

Information for confirmers

How to provide confirmation as part of
revalidation

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.

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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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Information for confirmers

- 1 This document is for people who have been asked to provide confirmation about a nurse or midwife's revalidation. It tells you what you need to do before you provide confirmation.
- 2 All our registrants will be asked to verify the information in their revalidation application by declaring that they have received confirmation from a third party. Having confirmation means the registrant has demonstrated to the third party that they have met the revalidation requirements. Detailed information about the revalidation requirements is set out in *How to revalidate with the NMC*.¹

Purpose of revalidation

- 3 The purpose of revalidation is to improve public protection by making sure that nurses and midwives continue to be fit to practise throughout their career.
- 4 Revalidation is built on existing arrangements for the renewal of registration with the NMC. It adds requirements which encourage registrants to seek feedback from patients and colleagues, reflect upon the Code by having a professional discussion with another registrant and, importantly, seek confirmation that they have met those requirements from a third party.
- 5 Revalidation reinforces the duty on registrants to maintain their fitness to practise within the scope of their practice and use the Code in their day to day practice and personal development. Revalidation will encourage engagement in professional networks and discussions, and reduce professional isolation.
- 6 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 increase access and participation in appraisal and professional development.
- 7 Through revalidation we want to create an interactive, career-long relationship with our registrants, and increase our understanding of their practice and the nursing and midwifery population more broadly.

Overview of revalidation

- 8 All nurses and midwives will revalidate every three years as a means of renewing their registration with the NMC.
- 9 All nurses and midwives need to meet a range of revalidation requirements designed to show that they are keeping up to date and actively maintaining their fitness to practise. These requirements include:
 - practising a minimum number of hours;

¹ *How to revalidate with the NMC* is currently provisional and therefore it is not available online during the revalidation pilots. The registrant seeking confirmation will be able to provide you with a copy. Alternatively, you can email us at pilots.cp@nmc-uk.org and we will email you a copy.

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- undertaking continuing professional development (CPD);
 - obtaining feedback about their practice;
 - reflecting on the Code, their CPD and feedback about their practice;
 - providing a health and character declaration; and
 - having appropriate cover under an indemnity arrangement.
- 10 We strongly recommend that registrants keep evidence that they have met these requirements in a portfolio.² 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.
- 11 Nurses and midwives work across a wide range of roles, functions and settings. 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 registrants undertake to meet the revalidation requirements reflect their individual scope of practice as a nurse or midwife.
- 12 Once registrants have met these requirements, they will need to discuss their revalidation with a third party confirmer. As part of this discussion, they will demonstrate to their confirmer that they have met the revalidation requirements.
- 13 Every three years registrants will be asked to apply for revalidation using NMC Online.³

Purpose of confirmation

- 14 Confirmation from a third party that a registrant has met the revalidation requirements adds credibility to revalidation. Confirmation gives us extra assurance that the registrant has met the revalidation requirements.
- 15 Confirmation increases professionalism by making registrants more accountable for their performance and improvement. It also encourages those registrants who work in isolation from other colleagues to discuss their professional development and revalidation with a third party.
- 16 If you are a line manager, it will encourage you to regularly consider and discuss how your nurses and midwives are engaging in professional development activities to maintain and develop their competence and improve their performance.

² 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/>.

³ We will make reasonable adjustments for registrants who cannot access NMC Online, for example due to a disability.

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Role of the confirmer

What you are being asked to do

- Read this document to make sure that you understand the revalidation requirements.
- Have a face-to-face discussion with the registrant about their portfolio, where the registrant can explain to you how they have met the requirements. In most cases, this is likely to form part of the registrant's annual appraisal.
- Review the registrant's portfolio to make sure that they have met the revalidation requirements. You might want to see the portfolio before the discussion.
- Question the registrant where you are not sure if they have met a requirement.
- Use your professional judgment in deciding whether you think that the registrant has met the revalidation requirements.

What you are not being asked to do

- Decide whether a nurse or midwife will be revalidated or will remain on the register. This is our role as the regulator.
 - Make a judgment on whether the registrant is fit to practise. Revalidation is not a new way to raise fitness to practise concerns. If you have a concern about the registrant's fitness to practise, you need to raise this in the appropriate way, either through the organisation where they work or directly with the NMC (see page 6 for information on raising concerns).
 - Verify information in the registrant's portfolio. For example, you do not need to contact CPD providers to check whether the registrant attended or completed a particular item of CPD. All of the information you require to make your judgment should be contained in the registrant's portfolio.
- 17 It is important to understand you are being asked to confirm based on the evidence that you have seen. If you provide confirmation honestly, you will not be held responsible for future or past actions if you were unaware of them when giving the confirmation.

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The difference between revalidation and raising fitness to practise concerns

- 18 Confirmation should not replace or postpone any discussion or decision about a registrant's fitness to practise. Any concerns about a registrant's fitness to practise must continue to be dealt with immediately, and not left to confirmation or appraisal.
- 19 If you have a concern about a registrant's fitness to practise, you should refer this to the NMC.
- 20 For more information on raising concerns, please read *Raising concerns: Guidance for nurses and midwives*. This is available at www.nmc-uk.org/raisingconcerns. You can find out more about the types of allegations we deal with at www.nmc-uk.org/Employers-and-managers/Fitness-to-practise. You can find out how to make a referral at www.nmc-uk.org/Employers-and-managers/Making-a-referral.

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Who can provide confirmation?

An appropriate third party confirmer

Line manager

- 21 We expect registrants to seek confirmation from an appropriate third party. We strongly recommend that registrants obtain confirmation through their line manager wherever possible. In most cases, the line manager will be an NMC registrant. If you are the registrant's line manager, you are likely to be the most appropriate third party to provide their confirmation.

NMC registrant

- 22 However, not all registrants have a line manager. Registrants who do not have a line manager need to use judgment to determine who is best placed to provide their confirmation. Wherever possible, we recommend these registrants obtain their confirmation from another NMC registrant. Therefore, even if you are not the registrant's line manager, you may still be the most appropriate third party to provide their confirmation. It will be helpful if you have worked with the registrant or have a similar scope of practice to them, but this is not essential.

Healthcare professional (other than nurse or midwife)

- 23 A small number of registrants may not have a line manager or another NMC registrant to provide their confirmation. These registrants can obtain their confirmation from another healthcare professional that they work with and who is regulated in the UK, such as a doctor, dentist or pharmacist.
- 24 If you are a healthcare professional regulated in the UK and you work with the registrant, you might be the most appropriate third party to provide their confirmation. You will need to include your professional registration number and the name of your professional regulator on the confirmation form (see Annex A).
- 25 Because you are not an NMC registrant, the nurse or midwife will have had a conversation about their revalidation with another NMC registrant before seeking confirmation.

Other

- 26 A very small number of registrants may not have a line manager, NMC registrant or another healthcare professional that they work with who is regulated in the UK.

Registrants who work in the UK: These registrants are advised to contact the NMC directly for advice (see page 15). Once we have established that they cannot obtain confirmation using any of the three options above, we recommend that they obtain confirmation from another professional. This will only occur in exceptional circumstances. If you are one of these professionals and have been asked to

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provide confirmation for a nurse or a midwife, you should check with the registrant that they have discussed this with us first.

Registrants who work wholly overseas: We recommend that these registrants obtain confirmation from their line manager where they undertake their work. If they do not have a line manager, we recommend that they obtain confirmation from another nurse or midwife or another regulated healthcare professional where they work.

Registrants who have more than one line manager

- 27 Some registrants will have more than one employer or undertake more than one role. These registrants need to obtain one confirmation which covers all of their practice. These registrants will need to use judgment and decide which third party is most appropriate to provide their confirmation.
- 28 We generally recommend that they have their revalidation discussion and obtain their confirmation through the organisation where they undertake the majority of their work. They may want to have a discussion in each organisation in which they work, and bring the outputs of those discussions to their confirmation discussion.
- 29 Therefore, you might be the most appropriate third party to provide confirmation, even if the registrant does not undertake all of their work in your organisation.

Level of familiarity with the registrant's practice

- 30 You need to be in a position to confirm that the registrant has met the revalidation requirements (see pages 11–14). Most confirmers will be the registrant's line manager and be very familiar with the practice of the registrant. Other confirmers will have less familiarity with the practice of the registrant they are confirming. In all cases, you still need to be in a position to confirm that the registrant has met the requirements. As a minimum, you need to have a discussion with the registrant about their practice and how they have met all the revalidation requirements.

Conflicts of interest

- 31 A conflict of interest is a situation that has the potential to undermine your impartiality or objectivity. Examples of conflicts of interest are personal or commercial relationships.
- 32 You should generally avoid providing a confirmation where there is a conflict of interest. However, we recognise that there is likely to be a commercial interest in many small businesses and in some cases this will not be avoidable.
- 33 All confirmations must be provided objectively. You must not be influenced by any personal or commercial relationship you might have with the registrant when providing confirmation. If you do not think that you can provide confirmation objectively, you should discuss this with the registrant.

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Providing confirmation as an NMC registrant

- 34 If you are providing confirmation on the basis of being an NMC registrant, you must have an effective registration. You cannot be retired and no longer registered, or subject to a suspension, removal or strike-off order at the time of making the confirmation

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Providing confirmation – what you need to do

- **You will need to review the registrant's portfolio.** You might want to ask to see the portfolio before the discussion, or review it during the discussion.
- **You will need to have a face-to-face discussion with the registrant about their revalidation.** This discussion will usually happen as part of the registrant's annual appraisal. If a face-to-face discussion is not possible, we recommend that you use a video conference. During this discussion, the registrant needs to demonstrate to you that they have met the revalidation requirements.
- **You will need to exercise your judgment in deciding whether you think the registrant has met the revalidation requirements.** Please use the information on the following pages, and our checklist at Annex B.
- **If you think that they have met the requirements, you will need to complete the confirmation form.** An example of this form is at Annex A. You will need to provide your name, NMC Pin or other professional registration number (where relevant), email and professional address.
- **If you do not think that they have met the requirements, you need to explain to the registrant what they have failed to do.** The registrant can then complete the requirements and come back to you before their revalidation application is due.

Timelines for confirmation

- 35 Registrants are expected to obtain confirmation during the final 12 months of the three-year registration period. This is to make sure that the confirmation is recent. If the confirmation was obtained earlier than this, we might ask the registrant to explain why.
- 36 If you are providing confirmation as part of an annual appraisal, you might find it helpful to have a revalidation discussion with the registrant at each annual appraisal. This will help the registrant to keep you updated on their revalidation.
- 37 The registrant has 60 days at the end of the three-year registration period to submit their revalidation application through their NMC Online account. We strongly recommend that they have their confirmation discussion well in advance of this so they have time to complete any requirements that they failed to meet and obtain confirmation.
- 38 Once the registrant has submitted their revalidation application, the NMC will take a decision on their application.

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| Requirement | What you need to check | | | | | | | | | | | | |
|--|---|---------------------------------------|-------|-----|---------|-----|------------------------------|-----|-------------------|-----|---|---|--|
| <p>Practice hours</p> <p>Registrants must meet a minimum number of practice hours over the three years preceding the date of their application:</p> <table border="1" data-bbox="108 501 774 994"> <thead> <tr> <th>Registration</th> <th>Minimum total practice hours required</th> </tr> </thead> <tbody> <tr> <td>Nurse</td> <td>450</td> </tr> <tr> <td>Midwife</td> <td>450</td> </tr> <tr> <td>Nurse and SCPHN⁴</td> <td>450</td> </tr> <tr> <td>Midwife and SCPHN</td> <td>450</td> </tr> <tr> <td>Nurse and midwife (including nurse/SCPHN and midwife/SCPHN)</td> <td>900 (to include 450 hours for nursing, 450 hours for midwifery)</td> </tr> </tbody> </table> <p>If they have practised for less than the required number of hours in the three years preceding the date of their application for renewal of their registration, they must successfully complete an appropriate return to practice programme approved by the NMC before the date of their application for renewal of registration.</p> <p>Registrants practising as a midwife in the UK must file an Intention to Practise form annually with their Local Supervising Authority Midwifery Officer.</p> <p>Registered midwives who only practise in a specialist community public health nursing role and are registered on the SCPHN part of the register do not need to file an Intention to Practise form. However, they must successfully complete an appropriate return to midwifery practice programme approved by us before they can serve an Intention to Practise form and return to practice as a practising midwife.</p> | Registration | Minimum total practice hours required | Nurse | 450 | Midwife | 450 | Nurse and SCPHN ⁴ | 450 | Midwife and SCPHN | 450 | Nurse and midwife (including nurse/SCPHN and midwife/SCPHN) | 900 (to include 450 hours for nursing, 450 hours for midwifery) | <p>You should see evidence that satisfies you that the registrant has practised the minimum number of hours required for their registration.</p> <p>Evidence might include their employment contract (specifying hours), timesheets, job specifications and role profiles.</p> <p>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.</p> <p>Any practice undertaken when the registrant was not registered with the NMC does not count towards the minimum hours.</p> <p>We have provided a template that the registrant 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.</p> <p>If the registrant has not practised the minimum number of hours required for their registration, you should be satisfied that they have successfully taken an NMC-approved return to practice course. You only need to check that they have a reference provided by the university where they undertook the course.</p> <p>You do not need to check that a midwife has filed an Intention to Practise form annually with their Local Supervising Authority Midwifery Officer.</p> <p>You do not need to check that a midwife/SCPHN returning to midwife practice has completed a return to practice programme.</p> |
| Registration | Minimum total practice hours required | | | | | | | | | | | | |
| Nurse | 450 | | | | | | | | | | | | |
| Midwife | 450 | | | | | | | | | | | | |
| Nurse and SCPHN ⁴ | 450 | | | | | | | | | | | | |
| Midwife and SCPHN | 450 | | | | | | | | | | | | |
| Nurse and midwife (including nurse/SCPHN and midwife/SCPHN) | 900 (to include 450 hours for nursing, 450 hours for midwifery) | | | | | | | | | | | | |

⁴ A specialist community public health nurse (SCPHN) means a registered nurse or midwife who is also registered in the Specialist Community Public Health Nurses' part of the register.

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| <p>Continuing professional development</p> <p>Registrants must undertake 40 hours of continuing professional development (CPD) relevant to their scope of practice as a nurse or midwife, over the three years prior to the renewal of their registration.</p> <p>Of those 40 hours of CPD, 20 must include participatory learning.</p> <p>Registrants must maintain accurate records of the CPD they have undertaken. These records must contain:</p> <ul style="list-style-type: none">• the CPD method;• a description of the topic and how it related to their 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• evidence that they undertook the CPD activity. | <p>You should see evidence that satisfies you that the registrant has undertaken at least 40 hours of CPD.</p> <p>You should see evidence that 20 of the 40 hours included participatory learning. Participatory learning means any learning activity in which the registrant personally interacted with other people. For example, this could include learning events, workshops and peer review activities.</p> <p>All CPD hours must be relevant to the registrant's scope of practice as a nurse or midwife.</p> <p>You should see accurate records of the CPD undertaken. These records must include:</p> <ul style="list-style-type: none">• the CPD method;• a description of the topic and how it related to their practice;• the dates on which the activity was undertaken;• the number of hours (including the number of participatory hours); and• the identification of the part of the Code most relevant to the activity. <p>We have provided a template that the registrant can use to input this information.</p> <p>If you have any doubts about whether a particular CPD activity is participatory or relevant to the registrant's practice, you should ask for an explanation from the registrant.</p> |
| <p>Practice-related feedback</p> <p>Registrants must obtain at least five pieces of practice-related feedback over the three years prior to the renewal of their registration.</p> | <p>You should be satisfied that the registrant has obtained five pieces of practice-related feedback.</p> <p>Feedback can be obtained 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 feedback, and can be based on the individual's practice or their team or unit.</p> |

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| | <p>While we recommend that registrants make a note of the feedback that they have received, this isn't compulsory. Some feedback may have been oral and the registrant might not have evidence of this in their portfolio.</p> |
| <p>Reflection and discussion</p> <p>Registrants must record a minimum of five written reflections on the Code, their CPD, and practice-related feedback over the three years prior to the renewal of their registration.</p> <p>They must have a professional development discussion with another NMC registrant, covering their reflections on the Code, their CPD and practice-related feedback.</p> <p>They must make sure that the NMC registrant with whom they had their professional development discussion signs a form recording their name, NMC Pin, email, professional address and postcode, as well as the date they had the discussion.</p> | <p>You should see evidence that satisfies you that the registrant has recorded at least five written reflections on the Code, their CPD and practice-related feedback.</p> <p>Reflective accounts need to include what the registrant learnt from the CPD activity or feedback, how they changed or improved their work as a result, and how it is relevant to the Code.</p> <p>We have provided a template that registrants might find helpful to use to record their reflections.</p> <p>You should see evidence to satisfy you that the registrant has discussed these reflections with another NMC registrant. Evidence of this will be a completed form signed by the NMC registrant whom the registrant had their discussion with.</p> <p>If you are an NMC registrant, this discussion can happen as part of your confirmation discussion with the registrant. You will need to complete the reflection and discussion form as well as the confirmation form.</p> |
| <p>Health and character</p> <p>Registrants must provide a health and character declaration as part of their revalidation application.</p> <p>They must also declare if they have been convicted of any criminal offence or issued with a formal caution over the three years prior to the renewal of their registration.</p> | <p>You are not required to confirm this requirement.</p> <p>This declaration is provided by the registrant as part of the actual online application. They are not required to keep anything in their portfolio.</p> <p>Any criminal convictions or cautions must be declared to the NMC immediately, not just at the point of renewal.⁵</p> |

⁵ Further information about declaring police charges, cautions and convictions is available at www.nmc-uk.org/Registration/Staying-on-the-register/Declaring-police-charges-cautions-and-convictions.

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| <p>Professional indemnity arrangement</p> <p>Registrants must declare that they have, or will have when practising, appropriate cover under an indemnity arrangement.</p> | <p>You are not required to confirm this requirement.</p> <p>This declaration is provided by the registrant as part of the actual online application.</p> <p>Many registrants have cover through their employer, especially if they work exclusively for the NHS.</p> <p>However, registrants who are self-employed will have organised their own cover through a membership of a professional body or trade union, or directly from a commercial provider.⁶</p> |
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⁶ Further information about professional indemnity arrangements is available at www.nmc-uk.org/Documents/Registration/PII/PII%20final%20guidance.pdf.

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Getting in touch with you for further information

- 39 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.
- 40 Such a request does not mean that there are any concerns about their application, and they can continue to practise while we review the information that they provide.
- 41 As part of this process, we will contact you to verify that you provided their confirmation using the email address that you have provided to the registrant on the confirmation form. You will be asked to respond within 21 days.⁷

Contact the NMC

- 42 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.

⁷ Please note that this time period is for the revalidation pilot. We will revise this timeframe after the pilot.

Annex A: Confirmation form

| | | |
|--------------|------------------------|---|
| Name: | NMC pin number: | I have received confirmation from (select applicable): A line manager who is also an NMC registered nurse or midwife A line manager who is not an NMC registered nurse or midwife Another NMC registered nurse or midwife A regulated health care professional An overseas regulated health care professional |
| | | |

To be filled in by your confirmer:

| Name | Job Title | Personal email | Professional email | Address including postcode | Date of confirmation discussion |
|------|-----------|----------------|--------------------|----------------------------|---------------------------------|
| | | | | | |

If you are an NMC registered nurse or midwife please provide:

NMC Pin Number _____

If you are a regulated health care professional please provide:

Profession _____ ID of membership for regulatory body _____

If you are an overseas regulated health care professional please provide:

Country_____

Profession_____ ID of membership for regulatory body_____

I confirm that the above named NMC registrant has demonstrated to me that they have complied with the NMC revalidation requirements as set out in 'How to revalidate with the NMC'.

By signing this document, I agree to be contacted by the NMC to provide further information and/or verification.

Signature:

Annex B: Confirmation checklist

Practice hours

- You have seen evidence that satisfies you that the registrant has practised the minimum number of hours required for their registration.

Continuing professional development

- You have seen evidence that satisfies you that the registrant has undertaken at least 40 hours of CPD relevant to their practice as a nurse or midwife.
- You have seen evidence that 20 of the 40 hours include participatory learning relevant to their practice as a nurse or midwife.
- You have seen accurate records of the CPD undertaken.

Practice-related feedback

- You are satisfied that the registrant has obtained five pieces of practice-related feedback.

Reflection and discussion

- You have seen evidence to satisfy you that the registrant has recorded at least five written reflections on the Code, their CPD and practice-related feedback.
- You have seen evidence to satisfy you that the registrant has discussed these reflections with another NMC registrant (or you have discussed these with the registrant yourself if you are an NMC-registered confirmer).

