

REVALIDATION

NMC Nursing &
Midwifery
Council



How to revalidate during Covid-19

The health and care service in the UK is facing an unprecedented challenge with the outbreak of coronavirus (Covid-19), and the nursing and midwifery professions are at the heart of the response to this.

As the regulator for nurses and midwives in the UK, and nursing associates in England, we understand that you will want to do your utmost to support the response to the emergency. We also understand your commitment to working within the Code and maintaining standards.

Revalidation is a key part of your professional life: it helps you to maintain safe and effective practice by supporting you to update your knowledge and develop new skills. The benefits are clear, and we encourage you to revalidate as normal. However, during the emergency we recognise that social distancing, an increased workload and working from home are among the factors that may make it difficult for you to complete your revalidation. These factors might also apply to colleagues who could be confirmers or reflective discussion partners. You may have questions or need extra help to revalidate. This document sets out how we will support you to meet the requirements.

WHO IS THIS

DOCUMENT FOR?

This document is for everyone on our register whose revalidation application is due from March 2020 onwards during the Covid-19 emergency. We don't yet know how long this will last but we will keep this document, and everyone affected, updated as we learn more.

It is also for those who support people on our register to meet the requirements, including confirmers, reflective discussion partners and employers. Please share this with them if you think it would be helpful.

Please note: our revalidation requirements don't apply to people on the temporary register. For further details about practising while on the temporary register please see our **Coronavirus hub**.

HOW TO MEET THE REQUIREMENTS

All of the details of the requirements, how to meet them and how to submit your NMC Online application are in our comprehensive **How to revalidate with the NMC guidance**.

We also provide a wide range of resources in the dedicated **revalidation** section on our website, including **forms and templates** to record how you've met the requirements, **case studies**, and information for **confirmers** and **employers**. We've provided some examples of **completed forms and templates** that you might find helpful.

We know that you might have questions about how to meet some of the requirements, so we've provided some suggestions below.

Continuing professional development

During your current three-year registration period you will have been accumulating your 35 hours of continuing professional development (CPD), which includes at least 20 hours of participatory CPD. However, at the moment face-to-face activities are limited so it might be harder for you to access certain types of CPD, or your courses might have been cancelled at short notice.

To meet the participatory learning requirement, you simply have to undertake activity that involves interaction with one or more other professionals. This can be in a physical environment or a virtual one – you don't have to be in the same room as the people you undertake the activity with.

Examples of participatory learning include:

- online forum discussions
- webinars
- Facebook live events
- shadowing and mentoring
- practice-related discussions.

We have listed some examples of participatory and non-participatory CPD activities in our **guidance** sheet.

It's important to remember that the NMC doesn't prescribe any particular type of CPD. We leave it up to you to decide what activity is most useful for your development as a professional.

Remember to keep evidence of your CPD to show your confirmer. We recommend that you use our **template** to help you record your CPD. This will make it easier to demonstrate to your confirmer how you've met the requirement.

Reflective discussion and confirmation

Where possible, your reflective discussion and confirmation should take place face-to-face, but we know this is likely to be difficult at the moment. We advise that you make the most of phone calls, video chat and other technology you have to speak with your reflective discussion partner and confirmer. You can send them a copy of your revalidation portfolio so you can both see what you're discussing.

Keeping your evidence

We know that some people will keep some or all of their evidence at work and be unable to access it there at this time. If you don't hold a personal copy, we recommend you speak to your employer to see how they can support you. For example, they may hold electronic records of your CPD activity and appraisals.

We encourage everyone on our register to keep a personal portfolio that they can add to throughout the three-year registration period. The dedicated **revalidation** section on our website provides you with all the **forms and templates** that you'll need to revalidate.

Paying your fee

Alongside your revalidation application you need to pay your annual fee to maintain your registration with the NMC.

If you have an extension to help you to meet the revalidation requirements during this time (see below for further details) please pay your fee as normal.

Paying your annual fee is an important part of being a registered health or social care professional and is a legal requirement for renewal. Nurses, midwives and nursing associates are not alone in paying it: all other registered health or social care professionals in the UK also pay a fee.

A key reason the fee is important to the NMC is that it's our only source of income for setting standards, maintaining the register, supporting revalidation and running fitness to practise. We don't rely on any government funding – in normal times and during this emergency.

SUPPORT WE CAN

OFFER YOU

If you can revalidate on time you should do so as normal. However, we know that some people will have found it difficult to complete their revalidation as a direct result of the Covid-19 emergency.

Temporary changes to our legislation¹ provide us with greater flexibility to respond to the Covid-19 outbreak. This includes the ability to grant longer revalidation extensions.

12-week extension

- Those due to revalidate in March–June: We have automatically extended the time you have to revalidate by 12 weeks. This means you have an additional 12 weeks from your revalidation application date² to complete your application. We took this action at the start of the emergency to ensure that everyone who wanted to meet the requirements and stay on our register had extra time to do so, but if you don't need an extension and are able to revalidate on time please do so.
- Those due to revalidate from July onwards: If you need to you can opt into a 12-week extension from your revalidation application date via your **NMC Online** account. This will allow us to better target our ongoing support to people whose ability to revalidate has been affected by the emergency.
- Those due to revalidate from January 2021 onwards: If you have a good reason for needing more time to complete your application, you can request an extension of eight weeks once your revalidation application is open. We will consider these requests on a case by case basis.

Further extension

We want to support people who, due to exceptional circumstances resulting from the Covid-19 emergency, require a further extension of their revalidation date.

- Those due to revalidate in March and April: We have automatically extended the time you have to revalidate by a further 12 weeks if the emergency meant you could not meet the requirements within the initial 12-week extension. This means you have up to a maximum of 24 weeks from your original revalidation application date to submit your application.
- Those due to revalidate from May onwards: After your initial 12-week extension you can request a further extension of 12 weeks (up to a maximum of 24 weeks from your original revalidation application date) if the emergency means you can't meet the requirements within the initial 12-week extension. Your confirmer must support your request for a second extension. When you make the request via **NMC Online** you'll need to declare that you were unable to complete your application because you have been impacted by Covid-19, and that your confirmer supports your request. You'll need to provide us with your confirmer's details so we can email them once you have submitted your request.
- Those due to revalidate from October 2020 onwards: You won't be able to request a further extension.

¹ The Nursing and Midwifery Council (Emergency Procedures) (Amendment) Rules 2020 Order of Council 2020.

² Your revalidation application date is the deadline for submitting your revalidation application. It is the first day of the month in which your registration expires, so if your renewal date is 30 April, your revalidation application date will be 1 April.

Once we have granted you an extension we will email you with your extended revalidation application date. Up until your extended revalidation application date you can continue to practise as a registered nurse or midwife. The online register will not show your new renewal date until you have renewed your registration. If you need proof of your extension for your employer, you can show them the extension confirmation email you receive from us.

If we grant you an extension to help you to meet the revalidation requirements please pay your annual fee as normal. If you pay your fee by direct debit we will collect it as usual. If you pay by card through **NMC Online**, you can do this at any time by logging into your account and clicking on the 'Pay now' button.

Your new registration period

If you revalidate successfully, your new three-year registration period will still start from your original renewal date.

Example:

- You were due to revalidate on 1 June 2020 and renew on 30 June 2020.
- We grant you a 12-week extension until 24 August 2020.
- Your new registration period will still start on 1 July 2020.
- Your next renewal date is 30 June 2023 and you need to submit your next revalidation application by 1 June 2023.

This means that there will be a short period of overlap between the extension to your current registration period and your new registration period. You can count any activities you undertake towards either of your revalidation applications, but you can't count the same activities twice for both applications.

Example (using the same dates as above):

- The 12-week extension means your current revalidation application is due by 24 August 2020.
- Your new registration period still starts on 1 July 2020, so there is an overlap between your current and new registration periods.
- You undertake a piece of CPD during July 2020, which is in the overlap period.
- You can **either**:
 - count it towards your current revalidation application, which is due by 24 August 2020, **or**
 - count it towards your new revalidation application, which is due by 1 June 2023.
- You **can't** count it towards both applications.

If you write a reflective account based on this CPD it must form part of the same application as the CPD. And if you carry out any other revalidation activities during this overlap, such as practice hours, collecting feedback or writing reflective accounts, they can **only** count towards one application.

However, you can count different activities during the overlap period towards different applications – you just can't count the same activity in both applications.

Example (using the same dates as above):

- The 12-week extension means your current revalidation application is due by 24 August 2020.
- Your new registration period still starts on 1 July 2020, so there is an overlap between your current and new registration periods.
- You undertake two pieces of CPD during July 2020, which is in the overlap period.
- You can count one or both pieces **either**:
 - towards your current revalidation application, which is due by 24 August 2020, **or**
 - towards your new revalidation application, which is due by 1 June 2023.
- You **can't** count one or both twice towards both applications.

Your confirmer can help you to avoid counting activities twice. If you plan to count any activities during your overlap towards either of your applications please let them know and show them how you have kept the two applications separate. We strongly suggest you keep your portfolio from your current revalidation application until you have submitted your next revalidation application to help you to keep track of dates and activities.

Other support we can offer you

We can provide support for nurses, midwives and nursing associates who find using NMC Online difficult. If you require help using NMC Online, please contact us well before your revalidation application is due. The easiest way to do this is by emailing us at revalidation.escalation@nmc-uk.org, using the subject 'Help with NMC Online'. Please include the following information in your email:

- your name
- your NMC Pin
- a contact phone number
- your revalidation application date
- whether you have an NMC Online account
- details of your circumstances
- the assistance or adjustments that would help you to revalidate.

If you're unable to contact us by email you can call our Registration Centre on **020 7333 9333**.

If you have a disability or injury, you can let us know if you need any reasonable adjustments to access our services. Our **reasonable adjustments policy** explains what types of adjustments we can make.

If you are concerned about your ability to pay the fee you can contact our Registration Centre at UKenquiries@nmc-uk.org or call us on **020 7333 9333**.

Equality and diversity information

As part of the online application process you will be asked to supply some equality and diversity information. We use this data to monitor our services so that we can support you and make sure we are treating everyone in a fair and equal way.

Providing this information is optional and will not affect your revalidation application or registration renewal. If you would prefer not to disclose this information you can select the 'prefer not to say' option for any or all of the questions.

Leaving the register

If you want to leave the register, for example because you're retiring, and you're due to revalidate please log in to your **NMC Online** account and choose 'Go to application'. In step two of the revalidation application choose 'I wish to lapse my registration(s)'. You'll stay on our register until your registration ends.

After that you would be very welcome to apply to readmit via our **usual process** if you would like to rejoin the permanent register.

If you have any questions

If you need anything else or have any questions about revalidation please **contact us**, or visit the dedicated **revalidation** section on our website.