



# 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

**NMC** Nursing & Midwifery Council

**Print**


Statement of entry

██████████

NMC Pin: **89H0530S**  
Annual Fee Expiry: **31/10/2015**  
Renewal Expiry: **31/10/2016**

Qualification	Date registered	Registration status
Registered Nurse - Mental Health	15/10/1992	Effective
Lecturer / Practice Educator	24/09/2007	Effective

Yours sincerely



Jackie Smith

Internet | Protected Mode: On

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

-  Identify a suitable registered nurse  
*(this could be your current Clinical Supervisor/ Nurse Line Manager)*
-  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

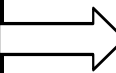
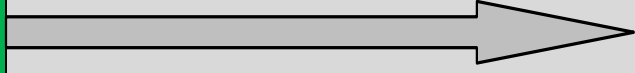
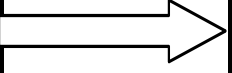

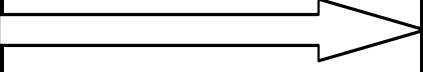
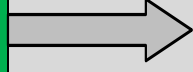
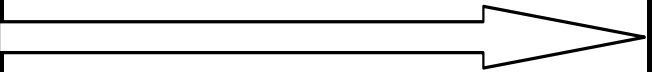
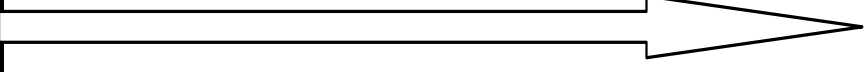
🖱️ Logon to **NMC Online** <https://online.nmc-uk.org/Account/Login?ReturnUrl=%2f>

📁 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



NMC Renewal Expiry	2015-2016 Timeline								
	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016
<b>30<sup>th</sup> April 2016</b>	Compile portfolio of evidence 	Scheduled appointments to complete: • Reflective Discussion • Confirmation		Complete Online Application	<b>Application due on or before 1<sup>st</sup> April 2016</b>	<b>Registration Renewed</b>	Start compiling portfolio of evidence Organise appointments Align Confirmation with eKSF/PDP process 		
<b>31<sup>st</sup> May 2016</b>	Compile portfolio of evidence 	Scheduled appointments to complete: • Reflective Discussion • Confirmation		Complete Online Application	<b>Application due on or before 1<sup>st</sup> May 2016</b>	<b>Registration Renewed</b>	Start compiling portfolio of evidence Organise appointments Align Confirmation with eKSF/PDP 		
<b>30<sup>th</sup> June 2016</b>	Compile portfolio of evidence Organise appointments 		Scheduled appointments to complete: • Reflective Discussion • Confirmation		Complete Online Application	<b>Application due on or before 1<sup>st</sup> Jun 2016</b>	<b>Registration Renewed</b>	Start 	
<b>31<sup>st</sup> July 2016</b>	Compile portfolio of evidence Organise appointments Align Confirmation with eKSF/PDP process 			Scheduled appointments to complete: • Reflective Discussion • Confirmation		Complete Online Application	<b>Application due on or before 1<sup>st</sup> July 2016</b>	<b>Registration Renewed</b>	
<b>31<sup>st</sup> August 2016</b>	Compile portfolio of evidence Organise appointments Align Confirmation with eKSF/PDP process 				Scheduled appointments to complete: • Reflective Discussion • Confirmation		Complete Online Application	<b>Application due on or before 1<sup>st</sup> Aug 2016</b>	

# 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**