

REVALIDATION

NMC Nursing &
Midwifery
Council



Information for confirmers

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WHAT DOES THIS

DOCUMENT DO?

This document is for people who have been asked to provide confirmation about a nurse, midwife or nursing associate's revalidation.

All nurses, midwives and nursing associates will be asked to declare that they have received confirmation from an appropriate person in support of their revalidation application. Having confirmation means the nurse, midwife or nursing associate has demonstrated to their confirmer that they have met the revalidation requirements, a key part of revalidation. This document details what you need to do if you are asked to take on the role of confirmer.

We would also like to thank you for agreeing to take on this important role in the revalidation process.



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

About the NMC

The Nursing and Midwifery Council exists to protect the public. We do this by making sure that only those who meet our requirements are allowed to practise as a registered nurse, midwife, or nursing associate in the UK.

We take action if concerns are raised about whether a registered nurse, midwife or nursing associate is fit to practise.



How to use this document

This document provides details of the purpose of revalidation and confirmation. We also discuss the role of the confirmer in this process, as well as who can act as a confirmer.

It includes a checklist of the revalidation requirements for nurses, midwives and nursing associates and the supporting evidence you will need to confirm you have seen for each requirement. On pages 16–20 we set out details of each requirement. After each requirement we provide guidance on what you as a confirmer need to check.

How the NMC will use your information

Information supplied by you in the course of acting as a confirmer 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 your personal data for the purposes of administering and assessing the revalidation application for which you are acting as a confirmer and any subsequent verification of that 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



Acting honestly and in good faith

Confirmers are expected to act honestly and in good faith. We do not intend to take action against confirmers who inadvertently provide information that proves to be incorrect.

We expect you to adhere to the conditions for acting as a confirmer set out in this guidance, for example avoiding conflicts of interest. If you are a registered nurse, midwife or nursing associate, you should be aware that if there are grounds for believing that you have not met these conditions, and/or that you have knowingly made a false declaration in the course of acting as a confirmer, we will investigate. Information supplied by you may be used to investigate any alleged breach of the Code and for the purpose of any subsequent fitness to practise proceedings.

If there are grounds for believing that the nurse, midwife or nursing associate for whom you provided confirmation knowingly made a false declaration in their revalidation application, information supplied by you honestly and in good faith as a confirmer 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.



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. www.nmc.org.uk/code.

How to contact the NMC

For more information please see the revalidation section of the NMC website at revalidation.nmc.org.uk. If you are unable to find the information you need and you still require further help you can email us at revalidation.escalation@nmc-org.uk.

If you wish to make a complaint or provide feedback about the standard of our service, visit the [Contact us](#) pages on our website.

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 the revalidation application 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 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 nurses, midwives and nursing associates 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.

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 to raise fitness to practise concerns. Revalidation is not about confirmers 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. The Code presents the professional standards that nurses, midwives and nursing associates must uphold in order to be registered to practise in the UK.

Revalidation includes requirements that encourage nurses, midwives and nursing associates to seek feedback from patients, service users and colleagues, consider the role of the Code in their practice by having a reflective discussion with another nurse, midwife or nursing associate and, importantly, seek 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 will enhance employer engagement by increasing their awareness of our regulatory standards, encouraging early discussions about practice concerns before they escalate or require referral to us and increasing 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 purpose of confirmation

Confirmation by an appropriate person provides an additional degree of assurance that a nurse, midwife or nursing associate has met the revalidation requirements.

Confirmation also increases professionalism by making nurses, midwives or nursing associates more accountable for their practice and improvement. It encourages those nurses, midwives or nursing associates who work in isolation from other colleagues to discuss their development, feedback, reflections and revalidation with another person.

If you are a line manager, it will encourage you to regularly consider and discuss how your nurses, midwives or nursing associates are engaging in professional development activities to maintain and develop their competence, and improve their practice.

CHECKLIST OF REQUIREMENTS

AND SUPPORTING EVIDENCE

Below is an overview of the requirements that you will need to check as a confirmer. The nurse, midwife or nursing associate needs to have met these requirements during the three years since their registration was last renewed or they joined the register.



Nurses, midwives and nursing associates also have to make declarations regarding their health and character, and professional indemnity arrangement, as part of their application, but you are not required to confirm these.

Requirements	What you will need to see
450 practice hours for each registration Dual registration (e.g. nurse and midwife) requires 900 practice hours ¹	Written evidence that satisfies you that the nurse, midwife or nursing associate has practised the minimum number of hours required for their renewal of their registration during the three year period since their registration was last renewed.
35 hours of Continuing Professional Development	Written evidence that satisfies you that the nurse, midwife or nursing associate has undertaken 35 hours of CPD relevant to their practice as a nurse, midwife or nursing associate. Evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse, midwife or nursing associate.
Five pieces of practice-related feedback	Written or oral evidence that satisfies you that the nurse, midwife or nursing associate has obtained five pieces of practice-related feedback.
Five written reflective accounts	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. Each account must be written on the NMC reflective account form.
Reflective discussion	A completed and signed NMC form recording that the nurse, midwife or nursing associate has discussed their reflective accounts with another NMC-registered nurse, midwife or nursing associate (or you are an NMC-registered nurse, midwife or nursing associate who has discussed these with the nurse, midwife or nursing associate yourself, and completed and signed the form).

WHO CAN PROVIDE

CONFIRMATION?

An appropriate confirmer

Line manager

We expect nurses, midwives and nursing associates to seek confirmation from an appropriate person. We strongly recommend that they obtain confirmation from their line manager wherever possible. If you are the nurse, midwife or nursing associate's line manager, you are likely to be the most appropriate person to provide their confirmation.

In most cases, the line manager will be registered with the NMC. However, if you are not an NMC-registered nurse, midwife or nursing associate, the nurse, midwife or nursing associate will need to have had their reflective discussion with another individual registered with the NMC before seeking confirmation from you.

NMC-registered nurse, midwife or nursing associate

Not all people on our register have a line manager. Nurses, midwives and nursing associates who do not have a line manager need to decide who is best placed to provide their confirmation. Wherever possible, we recommend that they obtain their confirmation from another NMC-registered nurse, midwife or nursing associate. Therefore, even if you are not their line manager, you may still be the most appropriate person to provide their confirmation. It will be helpful if you have worked with them or have a similar scope of practice to them, but this is not essential.

If you are providing confirmation on the basis of being an NMC-registered nurse, midwife or nursing associate, you must have an effective registration. You cannot be retired and no longer registered, or subject to a suspension, removal or striking-off order at the time of making the confirmation. If, for any reason, you are ineligible to act as a confirmer, the revalidation application you are confirming may be rejected and the applicant may become aware of your ineligibility.

Regulated healthcare professional

Some people on our register may not have a line manager or another NMC-registered nurse, midwife or nursing associate to provide their confirmation. These nurses, midwives and nursing associates can obtain their confirmation from another healthcare professional that they work with and who is regulated in the UK, such as a doctor, dentist or pharmacist.

If you are a healthcare professional regulated in the UK and you work with the nurse, midwife or nursing associate, you might be the most appropriate person to provide their confirmation. You will need to provide details of your profession and your registration number (in some professions this may be known as a registration identification number or registration reference number) for your regulatory body (see Confirmation form on pages 21-23).

As you are not registered with the NMC, the nurse, midwife or nursing associate will need to have had their reflective discussion with another person on the NMC register before seeking confirmation from you.



Other potential confirmers

A very small number of people on our register may not have a line manager or NMC-registered nurse, midwife or nursing associate or another healthcare professional who is regulated in the UK that they work with.

Nurses, midwives and nursing associates who work in the UK: If these nurses, midwives and nursing associates cannot obtain confirmation using any of the three options above, we recommend that they obtain confirmation from another professional. This will only occur in exceptional circumstances. If you are one of these professionals and have been asked to provide confirmation for a nurse, midwife or nursing associate, you should check with the individual that they cannot obtain confirmation using any of the three options above.

Nurses, midwives and nursing associates who work wholly overseas: We recommend that these nurses, midwives and nursing associates obtain confirmation from their line manager where they undertake their work. If they do not have a line manager, we recommend that they obtain confirmation from another person on the NMC register or another regulated healthcare professional where they work.

For further information about who can act as a confirmer in this situation, please see [our online confirmation tool](#).

Nurses, midwives and nursing associates who have more than one line manager

Some nurses, midwives and nursing associates will have more than one employer or undertake more than one role. These individuals need to obtain one confirmation which covers all of their practice. In these circumstances, they will need to decide which person is most appropriate to provide their confirmation.

We generally recommend that they have their revalidation discussion and obtain their confirmation through the organisation where they undertake the majority of their work. They may want to have a discussion in each organisation in which they work and bring the outputs of those discussions to their confirmation discussion.

Therefore, you might be the most appropriate person to provide confirmation, even if the nurse, midwife or nursing associate does not undertake all of their work in your organisation.

Confirmation for dual registrants

Each person registered with the NMC is a nurse, midwife, nursing associate or a combination. We refer to those who are registered both as a nurse and a midwife or as a nursing associate and a nurse as dual registrants. Dual registrants need to complete 450 practice hours per registration (see our guidance sheet on multiple registrations and additional qualifications).

The other requirements for revalidation are the same for dual registrants as for nurses, midwives and nursing associates who only have one registration. Dual registrants will only have to obtain a total of five pieces of practice-related feedback and write five reflective accounts, not ten. However, they should think about how they might meet all of the requirements of revalidation across both of their roles. For example, they may choose to write three reflective accounts relating to their midwifery practice, and two reflective accounts relating to their nursing.

Level of familiarity with the nurse, midwife or nursing associate's practice

You need to be in a position to confirm that the nurse, midwife or nursing associate has met the revalidation requirements (see pages 12-20). Most confirmers will be the nurse, midwife or nursing associate's line manager and be very familiar with their practice. Other confirmers will have less familiarity with the practice of the nurse, midwife or nursing associate they are confirming. In all cases, you still need to be in a position to confirm that they have met the requirements. As a minimum, you need to have a discussion with the nurse, midwife or nursing associate about their practice and see evidence that demonstrates that they have met all of the revalidation requirements that you are required to check.

Conflicts of interest

A conflict of interest is a situation that has the potential to undermine the impartiality and objectivity of decision making within the revalidation process. Conflicts of interest can arise when an individual's judgement is influenced subjectively through association with colleagues out of loyalty to the relationship they have, rather than through an objective process.

Conflicts of interest can occur because of personal or commercial relationships. You need to be mindful about any personal or commercial relationship between you and the nurse, midwife or nursing associate. You may not provide confirmation for a family member or a person with whom you have a close personal relationship, such as a close friend to undertake either of these roles.

If you cannot provide confirmation objectively, you should discuss this with the individual. You and the nurse, midwife or nursing associate will need to take responsibility for deciding whether there is any conflict of interest or perception of bias to ensure that the confirmation process retains credibility and remains objective. If you think that there is a risk there might be a conflict of interest you should use a different person as your confirmer

THE CONFIRMATION PROCESS

AND WHAT YOU NEED TO DO

Revalidation and confirmation timings

Every three years all nurses, midwives and nursing associates will be asked to apply for revalidation using NMC Online² as a means of renewing their registration with the NMC.

We expect nurses, midwives and nursing associates to obtain confirmation during the final 12 months of their three year renewal period. This is to make sure that the confirmation is recent. If the confirmation was obtained earlier than this, we might ask them to explain why.

The nurse, midwife and nursing associate has 60 days before their revalidation application date to submit their revalidation application through their NMC Online account. We strongly recommend that they have their confirmation discussion well in advance of this so they have time to complete all of the requirements and obtain confirmation.



Reviewing the nurse, midwife or nursing associate's evidence

Nurses, midwives and nursing associates need to collect evidence and maintain records to demonstrate to a confirmer that they have met the revalidation requirements listed in the checklist on page 7.

You might want to ask to see the evidence before the discussion, or review it during the discussion.³

We strongly recommend that nurses, midwives and nursing associates keep evidence that they have met these 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.



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. Our Welsh Language Scheme is available at www.nmc.org.uk/about-us/our-equality-and-diversity-commitments/welsh-language-scheme.

People on our register work across a wide range of roles, functions and settings. These include roles in front-line clinical care in both acute and community settings, roles in nursing and midwifery education and research, policy advisory roles and management and leadership roles specific to nursing or midwifery. The activities that they undertake to meet the revalidation requirements will reflect their individual scope of practice as a nurse, midwife or nursing associate.

You do not need to seek external verification of the information in the evidence provided to you in each of the requirements. For example, you do not need to contact CPD providers to check whether the nurse, midwife or nursing associate attended or completed a particular item of CPD. All of the information you require should be contained in their supporting evidence.

Having a face-to-face discussion with the nurse, midwife or nursing associate about their revalidation

Once nurses, midwives and nursing associates have met the revalidation requirements, they will need to discuss their revalidation with a confirmer and demonstrate to you how they have met the requirements that you, as a confirmer need to check.

We strongly recommend that, where possible, the confirmation discussion forms part of their annual appraisal. If you are providing confirmation as part of an annual appraisal, you might find it helpful to have a revalidation discussion with the nurse, midwife or nursing associate at each annual appraisal. This will help them to keep you updated on their revalidation. However, this is not essential.

If a face-to-face discussion is not possible, we recommend that you use video conferencing.

Deciding whether the nurse, midwife or nursing associate has met the revalidation requirements

As a confirmer you are not being asked to make a judgement on the overall quality of the nurse, midwife or nursing associate's practice. You are also not judging the quality of the reflective accounts or the practice related feedback; you are instead checking that the nurse, midwife or nursing associate has met the mandatory revalidation requirements set out in this document.

For example, their CPD must be related to their scope of practice as a nurse, midwife or nursing associate, and their written reflective accounts should demonstrate what they learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their work as a result, and how it is relevant to the Code.

Revalidation is the process that allows nurses, midwives and nursing associates to maintain their registration with the NMC, so you will be making a decision about whether they have met the requirements as set out in this document and in [How to revalidate with the NMC](#). Revalidation is not an assessment against the requirements of the individual's current or former employment.

It is not for you to decide whether a nurse, midwife or nursing associate should be revalidated or remain on the register. This is our role as the regulator.

Fitness to practise concerns

If a confirmer, an employer, a nurse, midwife or nursing associate, or any other individual becomes aware of a serious concern about the fitness to practise of a 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 registrant either through their employer or directly with us. They should not wait until a nurse, midwife or nursing associate's renewal through revalidation is due to raise such a fitness to practise concern.

Revalidation does not create a new way of raising such a fitness to practise concern about a nurse or a midwife, 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 compliance with the revalidation requirements.

Although revalidation is not a new way of raising a fitness to practise concern, if you find that a fitness to practise concern arises during the confirmation process, you should raise this promptly through our fitness to practise procedures and not provide confirmation.

If a nurse, midwife or nursing associate is subject to an NMC investigation, condition(s) of practice order or a caution, they are still required to 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/concerns-nurses-midwives.

If the nurse, midwife or nursing associate has met the requirements

You will need to complete the confirmation form (see page 21-23).

You will need to provide your name, NMC Pin or other professional registration number (where relevant), email, professional address including postcode and contact number.⁴ If you are not the line manager of the nurse, midwife or nursing associate for whom you are providing confirmation or an NMC registrant, you will also need to provide details of your profession and regulation.

You have been asked to confirm based on the evidence that you have seen and to act honestly. You will not be held responsible if you inadvertently provide information that proves to be incorrect.

If the nurse, midwife or nursing associate has not met the requirements

If you are not sure whether the nurse, midwife or nursing associate met the requirement(s) you need to question them, using this guidance as a reference. Remember, you are not judging quality, you are deciding if the requirements have been met based on the evidence presented to you. If you believe they have not met the requirement(s), you need to explain to the nurse, midwife or nursing associate what requirement they have failed to evidence. If in doubt, do not provide confirmation.

The nurse, midwife or nursing associate can then be given the opportunity to fully complete the requirements and come back to you before their revalidation application is due.

We advise that the confirmation discussion takes place well in advance of the individual's revalidation application date to allow plenty of time for them to fully complete all of the requirements.

After you have completed the confirmation

The NMC may contact you after you have completed the confirmation form if we require further information as part of our verification process (see page 21). Once the nurse, midwife or nursing associate has submitted their revalidation application, we will make a decision on their application.

THE REVALIDATION

REQUIREMENTS THAT

YOU NEED TO CHECK

Practice hours: the requirements

Nurses, midwives and nursing associates must have practised for a minimum number of hours over the three years since their registration was last renewed or they joined the register.

Registration	Minimum total practice hours required
Nurse	450 practice hours required
Midwife	450 practice hours required
Nursing associate	450 practice hours required
Nurse and SCPHN	450 practice hours required
Midwife and SCPHN	450 practice hours required
Nurse and midwife (including Nurse/SCPHN and Midwife/SCPHN)	900 practice hours required (to include 450 hours for nursing, 450 hours for midwifery)
Or	
Nursing associate and nurse	

If they have practised for fewer than the required number of hours in the three year period since their registration was last renewed or they joined the register, they must successfully complete an appropriate return to practice programme approved by the NMC before the date of their application for renewal of registration.

Registered nurses, midwives or nursing associates who are admitted to another part of the register⁵ since their registration was last renewed or they joined the register only need to meet the practice hours requirement for their initial registration. They will need to meet the practice hours requirements for registration in both parts in subsequent three year renewal periods.⁶

Practice hours: what you need to check

You should see written evidence that satisfies you that the nurse, midwife or nursing associate has practised the minimum number of hours required for their registration.

Evidence might include their employment contract (specifying hours), timesheets, job specifications and role profiles.

We acknowledge that nurses, midwives and nursing associates work in a variety of roles and settings. Therefore, practice hours are not limited to clinical practice and includes work in non-clinical roles such as management, policy, research, education and includes both paid and voluntary work and in the case of nurses may be in a different field than their original registration.

However, the practice hours counted must be relevant to nursing, midwifery and nursing associate registration for them to be counted towards the minimum hours for revalidation.

Any practice undertaken when the nurse, midwife or nursing associate was not registered with the NMC does not count towards the minimum hours for revalidation.

We have provided a template that the nurse, midwife or nursing associate 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.

If the individual has not practised the minimum number of hours required for their registration, you should be satisfied that they have successfully taken an NMC-approved return to practice course. You need to check that they have a reference provided by the university where they undertook the course.

Continuing professional development: the requirements

Nurses, midwives and nursing associates must have undertaken 35 hours of continuing professional development (CPD) relevant to their scope of practice as a nurse, midwife or nursing associate, in the three year period since their registration was last renewed or they joined the register.

Of those 35 hours of CPD, at least 20 must have included participatory learning.

Nurses, midwives and nursing associates must maintain accurate records of the CPD they have undertaken. These records must contain:

- the CPD method
- a description of the topic and how it related to their practice
- the dates on which the activity was undertaken
- the number of hours (including the number of participatory hours)
- the identification of the part of the Code most relevant to the activity, and
- evidence that they undertook the CPD activity.

Continuing professional development: what you need to check

You should see written evidence that satisfies you that the nurse, midwife or nursing associate has undertaken at least 35 hours of CPD.

You should see evidence that at least 20 of the 35 hours included participatory learning. Participatory learning means any learning activity in which the nurse, midwife or nursing associate personally interacted with other people. CPD activities includes much more than training courses. For example, this could include learning events, workshops and peer review activities. Please refer to our [guidance sheet](#) on examples of CPD activities

All CPD hours must be relevant to the nurse, midwife or nursing associate's scope of practice as a nurse, midwife or nursing associate.⁷

However, you are not being asked to judge the quality of the CPD undertaken. You are deciding if the CPD requirement has been met based on the evidence presented to you.

You should see accurate records of the CPD undertaken. These records must include:

- the CPD method;
- a description of the topic and how it related to their practice;
- the dates on which the activity was undertaken;
- the number of hours (including the number of participatory hours); and
- the identification of the part of the Code most relevant to the activity.

We have provided a template that the nurse, midwife or nursing associate can use to input this information.

If you have any doubts about whether a particular CPD activity is participatory or relevant to the nurse, midwife or nursing associate's practice, you should ask them for an explanation.



Practice-related feedback: the requirement

Nurses, midwives and nursing associates must have obtained five pieces of practice-related feedback in the three year period since their registration was last renewed or they joined the register.

Practice-related feedback: what you need to check

You should be satisfied that the nurse or midwife has obtained five pieces of practice-related feedback.

Feedback can be obtained 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 feedback, and can be based on the individual's practice or their team or unit.

We have provided a template that the nurse, midwife or nursing associate can use to record their feedback. While we recommend that nurses, midwives or nursing associates make a note of the feedback that they have received, this isn't compulsory. Some feedback may have been oral and the nurse, midwife or nursing associate might not have written evidence of this, but they should be able to provide an account of it.

Written reflective accounts: the requirement

Nurses, midwives and nursing associates must have prepared five written reflective accounts in the three year period since their registration was last renewed or they joined the register. These reflective accounts must be recorded on the NMC reflective accounts form and must refer to:

- an instance of their CPD; and/or
- a piece of practice-related feedback they have received; and/or
- an event or experience in their own professional practice and how this relates to the Code.

Written reflective accounts: what you need to check

You should see the five written reflective accounts that the nurse, midwife or nursing associate has prepared 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 accounts need to include what the nurse, midwife or nursing associate learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their work as a result, and how it is relevant to the Code.

We have provided an NMC form that nurses, midwives and nursing associates must use to record their reflective accounts.

You are not judging the quality of the account. You are making a decision about whether the requirements have been met by determining whether the nurse, midwife or nursing associate has provided evidence that shows what they learnt from the CPD activity, feedback, event or experience in their practice, how they changed or improved their work as a result, and how it is relevant to the Code. Reflective accounts are individual to the registrant and will vary in length, detail and writing style.

Reflective discussion: the requirement

Nurses, midwives and nursing associates must have had a reflective discussion with another person on the NMC register, covering their 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.

They must make sure that their reflective discussion partner signs the approved form recording their name, NMC Pin, email, professional address including postcode and contact number, as well as the date they had the discussion.

Reflective discussion: what you need to check

You should see a completed and signed form showing that the nurse, midwife or nursing associate has discussed their reflective accounts with another person on the NMC register. We have provided a reflective discussion form that must be signed by the NMC-registered reflective discussion partner after the discussion..

If you are an NMC-registered nurse, midwife or nursing associate, this discussion can happen as part of your confirmation discussion with the nurse, midwife or nursing associate. You will need to complete and sign the reflective discussion form as well as the confirmation form. We have provided a guidance sheet for those taking part in a reflective discussion on our website at revalidation.nmc.org.uk/download-resources.

Getting in touch with you for further information

Each year we will select a sample of nurses, midwives and nursing associates to provide us with further information to verify the declarations that they made as part of their revalidation application.

Such a request does not mean that there are any concerns about their application, and they can continue to practise while we review the information that they provide.

As part of this process, we will contact you to verify that you provided their confirmation, using the email address that you have provided to the nurse, midwife or nursing associate on the confirmation form.⁸ Please respond by the requested date; if you do not respond to our request for verification you may put the nurse, midwife or nursing associate's registration at risk.

CONFIRMATION FORM

You **must** use this form to record your confirmation.

To be completed by the nurse, midwife or nursing associate:

Name:	
NMC Pin:	
Date of last renewal of registration or joined the register:	

I have received confirmation from (select applicable):

- A line manager who is also an NMC-registered nurse, midwife or nursing associate
- A line manager who is not an NMC-registered nurse, midwife or nursing associate
- Another NMC-registered nurse, midwife or nursing associate
- A regulated healthcare professional
- An overseas regulated healthcare professional
- Other professional in accordance with the NMC's online confirmation tool

To be completed by the confirmer:

Name:	
Title:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of confirmation discussion:	

If you are an NMC–registered nurse, midwife or nursing associate please provide:

NMC Pin:

If you are a regulated healthcare professional please provide:

Profession:
Registration number for regulatory body:

If you are an overseas regulated healthcare professional please provide:

Country of practice:
Profession:
Registration number for regulatory body:

If you are another professional please provide:

Name of regulating body:
Registration number for regulatory body:

Confirmation checklist of revalidation requirements

Practice hours

- You have seen written evidence that satisfies you that the nurse, midwife or nursing associate has practised the minimum number of hours required for their registration.

Continuing professional development

- You have seen written evidence that satisfies you that the nurse, midwife or nursing associate has undertaken 35 hours of CPD relevant to their practice as a nurse, midwife or nursing associate.
- You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse, midwife or nursing associate.
- You have seen accurate records of the CPD undertaken.

Practice-related feedback

You are satisfied that the nurse, midwife or nursing associate has obtained five pieces of practice-related feedback.

Written reflective accounts

You have seen five written reflective accounts on the nurse, midwife or nursing associate's CPD and/or practice-related feedback and/or an event or experience in their practice and how this relates to the Code, recorded on the NMC form.

Reflective discussion

You have seen a completed and signed form showing that the nurse, midwife or nursing associate has discussed their reflective accounts with another NMC-registered nurse, midwife or nursing associate (or you are an NMC-registered nurse, midwife or nursing associate who has discussed these with the nurse, midwife or nursing associate yourself).

I confirm that I have read *Information for confirmers*, and that the above named NMC-registered nurse, midwife or nursing associate has demonstrated to me that they have met all of the NMC revalidation requirements listed above during the three years since their registration was last renewed or they joined the register as set out in *Information for confirmers*.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes. I am aware that if I do not respond to a request for verification information I may put the nurse, midwife or nursing associate's registration at risk.

Signature:

Date:



ENDNOTES

- ¹ Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours.
- ² We will make adjustments for nurses, midwives and nursing associates who cannot access NMC Online, for example due to a disability.
- ³ Discussions about patients, service users, carers or colleagues of nurses, midwives and nursing associates should always be conducted on an anonymised basis to preserve confidentiality. The section on non-identifiable information in *How to revalidate with the NMC* provides further details.
- ⁴ It is a requirement under paragraph 23 of the Code that your NMC Pin is given where there is a reasonable request. Giving your Pin for the purpose of revalidation is a reasonable request.
- ⁵ For example a nurse who undertakes training as a midwife and gains a second registration as a midwife.
- ⁶ Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours
- ⁷ We expect nurses, midwives and nursing associates to review the most recent standards of proficiency relevant to their registration and reflect on how their scope of practice relates to the standards and identify their training needs.
- ⁸ Please contact us if you require a reasonable adjustment to the way in which we contact you.



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The nursing and midwifery regulator for England, Wales, Scotland and Northern Ireland
Registered charity in England and Wales (1091434) and in Scotland (SC038362)

NMC Nursing &
Midwifery
Council