

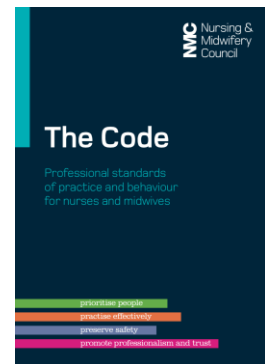
Revalidate in 16 days Step-by-step guide

Day 1 - Do this:

1. Print off a copy of the "How to revalidate" guidance from the NMC website.



2. Print off a copy of the new NMC Code from the NMC website. You will need to refer to this often so it is easier to have a paper copy to hand. Read through the code.



3. Approach your line manager / professional lead and book an appointment to get you portfolio signed off at the end of April / beginning of May.



Day 2- Do this:

1. Decide on paper or computerized record.



- If paper – gather a folder, plastic pockets, index dividers. Write on the divider tabs: Practice hours / CPD / Reflective logs / Professional Discussion / Confirmation.

- Print off the templates from the NMC website for the practice hours / CPD / Reflective logs / Professional Discussion / Confirmation and put them in the correct sections of the portfolio folder.

- Make up a front page for your folder: Name / PIN number / Work based address / Work based telephone number.
- If computer – set up a folder on the desk top marked Revalidation Portfolio. Inside set up further folders marked: Practice hours / CPD / Reflective logs / Professional Discussion / Confirmation.

- Download electronic copies of the templates from the NMC website for the practice hours / CPD / Reflective logs / Professional Discussion / Confirmation and put drop them in the correct portfolio folders on the desk top.
- Make up a front page: Name / PIN number work based address / work based telephone number. Drop this document into your main desktop Revalidation Portfolio folder.



Days 3 & 4 - Do this:

NMC Nursing & Midwifery Council

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Template: Practice hours record log

Date	Name and address of organisation	Type of organisation	Scope of practice	Number of hours	Registration No. (NMC/UK/123456789)	Brief description of work
Feb 2014 - Oct 2014	St. Mary's Hospital, London	NHS Health Board - working in secondary care	Direct patient care	2,000	123456789	Conducting new patient and follow up patient clinics within the Chronic Pain Management service. Collaborate in history taking, examination, review of monitoring & supplementary health / diagnosis / formulating treatment plan commencing as required.
				Total		
				2,000		

1. Start to gather evidence of 450 hours of practice. This should be divided into direct / indirect patient care.

2. Indirect patient care might be: management education / teaching / policy development / research etc.

3. Start with the present day and **work backwards until you reach 450 hours and then stop**. This equates to: 7.5 hour days = 60 days of work required (450 hours) / 12 hour days = 38 days of work required (450 hours)

4. Record on the NMC template provided: The date worked / Name or the organization: ABUHB / Type of organization: NHS Health Board / Scope of practice: Direct or Indirect patient care / Number of hours worked / Registration type: Nurse or Midwife / Brief description of work undertaken.

5. The evidence can be: Time sheets / pay slips / Electronic staff record data / off duty (redact other staff member's names). If paper, photocopy these items and put them into the folder. If electronic, scan these documents and drop them into the Practice Hours folder on the desktop.

6. When you have recorded 450 hours of practice for each part of the register you wish to keep 'live', **you have completed this section of your portfolio**.

Days 5 and 6 - Do this:

1. Take 1 piece at a time of CPD evidence and complete the log from the NMC website: The date / Method i.e. attended conference or study session, online training, MDT meeting etc. / Give a brief outline of the key points of leaning activity, what you have learnt, and how you have applied this to your practice / Link the learning to the Code / State the number of hours spent on the activity / State the number of hours that were participatory, i.e. done with other healthcare professionals.

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Template: Continuing Professional Development (CPD) record log

Please provide the following information for each learning activity. You may be required to upload additional evidence in relation to your record of CPD. For examples of the types of CPD activities you could undertake and the types of evidence you could keep in your portfolio please refer to Annex 2 of 'How to revalidate with the NMC'

Date	Method Please describe the methods you used for the activity. For example: Course attendance Course attendance Independent learning	Relevant Please give a brief outline of the key points of the learning activity, how they are linked to your scope of practice, what you learnt and how you have applied what you learnt to your practice	Link to Code Prioritize people Practice effectively Practice safely Promote professionalism and trust	Number of hours	Number of participatory hours
March 2015	Study session attendance	Revalidation and the updated Code of Professional Standards. Revalidation aims to protect the public, increase public confidence in nurses and midwives and help those on the NMC's register to meet the standards required of them by supporting them using practice related feedback to improve the quality of care. Revalidation also aims to help promote a culture of professionalism and accountability through ongoing reflection on the Code and standards	This study links to all 4 elements of the code Prioritize people Practice effectively Practice safely Promote professionalism and trust	1.5	1.5



2. Find the evidence to support these pieces of CPD, i.e. attendance certificate / study day program / attendance list / email from provider etc. If paper, photocopy these items and put them into the folder. If electronic, scan these documents and drop them into the Practice Hours folder on the desktop.

3. When you have collected 40 hours of CPD and at least 20 hours of it is participatory, **you have completed this section of your portfolio**.

Day 7 - Do this:



1. Think about and start to collect examples of practice feedback that you can use to inform some of your 5 reflective accounts. This might be your PADR / an inspection report / a complaint / a compliment / an incident report / an audit etc. Put these safe for later, they DON'T go directly into your folder.



Day 8 - Do this:

1. Decide on the reflective CPD / from the OR a bit of both (CPD and feedback).

topic of your first account, this can be from your feedback you have collected /

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Template: Reflective accounts record log

You are required to record a minimum of five written reflections on the Code, your CPD and practice-related feedback, as outlined in 'How to revalidate with the NMC'. Please fill in a page for each of your reflections, ensuring you do not include any information that might identify a specific patient or service user. You must also discuss these reflections as part of a professional development discussion (PDD) with another NMC registrant and may be required to upload a signed PDD form.

Reflective account: Number 1

What was the nature of the CPD activity/ practice-related feedback?
The activity was a mixture of both a CPD activity and from a 360 degree feedback, both activities were undertaken as part of the leadership and management course undertaken and recorded in my CPD log.

What did you learn from the CPD activity and/or feedback?
From the CPD activity I learned coaching skills, which were extremely useful. Although I already understood the basic principles of coaching, the all day session on coaching taught me the basic principles and the afternoon was a practical workshop putting coaching skills into action. Learning the skills and then having the opportunity for immediate practical application helped cement coaching and gave me the confidence and skills to put it into practice in my leadership role.

In tandem with the coaching skills I took the feedback from my 360 degree appraisal and looked at areas in which I could improve. I am aware that as a manager I have felt that I needed to 'solve' all problems rather than using all of the expertise in the team to look at different ways forward with issues. I felt that in future, when staff come to me with an issue I would be able to use the coaching skills to help them and the service move forward.

How did you change or improve your work as a result?
I have already had the opportunity to use the coaching skills. A member of staff raised several clinical practice related issues with me that were causing concern. I approached this differently since being more self aware from the 360 degree feedback and utilised the coaching skills to ascertain how that member of staff could see herself moving forward, and getting her and her line manager to consider alternative ways of working which would enable more confident and effective practice.

How is this relevant to the Code?
Select a theme: **Prioritise people - Practice effectively - Preserve safety - Promote professionalism and trust.**
This relates to the Code as follows:
Prioritise people - using coaching has prevented my from making assumptions and through the use of coaching skills has enabled me to better recognise individual choice, to listen to people and to work in partnership with people to make sure care is delivered effectively.
Practice effectively - Learning from feedback and through formal study, has also helped to **improve** cooperative working, respecting skills, expertise and the contribution of colleagues whilst ensuring

2. Start writing one reflective account, using the template downloaded from the NMC website: Write the nature of the activity i.e. Feedback on practice from an investigation report / Write what you learnt from it / Write about how it changed your practice / Decide which chapter(s) of the code the activity is linked and outline the particular part(s) of the chapter(s) in your reflection.

3. Put this reflection in your folder.



Day 9 - Do this:

1. Decide on the topic of your second reflective account, this can be from your CPD / from the feedback you have collected / OR a bit of both.
2. Start writing the reflective account: Write the nature of the activity i.e. Feedback on practice from an investigation report / Write what you learnt from it / Write about how it changed your practice / Decide on which chapter(s) of the code the activity is linked and outline the particular part(s) of the chapter(s) in your reflection.
3. Put this reflection in your folder.

Day 10 - Do this:

1. Decide on the topic of your third reflective account, this can be from your CPD / from the feedback you have collected /OR a bit of both.

2. Start writing the reflective account: Write the nature of the activity i.e. Feedback on practice from an investigation report / Write what you learnt from it / Write about how it changed your practice / Decide on which chapter(s) of the code the activity is linked and outline the particular part(s) of the chapter(s) in your reflection.
3. Put this reflection in your folder.

Day 11 - Do this:

1. Decide on the topic of your fourth reflective account, this can be from your CPD / from the feedback you have collected / OR a bit of both.
2. Start writing the reflective account: Write the nature of the activity i.e. Feedback on practice from an investigation report / Write what you learnt from it / write about how it changed your practice / Decide on which chapter(s) of the code the activity is linked and outline the particular part(s) of the chapter(s) in your portfolio.
3. Put this reflection in your folder.



Day 12 - Do this:

1. Decide on the topic of your fifth and final reflective account, this can be from your CPD / from the feedback you have collected / a bit of both.
2. Start writing the reflective account: Write the nature of the activity i.e. Feedback on practice from an investigation report / rite what you learnt from it / Write about how it changed your practice / Decide on which chapter(s) of the code the activity is linked and outline the particular part(s) of the chapter(s) in your portfolio..
3. Put this reflection in your folder and **you have completed this section of your portfolio.**

Day 13 - Do this:

1. Think about your indemnity insurance – this should be provided by the Health Board.
2. Think about your character and Health declarations.



3. Are you able to confirm these?

Day 14 - Do this:

1. Contact your professional lead and arrange a date for your Professional Conversation to take place.
2. Contact your line manager and arrange a date for your Confirmation to take place.
3. This may be the same person and these two can be done at the same time.



Day 15 - Do this:

1. Have the Professional conversation and the Confirmation and record these on the NMC templates.
2. Ask you're confirmed to sign the template documentation. If paper, these items can be put straight into the folder. If electronic, scan these documents and drop them into the Practice Hours folder on the desktop. **You have completed this section of your portfolio.**



Day 16 - Do this:

1. Double check your portfolio against the check-list in the 'How to Revalidate' booklet. If you're happy it is complete.....
2. Submit electronically to the NMC online. **You have completed the revalidation process.**



3. FINISHED!!!!!!!