



Royal College  
of Nursing

# Building and keeping a revalidation portfolio

*Building a repository of evidence for  
revalidation*

# Revalidation requirements

- ◆ 450 or 900 Practice hours
  - ◆ 35 hours of CPD (20 Participatory)
  - ◆ 5 pieces of practice related feedback
  - ◆ 5 written reflective accounts
  - ◆ Reflective discussion
  - ◆ Health and character\*
  - ◆ Professional indemnity insurance\*
  - ◆ Confirmation
- \* Does not need to be evidenced in your portfolio

# What is a portfolio?

- ◆ A place for you to store evidence of meeting the revalidation requirements
  - Keep records of practice hours
  - Record CPD
  - Store feedback
  - Store reflections

# Format

**How do you want to keep your information?**

- ◆ Paper based
- ◆ Electronic
- ◆ On-line

**Do not record any information that might identify an individual.**

# Who is it for

- ◆ **You** – so you can recognise and value your knowledge and skills
- ◆ **Your future** – to enable you to collect transferable knowledge and skills
- ◆ **Confirmer** – to demonstrate your evidence of your competence and fitness to practice
- ◆ **NMC** – to demonstrate your continuing fitness to practice

# Creating a digital portfolio:

- ◆ Create a main folder in your computer and give it a name e.g. Revalidation portfolio
- ◆ In this main folder create a series of folders – one for each of the requirements you will collect evidence for – give each folder the name of each requirement
- ◆ Now you have a place to begin to store documents that you may wish to use as evidence
- ◆ You can scan in paper documents and save them to your files

# Creating a paper based portfolio

- ◆ You may already have one so you can update this
- ◆ Find a good file and put in section headings
- ◆ Download the templates for each of the requirements and place in each subsection
- ◆ You can manually write and keep your evidence in here

# Online portfolio's

- ◆ There are a few around such as the RCNi digital portfolio for RCN members who subscribe to digital journals.
- ◆ Note you do not need to keep a digital portfolio it is your choice.
- ◆ Google docs also provide opportunity to store evidence

# What to include – Practice hours

- ◆ **Dates and hours undertaken** - copies of signed timesheets, job specifications, profiles
- ◆ **Describe the scope or type of practice** – work setting and organisation name, address and postcode
- ◆ **Use NMC template**
- ◆ **Remember** that all spheres of nursing count - clinical care, nursing and midwifery education and research, management and leadership roles within nursing or midwifery and also policy advisory.

# What to include – CPD

- ◆ Notes you have taken from the CPD activity and describe the method – conference, workshop, academic programme, article review, clinical audit, research, online learning, debate and how it relates to your practice
- ◆ The NMC have a template for you to record your CPD activity – use this, save and store it.
- ◆ Provide the dates and number of hours undertaken
- ◆ Any verifiable evidence of the CPD – programme event or certificate of completion, articles reviewed and reflections on them
- ◆ Explain how it relates to the Code
- ◆ Remember that 20 hours must be participatory learning which involves interacting with others.

# What to include – Practice related feedback

- ◆ It is not necessary to share all your feedback
- ◆ Keep notes of the content of your feedback
- ◆ Ensure there is no information in here that might identify a patient/client or any other individual
- ◆ Describe the feedback and how you used this to reflect on and improve your practice
- ◆ There is a NMC template for recording feedback
- ◆ Remember that many sources of feedback count – patients, carers, students, colleagues, teachers, team performance reviews, annual appraisal, service evaluations.

# What to include – Reflection

- ◆ Prepare and save at least five written reflections that you have carried out
- ◆ These can be on your CPD, practice related feedback, practice event or activity **and** how this relates to the Code
- ◆ You may find it particularly relates to one or more aspects of the Code – talk about this in your reflections
- ◆ Record the five chosen pieces on the NMC reflective accounts template and save these
- ◆ Ensure you do not include any information that might identify a specific patient, service user or colleague.

# What to include – Reflective discussion

- ◆ You will use your reflective accounts as a basis for this discussion.
- ◆ This should be a face to face conversation which could be a video conference if necessary.
- ◆ This is an opportunity to share your feelings and views about your practice and how it relates to the Code.
- ◆ Ensure the NMC template is used to document your discussion and it is signed by the NMC registrant and they provide their name, NMC Pin and email contact details and is dated.

# What to include – Confirmation

- ◆ You can use all the evidence that you have collected in your portfolio to share with your confirmer to show that you meet all the revalidation requirements.
- ◆ Complete the NMC form with your confirmer and your confirmer must sign this form and provide name, NMC Pin or other professional identification number (where relevant), email, professional address and postcode.

# Health and character

- ◆ You are not expected to have any specific information stored of this. You will declare that you are of good health and character in your submission in your NMC on-line submission
- ◆ You must inform the NMC of any changes to this – any cautions, charges or convictions as soon as is reasonably possible

# Indemnity Insurance

- ◆ It is unlikely that you will have evidence of this if you are employed by the NHS or other organisations but you will be declaring that you have it in place.
- ◆ For those who are self-employed or undertake work in self-employed or voluntary roles you will need to evidence the indemnity arrangements.
- ◆ For those working in education it is likely you will have indemnity arrangements.
- ◆ For those having a break in their practice you only need to have indemnity when you return to practice.

# Articles on portfolio developments

- ◆ Fowler, J (2012) Professional development: from staff nurse to nurse consultant. Part 7: polishing your portfolio. British Journal of Nursing, Volume: 21, Issue: 6, Pages: 367

**Abstract:** 7th in series on professional development, focusing on the importance of keeping an up-to-date portfolio detailing professional experience. Examples of types of portfolio are given.

- ◆ Fowler, J (2014) Reflection: from staff nurse to nurse consultant: Part 9: Portfolios and reflection. British Journal of Nursing, Volume: 23, Issue: 11, Pages: 599

**Abstract:** This article examines portfolios and the place of reflection within them. An important part of nurses' periodic re-registration with the Nursing and Midwifery Council (NMC) is the declaration that they make regarding their continuing professional development (CPD). This is only one of the post-registration education and practice requirements, but as it relates directly to reflection and portfolios, it is the one that he wants them to consider in terms of the evidence they keep, should they ever be required to produce it. The NMC states that they have a legal responsibility not only to undertake CPD, but also to maintain a professional portfolio of their learning activity.