



Institute of Biomedical Science

Experiential Route to Fellowship Guidance Notes for Applicants

IBMS Fellow is the grade of membership for individuals working at the highest level of the biomedical science profession. This is applicable to biomedical and clinical scientists and those senior scientists/academics/researchers not requiring HCPC registration

Being an IBMS Fellow demonstrates significant career achievement and success, as well as a passion for learning and sharing knowledge.

The IBMS has designed an Experiential Route to IBMS Fellowship (FER) for individuals who are working in an advanced scientific or senior managerial role (at least NHS band 7) in the field of biomedical science with at least 6 years post registration experience but who do not hold:

- IBMS Higher Specialist Diploma
- Diploma of Higher Specialist Practice or
- Have a biomedical science related PhD together with five years professional experience in an area related to biomedical science

For more information on Eligibility Requirements and How to Apply, see below.

SECTION 1 – Eligibility Requirements

SECTION 2 - How to Apply

SECTION 1

Eligibility Requirements

Individuals may apply for Fellowship membership via the Experiential Route if they can:

- Demonstrate that they have a high level of specialist knowledge and critical awareness of current issues relevant to the delivery of their service
- Show they are working as an advanced level scientist or senior manager within a biomedical science setting with at least 6 years post registration experience
- Demonstrate they are working in an autonomous role requiring judgement and leadership
- Demonstrate a continual advancement of knowledge and its application to service improvement and delivery
- Show they have made a wider contribution to the development and promotion of the biomedical science profession

Further Notes on Eligibility:

- The applicant must hold at least a UK Hons degree (or equivalent) in a biomedical science subject
- The applicant's 6 years work experience does not need to be continuous and could be made up of different roles during their career
- The applicant does not need to be HCPC registered as a Biomedical or a Clinical Scientist or be a current member of the IBMS to apply, although applicants wishing to upgrade from an existing membership grade are welcome to apply
- If the applicant's work experience is primarily research orientated, then the applicant must demonstrate that they have also worked in a laboratory allied to a biomedical setting
- For an *example* of the standard of competencies expected, see no lower than NHS Band 7 as described here:

www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/Healthcare_Science_Generic.pdf pages 18-19

but the applicant does not need to be working for the NHS to apply.

SECTION 2

How to Apply

Applications for the Fellowship Experiential Route (FER) will be assessed through submission of the following:

- An application form including a supporting personal statement – up to 1,500 words which is verified by an independent signatory
- A current CV
- Current organisation chart
- Current job description
- Copies of educational certificates*
- A list of previous 2 years CPD activity

The IBMS may take reasonable steps to ensure the accuracy of your application but will not contact your current or previous employer without your permission.

Please read pages 4 – 5 of these Guidance Notes before submitting your application.

Application & Annual Subscription Fee

The application fee to apply for Fellowship via the Experiential Route is £325. Payment can only be made by credit or debit card.

If successful, applicants who are not currently IBMS members will also be required to pay the appropriate subscription fee and the one – off mandatory registration fee of £20 for the year in which they join. IBMS membership runs from January – December of each year and the IBMS will notify you of the appropriate subscription fee for each year. Payment can be made by direct debit, and / or credit or debit card.

For the most up to date list of fees, please go to: <https://www.ibms.org/join/membership-fees/>

1. Complete the Application Form and Personal Supporting Statement

Please complete all sections of the Application Form including the Declaration section and the Personal Supporting Statement. There is a checklist within the application form to remind you what else to send with your application.

*Copies of education certificates will not be required if they have already been submitted for current members. However, please send if you are applying to the IBMS for the first time. Please do not send original certificates.

Verification signature

The application should be signed by someone who is of a senior professional standing, and who is knowledgeable about your skills and experience.

We may contact the nominated verifier so it is important that they have current knowledge of your holistic career to date.

The verifier must not be a relative, or someone whom you have professionally engaged to conduct services on your behalf for a fee or otherwise e.g. a financial advisor or an accountant.

2. Provide a Supporting Statement – up to 1,500 words in total

The supporting statement is part of the application form and each section should be completed in your own words. Its content should demonstrate how you the eligibility requirements listed on Page 2 are met. The sections are expandable within the document.

Your supporting statement **should not be:**

- an extended CV
- a list of educational achievements, appointments, awards or posts
- a job description

3. Submit a current CV

Your CV should

- detail your career progression to date
- confirm that you have held senior positions, for example, at least NHS Band 7
- confirm that you have at least 6 years post registration experience
- include an education summary and reference to a LinkedIn profile (if you have one)
- be no longer than 3 pages

It is not necessary to include

- names of personal referees
- your current or previous salary
- a top line personal statement or
- a photograph

4. Current Organisation chart

This should clearly demonstrate upward and downward reporting showing that you currently operate at a level of strategic influence within your organisation.

It should show to whom you report and how you fit into the wider structure of your organisation.

If you work for a very complex organisation, e.g. a hospital or a trust then please provide a skeletal version of the overall structure of your organisation with a more detailed chart showing your precise working environment.

Only supply organisational chart(s) for your work experience that clearly demonstrates that you have met the criteria.

5. Current Job Description

This should demonstrate details of your current or most recent role demonstrating that you have a significant professional responsibility and influence within your organisation. It is not necessary to include salary details.

6. Miscellaneous

Scanned applications are accepted. Incomplete applications will not be accepted and will be returned.

All applications will be acknowledged within 48 hours of receipt.

The result of your application will be communicated by letter within 4-6 weeks. Your application will be assessed by at least 3 Fellow members of the IBMS.

The decision of the assessment panellists will be final and may not be challenged.

Unsuccessful applicants will be provided with brief feedback on any shortcomings within their application. Re-applications will be accepted but only in full.

7. Return your application to:

Membership Department
IBMS
12 Coldbath Square
London
EC1R 5HL
Tel: + 44 (0) 20 7713 0214 x 140
Email: mc@ibms.org

8. Questions?

Contact IBMS Membership mc@ibms.org

Tel: + 44 (0) 20 7713 0214 x 140 9am – 5pm Monday – Friday excluding UK Bank Holidays