 ****

**Registered Science Technician (RSciTech)**

**Guidance for applicants**

**Introduction**This document provides information on how to apply as a Registered Science Technician (RSciTech) on the nationally recognised UK Science Council register.

Should you have any questions regarding the process please contact the Professional Support Services Manager, Christian Burt by email: christianburt@ibms.org

**About Registered Science Technician**The Institute of Biomedical Science is proud to be one of the Science Council licensed professional bodies and as such is able to offer Registered Science Technician (RSciTech) status to its eligible members. This professional register enables those with a Level 3 qualification (or equivalent work experience) to publicly demonstrate their commitment to professional standards, their profession and to use the designation RSciTech after their name.

This nationally recognised register, along with our new Level 3 and 5 qualifications for biomedical support staff, means that the Institute now offers a full career pathway for all our members.

For our members with a Level 5 or 7 qualification and scope of practice we offer Registered Scientist (RSci) and Chartered Scientist (CSci) registrations as benefits of membership. You can find out more information on these registers by visiting our website www.ibms.org

**Eligibility**To become a Registered Science Technicianyou will need to:

* Have membership of the IBMS at the appropriate class in-line with your qualifications and experience
* Hold a Level 3 qualification
* Or demonstrate equivalent level experience in your role
* Demonstrate evidence of Continuing Professional Development (CPD)
* Have the support of a manager or supervisor who is ideally on a Science Council or HCPC statutory register

Further details about these requirements are included further on in this document.

**How to apply**

If you are already an Institute member you will need to:

1. Complete the Registered Science Technician application form
2. Send your supporting evidence and registration payment to our offices: Institute of Biomedical Science, 12 Coldbath Square, London EC1R 5HL Email: [christianburt@ibms.org](mailto:christianburt@ibms.org)

If you are not currently an Institute member you will need to:

1. Complete an IBMS membership form, which you can download from the Institute’s website
2. Complete the Registered Science Technician application form
3. Send the above, along with your supporting evidence and payment to our offices: Institute of Biomedical Science, 12 Coldbath Square, London EC1R 5HL email: christianburt@ibms.org

**Further detailed guidance for completing the Registered Science Technician application**

**Qualifications eligibility**Applicants are required to provide a copy of their qualification certificates for Level 3 qualifications:

**Experience**Applicants who do not hold a Level 3 qualification but who have knowledge and experience at this level in their professional role are encouraged to apply. Your experience could have been gained in an NHS Laboratory, a university or college department, the armed forces or science related industry.

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

Licensed Bodies are required to monitor the CPD of their registrants annually. Chartered Scientists must comply with the Science Council CPD Standards for Registrants which state that:

Registrants must:

**Standard 1**

A registrant must maintain a continuous, up-to-date, accurate and reflective record of their CPD activities and be able to provide supporting evidence if requested.

**Standard 2**

A registrant must demonstrate that their CPD activities are a mixture of

learning activities relevant to current or future practice.

**Standard 3**

A registrant must seek to ensure that their CPD has benefited the quality of

their practice and reflect upon this.

**Standard 4**

A registrant must seek to ensure that their CPD has benefited the users of their

work (employee, customer, student etc.) and reflect upon this.

**Learning activities**

Registrants’ CPD should be a mixture of learning activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following categories:

1. Work based learning (e.g., supervising staff / students, reflective practice)
2. Professional activity (e.g., involvement in a professional body, mentoring)
3. Formal / Educational (e.g., writing articles / papers, further education)
4. Self-directed learning (e.g., reading journals, reviewing books / articles)
5. Other (volunteering etc.)

**RSciTech Standards – evidence required**

Please use the space on the application form to describe how you, through your work, meet the Science Council RSciTech Standards (see below). These standards (A1 to E2) relate to five distinct areas of professional practice. For each standard you are required to give evidence, by using examples from your work, of how you meet the standard.

**Application of knowledge and understanding**

**A1: Apply knowledge of underlying concepts and principles associated with area of work.**

What we are looking for here is an example of how you apply your knowledge in your day-to-day work elements, materials, or designs involved in your work and why you are carrying it out.

**A2: Review and select appropriate scientific techniques, procedures and methods to undertake tasks.**

This means that you can explain the underlying reasons for undertaking tasks and why a particular procedure, technique, or process is appropriate.

**A3: Interpret and evaluate data and make sound judgements in relation to scientific concepts.**

This means you can explain how you recognise when your activity appears to have been successfully carried out, or not, and what data, observations, or measurements you are evaluating mean, relating it to the underlying principles. You should also be able describe how you present information in an appropriate manner in order to explain your judgement.

Examples may include where you have stated whether the activity has worked well or not: if successful, your example should describe the rationale/scientific basis behind this conclusion and why the data, observations, or measurements might mean this.

If not, how you gave reasons why the activity ‘failed’ and what you proposed to do next time to address this. Your example should also include how you explained/demonstrated the results of the activity. This could include comparing it with results from a number of different activities.

**Personal responsibility**

**B1: Work consistently and effectively with minimal supervision to appropriate standards and protocols and know when to escalate appropriately.**

We are looking for an example of how you carry out work with minimal input from your supervisor for certain key tasks, experiments or procedures associated with your role and completing them to the appropriate standards and time frame. We are also looking for evidence that you know when to escalate appropriately and that you are able to make a judgement on when to escalate.

Your example should illustrate how, after you discussed the work with your supervisor and established a time frame, you then carried out the work with no or little further input, until discussing the outcome with your supervisor

**B2: Demonstrate how you apply safe working practices.**

This means that you can explain the safe working practices applicable to your area of work and describe how you follow them

Your examples could include risk assessments associated with your work, relevant Health and Safety regulations, e.g., COSHH, Noise, Manual Handling and any safety training courses you have successfully completed for your laboratory role.

**B3: Take responsibility for the quality of your work and the impact on others.**

This means that you can describe how you take responsibility for the quality of the work that you undertake and its impact on others within defined parameters and timelines – including if an activity does not work in the way that you expect.

For instance, your example could include how you: ensure that an activity is carried out to the agreed standard or protocol (e.g., good laboratory/workshop/design practice) and your example should provide evidence for this. Or understand when something might not have been carried out quite correctly and what impact it could have on the quality and reliability of the outcome.

**Interpersonal skills**

**C1: Demonstrate effective and appropriate communication skills.**

What we are looking for here is an example that you are an effective communicator. The example can be through appropriate oral, written, or electronic means:

* how you discuss and agree objectives with your supervisor
* how you discuss and agree objectives in team meetings
* how you describe or present your work or other aspects of lab, workshop, or section work (e.g., safety updates, method updates) to your supervisor or colleagues
* how you prepare written reports on your work
* how you train students or staff in the use of equipment or processes
* how you demonstrate the processes or systems the part that you play in induction of new staff or students

**C2: Demonstrate effective interpersonal and behavioural skills.**

This means that you can demonstrate skills that you use to interact with colleagues in a constructive way within the work setting. In these situations, it may be appropriate to discuss these with your supervisor, as an external perspective is often very useful in this regard.

Examples:

* interacting with researchers, technicians, or other members of staff
* interacting with students or trainees face to face
* interacting with external colleagues (such as suppliers, couriers etc)

**C3: Demonstrate an ability to work effectively with others.**

This means ‘team work’, which can be in a large team or on a 1:1 basis. Your example should illustrate how you worked collectively with others, what your specific role was within the team, and what the outcome was.

For instance, this might include:

* how you work with researchers, technicians, or other members of staff
* how you work with students or trainees face to face
* how you work as part of a team, working group, or committee

**Professional Practice**

**D1: Recognise problems and apply appropriate scientific methods to identify causes and achieve solutions.**

What we are looking for here is an example of where you have problem solved or attempted to problem solve.

Your example should describe your understanding why this might have

‘failed’ and how you identified how you might alter your approach to address the problem. (Note: this does not mean altering a methodology that is sound when an unexpected result is achieved, only when the proper controls indicate the method is not working correctly).

**D2: Demonstrate how you use resources effectively.**

This means that you can give examples of work that you have undertaken where the method, procedure, programme, equipment, or materials used was chosen as the best (or most relevant) to use. Your example should describe how you planned and organised these to complete the task, and also how you reviewed choices – why the one you selected was the best compared to others that are available

This might include:

* cost effectiveness
* time taken
* IT considerations

**D3: Participate in continuous process improvement.**

What we are looking for is an example of how you have improved the efficiency of a way of working, for example this could include maintenance of stock levels, improved methods, new ways to increase throughput, health and safety or ways to increase cost-effectiveness.

**Professional standards**

**E1: Comply with relevant codes of conduct and practice.**

This means that you can give examples of how you comply with a code of conduct (e.g., of your professional Body) or how you work within all relevant legislative, regulatory, and local requirements.

* comply with your professional body’s code of conduct
* manage your work within all relevant legislative, regulatory, and local requirements,
* frameworks such as Health and Safety Legislation, Good Laboratory Practice (GLP), local Codes of Practice, etc.

**E2: Maintain and enhance competence in own area of practice through professional development activity.**

This means that you can give an example of an activity you have undertaken to enhance your competence in your own area of practice i.e., Continuing Professional Development (CPD) and reflect on its impact on you and others. We are not looking for a list of courses here but evidence of how your CPD benefits your practice and benefits others. Your CPD may include work-based learning, professional activity, formal/educational, self-directed learning**.**

**CODE OF CONDUCT**

Registrants will agree to be bound by the code of professional conduct of their Licensed Body as well as by the Science Council Model Rules of Conduct for Registrants which state that:

Registrants must:

1. Exercise their professional skills and judgement to the best of their ability and discharge their professional responsibilities with integrity, serving as an example to others.
2. Have regard at all times to the public interest.
3. Do all in their power to ensure that their professional activities do not put the health and safety of others at risk
4. When called upon to give a professional opinion, do so with objectivity and reliability
5. Never engage in corrupt practice
6. Undertake appropriate Continuing Professional Development (CPD) and be able to demonstrate this to others.
7. Further the interests of and maintain the dignity and welfare of their Licensed Body and profession.

**Information for your Supporter**

Each applicant for the award of Registered Science Technician status (RSciTech) is required to identify a supporter.

The supporter must be familiar with your work and will be a senior colleague, usually a line manager or supervisor. Wherever possible supporters should hold membership of a professional body and professional registration where it exists.

**Qualification’s validation**

Where applicants are submitting copies of qualifications certificates or confirmation letters, proposers must see the original documents. Once satisfied, any copies from an original document must be annotated ‘certified copy’ with proposer’s signature beside.

**The Assessment Process**

Your application will be acknowledged on receipt and will undergo a preliminary review to ascertain whether you have submitted all the required information.

If the information you supplied is incomplete, a letter will be sent requesting further details.

Completed applications are assigned two assessors. Following assessment, a letter confirming the outcome is sent to the applicant. A certificate showing your registration as a Registered Science Technician, for successful applicants, will subsequently be sent following the confirmatory letter.

**Appeals**

Should the Institute feel that at this time, that unfortunately you do not meet the criteria you will be advised. If you wish to appeal this decision and have your application reconsidered, you must notify the Institute in writing within a month of receiving the correspondence from us.

Appeals letters should state how you meet the RSci standards and include evidence additional to your original submission and be signed by both the original proposer and you.

All such appeals will be considered by Membership & Marketing Committee, whose decision is final.

Please refer all other enquiries in respect of applications to the Professional Support Services Manager Christian Burt by email [christianburt@ibms.org](mailto:christianburt@ibms.org)

**The application process**

When in receipt of your application form, we will aim to assess and process within 3-4 weeks. Please note that on particularly busy periods this may take a little longer.

If you do not meet the criteria, we will contact you to explain why.

**Application checklist**

You will need to:

1. Complete the Registered Science Technician application form which must include all competences and have a Supporter.
2. Attach any qualifications not already held on the IBMS database.
3. Attach a chronological list of CPD activity with supporting evidence where appropriate
4. Send all documents plus £17 payment (cheques made payable to IBMS) to:

Christian Burt, Professional Support Services Manager,

Institute of Biomedical Science 12 Coldbath Square, London EC1R 5HL

Email: christianburt@ibms.org

**Costs**

There is an additional annual payment of £17.00 for your RSciTech registration in addition to the IBMS membership subscription fees. The Institute’s membership year runs from January – December, so the membership fee will be pro rata if you join after March.

**The Institute membership application process**

Once we have received your application, we will aim to assess and process your membership within 3-4 weeks. Once approved you will receive a welcome pack, and membership card.

If you do not meet the criteria, we will contact you to explain why.