



# Florence

## Nurse Appraisal and Revalidation Policy and Procedures (Northern Ireland)

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## **1. Introduction**

Since April 2016, revalidation has been the process that all nurses and midwives have to go through to maintain their registration with the Nursing and Midwifery Council (NMC). Revalidation demonstrates the registrant's continued ability to practise safely and effectively and is a continuous process that they will engage in throughout the year, however they must revalidate every 3 years from the date that they joined (or re-joined) the register.

Revalidation includes requirements which encourage nurses, midwives and nursing associates to seek feedback from patients, service users and colleagues. It requires them to consider the role in their practice by having a reflective discussion with another nurse, midwife or nursing associate and seeking confirmation that they have met those requirements from an appropriate person. It will encourage engagement in professional networks and discussions and reduce professional isolation.

At Florence, we are committed to supporting our Registered Nurses and this includes supporting through the NMC Revalidation and annual Appraisal processes. Every 3 years, Registered Nurses must maintain their registration through this process to show that they have partook in continuous professional development and reflected on their practice.

This Nurse Appraisal and Revalidation Policy and Procedure outlines the guidelines and processes for appraising and revalidating nurses employed at Florence operating in Northern Ireland (NI). It aims to ensure that nurses maintain their competence, professionalism, and adherence to regulatory requirements through regular appraisal and revalidation.

## **2. Policy Statement**

At Florence Agency, we are committed to ensuring that our nurses undergo regular appraisal and revalidation to maintain their competence, professionalism, and adherence to regulatory requirements. We believe that continuous professional development and assessment are essential in promoting high-quality nursing care and patient safety.



### 3. Scope

This policy and procedure apply to all registered nurses employed by Florence Agency in NI. It encompasses all aspects of the appraisal and revalidation process, including scheduling appraisals, maintaining evidence portfolios, and submitting revalidation documentation to the regulatory body.

### 4. Definitions, Roles and Responsibilities

**Appraisal:** The formal process of assessing a nurse's performance, skills, and knowledge. It includes setting goals, providing feedback, and identifying areas for improvement

**CEO (Chief Executive Officer)** The CEO is ultimately responsible for the overall management and direction of the company. The CEO has the ultimate responsibility for setting the tone and culture for the organisation, ensuring that all employees understand the policy's importance, and overseeing its implementation.

**Central Team** - All direct employees of Florence that are not care professionals working through the Florence platform

**Care Professionals** - Anyone on the Florence platform that carries out work on behalf of Florence in other organisations, for example registered nurses and care assistants.

**Employees** - everyone employed by Florence directly and indirectly, including care professionals using the platform and the central team.

**Regulation and Quality Improvement Authority (RQIA)** - is the independent body responsible for monitoring and inspecting the availability and quality of health and social care services in Northern Ireland, and encouraging improvements in the quality of those services.

**Registered Manager/Branch Nurse** is responsible for ensuring that this policy meets the needs of regulators in Northern Ireland. They are also responsible for:

- Conducting regular appraisals with nurses, ensuring that they are scheduled in advance and allowing sufficient time for preparation and discussion.



- Providing constructive feedback and support for professional development, highlighting areas of strength and identifying areas for improvement.
- Ensuring that nurses receive the necessary training and resources to meet the requirements for revalidation, including access to relevant educational materials and courses.
- Overseeing the revalidation process for all nurses, acting as a central point of contact and support.
- Verifying and validating nurses' portfolios of evidence, ensuring that they meet the requirements set by the regulatory body.
- Liaising with the regulatory body regarding revalidation requirements and any updates or changes to the process.

**Registered nurses on Florence Platform:** are responsible for

- Participating actively in the appraisal process, including attending scheduled meetings with their appraiser and preparing for discussions.
- Maintaining a portfolio of evidence for revalidation, which should include documentation of continuing professional development, reflective practice, and feedback from peers and service users.
- Seeking opportunities for professional development and growth, such as attending relevant training courses and conferences.

**Revalidation:** The process by which a nurse demonstrates their continued fitness to practise and meets the requirements set by the regulatory body. It involves maintaining a portfolio of evidence and engaging in reflective practice.

**Service User** - a person who uses health and/or social care services. Sometimes known as a "patient", "client" or "person in care".

## 5. Procedures

### Appraisal

All nurses will have appraisals carried annually as a minimum by an Appraiser. The appraisal will be scheduled by Florence and conducted by a more senior nurse (the Appraiser) and in accordance with the NMC's requirements or framework for appraisal and revalidation for nurses.

Florence has branch nurses at each regional office and a Head of Nursing and Governance that can carry out appraisals with nurses.



The Branch Nurse/Registered Manager is responsible for ensuring annual appraisals for all nurses are scheduled correctly and that these have taken place within the required timescale.

The Branch Nurse/Registered Manager will notify nurses in advance of the appraisal deadline, ideally no later than 2 months prior and the nurse will be invited to schedule a suitable appraisal date using the "Calendy" software that will book an appointment straight into the Branch Nurse's work calendar. Our system prevents any nurse that does not have the requisite appraisals scheduled or in place from working.

Florence will maintain a log of the dates of all appraisals together with a copy of the nurse's appraisal documents. These documents will be made available as required for quality and audit purposes.

## **Revalidation**

Whilst revalidation is the responsibility of the nurse themselves, Florence will endeavour to assist with the process by providing access to all feedback received including CPD, training, performance reviews, supervisions, appraisals and audits to help our nurses demonstrate that they remain fit to practice.

Florence's branch nurses manage the revalidation process and are trained NMC revalidation Confirmers, which means that they are revalidation experts and are also available to answer questions nurses may have about revalidation.

In the 12 months prior to the nurse's renewal date, they will be required to discuss revalidation with an appropriate Confirmer. This will include demonstrating that they have complied with all of the revalidation requirements detailed below.

Supporting evidence that nurses and midwives must provide to support revalidation includes:

- 450 practice hours for each part of the register (or 900 hours if revalidating as both a
- nurse and midwife).
- 35 hours of continuing professional development (of which 20 must be participatory
- learning).
- 5 pieces of practice related feedback.



- 5 written reflective accounts of their CPD and/or practice-related feedback and/or
- event or experience in their practice and how this relates to the Code.
- Reflective discussion.
- Health and character declaration.
- Professional indemnity arrangements.

## 6. Monitoring and Compliance

We will provide all appraisal and revalidation information that is reasonably requested to demonstrate ongoing adherence to all current legislation, regulation and best practice.

Confidence of our processes is assured as we conduct regular internal audits of all our compliance processes. These are carried out by our Compliance Team on a regular basis to demonstrate that we adhere to legislative, contractual and industry best practice. As part of our ISO accreditation we are also subject to external audits. We also welcome client audits.

## 7. Policy Changes/Version History

Date	Reviewed changes
02/09/24	Registered manager name change

