



Institute of  
Biomedical Science

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# Representatives and Nominees Policy

**As the UK professional body for biomedical science the Institute has established the following policy to help those who are acting as its representatives or nominees to better understand their roles and responsibilities.**

Biomedical science is a broad and complex subject, and the diverse range of expertise embodied in the Institute's membership is not, and cannot be, fully represented by the elected members of Council. To ensure the Institute is always represented by individuals with the relevant knowledge and expertise, Council appoints, through its standing committees, expert panels in each of the primary biomedical science subjects to provide discipline specific advice and to act as Institute representatives when required. In addition to the advisory panels the Institute may also appoint individual experts to act as its representatives to external organisations.

All individuals representing the Institute on external organisations, committees, panels, and working groups and who undertake the roles of examiners, assessors and advisors are the public voice of the profession and as such, it is important they are aware of their responsibilities.

### **The purpose of this policy**

This policy defines the expectations of an Institute representative or nominee, the process for their appointment and their responsibilities.

It does not attempt to be prescriptive about roles and absolute criteria for appointments. Where there are specific criteria (e.g. external verifiers) these are published on the IBMS website.

### **Representatives**

Representatives are members who have been selected by virtue of their knowledge and experience to represent the views of the profession on behalf of the Institute through their own subject or professional role i.e. they are trusted by its Council to represent the views of the Institute. Those who are appointed to external bodies or working groups may be required for the duration of a specific meeting or project, or to undertake a specific term of office.

### **Nominees**

Nominees are members who have been appointed to attend a particular committee or meeting by virtue of their experience and expertise and attend as an individual rather than representing the specific views of the Institute however, they are still expected to support the Institute and its position if required.

### **Appointment of Nominees and Representatives**

#### **1. Advisory Panels**

The Institute has twelve Advisory Panels, each led by a Specialist Advisor and a Deputy. The Panels are appointed by and report to the Education and Professional Standards Committee (E&PSC). All nominations to Advisory Panels must be first approved and recommended by the Panel to the E&PSC for approval. Advisory Panel members serve a four-year term of office with the option of reappointment for a second term.

## **2. Examiners**

Chief and Deputy Chief Examiners are appointed by and report to the Education and Professional Standards Committee and will usually be drawn from their respective Specialist Advisory Panels. All nominations for an examiner role must be first approved and recommended by the Panel to the E&PSC for approval. Examiners serve a four year term of office with the option of reappointment for a second term.

## **3. Registration Portfolio Verifiers and Specialist Portfolio Examiners**

Suitably qualified members are encouraged to apply to the Institute's Education Team to become Registration Portfolio Verifiers or Specialist Portfolio Examiners. Those selected to be Verifiers or Examiners are responsible for reviewing evidence against the Institute's criteria for the award of Institute's Certificate of Competence or Specialist Diploma, in accordance with Institute guidelines and training.

## **4. University Degree Accreditation Panels**

University accreditation panels for undergraduate and postgraduate degrees are appointed by the Executive Head of Education. The Panels comprise one academic representative (normally a member of the biomedical science team from an IBMS accredited degree programme that is a member of Heads of University Centres of Biomedical Science) and one practitioner representative (normally a member of Council, Institute Examiner or Advisory Panel member), and are led by an Institute Education Officer. These individuals have a responsibility to review evidence for accreditation against the Institute's criteria and requirements for degree accreditation.

## **5. University/Employer Liaison Committee**

Membership of the University/Employer Liaison Committee should include a local Institute member, nominated by the University/Employer Liaison Committee.

## **6. Individual Representatives and Nominees**

There are a number of multi-professional committees which include permanent Institute representation. In other circumstances the Institute may be asked to nominate an individual to a particular working group. Frequently, Institute representatives are drawn from Council or Panel members, or Panels may be asked to recommend individuals who could be approached to be an Institute representative. In the latter instance the nomination must come through the E&PSC not directly from a Panel. In all instances it will be made clear to the individual(s) through which Standing Committee they report to Council.

### **Guidance for Institute Representatives and Nominees on their responsibilities**

The success of the Institute in political and professional environments is dependent upon a clear consistent position. The IBMS recognises the importance of professional networking and relies on all

its representatives and nominees to make, and reinforce, professional contacts. However, IBMS representative and nominees must be sensitive to the fact that in any professional context, personal opinion can be easily misconstrued as professional standpoint. If a representative or nominee persistently contradicts or denigrates the position of the Institute on a particular matter this could be damaging to the organisation as a whole and, in such cases, Council has the right to revoke the appointment of that individual and seek an alternative nomination.

Members who are **representing** the Institute are expected to present and support the Institute's corporate views. Members **nominated** to external organisations, roles or committees by virtue of their own personal knowledge or expertise are still required to support the Institute position should the need arise.

In some instances, the corporate view of the Institute may not be totally the same as that of a member on a particular matter. If this is the case members should not present personal views that could undermine or misrepresent the Institute's position.

Representatives and nominees will be briefed by their appointing Committee (usually Education and Professional Standards Committee) if an individual is unsure of what approach they may be required to take on a particular issue. If any members need more specific guidance on the approach to a particular issue they are welcome to contact the Institute office prior to the meeting to discuss the matter.

### **Reporting**

To enable Council to be aware of developing issues representatives are asked to provide a short report summarising the discussions and outcomes as information for the appointing Committee. This can be on an individual meeting basis or as an end of year summary depending upon the nature of the business.

### **Accountability**

All Institute representatives and nominees, including Advisory Panel members and examiners, are accountable to Council through their appointing Committee.

All Institute policy decisions are made or ratified by Council. Decisions may be shaped or influenced by the views of IBMS experts and advisors, but ownership of the final decision lies with Council.

Whilst it would be an extreme measure, failure to uphold the Institute or its position could result in the member's withdrawal from a particular office or appointment.

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