

# GUIDANCE SHEET – VERIFICATION

## What is verification?

Each year we will select a sample of nurses and midwives to provide further information or evidence to verify their revalidation application. This verification is an important part of assessing the effectiveness of the revalidation process; it is not designed to catch out nurses or midwives. If you are selected for verification this does not mean there are any concerns about your application and you can continue to practise as normal while we review the information you provide.

## What will I be asked to do?

You will need to provide us with further information about your revalidation application via NMC Online. You will not need to upload documents or send in your portfolio as part of this process. However, we may request further evidence in some cases, so it is important that you keep all of your revalidation evidence safe.

Revalidation requirement	What you need to provide
<p><b>Practice hours</b> You will need to provide information about your practice hours. You should start with your most recent practice and work backwards until you have provided us with information about the minimum number of practice hours required (450 hours or 900 hours if revalidating as both a nurse and midwife).</p>	<ul style="list-style-type: none"> <li>• dates of practice</li> <li>• number of hours you undertook</li> <li>• name, address and postcode of organisations</li> <li>• scope of practice and work setting</li> <li>• description of the work you undertook</li> <li>• if practising overseas, whether you are registered with the appropriate regulatory body.</li> </ul>
<p><b>Continuing professional development</b> You will need to provide information to cover your 35 hours of Continuing professional development (CPD), including 20 hours of participatory learning.</p>	<ul style="list-style-type: none"> <li>• the CPD method</li> <li>• a brief description of the topic and how it relates to your practice</li> <li>• the dates the CPD was undertaken</li> <li>• the number of hours and participatory hours</li> <li>• identification of the part of the Code most relevant to the CPD.</li> </ul>
<p><b>Reflective discussion</b> You will not need to upload a copy of the signed reflective discussion form but you will need to retain a copy for your records.</p> <p>We may contact your reflective discussion partner for further information about your discussion.</p>	

Revalidation requirement	What you need to provide
<p><b>Professional indemnity arrangement</b></p> <p>If you have an employer it is very likely that your arrangement will be provided by them, in which case you will not need to provide us with further information.</p> <p>If your arrangement is provided through membership of a professional body or a private insurance arrangement, you will need to confirm the details listed on the right.</p> <p>Please note: You are required to have appropriate cover in place for all of your current practice settings. If you are currently practising in more than one setting, you should tell us about your arrangement in relation to your main practice setting first, followed by any other arrangements, to cover all your current practice settings.</p>	<p>Confirmation that you:</p> <ul style="list-style-type: none"> <li>• have read and understood our information on professional indemnity arrangements for nurses and midwives</li> <li>• have in place an indemnity arrangement which provides appropriate cover in relation to your individual scope of practice</li> <li>• understand you will need to justify decisions on cover you put in place or rely on, if we request you to do so.</li> </ul>
<p><b>Health and character</b></p> <p>You will not need to provide any further information or evidence about your health and character, unless you have declared a caution or conviction, or a determination from another regulatory body. If this is the case we will contact you separately by letter and let you know what additional information is required. You will still need to engage in the verification process as well.</p>	
<p><b>Confirmation</b></p> <p>You will not need to upload a copy of the signed confirmation form but you should retain a copy for your records.</p> <p>We will contact your confirmer using the contact details you provided us in your application. Please ensure your confirmer is aware that if they do not respond to our request for verification, they may put your revalidation application at risk.</p>	

## When will I know if I have been selected for verification?

We will notify you within 24 hours of you submitting your application and paying your fee. This means that if you have a direct debit set up, or you choose not to pay your fee until close to the deadline, you will not be notified until after this has been received. Please make sure you check your emails regularly once you have submitted your application and paid your fee so that you do not miss this notification. Your registration will not be renewed until the verification process is complete.

## How long will the verification process take?

You will need to complete the online form within 21 days of receiving your notice that you have been selected for verification. Please note that your registration will not lapse during the

verification process, even if the process extends past your renewal date. We will hold your registration effective until the verification process is complete, and you can continue to practise as normal during this time.

Depending on the information you provide we may need to contact you again to ask you for more evidence. Please make sure you check your emails regularly, and respond to any requests for further information within the timeframe provided. If you are unable to provide sufficient information in support of your application for revalidation, then the renewal of your registration may be at risk.

The verification process must be completed within three months of your renewal date, and in most cases much sooner than this.

## Why have I been selected for verification?

A sample of nurses and midwives will be selected for verification every year, and these selections are made at random. If you are selected for verification this does not mean that there are any concerns about your application. You can continue to practise as normal while we review the information you provide.

## What checks will the NMC be doing?

We will check that you have met the practice hours requirements with relevant experience in a role or roles where you are relying on your skills, knowledge and experience as a nurse or a midwife. We may contact your employer to verify the information you provided in your application. Based on the additional information you provide we will also check that you have undertaken 35 hours of CPD (including at least 20 hours of participatory learning) which is relevant to your scope of practice.

We will check the information you provided about your professional indemnity arrangement, and we may ask you to justify any decisions you have made about the cover you have in place.

Finally, we will contact your confirmer for further information about the discussion. We will contact them by email in the first instance, using the contact details you provided in your initial application. Please ensure your confirmer is aware that if they do not respond to our request for verification, they may put your revalidation application at risk. We may also contact your reflective discussion partner and we will always check that the information you gave in your application about your reflective discussion partner is consistent with the information we have on the register.

If we identify that you have not complied with the revalidation requirements, or you submit fraudulent information, your registration might be at risk. Please note that if you do not engage fully with the verification process your registration could lapse and you would have to apply for readmission.

## What happens if you can't contact my confirmer?

We will contact your confirmer by email and if they do not respond within two weeks we will send them a reminder. We will also email you and ask you to contact your confirmer directly and let them know we are waiting for a response from them. If we still do not hear from your confirmer we may ask you to have your confirmation discussion again with a different confirmer.

In cases where we cannot contact a confirmer, we will discuss the reasons with you. We will ensure that you have a reasonable amount of time to either make contact with their confirmer yourself, or seek confirmation from another appropriate person.