**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.

   - **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.

2. 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.

3. Make a front page for your folder: Name / PIN number / Work based address / Work based telephone number.

4. If computer – set up folders 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 them in the correct portfolio folders on the desk top.

5. 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:**
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 learning 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.

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 topic of your first account, this can be from your CPD / from the feedback you have collected / OR a bit of both (CPD and feedback).
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 / 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 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!!!!!!!