

# CHECKLIST OF REQUIREMENTS

## AND SUPPORTING EVIDENCE

These are all of the requirements that you must meet in order to complete your revalidation and renew your registration every three years with the NMC.

Requirements	Supporting evidence
450 practice hours or 900 hours if revalidating as both nurse and midwife	Maintain a record of practice hours you have completed, including: <ul style="list-style-type: none"><li>• dates of practice;</li><li>• the number of hours you undertook;</li><li>• name, address and postcode of the organisation;</li><li>• scope of practice;</li><li>• work setting;</li><li>• a description of the work you undertook; and</li><li>• evidence of those practice hours (such as timesheets, role profiles or job specifications).</li></ul>
35 hours of Continuing professional development (of which 20 must be participatory)	Maintain accurate and verifiable records of your CPD activities, including: <ul style="list-style-type: none"><li>• the CPD method (Examples of 'CPD method' are self-learning, online learning, course.);</li><li>• a brief description of the topic and how it relates to your practice;</li><li>• dates the CPD activity was undertaken;</li><li>• the number of hours and participatory hours;</li><li>• identification of the part of the Code most relevant to the CPD; and</li><li>• evidence of the CPD activity (Guidance Sheet 3 provides examples of the kind of evidence you can record, see page 45).</li></ul>
Five pieces of practice-related feedback	Notes of the content of the feedback and how you used it to improve your practice. This will be helpful for you to use when you are preparing your reflective accounts. Make sure your notes do not include any personal data (see Guidance Sheet 1 on page 36).

Requirements	Supporting evidence
Five written reflective accounts	Five written reflective accounts that explain what you learnt from your CPD activity and/or feedback and/or an event or experience in your practice, how you changed or improved your work as a result, and how this is relevant to the Code. You must use the NMC form on page 47 and make sure your accounts do not include any personal data (see Guidance sheet 1).
Reflective discussion	A reflective discussion form which includes the name and NMC Pin number of the NMC-registered nurse or midwife that you had the discussion with as well as the date you had the discussion. You must use the NMC form on page 44 and this must be stored as a paper copy only. Make sure the discussion summary section does not contain any personal data (see Guidance sheet 1).
Health and character	You will make these declarations as part of your online revalidation application.
Professional indemnity arrangement	Evidence to demonstrate that you have an appropriate indemnity arrangement in place. Whether your indemnity arrangement is through your employer, membership of a professional body or through a private insurance arrangement. If your indemnity arrangement is provided through membership of a professional body or a private insurance arrangement, you will need to record the name of the professional body or provider.
Confirmation	A confirmation form signed by your confirmer. You must use the NMC form on pages 45-47 and this must be stored as a paper copy only.



### Scope of practice

Commissioning, Consultancy, Education, Management, Policy, Direct clinical care, Quality assurance or inspection, Research, Other.

### Work 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, Other community services, Policy, Prison, Private domestic setting, Private health care, Public health, Research, School nursing, Specialist (tertiary) care, Telephone or e-health advice, Trade union or professional body, Voluntary sector, Overseas, Other.