Department of Health and Social Care

NURSING & MIDWIFERY REVALIDATION POLICY

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| Author / Contact Details | Nursing & Midwifery Revalidation & Appraisal Group  
Chair: Linda Radcliffe, Chief Nurse |
| Publication Date    | June 2016 |
| Target Audience     | All Nurses & Midwives |
| Description         | This policy outlines the process for the revalidation of nurses and midwives on the Isle of Man |
| Changes             |  |
Nursing & Midwifery Council: Information for Confirmers |
| Superseded Documents| New Policy |

1. **Purpose**

1.1 This document outlines the process for the revalidation of nurses and midwives on the Isle of Man.

1.2 Revalidation for Nurses and Midwives is to be introduced by the Nursing & Midwifery Council (NMC) from April 2016.

1.3 Revalidation is a process that allows Nurses and Midwives to maintain their registration with the Nursing & Midwifery Council (NMC). Revalidation is not an assessment of a nurse or midwife’s fitness to practice, a new way to raise fitness to practice concerns, or an assessment against the requirements of their current or former employment.¹

1.4 Only the NMC as the regulator can decide who remains on the NMC Register. ²

1.5 All Nurses/Midwives wishing to practice in the UK and Isle of Man need to be registered with the NMC which will be subject to revalidation every 3 years and renewal (payment) every year.

1.6 Revalidation will “help to encourage a culture of sharing, reflection and improvement amongst nurses and midwives and will be a continuous process that nurses and midwives will have to engage with throughout their career. It will allow nurses and midwives to demonstrate that they practice safely and effectively, strengthening public confidence in the nursing and midwifery professions”. - Nursing and Midwifery Council 2015

1.7 The aim of this policy is to ensure that all NMC registered practitioners understand the standards required and process to be followed within the Department of Health & Social Care for NMC revalidation.

1.8 In order to revalidate, each Nurse/Midwife will need to declare to the NMC that they meet...
the requirements of the NMC Code, confirmation from a third party and evidence of such. The requirements for revalidation include:

- 450 practice hours or 900 if revalidating as both a nurse and midwife
- 35 hours CPD including 20 hours participatory learning
- Five pieces of practice related feedback
- Five written reflective accounts
- Reflective discussion
- Health and character declaration
- Professional indemnity arrangements
- Confirmation

1.9 The appraisal will be used to discuss and record the evidence required for revalidation. This will support Nurses/Midwives to make the declaration that they continue to meet the requirements of the NMC Code (NMC, 2015).

1.10 Revalidation is the responsibility of the Nurses/Midwives themselves.

1.11 In order to ensure nurses and midwives in our employment continue to provide safe and effective care, the Department is committed to the provision of support and opportunity for nurses and midwives to meet their revalidation requirements.

2. **Policy Scope**

2.1 This policy applies to all NMC Registered Professionals employed within the Department of Health & Social Care, Isle of Man. People from non-DHSC organisations are invited to use this policy for guidance purposes.

3. **Roles and Responsibilities**

3.1 **The Chief Nurse** is accountable to the Chief Executive of the Department of Health and Social Care for ensuring that all nurses and midwives employed within the Department of Health & Social Care undergo revalidation in line with this policy.

3.2 **The Associate Chief Nurse (Acute Services), Director of Community Nursing, EMI Services Manager and Professional Lead for Mental Health** are required to:

   3.2.1 Support the Chief Nurse in the revalidation of nurses/midwives within their area of responsibility
   3.2.2 Ensure there are systems and processes in place within their areas of responsibility to facilitate compliance with the policy.

3.3 **The Nurse/Midwife being revalidated** is required to:

   3.3.1 Register with NMC on-line
   3.3.2 Attend revalidation training provided by DHSC (which contributes to CPD)
   3.3.3 Following the process and time scales described in Appendix A
   3.3.4 Participate in annual appraisal as described in this Policy as part of their contractual obligations and as recommended by the NMC
   3.3.5 Establish and maintain a revalidation portfolio, preferably using the DHSC HeART system
3.3.6 Ensure that all revalidation requirements are met and the application process completed before the date specified by the NMC, otherwise the renewal of registration may be at risk.

3.3.7 Provide evidence that all revalidation requirements have been met.

3.4 **Confirmers are responsible for:**

3.4.1 Following the process and time scales described in Appendix A
3.4.2 Reviewing the nurse or midwife’s evidence to ascertain that revalidation requirements have been met
3.4.3 Holding a face to face discussion with the nurse or midwife to discuss their revalidation
3.4.4 Confirming, based on the evidence presented, that the nurse or midwife has met the revalidation requirements. The Confirmer is not being asked to make a judgement on the overall quality of the nurse/midwife’s practice or the content on their application, but to check that the mandatory revalidation requirements have been met³
3.4.5 Assisting the nurse or midwife if they believe they have not met the requirements and work with them to explore what needs to be done to meet the requirements, by the specified revalidation date

3.5 **Managers are responsible for:**

3.5.1 Assisting and supporting Nurses and Midwives to prepare for, and participate in, revalidation
3.5.2 Working co-operatively with the Chief Nurse to address issues raised through revalidation.

4. **Revalidation Process**

4.1 Preparation and Timing of Revalidation:

4.1.1 Adequate preparation for revalidation is essential and both the nurse/midwife and Confirmer should allocate sufficient time. The process and timescale outlined in Appendix A must be followed
4.1.2 Each nurse/midwife will have an agreed fixed appraisal month each year which should be at least 3 months prior to the individual’s revalidation month
4.1.3 Each nurse/midwife will receive an automatic notification of their expected revalidation date from the NMC online
4.1.4 For the purpose of auditing the appraisals system the appraisal year is 1 April to 31 March. A completed annual appraisal is one where the appraisal meeting has taken place between 9 and 15 months since the date of the last appraisal. The appraisal month remains the same whatever month the appraisal actually takes place so that slippage cannot occur.

4.2 Format of Revalidation:

4.2.1 The e-portfolio (HeART) system is now the preferred tool for revalidation

4.3 Supporting Information:

4.3.1 Nurses/Midwives are personally responsible for presenting their own supporting
information, including patient and colleague feedback, in line with the NMC guidance

4.4 Revalidation Interview:

4.4.1 The reflective discussion and Confirmer meeting will usually be part of the appraisal interview.

4.5 Potential Serious Issues regarding Risk:

4.5.1 If a Confirmer, employer, nurse, midwife, or any other individual becomes aware of a serious concern about the fitness to practise of a nurse or midwife they should raise it promptly through the Department’s fitness to practise procedures. They should not wait until a nurse/midwife is due to renew to raise such a practise concern.³

4.6 Failure to participate:

4.6.1 Revalidation is a mandatory requirement for Nurses and Midwives and is the method by which NMC registration is renewed. It follows therefore that refusal to participate will result in a lapse (automatically expires) of NMC registration which forms part of your terms and conditions of employment. Failure to participate would lead to formal action which could lead to dismissal based on an inability to deliver contractual obligations

4.6.2 Where a practitioner refuses to participate, the matter should be referred via the Associate Chief Nurse (Acute Services), Director of Community Nursing, EMI Services Manager or Professional Lead for Mental Health as appropriate to the Chief Nurse as quickly as possible. The Chief Nurse will arrange for the reason(s) for non-participation to be investigated.

4.7 Exceptional Circumstances

4.7.1 The NMC have special arrangements in place for nurses and midwives who cannot meet the revalidation requirements due to not being in practice for sufficient time (for example, due to maternity or sick leave). A formal application will need to be made to the NMC once the application opens

4.7.2 In order to establish whether exceptional circumstances will apply to an individual’s circumstances, the nurse or midwife should contact either the Associate Chief Nurse (Acute Services), Director of Community Nursing, EMI Services Manager or Professional Lead for Mental Health as appropriate, as soon as possible when the notification to revalidate is received

4.7.3 There is no automatic right for exceptional circumstances to apply and the NMC will make the final decision

5. Governance and Operational Issues

5.1 The Chief Nurse will ensure the revalidation process is subject to effective governance and ensures that all nurses and midwives within the Department of Health and Social Care are revalidated appropriately.

5.2 The Chief Nurse will maintain an accurate list of nurses and midwives requiring revalidation using the electronic e-portfolio (HeART) and the NMC revalidation database, which will also provide a ‘dashboard’ to monitor nurses/midwives progress as well as the overall position with regard to revalidation of nurses and midwives within the Department

Originator: Linda Radcliffe, Chair, Nursing & Midwifery Revalidation & Appraisal Group
Originated: June 2016
Date for Review: June 2018
Ratified: Patient Safety & Quality Committee
6. **Confidentiality & Data Protection**

6.1 The revalidation meeting between the nurse/midwife and their confirmer is a confidential discussion.

6.2 From time to time, for audit purposes, the Chief Nurse or their nominated representative may view any relevant information, including all revalidation evidence, to ensure the Department’s revalidation obligations are met. Each nurse or midwife selected for audit will be asked for their consent to participate. This is in line with NMC processes.

6.3 From time to time, anonymised data will also be used for statistical purposes.

6.4 A PIN checking process will remain in place as per the current policy.

6.5 A record of the output of every revalidation will be held electronically on HeART.

**REFERENCES**

1. Nursing & Midwifery Council: Employer’s guide to revalidation p5

2. Nursing & Midwifery Council: Employer’s guide to revalidation p7

   [https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/information-for-confirmers.pdf](https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/information-for-confirmers.pdf)

   [https://www.nmc.org.uk/standards/code/](https://www.nmc.org.uk/standards/code/)
NURSE can start Confirmation process at any time during 12 months before Revalidation Date

CHIEF NURSE sends e-mail 8 weeks prior to Revalidation date to confirm requirements

NURSE receives 60 days' notice of Revalidation from NMC

CONFIRMER identified for Nurse

NURSE checks that all required evidence for Revalidation is complete

CONFIRMER reviews portfolio and confirms evidence during appraisal interview

CONFIRMER satisfied that all Revalidation requirements met

CONFIRMER explains to Nurse what additional information is required

NURSE completes elements that are missing

NURSE completes Revalidation forms, preferably on HeART

Agree date for Appraisal meeting - to take place at least 3 months prior to Revalidation date

CONFIRMER completes the NMC Confirmation Form with their personal details on-line

NURSE completes application for revalidation using NMC Online

NO

YES