

# ANNUAL REVIEW FORM FOR **MIDWIVES** SUPPORTING REVALIDATION



Royal College of Nursing  
Shaping nursing since 1916



# ANNUAL REVIEW FORM FOR MIDWIVES



## FOUR THEMES BROUGHT TOGETHER IN ONE CODE

1. PRIORITISE PEOPLE



2. PRACTISE EFFECTIVELY



3. PRESERVE SAFETY



4. PROMOTE  
PROFESSIONALISM AND TRUST



PUBLIC PROTECTION

MIDWIFE'S NAME:

PIN NUMBER:

PEER REVIEWER:

REVALIDATION DATE:

ANNUAL FEE EXPIRY DATE:

DATE OF ANNUAL REVIEW:

# PREPARING FOR YOUR ANNUAL REVIEW

This tool should be used as a framework to help inform your annual review with your Peer Reviewer. The purpose of your annual review is to create a meaningful opportunity for you to reflect honestly on your practice and create an individualised plan for any areas you may wish to develop, or have been recommended to develop. It is a useful tool to ensure you are adequately prepared for your revalidation, reflective discussion and meeting with your confirmer. It will enable you to gather your evidence annually and develop your portfolio so you are ready to complete the necessary NMC revalidation requirements (refer to guidance on page 8).

This tool will be beneficial for both peer review and clinical supervision as recommended in the proposals for changing the system of midwifery supervision in the UK document (DH, 2016) –

***This will comprise clinical supervision for those in clinical practice and peer review for those practising midwives outside clinical practice.***

## To prepare for your annual review you should ensure you have completed the following:

- Complete annual review summary page (page 5), with as much details you can. The questions can be used to prompt your reflection in addition to any discussion during the annual review with your named supervisor of midwives.
- We encourage you to send any relevant documents to support your annual review to your named supervisor of midwives prior to this review (eg, completed documentation tools and NMC reflective account templates at [www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources)
- The annual review should include a peer audit of documentation appropriate to your area of practice where relevant. For midwives under clinical supervision this should include a peer review of documentation.
- Retain and store this annual review within a portfolio for use towards your triennial revalidation evidence to be submitted every three years. Good practice would be to store it electronically.

# PREPARING FOR YOUR ANNUAL REVIEW



## To prepare for your annual review it is important that you read and refer to the following:

- The NMC Revalidation document and the NMC website for the relevant templates [www.nmc.org.uk/standards/revalidation](http://www.nmc.org.uk/standards/revalidation) and [www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources](http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources)
- The code: familiarise yourself with the NMC Code, including the Standards for Competence for Registered Midwives [www.nmc.org.uk/standards/additional-standards/standards-of-competence-for-registered-midwives](http://www.nmc.org.uk/standards/additional-standards/standards-of-competence-for-registered-midwives) and consider how you implement these standards in your daily work. How are these professional standards evident in your practice at the point of care?

## To prepare for your annual review you may find it helpful to refer to the following:

- relevant information or wider reading
- issues affecting your practice such as NHS or workplace strategies
- best practice guidance
- professional campaigns
- contemporary evidence-based reports relevant to your practice.

Consider how these issues affect your practice or provide opportunities for professional development. Consider the similar themes; how can you take the learning forward to be embedded into practice to ensure you provide high quality care to women and babies?

IT IS **IMPORTANT TO REMEMBER** THAT YOUR ANNUAL REVIEW IS AN OPPORTUNITY FOR YOU TO REFLECT, IDENTIFY YOUR PROFESSIONAL NEEDS AND DEVELOP AN ACTION PLAN IN RESPONSE TO **YOUR NEEDS.**

# REFLECTIVE DISCUSSION TOOL

Use this tool to assist your reflective discussion. Record this discussion using the NMC reflective account template

THE CODE	THEMES	QUESTIONS TO CONSIDER TO AID DISCUSSION
PRIORITISE PEOPLE	You put the interest of people using or needing nursing or midwifery services first. You must make their care and safety your main concern and make sure that their dignity is preserved and their needs recognised, assessed and responded to. You make sure that those receiving care are treated with respect, that their rights are upheld and that any discriminatory attitudes and behaviours towards those receiving care are challenged.	<p>How do I treat women as individuals and uphold their dignity?</p> <p>How have I listened to women and responded to their preferences and concerns?</p> <p>How have I ensured that women's physical, social and psychological needs are assessed and responded to?</p> <p>How do I act in the best interest of the women and their families at all times?</p> <p>How have I respected women's right to privacy and dignity?</p>
PRACTICE EFFECTIVELY	You assess needs and deliver or advise on treatment, or give help (including preventative or rehabilitative care) without too much delay and to the best of your abilities, on the basis of the best evidence available and best practice. You communicate effectively, keeping clear and accurate records and sharing skills, knowledge and experience where appropriate. You reflect and act on any feedback you receive to improve your practice.	<p>How have I changed or improved my practice following reflection on a case?</p> <p>How have I provided advice and care to the women and babies in my care in an effective and timely manner?</p> <p>How have I demonstrated escalation of concerns when appropriate?</p> <p>How have I ensured I provide evidence based care?</p> <p>How have I demonstrated effective communication with my clients and colleagues?</p> <p>How have I demonstrated clear and accurate record keeping?</p> <p>How have I demonstrated sharing of my knowledge and skills?</p>
PRESERVE SAFETY	You make sure that patient and public safety is protected. You work within the limits of your competence, exercising your professional "duty of candour" and raising concerns immediately whenever you come across situations that put the patients or public safety at risk. You take necessary action to deal with any concerns where appropriate.	<p>How do I recognise and work with the limits of my competence?</p> <p>How do I ensure "duty of candour" at all times?</p> <p>Have I completed the necessary mandatory training and emergency drills training?</p> <p>How have I demonstrated my awareness of my limitations in an emergency situation?</p> <p>How do I escalate concerns regarding risks to women and members of the public?</p> <p>How do I demonstrate my awareness of the safeguarding processes for women in my care?</p> <p>How do I demonstrate my awareness of the guidance and regulations regarding medicine management?</p>
PROMOTE PROFESSIONALISM AND TRUST	You uphold the reputation of your profession at all times. You should display a personal commitment to the standards of practice and behaviour set out in the Code. You should be a model of integrity and leadership for others to aspire to. This should lead to trust and confidence in the profession from patients, people receiving care, other health care professionals and the public.	<p>How do I uphold the reputation of my profession?</p> <p>How do I uphold my position as a registered midwife?</p> <p>Do I fulfil all my registration requirements?</p> <p>Have I cooperated with any investigations and audits?</p> <p>Have I responded to any professional complaints made against me?</p> <p>How have I provided leadership ensuring women's wellbeing is protected and to improve their experiences of the healthcare system?</p> <p>How can I demonstrate I have facilitated woman's choice?</p>

# ANNUAL REVIEW SUMMARY PAGE



EVIDENCE DISCUSSED AT ANNUAL REVIEW Example – Reflective account, practice related feedback, CPD, documentation audit, etc.	DATE EVIDENCE COMPLETED	THEME/THEMES COVERED IN DISCUSSION	LEARNING POINTS ACHIEVED AND/OR OBJECTIVES IDENTIFIED (THESE WILL HELP FORMULATE YOUR ACTION PLAN)
<b>Example</b> CTG study day – CPD activity	10/12/2015  6 hours	Discussed my learning from the session ie, anatomy and physiology ,CTG interpretation, related guidance and importance of escalation	Identified that I need to further enhance my knowledge of CTG interpretation by completing the on line CTG training – I aim to complete this by 10th June 2016

## ARE YOU WORKING TOWARDS COMPLETING YOUR REVALIDATION REQUIREMENTS?

**Comment:**

**Midwife's name:**

**Signature:**

**Date:**

**Peer Reviewer:**

**Signature:**

**Date:**

# ACTION PLAN



## RELATED TO EVIDENCE REQUIRED FOR REVALIDATION AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

DEVELOPMENT REQUIRED? (Emphasise the desired outcome)	HOW THIS WILL BE MET? (Describe what will happen)	OUTCOME? (What will change as a result)	BY WHEN?	TO BE REVIEWED AND COMPLETED BY PEER REVIEWER AT THE NEXT ANNUAL REVIEW Outcome achieved? comments

Midwife's name:

Signature:

Date:

Peer Reviewer:

Signature:

Date:

# LINKS TO ACCESS RESOURCES, TEMPLATES AND INFORMATION



RESOURCE	INFORMATION AVAILABLE	LINK
Department of Health (DH, 2016)	Proposals for changing the system of midwifery supervision in the UK	<a href="http://www.gov.uk/government/publications/changes-to-midwife-supervision-in-the-uk">www.gov.uk/government/publications/changes-to-midwife-supervision-in-the-uk</a>
Local Supervising Authority Midwifery Officers (LSAMO) Forum	Statutory supervision of midwives	<a href="http://www.lsamoforumuk.scot.nhs.uk">www.lsamoforumuk.scot.nhs.uk</a>
London Local Supervising Authority (LSA)	Documentation tools (information for Supervisors, toolkits for SoM)	<a href="http://www.londonlsa.org.uk">www.londonlsa.org.uk</a>
NMC Revalidation	Information and all templates required for revalidation	<a href="http://www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources">www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources</a>
Nursing and Midwifery Council (NMC)	The Code (NMC, 2015)	<a href="http://www.nmc.org.uk/standards/code">www.nmc.org.uk/standards/code</a>
Royal College of Midwives (RCM)	Revalidation video and resources to support revalidation including i-learn modules and building a portfolio	<a href="http://www.rcm.org.uk/watch-our-revalidation-video">www.rcm.org.uk/watch-our-revalidation-video</a>
Royal College of Nursing (RCN)	Revalidation information	<a href="http://www.rcn.org.uk/revalidation">www.rcn.org.uk/revalidation</a>

**YOUR PEER REVIEWER:**

**PEER REVIEWER CONTACT DETAILS IE, EMAIL ADDRESS/PHONE NUMBER:**

--	--

*Acknowledgment: This tool has been produced by a working party facilitated by the London Local Supervising Authority (LSA), Royal College of Midwives (RCM), Royal College of Nursing (RCN) and NHS England (London).*



# ANNUAL REVIEW TOOL - GUIDANCE



## Introduction

With the introduction of revalidation and the impending dis-establishment of midwifery supervision in 2017, the London Local Supervising Authority in collaboration with the Royal College of Midwives, the Royal College of Nursing and NHS England (London), have developed an annual review tool that will assist midwives to reflect on their practice and help with the revalidation process.

This template has been produced which is easy to use and will map across elements of the code and revalidation.

## The Tool Includes:

1. Guidance on preparing for the review (pages 2–3)
2. A reflective discussion tool, linked to the code, that would aid in facilitating the reflective discussions (page 4)
3. An annual review summary page, which midwives should complete in its entirety, prior to the review (page 5). Examples of activities are included in this aspect of the document
4. An action plan to assist midwives to identify any outstanding activities required for revalidation and/or their continuing professional development (page 6)
5. Links to further resources, templates and information that, once accessed, will further inform the review (page 7)

## Process

When undertaking the annual review the expectation is that the midwife comes prepared and should bring one or two pieces of reflective work (using the NMC's template - reflective accounts form) for discussion with their supervisor of midwives. Following this, an action plan will be developed to make sure that midwives are on track for revalidation and the onus will be on individual practitioners to have the required evidence to meet the NMC revalidation standards.

The named supervisor of midwives undertaking the annual review will be required to sign a reflective discussion form for each of the reflective accounts discussed.

*May 2016, Publication code: 005 631*

**NOTE:** In meeting the revalidation requirements and keeping evidence you must **NOT record** any information that may identify any individual, whether that individual is alive or deceased. This means that all information recorded must be recorded in a way that no patient, service user, colleague or other individual can be identified from the information. The reflective discussion form should be stored in paper form by the midwife as opposed to electronically as it will contain identifying information about another NMC registrant (this also applies to completion of the confirmation form).