Implementation of Revalidation for Nurses and Midwives NI

Working Group

26th May 2015 @ 1pm

C3 18, DHSSPSNI, Castle Buildings Stormont

Notes of meeting

In Attendance

Caroline Lee (Co Chair) Deputy CNO, DHSSPS
Angela McLernon (Co Chair) Chief Executive NIPEC
Frances Cannon (Project Manager) Senior Professional Officer NIPEC
Moira Mannion, Co Director of Nursing, BHSCT
Susanne Pullins for Alison Hume, NHSCT
Sharon McRoberts, ADoN Workforce & Educations, SEHSCT
Anne Witherow, WHSCT Pilot Site & WHSCT – Teleconference call
Cathy McCusker, Senior Professional Officer, NIPEC
Peter Barbour, DHSSPS
Joanne Strain, FSHC
Rita Devlin, RCN
Jacqui Kennedy, BHSCT
Alan Tipping NMC teleconference call for Ben Whur, NMC
Kieran McAteer, DHSSPS
Maurice Devlin, Assistant Head of CEC
Gavin Fergie, UNITE

Apologies:-
Fiona Wright, ADoN, Governance, SHSCT
Dr Eugene Deeney, NIGPC
Liz Colgan, RQIA
Oriel Brown, PHA
Siobhan McIntyre PHA (unsuccessful teleconference call)
Donna Gallagher, OU
Miriam McKeown, Marie Curie Cancer Care
Eoin Stewart, Unison NI Nurses Forum
Mary Caddell, RCM
1. Welcome Introduction

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

2. Agree notes of previous meeting

Notes of the previous meeting held on 28th April 2015 were agreed as accurate.

3. Updates:

3.1 NMC Update

Alan Tipping provided an update from NMC

KPMG – readiness and benefits/cost work

- Organisational questionnaire issued through each CNO/country programme board
- Distribution includes pilot sites and wider employers/key organisations across the four countries

Revalidation comms

- NMC website now includes an introductory section to the provisional requirements to lead people unto the full provisional guidance
- Further products coming – including an online employers’ guide and a step by step guide to identifying an appropriate confirmer
- Revalidation Round-up – monthly NMC e-newsletter dedicated to revalidation news and development – Frances and Angela are using this to good effect to share NI activities
  - Terminology of renewal (revalidation) date – this is confusing people as there is a difference between renewal date and when a revalidation application needs to be submitted; this has been recognised;
  - Revalidation Round-up (June edition, to be published w/c 29 June) will include an explanation of this for wider cascading
  - Mass mailings to all registrants planned for July and Oct – this will include explaining the difference between renewal date/revalidation application date

MIAD

- Contacting four country leads to agree dates for revalidation facilitated sessions
- Agreeing a format for the day sessions, including content modules, such as holding a PDD

Revalidation Pilots

- As of 26 May 53 Western HSCT staff had submitted their revalidation applications (overall 1256)
• Going forward, in late June and over July NMC will work with pilot lead colleagues to develop organisational case studies
• After the pilot closes on the 31 May Ipsos MORI will invite all participants who signed up to take part in the research to provide their feedback through an online survey
• Early findings should be available for the next RPG meeting on 9 July with full findings (including KPMG work) to be published in Sept' prior to the October Council meeting

Revalidation policy aspects

• NMC Policy colleagues looking at providing more guidance around what counts as practice hours under renewal

NI Pilot feedback

• AW provided useful early feedback that will be shared with NMC colleagues:
  o Audit requests caused some concern
  o Difficulties with uploading CPD evidence
  o NMC Online process is rather clunky but this is what the pilot is for
  o Going forward, valuable to consider how audit is communicated
• AGT reminded the group to still provide their feedback through the Ipsos MORI survey and qualitative work if involved

NOTED:
• Alan Tipping confirmed the NI Programme Board can access a copy of the interim KPMG readiness report and IPSOS Mori information before 8th July 2015 to inform local Revalidation readiness.
• Angela McLernon emphasised with NMC that organisations are keen to get have access to the employer’s guide being developed by NMC as soon as possible and this resource has now been considerably delayed.
• Angela McLernon raised the issue regarding registrants in social care setting wishing to retain their NMC registration and asked if NMC had any update. NMC reported this was being progressed by the NMC policy department who are setting up a group to explore the best way forward. It was agreed NI stakeholders /employers and managers should contribute to this discussion.

• Members of the working group reported to NMC that:
  ➢ some registrants who are registering on the NMC online are finding the terminology confusing i.e. renewal vs. revalidation
  ➢ in some instances the HSCNI soft wear does not connect with the NMC website. It was agreed that this could be resolved by a phone call to the organisations IT team to allow access.
not all personal (home) computers are able to converse with NMC and as a result registrants who have participated in the pilot have struggled to ensure requested evidence is sent to the NMC in a timely fashion.

**Action Point 1:**
NMC to make contact through the working group with relevant stakeholders who will contribute to the discussions relating to registrants in support living/social care setting wishing to retain their NMC registration

**Action Point 2:**
NMC to review NMC online terminology and has committed to write to every registrant to explain terminology and transitional arrangements

**Action Point 3:**
NMC to ensure processes and technology are in place to support registrants to provide the requested evidence on-line

### 3.3 Revalidation Pilot site – update by Anne Witherow

- NMC have visited the WHSCT Pilot site
- Currently 45% of registrants participating in the pilot have successfully revalidated
- 5 of those have been asked to participate in the wider audit:- which has caused a some concern for those registrants
- Anne reported that the evidence required by the NMC for the purpose of audit is very limited – Anne reported that the participants in the pilot had anticipated they would have had to provide much more supporting evidence to the NMC as to how they had met the requirements of revalidation.
- The NMC audit process of the Revalidation requirements and the limited request for evidence by the NMC has emphasised the key role of the confirmer in the process
- Anne also noted that there have been some technological difficulties with providing requested information to NMC
- WHSCT is now focusing on their whole organisational readiness including/profiling/appraisal uptake.

**NOTED** NMC advised that sample evidence for purpose of audit will be kept under review.

### 4. Matters arising

#### 4.2 Update on actions from last Working Group - update by Frances Cannon

Frances advised that the Working Group members not present at last WG were emailed to advise them KPMG may contact them to contribute to the revalidation readiness assessment. Other updates are captured under agenda items.
5. **Update from Programme Board - update by Frances Cannon**

- Frances advised the last meeting of PB was held 6th May 2015, it was attended by NMC and focus of discussion with NMC was around readiness and timelines. It was agreed that the co/chairs of the Programme Board would write out to all Programme Board members and the organisations they represent, seeking a written update on their readiness for revalidation for next Programme Board meeting.

- The next NI Programme Board meeting was scheduled for 19 August it was agreed, to have information in good time for the NMC Council meeting, to bring this meeting forward to **8 July 2015 at 1.30pm** in Castle Buildings. This meeting will focus on an overall assessment of readiness for revalidation, and by that stage the Department will have early messages and key findings back from the KPMG report, feedback from the WHSCT pilot and the Programme Board member organisations. The Programme Board had anticipated that organisation will by that date have carried out self-assessments for their own readiness using “employers guide” however the employers guide has been delayed.

- At the Programme Board a concern was raised regarding anxieties amongst registrants in engaging in reflective discussions and recording these within the process of Revalidation and if it was discoverable:- the consensus opinion at the Programme Board was that all documentation is discoverable - Breedagh Hughes has offered to share the RCM’s legal advice with the Programme Board in due course.

- It was agreed that NIPEC would co-ordinate MIAD master classes which will be referenced later under work plan

**Noted:**

- Angela McLernon Prompted Working Group members to support their respective Programme Board members to prepare and submit information

- General consensus at the Working Group that all documents are discoverable and staff should be adhering and applying to the “My Business my Data” policy.

6. **Work Plan – update by Frances Cannon**

6.1. **Readiness Assessment**

This agenda item and update was covered under NMC update and Programme Board update
6.2 Revalidation Road Shows

NIPEC have delivered twenty five Revalidation road shows and a total of 1355 number of registrants have attended.

The NIPEC Revalidation road show sessions have now been video recorded and this, along with presentation slides, is on the NIPEC website. The Programme Board has suggested running five more road shows geographically spread across NI in the biggest venues in July/August: - by that stage there is an expectation organisations will be on the cusp of undertaking Mater classes and being self-sufficient. The final five dates will we available on the NIPEC website from the 9th June 2015.

6.3 Revalidation awareness/support framework

- At the Programme Board there was agreement that the 5 NMC days being delivered by MIAD across Northern Ireland should be used to provide master classes to support organisations to become self-sufficient in relation to Revalidation.
- It was agreed these will be open and accessible across all organisations, and those attending should be Band 8A and above or equivalent, and should have a prerequisite level of knowledge regarding revalidation.
- It was also agreed that CEC/WHSCT Pilot/NIPEC should work and meet with MIAD to agree the content of the NI master classes.
- The first meeting took place on the 14th May 2015 via teleconference and the content of the master-classes had been agreed in principle.
- It has also been agreed that half days should be used rather than full days allowing delivery of more master-classes and WHSCT will contribute to delivery of master class were possible.
- Agreed 20-30 participants could attend each master class
- Master classes will be delivered late August through September and days of delivery will be split i.e. across a number of weeks.

Action Point 4:
NIPEC to continue to coordinate the planning and delivery of the MIAD master classes.

NOTED:
Angela McLernon asked that there would be flexibility regarding the bands and grades of staff able to participate in the master classes as all organisations may not be in a position to nominate a Band 8a or equivalent.
6.4. NIPEC on-line Portfolio update by Cathy McCusker

https://nipecportfolio.hscni.net went live on 11 May 2015. It facilitates registrants to keep their information in the format required by NMC:

- Record of practice hours
- CPD with reflection
- Practice related feedback and reflections

Cathy advised that for those previously registered with the Development Framework website (www.nipecdf.org) they can access their learning and development activities and reflections in the archived folders, on the new website.

Cathy offered to provide an update on the online portfolio to Senior Nursing and Midwifery Teams in HSC Trusts and Senior Nursing Teams in other organisations.

7. HR Update by Kieran McAteer

Review of appraisal systems

- Following discussion at HR Directors Forum, Moira Mannion and Jacqui Kennedy agreed to establish a regional group to look at Trust appraisal procedures and how these can support revalidation requirements. The group is scheduled to have its first meeting on 10 June.

- This exercise will take account of learning from the pilot at Western.

- Moira spoke to this item and added that her thought was that a regional guidance document could be produced which all Trusts could use. This suggestion will be explored at the first meeting of the group. The main advantages of this approach is that it could be adopted by all Trusts without significant change to existing appraisal systems and could be completed relatively quickly.

- Moira and Kieran will update the Working Group further as this work develops.

Use of HRPTS to record revalidation data for HSC organisations

- There was discussion about exploring the use of HRPTS to capture and report Nursing Revalidation data for HSC organisations.

- Kieran advised he would intend to bring together a small group to look at this. The group will consider for example what information needs to be captured; can HRPTS capture this currently or is a change request required? Members agreed to provide nominees for the group.

- The intention is to report findings from the exercise to the Programme Board on 8 July for consideration on how to proceed.
• It was highlighted by some members that HRPTS is not used by organisations in other sectors, for example Independents and GPs services, and that this will need to be considered further.

8. Issues Log update by Frances Cannon

The issues log was sent to members in advance of the meeting. Caroline Lee reported that a date had been agreed for a meeting with the relevant stakeholders to discuss and agree how to progress Unfortunately RQIA were unavailable to attend and this meeting is being rearranged.

9. Risk Register update by Frances Cannon

The risk register was sent to members in advance of the meeting

Noted Risk rating has not reduced due to tight NMC time frames

10. Communication Strategy update by Frances Cannon

The next Revalidation Communiqué due to be released by the end of May with the NMC round up

11. AOB

Frances Cannon asked the working group members a question which had been posed by Marie Batey, NHS England of the 4 countries Revalidation leads as follows: - have any of the organisations represented at the Working group developed a policy specifically to support the implementation of Revalidation?

It was the view of those present that existing policies will be amended refreshed to incorporate Revalidation rather than write a new policy particularly referenced was the Verification and Registration Policy

Action Point 5:
Frances to feed this back to Marie Batey NHS ENGLAND

12. Schedule of meetings at Appendix 1

Next meeting 30th June 2015
## NI Revalidation Working Group Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th February 2015</td>
<td>1pm - 3pm</td>
<td>Room D2 Conference Room DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
</tr>
<tr>
<td>26th March 2015</td>
<td>10am – 12 MD</td>
<td>D2 Lecture Theatre DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
</tr>
<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>
<td>1pm – 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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<tr>
<td>29th July 2015</td>
<td>1pm – 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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<td>26th August 2015</td>
<td>1pm – 3pm</td>
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<tr>
<td>30th September 2015</td>
<td>1pm – 3pm</td>
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<tr>
<td>26th October 2015</td>
<td>1pm – 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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<tr>
<td>30th November</td>
<td>1pm - 3pm</td>
<td>Room C3 18 DHSSPSNI Castle Buildings Stormont Estate Belfast</td>
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### Appendix 2

**Action Points from Revalidation Working Group 26.05.15**

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
<th>Progress</th>
<th>Status</th>
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<tbody>
<tr>
<td>AP29</td>
<td>26.05.15</td>
<td><strong>Action Point 1:</strong> NMC to make contact through the working group with relevant stakeholders who will contribute to the discussions relating to registrants in support living/social care setting wishing to retain their NMC registration</td>
<td>NMC</td>
<td>Awaiting date, time of meeting</td>
<td>OPEN</td>
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<tr>
<td>AP30</td>
<td>26.05.15</td>
<td><strong>Action Point 2:</strong> NMC to review NMC online terminology and has committed to write to every registrant to explain terminology and transitional arrangements</td>
<td>NMC</td>
<td>NMC has advised this will happen</td>
<td>CLOSED</td>
</tr>
<tr>
<td>AP31</td>
<td>26.05.15</td>
<td><strong>Action Point 3:</strong> NMC to ensure processes and technology are in place to support registrants to provide the requested evidence online</td>
<td>NMC</td>
<td></td>
<td></td>
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<tr>
<td>AP32</td>
<td>26.05.15</td>
<td><strong>Action Point 4:</strong> NIPEC to continue to coordinate the planning and delivery of the MIAD master classes.</td>
<td>F Cannon</td>
<td>NIPEC has linked with MAID and small NI Subgroup to coordinate</td>
<td>On-going</td>
</tr>
<tr>
<td>AP33</td>
<td>26.05.15</td>
<td><strong>Action Point 5:</strong> Frances to feed this back to Marie Batey NHS ENGLAND</td>
<td>F Cannon</td>
<td>Feedback given</td>
<td>CLOSED</td>
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