

NURSING REVALIDATION POLICY (N-022)

Version Number:	2.2
Author (name & job title)	Melanie Barnard, Professional Educator Lead
Executive Lead (name & job title):	Hilary Gledhill, Executive Director of Nursing, Allied Health and Social Care Professionals
Name of approving body:	Quality and Patient Safety Group (QPAS)
Date full policy approved:	27 June 2024
Date Ratified at Trust Board:	N/A (minor amends)
Next Full Review date:	June 2027

<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	
<i>Date EMT as approving body notified for information:</i>	

Policies should be accessed via the Trust intranet to ensure the current version is used

Contents

1. INTRODUCTION.....	3
2. SCOPE	3
3. POLICY STATEMENT	3
4. DUTIES AND RESPONSIBILITIES	4
5. PROCEDURES.....	5
6. REQUIREMENTS	6
6.1. Practice Hours.....	6
6.2. Continuing Professional Development.....	6
6.3. Written Reflective Accounts.....	7
6.4. Health and Character	7
6.5. Professional Indemnity	8
6.6. Reflective Discussion	8
6.7. Confirmation.....	8
6.8. Confidentiality.....	10
6.9. Portfolio.....	10
6.10. Failure to Revalidate	11
6.11. Exceptional Circumstances	11
7. Equality and Diversity.....	13
8. Implementation.....	13
9. Monitoring and Audit	13
10. References / Evidence / Glossary / Definitions	13
11. Relevant Trust Policies / Procedures / Protocols / Guidelines	13
Appendix 1: Document Control Sheet	14
Appendix 2: Equality Impact Assessment (EIA)	15

Please note, for additional information regarding the NMC Revalidation Process visit <http://revalidation.nmc.org.uk/welcome-to-revalidation.1.html> and refer to the supporting documents available on the Humber Teaching NHS Foundation Trust intranet.

1. INTRODUCTION

Revalidation is the process that allows nurses & nursing associates to maintain their registration with the Nursing and Midwifery Council (NMC). There is a requirement to fulfil a criteria set out by the NMC which includes demonstration of practicing safely & effectively and keeping skills contemporary and up to date.

Revalidation is required every three years in order for nurses & nursing associates to maintain their registration with the NMC. Revalidation is not an assessment of a nurses fitness to practice (any concerns about a nurse's practice will continue to be raised through the existing fitness to practice process).

Revalidation aims to:

- Raise awareness of the Code and professional standards expected of nurses, nurse associates and midwives
- Allows them to reflect on the role of the Code in their practice and demonstrate that they are 'living' these standards
- Encourage nurses, nursing associates and midwives to stay up to date in their professional practice
- Encourage a culture of sharing, reflection and improvements
- Encourage nurses, nurse associates and midwives to engage in professional networks and discussions about their practice
- Strengthen public confidence in the nursing, nursing associates and midwifery profession

Revalidation supports professionalism through closer alignment with the Code:

- Prioritise people by actively seeking and reflecting on any direct feedback received from patients, service users and others to ensure that you are able to fulfil their needs.
- Practice effectively by reflecting on your professional development with your colleagues, identifying areas for improvement in your practice and undertaking professional development activities.
- Preserve safety by practicing within your competency for the minimum number of practice hours, reflecting on feedback, and addressing any gaps in your practice through continuing professional development (CPD).
- Promote professionalism and trust by providing feedback and helping other NMC colleagues reflect on their professional development, and being accountable to others for your professional development and revalidation.

2. SCOPE

This policy applies to all staff who are registered with the NMC (this includes both substantive, temporary staff and bank workers)

Evidence of revalidation for agency nursing staff will be undertaken by the agency with whom they are registered. The Flexible Workforce Team must see evidence of current registration with the NMC for all agency nursing staff prior to commencing any work within Humber Teaching NHS Foundation Trust.

Maintaining NMC registration is the professional responsibility of the individual NMC registrant and not the organisation which employs them.

3. POLICY STATEMENT

It is a contractual requirement for nurses and nursing associates employed by Humber NHS Teaching Foundation Trust to maintain their registration and follow the NMC revalidation Process.

4. DUTIES AND RESPONSIBILITIES

Chief Executive

The chief executive is accountable to the Trust Board for ensuring that the resources and systems are in place for the revalidation of employed nurses.

Executive Director of Nursing, Allied Health and Social Work Professionals

Is accountable to the chief executive and Trust Board for implementing and managing the revalidation process, including:

- Access to an appropriate appraisal tool
- Access to an appropriate method of gathering multi-source feedback
- Ensuring that managers and others responsible for appraisal and confirmation are adequately trained and regularly supervised in their completion of the role
- Ensuring timely access to the Trust's data on complaints, incidents, health, training, personnel and other essential information for the revalidation process on each individual
- Ensuring that all are aware of their responsibilities in respect of revalidation

Managers/team leaders

Must ensure that they are familiar with this policy even if they are not nurses themselves. They will ensure that all registered nurses and nursing associates in their areas are aware of the requirement to revalidate and that this is completed on a timely basis.

The NMC inform the registrant 60 days before their registration expires informing them that they must register again if they wish to continue to practice.

The manager (provided that they are also a registrant) is the most appropriate person to assess the evidence provided by the registrant. If they are not a registrant then the nurse should request a senior nurse to carry out the process.

Senior Nurses within Teams/Wards –

Senior Nurses in teams and wards must ensure they are aware of this policy and the requirements for them to facilitate reflective discussions and as appropriate confirmation for nursing staff in their teams

The registered nurse/nursing associate

Every nurse and nurse associate is responsible for ensuring that they achieve the requirements of the NMC's revalidation process and can present the evidence to demonstrate this on a timely basis prior to their renewal date.

Human Resources will provide support for managers to oversee the revalidation process with their staff, in particular where there may be issues which might result in failure to revalidate.

Occupational Health will support managers and staff where there may be an issue with health which may hinder revalidation.

The Practice Education team will provide training for staff in revalidation and its associated procedures and offer support to access appropriate CPD. They will also assist in identifying an appropriate confirmer.

The Recruitment team will be responsible for ensuring that bank and agency workers are appropriately checked against the registered NMC at point of Recruitment new starter checks. Feedback will be sought from units where registered bank and agency workers have undertaken work, in order to inform the revalidation and Appraisal process.

5. PROCEDURES

The Registered Nurse or Registered Nurse Associate

Nurses, Nurse associates and midwives are required to sign up to NMC Online at <https://www.nmc.org.uk/registration/nmc-online/>

The Nurse or Nurse associate will receive notification from the NMC that their revalidation is due. They will also receive a notification from ESR and their line manager will also receive a notification from ESR that it is due. This provides 3 reminders for the registrant that they are required to revalidate in order to continue to practice.

Revalidation is the responsibility of the individual nurse, nursing associate or midwife and as such they are responsible for ensuring that they are aware of their renewal date and have taken steps to ensure that they have the necessary evidence to complete revalidation. When their revalidation application date is due they are required to submit their application through NMC Online where they will declare that they have met the revalidation requirements. A step-by-step guide to registering for NMC online is available at <https://www.nmc.org.uk/registration/nmc-online/>.

Extensions to submit an application for revalidation can only be made by the registrant themselves and the NMC will not usually consider requests for extensions as registrants should have met the requirements for revalidation during the 3 years prior to the renewal of their registration.

Revalidation can only be delayed under exceptional circumstances (see section on exceptional circumstances).

The Trust cannot make applications on behalf of registrants for extensions or exceptional circumstances. Should a registrant feel they may be eligible for an extension or have exceptional circumstances they should contact the NMC as far in advance of their revalidation date as possible. Further information can be found here <http://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf>

Revalidation is an ongoing process and participation is over three years rather than a point in time assessment. Revalidation requirements should be gathered throughout this three year period and reviewed as part of the ongoing clinical supervision/appraisal process.

The deadline for submitting your revalidation application is the first day of the month in which your registration expires therefore if your renewal date is 30 April, your revalidation application date will be 1 April. Please note: you are able to submit your application 60 days before your revalidation application date.

You are required to pay your retention fee every year and should check that payment has been taken and ensure that any changes to bank details have been communicated with the NMC. Staff are reminded that this is not the responsibility of the organisation.

Requirements of Revalidation

The NMC requirements for revalidation are:

- Minimum 450 practice hours over 3 years since last registration.
- Minimum 35 hours of Continuing Professional Development since last registration, (of which 20 hours must be participatory).
- 5 pieces of practice related feedback, which have been collected since last registration.
- 5 written reflective accounts which have been written in since last registration.
- Evidence of a reflective discussion with another NMC registrant.
- Declaration of Health and Character.
- Declaration of Professional Indemnity arrangements.

- Confirmation by a third party that the registrant has complied with the revalidation requirements.

It is the responsibility of the NMC registrant to collect and provide evidence of meeting the revalidation requirements, not the employing organisation.

Further details of the above requirements are set out in 'How to revalidate with the NMC'.

The online application process requires that you indicate that you have read and understood this guidance document, 'How to revalidate with the NMC'. This guidance document is available by following the link:

<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf>

Forms and templates for revalidation are available from the NMC website; they recommend that you keep evidence of how you meet the requirements of revalidation within a portfolio.

6. REQUIREMENTS

6.1. Practice Hours

You must have practiced a minimum number of hours over the three years since your registration was last renewed or you joined the register (450 hours – minimum total practice hours required).

Registrants who are both nurses and midwives and who wish to retain both registrations will need to evidence a minimum of 450 hours in each area of practice.

Hours must reflect your scope of practice and you must meet your practice hours in a role where you rely on your skills, knowledge and experience of being a registered nurse, nurse associate or midwife. This includes nurses, nursing associates and midwives working in non-clinical roles (for example in public health, management, commissioning, policy and education).

Hours worked in any healthcare, nursing or midwifery assistant or support worker roles cannot be counted towards practice hours as a registered nurse or midwife.

A guidance information sheet is available for nurses and midwives who are meeting the practice hour's requirement via a return to practice programme or new registration.

Practice hours guidance sheet is also available for registered staff that are dual registered:

A template for recording practice hours is also available for recording hours.

<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/practice-hours-log.doc>

6.2. Continuing Professional Development

You must have undertaken continuing professional development (CPD), relevant to your scope of practice as a nurse, nursing associate or midwife, over the three years since your registration was renewed or you joined the register.

Registrants are required to maintain accurate and verifiable records of 35 hours of CPD activities, 20 hours of which should include participatory learning (participatory learning is any learning where a nurse, nursing associate or midwife personally interacts with other people). Examples of CPD activities are available in 'How to revalidate with the NMC'.

<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf>

A template for recording CPD is available by following this link:

<http://www.nmc.org.uk/globalassets/sitedocuments/revalidation/cpd-log.doc>

The trust can support revalidation by providing evidence of CPD in the following ways:

- Certificates of completion of Trust participatory and e-learning courses, these can be downloaded via ESR
- Notes of coaching and mentoring activities undertaken.

Practice-Related Feedback

You must have obtained five pieces of practice related feedback over the three years since your registration was renewed or you joined the register.

Feedback can be obtained from a variety of sources:

- Direct feedback from patients, carers, students, and colleagues
- Friends and Family Test Results
- Complaints and response to complaints
- The Trust Appraisal & supervision process
- Emails from external partners
- Incident and investigation reports

A template for recording feedback is available by following this link:

<http://www.nmc.org.uk/globalassets/sitedocuments/revalidation/practice-related-feedback-log.doc>

6.3. Written Reflective Accounts

You must have prepared five written reflective accounts in the three-year period since your registration was last renewed or you joined the register. Each reflective account must be recorded on the approved form <http://www.nmc.org.uk/globalassets/sitedocuments/revalidation/reflective-accounts-form.doc>

and must refer to:

- an instance of your CPD and/or
- a piece of practice-related feedback you have received and/or
- an event or experience in your own professional practice and how this relates to the Code.
- Reflective accounts must be recorded in a way that no information identifying an individual is used or recorded.

6.4. Health and Character

You must provide a health and character declaration. You must declare if you have been convicted of any criminal offence or issued with a formal caution. You will be asked to declare if you have been subject to any adverse determination that your fitness to practice is impaired by a professional or regulatory body (including those responsible for regulating or licensing health and social care profession).

This declaration is part of the online application and the evidence does not need to be seen by your confirmer. It is wholly the responsibility of the registrant to confirm to the NMC that they are of good health and character.

If a NMC registrant receives any cautions or convictions over the three years prior to the renewal of their registration they must inform their employer and NMC immediately.

Health and character guidance for nurses and midwives is available at www.nmc.org.uk/cautions-convictions

6.5. Professional Indemnity

You must declare that you have, or will have when practicing, appropriate cover under an indemnity arrangement.

This declaration is part of the on line application process for revalidation and the evidence does not need to be seen by your confirmer. It is wholly the responsibility of the registrant to confirm to the NMC that they have an appropriate professional indemnity arrangement in place.

By law, NMC registrants must have in place an appropriate indemnity arrangement in place. You meet the requirement when you work exclusively for the NHS, as you will already have an appropriate indemnity arrangement. As you are employed by the Trust you will therefore have this cover.

Please note: staff who undertake any duties outside of their contract with the Trust must ensure that they have an appropriate indemnity arrangement in place as they will not be covered by the Trust's indemnity cover.

Further information is available at <http://revalidation.nmc.org.uk/download-resources/forms-and-templates/>

6.6. Reflective Discussion

You must have had a reflective discussion with another NMC registered nurse or midwife, covering your five written reflective accounts on your CPD and/or practice related feedback and /or an event or experience in your practice and how this relates to the Code.

You must ensure that the NMC registrant with whom you had your reflective discussion signs the approved form, recording their name, NMC PIN and email, as well as the date you had the discussion.

It is the responsibility of the nurse who is revalidating and the reflective discussion partner to ensure that the process retains credibility. They must both be mindful of any personal or commercial relationships that may create a conflict of interest. A guidance sheet is available from the NMC for those staff members taking part in a reflective discussion:

6.7. Confirmation

Your confirmation should be carried out by your line manager or senior nurse within your team or a healthcare professional regulated by another registering body in the UK (for example, General Medical Council, Health and Care Professions Council).

You will need to demonstrate that you have met ~~some of~~ the revalidation requirements. A confirmer is being asked to assess whether you have demonstrated that you have met the requirements for revalidation, not whether you are fit to practice.

A confirmer will not need to check the health and character or professional indemnity insurance requirements – you will make this declaration as part of your online application to the NMC.

Third party confirmation adds credibility to the process and provides additional assurance that the registrant has met the revalidation requirements.

The Trust supports the NMC recommendation that registrants obtain confirmation through their line manager. If the line manager is a registered nurse or midwife, the reflective discussion and confirmation discussion can form part of the same discussion, for example, as part of the appraisal process (or can be completed separately).

Combined appraisal and revalidation also supports the clear identification of future professional development planning which in turn helps the Trust with training and development planning.

A small number of registrants may have a line manager who is not a registered nurse. If your

manager is not an NMC registered nurse you will need to have a reflective discussion with another NMC registered nurse before seeking confirmation. The Professional Education Lead can assist you in finding a suitable confirmer within the Trust. The confirmer will need to see a completed and signed NMC reflective discussion form showing that the nurse has discussed their reflective accounts with another NMC registered nurse

Some registrants will have more than one line manager/employer. These registrants will need to obtain one confirmation which covers all of their practice. They will need to decide which line manager is most appropriate to provide confirmation that the revalidation requirements have been met. The NMC recommend these registrants obtain their confirmation through the organisation where they undertake the majority of their work. They will have to provide assurance to the other employer(s) that they continue to meet requirements of revalidation and are 'live' on the nursing register. One confirmation will cover all contracts for nursing posts with the same employer, e.g. substantive staff with a bank contract.

Confirmers should not be under any form of restricted practice or on any capability process. They should have a level of familiarity with the registrant's practice, but in all cases they will need to be in a position to confirm that the registrant has met the requirements of revalidation. Conflicts of interest should be avoided (examples of conflicts of interest include personal or commercial relationships you may have with the nurse or midwife when providing confirmation). The NMC may contact the confirmer to provide further information or evidence for verification of the application. If the confirmer does not respond to the NMC the revalidation application will be at risk. A guidance sheet on the verification process and what you need to provide if selected for verification is available from the NMC.

Confirmation cannot be provided by anyone who is retired and no longer registered, or subject to a suspension, removal or striking off order at the time of making the confirmation. Equally, confirmation cannot be provided by line managers who are suspended from employment or otherwise removed from practice in the Trust.

Confirmers are required to:

- Review the registrant's portfolio
- Have a face to face discussion with the registrant about their revalidation
- Exercise judgment in deciding whether you think the registrant has met the revalidation requirements
- If you think they have met the requirements, you will need to complete the mandatory confirmation form
- If you do not think they have met the requirements, you need to explain what they have failed to do – they can then complete the requirements and come back to you before the revalidation application is due. If the registrant still cannot meet the requirements, they should be referred to the director of nursing as a matter of urgency for further action.
- Timelines:
- Confirmation must take place within the last 12 months of the three-year period
- Confirmation may take place as part of the annual appraisal
- The registrant has 60 days at the end of the three year period to apply online for revalidation
- The NMC will then make a decision on their revalidation application.

Confirmation must be completed on the form provided by the NMC:

<http://www.nmc.org.uk/globalassets/sitedocuments/revalidation/confirmation-form.doc>

Confirmers are required to indicate that they have read 'Information for confirmers on the mandatory confirmation form.

The application process:

At least 60 days before the application is due	The NMC will notify the registrant of the revalidation application date either by email or by letter to your registered address (please ensure that you keep the NMC updated on your contact details).
In the 60 day period before the revalidation application date	Once the notification is received, you will need to go online and complete the application form.
Revalidation application date: the first day of the month in which your registration expires	This is the date by which you must submit your revalidation application. If your renewal date is 30 April, your revalidation application date will be 1 April.
Renewal date: the last day of the month in which your registration expires	This is the date on which your registration expires. Your registration will be renewed from this date onwards if you have successfully completed your revalidation application.

6.8. Confidentiality

In meeting the revalidation requirements and keeping your evidence, you must not record any information that might identify an individual, whether that individual is alive or deceased. Therefore, all information should be recorded in a way that no patient, service user, colleague or other individual can be identified from the information.

Any information extracted from employer data (such as complaints logs) must be extracted in a way that no information identifying an individual is obtained, used or recorded. For example, you must not forward work emails to your personal account, or download and take copies of employer records.

The reflective discussion form and confirmation form contain personal data about another person. The initial advice from the NMC was that nurses and midwives should store these forms in paper format only. However, the Information Commissioner's Office (ICO) recognised that it would be highly disproportionate to expect nurses and midwives to have to register with them as data controllers. The ICO will not take any action against a nurse or midwife for failing to register with them, therefore you may choose to store your reflective discussion and confirmation forms in either paper or electronic format. However, you must respect the fact that these forms contain personal details about your reflective discussion partner and confirmer.

6.9. Portfolio

The Trust expects staff to maintain a professional portfolio. The NMC also recommend that you keep a portfolio. A portfolio will contain evidence of how you met the requirements for revalidation. It will be a live document developed over the three years before you are required to revalidate. It will help you organise the evidence required to complete revalidation and will bring clarity to your discussions with your confirmer. You will also be prepared if the NMC asks you for further information as part of the verification process. A guidance sheet is available from the NMC on keeping your portfolio.

In addition the NMC provide guidance on 'How to revalidate' via its website which provides detailed advice about how to ensure that all the information stored in a portfolio for the purposes of revalidation is non-identifying so that it does not constitute personal data.

You will not need to upload evidence from your portfolio to the NMC. Your confirmer will confirm that they have seen this evidence.

Support to develop a professional portfolio can be accessed via the Practice Education Team.

6.10. Failure to Revalidate

If your registration status changes (for example, you fail to pay your annual fee, fail to revalidate or are suspended from the register) you must inform your line manager immediately. The line manager will inform the HR dept. and Professional Education Lead.

It is a criminal offence to falsely represent yourself as being on the register, or on part of it, or to use a title to which you are not entitled.

If a registrant fails to revalidate either by non-engagement with the process or by not meeting the criteria or fraudulently revalidates, i.e. using someone else details as their confirmer without them knowing they will be subject to the Trust's Disciplinary Policy and Procedure (HR-006).

- The nurse will immediately be unable to work as a registered nurse and will be suspended. Depending upon the circumstances of the failure to revalidate alternative employment at a band 3 may be offered if available whilst an investigation is undertaken. This is at the discretion of the manager.
- Where there is a suitable Band 3 healthcare assistant vacancy within the Trust (either substantive or bank) depending upon circumstances of the failure to register they may be given the opportunity to take up this post on a Band 3 pay.
- The line manager and Professional Education Lead, with support from HR, will investigate the reasons for failure to revalidate/renew their registration.
- A supportive action plan will be agreed to enable the nurse to successfully revalidate within a reasonable time period.
- The Professional Education Lead will be part of the reflective and confirmation discussions to provide support to the confirmer and the nurse and to ensure that the professional standards for revalidation are maintained.

Failure to revalidate in time will result in removal from the register and will mean that the nurse will have to apply for readmission. Failure to pay fees in time will incur the same actions. There is no right of appeal in these cases.

Failure to meet the requirements for revalidation will mean that the NMC will refuse to renew registration. This can be appealed against within 28 days of the notification letter. For further details please refer to the NMC website.

6.11. Exceptional Circumstances

The NMC recognises that there may be some circumstances when a registrant may not be able to meet the revalidation requirements.

Your application to renew your registration will open on NMC Online 60 days before your revalidation application date, which is the first day of the month in which your registration expires. You can apply for exceptional circumstances via NMC Online once your application opens. As part of this application you will need to upload evidence in support of your application. Examples of exceptional circumstances can be found in the guidance sheet.

<https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/alternative-support-guidance-sheet-previous-support.pdf>

The NMC and the Trust strongly recommend that you apply to renew your registration under exceptional circumstances as soon as possible once your revalidation application opens. This will give the NMC time to consider your application and request any further information they may require.

Staff going onto Maternity/Paternity/Adoption leave when Revalidation is due

Staff who are going on maternity, paternity or adoption leave are encouraged to ensure that all their requirements to revalidate are in place before commencing maternity leave and to use their KIT days to fulfil any CPD requirements, or for reflective discussions or confirmation.

Staff on Long Term Sick/absence leave

Staff who are experiencing a period of long-term absence from work should ensure that they maintain their NMC registration. Staff are reminded that it is the responsibility of the registrant to maintain this and not the organisation. The NMC inform the registrant 60 days before their registration expires informing them that they must register again if they wish to continue to practice. Staff advised to ensure that the NMC have their correct contact details and have an alternative email address to their work email whilst off work.



7. Equality and Diversity

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA.

8. Implementation

This policy will be disseminated by the method described in the Policy and Procedural Documents Development and Management Policy.

9. Monitoring and Audit

Database for revalidation Performance, Appraisal and Development Review process.
Compliance with statutory and mandatory training and role specific training director of nursing board report.

10. References / Evidence / Glossary / Definitions

www.nmc.org.uk/standards/revalidation/

11. Relevant Trust Policies / Procedures / Protocols / Guidelines

Learning and Staff Development Policy (HR-019)
Performance improvement Policy (HR-041)
Policy and Procedure (HR-006)
Grievance Resolution Policy and Procedure (HR-001)
Learning and Staff Development Policy (HR-019)
Attendance Management Policy & Procedure (HR-003)
Occupational Health Operational Policy (HR-036)
Supervision Policy (Clinical Practice and Non-Clinical (N-039)

Appendix 1: Document Control Sheet

This document control sheet, when presented to an approving committee must be completed in full to provide assurance to the approving committee.

Document Type	Policy		
Document Purpose	Inform registered nurses how to revalidate		
Consultation/ Peer Review:	Date:	Group / Individual	
<i>list in right hand columns consultation groups and dates -></i>	July 2024	QPaS	
Approving Committee:	QPaS	Date of Approval:	27 June 2024
Ratified at:	N/A (minor amends)	Date of Ratification:	
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	Revalidation support Portfolio building This can delivered as and when staff request it	Financial Resource Impact	
Equality Impact Assessment undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> Rationale:
Publication and Dissemination	Intranet <input checked="" type="checkbox"/>	Internet <input type="checkbox"/>	Staff Email <input checked="" type="checkbox"/>
Master version held by:	Author <input type="checkbox"/>	HealthAssure <input checked="" type="checkbox"/>	
Implementation:	<i>Describe implementation plans below - to be delivered by the Author:</i>		
	<ul style="list-style-type: none"> Via intranet Professional forum 		
Monitoring and Compliance:	Database for revalidation Performance, Appraisal and Development Review process. Compliance with statutory and mandatory training and role specific training director of nursing board report.		

Document Change History:			
Version Number / Name of procedural document this supersedes	Type of Change i.e. Review / Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
1.00	New policy	17 November 2015	New policy
2.00	Update advice from NMC	9 November 2018	Advice from NMC regarding storage of revalidation evidence
2.1	Review following external Audit	6 July 2021	Update to take in Nurse associates and recommendations from external audit
2.2	Policy Update	17 June 2024	Review of policy and associated policies. Minor amends made throughout. Approved at QPaS (27 June 2024).

Appendix 2: Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: Nursing Revalidation Policy N-022
2. EIA Reviewer (name, job title, base and contact details): Mel Barnard, Lead Educator
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? Policy

Main Aims of the Document, Process or Service
Provide registered nurses and their managers with instructions and guidance on how to revalidate via the NMC.
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
---	---	--

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	This is an NMC requirement for all registered nurses
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Nurses have three years to gather evidence for revalidation
Sex	Men/Male Women/Female	Low	
Marriage/Civil Partnership		Low	
Pregnancy/Maternity		Low	
Race	Colour Nationality Ethnic/national origins	Low	
Religion or Belief	All Religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	
Sexual Orientation	Lesbian Gay Men Bisexual	Low	

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	

Summary

Please describe the main points/actions arising from your assessment that supports your decision.	
All qualified nurses who are registered with the Nursing and Midwifery Council are required to revalidate in order to maintain their registration and continue working as a registered nurse regardless of the environment in which they are working.	
EIA Reviewer: Melanie Barnard	
Date completed: 17 June 2024	Signature: M Barnard