

***Revalidation  
support for  
Thornbury &  
Guild nurses***

# 12 Steps to Successful Revalidation

# Revalidation 12 steps guide

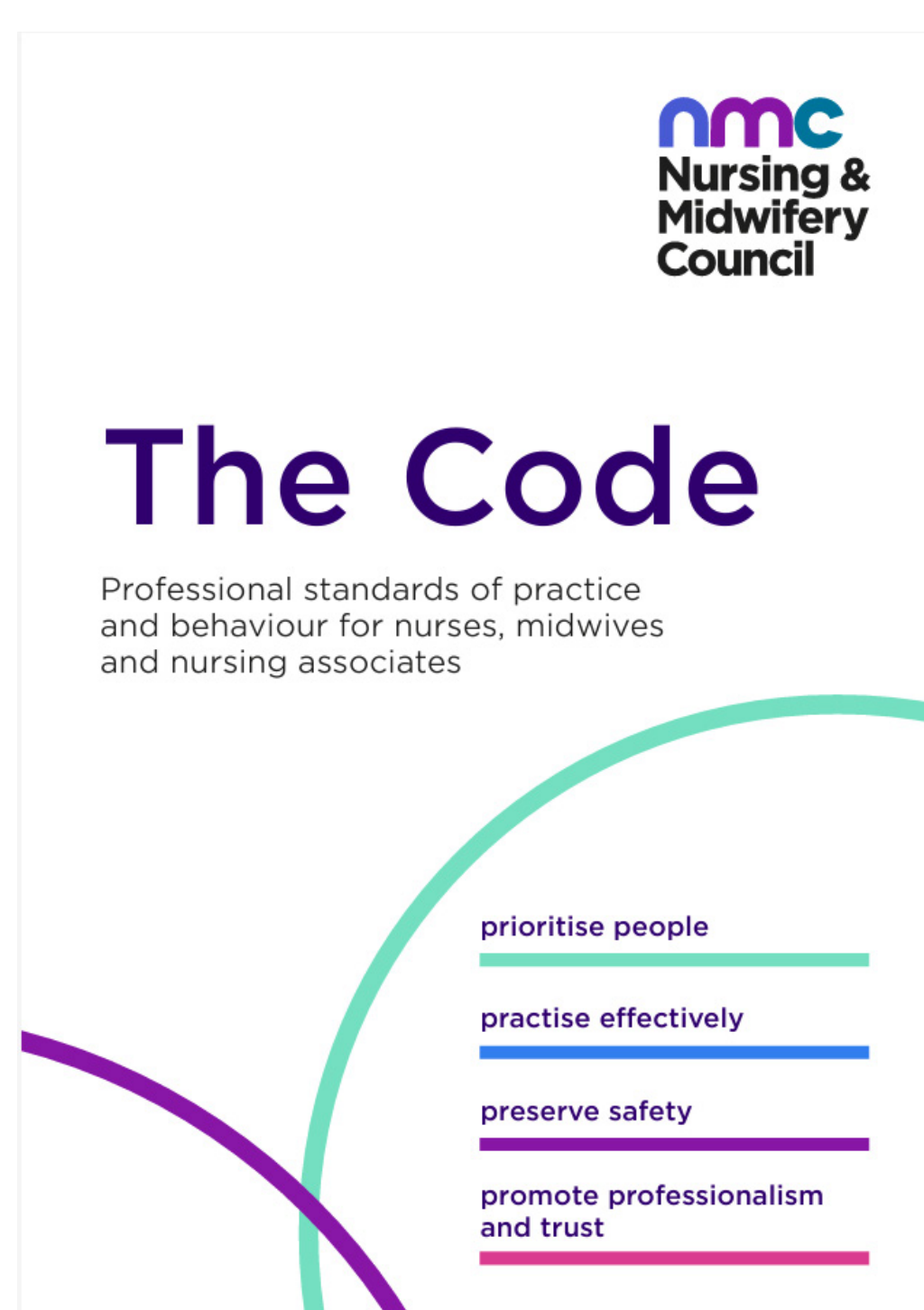
## Step 1: Understanding Revalidation



- C. Download a copy of the '[Standards of proficiency for nurses](#)' from the NMC website. In the CPD section of your Revalidation, you will be required to link each learning activity to these standards.



- A. Print off a copy of the '[How to Revalidate Guidance](#)' from the NMC website.
- B. Make sure you have a copy of the Code as you will need to refer to this throughout the Revalidation process. You can download a copy of the code [here](#).





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## Step 2: Your Portfolio

Decide if you are going to collect your evidence on paper or electronically. We recommend you do this electronically.

The digital templates will expand to accommodate more information as required, so you won't need to worry about running out of space like on the paper templates.

If paper, print off all relevant templates from the NMC website or Quick Nurse:

- Practice hours
- CPD
- Reflective logs
- Practice-related Feedback
- Reflective Discussion
- Confirmation

and insert them in the correct sections of your folder.

If electronically, decide if you will be using an online portfolio programme (such as RCNi) or whether you will store electronic copies of all documentation on your on PC.

Download electronic copies of the templates from the NMC website for:

- Practice hours
- CPD
- Reflective logs
- Practice-related Feedback
- Reflective Discussion
- Confirmation

These will help guide you even if you are using an online portfolio programme.

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## Step 3: Practice Hours

- A. Start to gather evidence of your practice hours. Remember the minimum hours are 450 or 900 if you are renewing dual registration (for example, Midwifery and Nursing or Midwifery and SCPHN). You can find out how many hours you have worked with us in Quick Nurse. Go to 'My details' and look for 'Revalidation'.
- B. Make sure you identify your hours worked by direct and indirect patient care. Indirect patient care could be: management, education/teaching, policy development or research
- C. Collect evidence of all hours worked until you reach the required 450 or 900. You can reference hours worked at any time during the three years preceding your Revalidation date, on the basis that you had an up to date NMC pin during this time
- D. You will need to ensure you record the following in relation to your hours worked:
  - Date/s worked
  - Name of the organisation
  - Type of organisation, i.e. Thornbury Nursing Services or The Scottish Nursing Guild
  - Scope of practice i.e. direct or indirect patient care

- Number of hours worked
  - Registration type i.e. Nurse or Midwife
  - Brief description of work undertaken
- E. Be sure to keep a piece of evidence showing that you worked the hours stated. This could be:
    - Timesheets
    - Pay slips
    - Job specifications/Role profiles

If you are completing a paper portfolio, photocopy these items and put them into your folder. If using an electronic system, scan these documents and drop them into your Revalidation folder on your desktop or save to your online portfolio

- F. When you have recorded 450 hours of practice for each part of the register (Nursing/Midwifery) you wish to keep 'live', you have completed this section of your portfolio



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## Step 4: Continuing Professional Development (CPD)

Continuing professional development (CPD) refers to a learning activity which contributes to maintaining or further developing your knowledge, understanding and practice of nursing or midwifery. You must complete at least 35 hours of CPD of which 20 must be participatory i.e. with other health professionals.

A. Start by going through each piece of CPD one by one and completing the NMC log form noting:

- The date of the learning activity. Please ensure the hours and dates match the information on your activity's certificate(s).
- Method i.e. conference, study session, online training, MDT meeting etc.
- A brief outline of the purpose of the activity
- What you have learnt
- How you have/will apply your new learnings to your practice
- How this related to the Code
- The number of hours spent on the activity, making specific reference to the number of (if any) participatory hours
- How this relates to the Standards of proficiency for nurses

B. Provide evidence for each CPD entry:

- Attendance certificate
- Study day program
- Attendance list
- Email from provider

If you are including articles that you have read, or research you have reviewed, the evidence must be in the form of copies of the article or publication and/or review notes. Peer review or appraisal evidence can include notes made, observation and outcomes.

If you are completing a paper portfolio, photocopy these items and put them into your folder. If using an electronic system, scan these documents and drop them into the Revalidation folder on your desktop or save to your online portfolio

C. When you have collected 35 hours of CPD, at least 20 hours being participatory (it can all be participatory), you have completed this section of your portfolio

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## Step 5: Practice-Related Feedback

You must collect at least FIVE pieces of practice-related feedback relevant to the three years preceding your next Revalidation date.

These may be:

- Part of a recent appraisal
- An inspection report related to your place of work
- A complaint
- A compliment
- Feedback from colleagues, patients, families

**It is important that you collect this feedback as you will need to refer to the feedback when you write your written reflections.**

## Step 6: Reflection

Reflection is the process whereby you look back on a previous work related event and think about how you approached a situation, what you thought you done well, what could have been done better and what changes you will make for the future. Alternatively you can reflect upon something you learnt during your CPD, an incident/event at work or a healthcare related topic.

- A. Firstly, think about a topic/event you would like to reflect on
- B. Begin by making some bullet points or notes on the topic you wish to reflect upon
- C. Write a draft version of your reflective piece, ensuring you are clear on:
  - What the piece of reflection is about
  - What you have learnt
  - How it has/will change your practice
  - Identify which chapter(s) of the code this relates to
- D. Once you feel confident with your draft, write this up on the NMC reflective practice templates and insert into your folder or scan and save electronically
- E. Repeat each step until you have completed at least 5 written reflections. Store these safely ready for your reflective discussion



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## Step 7: Professional Indemnity

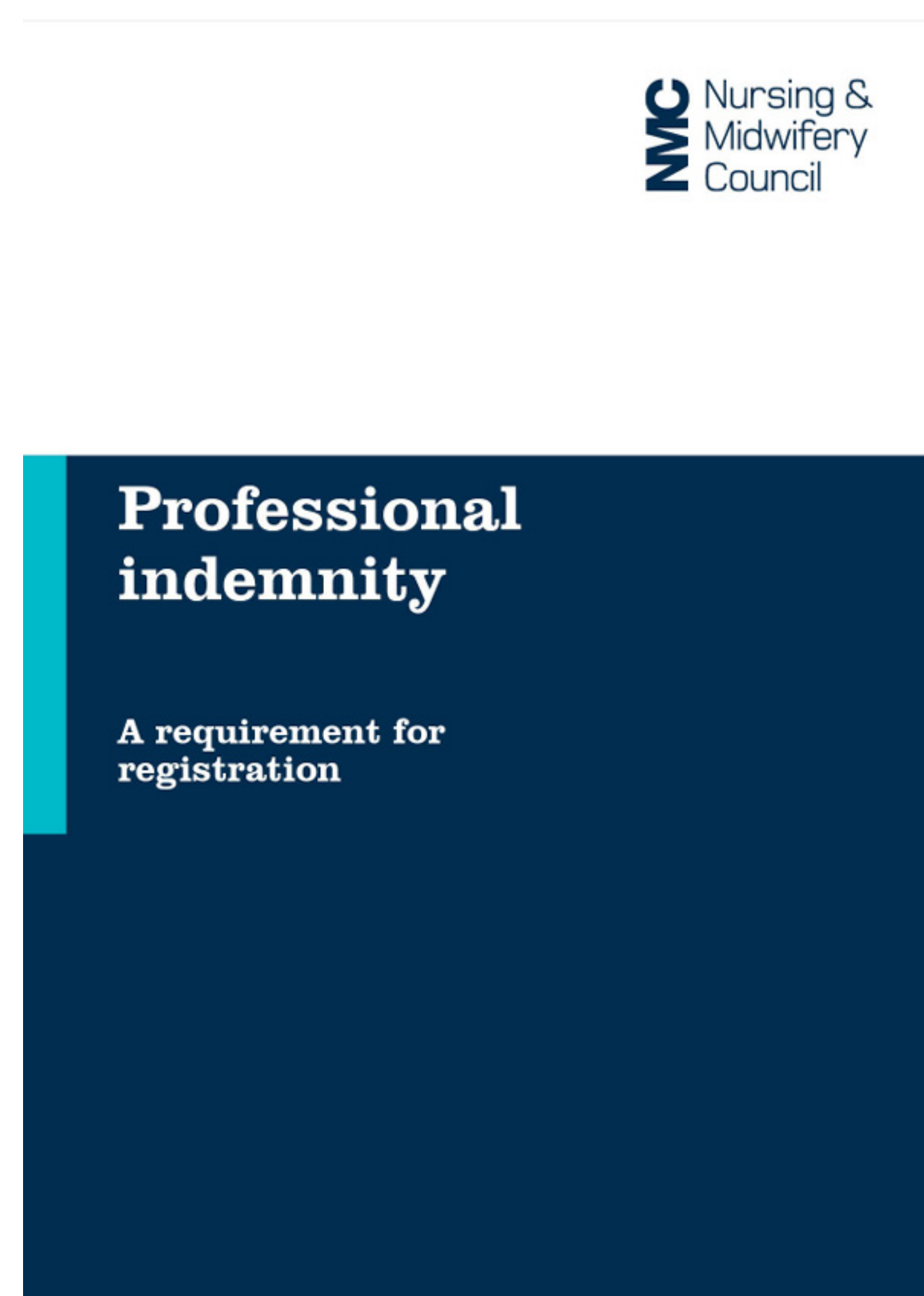
Within your Revalidation application, you must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement. If you are a full-time agency nurse, it is important that you ensure you have made arrangements for your own insurance. If you hold a full-time or substantive NHS post or work in a private setting, it is important that you confirm that you are covered by your employer.

How do I arrange indemnity cover?

Many of you will already have appropriate indemnity arrangements in place if:

- You work exclusively for the NHS
- You work in an employed environment in the independent sector where your employer provides you with indemnity cover
- You undertake self-employed work and have made your own professional indemnity arrangements

For more information on indemnity cover, visit the NMC help guide [here](#).



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## Step 8: Health and Character

As part of your Revalidation, you must declare:

- If you have been convicted of any criminal offence or issued with a formal caution
- If you have had confirmation from a professional or regulatory body (including those responsible for regulating or licensing a health and social care profession) that your fitness to practice is impaired

If your health and character are sufficiently good to enable you to practise safely and effectively in accordance with the Code, and you do not have any charges, cautions, convictions or determinations to declare, you do not need to keep any information as part of this requirement. Your confirmer does not need to check that you have met this requirement

## Step 9: Final Check

- A. Double check your portfolio against the check-list in the 'How to Revalidate with the NMC' booklet ensuring you have completed all required sections to the minimum standard
- B. When you are happy that your Revalidation portfolio is complete, contact Thornbury Nursing Services or The Scottish Nursing Guild to arrange your reflective discussion

## Step 10: Reflective Discussion

- A. If you are a full-time Thornbury or Guild nurse, you can arrange to have your reflective discussion with a member of the Thornbury Nursing Services or Scottish Nursing Guild team. Otherwise, arrange to have your reflective discussion with another registrant, but this can not be someone with whom you have a personal relationship.
- B. Once your reflective discussion is completed, ask your reflective discussion partner to sign the NMC template. Be sure to save your form appropriately either by storing safely in your Revalidation folder or scanning into your online portfolio

## Step 11: Confirmation

You can arrange to have your confirmation meeting at the same time as your reflective discussion. This is the point where you sit down with your confirmer and ensure that that your Revalidation portfolio is ready for submission. If your confirmer is happy that you have met the required criteria they will sign off your portfolio ready for submission.



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## Step 12: Submission

- A. Log onto your NMC online account and complete the required declaration.
- B. You are able to do this electronically any time during the 60 days which precede the FIRST day of the month in which your Revalidation is due.

# Ta-dah!

### PLEASE NOTE:

DO NOT leave your Revalidation until the last minute. Finish early to ensure you don't miss the deadline. For further help or guidance, please contact the TNS Revalidation Team at [rtc.refs@tnsltd.com](mailto:rtc.refs@tnsltd.com) or the SNG Revalidation Team on [revalidation@nursingguild.com](mailto:revalidation@nursingguild.com)