

# BACN Guide to Revalidation

## Introduction

This document is designed as a guide for BACN members on revalidation. This is becoming critically important so we have put together two things:

1. NMC Draft Guidelines – Awaiting Final Approval
2. BACN Guide to key roles in revalidation and proposed action to support members (Appendix 1).

# NMC- A Guide to Revalidation

**“Revalidation is achievable, desirable, and realistic”**

NMC Chief Executive and Registrar, Jackie Smith July 2015

*“Revalidation simply formalises the way that we discuss learning points from training sessions and clinical experiences.”*

Helen Tomlin, Practice Nurse, The Gainsborough Practice, Bracknell and Ascot CCG  
Revalidation pilot Group participant. Revalidation Round up July 2015

*“The learning gained from this experience has been very positive, especially in relation to the professional development discussion (PDD). PDD has not only enabled registrants to clearly communicate the value and application of their learning experiences, but has also allowed line managers to experience the true passion that registrants have shown for improving practice. It has enabled the Code to be a truly 'live' working document.”*

Dr Lyn Middleton, Senior Nurse, revalidation project, Aneurin Bevan University Health Board Revalidation pilot partner. Revalidation Round up July 2015

*“The professional development discussion is the most important element of revalidation. BACN members may find it useful to have the same person act as their confirmer if they are a NMC registrant”*

Lou Sommereux BACN Revalidation Co-Lead September 2015

# Contents

What is Revalidation?

What you need to do

Revalidation and the Code

450 Practice Hours

35 hours of CPD (Continuing Professional Development)

Five Pieces of Practice-Related Feedback & Five Reflections and Professional Discussion

Professional Development Discussion

Health and Character Declaration

Professional Indemnity Arrangement

The Role of the Confirmer

Applying for Revalidation

Requests for further information

Checklist of what goes in your portfolio

Appendix 1: BACN – Review of Revalidation, Education and Training Roles

# What is revalidation?

From April 2016 revalidation is a process that all nurses and midwives will need to engage with to demonstrate that they practise safely and effectively throughout their career. It is easy and straightforward and will help nurses and midwives develop as professionals.

Revalidation provides the registrant with an opportunity to realise the benefits of reflecting on their practice and to demonstrate that they are “living” these standards.

By introducing revalidation the NMC is improving public protection by ensuring that nurses and midwives (registrants) keep updated in their area of practice, remain mindful of the changing needs of the public and the multidisciplinary teams in which they may engage. For those nurses and midwives who are isolated professionally from their peers, revalidation gives them the opportunity to engage with professional networks, associations and organisations to have professional discussions. The updated code has included guidance on using social media and networking sites, as the NMC is aware that registrants use many forms of social media in which to update, educate and communicate and being aware of maintaining a professional profile when using these sites as an ill thought out posting could bring your fitness to practice into question.

Revalidation is continuous. The registrant will have to go through this process every three years at the point of renewal. The key to completing revalidation is to be organised - allow yourself enough time; the NMC will give you 60 days’ notice.

Registrants should remember that revalidation is **your personal responsibility**. If employed, your employer can help support and guide you through this process. If you choose to use your appraisal for your revalidation you must inform your line manager, giving them plenty of time to arrange dates. You also need to have separate discussions about your performance in employment and a professional discussion aligned to the Code regarding your revalidation. If self-employed the British Association of Cosmetic Nurses is available to answer any queries or to help you find a registrant to have your professional development discussion and act as your confirmer. If you are a member of the BACN then you will have access to Clarity informatics, an online e-portfolio which is an established appraisal and assessment IT company with a background in medical specialist expertise.

The first registrants to revalidate under the new model will be those due to renew their registration in April 2016 and from then on a monthly basis according to each individual registrant’s renewal date. So for instance if your renewal date is April 30<sup>th</sup> 2016 and you are due to revalidate, the NMC require you to have completed your revalidation application online via your NMC online account by April 1<sup>st</sup> 2016. The NMC have decided that the 1<sup>st</sup> day of the month will be the deadline date. If you fail to complete, this could have implications on your ability to practice as a nurse or midwife.

The NMC will not require the evidence of your feedback, reflection or CPD you may have a portfolio or have chosen to use the NMC templates as a place to record or store your evidence. All they require of you is to complete the application online. You will also need to record the name and PIN no of whom you had your professional discussion with and your confirmer’s details. The Health and Character Declaration and Indemnity Arrangement are completed by the registrant online.

**Why the first of the month?** There will be some registrants who the NMC will contact for further information or request to see their portfolios or completed NMC templates having the 1<sup>st</sup> of the month as the deadline allows the NMC time for verification and the registrant time to upload their documentation, portfolios or templates if requested to be reviewed by the NMC answer any further queries and for revalidation to be completed before the month end.

# What you need to do

First register with NMC online and set up an online account.

The process of revalidation will be entirely online, so it is necessary to have an online account.

Read the information provided on the [NMC website](#) about revalidation and understand what it means to you professionally.

Find out your revalidation date and work backwards in gathering the information and feedback needed to complete the process. Book your appraisal date. This will normally be with your line manager who will act as your confirmer. If your confirmer is not a NMC registrant, identify a registrant to either join you in your appraisal for your Professional Development Discussion (PDD), or have this discussion with them separate to your appraisal. If your line manager is not a NMC registrant you may want to have your appraisal separate and have the registrant you have identified to be your confirmer and have the PDD with.

Start building your portfolio. You will need to

- have completed 35 hours CPD (20 hours must be participatory); this is achievable for 3 years
- have completed 450 hours practice; this can be gathered using time sheets, diaries, clinic scheduling monthly figures and invoices, being mindful to not reveal patients' identities; contracts and wage slips are not proof of practice
- Written 5 reflective pieces; need only be 200-300 words

Become familiar with the Code. All registrants should have received a copy in March 2015, it is also available from the [NMC website](#) and can be downloaded.

Allow yourself time - don't leave it to the last minute

# Revalidation and the Code

The actual process is straightforward to complete, please don't over think it. The NMC, in August 2015, stated on their website that revalidation is achievable, desirable and realistic. Revalidation supports the registrant by linking practice to the four themes of the code.



## One Code, four themes

Together they signify good nursing and midwifery practice.



6

**Prioritise people** by actively seeking and reflecting on any direct feedback received from patients, service users and others to ensure that you are able to fulfil their needs.

**Practise effectively** by reflecting on your professional development with your colleagues, identifying areas for improvement in your practice and undertaking professional development activities.

**Preserve safety** by practising within your competency for the minimum number of practice hours, reflecting on feedback, and addressing any gaps in your practice through continuing professional development (CPD).

**Promote professionalism and trust** by providing feedback and helping other NMC colleagues reflect on their professional development, and being accountable to others for your professional development and revalidation.

# 450 Practice Hours

You will need to have completed the minimum of 450 hours practice. Evidence of this can be gathered using time sheets, diaries, clinic scheduling, monthly off-duty and invoices being mindful to not reveal patients' identities. Contracts and wage slips are not proof of practice.

Registration	Minimum total practice hours required
Nurse	450
Midwife	450
Nurse and SCHPN12	450
Midwife and SCHPN	450
Nurse and midwife (including Nurse/SCHPN and Midwife/SCHPN)	900 (to include 450 hours for nursing, 450 hours for midwifery)

## How to fulfil the requirements

You will be required to record your most recent hours and counting back until you have reached the required hours of practice.

Only hours relevant to your practice can be counted. Your practice hours will relate to your own specific scope of practice and therefore are not limited only to direct patient care as non-clinical practice for some roles may be included.

Practice hours can include unpaid or voluntary work in a role that requires registration i.e. working on a voluntary basis for an established healthcare charity or sitting on the board of a professional association, organisation or body.

It is recommended that you keep and maintain a record of your practice hours in your portfolio. When completing the revalidation forms online from the NMC you will be asked to declare that you have met the minimum practice hours requirement, where you are currently practising and where you undertake this practice.

# 35 Hours Continuing Professional Development

## The requirements

You must undertake 35 hours of continuing professional development (CPD) relevant to your scope of practice over the three years prior to the renewal of your registration. This is achievable and can include peer support, journal clubs, online discussions and clinical supervision. As well as conferences, meetings and study days. Of those 35 hours of CPD, 20 must include participatory learning. Participatory learning includes any learning activity in which you personally interacted with other people. It is an activity undertaken with one or more professionals or in a larger group setting. The group does not always need to be in a common physical environment, such as a study or conference. It could be a group in a virtual environment such as an online discussion group. The professionals that you engage with through participatory learning do not have to be healthcare professionals.

The BACN provide CPD certificates for all its accredited courses and continue to look at ways of further developing recognised educational pathways and programmes for its members. Please take advantage of attending regional super groups and our annual conference as these go towards your CPD.

You will be asked to declare that you have met the CPD requirement.

You must maintain accurate records of the CPD you have undertaken. These records must contain:

- The CPD method
- A description of the topic and how it related to your practice
- The dates on which the activity was undertaken
- The number of hours (including the number of participatory hours)
- The identification of the part of the Code most relevant to the activity
- Evidence that you undertook the CPD activity; this can be a for instance a certificate of attendance uploaded to you portfolio or a copy of the paper or article discussed in a journal club

You should not include mandatory training that is not directly related to your practice (for example, fire training or health and safety training) as part of your 35 hours of CPD. However, if you undertake any mandatory training that is necessary for your scope of practice and professional development (for example, mandatory training on equality legislation if you are in a policy role), this could be included.

The NMC provide a template you can use to record your hours of CPD and which part of the code they link to. Alternatively you may find it practical to record these hours in your portfolio as you complete them whilst the participation and your recall are current.

# Five Pieces of Practice-Related Feedback & Five Reflective Accounts

Think broadly about your feedback

- Feedback could come from other nurses and midwives, doctors, patients, managers, healthcare students, supervisors, mentors, mentees, teachers or policy colleagues
- Feedback can be about you as an individual, or about your team, clinic or organisation
- You can use any feedback you have received in the last three years

Reflective accounts – what you need to do

- Your reflective accounts need to be written about the Code, your CPD and practice-related feedback; you need to produce a total of five written accounts
- These accounts are meant to support your personal development and be used as a talking point in your professional development discussions
- These do not need to be lengthy pieces of academic writing, 200-300 words is adequate

## Professional Development Discussion

You must talk about your reflections as part of a professional development discussion with another NMC registrant covering your written reflections on the Code, your CPD and practice-related feedback. The professional development discussion should be a face-to-face conversation in an appropriate environment.

Your professional development discussion must be with a NMC registrant. This can occur with your yearly appraisal if your line manager is a registrant. As a member of the BACN this can be your regional lead or a peer, and if using to record CPD, practice hours, feedback and reflection Clarity e-portfolio has a section that includes appraisal, but remember revalidation and appraisal are not the same thing.

The NMC does not require you to submit a copy of the reflective accounts unless requested. However, you should retain these in your portfolio as a record.

You must ensure that there is a record of the reflective discussion including the date it was held and the name, NMC PIN, email and professional address of the NMC registrant with whom you had the discussion.

Over 2,000 nurses took part in the revalidation pilot study and in the feedback many found the experience of revalidation to be a positive and useful one, especially the professional discussion. This is the core surrounding the process of revalidation as it links reflection, practice and education to the code enabling it to be a “living” document.

# Health and Character Declaration

All registrants must provide a health and character declaration as part of their revalidation application. They must also declare if they have been convicted of any criminal offence or issued with a formal caution over the three years prior to revalidation. This declaration is part of the online application. They are not required to keep anything in their portfolio but any criminal conviction or cautions must be declared to the NMC immediately and not at point of renewal or revalidation.

# Professional Indemnity Arrangement

All registrants must declare that they have, when practising, appropriate cover. By law you must have in place an appropriate indemnity arrangement in order to practise and provide care. Whilst the arrangement does not need to be individually held by you, it is your responsibility to ensure that appropriate cover is in force.

This declaration is provided online as part of the actual application. If self-employed or a lone practitioner you must have cover through a commercial provider covering you for all the treatments and services you provide, you will be asked to provide the name of provider. Please remember that the RCN does not provide cover to aesthetic or cosmetic nurses.

The NMC strongly recommend that you retain this evidence as proof that you have an appropriate arrangement in place in your portfolio. If you are selected to provide further information to verify your declaration you will be asked to provide evidence that your indemnity arrangement is appropriate.

# The Role of the Confirmer

## What they are being asked to do

- All registrants will be asked to verify the information in their revalidation application by declaring that they have received confirmation from a third party. Having confirmation means the registrant has demonstrated to the third party that they have met the revalidation requirements.
- Your confirmer will be asked to provide their name, NMC Pin or other professional identification number where applicable, email and professional address
- Your confirmer will need to understand the revalidation requirements. Go onto the [NMC website](#) there is advice and guidance for this role if they are not a NMC registrant.
- Your confirmer should have a face-to-face discussion with you the registrant about your portfolio, so you can explain how you have met the requirements. For BACN members who do not have a line manager it would make sense to have the same person who you had your professional discussion with to act as your confirmer.

- Your confirmer should review your portfolio to ensure that you have met the revalidation requirements. It might be easier for your confirmer to review your portfolio before the discussion.
- Your confirmer can question you if they are not sure if you have met a requirement or it needs more clarification.

Confirmation needs to be obtained during the final 12 months preceding your date of revalidation to ensure that it is recent.

## What your confirmer is *not* being asked to do

- To decide whether or not a registrant will be revalidated or will remain on the register. This is the NMC's role as the regulator.
- To make a judgment on whether the registrant is fit to practise. Revalidation is not a new way to raise fitness to practise concerns.
- To verify information in the registrant's portfolio i.e. to check a registrant's attendance at a study day. All of the information required to make a judgment should be contained in the registrant's portfolio.

It is important to understand that the confirmer is being asked to confirm based on the evidence that they have seen. If confirmation is provided honestly, a confirmer will not be held responsible for future or past actions if unaware when giving the confirmation.

## Applying for revalidation

The NMC will give the registrant at least 60 days notification before your application for revalidation is due. It is up to the registrant to make sure this is completed on time.

The date to complete the revalidation application will always be the first of the month. Additionally, if you are a registered midwife practising in the UK, you will need to file your intention to practise notification form. This should be submitted annually to your named supervisor of midwives.

Before you start your online application have all the supporting evidence from your revalidation portfolio to hand. You must submit your application on or before the date specified by the NMC. Failure to submit your application on time will put your registration at risk.

## Paying your fee

As part of your revalidation application, you will need to pay your renewal fee. The NMC will inform you of the latest date you can pay this fee.

Please refer to the [guidance on paying your fees](#). This guidance sets out the different ways that to pay i.e. by direct debit, online or over the telephone.

## Requests for further information

Each year the NMC will select a sample of nurses and midwives to provide further information or evidence to verify their application. Such a request does not necessarily mean that there are any concerns about your application and you can continue to practise while we review the information that you provide.

If you have been selected to provide further information, the NMC will contact you by email within 24 hours of you submitting your revalidation application. Please check your email during this time.

If you are selected to provide further information, you will need to follow the link contained in the email to an online form where you will be asked to provide further information and upload a range of evidence. You will need to provide this information within 14 days.

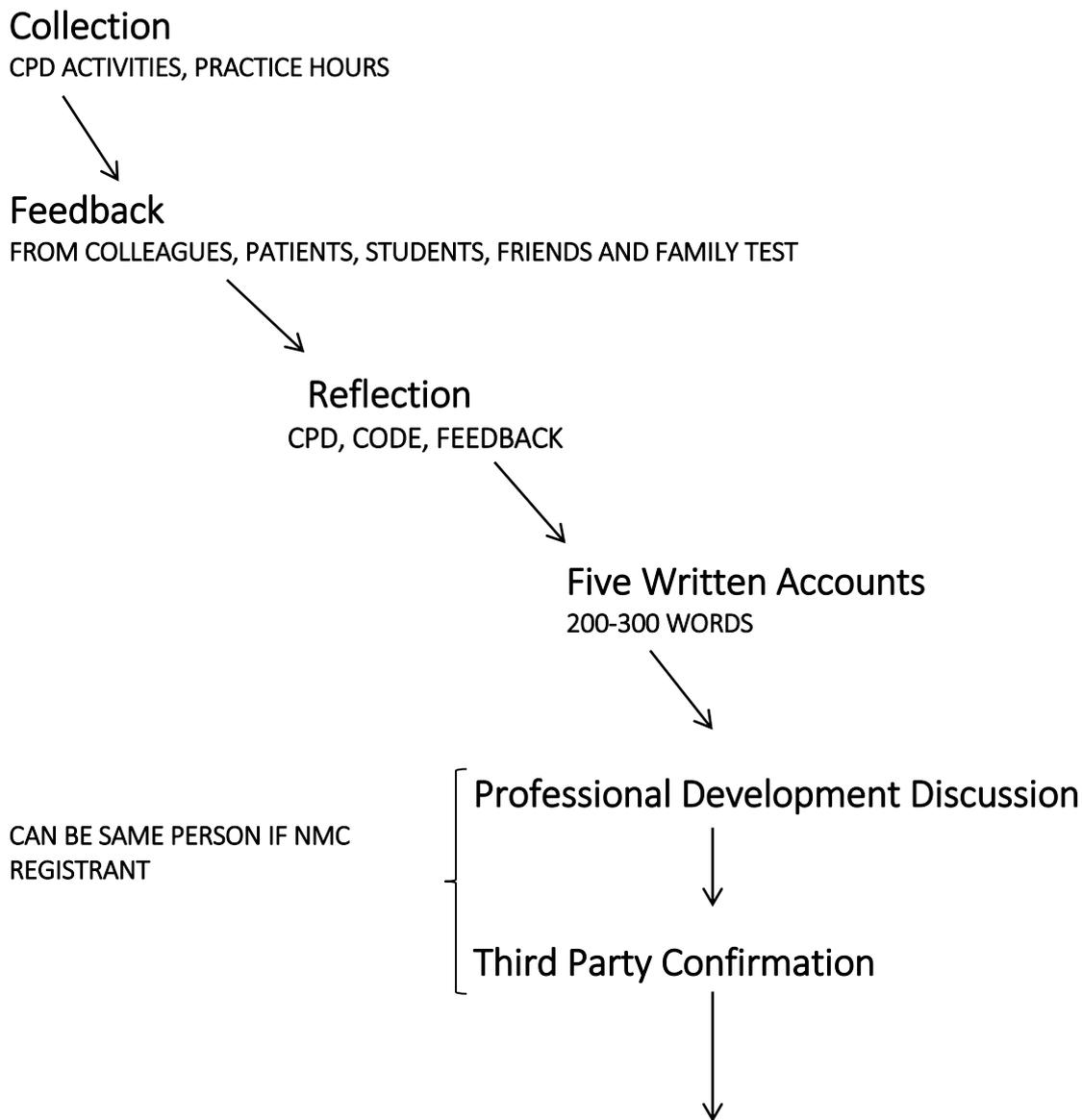
The NMC may also contact your third party confirmer using the details provided to verify that they provide confirmation.

Although you may have used the templates provided by the NMC to complete the revalidation process, having a portfolio where you have stored all the relevant information i.e. certificates, feedback, a copy of the signed reflection and professional discussion form which makes it easier to upload the requested information to the NMC. Remember this is nothing to worry about as it is just a process of verification.

## Checklist of what goes in your portfolio

All registrants must declare and have evidence of:

- Minimum of 450 hours during the last three years,(900 if you wish to practise as a nurse and a midwife) hours and dates, evidence of practice, address of organisation and job description.
- Minimum of 35 hours of Continuing Professional Development (CPD), evidence, type of CPD activity i.e. participatory and how it links to code one of the 4 Ps.
- Have demonstrated capability of safe and effective practice by:
  1. Obtaining at least 5 pieces of practice related feedback
  2. Written at least 5 reflective accounts based on CPD, feedback and the Code
  3. Made a Health and Character declaration (online application)
  4. Have a professional indemnity arrangement in place (evidence of this if self-employed)
  5. Providing evidence of professional development discussion
  6. Obtaining confirmation from a third party that the requirements for revalidation have been met



## Complete NMC Online Application for Revalidation

Please remember that the revalidation model helps identify good practice, improves public protection and recognises our value as professionals by aligning our clinical practice to the code. Feedback from the pilot sites of those who participated stated that the process was not nearly as daunting as they thought it would be and not to over-think the process just follow the guidance and allow time to complete all the requirements to submit the online application with in the deadline.

# Appendix 1: BACN – Review of Revalidation, Education and Training Roles

## Introduction

The importance of revalidation, education, training and CPD has never been more critical than at this point in time for nurses. The BACN recently participated in the NMC Pilot Project on Revalidation with great success and is involved in a number of projects related to mentoring and appraisal.

In addition the BACN has re-orientated its own events programme (Annual Conference and Regional Events) in order to ensure that they carry CPD points and link through to the revalidation process. At each event an update is given on where we are with regard to revalidation.

Separately the BACN has participated in the Expert Reference Group (ERG) of the HEE looking at the recommendations from the Keogh Report. Following this process the BACN is now involved in high level discussions concerning the regulation of the sector linked to an agreed set of standards, the establishment of some kind of overarching body and accreditation agency for training programmes.

For many BACN members this is a minefield with so many new terms, processes and rumours flying around. This note is intended to be a basic guideline on some of the key processes and roles likely to be involved and where the BACN is in relation to supporting its members to deal with this complex activity.

## Revalidation

The draft NMC Guidelines describe the process and key elements of revalidation but in summary it is the process whereby members of the NMC are required to revalidate their skills and to demonstrate 'Continuing Professional Development' (CPD). The NMC has been examining the potential for introducing this process from April 2016 and the BACN has been one of the pilot organisations selected to be part of the NMC Pilot. The results are now being reviewed and the NMC will announce the findings very soon. The latest Draft Guidelines from the NMC have been previously set out in this document – subject to approval by the NMC Council in October 2015. This paper outlines some of the latest understanding with regard to the various roles involved in revalidation and mentoring.

# Key Roles:

The following is a summary of the key roles in the field of revalidation, education, training and assessment:

## Confirmer

In order to revalidate every three years, you must seek third party confirmation (see previous NMC Guidelines for role of the confirmer). A **Confirmer** could also be someone who provides you with a regular annual appraisal so that they can support you throughout the revalidation cycle. However we know that this does not apply to most of the BACN members who operate independent businesses.

## The Professional Development Discussion

In addition to requiring a 'Confirmer' each person seeking revalidation will need a person to do the 'Professional Development Discussion'. The ideal situation is that these two processes are done by the same person and someone with specific knowledge of the aesthetics sector. For these reasons BACN members are ideal to carry out these processes for each other (see NMC Guidelines re the Professional Development Discussion).

## The BACN Confirmer Register

There is no specific qualification or set of criteria for being a 'Confirmer' but it is important that the role is clearly understood and performed correctly and with integrity based on relevant knowledge and experience. The BACN has already been made aware that a number of independent companies are starting to offer this service on a commercial basis.

The BACN has therefore decided to develop its own in house '**Confirmer Register**' that will list all BACN members who are willing to carry out this role for other BACN members. In order to ensure consistency of approach the BACN will run a series of 'Confirmer Awareness' sessions attached to its Super meeting programme starting from January 2016. These 1 hour sessions will explain the 'Confirmer' role and provide each attendee with the basic skills to perform this role. At the end of the session the BACN will award its own 'Confirmer Training Certificate' and add the name of the attendee added to the central BACN Confirmer List.

Once on this list the named person will be available for any BACN Nurse requiring a 'Confirmer' for revalidation subject to availability. The BACN will not charge for the training or for this service however individual 'Confirmers' may wish to negotiate expenses etc when providing this service for another BACN Nurse.

# Appraisal/Appraiser

We are fully aware that many of the BACN members are lone workers and do not work within a structure that has 'appraisal', however, a number of you do and so the following information sets out the role of the Appraisal in revalidation. Having an annual appraisal is an easy way to ensure that you are on the right track to revalidate. The person who provides your appraisal (Appraiser) could also be your Confirmer given the natural linkage between the two roles. By having regular contact with an Appraiser (a minimum of once a year), should ensure that you meet all of the revalidation requirements expected from you over your three year cycle.

The NMC has recommended that appraisals are the 'vehicle to revalidate'. This is because an appraisal is a good opportunity to discuss your performance, efficiency, and that you are developing good practice. Any concerns you have about revalidation and whether you are meeting the criteria can be discussed during an appraisal with your Appraiser. Ideally, within a three year revalidation cycle, you would have three annual appraisals. Having an Appraiser will provide you with support throughout your revalidation cycle.

At your last appraisal, you could also have your Professional Development Discussion. This means that when you come to seek confirmation that you are fit to revalidation, you can be signed off by the same person. The same person can be an Appraiser, Confirmer and the person you have your Professional Development Discussion with.

The Clarity Appraisal Toolkit recommended by the BACN provides an electronic appraisal form which can be used to log appraisal information on a yearly basis. This makes it easier for you to have an annual appraisal and it could also be done remotely if you cannot meet up in person with your Appraiser. If you have used the Appraisal Toolkit throughout your revalidation cycle to store your evidence/portfolio, the toolkit will produce an electronic 'NMC audit' document for you to submit should you be required to. A number of BACN members have already used the Toolkit to collect evidence for revalidation and this can now be extended into an 'Appraisal Tool' if required.

# Mentor

A Mentor is an NMC registrant who has met the outcomes of stage 2 and who facilitates learning, and supervises and assesses students in a practice setting.

There is a single developmental framework to support learning and assessment in practice. It defines and describes the knowledge and skills registrants need to apply in practice when they support and assess students undertaking NMC approved programmes that lead to registration or a recordable qualification on the register. The NMC has identified outcomes for mentors, practice teachers and teachers so that there is clear accountability for making decisions that lead to entry to the register.

There are eight domains in the framework. Each with identified outcomes at the four developmental stages. The domains are:

1. Establishing effective working relationships
2. Facilitation of learning
3. Assessment and accountability
4. Evaluation of learning
5. Creating an environment for learning
6. Context of practice
7. Evidence-based practice
8. Leadership

An NMC mentor is a registrant who, following successful completion of an NMC approved mentor preparation programme - or comparable preparation that has been accredited by an AEI as meeting the NMC mentor requirements - has achieved the knowledge, skills and competence required to meet the defined outcomes.

Mentors are responsible and accountable for:

- Organising and co-ordinating student learning activities in practice
- Supervising students in learning situations and providing them with constructive feedback on their achievements
- Setting and monitoring achievement of realistic learning objectives
- Assessing total performance – including skills, attitudes and behaviours
- Providing evidence as required by programme providers of student achievement or lack of achievement
- Liaising with others (eg mentors, sign-off mentors, practice facilitators, practice teachers, personal tutors, programme leaders) to provide feedback, identify any concerns about the student's performance and agree action as appropriate
- Providing evidence for, or acting as, sign-off mentors with regard to making decisions about achievement of proficiency at the end of a programme.

## NMC Practice Teacher

An NMC practice teacher is a registrant who normally will have previously fulfilled the NMC requirements to become a mentor, and who has received further preparation to achieve the knowledge, skills and competence required to meet the NMC defined outcomes for a practice teacher.

NMC practice teachers are responsible and accountable for:

- Organising and co-ordinating learning activities, primarily in practice learning environments for pre-registration students, those studying for a recordable specialist practice qualification (SPQ), those intending to register as a specialist community public health nurse (SCPHN) or an advanced nurse practitioner (ANP)
- Supervising students and providing them with constructive feedback on their achievements
- Setting and monitoring achievement of realistic learning objectives in practice
- Assessing total performance including skills, attitudes and behaviours
- Providing evidence as required by programme providers of the student's achievement or lack of achievement
- Liaising with others (e.g. mentors, sign-off mentors, supervisors, personal tutors, the programme leader, other professionals) to provide feedback and identify any concerns about the student's performance and agree action as appropriate
- Signing off achievement of proficiency at the end of the final period of practice learning or a period of supervised practice

The roles of Mentor and Practice Based Assessors will become hugely important once a new regulatory framework has been introduced for non-surgical aesthetic treatments. The BACN Framework of Competences for Non-Surgical Treatments has been a major driver of the work being completed by the HEE and submitted to Government and will form the majority of a new framework of standards for the industry.

Once the standards and levels of competence have been agreed there will be a major activity to accredit people against those standards, this is when the Mentoring and Practice Based Assessor roles become so important.

Academic institutions can offer various advanced degree and Master's level programmes in aesthetics however they will need to include an element of 'Practice Based Assessment' and this can only be done by qualified Assessors who have relevant experience of the sector and can judge competence. It is in this context that the BACN is developing a number of pilot projects with academic institutions.

# Support Initiatives and Tools

The BACN as part of its remit to support its members with regard to educational and CPD needs will be launching a series of initiatives with tools to assist members to meet any future requirements with regard to revalidation, accreditation of prior learning (APEL) and practice based assessment. The key initiatives and tools under development at the moment are:

## BACN Confirmer Training

New programme to be introduced from January 2016 that will enable any BACN member to receive basic awareness and training for the role of 'Confirmer' within the NMC Revalidation process.

## BACN E-Portfolio

The BACN has recently run a pilot project with Clarity informatics to provide an e-portfolio for all BACN members to enable them to record all CPD training and where required to manage the appraisal process. This pilot is now being evaluated and adapted to meet the BACN Competency Framework and all the requirements of the NMC Revalidation programme.

## BACN/Northumbria University – Mentoring Programme

The BACN jointly with Northumbria University and a private sponsor have developed a specialist mentoring programme for the aesthetics sector that will lead to a University recognised qualification.

The majority of aesthetics practitioners will have experience of facilitating learning and assessment in practices, even if they do not have a recognised mentor qualification. This programme allows for them to APEL (accredit prior experiential learning) against the mentor standards to gain the mentor qualification.

Accreditation of prior experiential learning is the award of credit for relevant prior learning gained from experience, for which no credit has already been awarded either via credit points or a recognised award.

Practitioners must have the necessary experience in supporting learners in practice settings and be confident in undertaking independent study, as they have to be able to demonstrate the learning they have gained from their experiences, mapped to the mentor standards, not just provide evidence of the experience.

The programme involves a one day introductory session, during which the process is explored alongside relevant learning outcomes and professional standards and support systems such as 24/7 remote library access and IT helplines explained. Participants then prepare an annotated CV (2-3 sides A4) to demonstrate their learning against the module outcomes and relevant professional body standards or competencies. They are

offered individual tutorial support during this process (via skype/ telephone, e-mail). The annotated CV is used to form the basis of a 30 minute recorded interview in which participants are given the opportunity to expand upon their annotations and confirm their skills and knowledge (this can be face to face or via skype). Assessment of their annotated CV and interview leads to a Pass or Fail being awarded.

APEL can be used to gain 20 credits at academic levels 5 (diploma) 6 (degree) or 7 (masters) depending upon the previous academic profile of the participant. The award of academic credit and evidence of recent study is an important issue for aesthetic practitioners as it can be the entry criteria for accessing CPD at a particular level (for example, for a post registration nurse to enter a degree level programme of study at Northumbria University they must have at least 20 credits at diploma level and have studied within the last 5 years, otherwise they are required to undertake an access module).

The recently launched programme in aesthetics practice at Northumbria will prepare 25 mentors with aesthetic expertise to support high quality practice based learning and assessment in the North of England. Recruitment to this programme has already started and been offered to BACN members at nil cost due to sponsorship. This is a first for the aesthetics industry.

The 20 academic units gained from the mentoring qualification will also go towards a newly developed series of academic qualifications at degree and master's levels in aesthetics to be launched in 2016.

## Conclusion

The BACN sees education and training as fundamental to its members and will continue to work with its partners to provide programmes and tools to facilitate the development of its member's skills base and qualifications.

## Key Contacts

### Revalidation

Sharron Brown – BACN Board member – [sbrown@bacn.org.uk](mailto:sbrown@bacn.org.uk)

Lou Sommereux – Ex BACN Board member and Vice Chair – [lou@cosmexclinic.co.uk](mailto:lou@cosmexclinic.co.uk)

### Confirmer Programme and E Portfolio

Paul Burgess – BACN CEO – [pburgess@bacn.org.uk](mailto:pburgess@bacn.org.uk)