Implementation of Revalidation for Nurses and Midwives NI

Working Group

29th July 2015 @ 1pm

C3 18, DHSSPSNI, Castle Buildings Stormont

In Attendance

Angela McLernon (Co Chair) Chief Executive NIPEC
Frances Cannon (Project Manager) Senior Professional Officer NIPEC
Moira Mannion, Co Director of Nursing, BHSCT
Alison Hume, ADoN, NHSCT
Anne Witherow, WHSCT Pilot Site & WHSCT – teleconference call
Peter Barbour, DHSSPS
Joanne Strain, FSHC
Alan Tipping, NMC
Oriel Brown, PHA
Mary Caddell, RCM
Maurice Devine, Assistant Head of CEC
Elinor Welch, SEHSCT
Jacqueline Kennedy, BHSCT
Cathy McCusker, Senior Professional Officer, NIPEC
Rita Devlin, RCN
Eoin Stewart, Unison NI Nurses Forum
Aine MacNamara, OU

Apologies:-
Caroline Lee (Co Chair) Deputy CNO, DHSSPS
Kieran McAttee, DHSSPS
Gavin Fergie, UNITE
Siobhan McIntyre PHA
Fiona Wright, ADoN, Governance, SHSCT
Liz Colgan, RQIA
Miriam McKeown, Marie Curie Cancer Care
1. **Welcome and apologies**

   Angela McLernon welcomed everyone to the meeting. Apologies noted as above.

2. **Agree notes of previous meeting**

   The notes of previous meeting held on 30th June 2015 were agreed as accurate.

3. **Updates:**

   Alan Tipping provided NMC update:

   NOTED:

   - NMC Council will be making a final decision regarding revalidation using the KPMG IPSOS mori information and information from the four countries.
   - Jackie Smith Chief Executive NMC will be visiting all four countries Programme Boards in September 2015.
   - Jackie is planning a five way teleconference with the four country CNOs and Programme Boards leads to discuss “readiness”.
   - A new Assistant Director for engagement and communication has been appointed at NMC. Currently this person is particularly focusing on supporting the NMC to articulate the benefits of revalidation.
   - NMC plan a mass mailing using a postcard to every registrant on the live NMC register with information about revalidation and signposting registrants to further information.
   - NMC is currently preparing organisational and individual case studies using information from the pilot sites:- the aim of the case studies is to help to clearly articulate the requirements of revalidation.
   - NMC is working with the pilot sites to identify resources developed locally to support registrants through the pilot. NMC plan to review and publish these resources for example reflective accounts, completed portfolios, locally developed templates, local guidance.
   - NMC is very aware that the four country Programme Boards need the KPMG and IPSOS mori information to inform them a readiness particularly information relating to the Cost Benefit Analysis.
   - Alan reported that there is no definitive timeline for the KPMG and IPSOS mori reports.
Alan reported there were some high level messages for example:

- IPSOS mori: registrants reported that in the initial stages of the pilot process they were anxious and worried about their ability to meet the requirements of revalidation however once engaged in the process and fully informed anxiety levels subsided.

- KPMG: the findings of their survey would suggest that “buy in” to the revalidation model is strong however costs and benefits information is not clear and the information fed back through the surveys was poor quality. Alan reported that KPMG have indicated most registrants had no difficulty in evidencing the additional five hours of CPD and indeed most registrants already over delivered to this requirement.

- NOTE: members of the working group stressed the importance and the absolute need for information from KPMG and IpSOS mori regarding the costs and benefits of revalidation.

- Alan reported that overall 78% of registrants who participated in the pilot successfully completed. WHSCT acknowledged that some of the participants in WHSCT did not successfully complete however this was not linked to an inability to meet requirements but for other reasons such as unplanned absences and difficulties with IT interfaces with the NMC.

- NOTE: there was discussion regarding the number of registrants who do not have access to a computer and issues regarding IT interfaces with the NMC which may deter some registrants from engaging in the revalidation process. Members of the Working Group suggested that NMC should have a helpdesk or advice line to support registrants facing these issues.

- Alan advised that there is a lead in time of 90 days for revalidation i.e. Registrants will be notified by the NMC 90 days prior to date of their renewal. During the 90 period registrants will be required to evidence they have met revalidation requirements. Application for renewal must be submitted on the first day of the renewal month to allow NMC to process a registrant’s application for the last day of the month.

- Registrants on long term sick under current NMC arrangements have a leeway period of three months to renew their registration; this will remain in place for revalidation.
  - NMC is to confirm that the 90 days excludes the renewal month.

- Alan reported the NMC is confident that NMC systems will cope with the number of registrants applying to renew their registration from April 2016.
Alan advised that an additional functionality will be added to NMC on line Employer Confirmation Service to allow managers to check registrant’s renewal dates. This will mirror the current ability of NMC Online to allow registrants with accounts to find out their renewal date.

NOTE: Although appraisal can be aligned to revalidation it was reiterate that a registrant can meet the requirements of revalidation without undertaking appraisal. It was acknowledged that the uptake of appraisal is varied across organisations and it is recognised that organisation need to utilise existing systems to plan how to meet and evidence revalidation requirements including appraisal systems.

**Action point:**
NMC to confirm that the 90 day notification excludes the renewal month.

### 3.3 WHSCT Revalidation Pilot site

Anne reported that the pilot site is eagerly awaiting the final “How to revalidate with the NMC” Guidance.

**WHSCT:**

- is still using the templates developed to support registrants during the pilot?
- have secured internal funding for a secondment of a Band 8a to support the roll out of revalidation going forward. The role in the first instance is to work with lead nurses to ensure all registrants in the WHSCT has registered on line with the NMC.
- has commissioned a media organisation to develop and prepare a number of video clips comprising most of the elements of revalidation—registrants who participated in the pilot will feature in these – the video clips should be ready by the last week of August or the first week of September.
- is developing a Flyer for staff which provides step by step guidance on how to register on line with the NMC.
- are delivering a tranche of revalidation awareness sessions.
- have identified registrants with a renewal date of April 2016.

**Action Point:**
Anne agreed to share WHSCT “How to register with NMC online” flyer with the working group via Frances

Anne agreed to use of the video clips for the revalidation master classes.
4. **Matters arising**

There were two actions from last working group on the 29th July.

AP 34 1: relating to the MIAD Master classes which is an agenda item

AP 35 2: Moira Mannion advised that the TOR for the review of appraisal working group has not been agreed as yet. As soon as they are they will be circulated.

5. **Update from Programme Board**

Frances reported that the last programme Board held on the 8th July 2015 focused on readiness for revalidation. A Revalidation update report was shared with Programme Board members.

There was a consensus that NI is in a good position in terms of readiness in comparison to the rest of UK. Programme Board agreed that the final decision on readiness would not be made at that meeting and that it is for NMC Council to make this decision. The Readiness update report was disseminated to Programme Board members for comment after the meeting on the 8th July. Comments have been returned and some other updates need to be included in the final draft of the report.

There was a consensus by the PB members that there were a number of issues still requiring attention, including:

- Clarity of guidance regarding the potential scenario whereby FtP and revalidation are on-going simultaneously.
- Clearly understand the role of the confirmer – agree support for confirmers across the board.
- NI policy discussion whether confirmer must be NMC registrant – Noted that the 4 country approach based on NMC Guidance is that the confirmer does not need to be a registrant.
- Nurses working in supported living – Acknowledgement that CNO has a meeting at end of August to progress these discussions.
- Nurses working in GP practices and other smaller groups about which little is known and GPs did not respond to the proforma requesting information about revalidation readiness sent out by the Programme Board.
- RCN receiving queries from nurse who are not practising.
6. Work Plan

It was noted that the NI Programme Board readiness report will continually update. Frances to check if the latest report be shared with the Programme Board members before sharing with the Working Group members.

6.2. Revalidation Road Shows

Frances reported that the last five revalidation road shows are currently underway. There have been a significant uptake of places with 715 registrants registered to attend. The only venue with free spaces is the Silver Birch Hotel in Omagh on the 12th August. Total number of registrants who will have attended the road shows will be 2300. There have been 500 hits on the revalidation video on the NIPEC website.

6.3 Revalidation awareness/Support Framework

Frances reported that the time lines regarding the development of the MIAD master classes and the modules are extremely tight.

Master classes modules have been shared with the RSAG members and the four country leads, with comments due back to NMC by 30/7/15. It is anticipated the next iteration due on the 6th August will be shared with NI Revalidation master class sub group.

NI has specifically asked for a “run through” with MIAD of the master classes with the NI Task and finish group i.e. Glynis Anne Maurice and Frances and a number of other registrants to test the modules. Given the timelines relating to the master classes development, realistically the “run through” will not be achievable before the last week in August and the first master class is due to take place on 11th September.

In view of this it was agreed that NI will seek NMC to delay delivery of the first master classes until October 2015. Until a decision is taken by NMC it was agreed that NI should progress as planned for the September dates. Frances reported that most organisations at this stage had advised her of their uptake of places and some organisations had already nominations agreed locally. Frances reported she is aware of two organisation requesting additional places. Currently there are 20 places not taken it was agreed that those organisations requesting extra places would be offered places.
Action Point:
Working group members to contact Frances to identify if they require additional places.

Frances advised there are some challenges regarding how to register nominations for the master classes. To assist the process of registration Frances suggested that nominations are centrally coordinated within organisations and the list of nominations coupled with the desired date and choice of venue should be sent to NIPEC who will register names on sessions. NIPEC will confirm registration with the person sending in the nominations who will be responsible for ensuring their nominees are informed. Frances advised that where possible nominees will be allocated to their choice of venue date and time but this may not always be possible.

6.4. NIPEC on-line Portfolio update

Cathy reported that she had delivered NIPEC online portfolio sessions to the Senior Nursing and Midwifery (where relevant) Teams in the following organisations during June and July 2015.

Public Health Agency
Northern HSC Trust (with Brenda Devine)
Belfast H&SC Trust
Foyle Hospice, this included staff from Ballykelly Independent Hospital.

Cathy also presented it to the members of NIPEC’s Independent Sector Forum, Nurse Managers from Conway Group Healthcare and staff within Marie Curie Hospice.

7. Human Resources update

Review of Appraisal: Moira Mannion reported that the draft document “Guidance notes: KSF/Appraisal Development Review and NMC Revalidation” has been circulated for comment. Comments will be considered and the document will be revised before sharing with the Working Group members.

8. Issues Log

Frances advised that the aforementioned issues relating to the MIAD master classes will be added to the issues log.

9. Risk Register

Risks unchanged
10. Communication Strategy

NMC Round Up and NI Revalidation Newsletter will be circulated.

11. AOB

Angela advised that CNO has asked PHA to provide an update of the information sent to GPs for the practice nurses particularly regarding the GP’s responsibilities relating to practice nurses to maintain their registration.

Action Point:
Oriel to clarify and feedback to CNO, copying same to Co Chairs of the PB and Chairs of the WG.

12. Schedule of meetings at Appendix 1
## NI Revalidation Working Group Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tr>
<td>28th April 2015</td>
<td>1pm – 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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<tr>
<td>26th May 2015</td>
<td>1pm – 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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<td>30 June 2015</td>
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<tr>
<td>30th November</td>
<td>1pm - 3pm</td>
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# Action Points from Revalidation Working Group 29th July 2015

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<tr>
<th>No</th>
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<td>AP36</td>
<td>29/7/15</td>
<td>NMC to confirm that the 90 day notification excludes the renewal month</td>
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<td>AP37</td>
<td>29/7/15</td>
<td>Anne agreed to share WHSCT “How to register with NMC online” flyer with the working group via Frances</td>
<td>A Witherow</td>
<td>Anne has shed flyer and it is posted on NIPEC website and went out with the July communique</td>
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<tr>
<td>AP38</td>
<td>29/7/15</td>
<td>Working Group members to contact Frances to identify if they require additional places</td>
<td>F Cannon</td>
<td>Nominations received</td>
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<tr>
<td>AP38</td>
<td>29/7/15</td>
<td>Oriel to clarify and feedback to Angela and Working Group</td>
<td>O Brown</td>
<td>progressed</td>
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