Introduction
This document provides information on how to apply as a Registered Science Technician (RSciTech) on a 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 Technician you 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 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.

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.

Costs
There is an additional annual payment of £16 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.

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:

Registered Science Technician - eligible qualifications

- IBMS Certificate of Achievement part 1
- A levels
- International Baccalaureate
- Key Skills level 3
- BTEC Awards, Certificates, and Diplomas at level 3
- BTEC Nationals
- OCR Nationals
- NVQ level 3 or SVQs at level 3

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.
Evidence of CPD
Continuing Professional Development (CPD) is fundamental to the development of the biomedical workforce and is the mechanism through which high quality practice is identified, maintained and developed. CPD isn't confined to conferences and courses, it is any learning event and can be as simple as reading (and learning from) a journal article or an interesting/unusual sample in the laboratory.

A record of CPD is required for both your initial assessment when applying to become a Registered Science Technician and it is also a requirement for your continued registration. CPD should be relevant to the RSciTech standards and relate to your personal statement.

To help us process your application please complete the form Evidence of Continuing Professional Development to become a Registered Scientist or Registered Science Technician and send to us with your application form.

<table>
<thead>
<tr>
<th>Providing evidence of CPD</th>
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<tr>
<td>• What sort of activity counts as CPD?</td>
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<td>• Attending mandatory training courses such as &quot;Manual Handling&quot;</td>
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<td>• In-house training</td>
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<td>• Reflecting on how new experiences at work can help you in work.</td>
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<td>• Reading articles that inform your work practices</td>
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<td>• Attending IBMS local or regional events</td>
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<tr>
<td>• What sort of evidence do I need?</td>
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<td>• A record of;</td>
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<td>• The activity</td>
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<td>• What your learned that is relevant to your work.</td>
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<td>• How your work practices or role can benefit from the learning experience (reflective learning).</td>
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If you are an IBMS member you can either use the IBMS CPD portfolio, full information about our scheme can be found on our website, or you can provide evidence of CPD through a different scheme or that you have simply complied yourself.

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. If you are unsure how to relate this to yourself, please email the Professional Support Services Manager christianburt@ibms.org

A Application of knowledge and understanding using relevant scientific understanding, methods and skills to address broadly defined complex problems

A1 Apply knowledge of underlying concepts and principles associated with your work
This means that you can explain the major reasons for undertaking your work. You may be, for example:

Be working in a particular subject discipline in an applied science area. You should name and describe in technical detail how you use the main components, 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 such tasks

This means that you can explain the underlying reasons for undertaking tasks and why a particular procedure, technique, or process is appropriate. Your example may for instance describe the principles behind the activity that you are undertaking and any associated technology. The reasons behind the choice of method used to carry out the activity and the criteria which form the basis of what you need to achieve the end result.

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 your data, observations, or measurements 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.

B Exercising personal responsibility in respect of planning and implementing tasks

B1 Work consistently and effectively with minimal supervision to appropriate standards and protocols

This means that you can show 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.

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 Manage and 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 Accept responsibility for the quality of work of self and others

This means that you can describe how you accept responsibility for the quality of the work that you undertake and that of others – 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.

B4 Take responsibility for completing tasks and procedures as well as using judgement within defined parameters

This means that you can give an example that describes how you accept responsibility for completing a task/procedure to the required time line and how you are proactive if the time line might not be met. For instance this might be an example where:

- an experiment or process failed
- a critical piece of equipment or tooling failed
- a critical reagent or material running out
- a staff absence making it impossible to complete on time

In your example you should describe how you proactively judged how and when you communicate this ‘negative news’. In addition you should also describe how you overcame the problems and mitigated impact on the agreed time lines.

C Demonstrating effective communication and interpersonal skills

C1 Demonstrate effective and appropriate communication skills

This means that you can show that you are an effective communicator through using appropriate oral, written and electronic means. Your examples should for instance include a description and details of:

- 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 interpersonal and behavioural skills

This means that you can demonstrate skills that enhance your ability to interact with colleagues in 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. Your example should also describe how you ensure your method of interaction is appropriate for:

- 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 role was, 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

D Applying appropriate theoretical and practical methods

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

This means you need to describe an example which will demonstrate your understanding of the underlying principles of an activity and how, because of this understanding, you are then able to modify a process, programme, material, or machine sequence in the light of ‘potential failure’ to allow it to be ‘successful’.

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 Identify, organise and use resources effectively to complete tasks

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 performance 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 might be your role in:

- CPD activity that has informed changes and improvement to your practise
- reviewing procedures
- taking part in staff reviews

**E Demonstrating a personal commitment to professional standards**

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

This means that you can give examples of how you, for instance:

- 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 areas of practice within a structured and managed environment**

This means that you undertake activities to enhance your competence in your own area of practice i.e. Continuing Professional Development (CPD). Note that you will need to comply with the Science Council CPD Standards for Registrants and you will be asked by your professional body from time to time to demonstrate evidence that you meet the standards.

**Your proposer**

The application needs to be supported by your supervisor or manager who knows you and can attest to the information you have provided. This might be your line manager or supervisor. Wherever possible, your supporter should be a member of a relevant professional body holding either registered or chartered status.

**Appeals**

You will be supported by the Professional Support Services Manager if required in completing your application, but if a final application does not satisfy the assessors that you demonstrate the RSciTech Standards you will be advised accordingly. If you wish to appeal this decision and have your application reconsidered, you must make an appeal in writing to the Institute within a month of receiving the correspondence from us.