



**Guidance for applicants**

**Introduction**

This document provides information and details about how to apply and be maintained as a Registered Scientist (RSci).

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

**About Registered Scientist**

The Institute of Biomedical Science is proud to be one of the professional bodies chosen by the Science Council to offer Registered Scientist (RSci) registration. This new register enables those with a Level 5 qualification, or equivalent, to publicly demonstrate their commitment to professional standards, their profession and to use the designation RSci after their name.

The new register, along with our new Level 5 qualification for support workers – the IBMS Certificate of Achievement Part 2, means that Institute of Biomedical Science is now offering a full career pathway for all our members.

For our members with a Level 3 or 7 qualification and scope of practice we offer Registered Science Technician and Chartered Scientist respectively as benefits of membership. You can find more on our website at www.ibms.org

**Eligibility**

To become a Registered Scientistyou will need to:

* Hold an appropriate Level 5 qualification (see examples below)
* Have two years professional experience in the field of biomedical science
* Demonstrate evidence of Continuing Professional Development
* Have the support of a Chartered IBMS member
* Be at the appropriate grade of IBMS membership in line with your qualifications and experience

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 Scientist’ application form
2. Send your supporting evidence and payment to be on the register to our offices: Institute of Biomedical Science, 12 Coldbath Square, London EC1R 5HL.

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

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

**Costs**

There is an annual payment of £23.00 for RSci registration in addition to your 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.

**Qualifications eligibility**

Applicants are required to provide a copy of their qualification certificates for Level 5 qualifications:

**Experience**

Applicants are required to have gained two years professional experience within a biomedical science related setting. This does not just cover the NHS, but also those that work within Government, academia, the private sector and the armed forces and 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.)

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**Completion of the personal statement**

Applicants for RSci will need to demonstrate competence across five areas. Guidance on what the assessors will be looking for under each competence is provided below but the examples are just indicative – there will be many other valid examples you can choose.

Here are some tips you should bear in mind when compiling your application:

* + For each competence statement, you will need to give clear examples of the role that you play or the contribution that you make to a particular task or activity.
  + To provide your examples with sufficient depth, it might be useful to explain what you did, how you went about it and why you did it.
  + You may use the same task or activity more than once but you should ensure you are clear on how it applies to the specific competence you are addressing.
  + Most of the examples you provide should be fairly recent (in the last two years) but you can also draw on relevant experience further back in your career

**A: Application of knowledge and understanding**

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

We are looking for an example of how you have used your extended knowledge within the area in which you work. This will include developments within your field and the ability to understand and apply new developments to your area of work.

**A2: Review, evaluate and apply underlying scientific concepts, principles, and techniques in the context of new and different areas of work.**

What we are looking for here is how you have taken techniques/principles and reviewed, evaluated, and applied them in a new area of work.

**A3: Analyse, interpret, and evaluate data, concepts and ideas to propose solutions to problems.**

We are looking for an example of how you observe and interpret the results from your data to draw conclusions and inform your next steps.

Examples:

* enable others to be able to analyse and interpret their work and advise on how they may overcome problems.
* review a number of relevant literature/manuals/designs and present your findings to others.
* develop new methods/approach based on information or outcomes from previous work by others or yourself.

**B: Personal Responsibility**

**B1: Work autonomously while knowing when to escalate appropriately and recognising limits of scope of practice.**

We are looking for an example of how you work with no supervision for certain key tasks, experiments or procedures associated with your role within required timeframes. You will also be able to demonstrate your understanding of when you need to seek input from either your supervisor or others and when to escalate.

**B2: Take responsibility for safe and sustainable working practices and contribute to their evaluation and improvement.**

We are looking for an example of how you have taken responsibility for working safely and sustainably.

Examples:

* Identification of potential safety issues and recommending solutions
* risk assessments associated with your work
* relevant Health and Safety regulations, e.g., COSHH, Noise, Manual Handling, DSE
* relevant Home Office Licences
* safety training courses you have successfully completed for your laboratory role
* any monitoring of safety within your work, e.g., for radioactivity, chemical exposure
* safety equipment and control measures necessary to work safely and protect others.
* carrying out safety inspections of premises and equipment, producing reports and making recommendations.

**B3: Take responsibility for the quality of your work and also enable others to work to high standards.**

This means that you can show how you are aware of the quality standards necessary for the work being carried out by you and others. You should be able to describe an example of how you enable these standards and ensure that they are applied.

Examples:

* produce and communicate all or part of a new Standard Operating Procedure (such as good laboratory/workshop/design practice)
* train others to recognise when something has not been carried out correctly and explain the impact this could have.
* contribute to the analysis of your own and others’ work and explain the impact of good and bad data and outcomes
* recognise when your own and others’ work needs to be repeated or the methodology updated and be able to communicate the reasons for this in terms of reproducibility or quality standards for example.

**C: 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.

Examples:

* discussing and agreeing objectives with your supervisor
* discussing and agreeing objectives in team meetings
* giving presentations of your work or other aspects of lab work (e.g., safety updates, method updates) to your supervisor and team.
* preparing written reports on your work
* train, demonstrate or teach others in procedures or protocols
* play a part in staff development (e.g., carry out appraisals or staff reviews)
* carry out induction training

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

This means that you can give an example that demonstrates the 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.

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

**C3: Demonstrate productive working relationships and an ability to resolve problems.**

This means that you should be able to describe how, when working with others, you are able to demonstrate that you developed positive working relationships and resolved the problem. Your example should demonstrate how those working relationships were effective in resolving problems.

Examples:

* be a member of a committee/group that is tasked with a particular safety aspect of the job and be able to demonstrate that together you made a difference that was useful and effective in the workplace.
* liaise with other groups within your organisation to effectively deal with problems (e.g., lack of or demand for training in a particular area)
* be a part of working group tasked with addressing specific problems or the need for change.

**D: Professional Practice**

**D1: Identify, review, and select scientific techniques, procedures, and methods to undertake tasks.**

This means you can give an example of work that you have undertaken showing where and why the method/procedure used was chosen as the best (or most relevant) to use.

Give thought to:

* review of method – why is this one the best compared to others that are available
* cost effectiveness
* time taken
* IT considerations

**D2: Contribute to the organisation of tasks and resources**

This means that you can give examples of how you have contributed to the running of the laboratory/workshop/section or other types of working environment

Examples:

* organisation of safety checks and inspections
* ordering equipment, software, and materials
* organisation of a rota for cleaning, maintenance, or machine time
* organisation of human and physical resources when an issue arises
* organisation of statutory inspections, external/internal servicing, and maintenance of equipment or infrastructure.

**D3: Participate in the design, development, and implementation of solutions.**

This means that you can give an example of ‘problem solving’ that describes your specific role in helping to overcome a specific problem.

For instance, it might mean that a process, programme, design, assay, or method suddenly stops working and you are involved in finding out the reason why. Your example should show what your role was in understanding the problem and what your contribution achieved.

**D4: Contribute to continuous process improvement.**

This means that you can give an example which shows how you are aware of progress in your area and seek ways of improving the efficiency of your work. It should describe how you seek to discuss with your supervisor the strategy for achieving this. For instance, this could include new and improved methods, new ways to increase throughput, or ways to increase cost-effectiveness.

Examples:

* taking part in staff reviews
* working within time frames and using SMART objectives
* contributing to operational plans
* looking for cheaper resources

**E: Professional Standards**

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

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

Examples:

* comply with the IBMS code of conduct
* manage your work within all relevant legislative, regulatory, and local requirements, frameworks such as Health and Safety Legislation, Home Office Regulations, 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 undertake activities 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 Scientist status (RSci) 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 Scientist, 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 Scientist 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 £23 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**The Science Council levies a fee for each Registered Scientist on the register. In addition to Institute’s subscription fee an annual payment of £23 for RSci registration will be payable.