

REVALIDATION

NMC Nursing &
Midwifery
Council



Employers' guide to revalidation

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WHAT DOES THIS

DOCUMENT DO?

This document is designed to inform those who employ nurses, midwives and nursing associates about what revalidation means for them. It shows how they can support the nurses, midwives and nursing associates they employ as they go through the revalidation process and how revalidation can interact with their organisational processes.



Full details of the revalidation requirements, evidence, process and timelines for revalidation are in the guidance for nurses, midwives and nursing associates. Please see *How to revalidate with the NMC*, which is available at www.nmc.org.uk/revalidation

About the NMC

We're the independent regulator for nurses and midwives in the UK and nursing associates in England.

Better and safer care for people is at the heart of what we do, supporting the healthcare professionals on our register to deliver the highest standards of care.

We make sure nurses, midwives and nursing associate have the skills they need to care for people safely, with integrity, expertise, respect and compassion, from the moment they step into their first job.



How the NMC will use your information

Information supplied by you for the purpose of revalidation will be handled by the NMC at all times in accordance with the Data Protection Act 2018.

The NMC will process any data you provide for the purposes of administering and assessing the revalidation application of nurses, midwives and nursing associates whom you employ and any subsequent verification of their application. The NMC may also use information obtained via the revalidation process for research purposes and for the purpose of maintaining and improving its internal systems and processes.



Details of our data protection policy are included in our privacy notice at www.nmc.org.uk/contact-us/data-protection/privacy-notice

How to contact the NMC

For more information on revalidation please see our website at www.nmc.org.uk/revalidation which contains information on all aspects of revalidation.

If you wish to make a complaint or provide feedback about the standard of our service, please visit the 'Contact us' pages of our website at www.nmc.org.uk/contact-us/complaints-about-us.

Understand key terms

- 1. The registration process:** Every three years from when a nurse, midwife and nursing associate joins (or re-joins) the register they will need to renew their registration by revalidating. Every year they will also need to retain their registration by paying an annual registration fee. If they don't complete these processes on time their registration will expire.
- 2. Fee expiry date:** The deadline for nurses, midwives and nursing associates paying their annual registration fee in order to retain their registration.
- 3. Revalidation application date:** The deadline for nurses, midwives and nursing associates submitting their revalidation application. It is the first day of the month in which their registration expires, so if their renewal date is 30 April, their revalidation application date will be 1 April.
- 4. Renewal date:** The date on which a nurse, midwife or nursing associate's registration will be renewed if they have successfully completed their revalidation application. It is the last day of the month in which their registration expires.
- 5. Verification:** The process of checking revalidation applications of nurses, midwives and nursing associates. Each year we select a sample of revalidation applications and request further information for verification from the individual. We will check to make sure they have met the revalidation requirements. Further information on verification can be found on our guidance sheet at www.revalidation.nmc.org.uk/verification.

WHAT IS REVALIDATION?

Revalidation is the process that allows nurses, midwives and nursing associates to maintain their registration with the NMC.

As part of this process, all people on our register need to meet a range of requirements designed to show that they are keeping up to date and actively maintaining their ability to practise safely and effectively. Nurses, midwives and nursing associates need to collect evidence and maintain records to demonstrate to a confirmer that they have met the revalidation requirements.

Every three years, people on our register will be asked to apply for revalidation using the NMC Online system as a means of renewing their registration with us.

Completing the revalidation process is the responsibility of nurses, midwives and nursing associates themselves. They are the owners of their own revalidation process.

Revalidation is not a new way for employers to raise fitness to practise concerns. Revalidation is not about employers judging whether a nurse, midwife or nursing associate is fit to practise, or an assessment against the requirements of their current or former employment. Raising a concern about a nurse, midwife or nursing associate's fitness to practise should be raised promptly through our fitness to practise procedures. Please see the 'Fitness to practise concerns' section of this guidance document.

The purpose of revalidation

The purpose of revalidation is to improve public protection by making sure that nurses, midwives and nursing associates demonstrate their continued ability to practise safely and effectively throughout their career.

One of the main strengths of revalidation is that it encourages nurses, midwives and nursing associates to use the Code in their day-to-day practice and personal development. It is important for employers to be aware of the Code and the standards expected of registered nurses, midwives and nursing associates in their professional practice.

Revalidation includes requirements which encourage nurses, midwives and nursing associates to seek feedback from patients, service users and colleagues. It requires them to consider the role of the Code in their practice by having a reflective discussion with another nurse, midwife or nursing associate and seeking confirmation that they have met those requirements from an appropriate person.

It will encourage engagement in professional networks and discussions and reduce professional isolation.

Revalidation fosters a culture of sharing, reflection and improvement. Through continual professional development nurses, midwives and nursing associates develop new skills to respond to advances in nursing and midwifery.

Revalidation will enhance employer engagement with the nurses, midwives and nursing associates they employ and increase their awareness of how, as regulated professionals, they meet our regulatory standards. It will encourage early discussions about practice concerns before they escalate or require referral to us and increase access to and participation in appraisal and professional development.

Through revalidation we want to create an interactive, career-long relationship with our nurses, midwives and nursing associates, and increase our understanding of their practice and of the nursing, midwifery and nursing associate population more broadly.



The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates presents the professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practise in the UK. Please see www.nmc.org.uk/code for further information.



THE REVALIDATION

REQUIREMENTS AND PROCESS

Revalidation is the responsibility of individual nurses, midwives and nursing associates and they own the revalidation process. The revalidation process begins at the start of the three year renewal period and we expect everyone on our register to be working towards meeting the requirements throughout this period to ensure they are prepared for when their application is due. If a nurse, midwife or nursing associate meets all of our requirements, they can complete their revalidation and renew their registration with the NMC.

Below is a list of all of the revalidation requirements that nurses, midwives and nursing associates need to meet. Further details of these requirements and the evidence that people on our register need to keep are set out in *How to revalidate with the NMC*.

- A minimum of 450 practice hours for each part of the register (nurse, midwife or nursing associate)
- 900 hours for those revalidating as a dual registrant, for example a nurse (includes nurse/SCPHN) and midwife (includes midwife/SCPHN).¹
- 35 hours of Continuing Professional Development (CPD), of which at least 20 hours must be participatory learning
- Five pieces of practice-related feedback
- Five written reflective accounts on their CPD and/or practice-related feedback and/or an event or experience in their practice, and how this relates to the Code
- Reflective discussion with a nurse, midwife or nursing associate
- Health and character declaration, and
- Professional indemnity arrangement.

The individual who is revalidating needs to have met these requirements during the three years since their registration was last renewed or they joined the register.

Once they have collected evidence that they have met these requirements, they need to have a confirmation discussion in which they demonstrate to an appropriate confirmer that they have met the requirements. We expect the individual who is revalidating to obtain confirmation during the final 12 months of their three year renewal period.

Employers should use the information provided in this document, and elsewhere by the NMC, to familiarise themselves with these requirements. On pages 17-22 we provide further information about what the requirements mean for you and how you can support nurses, midwives and nursing associates to meet them.

The revalidation process

Nurses, midwives and nursing associates will need to renew their registration with the NMC every three years by submitting a revalidation application online.

We will make adjustments for people on our register who cannot access NMC Online, for example due to a disability. We will also provide support to individuals who need additional help to meet the revalidation requirements. Further information is available in [Guidance sheet – Support to help you revalidate](#).

The online application opens 60 days before their revalidation application date, which is the first day of the month in which their registration expires. **They must submit their revalidation application by this date.**

The last day of the month in which their registration expires is their renewal date. Nurses, midwives and nursing associates can check their renewal date via NMC Online. Organisations and employers can check the renewal date for the people they employ via the [NMC Employer Confirmation Service](#).

Once the nurse, midwife or nursing associate has submitted their revalidation application, the NMC will make a decision on their application. They also need to pay their annual registration fee as part of their revalidation application. Their registration will not be renewed until we have received their payment.



Please note that the only way for nurses, midwives and nursing associates who lapse from the register to return to the register is by making an application for readmission. This process can take two to six weeks, and they would be unable to practise during that period.

Each year we will select a sample of revalidation applications and request nurses, midwives and nursing associates to provide us with further information to verify the declarations that they made as part of their revalidation application. This does not mean that we have any concerns about their application. Please note that any nurses, midwives and nursing associates who are selected for verification will remain on the register while we undertake the verification process and they can continue to practise even if the process extends past their renewal date, while we review the information that they provide.

Keeping evidence

We strongly recommend that nurses, midwives and nursing associates keep evidence that they have met the revalidation requirements in a portfolio. If they already keep a professional portfolio, revalidation evidence can form part of that portfolio. They do not need to maintain a separate portfolio for revalidation or necessarily use an e-portfolio.

This will be helpful for the discussion they have with their confirmer. They will also need to have this information available in case we request to see it to verify the declarations they made as part of their application.

Portfolios must not record any information that might identify an individual, whether that individual is alive or deceased. This means that all information must be recorded in a way that no patient, service user, colleague or other individual can be identified.



The section on non-identifiable information in *How to revalidate with the NMC* provides guidance on how nurses, midwives and nursing associates can make sure their portfolios do not contain any information that might identify an individual, as well as how to store data.



We expect any evidence to be kept in English and nurses, midwives and nursing associates must submit their revalidation application and any subsequent verification information in English. Our **Welsh language scheme** sets out how we will implement the principle of equal treatment for the Welsh language in aspects of our business including service planning and delivery, and communications.



THE ROLE OF EMPLOYERS IN REVALIDATION

Many nurses, midwives and nursing associates have an employer. It is important for you as an employer to be aware of the Code and the standards expected of registered nurses, midwives and nursing associates in their professional practice.

It is also important for you to be aware that revalidation is not an assessment against the requirements of a current or former employer.

Only the NMC as the regulator, can decide who remains on our register. If, however, an individual no longer wishes to be on the register they can decide to lapse their registration

We do not intend to take action against employers who inadvertently provide information that proves to be incorrect. However, in whatever capacity they are involved in revalidation, employers are expected to act honestly and in good faith.

If there are grounds for believing that the nurse, midwife or nursing associate about whom you provided information knowingly made a false declaration in their revalidation application, information supplied by you honestly and in good faith as an employer may be used to investigate any alleged breach of the Code and for the purpose of any subsequent fitness to practise proceedings against the nurse, midwife or nursing associate.

Appraisals

Appraisals are a way for employers to assess the performance of their employees against the requirements of their role and identify areas for improvement and development. The revalidation process is designed so that it can be undertaken as part of a regular appraisal, although it is important to note the distinction between the two processes.

We strongly recommend that, where possible, the confirmation discussion forms part of the nurse, midwife or nursing associate's annual appraisal. It might be helpful to include a revalidation discussion at each annual appraisal so that the nurse, midwife or nursing associate can keep their confirmer updated on their revalidation progress, although this is not essential.

Individuals on our register might like to have both their reflective discussion and their confirmation discussion as part of an annual appraisal if their line manager is an NMC-registered nurse, midwife or nursing associate.

If you, as an employer, do not currently provide regular appraisals you could consider arranging an appraisal for nurses, midwives and nursing associates in advance of their revalidation application date.

However, nurses, midwives and nursing associates who do not have regular appraisals, or who choose not to have their confirmation discussion as part of an appraisal, will still be able to renew their registration by meeting the revalidation requirements. They are not required to arrange for another person or organisation to conduct an appraisal for the purposes of revalidation.

Employers and confirmation

As well as providing support to the nurses, midwives and nursing associates that they employ as they go through the revalidation process, employers could also be asked to act as a confirmer and decide whether an individual on our register has met the revalidation requirements. If you are asked to take on this role make sure you read our [information for confirmers](#). You could also be asked to act as a reflective discussion partner. We have provided further information about this role in our guidance sheet at [guidance and information](#).

Fitness to practise concerns

If an employer, a nurse, midwife or nursing associate, or any other individual becomes aware of a serious concern about the fitness to practise of another nurse, midwife or nursing associate they should raise it promptly through our fitness to practise procedures. All people on our register have a professional duty to raise a concern about the practice of another nurse, midwife or nursing associate either through their employer or directly with us. They should not wait until a nurse, midwife or nursing associate is due to renew their registration through revalidation to raise a fitness to practise concern. The NMC liaises with employers through the Employer Link Service to ensure referrals of nurses, midwives and nursing associates are appropriate and include all relevant information. We can help you with:

- making referrals
- progressing fitness to practise cases
- providing learning and induction for fitness to practise
- listening to employers and sharing information

Further details of the service are available on our [website](#), where you can contact the team.

Revalidation does not create a new way of raising a fitness to practise concern about a nurse, a midwife or a nursing associate, and the confirmation stage of revalidation is not for the confirmer to make a judgment as to whether a nurse, midwife or nursing associate is fit to practise but rather to confirm that the individual has met the revalidation requirements.

If a nurse, midwife or nursing associate is subject to an NMC investigation, condition(s) of practice order or a caution, they can still apply to renew their registration as long as they fulfil all the revalidation requirements. However, they will remain subject to NMC fitness to practise processes and the outcome of those processes.

If a person on our register is subject to an internal disciplinary procedure, they will be able to apply to renew their registration as long as they fulfil all the revalidation requirements. However, if this internal disciplinary procedure includes concerns about their fitness to practise, these should be raised in the appropriate way at that time. This would fall outside of the revalidation process.



For more information about our fitness to practise processes please see www.nmc.org.uk/concerns-nurses-midwives/what-we-do/what-is-fitness-to-practise. You can find out how to make a referral at www.nmc.org.uk/report-nurse-midwife.

PROVIDING SUPPORT

TO NURSES, MIDWIVES AND

NURSING ASSOCIATES

Our model for revalidation in nursing and midwifery has been developed with the intention that it can be applied to all kinds of practice settings, including those where nurses, midwives and nursing associates practise independently with little or no support.

You are not obliged to provide specific support, however, we know that good employers will want to have support in place to ensure that nurses, midwives and nursing associates are competent to provide safe and effective care. It will also be of benefit to employers to encourage reflection in everyday practice (not just for the purpose of revalidation) and foster a culture of sharing, learning and improvement.

Nurses, midwives and nursing associates who do not revalidate will cease to be on our register and therefore can no longer work in the capacity of a registered nurse, midwife or nursing associate.

We believe that employers will benefit from positive engagement with the revalidation process and that those who prepare for, invest in and support the process will get the most benefit from it. It also provides an opportunity for employers and organisations to undertake a wider assessment of the quality and assurance systems that they have in place.

There is a range of support that you could provide to your nurses, midwives and nursing associates to help them to revalidate. Below we set out both the minimum support we feel employers should provide, and what nurses, midwives and nursing associates can reasonably expect from their employer, in four key areas: awareness and culture; capacity and capability of resources; systems and processes; and guidance, tools and support. There are additional support materials on the NMC website at

revalidation.nmc.org.uk/download-resources/guidance-and-information.

Awareness and culture

Minimum support

- Raise awareness of revalidation among your nurses, midwives and nursing associates.

Reasonably expected

- Support nurses, midwives and nursing associates throughout the entire revalidation period.
- Be aware of the new standards of proficiency and encourage nurses, midwives and nursing associates to reflect on how their scope of practice relates to the standards and supporting CPD activities that would help them enhance their skills, particularly if they supervise and/or assess students as part of their role.
- Support nurses, midwives and nursing associates through situations which may affect their ability to meet all the revalidation requirements, such as if an employee goes on an extensive leave period. Examples of the support you could offer is advising them to make the most of requirements they have already met such as writing a reflective account based on CPD they have already completed or advising on alternative ways to collect practice related feedback.
- Discuss revalidation with the nurse, midwife or nursing associate in advance of a planned period of absence to work out an action plan that ensures they can meet the revalidation requirements on time, whether before the leave of absence, after or during.
- Put in place basic plans to support revalidation and present these to your organisation's senior leadership.
- Inform the individual who is due to revalidate about any employment policies requiring them to maintain their registration throughout their maternity leave, sick leave or annual leave in order to receive pay during this period.
- Foster a culture of sharing, reflection and improvement.



Capacity and capability of resources

Minimum support

- Ensure nurses, midwives and nursing associates are able to revalidate, and that there is no significant obstacle to this from the organisation's perspective. This includes supporting nurses, midwives and nursing associates to meet the requirements for continuous professional development.

Reasonably expected

- Assess what is needed to support revalidation in your organisation, including the level of support staff may require, along with plans to address this
- Where appropriate ensure line managers (or other individuals) are available to act as confirmers and reflective discussion partners.
- Provide space and time for your nurses, midwives and nursing associates to hold their reflective discussions and confirmation discussions (if separate from an appraisal process).

Systems and processes

Minimum support

- Ensure any nurses, midwives and nursing associates that you employ have current NMC registration.
- Identify revalidation application and renewal dates for all of your nurses, midwives and nursing associates in order to support nurses, midwives and nursing associates to meet the revalidation requirements and submit their application on time.
- Encourage nurses, midwives and nursing associates to register for NMC Online.
- Where appropriate, put plans in place for nurses, midwives and nursing associates to receive confirmation as part of their appraisal process, or an alternative process.
- Allow access to feedback where it already exists (including audits, satisfaction surveys, complaints and the nurse, midwife or nursing associate's individual appraisal).
- Ensure all staff have access to the necessary IT equipment.

Guidance, tools and support

Minimum support

- Signpost nurses, midwives and nursing associates to the NMC's website, where they will find all of the guidance, information and materials they need about revalidation.

Reasonably expected

- Provide further information about who in your organisation can act as a confirmer and/or reflective discussion partner as detailed in the NMC's requirements.
- Review whether informal organisational systems could be implemented to allow for participatory CPD learning.
- Incorporate communication about the requirements for the online revalidation process and timings into your local communication systems.
- Remind nurses, midwives and nursing associates of their obligations of confidentiality under the Code and Data Protection legislation.

Other supportive measures

We recognise that some employers and organisations will want to encourage a culture of learning and use revalidation as an opportunity to strengthen their own processes. They may choose to put other additional supportive measures in place but these are not essential for nurses, midwives and nursing associates to revalidate.

Such measures might include:

- training staff to support revalidation
- the development of e-portfolios
- additional local supportive material to sit alongside the NMC guidance
- seminars, study sessions and 'revalidation champions' to cascade information to nurses, midwives and nursing associates at the front line.

Employers need to take care that any processes they put in place are helpful, facilitative and consistent with the emphasis that revalidation places on nurses, midwives and nursing associates taking responsibility for meeting the NMC's requirements.

E-portfolios

One way that employers and organisations might consider supporting their nurses, midwives and nursing associates is by providing an e-portfolio system for them to keep their evidence that they have met the revalidation requirements. Please note that keeping a portfolio is recommended, but is not a requirement of revalidation.

If you decide to provide this service you need to be aware that there are data protection implications. For further information on e-portfolios see our guidance sheet at [guidance and information](#).

Equality Act 2010

We aim to put equality, diversity and inclusion at the heart of everything we do. We value the diversity of the people on our register, and the wider community we serve. Equality, diversity and inclusion is important in nursing and midwifery practice. It is important that employers promote a culture that embodies it and support the nurses, midwives and nursing associates they employ to meet the NMC standards.

The Equality Act 2010 ('the Act') is legislation that applies in England, Wales and Scotland². It protects people from discrimination, harassment or victimisation. It is against the law to discriminate against anyone because of:

- age
- gender reassignment
- being married or being in a civil partnership
- being pregnant or in the maternity period
- disability³
- race, including colour, nationality, ethnic or national origin
- religion, belief, or lack of religion or belief
- sex
- sexual orientation.

We are part of a system that works with many organisations that must all comply with equalities and human rights law. We expect all employers of nurses, midwives and nursing associates to meet their legal duty in the Equality Act 2010. Employers should support nurses, midwives and nursing associates by making adjustments to remove unnecessary barriers to employment and training in order that they can meet the revalidation requirements.

REVALIDATION REQUIREMENTS

AND EMPLOYERS

In this section we highlight some key parts of the revalidation requirements that employers should be familiar with. Please note that full details of the revalidation requirements and how nurses, midwives and nursing associates can meet them are set out in '[How to revalidate with the NMC](#)'. The information below is designed for employers only; if you are asked to take on the role of confirmer and/or reflective discussion partner, you should read the information we have provided to support these roles.

450/900 practice hours⁴

Nurses, midwives and nursing associates need to keep written evidence that they have practised the minimum number of hours required for their registration. This might include their employment contract (specifying hours), timesheets, job specifications and role profiles.

Only practice hours completed when working as a registered nurse, midwife or nursing associate count towards the minimum hours. However, this is not limited to clinical practice and includes work in non-clinical roles such as management, policy and education. This includes both paid and voluntary work.

Nurses, midwives and nursing associates must meet their practice hours in a role where they rely on their skills, knowledge and experience of being a registered nurse, midwife or nursing associate.

- This includes practice as a nurse, midwife, SCPHN and nursing associate, in roles that are likely to require registration.
- This also includes practice in roles where the employment contract does not expressly require nurses, midwives and nursing associates to be registered with us but the role relies on their skills, knowledge and experience of being a registered nurse, midwife or nursing associate. For example, this could include roles in public health or nursing, midwifery or nursing associate management, commissioning, policy and education.
- This may include work done in voluntary roles, where a nurse, midwife or nursing associate is relying on their skills, knowledge and experience of being a registered nurse, midwife or nursing associate.

The following activities can't be counted towards the practice hours requirement:

- Hours undertaken in a healthcare, nursing or midwifery assistant or support worker role can't be counted towards practice hours as a registered nurse, midwife or nursing associate.
- Hours completed when working in a separate regulated profession for example when working as a paramedic or medical doctor.
- Nurses undertaking an 18-month midwifery programme can't use their midwifery training hours in order to maintain their registration as a nurse. They will be able to use any practice hours undertaken as a nurse, either before or after their midwifery course, during the three year period.

We have provided a template that individuals on our register might find useful to record their practice hours. This includes practice setting, dates of practice, scope of practice, a description of the work undertaken and number of hours.



A specialist community public health nurse (SCPHN) means a registered nurse or midwife who is also registered in the Specialist Community Public Health Nurses' part of the register.

35 hours of CPD, of which at least 20 must have included participatory learning

As professionals, nurses, midwives and nursing associates have a duty to keep their knowledge and skills up to date through a continuous process of learning and reflection.

Any learning activity must be relevant to their scope of practice as a nurse, midwife or nursing associate and would not include mandatory training that is not directly related to their practice. In particular, you can assist nurses, midwives and nursing associates to meet the participatory element of this requirement.

The NMC publishes and regularly updates standards of proficiency for everyone on our register. These set out what we expect students to know, understand and be able to do to apply to join our register and to practise safely and effectively. The standards also reflect what the public can expect nurses, midwives and nursing associates to know and be able to do in order to deliver safe, compassionate and effective care. Registered nurses, midwives and nursing associates should review the most recent standards of proficiency relevant to them and reflect on how their scope of practice relates to the standards and consider their training needs. This is particularly important if they supervise and/or assess students as part of their role.

Employers should support nurses, midwives and nursing associates to meet their CPD requirements. They are the key source of access to training for the nurses, midwives and nursing associates they employ. It is important for employers to understand the standards of proficiency and embedding these into practice should be a key consideration when drafting internal policies.

We have provided a template to help individuals on our register record their CPD activities.

Five pieces of practice-related feedback

Nurses, midwives and nursing associates can obtain feedback from a range of sources, including directly from patients, service users, carers, students and colleagues. It can also be obtained by reviewing complaints, team performance reports, serious event reviews and feedback received during their annual appraisal. The feedback can be positive or constructive, and feedback can be based on the individual's practice or their team or unit.

In many organisations, feedback is already collected in a variety of ways. Nurses, midwives and nursing associates must seek consent to access or use their employer's information. Any information must be extracted in a way that no information identifying an individual is obtained, used or recorded. For example, nurses, midwives and nursing associates must not forward work emails to their personal accounts, or download and take copies of employer records.

Should nurses, midwives and nursing associates choose to obtain feedback directly from colleagues, patients or service users, they must make clear in their request that no information identifying individuals should be included in any feedback provided. They should also inform them how they intend to use their feedback.

We have provided a template that individuals on our register can use to record their feedback.

Five written reflective accounts

Nurses, midwives and nursing associates must prepare five written reflective accounts on their CPD and/or practice-related feedback and/or an event or experience in their practice, and indicate how this relates to the Code.

Reflective accounts need to include what the individual learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their practice as a result, and how it is relevant to the Code.

We have provided an NMC form that individuals on our register must use to record their reflective accounts. This will inform their reflective discussion and provide evidence to show their confirmer.

Reflective discussion with another NMC-registered nurse, midwife or nursing associate

Nurses, midwives and nursing associates must discuss their written reflective accounts with an NMC-registered nurse, midwife or nursing associate as part of a reflective discussion.

The reflective discussion partner could be someone that they frequently work with or someone from a professional network or learning group. They do not need to work with them on a daily basis and they do not need to undertake the same type of practice or be on the same part of the register (so a nurse can have a reflective discussion with a midwife or nursing associate and vice versa).

It is for the individual to decide the most appropriate person for them to have this conversation with, including whether they are senior or junior to them.

If a confirmer is a nurse, midwife or nursing associate, a reflective discussion can form part of the confirmation discussion.

We have provided an NMC form that individuals on our register must use to record their discussion, and it must be signed by the NMC-registered discussion partner with whom they had their discussion with.

Health and character declaration

As part of their revalidation application, nurses, midwives and nursing associates must provide us with a health and character declaration.

We need to know if the people on our register meet our requirements for health to ensure they can practise safely and effectively, after any adjustments are made by you, the employer. When we say that someone is capable of safe and effective practice, we mean that they have the skills, knowledge, character and health to do their job safely and effectively.

Our focus is not on whether a nurse, midwife or nursing associate has a health condition and/or disability, but whether the health condition and/or disability they do have affects their practice. This does not mean the absence of a disability or health condition. Many people with disabilities or health conditions are able to practise effectively with or without adjustments to support their practice.

It is up to the individual to decide whether their health allows them to be capable of safe and effective practice.

Nurses, midwives and nursing associates must declare if they have been charged or convicted of any criminal offence (including conditional discharges) or issued with a formal caution. They will be asked to declare if they have been subject to any adverse determination that their fitness to practise is impaired by a professional or regulatory body (including those responsible for regulating or licensing a health and social care profession) and if their character enables them to practice safely and effectively.

This requirement does not need to be checked by a confirmer.

Professional indemnity arrangement

As part of their revalidation application, nurses, midwives and nursing associates must declare to us that they have, or will have when practising, appropriate cover under a professional indemnity arrangement. They will also tell us whether their indemnity arrangement is through their employer, membership of a professional body, or a private insurance arrangement.

As most employers provide appropriate indemnity cover for their employees, all nurses, midwives and nursing associates who are employed should check this with their employer(s).

This requirement does not need to be checked by a confirmer.

Confirmation

The confirmation process involves nurses, midwives and nursing associates having a discussion about revalidation with an appropriate confirmer. As part of that discussion, they will demonstrate to their confirmer that they have complied with all of the revalidation requirements, except professional indemnity arrangement and health and character which do not need to be confirmed.

Nurses, midwives and nursing associates can choose who their confirmer is, but we expect them to seek confirmation from an appropriate person. A line manager is an appropriate confirmer, and we strongly recommend that people on our register obtain confirmation from their line manager wherever possible. A line manager does not have to be an NMC-registered nurse, midwife or nursing associate. The confirmation process should encourage line managers to regularly consider and discuss how their nurses, midwives and nursing associates are engaging in professional development activities to maintain and develop their competence and improve their practice.

However, not all people on our register have a line manager. If a nurse, midwife or nursing associate does not have a line manager, they will need to decide who is best placed to provide their confirmation. Wherever possible we recommend that their confirmer is registered with the NMC. It is helpful if they have worked together or have a similar scope of practice, but this is not essential.

If that is not possible, nurses, midwives and nursing associates can seek confirmation from another healthcare professional that they work with and who is regulated in the UK. For example, they could ask a doctor, dentist or a pharmacist.

We have provided an NMC form that individuals on our register must use to record their confirmation discussion. Confirmers need to complete and sign this form.



We have provided guidance about the role of confirmers as well as an online confirmation tool at revalidation.nmc.org.uk/what-you-need-to-do/confirmation for further information as to who can act as a confirmer.

Nurses, midwives and nursing associates with more than one employer and/or line manager

Some nurses, midwives and nursing associates will have more than one employer and/or line manager, or undertake more than one role. These individuals need to obtain one confirmation which covers all of their practice. They will need to decide which line manager is most appropriate to provide confirmation that they have met all of the revalidation requirements.

We recommend that they have their revalidation discussion and obtain confirmation through the employer and/or line manager where they undertake the majority of their work. They may choose to have a revalidation discussion for each employer and/or with each of their line managers, and bring the outputs of those discussions to their confirmation discussion.

Support offered by the NMC

We understand there may be circumstances which make it more difficult for nurses, midwives and nursing associates to meet the revalidation requirements. This may be as a result of a disability, an illness, pregnancy, a maternity period or any other life event that impacts on their ability to meet the revalidation requirements. We can help support people on our register to meet the revalidation requirements in several ways, for example by:

- helping people on our register use NMC Online or,
- providing a short extension to their revalidation application date.

For further information on the support we can offer and how to apply for this support please see our [support to help you revalidate guidance sheet](#) at [guidance](#) and [information](#).

Getting in touch with you for further information

Each year we will select a sample of revalidation applications and request nurses, midwives and nursing associates provide us with further information to verify the declarations that they made as part of their revalidation application. This does not mean that we have any concerns about their application.

Please note that any nurses, midwives and nursing associates who are selected for verification will remain on the register while we undertake the verification process even if the process extends past their renewal date, and they can continue to practise while we review the information that they provide. The registration of any nurses, midwives and nursing associates who are selected for verification will be held effective until the verification process is complete. The verification process will be completed within three months of their renewal date.

As part of this process, we may contact employers to verify the information that a nurse, midwife or nursing associate has provided in their application. In their online application nurses, midwives and nursing associates will be asked to provide consent for this purpose. We will also contact confirmers and we may contact reflective discussion partners.

Please respond to any request for information by the requested date: if you do not respond you may put the nurse, midwife or nursing associate's registration at risk.

Additional information

For additional information on specific aspects of revalidation, please see the following sources:

Nurses, midwives and nursing associates

revalidation.nmc.org.uk

Confirmers

revalidation.nmc.org.uk/what-you-need-to-do/confirmation

Reflective discussion partners

revalidation.nmc.org.uk/download-resources/guidance-and-information

Professional indemnity arrangement

www.nmc.org.uk/indemnity



ENDNOTES

- ¹ Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours in the preceding three years.
- ² The Equality Act 2010 does not apply to Northern Ireland. Where the legislation is spread across several pieces of legislation, with some differences. For example Section 75 of the Northern Ireland Act 1998 also includes consideration of 'political opinion' as a protected characteristic.
- ³ 'Disability' is defined in the Act as a physical or mental impairment that has a substantial or long-term negative effect on a person's ability to do normal daily activities.
- ⁴ Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours in the preceding three years.