



Special Edition: Getting ready for revalidation



The new year, brings a new challenge for nurses and the nursing profession. Starting in 2016, you'll need to revalidate with the Nursing and Midwifery Council (NMC) so you can remain on the NMC register and continue practising as a registered nurse or midwife. This special

edition of the North West eNews will help guide you through the requirements of revalidation, what you can do to prepare and how the RCN can support you.

You will also be able to get an insight into what it has been like for your fellow nurses, as Central Manchester Foundation Trust has been one of the pilot sites for revalidation, and the Trust was kind enough to let us interview members of their staff to give us a first-hand account of how it has been to go through the process. I hope you find this special edition useful. Happy New Year to you all.

Estephanie Dunn, RCN North West Regional Director

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Are you prepared for the biggest change to nursing and midwifery regulation in the NMC's history?



Revalidation is the new process for Nursing and Midwifery (NMC) registrants to show they remain fit to practise and remain on the NMC register.

Almost 16,000 nurses and midwives will be the first to revalidate this April but all 685,000 NMC registrants will have to go through the new process over the next three years as their registration becomes due for renewal.

Replacing the existing system of post-registration education and practice (PREP), revalidation will see all UK nurses and midwives having to demonstrate every three years that they are able to deliver care in a safe and effective way.

The process encourages nurses and midwives to reflect on the role of the NMC Code in their practice and demonstrate that they are 'living' the standards set out within it.

What do you need to revalidate?



Preparation for Revalidation

Top tip: You should start getting ready for revalidation NOW.

The RCN advises you to:

- Open an NMC online account and check your renewal date.
- Review the NMC code.
- Read the latest on revalidation from the NMC.
- Start collecting your portfolio of evidence to show you have met the requirements for revalidation, making sure it is stored in a safe and secure place. Your portfolio can either be paper-based, or stored on a computer or online.

To revalidate, nurses and midwives will be required

to collect evidence of the

following:

450

hours of practice

35

hours of continuing professional development (20 hours of which must be participatory)

5

pieces of practice-related feedback

5

written reflective accounts

Alongside:

Reflective discussion.

A declaration about your health and character.

A professional indemnity arrangement.

A form signed by a confirmer.

Revalidation has been tested in 19 pilot sites across the UK. One of those sites was Central Manchester Foundation Trust, and members of their team have shared their experiences to help other nurses and midwives through the process.



‘It makes you think about things in a more structured way’

Indy Mohammed
Revalidation Facilitator

Indy has been in the nursing profession for 22 years after becoming a registered nurse in Trinidad and Tobago. She has since worked in various trusts in the UK and has been with CMFT for 13 years.

“At first revalidation scared the life out of me, I thought it would be a lot of paperwork, but workshops the Trust put on were really helped to clarify everything and I realised it was not going to be as big a job as I first thought.

“I thought the reflection process would be like going back to university with 3,000 word essays with references, but in reality it was just writing something short on something you have done.

“The process is all about improving the quality of the service we are providing and revalidation makes you reflect and think about things in a more structured way.

“There is always new learning out there and as it is part of revalidation to show what you have done, it makes you make more time for this. It has definitely made a difference.

“I did have some IT struggles. I have only used a computer for checking blood results and things like that. But we started a group at the hospital and we got together to share ideas with each other about how best to use the computers for the revalidation process.

“My top tips for other people going through revalidation is to register with NMC Online as it tells you when you are due to re-register and tells you how to go through the process. Also, find a buddy to help you through the process, someone at the same level and make sure you use resources available to you.

“The whole process took me about seven hours. The biggest time factor for me was the typing and for other people it will be pulling it all together and finding the evidence – it will vary from person to person.

“Revalidation is better than PREP, it makes you think about your practice more and you become more prepared and question, ‘what else can I do’? It also gives you an opportunity to look back at your feedback about your practice and reassure you that you are doing a good job.”



'I enjoyed thinking about the feedback'

Vicki Robinson

**Childrens' Community Sister,
Longsight Health Centre, who has
been a nurse for 14 years.**

"I don't think I was too worried about the revalidation process, it is stuff that you have done, you don't need to do extra stuff, it is already there, and it is just about putting it all together.

"The CPD (continuing professional development) hours are easily filled, and I had just done my prescribing course so this helped.

"With the reflections, I thought at first that it was a case of writing something down for the sake of it but afterwards I was able to see a clear theme – my lack of confidence. I became more aware of my self-confidence issues.

"With the feedback section, I was concerned that it would be a bigger process than it was, and would have to give a family a questionnaire or something but it was not that and in reality you get feedback from family members all the time. I used a variety of feedback, some structured leadership programme feedback from five colleagues and also some feedback from a HCA about my communication with her. I think I will now find it easier to look back and record feedback.

"Looking at the feedback and the reflections together has helped with my work. The feedback makes you think, you are doing a good job, and you don't always stop to think about that. I enjoyed thinking about the feedback and wrote mini-reflections on these. I cross-referenced my reflections to the Code.

"When I have done an appraisal, I have never been asked to provide feedback and revalidation makes you provide specific things.

"Before the Trust workshops to prepare for revalidation, I think I would have provided positive feedback examples but after them, I realised it was of more benefit to me to give a variety, so I used positive and negative.

"The workshop also gave an explanation of how to do the paperwork, and examples of CPD. It was really helpful because there were a variety of different people there, asking various questions that as an individual you may not have thought of. Without the workshop it would have been a very different experience, you would need time for someone to explain it all to you.

"The revalidation process took me around six hours and it has made a difference to me, the gathering of information and then the effect it has on my behaviour and belief in myself. It has improved my belief in myself and also shown me that I do have an issue with self-confidence. It has revealed that I am a perfectionist!"

'Revalidation is not an arduous job'

Denise Jonas

Matron for Education and Staff Development at Royal Manchester Children's Hospital (RMCH) – who has been a confirmer for the revalidation process.

Denise's previous roles within RMCH include intensive care, children's pain nurse specialist, lecturer at University of Salford and matron of children's burns services and matron of children with complex needs.



"I think revalidation is a useful process because a lot of nurses will not have thought about gathering feedback before and how we keep it and use it. This feedback could be from a colleague, a parent; it is important people start to think now about what they collect together for revalidation.

"I also think it is important to remember that taking part in the revalidation process in an acute hospital is a completely different situation than in other areas of nursing work – you will be given support and opportunities to work on it, so it should be easier to complete. One member of staff I confirmed had only been qualified one and a half years but met the CPD requirements as they had been to meetings and other activities that contributed. The people who may struggle are for example, a single nurse in a GP surgery or if you work for an agency or in isolation, however, the guidance the NMC has produced will help all nurses regardless of where they work.

"Revalidation makes you look back at the Code and I think this is a good thing as I am not sure how much the Code would have been reviewed before that.

"The reflective discussion is the most valuable part of the process. The face to face aspect to confirmation is also really important. I really enjoyed doing it as a process.

"It took about four hours to gather information to do my own revalidation process for three years of work. In the future I will make sure information is in the right place.

"Also now, when I am doing any teaching, I do think to let colleagues know that this is the sort of information they should be keeping for NMC Revalidation.

"It could be an issue if people prepare their revalidation evidence at the last minute – you need to be prepared.

"During the confirmation process, it is really good if staff submit their revalidation evidence beforehand so I could pre-read them and then would need about an hour to discuss them. If I have to sit and read the notes there and then as well, it can take a lot longer.

"There is a lot of supportive information out there from the NMC and RCN websites and from the Trust in relation to revalidation.

"My top tips would be to photocopy the confirmation form of who you are confirming for your own records, also in case the NMC asks you to verify that you did provide confirmation for someone – you will be able to find this information quickly. Make sure you give enough time for the process and if you are stuck in terms of whether or not to confirm someone – seek advice.

"Revalidation is not an arduous job and we do not want people to be upset or too concerned about it. It is things that nurses will be doing already – but it is just making sure you have a formal record of it."

'It's not as scary as you think'

Linda Missen

A midwife, who has seven children of her own and has delivered her grandchildren. At the age of 40 Linda wanted a new challenge and has now been a midwife for 12 years.



“The revalidation process was not as hard as I thought it was going to be, and I think at the most I spent eight hours on it.

“It is a way of formally checking what you say had happened has actually happened. I am sure no one would have a problem with getting the practice hours – you could easily do the hours in a year! It is not as scary as you think it is going to be.

“In midwifery you reflect all the time – formally and informally – we record ways to improve so the reflections part of revalidation was an easy process. Revalidation is an official way of sharing what you do with someone else. We have an annual meeting with a supervisor as a minimum and discuss any issues. I can see why people would be loathed to share – you are laying yourself bare on a piece of paper. But sharing is the next step.

“To help with the process, I looked at the NMC website for information and got support from the Trust.

“I would say make sure you read through the guidance to prepare for revalidation and keep notes and records of what you have done. When you first look at the paperwork – it might take you back a bit but it is not as scary as you think.

“As a midwife you are teaching and act as a mentor so I’m used to giving feedback. Patient feedback is valuable to have whether it is negative or positive. You take it on board and learn from it and try to make it a more informative and better environment for the patient.

“As a result of feedback and reflective discussion through revalidation I have changed the way I explain monitoring to parents. I received feedback from a prospective father and reflected on what patients understood – this prompted me to change my practice.

“Don’t be scared of revalidation. Make sure you are organised. Make sure you can put your hand on your certificates and know what professional development you have done. It is quite easy to then reflect and make sure you have your copy of the Code to work alongside you. Everything you do in your work is what is being looked for in the revalidation process – you just don’t always think about it like that. You can do as much or as little as you want – it does not need to be an essay.

“The Code is now much more user-friendly and it was good to have a format to work to. It is clear what the expectations are. It is there for the public and to make patients have a safe experience. Before something like this comes into place you don’t regularly refer to and look at the Code so it is a positive move. Even if you don’t know the Code, it is easy to look at it and relate it to practice and your reflections. You don’t need to write an essay.”

‘It is a good way of showing that you are doing a good job’

Elaine O’Shea

Started nursing in 1989, and has been a hospital-based nurse specialist for eight years, with much of her work in the community across the North West.



“When I was first told about the revalidation process, I went online and thought – I don’t know where to start! So I attended information sessions by the Trust to help go through the process, how to work with the documents and which ones to use – and it was really helpful.

“I realised through revalidation that it is things that I think about mentally but I learnt that it was a good thing to put it down physically. It is a good way of showing that you are doing a good job.

“It highlighted what you have done well and the areas for improvement – I found it a useful process.

“It is a similar process to the appraisal but more organised and structured. It is easy to find the work that you have done and easy to complete the practice hours over the three years.

“It has changed the way that I reflect and now I do it in a formal manner. I have been telling people to organise themselves now. It took me 8 hours of work to go through the whole process.

“My confirmer was my line manager at the time and we sat down and went through everything that I had done. It was useful for both of us.

“My advice for colleagues and staff would be to start pulling together information now. Make sure that you document feedback you receive.

“I now carry on reflecting. It has made me understand the Code better and I refer to the Code more now. The revalidation pilot has also made it easier for me to talk to students about the Code. I am more confident talking about it and I look at it more now. I speak to students and say how does that link up to the Code? And get them to reflect on how they would do something differently.



Time to prepare

Read the RCN's guidance on how to meet each of the revalidation requirements [here](#).

Visit the NMC's website to find more guidance and check your renewal date [here](#).

If you need advice on revalidation, call the RCN any time from 8.30am to 8.30pm, 365 days a year on 0345 772 6100.

Applying for revalidation

The NMC will notify you at least 60 days before your application for revalidation is due. You then have 60 days to log on to your [NMC Online](#) account and complete the revalidation application form.

You will need to have all the supporting evidence to hand when you start your online application. It is important that you submit your application on or before the date specified to you by the NMC or your registration could be at risk.

The RCN will support you through [NMC revalidation](#) by keeping you informed - you can read the RCN's latest [update on NMC revalidation](#) here.

If you are an RCN member and need more support, you can contact [RCN Direct](#) and speak to one of our advisers.

If you are going through revalidation in 2016, the RCN is keen to hear your feedback on the new process, please contact policycontacts@rcn.org.uk