How to record and evidence continuing professional development for revalidation


Rationale and key points
This is the third in a series of eight articles providing information about the Nursing and Midwifery Council (NMC) revalidation process. This article focuses on recording and providing evidence of continuing professional development (CPD). Nurses and midwives must have undertaken 35 hours of CPD, of which at least 20 hours must have included participatory learning, relevant to their scope of practice, in the 3-year period since their registration was last renewed or they joined the register.

- CPD enables nurses and midwives to ensure their knowledge and skills are up to date.
- The participatory component of CPD encourages engagement and communication with others, thus challenging professional isolation.

Reflective activity
How to revalidate articles can help to update your practice and provide information about the revalidation process, including how you can record and evidence CPD for revalidation. Reflect on and write a short account of:
1. How recording and evidencing CPD will demonstrate the skills, knowledge and experience you have gained in practice.
2. How you could use this article to educate your colleagues.
Subscribers can update their reflective accounts at rcni.com/portfolio.

Keywords
continuing professional development, NMC, Nursing and Midwifery Council, portfolio, professional development, registration, revalidation

Preparation
- Download and print a copy of the Nursing and Midwifery Council (NMC) (2015a) booklet on how to revalidate (www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf).
- Download and print a copy of the NMC (2016a) continuing professional development (CPD) template (revalidation.nmc.org.uk/download-resources/forms-and-templates).
- Ensure you have a copy of The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives (NMC 2015b).

Procedure
1. You must undertake 35 hours of CPD relevant to your scope of practice during the 3-year period since your registration was last renewed or you joined the register.
2. Of those 35 hours of CPD, at least 20 hours must be participatory (undertaken with one or more health and/or social care professional). Participatory learning can take place in the same physical environment as other health
3. You must maintain accurate records of your CPD. These records must include: the CPD method; a description of the topic, main learning points and how this learning relates to your practice; the dates the activity was undertaken; the number of total CPD hours, including participatory hours; and identification of the part of The Code (NMC 2015b) most relevant to the activity.

4. There are many different learning opportunities or activities that can enable you to update your professional knowledge and skills. Any learning activity should relate to your individual scope of practice.

5. CPD learning opportunities can present themselves within your ward or department; alternatively there may be updating opportunities or activities provided by the organisation or an external source.

6. You can include mandatory training, providing it directly relates to your scope of practice. For example, infection control or volumetric pump training would be appropriate for clinical nurses or midwives and training on equality legislation would be suitable for registrants in a policy role. It is important to note that generic updates for all staff, such as fire training, cannot be included.

7. If you have two roles, CPD relating to both areas of your employment should be used. For example, you may work 3 days a week as a ward nurse and have a separate contract to work 2 days a week as a theatre recovery nurse. In this case, you can use updating or refresher training.

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**FIGURE 1. Continuing professional development log template**

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

**LOG TEMPLATE**

**Guide to completing CPD record log**

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Method</th>
<th>Topic(s):</th>
<th>Link to Code:</th>
<th>Number of hours:</th>
<th>Number of participatory hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

(Please add rows as necessary)

(Nursing and Midwifery Council 2016a)

**Disclaimer**

Please note that information provided by Nursing Standard is not sufficient to make the reader competent to perform the task. All clinical skills should be formally assessed at the bedside by a nurse educator or mentor. It is the nurse’s responsibility to ensure their practice remains up to date and reflects the latest evidence.
9. You must provide evidence of each CPD activity that you have undertaken and recorded. There are several types of evidence that could be used, such as a certificate of attendance, a meeting or event agenda or flyer, an email or a copy of an attendance list, study material, a journal article or your handwritten notes relating to the learning undertaken.

10. Continue to enter examples of CPD you have undertaken until the ‘number of hours’ column adds up to at least 35 hours and the ‘number of participatory hours’ column adds up to at least 20 hours.

### Figure 2. Examples of continuing professional development for Aneurin Bevan University Health Board

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

**LOG TEMPLATE**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Method</th>
<th>Topic(s)</th>
<th>Link to Code:</th>
<th>Number of hours:</th>
<th>Number of participatory hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/1/2015</td>
<td>Safe staffing / nursing skill mix conference</td>
<td>Safe staffing, nursing skill mix. Looked at tools and concepts for setting safe staffing levels. Although this was mainly general adult acute, these concepts translate to mental health. Generated a presentation on key points and delivered to the corporate assurance committee (evidence in online folder). Main learning – actual versus planned staffing is irrelevant unless the planned is correct and includes acuity and dependence, not just number of service users.</td>
<td>Preserve safety Promote professionalism and trust</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>February 2015</td>
<td>Course attendance</td>
<td>Attended a training session on medicines and the law. Learned about all aspects of medicines management, including ordering, storage, prescribing, administering and disposal of waste medicines including controlled drugs. Also documentation and record keeping. The session focused on the importance of ensuring that there are no omissions on medication charts and that medicines are not signed for until the patient has ingested them.</td>
<td>Practise effectively Preserve safety</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>2/3/2015</td>
<td>Online learning</td>
<td>To gain understanding of current legislation in relation to infection prevention and control. Describe the principles of hand hygiene and look at the standard infection control procedures.</td>
<td>Links to all four themes of The Code</td>
<td>0.5 hours</td>
<td>0 hours</td>
</tr>
<tr>
<td>12/2/2015</td>
<td>Study session</td>
<td>This session was presented by one of our paediatric doctors. It looked at the roles and responsibilities of each member of staff and whether or not they class themselves as a leader.</td>
<td>Links to all four themes of The Code</td>
<td>1 hour</td>
<td>1 hour</td>
</tr>
<tr>
<td>13/8/2015</td>
<td>Away day</td>
<td>Update of mandatory training including: child protection, infection control, Child and Adolescent Mental Health Services, motivation and team building, mentorship update.</td>
<td>Links to all four themes of The Code</td>
<td>4.5 hours</td>
<td>4.5 hours</td>
</tr>
</tbody>
</table>
11. When recording CPD, you must ensure confidentiality is maintained and any information included in your revalidation portfolio must be recorded in a way that no patient, healthcare professional or other individual can be identified (NMC 2015a).

**Evidence base**

The Department of Health (1998) have long recognised that CPD is an effective means of improving patient health and maintaining standards of care, as well as recruiting, motivating and retaining quality staff. CPD contributes to best practice (Brown et al 2002), and it is imperative that any updating activities are undertaken regularly throughout the nurse or midwife’s career.

Professional updating activities may involve learning something new or updating existing knowledge, or psychomotor or technical skills (Schostak et al 2010).

**FIGURE 3. Examples of continuing professional feedback recorded by registrants from the wider UK pilot**

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Method</th>
<th>Topic(s):</th>
<th>Link to Code:</th>
<th>Number of hours:</th>
<th>Number of participatory hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/1/15</td>
<td>Corporate Leadership Conference Conference attendance</td>
<td>Leadership across the organisation, people development, strategic direction, developments. Included a 1 hour lecture from a psychologist.</td>
<td>Prioritise people</td>
<td>7 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>4/2/15</td>
<td>Developing Leadership and Facilitation Capacity of the Nursing Workforce Conference and workshop attendance</td>
<td>Covered a number of regional guest speakers. Two afternoon workshops looking at innovative practices in the region related to developing leaders on the frontline.</td>
<td>Links to all four themes of The Code</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>19/2/15</td>
<td>Corporate Healthcare Conference Conference attendance</td>
<td>1 hour presentation on people skills.</td>
<td>Prioritise people</td>
<td>1 hour</td>
<td>0 hours</td>
</tr>
<tr>
<td>4/3/15</td>
<td>Department of Health Independent Advisory Forum Workshop attendance</td>
<td>Shape of the Department of Health and impact on independent sector. Presentation on revalidation.</td>
<td>Links to all four themes of The Code</td>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>15/1/14</td>
<td>Police Training and Conference Centre Course attendance</td>
<td>Review on multi-agency working, cross county boundaries, individual and organisational responsibility and accountability, communication.</td>
<td>Links to all four themes of The Code</td>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>14/4/15</td>
<td>Regional Directors of Nursing Conference Conference attendance</td>
<td>The theme was ‘inclusion’. The Workforce Race Equality Standard has been included in the contract for 2015/16 and the author was one of the speakers on the day. Update on the latest nursing policy included among a number of other topics including revalidation and transforming care.</td>
<td>Links to all four themes of The Code</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

(Nursing and Midwifery Council 2016b)
Updating activities can enable a nurse or midwife to fulfil their personal and professional potential, and meet the present and future needs of patients (Brown et al 2002). Some updating activities will be self-assessed, while others will involve a formal assessment for competency, with an objective measurable result.

To be meaningful, CPD must be relevant to the individual’s scope of practice. Clear learning objectives should be set, previous knowledge and expertise considered, relevant learning styles and opportunities reviewed, and the perceived effect on practice assessed.

The NMC piloted the revalidation processes and guidance in 19 organisations across the UK. Aneurin Bevan University Health Board (ABUHB) in South East Wales was the largest pilot site, comprising more than 38% of the population of UK pilot registrants. The pilot feedback (unpublished data) enabled registrants to collate examples of CPD (Figure 2).

Many of the ABUHB pilot registrants reported that meeting the CPD requirement of 35 hours was easy to achieve and it was straightforward to record the hours. There were some concerns about providing evidence of updating activities where certificates had not been issued, but in most cases it was not difficult to find alternative evidence, such as a flyer, a diary entry, a meeting agenda or notes from a meeting, or an email relating to the updating activity.

Nurses and midwives who are due to revalidate imminently will need to retrospectively record CPD activities. Those who are not due to revalidate for some months or years can identify and record CPD activities as they are undertaken. Following completion of the revalidation pilot, the NMC provided further examples of CPD taken from the wider UK pilot. These examples are shown in Figure 3.

Once the CPD component of revalidation has been completed, registrants can select some of their updating activities and write these up as reflective accounts. The written reflective accounts component of revalidation will be discussed in a later article in this series. Recording and evidencing CPD as part of revalidation helps nurses and midwives to maintain safe and effective practice, while ensuring their skills are up to date.

**Useful resources**

- Nursing and Midwifery Council (2016) Revalidation. www.rcn.org.uk/professional-development/revalidation

**References**


