Information for confirmers
Contents

WHAT DOES THIS DOCUMENT DO? .................................................................3
WHAT IS REVALIDATION? .............................................................................6
CHECKLIST OF REQUIREMENTS AND SUPPORTING EVIDENCE .......... 7
WHO CAN PROVIDE CONFIRMATION? .......................................................8
THE CONFIRMATION PROCESS AND WHAT YOU NEED TO DO .......... 11
THE REVALIDATION REQUIREMENTS THAT YOU NEED TO CHECK ....... 15
CONFIRMATION FORM .............................................................................20
ENDNOTES .................................................................................................23

This updated document was published January 2019
All our nurses and midwives 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 or midwife has demonstrated to their confirmer that they have met the revalidation requirements and this is 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 and midwives. 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 or midwife in the UK.

We take action if concerns are raised about whether a registered nurse or midwife 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 and midwives and the supporting evidence you will need to see for each requirement. On pages 15-19 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 1998. 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/foi-and-dpa/data-protection.
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 or midwife, 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 or midwife 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 or midwife.

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 about the standard of our service, visit the ‘Contact us’ pages on our website at: www.nmc.org.uk/contact-us/complaints-about-us.

The Code: Professional standards of practice and behaviour for nurses and midwives presents the professional standards that nurses and midwives must uphold in order to be registered to practise in the UK. www.nmc.org.uk/code.
WHAT IS REVALIDATION?

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

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.

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

It is not an assessment of a nurse or midwife’s fitness to practise, a new way to raise fitness to practise concerns or an assessment against the requirements of their current or former employment.

The purpose of revalidation

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

One of the main strengths of revalidation is that it encourages nurses and midwives to use the Code in their day-to-day practice and personal development. The Code presents the professional standards that nurses and midwives must uphold in order to be registered to practise in the UK.

Revalidation includes requirements that encourage nurses and midwives 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 or midwife 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 and midwives and increase our understanding of their practice and of the nursing and midwifery population more broadly.

The purpose of confirmation

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

Confirmation also increases professionalism by making nurses and midwives more accountable for their practice and improvement. It encourages those nurses and midwives 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 and midwives are engaging in professional development activities to maintain and develop their competence, and improve their practice.
Below is an overview of the requirements that you will need to check as a confirmer. The nurse or midwife needs to have met these requirements during the three years since their registration was last renewed or they joined the register.

Nurses and midwives 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.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>What you will need to see</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 practice hours or 900 hours if revalidating as both nurse and midwife</td>
<td>Written evidence that satisfies you that the nurse or midwife has practised the minimum number of hours required for their registration.</td>
</tr>
<tr>
<td>35 hours of Continuing Professional Development</td>
<td>Written evidence that satisfies you that the nurse or midwife has undertaken 35 hours of CPD relevant to their practice as a nurse or midwife. Evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse or midwife.</td>
</tr>
<tr>
<td>Five pieces of practice-related feedback</td>
<td>Written or oral evidence that satisfies you that the nurse or midwife has obtained five pieces of practice-related feedback.</td>
</tr>
<tr>
<td>Five written reflective accounts</td>
<td>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.</td>
</tr>
<tr>
<td>Reflective discussion</td>
<td>A completed and signed NMC form recording that the nurse or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife (or you are an NMC-registered nurse or midwife who has discussed these with the nurse or midwife yourself, and completed and signed the form).</td>
</tr>
</tbody>
</table>
WHO CAN PROVIDE CONFIRMATION?

An appropriate confirmer

Line manager

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

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

NMC-registered nurse or midwife

Not all nurses and midwives have a line manager. Nurses and midwives who do not have a line manager need to decide who is best placed to provide their confirmation. Wherever possible, we recommend these nurses and midwives obtain their confirmation from another NMC-registered nurse or midwife. Therefore, even if you are not the nurse or midwife’s line manager, you may still be the most appropriate person to provide their confirmation. It will be helpful if you have worked with the nurse or midwife 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 or midwife, 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 nurses and midwives may not have a line manager or another NMC-registered nurse or midwife to provide their confirmation. These nurses and midwives 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 or midwife, 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 20-22).

As you are not an NMC-registered nurse or midwife, the nurse or midwife will need to have had their reflective discussion with another NMC-registered nurse or midwife before seeking confirmation from you.
Other potential confirmers

A very small number of nurses and midwives may not have a line manager or NMC-registered nurse or midwife or another healthcare professional who is regulated in the UK that they work with.

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

Nurses and midwives who work wholly overseas: We recommend that these nurses and midwives 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 nurse or midwife 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 at revalidation.nmc.org.uk/what-you-need-to-do/confirmation.
Nurses and midwives who have more than one line manager

Some nurses and midwives will have more than one employer or undertake more than one role. These nurses and midwives need to obtain one confirmation which covers all of their practice. In these circumstances, nurses and midwives 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 or midwife does not undertake all of their work in your organisation.

Level of familiarity with the nurse or midwife’s practice

You need to be in a position to confirm that the nurse or midwife has met the revalidation requirements (see pages 11-19). Most confirmers will be the nurse or midwife’s line manager and be very familiar with the practice of the nurse or midwife. Other confirmers will have less familiarity with the practice of the nurse or midwife they are confirming. In all cases, you still need to be in a position to confirm that the nurse or midwife has met the requirements. As a minimum, you need to have a discussion with the nurse or midwife 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 your impartiality or objectivity. Examples of conflicts of interest are personal or commercial relationships.

You need to be mindful about any personal or commercial relationship between you and the nurse or midwife when providing confirmation, and you should generally avoid providing confirmation where there is a conflict of interest. It would not be appropriate for you to act as a confirmer for a family member or person with whom you have a close personal relationship. However, we recognise that there is likely to be a commercial interest in many small businesses and in some cases this will not be avoidable.

All confirmations must be provided objectively. You must not be influenced by any personal or commercial relationship you might have with the nurse or midwife when providing confirmation. If you cannot provide confirmation objectively, you should discuss this with the nurse or midwife. You and the nurse or midwife 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.
The Confirmation Process

And What You Need To Do

Revalidation and confirmation timings

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

We expect nurses and midwives 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 the nurse or midwife to explain why.

The nurse or midwife 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 or midwife’s evidence

Nurses and midwives 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.

We strongly recommend that nurses and midwives 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 and midwives 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.

Nurses and midwives 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 nurses and midwives undertake to meet the revalidation requirements will reflect their individual scope of practice as a nurse or midwife.

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

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

Once nurses and midwives 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 the nurse or midwife’s 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 or midwife at each annual appraisal. This will help the nurse or midwife 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 or midwife has met the revalidation requirements

As a confirmer you are not being asked to make a judgement on the overall quality of the nurse or midwife’s practice; you are instead checking that the nurse or midwife 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 or midwife, and their written reflective accounts should demonstrate what the nurse or midwife 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 and midwives to maintain their registration with the NMC, so you will be assessing them against the requirements as set out in this document and in How to revalidate with the NMC. It is not an assessment against the requirements of the nurse or midwife’s current or former employment.

You are not being asked to decide whether a nurse or midwife will be revalidated or will remain on the register. This is our role as the regulator.

Fitness to practise concerns

If a confirmer, an employer, a nurse or midwife, or any other individual becomes aware of a serious concern about the fitness to practise of a nurse or midwife they should raise it promptly through our fitness to practise procedures. All nurses and midwives 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 or midwife’s renewal or 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 does not involve making a judgment as to whether a nurse or midwife is fit to practise.

If a nurse or midwife 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 revalidation requirements. However, they will remain subject to NMC fitness to practise processes and the outcome of those processes.

If a nurse or midwife 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 the nurse or midwife’s 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 or midwife has met the requirements

You will need to complete the confirmation form (see page 20-22).

You will need to provide your name, NMC Pin or other professional registration number (where relevant), email, professional address including postcode and contact number. If you are not the line manager of the nurse or midwife 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 or midwife has not met the requirements

If you are not sure whether the nurse or midwife met the requirement(s) you need to question them, using this guidance as a reference. If you believe they have not met the requirement(s), you need to explain to the nurse or midwife what they have failed to do. If in doubt, do not provide confirmation.

The nurse or midwife 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 nurse or midwife’s revalidation application date to allow plenty of time for nurses and midwives to fully complete all of the requirements.

After you have completed the confirmation

The NMC will not contact you after you have completed the confirmation form unless we require further information as part of our verification process (see page 19). Once the nurse or midwife has submitted their revalidation application, we will take a decision on their application.
Practice hours: the requirements

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

<table>
<thead>
<tr>
<th>Registration</th>
<th>Minimum total practice hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse</td>
<td>450 practice hours required</td>
</tr>
<tr>
<td>Midwife</td>
<td>450 practice hours required</td>
</tr>
<tr>
<td>Nurse/SCPHN</td>
<td>450 practice hours required</td>
</tr>
<tr>
<td>Midwife/SCPHN</td>
<td>450 practice hours required</td>
</tr>
<tr>
<td>Nurse and midwife (including Nurse/SCPHN and Midwife/SCPHN)</td>
<td>900 practice hours required (to include 450 hours for nursing, 450 hours for midwifery)</td>
</tr>
</tbody>
</table>

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 or midwives who are admitted to another part of the register 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.
Practice hours: what you need to check

You should see written evidence that satisfies you that the nurse or midwife 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.

Only hours relevant to nursing and midwifery registration count towards the minimum hours. However, this is not limited to clinical practice and includes work in non-clinical roles such as management, policy and education and includes both paid and voluntary work.

Any practice undertaken when the nurse or midwife was not registered with the NMC does not count towards the minimum hours.

We have provided a template that the nurse or midwife 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 nurse or midwife 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 and midwives must have undertaken 35 hours of continuing professional development (CPD) relevant to their scope of practice as a nurse or midwife, 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 and midwives 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 or midwife 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 or midwife personally interacted with other people. For example, this could include learning events, workshops and peer review activities. Please refer to our guidance sheet on examples of CPD activities at revalidation.nmc.org.uk/download-resources/forms-and-templates.

All CPD hours must be relevant to the nurse or midwife’s scope of practice as a nurse or midwife. However, you are not being asked to assess the quality of the CPD undertaken.

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 or midwife can use to input this information.

If you have any doubts about whether a particular CPD activity is participatory or relevant to the nurse or midwife’s practice, you should ask them for an explanation.
Practice-related feedback: the requirement

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

Written reflective accounts: the requirement

Nurses and midwives 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 approved 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 or midwife 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 or midwife 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 and midwives must use to record their reflective accounts.
Reflective discussion: the requirement

Nurses and midwives must have had a reflective discussion with another NMC-registered nurse or midwife, 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 the NMC-registered nurse or midwife with whom they had their reflective discussion 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 or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife. We have provided a form that nurses and midwives must use, and it must be signed by the NMC-registered nurse or midwife with whom the nurse or midwife had their discussion.

If you are an NMC-registered nurse or midwife, this discussion can happen as part of your confirmation discussion with the nurse or midwife. 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 and midwives 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 or midwife on the confirmation form. Please respond by the requested date; if you do not respond to our request for verification you may put the nurse or midwife’s revalidation application at risk.
You **must** use this form to record your confirmation.

**To be completed by the nurse or midwife:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>NMC Pin</td>
<td></td>
</tr>
<tr>
<td>Date of last renewal of registration or joined the register</td>
<td></td>
</tr>
</tbody>
</table>

**I have received confirmation from (select applicable):**

- [ ] A line manager who is also an NMC-registered nurse or midwife
- [ ] A line manager who is not an NMC-registered nurse or midwife
- [ ] Another NMC-registered nurse or midwife
- [ ] 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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Title</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Professional address including postcode</td>
<td></td>
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<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Date of confirmation discussion</td>
<td></td>
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</tbody>
</table>
If you are an NMC-registered nurse or midwife 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 or midwife 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 or midwife has undertaken 35 hours of CPD relevant to their practice as a nurse or midwife.

- You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse or midwife.

- You have seen accurate records of the CPD undertaken.
Practice-related feedback

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

Written reflective accounts

☐ You have seen five written reflective accounts on the nurse or midwife’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 or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife (or you are an NMC-registered nurse or midwife who has discussed these with the nurse or midwife yourself).

I confirm that I have read Information for confirmers, and that the above named NMC-registered nurse or midwife has demonstrated to me that they have complied with all of the NMC revalidation requirements listed above over 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 or midwife’s revalidation application at risk.

Signature:

Date:
We will make reasonable adjustments for nurses and midwives who cannot access NMC Online, for example due to a disability.

Discussions about patients, carers or colleagues of nurses and midwives 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.

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.

For example a nurse who undertakes training as a midwife and gains a second registration as a midwife.