  - evidence that you undertook the CPD activity.<sup>23</sup>

### How to meet the requirements

- 41 As a professional, you have a duty to keep your professional knowledge and skills up to date through a continuous process of learning and reflection.**
- 42 We do not prescribe any particular type of CPD. We think that you are better placed to judge what learning activity would be most suitable and beneficial to your individual scope of practice. Annex 2 lists some individual and participatory CPD activities that you can undertake. It is not an exhaustive list and we have only provided it as an example.**
- 43 Any learning activity you participate in should be relevant to your scope of practice as a nurse or a midwife. Therefore, you should not include mandatory training that is not directly related to your practice (for example, fire training or health and safety training) as part of your 40 hours of CPD. However, if you undertake any mandatory training that is necessary to your scope of practice and professional development (for example, mandatory training on equality legislation if you are in a policy role), you could include that in your portfolio.**
- 44 Participatory learning includes any learning activity in which you personally interacted with other people. It is an activity undertaken with one or more professionals or in a larger group setting. The group does not always need to be in a common physical environment, such as a study tour or conference. It could be a group in a virtual environment (such as an online discussion group). The professionals that you engage with through participatory learning do not have to be healthcare professionals.**

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<sup>21</sup> Standards set under Article 19(1) of the Order

<sup>22</sup> Standards set under Article 19(1) of the Order

<sup>23</sup> Standards set under Article 19(1) of the Order and under rule 13(1)(b)(i) of the Rules

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## How to record CPD in your portfolio

- 45 You must maintain accurate records of your CPD activities. We have provided a template to help you record your CPD activities. You will be asked to declare that you have met the CPD requirement.
- 46 If you are selected to provide further information to verify your application, you will need to provide the following information and evidence:
- the CPD method;<sup>24</sup>
  - a brief description of the topic and how it relates to your practice;
  - dates the CPD activity was undertaken;
  - the number of hours and participatory hours;
  - identification of the part of the Code most relevant to the CPD; and
  - evidence of the CPD activity (Annex 2 provides examples of the kind of evidence you can record in your portfolio).

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<sup>24</sup> Examples of 'CPD method' are self-learning, online learning, and course.

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## Practice-related feedback

### The requirement

- 47 You must obtain at least five pieces of practice-related feedback over the three years prior to the renewal of your registration.<sup>25</sup>**

### How to meet the requirement

- 48 We recommend that you try to obtain feedback from a variety of sources. For example, you might receive feedback directly from patients, service users, carers, students, service users or colleagues. You can also obtain feedback through reviewing complaints, team performance reports and serious event reviews. You may also have received feedback through your annual appraisal.
- 49 You can obtain feedback specifically provided on your individual performance. Alternatively, feedback can be on your team, unit, ward or organisation's performance. However, you will need to be clear about the specific impact that the feedback had on your own practice.
- 50 You can obtain feedback in a formal or informal way. It could be written or verbal. You may not always need to seek feedback. It's likely that you will already receive a range of feedback. In many organisations, feedback is already collected in a variety of ways.
- 51 Feedback from colleagues does not need to be limited to colleagues who are nurses or midwives. They could be other healthcare professionals you work with. They might also include colleagues in management, on reception, or assistant positions. They may be fellow teachers, academics, researchers or policy colleagues.
- 52 If you work directly with patients or service users (including family members and carers), you can seek feedback from them directly about your practice. However, you need to be sensitive to the timing and circumstances when you request feedback. It might be helpful to assure patients and service users that your professional relationship with them will not be adversely affected by any feedback that they provide, and that they do not have to provide feedback if they don't want to. In some cases, you might want to consider using a third party to seek feedback on your behalf.
- 53 Depending on your role, you may need to think broadly about who your service users are. These may include students, research partners, and organisations commissioning you to undertake policy or provide advice.
- 54 If directly asking colleagues or patients for feedback, we recommend that you inform them how you intend to use their feedback and whether it will remain confidential.

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<sup>25</sup> Standards set under Article 19(1) of the Order

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## How to record feedback in your portfolio

- 55 You do not need to include the actual instances of feedback in your portfolio. However, we recommend that you keep a note of the content of the feedback and how you used it to improve your practice. This will be helpful for you to use when you are preparing your reflective accounts.
- 56 You need to be careful not to include any information that might identify a specific patient or service user in your portfolio.

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## Reflection and discussion

### The requirements

- 57 **You must record a minimum of five written reflections on the Code, your CPD, and practice-related feedback over the three years prior to the renewal of your registration.<sup>26</sup>**
- 58 **You must have a professional development discussion with another NMC registrant, covering your reflections on the Code, your CPD, and practice-related feedback.<sup>27</sup>**
- 59 **You must ensure that the NMC registrant with whom you had your professional development discussion signs a form recording their name, NMC Pin, email, professional address and postcode, as well as the date you had the discussion.<sup>28</sup>**

### How to meet the requirements

- 60 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 your team received, such as consent and confidentiality and identify how that relates to the Code
- 61 You must discuss your reflective accounts with an NMC registrant as part of a professional development discussion. They could be someone you frequently work with or someone from a professional network or learning group. You do not need to work with them on a daily basis and you do not need to undertake the same type of practice. It is for you to decide who is the most appropriate person to have this conversation with, including whether they are more senior or junior to you
- 62 If your confirmer is an NMC registrant, we recommend that this discussion forms part of the confirmation discussion at your annual appraisal. If your confirmer is not an NMC registrant, you will need to have this discussion before your confirmation discussion. For further information about the confirmation discussion, see below.
- 63 If you work in a setting with few or no NMC registrants, you can reach out to NMC-registered peers from your wider professional or specialty network in order to have your professional development discussion.
- 64 If you are a midwife, we recommend that you use your annual review with your midwifery supervisor as an opportunity to have a professional development discussion.
- 65 We expect the discussion to be a face-to-face conversation in an appropriate environment. If for some reason you cannot have a face-to-face discussion, then you could arrange a video conference.

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<sup>26</sup> Standards set under Article 19(1) of the Order

<sup>27</sup> Standards set under Article 19(1) of the Order

<sup>28</sup> Standards set under Article 19(1) of the Order

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- 66 While this discussion can form part of your wider confirmation discussion, it is not the same as obtaining confirmation.
- 67 If you are asked to have a professional development discussion with another nurse or midwife, you are not being asked to provide their confirmation unless they specifically request you to provide their confirmation.

### **How to record your reflections and discussions in your portfolio**

- 68 We have provided a template that you can use to record your reflections. You don't have to use this template, but we expect any reflective account to explain what you learnt from the CPD activity or feedback, how you changed or improved your work as a result, and how it is relevant to the Code.
- 69 You are not required to routinely submit a copy of the reflective accounts to the NMC. However, you should retain these in your portfolio as a record and provide them to the NMC if requested.
- 70 You will need to retain a completed reflection and discussion form. You must make sure that the NMC registrant(s) with whom you had your professional development discussion(s) signs a form recording their name, NMC Pin, email, address and postcode, as well as the date you had the discussion.

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## Health and character

### The requirements

- 71 You must provide a health and character declaration.<sup>29</sup>
- 72 You must declare if you have been convicted of any criminal offence or issued with a formal caution over the three years prior to the renewal of your registration.<sup>30</sup>

### How to meet the requirements

- 73 You will need to complete these declarations as part of your revalidation application.
- 74 Please refer to our [health and character guidance for nurses and midwives](#) and our guidance on [declaring police charges, cautions and convictions](#) when making these declarations.<sup>31</sup> These set out what we mean by health and character, and what cautions and convictions you must declare.
- 75 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. You must state if you have received any cautions or convictions over the three years prior to the renewal of your registration. Your declaration will also include an opportunity to declare if you have any pending police charges.
- 76 A caution or conviction includes a caution or conviction you have received in the UK for a criminal offence, as well as a conviction received elsewhere for an offence which, if committed in England and Wales, would constitute a criminal offence.<sup>32</sup>
- 77 You do not need to declare fixed penalty fines for traffic offences unless they have led to a disqualification. Nor do offences that we have dealt with already need to be declared again. You do not need to declare a protected caution or conviction.<sup>33</sup>
- 78 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.<sup>34</sup>

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<sup>29</sup> Rule 13(1)(a) of the Rules

<sup>30</sup> Rule 13(1)(a) and paragraph 2 of Schedule 4 of the Rules

<sup>31</sup> <http://www.nmc-uk.org/Students/Good-Health-and-Good-Character-for-students-nurses-and-midwives/> and <http://www.nmc-uk.org/Registration/Staying-on-the-register/Declaring-police-charges-cautions-and-convictions/>

<sup>32</sup> Rule 6(6)(c) of the Rules

<sup>33</sup> Further information on protected cautions and convictions is set out in [Declaring police charges, cautions and convictions](#)

<sup>34</sup> Paragraph 23.2 of the Code states that you must inform us and any employers you work for at the first reasonable opportunity of any caution or charge against you, or if you have received a conditional discharge in relation to, or have been found guilty of, a criminal offence (other than a protected caution or conviction).

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- 79 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.
- 80 This does not mean there must a total absence of any disability or health condition. Many people with disabilities or health conditions are able to practise effectively with or without adjustments to support their practice.

### **How to record health and character declarations in your portfolio**

- 81 These declarations will be made as part of your revalidation application. You do not need to keep anything in your portfolio as part of this requirement.

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## Professional indemnity arrangement

### The requirement

82 You must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement.<sup>35</sup>

### How to meet the requirement

83 You will need to complete this declaration as part of your revalidation application.

84 By law, you must have in place an appropriate indemnity arrangement in order to practise and provide care. While the arrangement does not need to be individually held by you, it is your responsibility to ensure that appropriate cover is in force.

85 Please refer to our [information on professional indemnity arrangements for nurses and midwives](#) when making this declaration.<sup>36</sup> This document defines 'appropriate cover' and sets out information for those who are employed, self-employed or undertake work in both employed and self-employed roles. It also sets out information for those who work in education, undertake voluntary work, or are having a break in their practice.

86 If it is discovered that you are practising as a nurse or midwife without an appropriate indemnity arrangement in place, you will be removed from the NMC register. Removal from the register means that you will no longer be able to practise as a nurse or midwife.

### How to record your professional indemnity arrangement in your portfolio

87 Your declaration will be made as part of your revalidation application. You will be asked to inform the NMC whether your indemnity arrangement is through your employer, a membership with a professional body, or through a private insurance arrangement. Alternatively, you will be able to inform us that you are not practising at this time but that you intend to have appropriate cover in place before you practise.

88 If your indemnity arrangement is provided by membership with a professional body or a private insurance arrangement, you will be asked to provide the name of the professional body or provider.<sup>37</sup>

89 We strongly recommend that you retain evidence that you have an appropriate arrangement in place in your portfolio. If you are selected to provide further information to verify your declaration and your indemnity arrangement is not by virtue of your employment, you will be asked to either provide evidence that your indemnity arrangement is appropriate. If you are unable to provide such evidence, you will need to explain to us how your indemnity arrangement was assessed as

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<sup>35</sup> Article 10(2)(aa) of the Order and Rule 13(1)(aa) of the Rules

<sup>36</sup> <http://www.nmc-uk.org/Documents/Registration/PII/PII%20final%20guidance.pdf>

<sup>37</sup> Paragraph 1(h)(ii) of Schedule 4 of the Rules

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appropriate based on the nature of your work, the level of care you provide and the risks involved with your practice.<sup>38</sup>

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<sup>38</sup> Rule 13(1)(d) of the Rules

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### Confirmation from a third party

- 90 We will ask you for information for the purpose of verifying the declarations you have made in your application.<sup>39</sup>
- 91 This will be a declaration that you have demonstrated to an appropriate third party that you have complied with the revalidation requirements. We have provided a form online for you to use to obtain this confirmation from the third party.
- 92 We will ask you to provide the name, NMC Pin or other professional identification number (where relevant), email, professional address and postcode of the appropriate third party.

#### How to obtain confirmation

##### *An appropriate third party confirmer*

- 93 An appropriate third party confirmer is your line manager. We strongly recommend that you obtain confirmation from your line manager wherever possible. A line manager does not have to be an NMC registrant.
- 94 If you do not have a line manager, you will need to exercise judgment to determine who is best placed to provide your confirmation. Wherever possible we recommend that the third party you obtain confirmation from is an NMC registrant. It is helpful if they have worked with you or have a similar scope of practice, but this is not essential.
- 95 If that is not possible, you can seek confirmation from another healthcare professional that you work with and who is regulated in the UK. For example, you could ask a doctor, dentist or a pharmacist. You will need to record their professional Pin or registration number and the name of their professional regulator.
- 96 If you do not have a line manager, or access to an NMC registrant or another healthcare professional, please contact the NMC (see page 30) to discuss how you can obtain confirmation.
- 97 If your confirmer is an NMC registrant, they must have an effective registration with the NMC. We will not be able to verify your application if your confirmation was provided by a person who was subject to any kind of suspension, removal or striking-off order at the time of making the confirmation.

##### *Obtaining confirmation if you work wholly overseas*

- 98 If you work wholly overseas, you can seek confirmation from your line manager where you undertake your work.
- 99 If you do not have a line manager, you will need to exercise judgement to determine who is best placed to provide your confirmation. Wherever possible we

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<sup>39</sup> Rule 13(1)(d) of the Rules

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recommend that the third party you obtain confirmation from is a nurse or midwife regulated where you practice, or another regulated healthcare professional.

### *Obtaining confirmation if you have more than one line manager*

- 100 If you have more than one employer or undertake more than one role, you only need to obtain one confirmation. You will need to exercise judgement and decide which line manager is most appropriate to provide confirmation that you have met all of the revalidation requirements.
- 101 We recommend that you have your revalidation discussion and obtain confirmation through the line manager where you undertake the majority of your work. You may choose to have a revalidation discussion with each of your line managers, and bring the outputs of those discussions to the line manager you think is most appropriate to be your confirmer.

### *Confirmation and the discussion about your reflections*

- 102 If your line manager is an NMC registrant, we strongly recommend that you have the professional development discussion about your reflections at the same time as your confirmation discussion. This will usually be part of your annual appraisal.
- 103 If your line manager is not an NMC registrant, you will need to discuss your reflections with another person who is an NMC registrant before you obtain confirmation.

### *Obtaining confirmation*

- 104 Obtaining confirmation means that you have had a discussion about your revalidation with an appropriate third party confirmer. We recommend that you obtain confirmation through a face-to-face discussion or video conference. Where possible, use your annual appraisal to have your revalidation discussion and obtain confirmation.
- 105 As part of that discussion, you will demonstrate to that third party that you have complied with the revalidation requirements, set out in this guidance.
- 106 We recommend that you obtain your confirmation during the final 12 months of the three-year registration period to ensure that it is recent. If your confirmation was obtained earlier, we may ask you to explain why. You might find it helpful to have a discussion with your confirmer every year as part of your annual appraisal, so that you can keep them updated on your revalidation.

### *Conflicts of interest and perceptions of bias*

- 107 You need to be mindful about any personal or commercial relationship between you and your confirmer. Both you and your confirmer will need to exercise judgement where there is any conflict of interest or perception of bias to ensure that the confirmation process retains credibility and remains objective. In some cases you might decide to use a different person as your confirmer. The responsibility for this lies as much with you, as a professional nurse or midwife, as with your confirmer.

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## How to record confirmation in your portfolio

- 108 A confirmation form is available online. We recommend that you keep the completed and signed form in your portfolio. As part of your application you will be asked to provide the name, NMC Pin or other professional identification number (where relevant), email, professional address and postcode of the third party that provided your confirmation.
- 109 If you are selected to provide further information to verify your application, we will ask you to provide the signed confirmation form. We may also check with your confirmer that they provided your confirmation.

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## Applying for revalidation

- 110 We will notify you at least 60 days before your application for revalidation is due. Please make sure that we have your most up-to-date contact details.
- 111 You will then have 60 days to log into [NMC Online](#) and complete the revalidation application form.<sup>40</sup> We have published a step by step [guide to registering for NMC Online](#).
- 112 Additionally, if you are a registered midwife practising in the UK, you will need to file your intention to practise notification form. This should be submitted annually to your named supervisor of midwives.<sup>41</sup>
- 113 You will need to have all the supporting evidence from your revalidation portfolio to hand when you start your online application. You must submit your application on or before the date we specify. Failure to submit your application on time will put your registration at risk.

## Paying your fee

- 114 As part of your revalidation application, you will need to pay your renewal fee.<sup>42</sup> We will inform you of the latest date you can pay this fee.
- 115 Please refer to our [guidance on paying your fees](#).<sup>43</sup> This guidance sets out the different ways that you can pay your fee, for example by direct debit, online or over the telephone.
- 116 As a registered UK tax payer you can also claim tax relief on the NMC registration fees. HM Revenue and Customs (HMRC) allows individuals to claim tax relief on professional subscriptions or fees which have to be paid in order to carry out a job. Registration fees paid to us are included in this category. Please refer to our [guidance on how to claim tax relief on your fee](#).<sup>44</sup>

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<sup>40</sup> We will make reasonable adjustments for registrants who cannot access NMC Online, for example due to a disability.

<sup>41</sup> Rule 3 of The Nursing and Midwifery Council (Midwives) Rules Order of Council 2012 (SI 2012/3025)

<sup>42</sup> The fee for renewal is currently £100. This will increase to £120 from February 2015.

<sup>43</sup> <http://www.nmc-uk.org/Registration/Staying-on-the-register/Paying-your-fees/>

<sup>44</sup> Claiming tax relief on your registration fee <http://www.nmc-uk.org/Registration/Staying-on-the-register/Claiming-tax-relief-on-your-registration-fee/>

# Provisional

## Extensions for renewing your registration

- 117 We will not usually consider any requests for extensions to submit a revalidation application. The requirements should be met within the three years prior to the renewal of your registration.
- 118 However, if you believe that you have exceptional circumstances, please contact the NMC to discuss your situation (see page 30).
- 119 Please contact the NMC as far in advance of your renewal date as possible. We are only able to grant an extension prior to the date your registration is due to lapse.<sup>45</sup> Please note that we cannot extend any application beyond three months.<sup>46</sup>
- 120 In granting an extension, we will consider whether:
- you have contacted the NMC in advance of the date your revalidation application is due
  - a specific unforeseen incident has occurred that has resulted in you not being able to submit your revalidation application on time, such as a serious illness
  - you are capable of completing the outstanding renewal requirements and submitting your application within the additional period of time.

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<sup>45</sup> Rule 14(5) of the Rules

<sup>46</sup> Rule 14(5) of the Rules

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## Requests for further information

- 121 Each year we will select a sample of nurses and midwives to provide further information or evidence to verify their application. Such a request does not necessarily mean that there are any concerns about your application and you can continue to practise while we review the information that you provide.
- 122 If you have been selected to provide further information, we will contact you by email within 24 hours of you submitting your revalidation application. Please check your email during this time.
- 123 If you are selected to provide further information, you will need to follow the link contained in the email to an online form where you will be asked to provide further information and upload a range of evidence. You will need to provide this information within 14 days.<sup>47</sup>

<b>Practice hours</b>	<p>You will need to provide the following information, starting with your most recent practice until you demonstrate the minimum amount of practice hours required:</p> <ul style="list-style-type: none"><li>• dates of practice;</li><li>• the number of hours you undertook;</li><li>• name, address and postcode of the organisations;</li><li>• scope of practice;<sup>48</sup></li><li>• work setting;<sup>49</sup></li><li>• a description of the work you undertook; and</li><li>• if you are practising overseas, whether you are registered with the appropriate regulating body.</li></ul> <p>You will also be asked to upload evidence of practice hours.</p>
<b>Continuing professional development</b>	<p>You will need to provide the following information:</p> <ul style="list-style-type: none"><li>• the CPD method;<sup>50</sup></li><li>• a brief description of the topic and how it relates to your practice;</li><li>• dates the CPD activity was undertaken;</li><li>• the number of hours and participatory hours; and</li><li>• identification of the part of the Code most relevant to the CPD.</li></ul> <p>You will also be asked to upload evidence of the CPD activity.</p>

<sup>47</sup> Please note that this time period is for the revalidation pilots. When revalidation is launched, there will be more time to provide this information.

<sup>48</sup> Direct patient care, management, education, policy, research, registered but not practising, other.

<sup>49</sup> Primary care, secondary care, tertiary hospital, public health, care home sector, ambulance service, military, prison, schools, policy, education, research, e-health, other.

<sup>50</sup> Examples of 'CPD method' are self-learning, online learning, course.

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<b>Reflection and discussion</b>	You will be asked to upload a copy of the signed reflection and discussion form.
<b>Professional indemnity arrangement</b>	You will be asked to either upload evidence that your indemnity arrangement is appropriate, or explain to us how your indemnity arrangement was assessed as appropriate based on the nature of your work, the level of care you provide and the risks involved with your practice.
<b>Confirmation</b>	You will be asked to upload a copy of the signed confirmation form.

- 124 You will need to provide the information requested within the timeframe specified in our request.
- 125 We may also contact your third party confirmer, using the details you provided us, to verify that they provided confirmation.
- 126 If we identify that you have not complied with the revalidation requirements, despite declaring to us that you had, your registration might be at risk.

## Provisional

### Revalidation and NMC fitness to practise processes

- 127 Revalidation does not create a new way to raise fitness to practise concerns. Any concerns about your practice will continue to be raised through the existing fitness to practise process.
- 128 If you are subject to an NMC investigation, condition(s) of practice order or a caution, you will be able to apply to renew your registration as long as you fulfil all the requirements for renewal. However, you will remain subject to NMC fitness to practise processes and the outcome of those processes.
- 129 If you have been struck-off or suspended from the register, you are not able to renew your registration because you are no longer on the register.
- 130 If your renewal is due while you are subject to suspension from the register, when your suspension is lifted you will have three months to apply for and obtain renewal. If you fail to do this, you will have to apply for re-admission.

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## Canceling your registration

131 You may not want to retain one or all your registrations with us. For example you may wish to cancel all registrations if you have moved abroad, have retired from practice or changed career.<sup>51</sup> Alternatively you may wish to cancel one of multiple registrations if you wish to continue practising in one but not the other. For example if you are registered as both a nurse and a midwife but only wish to continue practising as a midwife you may want to cancel your nursing registration.

132 Depending on when you choose to cancel your registration, the process to be followed will be slightly different.

- If you wish to cancel at the time of your revalidation application, you can do this online through the online revalidation application. You will be asked to provide a range of information such as your NMC Pin, full name, contact address, the reason for cancelling and a declaration stating that you are not aware of any matter which could give rise or has given rise to a fitness to practise allegation being made against you. You will not have to maintain a revalidation portfolio and there will be no additional form to submit to the NMC.
- If you want to cancel your registration when you are not due for revalidation, you must submit an [Application to lapse your registration form](#) and provide a range of information such as your NMC Pin, full name, contact address, the reason for cancelling and a declaration stating that you are not aware of any matter which could give rise or has given rise to a fitness to practise allegation being made against you.

133 Please refer to [cancelling your registration with the NMC](#) for further information.<sup>52</sup>

134 You will not be able to practise as a registered nurse or midwife in the UK if you cancel your registration with the NMC.

If you chose to cancel your registration, and later wish to resume practising as a nurse/midwife in the UK, please refer to our guidance on [readmission to the register](#).<sup>53</sup>

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<sup>51</sup> Please note that if you are receiving pay as a nurse or midwife, whilst on maternity, sick or annual leave you may need to maintain your registration with us throughout this period.

<sup>52</sup> Information on cancelling your NMC registration <http://www.nmc-uk.org/Registration/Leaving-the-register/Cancelling-your-registration-with-the-NMC/>

<sup>53</sup> <http://www.nmc-uk.org/Registration/Returning-to-the-register/>

# Provisional

## Appeals

135 You can appeal the refusal of an application for revalidation.<sup>54</sup>

136 You cannot appeal the refusal of an application to revalidate if you failed to pay the registration fee or to submit an application form at all.<sup>55</sup>

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<sup>54</sup> Article 37(1)(a) of the Order

<sup>55</sup> Article 37(2) of the Order

# Provisional

## Important reminders

- 137 Please set up an NMC Online account. We have published a step-by-step guide on [how to register for NMC Online](#).
- 138 Please ensure your registered address and contact details are always up to date. The most common reason for lapse of registration (and illegal practice) is a failure to keep the NMC updated on your address. This results in registration and renewal documents being sent or emailed to the wrong address.
- 139 If you submit fraudulent information to the NMC, your registration will be at risk.
- 140 If you wish to you can make a complaint about the standard of our service, please refer to our guidance on [making a complaint about the NMC](#).<sup>56</sup>

## Contact the NMC

For more information on the Revalidation Pilots please call **020 7333 9333** and select the option for revalidation pilots. Alternatively you can email us at [pilots.cp@nmc-uk.org](mailto:pilots.cp@nmc-uk.org).

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<sup>56</sup> <http://www.nmc-uk.org/About-us/How-to-make-a-complaint-about-the-NMC/>

# Provisional

## Annex 1: Checklist for completing your portfolio

Requirements	Supporting evidence to include
<b>Practice hours</b>	Maintain a record of practice hours you have completed, including: <ul style="list-style-type: none"> <li>• dates of practice;</li> <li>• the number of hours you undertook;</li> <li>• name, address and postcode of the organisation;</li> <li>• scope of practice;<sup>57</sup></li> <li>• work setting;<sup>58</sup></li> <li>• a description of the work you undertook; and</li> <li>• evidence of those practice hours (such as timesheets, role profiles or job specifications).</li> </ul>
<b>Continuing Professional Development</b>	Maintain accurate and verifiable records of your CPD activities, including: <ul style="list-style-type: none"> <li>• the CPD method;<sup>59</sup></li> <li>• a brief description of the topic and how it relates to your practice;</li> <li>• dates the CPD activity was undertaken;</li> <li>• the number of hours and participatory hours</li> <li>• identification of the part of the Code most relevant to the CPD; and</li> <li>• evidence of the CPD activity (Annex 2 provides examples of the kind of evidence you can record in your portfolio).</li> </ul>
<b>Practice-related feedback</b>	Notes of the content of the feedback and how you used it to improve your practice. This will be helpful for you to use when you are preparing your reflective accounts.
<b>Reflection and discussion</b>	Five reflective accounts that explain what you learnt from the CPD activity or feedback, how you changed or improved your work as a result, and how it is relevant to the Code.  A reflection and discussion form which includes the name and NMC Pin number of the registrant that you had the discussion with as well as the date you had the discussion.
<b>Health and character</b>	These declarations will be made as part of your online revalidation application. You do not need to keep anything in your portfolio as part of this requirement.

<sup>57</sup> Direct patient care, management, education, policy, research, registered but not practising, other.

<sup>58</sup> Primary care, secondary care, tertiary hospital, public health, care home sector, ambulance service, military, prison, schools, policy, education, research, e-health, other.

<sup>59</sup> Examples of 'CPD method' are self-learning, online learning, course.

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<b>Professional indemnity arrangement</b>	<p>Whether your indemnity arrangement is through your employer, a membership with a professional body or through a private insurance arrangement.</p> <p>If your indemnity arrangement is provided by membership with a professional body or a private insurance arrangement, you will need to record the name of the professional body or provider.</p> <p>Evidence to demonstrate that you have an appropriate arrangement in place.</p>
<b>Third party confirmation</b>	<p>A signed confirmation form.</p>

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## Annex 2: Examples of CPD activities

The table below sets out some examples of CPD activities you can undertake and examples of the types of evidence you could keep in your portfolio. It is not an exhaustive list. It also indicates whether an activity is individual or participatory.

However, please exercise your judgement in deciding whether an activity is participatory or not. Many activities can be participatory if you personally interacted with other people.

CPD activity	Suggested evidence to include in portfolio	Potential type of activity
Structured learning (direct or distance learning style)	Certificate of completion, notes, learning outcomes	Individual/Participatory
Accredited higher education or training	Certificate of completion, notes, learning outcomes	Individual/Participatory
Mandated training specifically relevant to role/scope of practice	Certification of completion, learning outcomes	Individual
Learning events such as workshops, conferences	Certificate of attendance	Participatory
Reading and reviewing publications	Copies of publications read, review notes including practice related outcomes	Individual
Enquiry based research	Copies of publications or data reviewed, notes including practice related outcomes	Individual
Peer review activities	Evidence of peer review including notes, observations and outcomes	Participatory
Coaching and mentoring (role in either delivery or being a recipient)	Evidence of coaching/mentoring undertaken including letters, notes, observations and practice related outcomes	Participatory

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Structured professional supervision	Evidence of supervision including signed letters, notes, observations and practice related outcomes	Participatory
Undertaking short supervised practice for specific skills development	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory
Group or practice meetings	Evidence of participation and role including signed letters, notes, observations and outcomes	Participatory
Participation in clinical audits	Evidence of participation and role including signed letters, notes, observations and outcomes	Participatory
Practice visits to different environments relevant to scope of practice	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory
Job rotation or secondment, shadowing	Evidence of participation including signed letters, notes, observations and outcomes	Individual/Participatory