

GUIDANCE SHEET – VERIFICATION

What is verification?

Each year we will select a sample of revalidation applications and request further information or evidence from you if you are selected to verify information in your revalidation application. This verification is an important part of assessing the effectiveness of the revalidation process; it is not designed to catch you out. 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>Practice hours You will need to provide information about your practice hours. You should start with your most recent practice and work backwards within the three year period since your registration was last renewed, 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 or nursing associate and nurse).</p>	<ul style="list-style-type: none"> • dates of practice • number of hours you undertook • name, address and postcode of organisations • scope of practice and work setting • description of the work you undertook • if practising overseas, whether you are registered with the appropriate regulatory body.
<p>Continuing professional development You will need to provide information to cover your 35 hours of continuing professional development (CPD), including 20 hours of participatory learning. Please ensure you provide a breakdown of your declared activities.</p>	<ul style="list-style-type: none"> • the CPD method • a brief description of the topic and how it relates to your practice • the dates the CPD was undertaken • the number of hours and participatory hours • identification of the part of the Code most relevant to the CPD.
<p>Reflective discussion 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 so please ensure the details provided are accurate.</p>	

Revalidation requirement

What you need to provide

Professional indemnity arrangement

If you have an employer it is very likely that your indemnity arrangement will be provided by them.

If you work for the NHS, you will already have an appropriate indemnity arrangement for the work you carry out for them. Please note if you carry out other work in addition to your work for the NHS (for example for an agency) you will need to check that you have appropriate cover for that work.

If you work in the independent sector, your employer will usually have indemnity arrangements that will cover your work, these will vary and it is your responsibility to confirm it provides appropriate cover.

If you are self-employed you will need to arrange your own indemnity arrangement. You should seek advice from your professional body, trade union or insurer to help you decide what option is best for you.

Professional bodies may offer professional indemnity insurance, or you can arrange your own cover directly through a commercial provider. It is important that you understand the terms of your insurance policy.

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.

Confirmation that you:

- have read and understood our information on [professional indemnity arrangements](#) for nurses, midwives and nursing associates
- have in place an indemnity arrangement which provides “appropriate cover” in relation to your individual scope of practice and the risks involved in your¹ practice, so that it’s sufficient if a claim is successfully made against you
- understand you will need to justify decisions on the cover you put in place or rely on, if we request you to do so.

Health and character

You will not need to provide any further information or evidence about your health and character as part of verification, unless you have declared a police charge, caution, conviction or conditional discharge, or a determination from another regulatory body. If this is the case we will contact you separately by email and let you know what additional information is required. You will still need to engage in the verification process as well.

Confirmation

You will not need to upload a copy of the signed confirmation form but you should retain a copy for your records.

We will contact your confirmer using the email address you provided us in your application.² Please ensure your confirmer is aware that if they do not respond to our request for verification, they may put your registration at risk.

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

We will notify you within 24 hours of you submitting your application. Please make sure you check your emails regularly once you have submitted your application so that you do not miss this notification, including checking your junk folders. 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 will 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 revalidation applications will be selected for verification every year. 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, midwife or nursing associate. 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

2 Please contact us if your confirmer requires a reasonable adjustment to the way in which we contact them.

for verification, they may put your registration 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 met 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 the confirmer yourself, or seek confirmation from another appropriate person.

Verification appeals

The majority of nurses, midwives and nursing associates who we select for verification will renew their registration successfully. However, there are a number of situations where this may not happen. In most of these situations, if we refuse your renewal at verification you have the right to appeal our decision.

If you are selected for verification, we will request further information from you so that we can check to make sure you've met the revalidation requirements. You do not have a right to appeal if you do not provide us with the information requested at verification.

Below outlines four situations where we could refuse an application for renewal at verification and explains your right to appeal for each:

A. The information you provided at verification does not meet the revalidation requirements.

If you are selected for verification and you provide us with the information request at verification but this information fails to show us you have met the revalidation requirements, we will refuse your application for renewal. In this situation you have a right to appeal.

B. The information you provided at verification is insufficient to determine whether you meet the revalidation requirements.

If you are selected for verification and you provide us with the information requested for verification but what is contained in this information is not sufficient for us to determine if you have met the revalidation requirements, we will refuse your application for renewal. In this situation you have a right of appeal.

C. You did not provide any of the information requested at verification.

If you are selected for verification and you do not provide us with any of the information requested, we will refuse your application for renewal. In this situation, you do not have a right to appeal.

D. We are unable to contact your confirmer.

If you provide us with the name and contact details of your confirmer but we are unable to contact them, we will request you to find another confirmer and provide us with their details. If we are still unable to contact your confirmer we will refuse your application for renewal. In this situation you will have a right to appeal.