

Appendix 1. N&M Revalidation Gap Analysis.

Current position	Revalidation Ready	Actions required	Lead/Responsibility	To be completed by	Action Monitoring/Update (ECM)	Action Monitoring/Update (DRD)	Action Monitoring/Update (PCS)	Action Monitoring/Update (CORPORATE/NEWARK)
Communication and Awareness								
No formal update to board	Raise awareness of revalidation and its implications at key senior levels of leadership within the organisation out side of the nursing and midwifery sphere	Briefing paper to be written and presented in September and approval for reporting schedule to be agreed	Susan Bowler, Victoria Bagshaw & Andrea Clegg	End Sept 2015				
Awareness raising sessions commenced in Oct 2014 with Proud to Care days, weekly awareness sessions delivered by PDM's & ward based sessions delivered to small groups by PDM's. Regular communication in Staff Bulletin	All nurses and midwives are aware and understand the changes and new requirements under revalidation	To continue with current actions and maintain frequency. To commence delivering targeted support to individuals who are identified as first to go through new process	Susan Bowler, Victoria Bagshaw & Andrea Clegg	on going				
No agreed reporting schedule	Regular assurance communication is delivered to key organisational boards	Developing a work plan which will be presented at September N&M revalidation steering Group	Susan Bowler, Victoria Bagshaw & Andrea Clegg	End Sept 2015				
Sign posting has been delivered as part of communication to date. Individual registrants will have also directly received communication from NMC which have signposted available resources	Registrants are signposted to the NMC resources	To continue and target signposting to individuals who are identified to go through new process first	Andrea Clegg	on going				
Revalidation resources are available on the professional and practice development webpage on intra net	There is a revalidation webpage which has all the required information resources and links for registrants to access	To develop dedicated revalidation page with support from IT with a direct link from front page	Andrea Clegg, Karen Noseley Carmel West	Nov-15				
Individuals have been identified who are due to re-register awaiting to see if there is a solution to get revalidation dates via ESR.	All registrants due to revalidate in April, May & June 2016 have been identified and know what is required and how to gain support to achieve the required standards	Meeting arranged with McKesson early Sept by HR to explore solutions/Preparation for a contingency plan of writing to individuals	Kate Lorenti Pauline Burgin Andrea Clegg	Oct-15				
No Progress	3rd party confirmers have all been assigned for the first cohorts and have received the required training	To agree process at N&M revalidation steering group. Identify Confirmers, Ensure confirmers have undertaken training. Assign to first group of staff to go through revalidation	Divisional N&M teams Andrea Clegg	Dec-15				
No Progress	registrants who's line manager is not a nurse or midwife have an identified individual who will facilitate a reflective discussion prior to the 3rd party confirmers final assessment.	To explore line management arrangements for 1st group of individuals and then continue review on a rolling month by month process. Explore a solution to capture this level of detail via ESR or current data bases	Divisional N&M teams Andrea Clegg Kate Lorenti & Pauline Burgin	Dec-15				
Education and Training								
No Progress	all designated 3rd party confirmers have received the required training and development to undertake the role This will also ensure a consistency across the organisation.	Training resources to be developed which complement existing appraisal training. Ensure all existing apprasers are given supplementary training to complement existing knowledge and skills	Victoria Bagshaw Kate Lorenti Andrea Clegg Karen Noseley	Oct-15				
Awareness raising sessions commenced in Oct 2014 with Proud to Care days, weekly awareness sessions delivered by PDM's & ward based sessions delivered to small groups by PDM's. Regular communication in Staff Bulletin	all registrants have access to the required level of support they require to meet the revalidation standards	To commence revalidation clinics, to encourage Divisional teams to identify individuals who they feel may require additional support	Divisional Teams Andrea Clegg	on going				
No progress	The organisation has arrangements in place to provide on going support for 3rd party confirmers which includes access to action learning sets.	for discussion at Novemeber N&M revalidation T&FG and solution identified and implemented	Victoria Bagshaw Andrea Clegg	Nov-15				
Available on intra net given during training available via NMC	There are agreed templates for capturing CPD hours		Karen Noseley	Completed				
Workforce and Resource Implications								
No Progress	There is a clear understanding of the resources required to support the revalidation process within Sherwood Forest Hospitals	For discussion at Oct N&M Revalidation T&FG to identify required resources	Susan Bowler Victoria Bagshaw	Jan-16				
Susan Bowler Victoria Bagshaw are organisational lead Divisional Matrons are Operational leads	There is an agreed organisational and operational lead for revalidation		Susan Bowler, Victoria Bagshaw , Phil Bolton, Liz Williamson, Lynn Smart	Complete				
No Progress	line managers and third party confirmers have the required time to undertake the confirmer role	For discussion at Oct N&M Revalidation T&FG to identify required resources	Susan Bowler Victoria Bagshaw Divisional Teams	Feb-16				
No Progress	there are opportunities for individuals who's line manager is not a registrant to have professional and reflective discussions with a registrant.	? This could be Clinical Supervision, need to train more clinical supervisors for discussion and clarification at November N&M revalidation T&FG	Andrea Clegg & Victoria Bagshaw	Feb-15				
Systems and Processes								
Initial conversations and exploration has taken place	Electronic Staff Record to hold all registered Nurses and Midwives revalidation date	Pauline Burgin is to meet with McKesson early Sept	Kate Lorenti Pauline Burgin					
Signposted to this during all training and communication	All registrants are encouraged to register for NMC Online	to continue raising awareness of NMC on line in all communication to registered Nurses and Midwives	Andrea Clegg	Ongoing				
No Progress	Registrants have access to a report which demonstrates practice hours from Health roster	To identify staff members who this would be required for and work with health roster team to identify a process	Health Roster team and operational leads					
No Progress	There is an identified process by which all registrants will receive 3rd party confirmation	To discuss and agree a process at N&M revalidation T&FG	TBC	Feb-16				
No Progress	there is a centrally held record of who can undertake 3rd party confirmer role	To discuss and agree a process at N&M revalidation T&FG	TBC	Feb-16				
No Progress	there is access to data sources by which registrants can gain feedback information to support personal reflection and development.	To discuss and agree a process at N&M revalidation T&FG	TBC					
No Progress	there is an agreed process for submission of 3rd party confirmation to the NMC.	To form part of the revalidation policy which will be communicated to all registrants and 3rd party confirmers	TBC	Feb-16				
No Progress	There are agreed and validated documentation which includes the 3rd party confirmation form	? To use document produced by NMC for agreement at the N&M revalidation T&FG	TBC	Jan-16				
No Progress	Job descriptions reflect the requirements, roles and responsibilities to revalidate	To discuss and agree a process at N&M revalidation T&FG	TBC	Feb-16				
No progress awaiting NMC instruction	Sherwood Forest Hospital policy reflects the revalidation changes, this also reflects the process to be followed for unsuccessful revalidation	To be started once NMC have clarified process and agreed commencement of revalidation has been confirmed	Kate Lorenti	Jan-16				