

NIPEC/15/20
(replacing NIPEC/14/13)



**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

Policy on Validation and Monitoring of Professional Registration

March 2016

Review date: March 2019
(or sooner if NMC regulatory requirements change)

Any request for the document in another format or language will be
considered

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1.0 Introduction

NIPEC requires that a Nurse or Midwife employed in a regulated post must be registered with the Nursing or Midwifery Council (NMC). **NIPEC Council also comprises Professional members who must be NMC registrants.** This policy will ensure that NIPEC has processes in place to validate and monitor staff required to be registered with the NMC in order to commence, and continue in to work in, a regulated post. **It also will ensure that NIPEC has processes in place to monitor that Professional Council members continue to be registered with the NMC, in order to remain on NIPEC Council.**

2.0 Aims

The aims of this policy are to ensure that:

- Nurses and Midwives, managers and human resources personnel are clear as to their responsibilities regarding the validation and monitoring of professionally regulated posts.
- Clear arrangements are in place to validate the professional registration status of Nurses and Midwives at the point of employment **and on appointment as a NIPEC Professional Council Member.**
- Processes are in place to facilitate the recording and monitoring of Nurses and Midwives annual retention and three-yearly renewal of registration status, now known as revalidation, and to provide assurances that these processes are working effectively.
- Management arrangements are in place to deal with incidents of lapsed registration.

3.0 Policy Statement

It is the policy of NIPEC that all Nurses and Midwives who have a statutory requirement to be registered in order to practice must hold a valid registration at all times.

Staff required to be professionally registered to undertake the post to which they have been appointed will be personally responsible for ensuring their registration remains valid.

NIPEC Professional Council members will be personally responsible for ensuring their registration remains valid.

Where professional registration is no longer valid (has lapsed or been withdrawn) the staff member will not be permitted to continue to work in a regulated post.

Where professional registration is no longer valid (has lapsed or been withdrawn) the NIPEC Professional Council member will not be permitted to continue to sit on NIPEC Council in this role.

4.0 Scope of Policy

This policy applies to

- all staff required to be registered with the NMC as the regulatory body in order to undertake the duties of their post; and

- all NIPEC Professional Council members required to be registered with the NMC as the regulatory body in order to fulfil their duties on NIPEC Council.

5.0 Responsibilities and Validation of Professional Registration on Selection (Recruitment and Selection Service)

At the point of selection of new nursing or midwifery staff, the Recruitment and Selection Service within the Business Services Organisation (BSO), is responsible for ensuring that the individual appointee's registration is valid. This will form part of the conditional offer of employment and subsequent pre-employment checks. An original certificate of valid registration will be required to be presented to the Chief Executive or Senior Professional Officer managing the appointment process and a copy of this will be retained on file. This is in addition to the BSO checking:

- directly with the NMC that the individual has live registration, and
- that the individual is not listed on the BSO database of professional alerts issued by office of the Chief Nursing Office (CNO); in such cases this will be brought to the attention of the Chief Executive or Senior Professional Officer managing the appointment process.

An appointee who is not registered will not be employed by NIPEC in a post where registration with the NMC is a requirement of the post.

Insert text for selection of NIPEC Council members

6.0 Responsibilities – ongoing monitoring of Professional Registration post-appointment

6.1 Registrant's responsibility

It is the responsibility of the individual Nurse or Midwife employed by NIPEC¹ or appointed as a NIPEC Professional Council member, to ensure that his/her registration remains valid throughout the course of employment. He/she is responsible for advising the line manager (for NIPEC Professional Council members the Administrator of the Chair/Chief Executive's Office) of changes to the registration status (additions, cautions, suspensions) imposed by the NMC.

The individual Nurse or Midwife is also responsible for maintaining and renewing his/her registration and for revalidation as per the NMC's guidelines. NIPEC has introduced a template (Appendix 1) to enable nurse and midwife employees to record progress against their personal and work-related objectives which will include reflections on their: practice, continuous professional development (CPD), feedback received and the NMC Code (2015). This NMC template will be used as part of the record of the Line Manager/ Employee professional supervision meetings and Development Review meetings. NIPEC nurses and midwives are also able to record their information on the online portfolio <https://nipecportfolio.hscni.net>

¹ Employed by NIPEC refers to Nurses or Midwives holding Permanent or Temporary contracts with NIPEC.

NIPEC's procedure to support the monitoring of Professional NIPEC Council members registration/revalidation status should be followed for NIPEC Council members who are registrants.

6.2 Midwife and Supervisor of Midwives' responsibility

In addition to a registrant's responsibility to maintain registration and revalidation with the NMC it is currently the responsibility of the individual midwife to ensure s/he has an annual review by a Supervisor of Midwives (external to the organisation) and completes an annual 'Notification of Intention to Practice (ItP)' (currently under review by the NMC and the requirement anticipated to change - March 2017). The ItP must be countersigned by her/his Supervisor of Midwives.

Currently, the Supervisor of Midwives must ensure a system is in place to check that each midwife has submitted an ItP and that this form is forwarded to the Local Supervisory Authority. A midwife who does not complete an ItP form will be immediately sent home, until submission of an ItP is complete unless he/she holds dual registration with the NMC to practice as a nurse and midwife and their role within NIPEC covers both areas of professional practice.

6.3 Line Manager/Confirmer responsibility

Whilst the issue of registration and revalidation of permanent and temporary staff (whose sole or main employment lies with NIPEC) remains the responsibility of the individual Nurse or Midwife, the line manager is responsible for ensuring that professional staff continue to retain valid registration and revalidation and that this takes place as prescribed by the NMC. Employers should check annually a registrant's status using the enhanced NMC online register.

Additionally, the NMC requires nurses and midwives to provide evidence to their Line manager/confirmers to support their three yearly renewal of registration, now known as revalidation. The line manager/confirmer should meet with the registrant on an ongoing basis to review his/her evidence over the three year period, to ensure that the individual is working towards meeting the NMC's requirements for revalidation. Six months prior to the individual's revalidation date, the Line Manager should meet with the registrant to review the individual's evidence against the NMC requirements for revalidation. This meeting will provide time for individuals to gather more evidence if that is necessary and schedule a final confirmer meeting.

Line managers, can use the annual development review/appraisal meeting as the mechanism to seek evidence from the registrant of readiness for confirmation. See Appendix 2 for the template to be used "Assessment of NMC Registrant's Readiness for Confirmation", which includes evidence which is acceptable as proof of readiness; NMC Reflective Discussion Form and NMC Confirmation Form.

Seconded Nurses or Midwives

In NIPEC, the line manager is responsible for ensuring that an appropriate mechanism is in place to record evidence of current registration and revalidation status and that staff's personal records are updated. The line manager of the secondees will be responsible for ensuring that processes are in place to check the regulatory requirements of the NMC for these staff prior to commencement of duty. The line manager will be required to assure

NIPEC's Chief Executive that the regulatory requirements of the NMC have been met by the Nurse or Midwife is registered. The secondee's information regarding NMC registration status will be kept on NIPEC's database.

Regarding annual renewal and revalidation, the line manager should liaise with the substantive employer to agree who will take responsibility for acting as the confirmer and verifying the registration status of the secondee. The line manager should ensure that details of seconded staff are added to the NIPEC database as evidence that this has been checked and verified.

NIPEC Professional Council Members

A NIPEC Professional Council Member will provide evidence, three yearly, to the Chair of NIPEC Council Chair of his/her successful revalidation. At the Professional Council member's annual appraisal NIPEC Council Chair will discuss and provide relevant input, as appropriate, to Professional Council Members revalidation process (recognising that ~~NMC Registrant Council members will have their confirmation may go through a separate process with other employers~~ NIPEC Council Chair is not responsible for Professional Council Members confirmation).

Recording and Monitoring of Annual Fee Payment, Revalidation and Renewal

The Chief Executive's Office maintains a database of NIPEC nurse and midwife employee (permanent, temporary or seconded staff) and NIPEC Professional Council members registration details including: NMC PIN, qualification and associated registration status, annual fee expiry date and revalidation application date and renewal expiry date (See Appendix 3A and Appendix 3B).

A procedure is in place to monitor that staff and NIPEC Professional Council members have renewed their registration on an annual basis and from 1 April 2016, revalidated on a three yearly basis.

Annual Fee Expiry Date

Regarding annual fee expiry date, the line manager (professional staff below SPO level) and/or office of the CEO (for SPOs) should signal to the registrant that, four weeks in advance of the expiry date, his/her annual fee payment is due.

The line manager (professional staff below SPO level) and/or office of the CEO (for SPOs) must then be provided with evidence of this before expiry (i.e. through the NMC online verification process). This must be before the last working day of the expiry date. Where this is not provided on time the member of staff may have employment temporarily suspended without pay until the annual fee payment has been made and NMC registration status is verified as effective.

In regard to NIPEC Professional Council Members, the Administrator of the Chair/Chief Executive's Office will check annually a registrant's status using the enhanced NMC online register <https://www.nmc.org.uk/registration/employer-confirmations/> prior to individual's renewal dates. The NIPEC Professional Council member should email the Administrator of the Chair/Chief Executive's Office with confirmation of his/her annual renewal of payment to the NMC.

Revalidation and Renewal

The line manager will use the four to six weekly supervision process to review the registrant's practice and personal objectives. This will also enable the individual to be supported on an ongoing basis to meet the requirements of revalidation in terms of hours of practice, CPD, practice related feedback and reflections. Six months prior to the individual's revalidation application date the line manager will meet to confirm the registrant's readiness for revalidation. If necessary a subsequent meeting will be set up to review the individual's evidence of readiness for revalidation.

In regard to NIPEC Professional Council Members, at his/her annual appraisal NIPEC Council Chair will discuss and provide relevant input, as appropriate, to Professional Council Members revalidation process (recognising that ~~NMC Registrant Council members will have their confirmation may go through a separate process with other employers~~ NIPEC Council Chair is not responsible for Professional Council Members confirmation).

Monitoring

NIPEC registrants are responsible for advising the Chief Executive's Office when they have paid their annual retention fee and submitted their evidence on a three-yearly basis for revalidation and renewal of registration. The employee's/ **Professional Council Member's registration** status will be checked by the line manager and/or office of the Chief Executive (**for NIPEC Professional Council members the Office of the Chair/Chief Executive**) using the NMC Employers Confirmation Service at www.nmc-uk.org/Employer-confirmations

A copy of the employees/**NIPEC Professional Council Members confirmed** NMC registration and revalidation status is printed off and kept in their personal file and on the NIPEC database.

If for any reason, the above processes are not followed and an employee's/**NIPEC Professional Council Member's** registration is found to have lapsed or an employee/**NIPEC Professional Council Member** reports that their registration has lapsed with the Nursing and Midwifery Council, the **employee individual** must reapply to the NMC for readmission to the register. The Chief Executive (**for NIPEC Council Members the Chair of NIPEC Council**) must be informed immediately and the employee may have his/her employment temporarily suspended without pay until ~~they s/he have~~ **has** been readmitted to the NMC register. The **NIPEC Professional Council Member will not be able to act as NIPEC Council member or attend any Council meetings until they s/he have has** been readmitted to the NMC register.

6.4 NIPEC's responsibility

NIPEC's Chief Executive is responsible for ensuring that Nurses and Midwives comply at all times with this policy and a regular and full audit is undertaken to evidence full compliance. NIPEC's Chair must support the Chief Executive in carrying out his/her role and ensure that there are appropriate mechanisms in place to record, monitor and report on professional registration to NIPEC Council and the Audit Committee.

7.0 Failure to maintain valid professional registration

It is a condition of employment that a Nurse or Midwife employed in a regulated post/**appointed as a NIPEC Professional Council Member** must maintain his/her professional registration and revalidate every three years throughout the duration of the employment. A Nurse or Midwife who fails to renew his/her professional requirements cannot work in a professional capacity, which may result in his/her employment being temporarily suspended without pay **or be unable to act as a NIPEC Professional Council Member** until valid registration status can be evidenced. The decision on the course of action will be taken by the Chief Executive (**NIPEC Council Chair for Professional Council Members**) with advice from Human Resources. A Nurse or Midwife who experiences difficulty in renewing his/her registration must advise his/her line manager immediately.

Failure to ensure a valid registration/revalidation is a serious matter and may have an adverse effect on NIPEC's ability to fulfill its statutory responsibilities. Line managers may, therefore, initiate formal disciplinary proceedings against staff who fail to adhere to the conditions of their employment. The outcome of disciplinary proceeding may result in dismissal.

8.0 Legislative compliance, relevant policies and procedures

This policy has been developed in line with the Nursing and Midwifery order 2002 Part III; Articles 8-12. It should be read in conjunction with the following:

- NMC Standards, advice, guidance
- NMC (2012) *Midwives Rules and Standards*. London: NMC
- NMC (2015) *The Code – Professional Standards of Practice and Behaviour for Nurses and Midwives*. London: NMC
- NMC (2015) *Revalidation: How to revalidate with the NMC; requirements for renewing your registration*. London: NMC

9.0 Equality and Human Rights considerations

This policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1988. Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies which are likely to have significant impact on equality of opportunity so that greatest resources can be targeted at them. Using the Equality Commission's screening criteria, no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.

This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with European Convention Rights contained in that Act.

This policy will be included in NIPEC's register of screening documentation and maintained for inspection whilst it remains in force.

10.0 Policy approval and implementation

This **revised** policy was considered in draft form by NIPEC's Professional Team and the final draft was discussed and approved by NIPEC's Senior Business Team. The final

policy was signed by the Chief Executive and circulated to all NIPEC's nursing and midwifery staff.

All line managers must ensure that relevant staff have access to this policy, understand its content including provision of any necessary training, and are aware of its aims and purpose immediately on its release.

11.0 Review of policy

NIPEC is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation. This policy will be reviewed by NIPEC's professional team in **September 2018** or earlier if further guidance is issued. The review will be noted on a subsequent version of the policy, even where there are no substantive changes made or required.

12.0 Sources of advice and further information

Further advice and information regarding this policy can be obtained from NIPEC Chief Executive or Senior Professional Officers.

Signed: _____
Chief Executive

Date: _____

Name: Financial year: Section 3: Record of Professional Discussion and Review of Business Objectives and Personal Development Plan	
Organisational/personal objective with time frame & NMC Code theme	Note of one to one professional discussion Include accounts of practice-related feedback and reflections on CPD, Practice-related feedback, Code
Objective (Insert reference number and wording from Business Plan or Work Plan) : Date to be achieved NMC Code relevant theme: RAG:	Insert Date of Supervision Meeting or Development Review Meeting & Progress update and actions to be taken. May also include short reflections
Example Objective 6: Ensure NIPEC is in a state of “readiness” to support professional staff to revalidate using the new NMC Revalidation Model from January 2016. Date to be achieved: March 2016 NMC Code relevant theme; Promote Professionalism & Trust RAG:	For example 7 September 2015 Revalidation Framework to be developed for use within NIPEC. I have submitted my renewal of registration information; payment will be taken on 15 September. Will commence new revalidation period on portfolio. Guidance notes: final draft completed for submission to Programme Board. Revise the existing revalidation policy and update with agreed process for revalidation. Organise meeting with SPOs and Chief Executive to agree documentation and method of recording. Reflection 7 September 2015 The guidance notes that were drafted – it was a useful piece of work that received positive feedback and constructive comments to ensure it met the needs of the various key stakeholders. It was completed in a short timeframe. Working with key individuals in a very small writing Group worked well and then testing with wider stakeholders, electronically, was an effective approach for the timescale and will work well for other similar pieces. 27 July 2015 Discussion at PTM 25 June, documentation revised and being tested to support this. Same will be tabled at ongoing PTM meetings as proformas are developed and system refined for use from April 2016.

AOB: (Any other items discussed at the meeting can be included under AOB)

For example

AOB 7 September 2015

Impact Measurement of Safeguarding Framework: resubmit to CE by 11 September 2015

REFLECTIVE ACCOUNTS FORM

You must use this form to record 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. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user or colleague. Please refer to our guidance on preserving anonymity in Guidance sheet 1 in *How to revalidate with the NMC*.

Reflective account:

What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?

What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?

How did you change or improve your practice as a result?

How is this relevant to the Code?

Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust

Checklist for Assessment of NMC Registrant's Readiness for Confirmation

Practice Hours	<p>Have you completed the required number of practice hours, 450 practice hours or 900 if revalidating as a Nurse and Midwife?</p> <p>Evidence could include:</p> <ul style="list-style-type: none"> • employment contract (specifying hours) • timesheets/rosters • job specifications • role profiles. 	<input type="checkbox"/>
Continuing Professional Development	<p>Have you completed the required 35 hours of CPD; 20 of which should be participatory?</p> <p>Evidence should include accurate records of :</p> <ul style="list-style-type: none"> • the CPD method • a brief description of the topic and how it relates to your practice • dates the CPD activity was undertaken • the number of hours including the number of participatory hours; • identification of the part of the Code most relevant to the CPD • evidence of the CPD activity. 	<input type="checkbox"/>
Practice-Related Feedback	<p>Have you 5 pieces of practice-related feedback ?</p> <p>Evidence could include feedback from a range of sources such as: directly from patients, service users, carers, students, colleagues, reviewing complaints team performance reports, serious adverse incidents. The evidence can be positive or constructive feedback and can be based on personal practice, or of your team or department. It should not contain any personal data. Whilst NMC recommends that registrants keep a note of feedback received, this is not compulsory, for example oral feedback.</p>	<input type="checkbox"/>
Written Reflective Accounts	<p>Have you completed 5 written reflections?</p> <p>Evidence, not containing any personal data on the NMC Form, should include what you have learnt from the CPD activity and/or practice-related feedback and/or an event or experience in professional practice, how you changed or improved your work as a result and how this relates to NMC Code (2015). If the Line Manager is not a NMC registrant, you must discuss these reflective accounts with another NMC registrant.</p>	<input type="checkbox"/>
Reflective Discussion	<p>A NMC reflective discussion form must be completed for this which must be stored as a paper copy. The discussion summary should not contain any personal data.</p>	<input type="checkbox"/>

Health and Character	You will make these declarations as part of your online revalidation application.	<input type="checkbox"/>
Professional indemnity arrangement	Evidence to demonstrate that you have appropriate indemnity arrangement in place.	<input type="checkbox"/>
Confirmation	The NMC Confirmation Form must be signed by your Line Manager/Confirmer and stored as a paper copy only.	<input type="checkbox"/>

REFLECTIVE DISCUSSION FORM

You must use this form to record your reflective discussion with another NMC-registered nurse or midwife about your five written reflective accounts. During your discussion you should not discuss patients, service users or colleagues in a way that could identify them unless they expressly agree, and in the discussion summary section below make sure you do not include any information that might identify a specific patient or service user. Please refer to Guidance sheet 1 in How to revalidate with the NMC for further information.

To be completed by the nurse or midwife:

Name:	
NMC Pin:	

To be completed by the nurse or midwife with whom you had the discussion:

Name:	
NMC Pin:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of discussion:	
Short summary of discussion:	
<p>I have discussed five written reflective accounts with the named nurse or midwife as part of a reflective discussion.</p> <p>I agree to be contacted by the NMC to provide further information if necessary for verification purposes.</p>	Signature:
	Date:

CONFIRMATION FORM

You must use this form to record your confirmation.

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:	
Contact number:	
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 (if relevant):

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.

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:

NIPEC Employee Database: NMC Registration and Revalidation Status

Confidential

Employee's Name	Registration Status (Nurse, Midwife, SCPHN)	NMC Pin	Annual Registration Expiry Due Date and Verification of same (include date due, date confirmed and signature of Line Manager)	3 Yearly Revalidation Renewal Date	Date of Revalidation Confirmation with Line Manager (NB-Formal consideration must be at least 6 months ahead of revalidation date)	Confirmation of Revalidation Verification (Date and signature)

NIPEC Professional Council Member Database: NMC Registration and Revalidation Status

Confidential

NIPEC Professional Council Member	Chief Nursing Officer (Line Manager)	Confirmer (Employee Organisation's Line Manager)
<ul style="list-style-type: none"> • Name • NMC Pin • Date of Birth • Parts of the Register with effective registration status ie. Nurse, Midwife, Specialist Community Public Health Nurse • Fee expiry Date (annual) • Renewal Date (3 yearly) 		
NIPEC Professional Council Member <ul style="list-style-type: none"> • Name • NMC Pin • Date of Birth • Parts of the Register with effective registration status ie. Nurse, Midwife, Specialist Community Public Health Nurse • Fee expiry Date (annual) • Renewal Date (3 yearly) 	NIPEC Council Chair (Line Manager)	Confirmer (Employee Organisation's Line Manager)