



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

**Policy on the Confirmation and
Monitoring of Nursing and
Midwifery Registration Status**

October 2024

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

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1.0 Introduction

All nurses and midwives employed in NIPEC must hold a valid registration with the Nursing and Midwifery Council (NMC). Members of NIPEC Council who are nurses and midwives must also hold a valid NMC registration.

As part of the NIPEC's responsibility to protect the public, it is essential that upon appointment, all NIPEC professional staff maintain their NMC registration during the course of their employment. All nurses and midwives must renew their NMC registration on an annual basis and revalidate every three years.

2.0 Aims

The aims of this policy are to ensure that:

- Registered nurses and midwives renew their registration as directed by the NMC, their professional body.
- Clear systems are in place to check and confirm the professional registration status of Nurses and Midwives / NIPEC Professional Council Members, upon appointment to the role.
- Clear systems are in place to support and confirm ongoing active NMC registration status of those in a nursing and midwifery role.
- Management arrangements are in place to deal with incidents of lapsed NMC registration.
- Nurses and midwives employed in NIPEC and those on the NIPEC Council (permanent, temporary, seconded and associates), line managers and NIPEC administrative support staff employed by NIPEC are:
 - clear as to their responsibilities regarding maintaining valid NMC registration and revalidation status
 - clear regarding the processes and systems for confirmation and monitoring of the registration status of staff in professionally regulated posts.

3.0 Policy Statement

It is the policy of NIPEC that all Nurses and Midwives, both employed staff (permanent, temporary, seconded, associates) and Council members who are nurses and midwives must hold a valid NMC registration at all times.

The individual staff or Council member will be personally responsible for ensuring their registration remains valid and they undertake the required action to maintain their revalidation as per NMC guidelines: Manage your registration - The Nursing and

Midwifery Council (nmc.org.uk)

This policy will ensure that NIPEC has processes and systems in place to confirm and monitor the registration status of all staff appointed with NMC registration as a condition of their appointment and ongoing employment.

4.0 Scope of Policy

This policy applies to:

- All NIPEC staff required to be registered with the NMC as the regulatory body in order to undertake the duties of their post.
- 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.
- Line managers of NMC registered staff as outlined above.
- Administrative staff with responsibility to support the recording and monitoring of valid NMC registration details.

5.0 Invalid Registration and Revalidation Status

It is a condition of employment that a Nurse or Midwife employed in a regulated post/appointed as a NIPEC staff member or Professional Council Member, must maintain professional registration and revalidate every three years throughout the duration of their appointment. A Nurse or Midwife who fails to renew professional requirements cannot work in a professional capacity, which will result in their 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 for staff members and NIPEC Council Chair for Professional Council Members, with advice from Human Resources. A Nurse or Midwife who experiences difficulty in renewing their registration must advise their NIPEC 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 fulfil its statutory responsibilities.

- Where the nurse or midwife employed in a regulated role in NIPEC, (in permanent, temporary, seconded or associated posts) professional registration is no longer valid (due to a lapse, cancellation or removal from the register), the staff member will not be permitted to continue to work in a regulated post.
- Where the NIPEC Professional Council member's professional registration is no longer valid (due to a lapse, cancellation or removal from the register), the member will not be permitted to undertake any aspects of their role as Council member.
- Should registration lapse, the only way to re-register will be by applying for

readmission to the register with the NMC. This process is not within the control of the NIPEC as it is reliant upon the professional body to enact and can take approximately 12 weeks, depending on the circumstances

- Where lapse of registration/revalidation occurs, the registrant member will be suspended without pay until registration/revalidation status is reinstated.
- Failure to maintain registration or loss of registration for a registered post will be treated as a breach of professional contractual terms and conditions.
- NIPEC 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.

6.0 Confirmation of Professional Registration on appointment for permanent, temporary, seconded staff and Council Members who work in a registered nurse or midwifery role

6.1 NIPEC employed staff confirmation on appointment

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 NMC registration is valid. This will form part of the conditional offer of employment and subsequent pre-employment checks.

The Line Manager will confirm the registration status prior to the registrant commencing employment using the NMC Employers Confirmation Service at www.nmc-uk.org/Employer-confirmations. They will forward this confirmation to the Chief Executive's Office Administrative Support who will record and retain a certificate of valid NMC registration on file.

A staff appointee who does not hold the necessary level of registration status with the NMC will not commence duties in a post where NMC registration is a requirement of the post.

The Line Manager will inform the registrant staff member that they are not authorised to continue in their role if their registration is not valid.

6.2 Council Members confirmation on appointment:

On appointment as a NIPEC Professional Council, members the individual's NMC registration will be confirmed by the Chair of Council using the NMC Employers Confirmation Service at www.nmc-uk.org/Employer-confirmations. They will forward this confirmation to the Board Secretary who will record and retain a certificate of valid NMC registration on file.

A member appointed to a professional nursing or midwifery Council position will not commence their position as a Council member if they do not hold a valid registration with the NMC¹.

Council Chair will inform the Registrant Council member that they are not authorised to continue in their role if their registration is not valid.

7.0 Responsibilities for ongoing monitoring of Professional Registration post-appointment for permanent, temporary, seconded, associate staff and Council Members who work in a registered nursing or midwifery role

7.1 Registrant's responsibility

It is the responsibility of the individual Nurse or Midwife employed by NIPEC² or appointed as a NIPEC Professional Council member, to ensure that their individual NMC registration remains valid throughout the course of their appointment as outlined in: [Manage your registration - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/registration/your-registration).

The NMC registrant is responsible for immediately advising the line manager of renewal of their registration with the NMC.

The NMC registrant is responsible for informing their line manager of changes to their registration status:

- additions,
- lapse,
- cancellation,
- sanction including cautions or conditions of practice,
- conditions of practice,
- suspension or removal imposed by the NMC.

The individual nurse and midwife employed by NIPEC is also responsible for their revalidation application, for sufficiently planning to ensure, to the best of their ability, that they will meet the requirements within your three year renewal period as outlined in the NMC guidance: [how-to-revalidate-booklet.pdf \(nmc.org.uk\)](https://www.nmc.org.uk/registration/how-to-revalidate).

7.2 Recording and Monitoring of Annual Registration and Revalidation Renewal

7.2.1 Administrative Staff Responsibilities

The process and systems will be supported by:

- NIPEC Chief Executive Office Administrative Support for NIPEC staff employees (permanent, temporary, seconded, associates) who will maintain a database of NIPEC nurse and midwife employee (permanent, temporary, seconded or associate staff) to include NMC PIN, qualification and associated registration status, annual fee expiry date and revalidation application date and renewal expiry date.
- NIPEC Council Secretary and Chair of Council for Council Members who will maintain a database of NIPEC nurse and midwife Council members (appointed on registrant status), to include NMC PIN, qualification and associated registration status, annual fee expiry date and revalidation application date and renewal expiry date.

At the time of employment, the Chief Executive Office Administrative Support (for NMC registered staff employed by NIPEC)/Council Secretary (for NMC registrant Council Members) will check registrant's status using the NMC Employers Confirmation Service at www.nmc-uk.org/Employer-confirmations.

- The Chief Executive Office Administrative Support (for NMC registered staff employed by NIPEC) /Council Secretary (for NMC registrant Council Members) will email the NMC registrant eight weeks in advance of the expiry date that their registration and revalidation (where applicable) is due for renewal.
- The Chief Executive Office Administrative Support (for staff employed by NIPEC)/Council Secretary (for registrant Council Members) will obtain evidence of renewal of registration and revalidation (where applicable) before expiry through the NMC online verification process Confirmation Service at www.nmc-uk.org/Employer-confirmations.
- The Chief Executive Office Administrative Support/Council Secretary will update the NIPEC database accordingly (Appendix 1)

7.2.2 Line Manager responsibility for monitoring registration and revalidation status (permanent, temporary, seconded or associate staff) and Council Members

Whilst the renewal of annual NMC registration and 3 yearly revalidation is ultimately the responsibility of the individual nurse, midwife, as an employer.

The line manager must receive assurance and evidence from the registrant that annual registration is valid. This can be facilitated through regular supervision and annual appraisal meetings.

The line manager must support the registrant to meet the NMC revalidation expectations every three years to maintain their professional registration. The NMC process for revalidation should be followed: [Revalidation - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk)

The line manager must confirm the NMC registrant has identified an appropriate third party (Confirmer) for their revalidation requirements. Including a revalidation discussion at each annual appraisal ensures the line manager can be kept informed of the NMC registrant's revalidation progress.

The line manager may not always be the Confirmer. An alternative manager / senior professional as outlined in the NMC guidance may be chosen if:

- The line manager is not available due to leave commitments (annual, maternity, sick, career break).
- The line manager is not available to provide confirmation due to conflicting work commitments and it is agreed that it is reasonable to delegate the role to another confirmer.
- There is a conflict of interest between the registrant and the line manager.

However, regardless of Confirmer status, the NIPEC line manager should meet with the registrant on an ongoing basis to ensure that the individual is working towards meeting the NMC's requirements for revalidation.

In addition, the Line Manager should meet with the registrant in advance of revalidation renewal date (approximately six months if the employment period allows), to review the individual's evidence against the NMC requirements for revalidation. This meeting will provide time for individual registrants to gather more evidence if that is necessary and schedule a final confirmer meeting.

Where NIPEC NMC registrant staff or NMC registrant Council members have more than one line manager, for instance where registrants have dual contracts between organisations, e.g. seconded staff, associate staff Council members or, it is expected that confirmation is sought from where the NMC registrant undertakes most of their practice.

In this instance where the Confirmer is not a NIPEC employee, the NIPEC line manager must seek confirmation from the NMC registrant that a Confirmer for revalidation has been identified prior to their revalidation due date.

The NIPEC line manager must obtain evidence that the NMC Registrant has revalidated with the NMC in order for them to continue to carry out their employment/ professional Council member role within NIPEC.

8.0 Ongoing support for the Registrants Revalidation and Registration Renewal

Staff employed by NIPEC:

The line manager will use the supervision and appraisal processes to review the NMC registrant's practice and personal objectives. This will 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.

Council Members:

The NIPEC Council Chair and the Professional Council member may wish to avail of the individual's annual appraisal meetings as an opportunity to discuss the Professional Council Member's revalidation date and progress. This may include hours of practice, CPD, practice related feedback and reflections. However, there is recognition that NIPEC Council Chair is not responsible for Professional Council Members confirmation.

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 Chief Executive will work in partnership with the Chair of Council to ensure that there are appropriate mechanisms in place to record, monitor and report on professional registration to NIPEC Council and the Audit Committee.

9.0 Legislative compliance, relevant policies and procedures

This policy has been developed in line with The Nursing and Midwifery (Amendment) Order 2018 and should be read in conjunction with the following:

- NMC Standards, advice, guidance [The Nursing & Midwifery Council - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk)
- NMC (2018) *The Code – Professional Standards of Practice and Behaviour for Nurses, Midwives and Nursing Associates*. London: NMC
- [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk)
- [Manage your registration - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk) NMC (2019) Revalidation: How to revalidate with the NMC; requirements for renewing your registration. London: NMC <https://www.nmc.org.uk/revalidation/>

10.0 Equality and Human Rights Screening

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998.

The screening has identified any equality impacts and outlines the way that these will be addressed. No significant equality implications have been identified therefore the policy will not be subject to an equality impact assessment.

11.0 Policy approval and implementation

This revised policy was agreed by NIPEC's Senior Team and approved by NIPEC Council, following which it was 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.

12.0 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 in October 2027, or earlier if further guidance is issued, and presented to NIPEC Council for approval. The review will be noted on a subsequent version of the policy, even where there are no substantive changes made or required.

13.0 Sources of advice and further information

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

NIPEC Professional Council Member/Staff Database: NMC Registration and Revalidation Status

Confidential

| NIPEC Professional Council Member | Details | Checked By & Date |
|---|---------|-------------------|
| <ul style="list-style-type: none">• Name• NMC Pin• Parts of the Register with effective registration status i.e. Nurse, Midwife,• Fee expiry Date (annual)• Renewal Date (3 yearly) | | |