



Londonwide LMCs

The professional voice of London general practice

Guidance

*Changes to the Nursing Midwifery
Council (NMC) Code*

&

*Introduction of revalidation for
nurses and midwives*

Guidance for GPs, practice managers and general practice nurses

August 2015

**BUILD YOUR RESILIENCE
TAKE CONTROL**

Changes to the Nursing Midwifery Council (NMC) Code

There have been a number of changes for nurses and midwives around their professional standards. Practices as employers of registered nurses need to be aware of the impact of the changes so that they can support their employees in delivering care to patients at the standards expected of registered nurses as set out in The Code.

The revised code became effective from the end of March 2015 and all registered nurses are required to uphold its standards of practice and behaviours.

The NMC regulate nurses and midwives in England, Wales, Scotland and Northern Ireland. They exist to protect the public. They set standards of education, training, conduct and performance so that nurses and midwives can deliver high quality healthcare throughout their careers.

The code is centred on four themes with public protection at its core and builds on the existing foundation of good nursing and midwifery practice:

- Prioritise people
- Practise effectively
- Preserve safety
- Promote professionalism and trust

The Code should be observed by everyone who cares about good nursing and midwifery:

- Patients and service users, and those who care for them, can use it to provide feedback to nurses and midwives about the care they receive.
- Nurses and midwives can use it to promote safe and effective practice in their workplace.
- Employer organisations should support their staff in upholding the standards in their professional Code as part of providing the quality and safety expected by service users and regulators.
- Educators can use the Code to help students understand what it means to be a registered professional and how keeping to the Code helps to achieve that.

What is the new code?

The code has been updated to provide a set of standards that reflect changes in contemporary professional nursing and midwifery practice, as well as wider expectations of health and social care. Its focus is to drive continuous improvements in the quality and safety of care. The standards have been expanded to include:

- A professional duty of candour
- A requirement to offer help if an emergency arises outside a nurse or midwife's normal area of practice

- Ensuring the fundamentals of care are delivered effectively during all stages of life
- New standards on dealing with complaints
- Use of all forms of communication, including social media
- More details about raising concerns and whistleblowing
- Guidance on requirements for effective record keeping
- Greater clarity on delegation and decision making
- Guidance on prescribing and medicines management

See Annex A for good practice tips for GPs and Practice Managers working with practice-employed nurses.

Annex A

Good practice tips on complying with The Code : for GPs and Practice Managers employing nurses

- Confirm and record that nurses working in your practice are registered with the NMC
- Confirm the nurse's date for revalidation
- See what employers can expect from [The Code](#) [The NMC Code Professional Staff, quality services](#)
- Incorporate the new Code content into your induction, training and education programmes for nurses in your organisation
- Ensure that you have the policies in place to support your staff to uphold the code
- Ensure that you have indemnity arrangements in place for any practice nurse working within your practice
- Support your staff in upholding the standards in their professional Code as part of providing the quality and safety expected by service users and regulators
- Use the code in appraisal conversations with the General Practice nurse
- Use the code in discussions with GPNs so that reflective practice takes place about patient or colleague feedback
- Support your GPN in continuing professional development to achieve the standards set out in The Code
- Check that there are no sanctions in place

Fitness to practise concerns

Any concerns about a registrant's fitness to practice, must continue to be dealt with immediately using the practice performance or equivalent processes and not left to confirmation or appraisal.

For more information on raising concerns please read [Raising concerns: Guidance for nurses and midwives](#) – www.nmc.org.uk/raisingconcerns

Introduction of revalidation for nurses and midwives - April 2016

Whilst the NMC finalise guidance we recommend that nurses and midwives begin preparing for the revised revalidation process as early as possible. Revalidation builds on the work that nurses already do to re-register every three years with the NMC but there are some changes. Revalidation for Nurses by the NMC is not the same as revalidation for doctors by the GMC - there are no Designated Bodies or Responsible Officers.

Nurses with a renewal date after April 2016 will be the first group to be subject to the revised process.

- All nurses will revalidate every three years as a means of renewing their registration with the NMC
- All nurses and midwives need to meet a range of revalidation requirements designed to show that they are keeping up to date and actively maintaining their fitness to practise. These requirements over a three year period include:
 - › Practising a minimum number of hours -450 hours
 - › Undertaking continuing professional development (CPD) 35 hours
 - › Obtaining feedback about their practice (5 pieces of feedback from peers)
 - › Reflecting on the code, their CPD and about their practice (5 pieces of reflective practice linked to the code)
 - › Providing a self declaration health and character declaration; including declaring any cautions or convictions
 - › Evidence that appropriate professional indemnity arrangements are in place

Once registrants have met these requirements they will need to discuss their revalidation with a third party confirmer. As part of this discussion, they must demonstrate to their confirmer that they have met the revalidation requirements.

Who can be a confirmer?

Guidance says that a nurse or midwife seeking revalidation (the "registrant") will need to use their judgement to choose who should provide confirmation. The NMC recommend that it is provided by their line manager. They do not need to be an NMC registered nurse or midwife. In the absence of a line manager, registrants are recommended to seek confirmation from another NMC registrant. Alternatively, registrants without a line manager or access to another NMC registrant can obtain their confirmation from another UK registered healthcare professional.

This [online tool](#) can help identify whether someone is suitable to act as your confirmer.

Purpose of confirmation

Confirmation from a third party that a registrant has met the revalidation requirements adds credibility to revalidation. Confirmation also encourages those registrants who work in isolation from other colleagues to discuss their professional development and revalidation with a third party.

What the confirmer is being asked to do:

- Read [guidance from the NMC on the revalidation regime](#)
- Have a face to face conversation with the registrant about their portfolio where the registrant can explain how they have met the requirements. In most cases, this is likely to form part of the registrant's annual appraisal
- Review the registrant's portfolio to make sure that they have met the revalidation requirements
- Question where you are not sure that they have met the requirements
- Use professional judgement in deciding whether you think that they registrant has met the revalidation requirements

What you are not being asked to do as a confirmer:

- Decide whether a nurse or midwife will be re-validated or remain on the register – this is the role of the NMC
- Make a judgement on whether the registrant is fit to practise
- Verify information in the registrant's portfolio – you are not expected to check that the registrant attended CPD training.
- You are being asked to confirm based on evidence that you have seen. If you provide confirmation honestly, you will not be held responsible for future or past actions if you were unaware of them when giving the confirmation.

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Help nurses in your practice get ready for revalidation - top tips for practices

NB – This document will be revised in light of any guidance issued by the NMC (anticipated October 2016)

- Have a conversation about The Code and revalidation. All nurses have been sent information about the revised code and it is worthwhile asking whether they have read it and are familiar with the refreshed standards. You might want to speak to your practice manager about induction processes for new nurses in the practice and refer to The Code as a matter of course.
- Does your nurse know when their revalidation date is? Do they know what they will have to collate and present to the third party confirmer? Suggest to your nurse that they register for revalidation online at the NMC.
- Does your nurse have access to a tool or template that will help them collate all of the information and evidence they need to present to a third party confirmer. The NMC has provisional templates - [NMC Templates for revalidation \(provisional\)](#)
- Your nurse needs to gather feedback from patients about their work and their practice – is there some way or the practice to facilitate this? (eg: access to FFT information; direct comments received by letter, email or verbally; PRG feedback; audit)
- Your nurse needs to gather feedback from peers about their practice. (eg: via practice team meetings; clinical team meetings; care planning meetings)
- You nurse can also gather feedback from service users and students
- Your nurse needs to complete 35 hours of CPD over a 3 year period 50% must be participatory learning. Are you able to link their training for their practice requirement to their CPD requirement? (eg: interactive webinar; online forums and peer information exchanges; professional meetings; conferences etc – though there must be a clear link to The Code in order for such activities to qualify as CPD).
- Have you got an appraisal process where your GPN is appraised annually? This is a helpful way of your nurse gathering feedback and reflecting on their role with patients in the practice.
- Does your nurse have a line manager; is there another NMC registrant in the practice; or s there another registered UK healthcare professional in the area, CCG or Federation who can act as the third party confirmer? Royal College of Nursing guidance on revalidation [RCN guidance on revalidation for nurses.](#)

Guidance for employers of practice nurses - [preparing for revalidation](#)

How to prepare for revalidation in 2016 – top tips for practice nurses

NB – This document will be revised in light of any guidance issued by the NMC (anticipated October 2016)

- Find out when you will need to revalidate and what you need to do – check with NMC when you are due to revalidate and familiarise yourself with the requirements/process
- Sign up to NMC Online – Set up your online account at NMC Online, this will be the mechanism through which you will apply for revalidation. Do you have access to a tool or template to help collate all of the information and evidence you need to present to a third party confirmer. The NMC has provisional templates - [NMC Templates for revalidation \(provisional\)](#).
- Start thinking about revalidation now – How do you stay up to date? Are you discussing practise and development with colleagues? Are you getting enough of the right CPD? Who would be your 'confirmer'? Where will you obtain your required 5 pieces of feedback?
 - › You need to gather feedback from patients about your work and practice – speak to the practice for help accessing information that may help you with this: (eg: access to FFT information; direct comments received by letter; PRG feedback; audit)
 - › You need to gather feedback from peers about your practice: (eg: via practice team meetings; clinical team meetings; care planning meetings)
 - › You can also gather feedback from service users and students
 - › Do you have a line manager; is there another NMC registrant in the practice; or is there another registered UK healthcare professional in the area, CCG or Federation who can act as the third party confirmer?
- Speak to colleagues – Identify gaps in your development, areas for improvement and discuss development issues with managers
 - › Are you appraised annually? This is a helpful way of gathering feedback and reflecting on your role with patients in the practice. Where possible, consider recording discussions (electronically or in writing) as this will be evidence for your revalidation portfolio
- Stay organised – Ensure you have a clear record of courses, learning and development; keep a note of feedback and how it has informed your practise, as well as your reflections on the Code, practise and learning
 - › You need to complete 35 hours of CPD over a 3 year period 50% must be participatory learning. Are you able to link training for your practice requirements to your CPD requirement? (eg: interactive webinar; online forums and peer information exchanges; professional meetings; conferences etc – though there must be a clear link to The Code in order for such activities to qualify as CPD).
- Get to know the new Code – Familiarise yourself with the new NMC Code and practice using it to reflect on your development, learning and work

Nurses with a renewal date after April 2016 will be subject to the revised process.

RCN Guidance for Nurses - [RCN guidance on revalidation for nurses](#)



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