

Nurse and Midwife Revalidation Policy

Agreed at Governing Body

Date: 4th August 2016

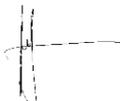
Signature: 

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Nurse and Midwife NMC Revalidation Policy

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HISTORY OF CHANGES		
Old version number	Significant changes	New version number
New Policy		V0.1 – March 2016
	Changes post circulation to CCG quality team	V0.2 – March 2016
	Changes made post JQC approval	V1.0 April 2016

SUMMARY
<ul style="list-style-type: none"> • Nurses and Midwives are required to revalidate every 3 years as per NMC revalidation requirements. • The CCG and GP member practices must have the required systems in place who employ Nurses and Midwives who have active registration and ensure CCG nurses and midwives have an understanding and adhere to NMC revalidation requirements to enable them to safely practice and remain professionally accountable. • The CCG will seek assurance from providers that they are compliant with revalidation as per NMC guidance. • To ensure GP member practices and practice managers are aware, understand and provide the necessary provisions to ensure nurses and midwives under their employment met the NMC Revalidation requirements.

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PURPOSE AND INTRODUCTION

The Nursing Midwifery Council (NMC) has taken this step to improve public protection by making sure that Nurses and Midwives continue to remain fit to practice throughout their career. Nurses will now have to revalidate every 3 years from April 2016.

The new process commences on October 2015 and will be enforced for all Nurses and Midwives who wish to renew their registration from April 2016.

The CCG believes it is important for Nurses and Midwives to understand revalidation is a requirement and responsibility of individual Nurses and Midwives both within the CCG itself and primary care, such as GP member practices (Practice Nurses and Health Visitors).

Importantly, Revalidation is about promoting good practice for all Nurses and Midwives.

All registrants must now register with NMC online
<http://www.nmc.org.uk/registration/nmc-online/>.

For further information please go to the following link
<http://www.nmc.org.uk/revalidation>

1. SCOPE

The purpose of this document is to guide the CCG and its member practices Nurses and Midwives through the new process which commences from October 2015 affecting Nurses and Midwives who wish to renew their registration from April 2016.

2. DEFINITIONS

Revalidation is a process that all Nurses and Midwives will need to engage with to demonstrate that they practice safely and effectively throughout their career. The NMC Code is central to good nursing and midwifery practice. Revalidation will emphasise reflection on the Code and will lead to greater engagement with the standards registered nurses and midwives are expected to meet.

Third Party Confirmation is where a third party can confirm that they have discussed your revalidation portfolio with you and in their judgment you have met the revalidation requirements.

3. ROLES AND RESPONSIBILITIES

The system will require personal ownership for revalidation with registration lapsing if an individual is not compliant. However the system will require employers to meet some organisational requirements that will enable the employee to revalidate.

Without successful revalidation, Nurses and Midwives will no longer remain registered and therefore no longer able to legally practice. Revalidation will be a

positive affirmation of an individuals practice based on the New Code of Conduct; revalidation is not about spotting bad practice this will continue to be managed through performance, capability and fitness to practice routes.

The CCG and GP member practices must have the required systems in place and this will be tested through assessment of readiness in a sample of organisations during 2015. The CCG and GP member practices employ Nurses and Midwives who have active registration.

The system will require the CCG and GP member practices to have in place a robust appraisal system at the core of the system but will also require that Nurses and Midwives can demonstrate that they practice in accordance with a new NMC Code of Conduct. The CCG will be required to comply with the organisational requirements as an employer of Nurses and Midwives and therefore the CCG appraisal system will need to support the requirements of revalidation. Membership GP practices will also need to have systems in place to support the revalidation of nurses and the CCG will put in processes to support this; however the CCG will not be accountable for GP member practices or those individual Nurses or Midwives who are employed by them.

The CCG will seek assurance from providers that they are compliant with the requirements on a defined contractual timeframe. The CQC will also request this information as part of their Key Lines of Enquiry.

4. REVALIDATION CHANGES AND THE PROCESS

The section below gives an overview of changes. For those who are due to revalidate during 2016 they will be required to provide evidence from the preceding three years (2013 to 2016) which meets the new revalidation requirements. The most significant change relates to how each registrant evidences compliance. The Nurse or Midwife must collate evidence over the three years and get confirmation by a third party. We recommend third party confirmation is undertaken by your Line Manager.

Revalidation criteria	Until December 2015	From December 2015 (new system)	What's changed
Pay annual fee	✓	✓	
Undertake practice hours	✓	✓	You are now required to undertake 450 practice hours per registration.
Undertake continuing practice development CPD	✓	✓	The total number of hours has increased to 35 CPD hours which 20 have to be participatory
Gain 5 written practice related	x	✓	This element is new from October 2015.

feedback			
Provide 5 written reflections on the Code, your CPD and practice related feedback	x	✓	This element is new. From October 2015 you need to provide 5 written reflections and have a professional discussion with another NMC registrant, covering the reflections on the Code, your CPD and practice related feedback.
Revalidation criteria	Until December 2015	From December 2015 (new system)	What's changed
Health and character declaration	✓	✓	
Professional indemnity	✓	✓	
Confirmation by a third party	x	✓	This element is new. You are required to gain third party confirmation that you have demonstrated to an appropriate third party that you have complied with the NMC revalidation requirement. We strongly recommend that the third party person is your line manager.

The process of revalidation has four elements that are:

Registered Nurses and Midwives;

You must practise a minimum of 450 hours (900 hours for those registered as both a nurse and a midwife) over the three years prior to the renewal of your registration.

Hours must be carried out in your role as a registered nurse or midwife, which could include:

- clinical care, for example in an acute or community setting;
- nursing and midwifery education and research;
- policy advisory roles; or
- management and leadership roles specific to nursing or midwifery.

Achieved the requirements of continuing professional development, this is currently set at 40 hours in draft guidance so could be subject to change once the pilot has been completed.

Participatory learning includes any learning activity which involves interacting with other people, which could include:

- study day
- learning events, such as a conference or workshop
- peer review
- coaching and mentoring
- participation in clinical audit, practice visits and group meetings

Show they are using practice and service user feedback to improve standards of care by way of reflective practice.

Feedback can come from a variety of sources, including patients, service users, students and colleagues. Feedback can also be obtained through reviewing complaints, team performance reports and serious event reviews. Feedback can be informal or formal, written or verbal. It could be specific feedback about an individual, or feedback about a whole ward, team or organisation.

Obtained 3rd party confirmation on their continuing fitness to practice and compliance with the Code. An appropriate third party confirmer is your line manager. We recommend that you obtain confirmation from this person wherever possible. A line manager does not have to be an NMC registered Nurse or Midwife.

If you do not have a line manager, we recommend that the third party is an NMC-registered Nurse or Midwife. If that is not possible, you can seek confirmation from another healthcare professional that you work with and who is regulated in the UK.

If selected for audit, a Nurse or Midwife will need to submit their collected revalidation evidence to the NMC when requested to do so.

5. PORTFOLIO OF EVIDENCE

NMC revalidation – what evidence will I require?

This includes:

Practice hours

To undertake a minimum 450 practice hours. If you hold dual registration, for example a nurse and midwife or midwife and Specialist Community Public Health Nurse, you will be required to undertake 900 hours – 450 hours per registration.

Continuing Professional Development (CPD)

Provide evidence of 40 hours of continuing professional development (CPD) activity and your associated learning. The Nurse or Midwife must do 20 hours of participatory learning which can include classroom, webinars and conferences. Statutory training, for example fire training cannot be used, however some mandatory training can be. The Nurse or Midwife need to remember to keep evidence of attendance and whilst this is fresh in their mind, document your learning and how this will influence your practice.

Practice related feedback

This element is new: Nurses and Midwives are expected to obtain five written practice related feedback and this can come from a variety of sources which include colleagues, students, patients, service users. This can include appraisal feedback, awards or nominations, feedback you gain from patients via friends and family or compliments, feedback from student nurses or peers that you are mentoring. If you ask patients or colleagues for feedback you should inform them how you intend to use the feedback.

Reflections on the Code and discussion

This element is new: Nurses and Midwives are expected to provide five written reflections on the Code, your CPD and practice related feedback. Once these are written the Nurse or Midwife need to have a professional discussion with another NMC registrant, covering the reflections on the Code, CPD and practice related feedback. The NMC registrant must sign a form recording the discussion. The NMC recommends this discussion takes place as part of your appraisal, however until the changes are embedded it may be another NMC registrant. The reflections must identify how this relates to practice. The NMC provide a template to record your reflections which can be found on <http://www.nmc.org.uk/revalidation>

The CCG have provided a model of reflection to assist the Nurse or Midwife; however alternative models can be used – this is not mandatory.

Health and Character

The Nurse or Midwife must provide a health and character declaration. They must declare if convicted of any criminal offence or issued with a formal caution over the three years prior to the renewal of your registration has occurred. The nurse or midwife are also expected 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. The Nurse or Midwife is not expected to keep evidence in their portfolio; declarations will be made as part of your revalidation application.

Professional indemnity

The Nurse or Midwife must complete this declaration as part of your revalidation application. As part of your employment by the CCG/Practice, the CCG/GP member practice should provide professional indemnity. All Nurses are to confirm with their registered employer the details and cover of this indemnity. You must inform the NMC whether this arrangement is through your employer, a membership with a professional body, or through a private insurance arrangement. The NMC recommend that you retain evidence that you have an appropriate arrangement in place. Nurses or Midwives are required to state which organisation they work with as part of the revalidation application.

Confirmation by a third party

This element is new and provides a significant change for us all. This is a declaration that the Nurse or Midwife have demonstrated to an appropriate third party that they have complied with the NMC revalidation requirements.

The NMC will provide a form for the Nurse or Midwife to complete available through NMC Online. The CCG strongly recommends the confirmer is your line manager. This process is required to take place during the final 12 months of the three year revalidation period.

If your line manager is not an NMC registrant, refer to the NMC revalidation guidance <http://www.nmc-uk.org/Documents/Revalidation/Provisional%20information%20for%20confirmers.pdf>

The NMC State “An appropriate third party confirmer is your line manager. We recommend that you obtain confirmation from this person wherever possible. A line manager does not have to be an NMC registered Nurse or Midwife.

If you do not have a line manager, we recommend that the third party is an NMC-registered nurse or midwife. If that is not possible, you can seek confirmation from another healthcare professional that you work with and who is regulated in the UK.” <http://www.nmc.org.uk/standards/revalidation/provisional-revalidation-requirements/>

Where should I store my evidence/portfolio?

A Nurse or Midwife should already have a portfolio of evidence, In this case they do not need to produce a second portfolio for the new revalidation process but the information below highlights what the NMC will expect to see electronically included if they call for your evidence at revalidation.

It is the Nurses or Midwives responsibility to decide how they store personal evidence, at this juncture; the CCG will not be purchasing IT software.

The NMC provides further information and templates - see below link
<http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/>

How to record your practice hours in your portfolio?

It is recommended that the Nurse or Midwife maintain a record of practice hours in their portfolio. When they apply to revalidate they will be asked to declare that they have met the practice hour's requirement. The Nurse or Midwife will also be asked if they are currently practising and if so where. If not currently practising they will be asked to provide details about their most recent practice.

Each year the NMC will select a sample of Nurses and Midwives to provide further information to verify the declarations made as part of their revalidation application. If the Nurse or Midwife work clinically on a ward or department they can use their roster as evidence of clinical practice hours and complete the record log. If the Nurse or Midwife does not work clinically but work for the CCG as a Nurse or Midwife the NMC suggest completion of the practice hour's record log as evidence.

The evidence that will be required will include:

- Dates of practice or duties undertaken that are specific to being a nurse or midwife
- The number of hours undertaken
- Name, address and postcode of the organisation
- Scope of practice
- Work setting
- A description of the work undertaken
- Evidence of practice hours such as timesheets, job specification and role profiles

The Nurse or Midwife will be asked to provide this information starting with their most recent practice and continuing until they meet the practice hour's requirement.

6. TRAINING

The CCG are actively engaged in reviewing resources and events to assist the development of Nurse and Midwives in preparation for revalidation. Once the system is embedded line management processes will advise of future needs for this support.

7. INTERNAL AND EXTERNAL REFERENCES

<http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/>

<http://www.nmc.org.uk/registration/nmc-online/>.

<http://www.nmc.org.uk/revalidation>

<http://www.nmc-uk.org/Documents/Revalidation/Provisional%20information%20for%20confirmers.pdf>

8. MONITORING AND EVALUATION

The CCG Quality Team will monitor the effectiveness of this Policy on an annual basis to include the following;

The CCG will report into Joint Quality Committee and/or HR OD Group every 6 months the following;

- Evaluation of the Revalidation Project Plan
- The total number of Nurses and Midwives who are required to register with the NMC and who have re-registered date and time
- The total number of Nurses and Midwives who have been asked to provide evidence to the NMC in the last 6 months
- The total number of Nurses and Midwives working for the CCG who have been trained on revalidation
- Identified revalidation needs from the reviews with line managers.

9. REVIEW

The Policy should be reviewed at least annually following approval unless subsequent national changes occur