

Staff Appraisal Policy Practice Guidance Notes Nursing Revalidation and Triennial Review (NMC)-V02		
Date Issued Issue 1 – March 19 Issue 2 – December 2019 Issue 3 – April 2021	Planned Review March 2022	SAP-PGN-01 Part of CNTW(HR)09 – Staff Appraisal Policy
Author/Designation	Michelle Hall Senior Nurse	
Responsible Officer /Designation	Gary O’Hare Executive Director of Nursing and Chief Operating Officer	
Contents		
Section	Description	Page No
1	Introduction	1
2	Purpose	3
3	Duties	3
4	Definition of terms used	4
5	Revalidation requirements	5
6	The Triennial review process requirements	7
7	Storing evidence for revalidation and triennial review	8
8	Applying for revalidation	8
9	The role of confirmer	8
10	Process when individuals fail to revalidate	8
11	Practice Guidance Note awareness	9
12	Monitoring	9
Appendices – listed separate to PGN		
Document No	Description	
Appendix 1	Professional Nursing Portfolio	

1. Introduction

- 1.1 In October 2015, the Nursing and Midwifery Council (NMC) changed the requirements that nurses and midwives must meet when they renew their registration every three years. This new process of revalidation replaces the current post-registration education and practice (PREP) standards to bring nursing and midwifery in line with other professions.
- 1.2 From January 2019 the NMC will begin accepting individuals onto the Nursing Associate part of the register. Once the register opens it will be an offence in England to practise or claim to be a nursing associate in England without being qualified and registered. Nursing associates will need to meet the NMC standards of proficiency to register and continue to meet the standards and the code of practice as a condition of their registration. Nursing associates pay the same registration fees as nurses and midwives and every three years their registration will need to be renewed through the same revalidation process.
- 1.3 All registrants are required to meet a number of minimum standards during the three years preceding the date of their application for renewal. Individuals who fail to meet revalidation standards are not legally able to work in the United Kingdom within the profession. Revalidation is a requirement of all individual nurses, midwives and nursing associates.
- 1.4 Revalidation provides nurses, midwives and nursing associates with the opportunity to reflect on their practice against the standards in the code (NMC, 2018) and demonstrate that they are 'living' these standards. It is a continuous process that all nurses, midwives and nursing associates will need to engage with to demonstrate that they practise safely and effectively throughout their career.
- 1.5 It is not a point in time activity or assessment; it is about promoting good practice across the whole population of nurses and midwives supporting professionalism through close alignment with the NMC Code for Nurses, Midwives and Nursing Associates (NMC, 2018). The Code presents the professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practise in the UK. It is based on four themes: -
 - **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
 - **Practice 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** by providing feedback and helping other NMC colleagues reflect on their professional development and being accountable to others for your professional development and revalidation

1.5.1 Revalidation will give greater confidence to the public, employers and fellow professionals that nurses, midwives and nursing associates are up to date with their practice.

1.5.2 Triennial Review has been an NMC requirement for mentors since 2008. It provides nurses with the opportunity to reflect on their practice against standards of learning and assessment in practice (NMC, 2008) and demonstrate that they are “living” these standards. It is a continuous process that all mentors need to engage with to demonstrate that they practise safely and effectively in their support and facilitation of student learning.

2. Purpose

2.1 This practice guidance note (PGN) relates to NMC registered nurses and nursing associates and outlines how nurses and nursing associates working for the Trust will meet NMC requirements for maintaining their registration through revalidation and for those who are qualified mentors the NMC requirement for Triennial review.

3. Duties

3.1 Executive Director of Nursing and Chief Operating Officer

- The Director of Nursing is responsible for the nursing and midwifery workforce and for ensuring that policies and processes are in place to support revalidation and triennial review

3.2 Group Nurse Directors are responsible for;

- The preparation, implementation and monitoring of revalidation and triennial review across the Trust
- Ensuring that all registered nurses and nursing associates have an annual appraisal and that there are appropriate trained appraisers in all cases
- Ensuring that the necessary links between appraisal process and other Trust processes concerned with clinical governance, quality and risk management

3.3 Senior Nurses are responsible for;

- Supporting the Group Nurse Directors in the preparation, implementation and monitoring of revalidation across the Trust.

3.4 Nurse Education Forum is responsible for:

- Developing an implementation plan to address any gaps or risk which may impact on implementation of revalidation and service delivery

- Provide briefings and training sessions for all registered nurses and nursing associates to make them fully aware of revalidation and their individual responsibility
- Ensuring staff have access to advice and support to help them meet revalidation requirements

3.5 **All registered nurses and nursing associates are responsible for:**

- Adhering to this practice guidance to enable their own revalidation and compliance with the process outlined in Section 5, 7, 8 of this PGN

3.6 **Managers are responsible for:**

- Monitor that staff that hold a Professional Registration have maintained their registration throughout their employment as required taking action when registration is not renewed by due date
- Provide access to a confirmer and align with appraisal system
- Ensuring mentors attend mentor updates and meet the required standards for Triennial review

3.7 **All Mentors are responsible for:**

- Adhering to this practice guidance note and ensuring they attend an annual mentor update and complete triennial review

3.8 **Practice Placements facilitators are responsible for:**

- Monitoring compliance with NMC standards of learning and assessment in practice (NMC, 2008) and reporting compliance to Group Nurse Directors

4. **Definition of Terms Used**

- **Revalidation** is a process that all nurses, midwives and nursing associates will need to engage with to demonstrate that they practise safely and effectively throughout their career
- **Revalidation date** is the three year point **when** nurses and nursing associates are required to renew their registration and notification of practice
- **Application date** is the deadline for submitting your revalidation application. It is always the first day of the month in which your registration expires
- **Renewal date** is the date on which your registration will be renewed if you have successfully completed the revalidation application. It is always the last day of the month in which your registration expires

- **Registrant** a nurse, midwife or nursing associate registered with the NMC

- **Triennial review** is a process that all mentors will need to engage with to demonstrate that they support learners in practice effectively
- **Triennial review date** is the three year point when mentors are required to undertake their triennial review

5. Revalidation Requirements

5.1 Revalidation is applicable to all nurses, midwives and nursing associates irrespective of their role; be that staff in frontline clinical care, education, research, policy, advisory, management and leadership roles. It applies to substantive, temporary; bank and short term contract staff.

5.1.1 Creating an NMC online account

- All nurses, midwives and nursing associates must register with NMC www.nmc.org.uk/nmc-online. to establish their renewal date. From the 1st April 2016 individuals will be unable to complete the revalidation process without an active online account as this process will be paper free

5.2 Revalidation Requirements

- Under current renewal requirements, nurses, midwives and nursing associates must undertake a minimum number of practice hours in "...some capacity by virtue of a nursing, midwifery or nursing associate qualification..." This means nurses, midwives and nursing associates are practising in a role based on their professional capacity as a registered nurse, midwife, or nursing associate using their qualifications, skills and experience in this role.
- All registrants are required to meet the following minimum standards for the three year period preceding the date of their application for renewal to show that they are keeping up to date and actively maintaining their fitness to practise:-

5.2.1 Worked a minimum of 450 hours within their scope of practice

- This scope of practice can be direct patient care, management, education, policy or research in a wide range of health, social care and independent care settings
- If the registrant has practised for less than the required number of hours in the three year period preceding their revalidation date, then they must successfully complete an appropriate return to practice programme

5.2.2 Undertake 35 hours of continuous professional development (CPD) relevant to their scope of practice

- 20 hours of which must be participatory (learning with others) A CPD log has been provided by the NMC to log CPD activity

5.2.3 Obtain at least five pieces of practice related feedback.

- Feedback can be obtained from a variety of sources and can be on your individual performance, your team, ward or organisation. It can be formal, informal, verbal or written
- You do not need to include the actual instance of feedback in your portfolio however you should keep a note of the content of the feedback and how you have used it to improve your practice
- If you are a mentor, student feedback can be used to cross reference with the standards of mentorship and revalidation.

5.2.4 Provide a minimum of 5 pieces of reflection

- Reflections must be documented on the mandatory NMC reflection form and should provide enough detail to enable the registrant to discuss the event/activity and the links to the NMC Code.
- Links can also be made to mentor standards by mentors. Anonymity must be maintained to protect the public when producing reflection.

5.2.5 Undertake a reflective discussion

- You must have a reflective discussion with another NMC registrant covering your reflections using the mandatory paper form provided by the NMC
- If your line manager/confirmer is registered with the NMC this reflective discussion can occur during your yearly appraisal. If your line manager/confirmer is not an NMC registrant, you will need to have this reflective discussion with another NMC registrant before your confirmation discussion
- Once completed the reflective discussion form should be completed and signed by the nurse hosting the discussion and stored within the individuals' portfolio. A photocopy of the meeting notes should be retained by the host as a prompt should the NMC contact them for conformation as part of the revalidation process

5.2.6 Make a declaration of good health and good character

- This is an online requirement at the point of revalidation and is the registrants responsibility

5.2.7 Provide confirmation of professional indemnity arrangements

- This is an online requirement at the point of revalidation. The Trust provides indemnity for employees

5.2.8 Obtain written confirmation from a third party

- A third party is required to confirm that you have met all the requirements for revalidation using the mandatory form provided by the NMC. This should form part of the appraisal process and must be signed within the twelve months leading to the third year renewal of registration as the final check for revalidation evidence.
- You will be asked to provide the name, NMC PIN or other professional identification number (where applicable e.g. if confirmer is a GP), email and professional address of the third party confirmer which will be used by the NMC as part of the verification process if required.

6 The Triennial Review Process requirements

6.1 NMC standards of learning and assessment in practice (NMC, 2008) require that all mentors:

- Attend an annual mentor update. This information should be stored on the Trust database for mentors
- Map ongoing development in their role against NMC Mentor/Practice Teacher Standards
- Mentor two students in the preceding three year period/ or demonstrate equivalent experience with other learners
- You should complete an annual mentorship review during your appraisal to ensure targets for triennial review are met. There is a recognised form which needs to be completed to demonstrate this. **Completed forms should be returned to ppf@cntw.nhs.uk** - See Section 13. All qualified nurses should support learners in practice (NMC, 2010)
- Individuals/mentors who fail to meet the standards for mentorship and triennial review will become de-active and will not be able to mentor students. Line managers will action plan any mentor to ensure that their mentorship remains active.
- New registrants should apply to complete a recognised mentorship module in a timely manner to ensure that they undertake the training as soon as they have been qualified for one year as per NMC standards (2010)

7 Storing evidence for revalidation and triennial review

7.1 Individual registrants should keep their evidence in a portfolio appendix 2. The portfolio may be in either paper or electronic format and should contain evidence of their current three year period of registration and mentor experience.

- 7.2 Registrants are reminded that they must not record any information which might identify an individual.

8 Applying for Revalidation

- 8.1 The NMC will notify individual registrants 60 days before their application for revalidation is due. Individuals are advised to ensure they are ready to submit by this date to ensure their application form and renewal fee are completed in time.
- 8.2 Revalidation applications will be due on the first day of the month in which individuals are due to renew. For example, if a nurse's, midwife's or nursing associates renewal date is 30 April 2019, then their revalidation application will be due on (or before) 1 April 2019 to ensure that there is enough time to consider the application.

9 The role of the confirmer

- 9.1 All 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.
- 9.2 The confirmer will be required to:-
- Have a face-to-face discussion with the registrant about their portfolio, in which the registrant can explain 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
 - Question the registrant where they are not sure if they have met a requirement
 - Use their professional judgement in deciding whether they think that the registrant has met the revalidation requirements

10 Process when individuals fail to revalidate

- 10.1 Individuals who fail to meet revalidation standards are not legally able work in the UK in their profession.
- 10.2 In circumstances where a registered nurse, midwife or nursing associate has not met the revalidation requirement by their re-registration date they will be removed from the NMC register and will then have to wait for their information to be reviewed before their name is added to the register and registration is confirmed (this process could take between 2-6 weeks to complete).
- 10.3 The individual registrant must immediately alert their Line Manager, or a Senior Manager, as soon as possible in the event that they encounter difficulties in revalidating or renewing their registration and anticipate that it may lapse, or become aware that it has lapsed.

- 10.4 During this period they will be unable to be employed as a registered nurse midwife or nursing associate and the Trust's CNTW (HR)03 Professional Registration with Regulatory Body Policy will be invoked.
- 10.5 Registrants are advised to consult the Trust's CNTW (HR) 03 Professional Registration with Regulatory Body Policy to ensure they understand the consequences of failure to update their professional registration.

11 Practice Guidance Note (PGN) Awareness

- 11.1 It is the responsibility of individual registrants to ensure they have read and understood this PGN.

12 Monitoring

- 12.1. Monitoring of the operation of this PGN will be carried out locally via ward and team managers.