

# Confirmation

Practice hours

Continuing Professional Development (CPD)

5 pieces of practice related feedback

5 Reflective accounts

Reflective discussion

**Section 6 of your portfolio - Confirmation**

# The requirement

You must demonstrate to an appropriate confirmer that you have met the relevant requirements of revalidation.

You do not need to demonstrate that you have met the health and character or professional indemnity insurance requirements. You make this declaration as part of your online application to the NMC

# Purpose of this requirement

- Encourages line managers to regularly consider and discuss how their staff are maintaining and developing their competence and improving their practice
- Increases professionalism by making nurses and midwives more accountable for their practice
- Provides additional assurance that the registrant has met the revalidation requirements
- Encourages a culture of sharing, reflection and improvement
- Helps to reduce nurses and midwives working in professional isolation.

# Confirmation in practice

- You will need to meet with your Confirmer and have a face-to-face discussion about your revalidation
- As part of the discussion you will need to demonstrate to the confirmer that you have met the revalidation requirements
- This can form part of the annual appraisal process
- If your line manager is an NMC registered nurse or midwife, you might want to have your reflective discussion at the same time as your confirmation discussion, although this is not a requirement.

# The Confirmer's role

- The Confirmer is being asked to confirm that they have seen evidence that you have met the requirements of revalidation
- The Confirmer is **not** required to verify any evidence provided to them. For example, the confirmer does not need to contact CPD providers to check whether you attended a course but they must check that CPD is related to scope of practice
- The confirmer is **not** making an assessment of a nurse or midwife's Fitness to Practise. Existing Fitness to Practise processes already exist at the NMC to deal with this
- There is specific information for confirmers to support them through the process
- Revalidation is not an assessment against the requirements your current/former employment.



	Revalidation	Revalidation requirements
	<b>Practice hours</b>	You must have practised for a minimum of 450 hours (900 hours for those with dual registration) over the three year period since your registration was last renewed.
	<b>Continuing professional development</b>	You must have undertaken 35 hours of continuing professional development (CPD) relevant to your scope of practice as a nurse or midwife, in the three year period since your registration was last renewed or you joined the register. 20 hours of CPD must be through participatory learning.
	<b>Practice-related feedback</b>	You must have obtained at least five pieces of practice-related feedback in the three year period since your registration was last renewed or you joined the register.
	<b>Written reflective accounts</b>	You must have prepared five written reflective accounts in the three year period since your registration was last renewed or you joined the register. You must refer to your CPD and/or practice-related feedback and/or an event or experience in your practice, and explain how this is relevant to the Code.
	<b>Reflective discussion</b>	You must have had a reflective discussion with another NMC registered nurse or midwife covering your five written reflective accounts and how this relates to the code.
<b>Not required by confirmer</b>	<b>Health and character</b>	You must provide a health and character declaration, including declaring any formal cautions or criminal convictions.
<b>Not required by confirmer</b>	<b>Professional indemnity arrangement</b>	You must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement.
	<b>Confirmation</b>	You will need to demonstrate to an appropriate person that you have met certain revalidation requirements.
	<b>Keeping a portfolio</b>	We strongly recommend that you keep evidence that you have met these requirements in a portfolio. (This is, however, optional and does not need to be an e-portfolio).

# Who can act as your confirmer?

Your line manager is an appropriate confirmer and the NMC strongly recommends that you use your line manager for confirmation where possible

The line manager does **not** have to be a registered nurse or midwife

If you **do not** have a line manager, the NMC recommends that the confirmer, wherever possible, is an NMC registered nurse or midwife

If you do not have access to either of the above the NMC recommends you use another healthcare professional registered in the UK. For example a doctor or dentist

It is for you to decide who is the most appropriate confirmer

The NMC has developed an online tool to help you identify a suitable Confirmer. Visit [www.nmc.org.uk/standards/revalidation/confirm-nurse-midwife/](http://www.nmc.org.uk/standards/revalidation/confirm-nurse-midwife/)

# Joint responsibilities

Both the nurse or midwife and the confirmer need to:

- Be mindful about any personal or commercial relationship
- Exercise judgement where there is any conflict of interest or perception of bias to ensure that the confirmation process retains credibility and remains objective
- Consider whether a different person should be used as the confirmer.



## Confirmation and reflective discussion

Remember, if your confirmer is **not** a registered nurse or midwife

- Your reflective discussion **must** be with another registered nurse or midwife
- Your reflective discussion partner must have completed and signed the reflective discussion form
- This must happen prior to meeting with your confirmer
- If your confirmer is a registered nurse or midwife then they can complete both the reflective discussion and confirmation roles.

# Confirmer forms

- The confirmer will need to complete the NMC's confirmer form
- The confirmer will need to provide their name, NMC Pin or other professional registration number (where relevant), email and professional address
- The confirmer is being asked to confirm based on the evidence they have seen. They will not be held responsible if they inadvertently provide incorrect information

## If a nurse or midwife does not meet the requirements

- The confirmer will need to explain to the nurse or midwife why they have not met the revalidation requirements
- The nurse or midwife can then be given the opportunity to fully complete the requirements and go back to the confirmer before their revalidation application is due
- The confirmation discussion should take place well in advance of the revalidation application date to allow plenty of time for nurses and midwives to fully comply.

## CONFIRMATION FORM

You **must** use this form to record your confirmation. This form should be completed, stored and shared in manual paper form, as opposed to electronically. This is important because creating, storing or sharing this data electronically may trigger an obligation to register with the Information Commissioner. Please refer to Guidance sheet 1 in *How to revalidate with the NMC* for further information. For this reason this form is not editable.

To be completed by the nurse or midwife:

Name:	
NMC Pin:	
Date of last renewal of registration or joined the register:	

I have received confirmation from (select applicable):

- A line manager who is also an NMC-registered nurse or midwife
- A line manager who is not an NMC-registered nurse or midwife
- Another NMC-registered nurse or midwife
- A regulated healthcare professional
- An overseas regulated healthcare professional
- Other professional in accordance with the NMC's online confirmation tool

To be completed by the confirmer:

Name:	
Job title:	
Email address:	
Professional address including postcode:	
Date of confirmation discussion:	



If you are an NMC-registered nurse or midwife please provide:

NMC Pin:

If you are a regulated healthcare professional please provide:

Profession:

Registration number for regulatory body:

If you are an overseas regulated healthcare professional please provide:

Country:

Profession:

Registration number for regulatory body:

If you are another professional please provide:

Profession:

Registration number for regulatory body:

## Confirmation checklist of revalidation requirements

Practice hours:

- You have seen written evidence that satisfies you that the nurse or midwife has practised the minimum number of hours required for their registration.

Continuing professional development:

- You have seen written evidence that satisfies you that the nurse or midwife has undertaken 35 hours of CPD relevant to their practice as a nurse or midwife
- You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse or midwife.
- You have seen accurate records of the CPD undertaken.

**REVALIDATION**

**Practice-related feedback:**

- You are satisfied that the nurse or midwife has obtained five pieces of practice-related feedback.

**Written reflective accounts:**

- You have seen five written reflective accounts on the nurse or midwife's CPD and/or practice-related feedback and/or an event or experience in their practice and how this relates to the Code, recorded on the NMC form.

**Reflective discussion:**

- You have seen a completed and signed form showing that the nurse or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife (or you are an NMC-registered nurse or midwife who has discussed these with the nurse or midwife yourself).

I confirm that I have read *Information for confirmers*, and that the above named NMC-registered nurse or midwife has demonstrated to me that they have complied with all of the NMC revalidation requirements listed above over the three years since their registration was last renewed or they joined the register as set out in *Information for confirmers*.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes. I am aware that if I do not respond to a request for verification information I may put the nurse or midwife's revalidation application at risk.

Signature:

Date:

# Revalidation portfolio workshop

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