PIAPA Revalidation
Guidance and Tools

A comprehensive pack containing guidance and tools
to help you through the revalidation process
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</tbody>
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What is Revalidation?

Revalidation is the 3-year process where by nurses will meet certain practice and learning processes to in order to validate their registration and right to practice

The NMC would like to emphasise that:

- Revalidation is **NOT** an *assessment* or a *test*. It is about demonstrating that you (nurses and midwives) are keeping up to date and fit to practice.
- The Code is central to this
- Revalidation should also encourage a range of positive behaviours, for example, it should challenge those who work in professional isolation to engage with peer networks and wider professional development initiatives such as PIAPA.
- It is not an exercise to try and find bad practice. The NMC’s revalidation model is based on positive affirmations of good practice.

Revalidation is designed to encourage nurses to:

- Seek feedback from patients and colleagues
- Reflect on the Code through professional discussion
- Seek confirmation that revalidation requirements have been met

Upon completion of portfolios, registrants will not be expected to submit their portfolios or evidence to the NMC itself.
The NMC will select a sample of nurses to provide further information every year. This is simply a verification not an investigation. When a request is made the nurse will have 14 days to submit their revalidation evidence.

How to Use This Guidance Pack

This pack does NOT replace the NMC’s own revalidation guidance notes ‘How to Revalidate With the NMC’ which contains full explanations of each step of the process including motives for each step and the templates you must use to fill out your revalidation records and sign-offs. This can be found at: https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf

This is a more condensed version orientated at the aesthetic nurse, breaking down the necessary actions for each step with example portfolio entries and forms that will be used for Revalidation. There are more specific and concentrated details on the official NMC guidance which can be found using the link above. The guidance itself is relatively comprehensive but longer than this condensed, example version, so don’t panic and don’t put off reading it.

PIAPA is not a replacement of the NMC but we are fully prepped to assist you with your revalidation questions. We are happy to discuss the new process with you and always recommend you also discuss any concerns with the NMC on the following numbers:

PIAPA: 0330 111 7709
NMC: 020 7333 9333
Approximate Time Frame

- Meeting requirements such as feedback & CPD (building your portfolio) - 3 years
- Seek reflective discussion & Confirmation from a third party - 12 months
- Application for renewal of registration - 60 days
Over three years since last renewal
You need to meet a range of revalidation requirements designed to show that you are keeping up to date and maintaining safe and effective practice

In the 12 months up to renewal (final year of three-year revalidation cycle) once you have met the requirements, you will need to discuss your revalidation with a confirmer. As part of this confirmation discussion, you will demonstrate that you have complied with all of the revalidation requirements.
*You will NOT be expected to upload any of your recorded document such as feedback, CPD, reflective accounts etc. The NMC may request these if you are chosen as part of an arbitrary audit and you will have 14 days to provide these.

In the 60 days before your renewal date
Every three years you will be asked to apply for revalidation using NMC Online. As part of that application, you need to declare to the NMC that you have complied with the revalidation requirements
The model on page 7 shows the components required in order to revalidate including the new steps.

• Required practise hours – **450** over three year cycle. *You should meet this number of hours with ease. If you work in multiple roles we such as a district nurse and aesthetic nurse we recommend keeping a separate log for each discipline. Records should show as best possible:*
  - Dates of practice
  - Number of hours
  - Location where you completed these hours
  - Evidence where possible such as pay slips, working logs with client list.

• CPD hours relevant to your scope of practice **35 including 20 participatory** hours.
• At least 5 instances of **feedback**.
• A record of at least **5 written reflections** on CPD, feedback or event and always relating to the Code.
• A Declaration you have appropriate **indemnity arrangement**.
• **Health and Character Declaration**
• **Confirmation** – demonstrating to an appropriate 3rd party all these steps have been

**THE FIRST THING YOU MUST DO IS MAKE SURE YOU HAVE AN ONLINE NMC ACCOUNT. IF YOU DON’T, USE THE LINK BELOW AND REGISTER NOW**

https://online.nmc-uk.org/Account/Login?ReturnUrl=/
CPD – What You Must Complete

The minimum hours of CPD you must acquire over the three years is 35. Of those 35 hours, at least 20 hours must be participatory learning such as training or attending seminars with multiple delegates that encourage group learning or discussion. This can also include virtual environments such as video conferencing.

PIAPA feels strongly about pro-active learning, in particular in a group environment and while we hope our members would reach far above the quota of 35 points, remember this is all you need to list for revalidation purposes including 20 that are participatory.

Maintain accurate records of:

- CPD Method
- Description of topic & relation to your work
- Date of activity & Number of hours
- Which part of the code it relates to
- Evidence of CPD undertaken

We heavily recommend you do record everything the same or following day of CPD activity while it’s fresh in your minds and easy to write-up, it really does save so much time. We will often hand out the NMC’s official reflective account form at our meetings so you can accurately record the activity as you go along. However we highly encourage printing off a pile for home or work and grabbing one before every learning opportunity you partake in. The specific from can be found on page 45 using this link: https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf
Reflective Accounts - How To

Participants will need to produce at least 5 reflective accounts over the three-year renewal cycle to show how their CPD activity and feedback from patients and others. This affirms and improves their practice in relation to the Code.

Each reflection should:

- Relate to an instance of CPD and/or
- Practice-related feedback and/or
- an event in your own professional practice

You must:

- Explain what you learnt
- How you changed or improved your practice; and
- How it is relevant to the Code

It’s important not to worry over these reflections, it’s not an academic piece, and it doesn’t need to be long. It can be bullet pointed as long as the points are demonstrated clearly.

The example reflections towards the end of this document are examples only based on a CPD experience and feedback. They are kept simple and answer the questions raised.
Reflective Discussion

It **must** be undertaken with another NMC registrant and *can* be combined with your confirmation discussion.

The NMC state that they could be someone you frequently work with or someone from a professional network or learning group. You do not need to work with them on a daily basis and you do not need to undertake the same type of practice. However, we highly recommend that to maintain a professional record and show serious consideration to professional reflection that you use a nurse within your field of practice and if you are working in multiple disciplines you actually conduct a reflective discussion for **each** discipline and submit the details of the discussion most relevant to your predominant area of practice. It is for you to decide the most appropriate person for you to have this conversation with, including whether they are senior or junior to you.

PIAPA would strongly suggest that you conduct this discussion with another nurse within the field of Aesthetics with at least 3 years experience in the area and either equal or more years of practice in the discipline than yourself.

An annual peer-to-peer appraisal is also recommended where possible for the purposes of good practice.

It should take place in the **final 12-months** of the 3-year cycle and we suggest at very least 60 days before your renewal date to allow time for any necessary amendments.

If you work with few or no other NMC registrants, it is suggested you approach peers from professional or specialty networks (such as PIAPA).
Practise Related Feedback

- At least 5 pieces from a variety of sources, e.g. patients, mentors, students or colleagues.

- Can be provided formally or informally, written or verbal and not necessarily from a nurse or midwife.

- Make sure the source of the feedback is not named or identifiable as this breeches Data Protection regulations.

- The council recommend you keep a note of feedback as much as possible, a form is available on p19 of this pack to easily record the feedback you receive.

- You do not need to include actual instances of feedback in your portfolio but NMC recommend you keep a note of content how it was used to improve your practice.
Confirmation

Confirmation is a declaration to a third party that you have complied with revalidation requirements through discussion. Confirmation should be sought in the last year of the three-year cycle.

All registrants will declare that they have demonstrated to an appropriate third party they have met with the revalidation requirements.

For the purposes of time and efficiency we very much suggest nurses combine their confirmation with their Reflective Discussion conducted by another NMC registrant.

When choosing your confirmer you are advised to be mindful about conflicts of interest such as commercial or financial ties or personal relationships, try to avoid these if possible.

Nurses who are multi-discipline should make a judgement call of who would be most relevant to provide confirmation.

Nurses without managers should decide who is most suitable to be their confirmer – Helpful if they have worked with you or in a similar scope of practice.
Template: Practice hours record log

To confirm your hours of practice as a registered nurse and/or midwife Please enter your most recent practice first and then any other practice until you reach 450 hours. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks. For example if you work full time, please just make one entry of hours. If you have worked in a range of settings please set these out individually. You may need to print additional pages to add more periods of practice. If you are both a nurse and midwife you will need to provide information to cover 450 hours of practice for each of these registrations.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name and address of organisation</th>
<th>Your Work Setting</th>
<th>Your Scope of practice:</th>
<th>Number of hours</th>
<th>Your Registration</th>
<th>Brief description of work</th>
</tr>
</thead>
</table>

Work settings Select appropriate setting:
- Ambulance service
- Care home sector
- Care inspectorate
- Cosmetic/aesthetic sector
- District nursing
- Education
- Governing body or leadership role
- GP practice or other primary care
- Health visiting
- Hospital or other secondary care
- Insurance/legal
- Military
- Occupational Health
- community services
- Overseas
- Policy
- Prison
- Private domestic setting
- Private health care
- Public health
- Research
- School
- Specialist (tertiary) care
- Telephone or e-health advice
- Trade union or professional body
- Voluntary sector
- Other

Your scope of practice
- Commissioning
- Consultancy
- Education
- Management
- Policy
- Direct patient care
- Quality assurance or inspection

Registration
- Nurse
- Midwife
- Nurse/SCPHN
- Midwife/SCPHN
### Example: Continuing Professional Development (CPD) record log

Please provide the following information for each learning activity, until you reach 35 hours of CPD (of which 20 hours must be participatory). For examples of the types of CPD activities you could undertake, and the types of evidence you could retain, please refer to Guidance sheet 3 in ‘How to revalidate with the NMC’.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Method</th>
<th>Topic(s)</th>
<th>Link to Code</th>
<th>Number of hours</th>
<th>Number of participatory hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2014</td>
<td>Aesthetic Conference – Step Ahead in Aesthetics</td>
<td>PDO Thread-lifting, How to handle claims, HEE developments in Aesthetic Medicine guidelines</td>
<td>Practice effectively &amp; Promote professionalism and trust</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient Profiling, Understanding Revalidation, how to become an aesthetic mentor, Mastering Fillers - volume enhancement and augmentation</td>
<td>Prioritise people, Practice, effectively, Preserve safety</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>April 2015</td>
<td>Aesthetic Conference – Step Ahead in Aesthetics</td>
<td>Understanding the forehead muscles and anatomical layers, the typical differences between male and females, how to work with these and how they inform your injection site and depth depending on desired results. Possible complications</td>
<td>Preserving Safety, Practice effectively</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>July 2015</td>
<td>Reading and Reviewing publication – Aesthetics Journal – CPD Article: Treating the Forehead by Dalvi Humzah &amp; Anna Baker – Notes written on article</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 9
Total: 8
Examples of learning method • Online learning • Course attendance • Independent learning

What was the topic? Please give a brief outline of the key points of the learning activity, how it is linked to your scope of practice, what you learnt, and how you have applied what you learnt to your practice.

Link to Code Please identify the part or parts of the Code relevant to the CPD • Prioritise people • Practise effectively • Preserve safety • Promote professionalism and trust
Example: Reflective Accounts

You are required to record a minimum of five written reflections your CPD and/or practice-related feedback and how it relates back to The Code, as outlined in ‘How to revalidate with the NMC’. Please print & 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 EXAMPLE 1:

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

October 2015 an extremely nervous patient presented for consultation and subsequent treatment with Botulinum Toxin A. Due to age patient was a regular user of low-dose aspirin which we reminded her was significant to medical form in particular with regards to bleeding during treatment. During the consultation process it was considered important along with other issues to address the patients fear and nerves including presenting an option of not having treatment. Following full consultation and successful treatment the patient thanked us verbally for our time, patience and kindess.

She followed up with a letter thanking us for our professional and kind approach

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

That patients do not always have a clear understanding of the information we are requesting from them and that there are always patients who are new to treatments and will naturally find an injectable procedure daunting. Talking through the results, the possible complications, the simple nature of the procedure and the average pain level can put patient at ease knowing the full facts.

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

We reviewed the information we gave patients and how we communicate prior to treatment and have introduced a risk assessment for bruising, which includes the written words, ‘Low Dose Aspirin’.

How is this relevant to the Code?

Select a theme: Prioritise people - Practice effectively - Preserve safety - Promote professionalism and trust

This reflects all 4 principles of Code, practising effectively, promoting professionalism and trust and in particular prioritising people, and preserving safety. As medical professionals we have to remember that the general public aren’t often tuned in to the same knowledge and consequence that we are therefore effective communication such as this helps to prevent risk, prioritise patents and preserve safety.
Reflective account EXAMPLE 2:

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

PIAPA Step Ahead 28th April 2015 Professional Aesthetic Nursing Study Day - Anatomy presentation and demonstration by GMC colleague. Presentation and discussion on NMC revalidation pilot group – Presentation and discussion on academic mentorship programme for aesthetic nurses. Presentation and discussion on Patient Profiling and how best to treat them and understand needs based on personality.

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

Anatomy refresher, really brought back and consolidated anatomy knowledge and how this can be harnessed when using dermal fillers. Also learnt what was happening in Northumbria University mentorship programme and discussed revalidation process with 2 registrants who had recently completed confirmation.

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

Recognised some gaps in anatomical knowledge, learnt from the methods being shared and proactively researched further anatomy and physiology from educational resources, both books and online. Now feel more confident about some areas of facial anatomy and in particular in relation to dermal fillers. Shared knowledge about NMC Online, helping to develop and facilitate PIAPA members with revalidation. Networked with Northumbria University and Manchester University for learning opportunities beyond registration. Underpinned previous anatomical

How is this relevant to the Code?
Select a theme: Prioritise people - Practice effectively - Preserve safety - Promote professionalism and trust

The day was spent learning and sharing best practise between peers and experts reminded us how to be a professional aesthetic nurse within Code and met all 4 principles, practising effectively, prioritising people, preserving safety and promoting professionalism and trust
Example Feedback Record

Here’s an easy example form for the purposes of recording your feedback as you receive it. Simply print or copy and paste to fill in as you wish. Use the template on the official NMC guidance but for a more detailed comprehensive record you may want to use the below form

Feedback Record

Source of feedback: eg patient, student, colleague, peer, appraisal

Types of feedback: eg feedback can be about your individual practice or about your team, ward, unit or organisation’s practice • formal or informal • written or verbal and • positive or constructive

Summary of comment(s):

How did you change or improve your practice as a result?
**Example Reflective Discussion form**

You are required to have a Reflective Discussion with another NMC registrant covering your written reflections on the Code, your CPD and practice-related feedback. Please refer to ‘How to revalidate with the NMC’ for further information.

To be completed by the nurse or midwife:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Claire A Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMC Pin:</td>
<td>E127830</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Judith Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMC Pin:</td>
<td>E897980</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:examplenurse@piapa.co.uk">examplenurse@piapa.co.uk</a></td>
</tr>
<tr>
<td>Date of Discussion:</td>
<td>14 January 2016</td>
</tr>
<tr>
<td>Number of reflections discussed:</td>
<td>5</td>
</tr>
</tbody>
</table>

**Short Summary of Discussion**

Nurse discussed practice over last 3 years including new treatments learnt, independent study undertaken and changes in procedures and practice. Discussed each reflection individually & read feedback notes. Nurse discussed impact of both on practice and the confidence boost from participatory CPD. Discussed she is member of an aesthetic organisation and social media groups which helps to re-assure her and feels less isolated in career. Also discussed how she plans to continue over next 3 years but mostly satisfied with current practice.

I have discussed the five reflective accounts listed above with the named nurse or midwife as part of a reflective discussion. I agree to be contacted by the NMC to provide further information if necessary for verification purposes.

**Signature:**

_Jexample_

**Date:**

14/01/2016
Example Confirmation Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Claire A Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMC Pin:</td>
<td>E127830</td>
</tr>
<tr>
<td>Date of last renewal of registration or joined the register:</td>
<td>23/04/2013</td>
</tr>
</tbody>
</table>

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 filled in by your confirmer:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Judith Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Aesthetic Nurse</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:j.example@examplecosmetics.co.uk">j.example@examplecosmetics.co.uk</a></td>
</tr>
<tr>
<td>Professional Address inc. Postcode</td>
<td>example clinic, nots lane, notts NG3 2YZ</td>
</tr>
<tr>
<td>Date of confirmation discussion:</td>
<td>14/01/2016</td>
</tr>
</tbody>
</table>
If you are an NMC registered nurse or midwife please provide:

NMC Pin Number__________________________________________

If you are a regulated health care professional please provide:

Profession__________________________________________ Registration number for regulatory body: ______________________

If you are an overseas regulated health care professional please provide:

Country________________________

Profession__________________________ Registration number for regulatory body: ______________________

If you are another professional please provide:

Profession__________________________ Registration number for regulatory body: ______________________

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.

Reflection and 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.

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Pre confirmation checklist

Remember to arrange your confirmation in good time before your renewal date. We recommend this takes place at least 30 days before your renewal deadline to allow for any adjustments.

**Practice Hours**
You have provided evidence to show you have practised the minimum of hours required for registration (450 hours for each part of the register).

**Continuing Professional Development**
You have provided evidence to show that you have undertaken at least 35 hours of CPD relevant to your practice as a nurse or midwife.

You have provided evidence to show that 20 of your 35 hours include participatory learning relevant to your practice as a nurse or midwife.

You have accurate records of the CPD undertaken.

**Practice Related Feedback**
You have provided evidence to show that you have obtained five pieces of practice related feedback. Discussion only, not only included in the folder.

**Reflection and Discussion**
You have provided evidence to show you have recorded at least 5 written reflections your CPD and practice related feedback and The Code.

You are able to show that you have discussed these reflections with another NMC registrant.