



## **Procedure for staff who require to revalidate their registration with the Nursing and Midwifery Council (NMC)**

The purpose of this procedure is to support both registrants (nurses) and the Care Inspectorate in the implementation of a robust system to meet the requirements of the NMC, support staff who are nurses to revalidate and provides clarity and assurance that systems are in place.

This procedure applies to all registered nurses we employ who are required to maintain a professional registration as a contractual part of their employment. The procedure may also apply to staff who do not have NMC registration in their contract but rely on knowledge, skills and experience of being a registered nurse. For example, some managers.

Revalidation is not an assessment of the registrant's (nurse) fitness to practice.

### **Revalidation overview**

Staff who are nurses must maintain their NMC registration, the Care Inspectorate is **not** responsible for this. This is the responsibility of the registrant (nurse). However, we aim to work with staff who are nurses to ensure they are aware of the NMC revalidation requirements and have access to support and information, if required. The most up to date information about revalidation is available from the NMC website: <https://www.nmc.org.uk/revalidation/>

To remain on the NMC register, every registrant (nurse) needs to pay an annual fee. Revalidation is a professional process that requires all registered nurses (registrants) to demonstrate that they follow their professional code, evidence their professional development and their fitness to practise in four key areas:

1. Prioritising people
2. Practice effectively
3. Preserve safety
4. Promote professionalism and trust.

<https://www.nmc.org.uk/standards/code/>

All registrants (nurses) have an individual responsibility prepare for revalidation. This includes registering online to submit their notification of practice (NoP), confirm 'Renewal Expiry' or Revalidation date: <https://www.nmc.org.uk/registration/nmc-online/>

## Requirements

The requirements for NMC revalidation follows a three year cycle that includes:

- Payment of annual fee
- Prepare and discuss five pieces of practice-related feedback
- Prepare and discuss five written reflective accounts
- Provide evidence of reflective discussion with a NMC registrant
- Complete a minimum of 450 practice hours (practice hours include hours worked where staff rely on their skills, knowledge and experience as a registered nurse)
- Undertake a minimum of 35 hours of verifiable continuous professional development (of which 20 hours must be participatory)
- The reflective discussion partner must be an NMC registrant  
<https://www.nmc.org.uk/revalidation/requirements/reflective-discussion/>
- The confirmer does not need to be an NMC registrant and does not need to be the same person as the reflective discussion partner
- Whenever possible, the line manager should act as the confirmer
- If the line manager is not available another manager the registrant (nurse) will be supported to
- Provide evidence, in the final year of a three year cycle, of confirmation by a third party that revalidation requirements have been met
- Submit a declaration, to the NMC, that the applicant is of good health and good character. <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/guidance-on-health-and-character/>
- Provide a declaration of professional indemnity arranged as part of their employment.

Templates to record evidence required can be found on the NMC website:

<https://www.nmc.org.uk/revalidation/resources/>

## Roles and responsibilities

As an employee, the registrant (nurse) will:

- Be responsible for revalidation
- Maintain NMC professional registration
- Receive an NMC formal notification 60 days before the application is due
- Submit a revalidation application via the NMC Online portal at any point during the 60 days
- Should the registration lapse, the registrant (nurse) must apply for readmission to the register. This procedure can take up to six weeks to complete and can result in temporary removal from the NMC register
- If temporarily removed from the register, when NMC registration is an essential criterion of contractual duties, you must inform your line manager immediately. Other duties may be delegated and managed by the service manager and/or line manager.

As an employer, the Care Inspectorate will:

- Support staff to maintain their professional registration through learning, development, supervision and opportunities for reflective practice
- Monitor the registration status of all registrants. Line managers will discuss professional registration and revalidation as part of supervision arrangements through our performance and development process (LEAD)
- Where a nurse registrant fails to maintain their NMC registration and is removed from the register, this may trigger disciplinary action.

As a confirmer:

- The line manager should act as the confirmer in line with NMC recommendations
- The line manager will be provided with support to understand the relevant process and their associated responsibilities, if this is required
- When the line manager cannot act as the confirmer, a manager who works in the same area/Directorate will undertake the confirmer role
- Confirm all elements of practice undertaken  
<https://www.nmc.org.uk/revalidation/resources/forms-and-templates/>
- Be aware that the NMC may contact us regarding the declaration made. This is an audit process and we will share all appropriate information with the NMC. <https://www.nmc.org.uk/revalidation/requirements/confirmation/>