This policy and procedure describes the approach to NMC revalidation to ensure that registered nurses remain fit to practice throughout their career.

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<tr>
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<th>Nursing, Revalidation, NMC, Confirmer, Registration</th>
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</tbody>
</table>
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Section title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Version Control</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Equality Statement</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Definitions/abbreviations that apply to this policy</td>
<td>5</td>
</tr>
<tr>
<td>1.0</td>
<td>Purpose of the Policy</td>
<td>6</td>
</tr>
<tr>
<td>2.0</td>
<td>Summary and Key points</td>
<td>6</td>
</tr>
<tr>
<td>3.0</td>
<td>Duties within the Trust</td>
<td>7</td>
</tr>
<tr>
<td>4.0</td>
<td>Introduction</td>
<td>8</td>
</tr>
<tr>
<td>5.0</td>
<td>Revalidation requirements</td>
<td>9</td>
</tr>
<tr>
<td>6.0</td>
<td>Right of review</td>
<td>13</td>
</tr>
<tr>
<td>7.0</td>
<td>Exceptional circumstances</td>
<td>13</td>
</tr>
<tr>
<td>8.0</td>
<td>New employees</td>
<td>13</td>
</tr>
<tr>
<td>9.0</td>
<td>Records and confidentiality</td>
<td>14</td>
</tr>
<tr>
<td>10.0</td>
<td>Revalidation and NMC Fitness to Practice Processes</td>
<td>14</td>
</tr>
<tr>
<td>11.0</td>
<td>Staff with more than one line manager/employer</td>
<td>14</td>
</tr>
<tr>
<td>12.0</td>
<td>Temporary NMC Registered Staff</td>
<td>15</td>
</tr>
<tr>
<td>13.0</td>
<td>Failure to Comply with NMC Revalidation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>14.0</td>
<td>Quality assurance for revalidation</td>
<td>16</td>
</tr>
<tr>
<td>15.0</td>
<td>Due Regard</td>
<td>17</td>
</tr>
<tr>
<td>16.0</td>
<td>Training</td>
<td>17</td>
</tr>
<tr>
<td>17.0</td>
<td>Monitoring Compliance and Effectiveness</td>
<td>18</td>
</tr>
<tr>
<td>18.0</td>
<td>Link to Standards/Performance Indicators</td>
<td>18</td>
</tr>
<tr>
<td>19.0</td>
<td>Dissemination</td>
<td>18</td>
</tr>
<tr>
<td>20.0</td>
<td>References and Associated Documentation</td>
<td>18</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>Revalidation Overview Process/Flowchart</td>
<td>20</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>Confirmation Overview Process/Flowchart</td>
<td>21</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>Application for Review of Confirmation Process</td>
<td>22</td>
</tr>
<tr>
<td>Appendix 4</td>
<td>The NHS Constitution</td>
<td>23</td>
</tr>
<tr>
<td>Appendix 5</td>
<td>Due Regard Screening Template</td>
<td>24</td>
</tr>
</tbody>
</table>
Version Control and Summary of Changes

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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<td>March 2016</td>
<td>New Policy</td>
</tr>
</tbody>
</table>

For further information contact:

Head of Professional Practice and Education, Revalidation Lead or appropriate Lead Nurse

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.
<table>
<thead>
<tr>
<th>Definitions/Abbreviations That Apply to This Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NMC Code</strong></td>
</tr>
<tr>
<td><strong>Confirmer</strong></td>
</tr>
<tr>
<td><strong>CPD</strong></td>
</tr>
<tr>
<td><strong>Due Regard</strong></td>
</tr>
<tr>
<td><strong>ESR</strong></td>
</tr>
<tr>
<td><strong>HR</strong></td>
</tr>
<tr>
<td><strong>LPT</strong></td>
</tr>
<tr>
<td><strong>NMC</strong></td>
</tr>
<tr>
<td><strong>Portfolio</strong></td>
</tr>
<tr>
<td><strong>Protected Characteristics</strong></td>
</tr>
<tr>
<td><strong>Revalidation</strong></td>
</tr>
<tr>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td><strong>Renewal</strong></td>
</tr>
<tr>
<td><strong>uLearn</strong></td>
</tr>
</tbody>
</table>
1.0 Purpose

The purpose of this policy is to outline the requirements and arrangements for Nursing and Midwifery Council (NMC) revalidation of registrants in the Trust, following direction by the NMC and other relevant bodies. This policy is not exhaustive and should be read in conjunction with the relevant NMC resources on revalidation http://revalidation.nmc.org.uk/

The aim of the policy is to ensure that an effective revalidation process is in place, assuring the Trust, Professional Bodies and Regulators that all NMC registered staff are fit to practice and provide the highest standards of safe care to patients.

The policy defines the roles and responsibilities of all staff involved in revalidation and the implications towards NMC registrants should they fail to comply with the revalidation requirements.

2.0 Summary and Key Points

2.1 The policy applies to all NMC registrants who wish to continue their registration irrespective of whether registration is a key requirement for their role or whether a temporary or permanent contract is held with the Trust.

2.2 Revalidation will apply to all NMC registrants who are due for renewal from April 2016 onwards. Nurses will need to familiarise themselves with the revalidation requirements and start to develop their portfolio. All nurses will be required to revalidate at the point of the renewal of their registration in order to remain on the NMC register.

NB: Registration is maintained annually by paying fees to the NMC. Renewal of registration is required every 3 years by paying annual fees and completing a revalidation application with the NMC.

2.3 Revalidation supports professionalism through a closer alignment with the NMC Code (March 2015).

The revalidation model aligns to the four themes of the NMC Code:

• **Prioritise people** by actively seeking and reflecting on any direct feedback received from patients, service users and others to ensure that NMC registrants are able to fulfil their needs.

• **Practise effectively** by reflecting on personal professional development with colleagues, identifying areas for improvement in personal practice and undertaking professional development activities.

• **Preserve safety** by practising within personal competency for the minimum number of practice hours, reflecting on feedback, and addressing any gaps in your practice through continuing professional development (CPD).

• **Promote professionalism and trust** by providing feedback and helping other NMC colleagues reflect on their professional development, and being accountable to others for their professional development and revalidation.
2.4 The NMC Code (March 2015, paragraph 22) requires NMC registrants to **fulfil all registration requirements**. To achieve this, they must:

- Meet any reasonable requests so the NMC can oversee the registration process
- Keep to the prescribed hours of practice and carry out continuing professional development activities, and
- Keep personal knowledge and skills up to date, taking part in appropriate and regular learning and professional development activities that aim to maintain and develop personal competence and improve personal performance.

3.0 **Duties within the Trust**

3.1 The Trust Board has a responsibility for Trust policies and for ensuring that they are carried out effectively.

3.2 Trust Board sub-committees have the responsibility for agreeing and adopting policies and procedures.

3.3 The Chief Nurse has overall responsibility for ensuring systems and processes are in place to support registrants’ compliance with revalidation requirements.

3.4 The Head of Professional Practice and Education has professional responsibility for ensuring that systems and processes to support compliance with revalidation requirements are consistent across the entire nursing workforce within LPT.

3.5 Service Directors and Heads of Service are responsible for:

- Ensuring that comprehensive arrangements are in place regarding adherence to this policy and how this policy is applied within their own area of responsibility.
- Ensuring that team managers and other management staff are given clear instruction about the policy arrangements so that they in turn can instruct staff under their direction.

3.6 Line managers are responsible for:

- Communicating to their teams, the importance of maintaining their own professional registrations at all times and the implications should they not do this within the required timescales.
- Checking and ensuring that all NMC registered staff that work within their area have current and valid professional registration on engagement/appointment.
- Maintaining a record of relevant professional registrations and expiry/renewal dates.
- Ensuring all staff have access to the up to date policy, either through the intranet, or if policy manuals are maintained that the resources are in place to ensure these are updated as required.
- Maintaining a system for recording that the policy has been distributed and received by staff within the department/service and for having these records available for inspection upon request for audit purposes.
- Ensuring that the policy is followed and understood as appropriate to each staff member’s role and function. This information must be given to all new staff on induction. It is the responsibility of local managers and team leaders to have in place a local induction that includes this policy.
3.7 NMC registered nurses have a professional responsibility and contractual obligation to maintain their registration and are responsible for:
- Maintaining their registration by paying annual fees to the NMC and through the revalidation process.
- Adhering to this policy at all times.
- Identifying their confirmer and contacting them to arrange a mutually convenient face to face meeting.

3.8 Confirmers are responsible for:
- Confirming that an NMC registrant has met revalidation requirements in accordance with NMC guidance.
- Ensuring that they keep up to date with NMC guidance on revalidation requirements.
- Attend appropriate training to ensure that they are informed of their role as a confirmer and the processes involved.
- Providing availability to NMC registrants to conduct face to face meetings for the purpose of confirming revalidation requirements.

3.9 Human Resources are responsible for:
- Ensuring systems are in place to record and report on revalidation dates and completion/confirmation.
- Ensuring that timely notification is provided to the relevant managers with regards to an expected renewal of registration by revalidation 1 month in advance of its expiry.
- Checking the registration details of new starters prior to their issuing of an offer of employment and provide evidence of this as a way of assurance.
- Providing expert advice with regards to the appropriate action to be taken as a result of lapsed/potential lapses in professional registration and any subsequent action that should be taken as a consequence.

4.0 Introduction

The purpose of revalidation is to improve public protection by making sure that NMC registrants continue to remain fit to practise throughout their career. Revalidation is built on existing arrangements and adds requirements which encourage NMC registrants to seek feedback from patients and colleagues reflect upon the Code by having a professional discussion with another registrant and, importantly, seek confirmation that they have met those requirements from a third party.

Revalidation reinforces the duty on NMC registrants to maintain their fitness to practise within the scope of their practice and incorporate the Code in their day to day practice and personal development. Revalidation will encourage engagement in professional networks and discussions, and reduce professional isolation.

Revalidation will enhance employer engagement by increasing their awareness of the NMC regulatory standards, encouraging early discussions about practice concerns before they escalate or require referral to the NMC, and increasing access and participation in appraisals and professional development.
5.0 Revalidation Requirements

5.1 Keeping a portfolio
NMC Registrants should already have an up to date professional portfolio which they can use to record that they have met revalidation requirements. This will be helpful for the discussion NMC registrants will have with their third party confirmer. NMC registrants will also need to have this information available in case the NMC request to see it to verify the declarations NMC registrants have made as part of their application.

The NMC recommends that registrants keep their portfolio until after their next revalidation. For example, if the NMC Registrant’s revalidation is in 2016, then the NMC suggest that they should keep their portfolio until 2019, when they have revalidated again.

NMC Registrants can use the checklist included in the NMC ‘How to revalidate guidance’ http://revalidation.nmc.org.uk/ to make sure that all of the information is in their portfolio before they submit their revalidation application. The NMC expect all evidence to be kept in English so any overseas evidence will require authorised interpreting (cost to be met by registrant).

NB: Evidence can come from a variety of employers covering the 3 years prior to revalidation.

5.2 Portfolio Evidence
The following evidence will need to be included in the registrant’s portfolio for revalidation:

- **Practice Hours**
  NMC Registrants must practise a minimum of 450 hours over the three years preceding the date of their application for renewal of their registration. A template for recording practice hours is available in the NMC ‘How to revalidate guidance’ http://revalidation.nmc.org.uk/

- **Continuing Professional Development (CPD)**
  The requirement for CPD is that all NMC registrants must undertake 35 hours of continuing professional development relevant to their scope of practice as a nurse, midwife or both, over the three years prior to the renewal of their registration. Of those 35 hours of CPD, 20 must include participatory learning. Guidance on examples of CPD activities and a template for recording CPD is available in the NMC http://revalidation.nmc.org.uk/

- **Practice Related Feedback**
  The requirement is that NMC Registrants must obtain at least five pieces of practice-related feedback over the three years prior to the renewal of their registration. NMC registrants will have to obtain feedback from a variety of sources. E.g.
  - Patients/Service Users
  - Carers and Families
  - Colleagues
  - Reviewing Complaints
  - Team performance reports
• Serious Incident Reviews
• Annual Appraisal
Family and Friends Test
This list is not exhaustive and further guidance can be found in the NMC’s ‘How to revalidate’ booklet. [http://revalidation.nmc.org.uk/](http://revalidation.nmc.org.uk/)

• **Written Reflection and Reflective Discussion**
NMC Registrants must record a minimum of five written reflections on their practice, their CPD, and practice-related feedback over the three years prior to the renewal of their registration. The reflection must link to the NMC Code. Guidance on written reflection can be found in the NMC’s ‘How to revalidate’ booklet. [http://revalidation.nmc.org.uk/](http://revalidation.nmc.org.uk/)

NMC Registrants must have a reflective discussion with another NMC registrant, covering their five written reflections. The NMC reflective discussion partner must sign the appropriate NMC form to confirm the discussion has taken place. Guidance on reflective discussion can be found in the NMC’s ‘How to revalidate’ booklet. [http://revalidation.nmc.org.uk/](http://revalidation.nmc.org.uk/)

The NMC reflective discussion partner must sign the appropriate NMC form to confirm the discussion has taken place. Guidance on reflective discussion can be found in the NMC’s ‘How to revalidate’ booklet.

### 5.3 Statement of Health and Character

The requirements for NMC registrants are to:

- Provide a health and character declaration
- Declare if you have been convicted of any criminal offence or issued with a formal caution over the three years prior to the renewal of your registration.

This declaration needs to be completed as part of the online revalidation application. Further information is available on the NMC website about both elements of this declaration however essentially good character is important and is central to the NMC Code as nurses and midwives must be honest and trustworthy. Good character is based on conduct, behaviour and attitude and should be in line with the NHS Constitution and the Trust’s Values.

It is expected that if a NMC registrant receives any cautions or convictions over the three years prior to the renewal of their registration that they inform their employer and NMC immediately as indicated in the NMC Code. Revalidation declaration will also include an opportunity to declare if there are any pending police charges. The requirement to declare any cautions or convictions is included in all employees’ contracts of employment and in bank worker agreements.

### 5.4 Professional Indemnity

NMC registrants must declare that they have, or will have when practising, appropriate cover under an indemnity arrangement. By law, NMC registrants must have in place an appropriate indemnity arrangement in order to practise and provide care. For NMC Registrants that work exclusively for the NHS, then an appropriate indemnity arrangement is already in place.
For staff that undertake any duties outside of their contract with LPT they must ensure that they have an appropriate indemnity arrangement in place as they will not be covered by the trusts indemnity.

NMC Registrants will need to complete this declaration as part of their online revalidation application.

Further guidance on Professional Indemnity can be accessed at http://revalidation.nmc.org.uk/

5.5 Third Party Confirmation

To complete the online revalidation application, the NMC will request that the registrant has demonstrated to an appropriate third party (confirmer) that they have complied with the revalidation requirements. The confirmation discussion should take place face to face in an appropriate environment.

For NMC registrants employed by LPT, the confirmer will normally be their line manager. An alternative confirmer may be chosen if:

- The line manager is not NMC registered or another healthcare regulated professional
- The line manager is not available due to leave commitments (annual, maternity, sick, career break)
- The line manager is not available to provide confirmation due to conflicting work commitments and it is agreed that it is reasonable to delegate the role to another confirmer
- There is a conflict of interest between the registrant and the line manager

It is the responsibility of the registrant to approach their confirmer to discuss and agree to carry out the role.

The NMC do not require that confirmers are NMC registrants themselves but within LPT where possible a confirmer should be chosen who is NMC registered. All confirmers within LPT must be regulated health care professionals and should have a thorough knowledge/understanding of the NMC Code (March 2015) and the NMC Revalidation Requirements. They should also have knowledge of and access to the NMC Confirmer Guidance.

NMC registrants who are at Director Level may wish to choose a confirmer outside the organisation who is an NMC registrant with effective registration.

The confirmation discussion should be held within the final twelve months preceding the NMC registrant’s renewal date allowing the NMC registrant 60 days prior to their renewal date to submit their application and the NMC to process it in sufficient time to prevent lapsed registrations.

The confirmation form should be kept in the NMC registrant’s portfolio in case the NMC requests further evidence. The confirmer may take a copy of the confirmation form for their records and/or for the registrants personnel file.
The NMC may contact the confirmer direct to verify that they did undertake the confirmation process.

5.6 Roles and Responsibilities of Confirmers

- To be familiar with and understand the requirements of revalidation.
- Have a face-to-face discussion with the NMC registrant about their portfolio, where the registrant can explain to the confirmer how they have met the requirements.
- Review the registrant’s portfolio to make sure that they have met the revalidation requirements. The NMC registrant can submit their portfolio to their confirmer at least 14 days prior to their revalidation discussion to enable preparation time.
- Question the registrant where there is a lack of clarity regarding the NMC registrant meeting the requirements.
- Use personal professional judgment in deciding whether the registrant has met the revalidation requirements.
- Respond to requests from the NMC for further information regarding a registrants revalidation application.

Confirmation is not any of the following:

- To decide whether a nurse or midwife will remain on the register. This is the NMC’s role as the regulator.
- Make a judgment on whether the registrant is fit to practise. Revalidation is not a new way to raise fitness to practise concerns.
- Verify information in the registrant’s portfolio. For example, the confirmer does not need to contact CPD providers to check whether the registrant attended or completed a particular item of CPD. All of the information you require to make your judgement should be contained in the registrant’s portfolio.

NB: It is important to understand the confirmer is being asked to confirm based on the evidence that they have seen. If confirmers provide confirmation honestly, they will not be held responsible for future or past actions if they were unaware of them when giving the confirmation.

5.7 Selection of Confirmers

The confirmer will, by normally, be the registrant’s line manager, irrespective of whether they themselves hold a NMC registration.

A list of appropriate confirmers will be maintained by the Trust in order that the Trust has robust quality assurance mechanisms for the following:

- Ensuring that all confirmers are trained and up to date on revalidation
- To provide data to NMC and regulators as required
- To ensure that the Trust is suitably assured that appropriate staff are employed by the Trust

All confirmers will have attended a training session on revalidation and the role of the confirmer prior to undertaking any confirmation discussions. Revalidation training for confirmers will be incorporated into the Trust’s Training Needs Analysis (TNA).

The requirement to undertake the role of confirmer will be included in nursing job descriptions for all roles at Band 6 and above irrespective of whether they hold line
manager responsibility and in other regulated healthcare professional job
descriptions where there maybe responsibility for line managing nursing staff.

Confirmers may retain a record of their completed confirmations which can be filed in
the NMC registrant’s personal file so that the information is accessible in the event of
the NMC requesting additional information.

6.0 Right of Review

Where a registrant is not satisfied with the confirmer’s assessment, they will have a
right of review. A request for a review must be lodged within 14 calendar days of the
date of confirmation. A review will be undertaken by a Lead Nurse or appropriate
matron within 21 calendar days. There will be no further right of review.

7.0 Exceptional Circumstances

The NMC recognises that there might some circumstances when nurses and
midwives cannot meet the revalidation requirements. In such instances, they will
provide registrants with an exemption.

The NMC recognises two types of exceptional circumstances:

1. A registrant has not been in practice for sufficient time between October 2015
when the revalidation guidance was published, and their revalidation application
date, to meet the additional requirements e.g. due to maternity leave, sick leave
or career break.

2. Registrants can’t meet one or more of the requirements at any time because a
protected characteristic under the Equality Act 2010 applies. (The nine protected
characteristics are: age, disability, gender reassignment, marriage and civil
partnership, pregnancy and maternity, race, religion and belief, sex and sexual
orientation).

If a registrant believes that exceptional circumstances apply and they would like the
NMC to consider a request for special arrangements, or they require a reasonable
adjustment to be made, they should complete the ‘Request for alternative support
arrangements’ form to detail why. Registrants must complete and submit this form
well in advance of their revalidation application date to give the NMC time to consider
their request and make any necessary adjustments.

http://revalidation.nmc.org.uk/

It is the responsibility of the registrant to contact the NMC at the earliest opportunity if
they do not expect to be able to meet revalidation requirements. They should also
ensure that they keep their line manager informed of their circumstances.

8.0 New Employees

The revalidation date should be checked as part of the employment checks for all
new employees. If the NMC registrant’s revalidation is due in the first 2 months of
commencing with the Trust, the NMC registrant should be advised to complete the
process prior to leaving their current employer. Likewise leavers from LPT should
have their revalidation completed prior to leaving if it is due 2 months following their last contracted day. This process will enable greater robustness in third party confirmation and limit the possibility of registration lapses as NMC registrants move between organisations.

9.0 Records and Confidentiality

The detail of revalidation discussions between the NMC Registrant and the confirmer are generally considered to be confidential to the two parties involved.

However, any concerns as to whether and NMC registrant has met the revalidation requirements will be escalated to a Lead Nurse or Head of Professional Practice and Education as appropriate for further review and advice. If concerns regarding performance are identified then the appropriate Trust's policies should be referred to.

Confirmers should complete the NMC Confirmation Form which the registrant should retain in their portfolio. Confirmers should retain a record of their completed confirmations which should be filed in the NMC registrant’s personal file so that the information is accessible in the event of the NMC requesting additional information.

Registrants may choose to store their completed reflective discussion and confirmation forms in either paper or electronic format. All records containing personal and third party information should be retained securely in accordance with the Trust's Information Governance requirements.

10.0 Revalidation and NMC Fitness to Practise Processes

Revalidation does not create a new way to raise fitness to practise concerns. Any concerns regarding an NMC registrant’s practice should continue to be raised through the existing fitness to practise process and managed through the Trust’s Performance Policy and Procedure and/or Disciplinary Policy and Procedures.

If an NMC Registrant is subject to an NMC investigation, condition(s) of practice order or a caution, they will be able to apply to renew their registration as long as they fulfil all the requirements for renewal. However, they will remain subject to NMC fitness to practise processes and the outcome of those processes.

NMC registrants that have been struck-off or suspended from the register will not be able to renew their registration because they are no longer on the register.

If a NMC registrant’s renewal is due whilst they are subject to suspension from the register, they can apply for renewal only when their suspension is lifted. They will have three months to apply for and obtain renewal. If they fail to do this then they have to apply for re-admission.

11.0 Staff Who Have More Than One Line Manager, or More Than One Employer (includes staff who work at LPT but employed by another organisation)

Some NMC registrants employed by LPT will have more than one line manager, for instance those who have dual contracts between providers, part-time workers who have more than one job or have more than one role within LPT. NMC registrants may obtain evidence that covers all roles but only one confirmation is required.
It is recommended that the confirmer is the one where the NMC registrant undertakes most of their practice.

ALL NMC registrants will be prompted by the appraisal form on uLearn that they should discuss progress with revalidation during their annual appraisal and submit their confirmation paperwork every 3 years as evidence of compliance with the regulations. This provides the Trust with assurance that all staff are compliant with the Revalidation criteria.

Where the Trust has service line agreements with other providers in relation to clinical service provision and NMC registrants are providing care as part of those services, there is an expectation that confirmation will be undertaken by their employing organisation. All service line agreements should contain a section that outlines LPT and the Provider Trust’s roles and responsibilities for revalidation.

12.0 Temporary NMC Registered Staff

LPT Bank workers who work only for LPT will have an NMC registered confirmer allocated to them.

For staff who work substantively at LPT and also work bank shifts, confirmation will occur through their substantive line manager or selected confirmer.

For staff that work at LPT through an Agency, proof of revalidation will be requested through the contracted agency providing nursing staff. This will be audited as part of the contract. Expectations regarding revalidation of agency staff will be communicated to Agencies by LPT. It will be expected that their compliance with revalidation will be integral to maintaining their status with the National Procurement framework.

13.0 Failure to Comply with NMC Revalidation Requirements

A NMC registrant who is authorised to practice their profession by virtue of their name being maintained on the NMC register cannot be allowed to continue to practice if their registration is not maintained. Failure to maintain registration or loss of registration for a registered post will be treated as a breach of professional contractual terms and conditions.

Applications for revalidation must be submitted to the NMC within the preceding 60 days of the registrant’s revalidation application date. This date will be the 1st day of the month in which annual registration/renewal is due. Failure to submit the application within the stated timeline will have serious implications on the annual registration of the registrant and may result in lapsed registration.

If, by the registration expiry date, the registrant has failed to submit an application for revalidation their professional registration with the NMC will lapse. The registrant will be unable to continue to practise as a registered nurse and the Trust reserves the right to invoke its Disciplinary Policy and Procedure in respect of failure to maintain registration. This may result in summary dismissal.
When it has been identified that a registration has lapsed, managers are required to report this incident, please refer to the Trust Incident Reporting Policy [http://www.leicspart.nhs.uk/Library/IncidentReportingPolicy_Final_March2013.pdf](http://www.leicspart.nhs.uk/Library/IncidentReportingPolicy_Final_March2013.pdf)

The manager should meet with the individual to establish the circumstances surrounding the loss of registration or failure to comply with revalidation requirements and advice should be sought by HR to agree the appropriate course of action.

All cases of lapsed registration will be referred to the Professional Registration Panel which will consist of:

- Head of HR/Senior HR Business Partner
- Trust Lead Nurse Professional Standards
- A Divisional Lead Nurse

The role of the panel will be to review the case and determine a plan of action for the employee, which may include a recommendation that action will be taken in accordance with the Trusts Disciplinary policy and procedure. The purpose of the panel is to ensure consistency in dealing with lapsed registrations.

To manage the situation with the employee whose registration has lapsed managers must take the following action:

- For Agenda for Change staff, agree with the employee that they take annual leave or unpaid leave until re-registration can be confirmed with the appropriate registering body. Where staff have accrued annual leave at the date of the lapse in registration they may as an alternative to downgrading take a period of leave paid at their substantive band. When annual leave has been exhausted they will be downgraded and paid at a Band 2 rate for any work undertaken. There will be no reimbursement for the temporary reduction in salary.

- The employee will be downgraded and paid at a Band 2 from the date of lapsed registration (or following exhaustion of annual leave) until such time re-registration can be confirmed by the professional body. If there is no suitable post available, annual leave/unpaid leave will be automatically instigated as stated above. During this time only the duties of the unqualified post may be undertaken by the employee. The employee will be provided with a uniform relevant to the role and be moved on to an alternative ward/area/section until such time registration can be confirmed.

The registrant will be required by the NMC to submit an application for readmission to the register. As well as completing an application, the registrant will be required to demonstrate that they have met the requirements for registration by meeting revalidation requirements.

The NMC, as the regulator, may decide to refer a registrant to the registrar’s advisory group or for consideration of a fitness to practise investigation as a result of lapsed registration.

14.0 Quality Assurance for Revalidation

Each line manager will receive a list of NMC registrant’s revalidation/renewal date via lead nurses.
All NMC registrants will receive a reminder from Human Resources of their revalidation date 12 weeks prior to their application date with the NMC.

HR will continue to issue alerts regarding NMC expiry dates to line managers to action in accordance with the Trust's policy on Professional Registration.

The Quality Assurance Committee will be advised of any quality issues regarding revalidation and data regarding compliance will be included in the report on a quarterly basis.

15.0 Due Regard

The Trust’s commitment to equality means that this policy has been screened in relation to paying due regard to the Public Sector Equality Duty as set out in the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations

As such this particular policy has no specific impact on any protected characteristic or equality group.

Equality monitoring of all relevant protected characteristics to whom the policy applies will be undertaken. Robust actions to reduce, mitigate and where possible remove any adverse impact will be agreed and effectively monitored. This policy will be continually reviewed to ensure any inequality of opportunity is eliminated wherever possible.

16.0 Monitoring Compliance and Effectiveness

The table below outlines the trust’s monitoring arrangements for this document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

<table>
<thead>
<tr>
<th>Minimum requirement to be monitored – monitoring against standards set out in policy</th>
<th>Process for monitoring e.g. audit</th>
<th>Responsible individuals/group/committee</th>
<th>Frequency of monitoring/audit/reporting</th>
<th>Responsible individuals/group/committee for review of results and determining actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All NMC registered staff will be revalidated prior to expiry of registration.</td>
<td>ESR has interface with NMC and workforce run monthly reports of staff which highlights expiry dates (See Professional Registration Policy)</td>
<td>Workforce provide information to HR who share information with managers. Overview maintained by Professional Conduct Group and Revalidation Group</td>
<td>Relevant groups meet bi-monthly</td>
<td>Professional Conduct Group and Revalidation Group</td>
</tr>
</tbody>
</table>
17.0 Training

There is no mandatory training required but all NMC registered staff should acquaint themselves with the relevant NMC guidance on revalidation and confirming.

Any training needs related to NMC Revalidation will be identified by the line manager and sought through the most appropriate source as required.

18.0 Link to Standards/Performance Indicators (As for Professional Registration Policy)

<table>
<thead>
<tr>
<th>TARGET/STANDARDS</th>
<th>KEY PERFORMANCE INDICATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial appointment of all <em>permanent</em> clinical staff have undertaken professional registration checks.</td>
<td>Recruitment Checklist</td>
</tr>
<tr>
<td>On-going registration checks are in place for all <em>permanent</em> staff.</td>
<td>Monthly audit via ESR Alert Notice Circular</td>
</tr>
<tr>
<td>Assurance for professional registration checks for all <em>temporary</em> staff</td>
<td>Verification from external recruitment agencies.</td>
</tr>
<tr>
<td>Care Quality Commission registration standards (<em>outcome 12</em>) <em>Requirements relating to workers</em> regulation (21) of the Health &amp; Social Care Act (2008) (Regulated Activities Regulations 2010) <em>CQC essential standards</em></td>
<td>That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 12</td>
</tr>
<tr>
<td>Codes of conduct: professional bodies.</td>
<td>Registered nurses, doctors, health visitors and allied health professionals are personally accountable for the practice through their Codes of Conduct: <em>Nursing and Midwifery Council (NMC)</em> <em>health professionals council</em> and the <em>general medical council (GMC)</em></td>
</tr>
</tbody>
</table>

19.0 Dissemination

Copies of this policy and procedure will be made available to all staff via the policy files found on the knowledge and development web-pages of the Intranet.

All staff will be notified of a new or reviewed guidance via e-Source and the weekly Newsletter.

This document will be included in the LPT Publication Scheme in compliance with the Freedom of Information Act 2000

20.0 References

The policy should be read in conjunction with the following policies and guidance:
Trust Policies:
- Disclosure and Barring Policy and Procedure
- Professional Registration Policy and Procedure
- Performance Policy and Procedure
- Disciplinary Policy and Procedure
- Maternity, Paternity, Adoption and Parental Leave Policy and Procedure

NMC Guidance
- How to revalidate with the NMC http://revalidation.nmc.org.uk/
Revalidation is an ongoing process carried out across a nurse’s career and not a point in time

NMC Professional Registration Process

450 Hours Practice

35hrs CPD (20 Participatory)

5 Practice Related Feedbacks

5 Written Reflective Accounts and Reflective Discussions

Third Party Confirmation (Within the preceding 12 months of revalidation application date).

Apply for Revalidation via NMC online upto 60 days prior to revalidation date

Pay Annual Fees to Maintain Registration

The NMC Code underpins Revalidation

Professional Indemnity Insurance Declaration completed as part of application

Health and Character Declaration completed as part of application
Appendix 2 Confirmer Flowchart

Revalidation Application Due within Next 12 Months

Registrant should ensure that they have an identified confirmer and contact them to discuss revalidation and arrange a 1:1 meeting to carry out confirming process.

Registrant can provide confirmer with portfolio 14 days prior to meeting for review.

1:1 meeting held. Confirmation is completed. NMC confirmation form is to be completed and stored within registrant’s portfolio.

Revalidation requirements are not met. Confirmer should advise registrant of required evidence and to arrange further 1:1 when this has been collated in accordance with NMC guidelines.

Registrant should/can apply for Revalidation via NMC online up to 60 days prior to revalidation date.

Registrant to pay annual fees to NMC prior to expiry of their registration.

Confirmer has Fitness to Practice concerns – Refer to LPT internal Policy & Procedures. If revalidation requirements have been met then confirming can/should proceed as planned.

If the NMC request further information as part of verifying an application the registrant and confirmer should do so within 14 days.
Appendix 3

**Application for Review of Confirmation Process**

Where a registrant is not satisfied with the confirmer's assessment, they will have a right of review. A request for a review must be lodged within 14 calendar days of the date of confirmation and submitted to your line manager. A review will be undertaken by a Lead Nurse or appropriate matron within 21 calendar days.

<table>
<thead>
<tr>
<th>Date Review Requested:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>NMC Pin No:</td>
</tr>
<tr>
<td></td>
<td>Employee Number:</td>
</tr>
<tr>
<td>Division (CHS/FYPC/LD/ADMH):</td>
<td>Line Manager:</td>
</tr>
<tr>
<td>Service/Area/ Ward/Department</td>
<td>Confirmer (if differs from above):</td>
</tr>
<tr>
<td>Date of Confirming Meeting:</td>
<td>Location of Confirming Meeting:</td>
</tr>
<tr>
<td>Revalidation Application Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Please explain your reasons for requesting a review:**
(continue on a separate sheet if necessary)

<table>
<thead>
<tr>
<th>Registrants Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td></td>
</tr>
</tbody>
</table>
# The NHS Constitution

## NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services.

<table>
<thead>
<tr>
<th>Principle</th>
<th>Ticked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shape its services around the needs and preferences of individual patients, their families and their carers</td>
<td>☐</td>
</tr>
<tr>
<td>Respond to different needs of different sectors of the population</td>
<td>☐</td>
</tr>
<tr>
<td>Work continuously to improve quality services and to minimise errors</td>
<td>✓</td>
</tr>
<tr>
<td>Support and value its staff</td>
<td>✓</td>
</tr>
<tr>
<td>Work together with others to ensure a seamless service for patients</td>
<td>☐</td>
</tr>
<tr>
<td>Help keep people healthy and work to reduce health inequalities</td>
<td>☐</td>
</tr>
<tr>
<td>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</td>
<td>☐</td>
</tr>
</tbody>
</table>
Appendix 5

Due Regard Screening Template

Section 1
Name of activity/proposal: NMC Revalidation Policy and Procedure

Date Screening commenced: 7 March 2016

Directorate / Service carrying out the Assessment: Nursing and Professional Practice

Name and role of person undertaking this Due Regard (Equality Analysis): Rachel Bradley, Revalidation Lead

Give an overview of the aims, objectives and intended outcome of the proposal:

Aims:
The NMC Revalidation Policy applies to all staff including workers who are required to be registered with the NMC in order to practice. The aim of the policy is to clarify both organisation and individual responsibilities in ensuring professional registration is maintained through 3 yearly revalidation.

Objectives:
To provide clear guidance for employees and managers on the process to be followed to ensure that revalidation is completed every 3 years.

Intended outcome:
That all NMC registrants are aware of the procedure to be followed to ensure compliance with the requirements of revalidation and the consequences of failure to do so.

Section 2

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Could the proposal have a positive impact Yes or No (give details)</th>
<th>Could the proposal have a negative impact Yes or No (give details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Yes – clear guidance for all staff irrespective of their protected characteristic.</td>
<td>No - There is no impact on protected groups as the policy applies to all in any circumstance.</td>
</tr>
<tr>
<td>Disability</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Gender reassignment</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Marriage &amp; Civil Partnership</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Pregnancy &amp; Maternity</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Race</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Religion and Belief</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Sex</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>Other equality groups?</td>
<td>As above</td>
<td>As above</td>
</tr>
</tbody>
</table>

Section 3

Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.

Yes
High risk: Complete a full EIA starting click here to proceed to Part B

No
Low risk: Go to Section 4. ✓
<table>
<thead>
<tr>
<th>Section 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>It this proposal is low risk please give evidence or justification for how you reached this decision:</strong></td>
</tr>
<tr>
<td>As with all policies relating to staff, the NMC Revalidation Policy is inclusive and will not have an adverse impact in relation to any specific protected characteristic.</td>
</tr>
</tbody>
</table>

*Sign off that this proposal is low risk and does not require a full Equality Analysis:*

**Head of Service Signed:**

[Signature]

7 March 2016