NMC Revalidation
Top Tips

1) CHECK your NMC details
   ✔ Logon to NMC Online https://online.nmc-uk.org/Account/Login?ReturnUrl=%2f
   - View your Statement of Entry
   - Check your registration Expiry Dates
     (annual fee and renewal expiry dates)

   Give your line manager a copy of your Statement of Entry
On your **NMC Statement of Entry** the **Renewal Expiry** date shows the date your registration expires.

The **Renewal Expiry** date here is shown as **31.10.2016**. The registrant will be notified 60 days beforehand (**Aug 2016**) that they can apply for renewal. An application for renewal must be submitted **on or before 01.10.2016** to allow the application to be considered by the NMC.
2) START using NMC templates

NMC template forms can be accessed via
- NMC  http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/
- NHS GGC Nursing Portal  http://www.nhsggc.org.uk/celebratingnursing

Download & Print:
Mandatory forms
✓ Reflective Account
✓ Reflective Discussion
✓ Confirmation

Recommended template forms
✓ Practice Hours Log
✓ Continued Professional Development Log
3) START recording Reflective Accounts

👉 Consider……..

✔️ the clinical practice issues you encounter, think about and reflect on each day
✔️ the content of your Clinical Supervision session
✔️ practice learning/ education experienced and how you applied this to your practice
✔️ available clinical data that makes you think about and reflect on your nursing practice (core audit results/ Scottish Patient Safety Programme/ Patient Conversations/ PDN audits)

👉 Consider how this links with The Code  
http://www.nmc.org.uk/standards/code/

📝 Record this using the Reflective Accounts form
4) START compiling a portfolio of evidence

- Record 5 reflective accounts
  - ✔ NMC Reflective Accounts form
- Record 450 practice hours
  - ✔ NMC Practice Hours log
- Record 35 hours CPD (20hrs participatory learning)
  - ✔ NMC Continued Professional Development log
  - 🤗 Consider informal experiential learning (peer supervision/support; staff meetings; quick tutorials; professional discussions; journal articles; Case discussion; MDT review; Clinical Supervision; mentorship; preceptorship etc)
- Note 5 different types of practice related feedback
  - 🤗 Consider available clinical data (service user and carer feedback/core audit results/Scottish Patient Safety Programme/Patient Conversations/PDN audits/Student evaluations/supervised practice feedback from colleagues/Clinical Supervision etc)
5) Reflective Discussion

を持っている人を指す可能性があります（これはあなたの現在の臨床スーパーヴィзор/看護者線管理職員である可能性があります）

- Book a time/ date and venue for the reflective discussion
  (book a date 3-6 months in advance of your NMC renewal date)

- Provide copies of your completed reflective accounts

- Discuss your reflective accounts, how this links with The Code and how this impacts on your practice. Allow sufficient time for critical reflection

- Complete NMC Reflective Discussion form
6) Confirmation

Book a time/ date and venue with your line manager for confirmation to occur.

(book a date 3-6 months in advance of your NMC renewal date)

Provide copies of your evidence:

- 450 Practice Hours log
- 35 Hrs CPD log (including 20hrs participatory learning)
- 5 pieces of practice-related feedback
- 5 Reflective Account forms
- Completed NMC Reflective Discussion form

Complete NMC Confirmation Form
6) Complete the Online Application to renew your registration

Logon to NMC Online https://online.nmc-uk.org/Account/Login?ReturnUrl=%2f

Refer to your compiled portfolio of evidence and declare that you have completed:
✓ 450 Practice Hours
✓ 35 Hrs CPD log (including 20hrs participatory learning)
✓ 5 pieces of practice-related feedback
✓ 5 Reflective Accounts
✓ Completed Reflective Discussion
✓ Completed NMC Confirmation
✓ Good health & character
✓ Indemnity Insurance cover

REMEMBER also to make your annual fee payment
<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30th April</td>
<td>Compile portfolio of evidence, Schedule appointments to complete:</td>
<td>Application due on or before 1st April 2016</td>
</tr>
<tr>
<td>2016</td>
<td>• Reflective Discussion • Confirmation</td>
<td>Registration Renewed</td>
</tr>
<tr>
<td>31st May</td>
<td>Compile portfolio of evidence, Schedule appointments to complete:</td>
<td>Application due on or before 1st May 2016</td>
</tr>
<tr>
<td>2016</td>
<td>• Reflective Discussion • Confirmation</td>
<td>Registration Renewed</td>
</tr>
<tr>
<td>30th June</td>
<td>Compile portfolio of evidence, Organise appointments</td>
<td>Application due on or before 1st Jun 2016</td>
</tr>
<tr>
<td>2016</td>
<td>• Reflective Discussion • Confirmation</td>
<td>Registration Renewed</td>
</tr>
<tr>
<td>31st July</td>
<td>Compile portfolio of evidence, Organise appointments, Align Confirmation with eKSF/PDP process</td>
<td>Application due on or before 1st July 2016</td>
</tr>
<tr>
<td>2016</td>
<td>• Reflective Discussion • Confirmation</td>
<td>Registration Renewed</td>
</tr>
<tr>
<td>31st August</td>
<td>Compile portfolio of evidence, Organise appointments, Align Confirmation with eKSF/PDP process</td>
<td>Application due on or before 1st Aug 2016</td>
</tr>
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<td>2016</td>
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</tr>
</tbody>
</table>
Getting further information & help

Clinical Supervision Policy, training resources *(learnpro link & DVD)*

http://www.staffnet.ggc.scot.nhs.uk/Partnerships/MHP/Specialist%20Services/Nursing/Pages/Nurse%20Clinical%20Supervision.aspx

NES ePortfolio

https://www.nhseportfolios.org/Anon/Login/Login.aspx?ReturnUrl=%2fAuth%2fCommon%2fPages%2fSelectRole.aspx

Practice Educators

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Contact your local PEF

0141 201 4439 Practice Education Facilitator Team

http://www.staffnet.ggc.scot.nhs.uk/Partnerships/Greater%20Glasgow%20and%20Clyde%20Services/Practice%20Education%20Facilitators/Nursing%20and%20Midwifery/Pages/PEFCHEFTeam.aspx

Alternatively contact your local Practice Development Nurse