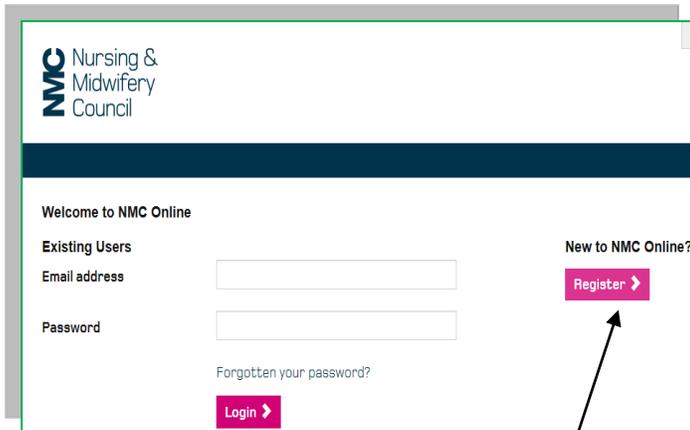


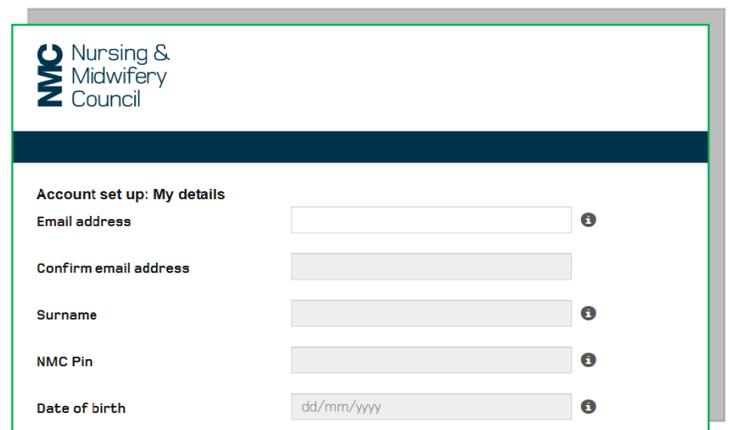
Important Information & FAQs

Nurse Revalidation tool

Being a registered nurse or midwife you will have a yearly renewal and a three yearly revalidation. You will be required to register on the **NMC** (Nursing and Midwifery Council) website <http://www.nmc.org.uk> - Unless you have already registered.



Click the pink button saying **'Register'**.



Then you will need to fill in the fields

What is Revalidation?

Revalidation is the process that allows nurses/midwives to maintain their registration with the NMC. It builds on existing arrangements for the renewal of that registration.

As part of this process, all nurses and midwives 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.

The NMC will not accept any paper based submissions - Strictly ONLY electronic.

How many hours do I need to provide evidence for 450 or 900?

Everyone (nurse and midwife) will need to provide evidence for working 450 hours within the 3 year period of their revalidation. You will only need to provide evidence for 900 hours if you work as a nurse and midwife as a combined role.

When can I submit my portfolio?

You will receive an email 60 days before you are due to revalidate, you can submit your portfolio once you have this email. The latest you can submit is the first day of the month before you are due to revalidate. – (cannot be submitted a minute past midnight as the application may not be accepted)

What can I use as evidence for hours worked?

The forms of evidence which is acceptable are employment contracts or e-Roster reports (that can be sent to you from your e-Roster creator or approver). You cannot use a payslip as you may be on sick leave/maternity leave/annual leave at points during the 3 year revalidation period.

Is my portfolio linked to the NMC – so it will automatically be submitted to the NMC when complete?

No, your revalidation portfolio is not linked to the NMC. So you will need to go onto the NMC website and submit your revalidation. The purpose of the portfolio is so you can store your entire evidence in one place electronically. This can be downloaded as a zip file also.

Can I still access my portfolio whilst on annual leave?

Yes, as your portfolio is on your training account, you can access this from any PC at any time even if you are on annual leave. The only time you will not be able to access this is when you have left the organisation or if your training account has been suspended while you're on maternity or adoption leave etc.

Do I send my portfolio to the NMC at the same time as submitting?

You are only required to send your portfolio to the NMC if they require it to quality check. They will contact you within 24 hours of submitting your revalidation.

If I forget to submit my portfolio in time what do I do?

You will need to contact the NMC immediately! The contact details are in the link below.

<https://www.nmc.org.uk/contact-us/phone-numbers-and-email-addresses/>

Definitions

Revalidation: The process by which Nurses and Midwives will have to demonstrate to the Nursing and Midwifery Council that they are: up to date and fit to Practice and that they are complying with the relevant professional standards.

Registrants: This is the generic NMC term for either a Nurse or a Midwife.

Confirmation: Provides assurance, increases support, and engagement between nurses, midwives and their confirmer, make nurses and midwives more accountable for their own practice and improvement.

Confirmer: the Line manager, NMC guidance states this does not have to be an NMC registered Nurse or Midwife, but within the Trust we have stated this as a requirement.

They are the person who undertakes the confirmation for you.

The Code: NMC Code of Professional standards of Practice and Behaviour for Nurses and Midwives for its Registrants

CPD: Continuing professional development: evidence that Nurses/Midwives have undertaken in order to develop themselves in line with the requirements of their role and professional body.



Feedback: Information on a Nurse / Midwives practice this can be formal or informal, written or verbal and positive or constructive.

Reflections: This is a written account as required by the NMC – these can be about an instance of CPD, feedback, an event or experience in your practice as a nurse or midwife, or a combination of these.