



**Policy on Validation and Monitoring of  
Professional Registration**  
Xander Recruitment Group Ltd



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## 1.0 Introduction

Xander Recruitment Group Ltd requires that a Nurse or Midwife employed in a regulated post must be registered with the Nursing or Midwifery Council (NMC). This policy will ensure that Xander Recruitment Group Ltd has processes in place to validate and monitor staff required to be registered with the NMC to commence and continue to be placed in regulated positions where a valid registration is required to do so.

## 2.0 Aims

The aims of this policy are to ensure that:

Nurses and Midwives, managers and human resources personnel are clear as to their responsibilities regarding the validation and monitoring of professionally regulated posts.

Clear arrangements are in place to validate the professional registration status of Nurses and Midwives at the point of employment.

Processes are in place to facilitate the recording and monitoring of Nurses and Midwives annual retention and three-yearly renewal of registration status' i.e., revalidation, and to provide assurances that these processes are working effectively.

Management arrangements are in place to deal with incidents of lapsed registration.

## 3.0 Policy Statement

It is the policy of Xander Recruitment Group Ltd that all Nurses and Midwives who have a statutory requirement to be registered to practice must always hold a valid registration.

Staff required to be professionally registered to undertake the post to which they have been appointed will be personally responsible for ensuring their registration remains valid.

Where professional registration is no longer valid (has lapsed or been withdrawn) the staff member will not be permitted to continue to work in a regulated post.



## 4.0 Scope of Policy

This policy applies to:

all staff required to be registered with the NMC as the regulatory body in order to undertake the duties of their post.

## 5.0 Responsibilities and Validation of Professional Registration on Selection (Recruitment and Selection Service)

At the point of selection of new nursing or midwifery staff, the Recruitment and Compliance team, is responsible for ensuring that the individual qualified nurse registration is valid. This will form part of the conditional offer of employment and subsequent pre-employment checks. An original certificate of valid registration will be obtained directly from the NMC online service and a copy of this will be retained on file.

This is in addition to the Recruitment Team checking:

directly with the NMC that the individual has live registration

that the individual is not listed on a barred list from practicing as a nurse or any restrictions in place relating to what they are able to practice as a qualified nurse.

Qualified personnel who are not registered will not be employed by Xander Recruitment Group Ltd in a post where registration with the NMC is a requirement of the role they have undertaken.

## 6.0 Responsibilities – ongoing monitoring of Professional Registration post- appointment

Registrant's responsibility

It is the responsibility of the individual Nurse or Midwife employed by Xander Recruitment Group Ltd or appointed, to ensure that the individual's registration remains valid throughout the course of employment.

The NMC Registrant is responsible for advising Xander Recruitment Group of changes to the registration status (additions, cautions, suspensions) imposed by the NMC.

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The individual Nurse or Midwife is also responsible for maintaining and renewing the NMC registration and for revalidation as per the NMC's guidelines. Xander recruitment has introduced a template (Appendix 1) to enable qualified agency staff to record progress against personal and work-related objectives which will include reflections on: practice, continuous professional development (CPD), feedback received and the NMC Code (2018). This NMC template will be used as part of the record of the Line Manager/ Agency Nurse.



professional supervision meetings and Development Review meetings

## Xander Recruitment Group responsibility

Whilst the issue of registration and revalidation of temporary staff (whose sole or main employment lies with Xander Recruitment Group) remains the responsibility of the individual Nurse or Midwife, the compliance team is responsible for ensuring that professional staff continue to retain valid registration and revalidation and that this takes place as prescribed by the NMC. Employers should check annually a registrant's status using the enhanced NMC online register.

Additionally, the NMC requires nurses and midwives that solely work as agency nurses to provide evidence to their manager to support their three yearly renewals of registration, now known as revalidation. The manager should meet with the registrant on an ongoing basis to review the individual's evidence over the three-year period, to ensure that the individual is working towards meeting the NMC's requirements for revalidation. Six months prior to the individual's revalidation date, the Manager should meet with the registrant to review the individual's evidence against the NMC requirements for revalidation. This meeting will provide time for individuals to gather more evidence if that is necessary and schedule a final confirmer meeting.

Line managers can use the annual appraisal meeting as the mechanism to seek evidence from the registrant of readiness for confirmation. See Appendix 2 for the template to be used "Assessment of NMC Registrant's Readiness for Confirmation", which includes evidence which is acceptable as proof of readiness; NMC Reflective Discussion Form and NMC Confirmation Form.

## Seconded Nurses or Midwives

At Xander Recruitment Group, the compliance team is responsible for ensuring that an appropriate mechanism is in place to record evidence of current registration and revalidation status and that staff's personal records are updated. The line manager of the secondees will be responsible for ensuring that processes are in place to check the regulatory requirements of the NMC for these staff prior to commencement of duty. The line manager will be required to assure our Compliance Manager that the regulatory requirements of the NMC have been met by the Nurse or Midwife is registered. The secondee's information regarding NMC registration status will be kept on our CRM

Regarding annual renewal and revalidation, the line manager should liaise with the substantive employer to agree who will take responsibility for acting as the confirmer and verifying the registration status of the secondee. The line manager should ensure that details of seconded staff are added to our CRM as evidence that this has been checked and verified.



## Recording and Monitoring of Annual Fee Payment, Revalidation and Renewal

Our CRM system of agency nurses contains the registration details including: NMC PIN, qualification and associated registration status, annual fee expiry date and revalidation application date and renewal expiry date (see Appendix 3A and Appendix 3B).

A procedure is in place to monitor that staff have renewed their registration on an annual basis and in line with legislation from the 1 April 2016, revalidated on a three yearly basis.

### *Annual Fee Expiry Date*

Regarding annual fee expiry date, the line manager / compliance team should signal to the registrant that, four weeks in advance of the expiry date, their annual fee payment is due.

The line manager/ compliance team must then be provided with evidence of this before expiry (i.e., through the NMC online verification process). This must be before the last working day of the expiry date. Where this is not provided on time the member of staff may have employment temporarily suspended until the annual fee payment has been made and NMC registration status is verified as effective.

In regard to Xander Recruitment Group, the compliance team will check annually a registrant's status using the enhanced NMC online register <https://www.nmc.org.uk/registration/employer-confirmations/> prior to individual's renewal dates.

### *Revalidation and Renewal*

The line manager will use the appraisal process to review the registrant's practice and personal objectives. This will also enable the individual to be supported on an ongoing basis to meet the requirements of revalidation in terms of hours of practice, CPD, practice related feedback and reflections. Six months prior to the individual's revalidation application date the line manager will meet to confirm the registrant's readiness for revalidation. If necessary, a subsequent meeting will be set up to review the individual's evidence of readiness for revalidation.



## Monitoring

Our Agency Nurses are responsible for advising the compliance team when they have paid their annual retention fee and submitted their evidence on a three-yearly basis for revalidation and renewal of registration. The Agency Nurses registration status will be checked by the line manager and/or compliance team using the NMC Employers Confirmation Service at [www.nmc-uk.org/Employer- confirmations](http://www.nmc-uk.org/Employer- confirmations)

A copy of the employees/NIPEC Professional Council Members confirmed NMC registration and revalidation status is printed off and kept in their personal file and on the NIPEC database.

If for any reason, the above processes are not followed and the agency nurse's registration is found to have lapsed or an agency nurse reports that their registration has lapsed with the Nursing and Midwifery Council, the individual must reapply to the NMC for readmission to the register. The Compliance Manager must be informed immediately, and the agency nurse will not be offered or be able to apply for qualified positions until they have been readmitted to the NMC register.

## Xander Recruitment Group responsibility

Our compliance manager is responsible for ensuring that Nurses and Midwives comply at all times with this policy and a regular and full audit is undertaken to evidence full compliance. Xander Recruitment group will ensure that there are appropriate mechanisms in place to record, monitor and report on professional registration if/as required to.

## 7.0 Failure to maintain valid professional registration

It is a condition of employment that a Nurse or Midwife employed in a regulated post/appointed must maintain professional registration and revalidate every three years throughout the duration of the employment. A Nurse or Midwife who fails to renew professional requirements cannot work in a professional capacity, which may result in their employment being temporarily suspended without pay or be unable to act until valid registration status can be evidenced. The decision on the course of action will be taken by the managing director with advice from the Compliance Manager. A Nurse or Midwife who has trouble in renewing registration must advise the manager immediately.

Failure to ensure a valid registration/revalidation is a serious matter and may have an adverse effect on Xander Recruitment Groups ability to fulfill its statutory responsibilities. Line managers may, therefore, initiate formal disciplinary proceedings against staff who fail to adhere to the conditions of their employment. The outcome of disciplinary proceeding may result in dismissal.



## 8.0 Legislative compliance, relevant policies, and procedures

This policy has been developed in line with The Nursing and Midwifery (Amendment) Order 2018 and should be read in conjunction with the following:

NMC Standards, advice, guidance

NMC (2018) *The Code – Professional Standards of Practice and Behaviour for Nurses, Midwives and Nursing Associates*. London: NMC

NMC (2019) *Revalidation: How to revalidate with the NMC; requirements for renewing your registration*. London: NMC

## 9.0 Equality and Human Rights considerations

This policy has been screened for equality implications as required.

Guidance states that the purpose of screening is to identify those policies which are likely to have significant impact on equality of opportunity so that greatest resources can be targeted at them. Using the Equality Commission's screening criteria, no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.

This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with European Convention Rights contained in that Act.

This policy will be included in Xander Recruitment groups screening process and maintained for inspection whilst it remains in force.

## 10.0 Policy implementation

All managers must ensure that relevant staff have access to this policy, understand its content including provision of any necessary training, and are aware of its aims and purpose immediately on its release.

## 11.0 Review of policy

Xander Recruitment Group is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation. Changes to policies and procedures will be implemented as and when required to ensure we reflect any legislative requirements in the policy.

Signed: \_\_\_\_\_  
Managing Director

Date:





# REFLECTIVE ACCOUNTS FORM

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user or colleague. Please refer to our guidance on preserving anonymity in Guidance sheet 1 in *How to revalidate with the NMC*.

<b>Reflective account:</b>
<b>What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?</b>
<b>What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?</b>
<b>How did you change or improve your practice as a result?</b>
<b>How is this relevant to the Code?</b> Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust



**Checklist for Assessment of NMC Registrant’s Readiness for Confirmation**

<p><b>Practice Hours</b></p>	<p><b>Have you completed the required number of practice hours, 450 practice hours or 900 if revalidating as a Nurse and Midwife?</b></p> <p>Evidence could include:</p> <ul style="list-style-type: none"> <li>• employment contract (specifying hours)</li> <li>• timesheets/rosters</li> <li>• job specifications</li> <li>• role profiles.</li> </ul>	<p><input type="checkbox"/></p>
<p><b>Continuing Professional Development</b></p>	<p><b>Have you completed the required 35 hours of CPD; 20 of which should be participatory?</b></p> <p>Evidence should include accurate records of :</p> <ul style="list-style-type: none"> <li>• the CPD method</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 including the number of participatory hours;</li> <li>• identification of the part of the Code most relevant to the CPD</li> <li>• evidence of the CPD activity.</li> </ul>	<p><input type="checkbox"/></p>
<p><b>Practice-Related Feedback</b></p>	<p><b>Have you 5 pieces of practice-related feedback ?</b></p> <p>Evidence could include feedback from a range of sources such as: directly from patients, service users, carers, students, colleagues, reviewing complaints team performance reports, serious adverse incidents. The evidence can be positive or constructive feedback and can be based on personal practice, or of your team or department. It should not contain any personal data. Whilst NMC recommends that registrants keep a note of feedback received, this is not compulsory, for example oral feedback.</p>	<p><input type="checkbox"/></p>
<p><b>Written Reflective Accounts</b></p>	<p><b>Have you completed 5 written reflections?</b></p> <p>Evidence, not containing any personal data on the NMC Form, should include what you have learnt from the CPD activity and/or practice-related feedback and/or an event or experience in professional practice, how you changed or improved your work as a result and how this relates to NMC Code (2015). If the Line Manager is not a NMC registrant, you must discuss these reflective accounts with another NMC registrant.</p>	<p><input type="checkbox"/></p>
<p><b>Reflective Discussion</b></p>	<p>A NMC reflective discussion form must be completed for this which must be stored as a paper copy. The discussion summary should not contain any personal data.</p>	<p><input type="checkbox"/></p>



<b>Health and Character</b>	You will make these declarations as part of your online revalidation application.	<input type="checkbox"/>
<b>Professional indemnity arrangement</b>	Evidence to demonstrate that you have appropriate indemnity arrangement in place.	<input type="checkbox"/>
<b>Confirmation</b>	The NMC Confirmation Form must be signed by your Line Manager/Confirmer and stored as a paper copy only.	<input type="checkbox"/>



# REFLECTIVE DISCUSSION FORM



You must use this form to record your reflective discussion with another NMC-registered nurse or midwife about your five written reflective accounts. During your discussion you should not discuss patients, service users or colleagues in a way that could identify them unless they expressly agree, and in the discussion summary section below make sure you do not include any information that might identify a specific patient or service user. Please refer to Guidance sheet 1 in How to revalidate with the NMC for further information.

**To be completed by the nurse or midwife:**

<b>Name:</b>	
<b>NMC Pin:</b>	

**To be completed by the nurse or midwife with whom you had the discussion:**

<b>Name:</b>	
<b>NMC Pin:</b>	
<b>Email address:</b>	
<b>Professional address including postcode:</b>	
<b>Contact number:</b>	
<b>Date of discussion:</b>	
<b>Short summary of discussion:</b>	
<b>I have discussed five written reflective accounts with the named nurse or midwife as part of a reflective</b>	<b>Signature:</b>



discussion.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes.

Date:



## CONFIRMATION FORM

You must use this form to record your confirmation.

To be completed by the nurse or midwife:

Name:	
NMC Pin:	
Date of last renewal of registration or joined the register:	

I have received confirmation from (select applicable):

- A line manager who is also an NMC-registered nurse or midwife
- A line manager who is not an NMC-registered nurse or midwife
- Another NMC-registered nurse or midwife
- A regulated healthcare professional
- An overseas regulated healthcare professional
- Other professional in accordance with the NMC's online confirmation tool

To be completed by the confirmer:

Name:	
Job title:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of confirmation discussion:	



If you are an NMC-registered nurse or midwife please provide:

NMC Pin:



If you are a regulated healthcare professional please provide:

Profession:
Registration number for regulatory body:

If you are an overseas regulated healthcare professional please provide:

Country:
Profession:
Registration number for regulatory body:

If you are another professional please provide:

Profession:
Registration number for regulatory body (if relevant):

## Confirmation checklist of revalidation requirements

### Practice hours

You have seen written evidence that satisfies you that the nurse or midwife has practised the minimum number of hours required for their registration.

### Continuing professional development

You have seen written evidence that satisfies you that the nurse or midwife has undertaken 35 hours of CPD relevant to their practice as a nurse or midwife

You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse or midwife.

You have seen accurate records of the CPD undertaken.

### Practice-related feedback

You are satisfied that the nurse or midwife has obtained five pieces of practice-related feedback.





## Written reflective accounts

You have seen five written reflective accounts on the nurse or midwife's CPD and/or practice-related feedback and/or an event or experience in their practice and how this relates to the Code, recorded on the NMC form.

## Reflective discussion

You have seen a completed and signed form showing that the nurse or midwife has discussed their reflective accounts with another NMC-registered nurse or midwife (or you are an NMC-registered nurse or midwife who has discussed these with the nurse or midwife yourself).

I confirm that I have read *Information for confirmers*, and that the above named NMC-registered nurse or midwife has demonstrated to me that they have complied with all of the NMC revalidation requirements listed above over the three years since their registration was last renewed or they joined the register as set out in *Information for confirmers*.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes. I am aware that if I do not respond to a request for verification information I may put the nurse or midwife's revalidation application at risk.

Signature:

Date:

# Monitoring and Validation Nurse Policy



## Appendix 2

<b>Name:</b> <b>Financial year:</b> <b>Section 3: Record of Professional Discussion and Review of Personal Development Plan</b>	
<b>Organisational/personal objective with time frame &amp; NMC Code theme</b>	<b>Note of one to one professional discussion</b> Include accounts of practice-related feedback and reflections on CPD, Practice-related feedback, Code
<b>Objective (Insert reference number and wording from Business Plan or Work Plan) :</b>  <b>Date to be achieved</b> <b>NMC Code relevant theme:</b>  <b>RAG:</b>	<b>Insert Date of Supervision Meeting or Development Review Meeting &amp; Progress update and actions to be taken. May also include short reflections</b>

# Monitoring and Validation Nurse Policy



<p><b>Example</b>  <b>Objective 6:</b>                  Ensure Xander Recruitment Group is in a state of “readiness” to support professional staff to revalidate using the new NMC Revalidation Model from January 2016.</p> <p><b>Date to be achieved:</b> March 2016</p> <p><b>NMC Code relevant theme;</b> Promote Professionalism &amp; Trust</p> <p><b>RAG:</b></p>	<p><b>For example</b>  <b>7 September 2015</b>                  Revalidation Framework to be developed for use within Xander Recruitment Group. I have submitted my renewal of registration information; payment will be taken on 15 September. Will commence new revalidation period on portfolio. Guidance notes: final draft completed for submission to compliance team. Revise the existing revalidation policy and update with agreed process for revalidation. Organise meeting with compliance team to agree documentation and method of recording.</p> <p><b>Reflection 7 September 2015</b>                  The guidance notes that were drafted – it was a useful piece of work that received positive feedback and constructive comments to ensure it met the needs of the various staff involved. It was completed in a short timeframe. Working with key individuals in a very small writing Group worked well and then testing with wider stakeholders, electronically, was an effective approach for the timescale and will work well for other similar pieces.</p> <p><b>27 July 2015</b>                  Discussion at PTM 25 June, documentation revised and being tested to support this. Same will be tabled at ongoing PTM meetings as proformas are developed and system refined for use from April 2016.</p>
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**AOB:** (Any other items discussed at the meeting can be included)

**Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED**

**Date: March 2024**