Revalidation Guidance Sheet

Medacs Healthcare is committed to being at the forefront of revalidation within the healthcare sector and are proud to be a key support for all nurses and doctors.

Whilst the Nursing and Midwifery Council (NMC) have confirmed that it is the responsibility of the registered nurse to complete their revalidation, Medacs Healthcare believe that we should be supporting you as much as possible. That’s why we’ve created this handy document which highlights important information as provided by the NMC.

Revalidation and the Code

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.

Recording your evidence and documents for revalidation

If you are working with Medacs Healthcare on a regular basis, you will be given access to a free RCNi account as provided by the Royal College of Nursing (RCN).

The RCNi offers working Medacs Healthcare agency nurses access to online training and training articles, clinical articles, questionnaires and quizzes to test their knowledge. It also has an online portfolio where nurses can upload documents and evidence hours worked and CPD, ready to print and submit for revalidation.

If you would like a copy of the RCNi User Guide, please e-mail: nursererevalidation@medacs.com

If you’re not eligible to receive and RCNi account (not working regularly or not NMC registered) or you choose not to use the RCNi account, we strongly recommend that you keep a portfolio with printed copies of documents and written evidence ready to present at annual appraisals, confirmation and revalidation with the NMC.

If you’re not planning on using the RCNi, you can find NMC templates for recording your evidence here: http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/

**Please note:** upon leaving Medacs Healthcare or if you’re not in regular placements through Medacs, your RCNi account will be temporarily deactivated and you will be contacted by the RCNi, where you can then choose to continue by paying a monthly subscription.
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Requirements for NMC revalidation

1. Practice hours:

You must be able to evidence that you have worked **450 practice hours over the three years** prior to the renewal of your registration.

The NMC have confirmed that **if you have practised for less** than the required number of hours in the three years prior to 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.

More information on the return to practice programme can be found here: [http://www.nmc.org.uk/Registration/Returning-to-the-register/](http://www.nmc.org.uk/Registration/Returning-to-the-register/)

If you are selected to provide further information to verify your declaration within your application, you will be asked to provide the following:

- dates of practice;
- the number of hours you undertook;
- name, address and postcode of the organisations;
- scope of practice;
- work setting;
- a description of the work you undertook; and
- evidence of those practice hours, such as timesheets, job specifications and role profiles.

So please ensure that you record these in preparation.

2. Continuing professional development (CPD)

You must be able to evidence **35 hours of Continuing Professional Development (CPD)** which is relevant to your practice as a nurse and over the three years prior to the renewal of your registration. **20 hours must be through participatory learning.**

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.

The NMC don’t list a particular type of CPD and it is your responsibility to judge what learning activity would be best suited to your individual practice.
3. Practice Related Feedback

You must present at least five pieces of practice related feedback. The feedback can be informal / formal, written or verbal and from a number of sources including patients, service users, students and colleagues.

If you do obtain practice related feedback from a patient, please remember to get their consent first and anonymise the content.

You can collect feedback based on your individual performance or on your team, unit, ward or organisation’s performance. However, you will need to be clear on how this has specifically impacted your individual performance.

Format of feedback collected:

Feedback can be received verbally or written, formal or informal and it does not need to be from fellow nurses or midwives. It could be from colleagues in management, on reception, office administration, or fellow teachers and academics.

4. Reflections and Discussions

You must record a minimum of five written reflections and discussions relating to the Code, your CPD and practice related feedback.

You must have a professional development discussion with another NMC registered nurse and cover your reflections relating to the above.

The NMC registered nurse is required to record their NMC Pin, e-mail, professional address and postcode, as well as the date you had the discussion.

While this discussion can form part of your wider confirmation discussion, it is not the same as obtaining confirmation.

5. Health and Character Declaration

You must provide a Health and Character Declaration and declare if you have been convicted of any criminal offence or issued with a formal caution.

When making these declarations, please refer to the following NMC links:

http://www.nmc.org.uk/education/becoming-a-nurse-or-midwife/whent-studying-to-be-a-nurse-or-midwife/

6. Professional Indemnity Arrangement

You must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement.

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.

Please refer to the following NMC link when making this declaration:


Please note: If you do not have the appropriate indemnity cover, you will be removed from the NMC register and will be unable to practice as a nurse.

7. Confirmation from a third party – Medacs Healthcare

Your third party confirmer will be someone who is considered to be your line manager within Medacs Healthcare and doesn’t need to be NMC registered. However, if your confirmer is NMC registered, they are likely to have a professional development discussion at the point of your confirmation meeting.

Your confirmer will verify the declarations within your application in a face-to-face meeting and you will have to demonstrate that you have met all of the revalidation requirements before they can sign and date the confirmation form.

The NMC recommend that you obtain your confirmation during the final 12 months of the three-year registration period to ensure that it is recent. If you’re confirmation is produced earlier, you may be asked to explain why.

It’s likely that your confirmer will also conduct your annual appraisals, that way you can keep your confirmer up-to-date with all of your revalidation preparation.

How to apply for revalidation

The NMC will notify you at least 60 days before your application for revalidation is due.

You will then have 60 days to log onto NMC Online and complete the revalidation application form. Please ensure that at this point, you have all of your revalidation evidence collated and ready to submit. There is a step-by-step guide to registering online: http://www.nmc.org.uk/Registration/NMC-Online/

Paying your renewal fee

As part of your revalidation application, you will need to pay your renewal fee. Here is a guidance document on how to pay your renewal fee: http://www.nmc.org.uk/registration/staying-on-the-register/paying-your-fee/
Important changes to lapsed NMC registration

New Nursing and Midwifery Council (NMC) rules come into force later this year – from November anyone who allows their registration to lapse will be taken off the register immediately.

At present and until the change in November 2015, nurses who failed to renew their registration before expiry were given an administrative window which allowed late submissions to be processed within a couple of days.

Know your registration date

Please ensure that you know your re-register date and are planning ahead.

It is illegal for you to continue working if you’re not on the NMC register and it could result in getting suspended from work. Also note that readmission to the register can take a minimum of between two to six weeks, meaning that you’ll not be paid for this period.

NMC online account

The easiest way to maintain registration is through an NMC Online account.

On NMC Online, you can:

- view registration status
- find out your renewal date
- update your contact and address details
- view and print a statement of entry
- submit your notification of practice (NoP) online
- pay your annual retention or renewal fees
- set up a direct debit for your annual fee payment
- provide equality and diversity information, and
- provide details about where you work

View the ‘How to set up your NMC Online account’ document here if you don’t already have an account: http://www.nmc.org.uk/globalassets/sitedocuments/registration/nmc-online-guidance-march-2015.pdf

If you do have an NMC account, log-in today to check your registration status and renewal date.