

Advice regarding becoming Registered as a Biomedical Scientist

Frequently asked Questions

GENERAL POINT REGARDING DEVELOPMENT

Whatever educational or developmental need you have identified; you must discuss this with your manager. This will help to ensure your development is aligned to organisational needs, as well as identifying other staff who could provide information or support to you, as well as

1. How do I get a BSc Science degree assessed by the IBMS?

On the internet go to IBMS website via <http://www.ibms.org> searching on the registration tab and looking up qualifications and degree assessment will take you to another page, in a box on this page you can click to see a list of IBMS accredited degrees. If your degree is not on this list you will need to have it assessed. The form is also accessible via this page and may be completed electronically. Certain documents are required to be submitted with the assessment request;

- £250 assessment fee (currently) – made via a cheque or postal order made payable to 'IBMS'
- Photocopy of your qualification certificate(s) OR if you have not yet graduated,
- Confirmation of your enrolment on University headed paper.
- Photocopy of the official transcript(s) of your qualification(s).
- For each qualification a photocopy of the university module descriptors (including learning outcomes) for each of the modules listed on the transcript. If official module descriptors are not available, alternatives must be substantiated with the university stamp. These descriptors are essential if the assessment is to take place.
- Photocopy of either birth certificate or the personal details section of your passport.

- Photocopy of change of name (if relevant).
- Photocopy of UK NARIC comparability for any non-UK qualification(s)

The assessment fee is non-refundable from IBMS, but can be claimed back from NHSBT via the electronic expenses system providing an application for financial support has been completed and approved. (See **financial support for development** below)

2. How do I apply for BSc BMS Top up modules?

If the IBMS indicate that your degree does not satisfy the academic requirement to meet 3a1a of the Registration Portfolio, additional study will be necessary. IBMS will specify the areas in which your qualification is lacking. You should then identify Universities that offer an appropriate BSc (Hons) in Biomedical or Healthcare Sciences and contact them to see if it is possible to study modules that cover your requirement. Many are well versed in matching the IBMS requirements with modules. **Note:** The number of subjects on the IBMS letter do not necessarily equate to the number of modules as a combination of modules may be offered.

Consider both local providers and those who offer distance learning options. You may wish to discuss this with your manager and with your local OWD Scientific Team as they may also be able to direct you to staff currently studying at these Universities who may be a useful source of information about the course. Obtain information from the University regarding the cost of the modules you wish to complete and the likely timescale for doing so. Again discuss this with your manager as any time off required for attendance or private study may impact on the running of the department and needs to be agreed. Once the development has been agreed in principle by your manager, complete a university application and submit to the university by their preferred route and complete a request for development activity support (See **financial support for development Q6** below).

3. How do I apply for an IBMS Portfolio of Competence for HCPC Registration?

If you have not already done so, complete a request for development activity support (See **financial support for development** below), you will then be able to claim back the cost of the portfolio from NHSBT.

If you have not already done so, discuss your wish to complete the registration portfolio with your manager. On the internet go to IBMS website via <http://www.ibms.org>. Search on the registration tab and look up [Lab training and registration training portfolio](#). Click on this and on the web page select the [information for training officers and laboratory managers](#) link, follow this link to a page where you can complete the application form. You must do this in conjunction with a member of your local OWD Team as only a training officer may apply for a portfolio and registration numbers for both them and your manager are required.

Returning to the [Lab training and registration training portfolio](#) web page you may if you wish, download a reference copy of the portfolio, this may be useful if there is a delay in obtaining your portfolio allowing you to become familiar with the portfolio and begin to gather evidence. Complete the application form and send it with the following:

- A copy of your IBMS accredited degree certificate, OR
- If you are currently an undergraduate on an IBMS accredited degree,
- Confirmation of enrolment on an IBMS accredited degree/ top up modules.
- If appropriate a copy of your IBMS degree assessment letter

For all trainees, please include:

- A copy of either your long form birth certificate or the personal details page of your passport
- A cheque or postal order for £125.00 made payable to the IBMS

Send to the IBMS at the following address;
Registration,
Institute of Biomedical Science,
12 Coldbath Square,
London
EC1R 5HL

4. How do I get financial support for development?

Following discussion with your manager, read the Support for Development Employee Policy then complete the Development Activity Support Approval Form which can be found via the People First webpage

This is an integrated form so not all sections may apply for all development. Once completed the form should be emailed hrdirect@nhsbt.nhs.uk

In addition to providing information about the development activity you will also be asked the following questions, guidance has been given relating to the IBMS Registration Portfolio:

- a) [What do you hope to learn from your chosen development activity?](#)

An example answer might be that completing the Registration portfolio will help you develop a greater understanding of the theory and practice of transfusion science (or other as appropriate) and its role in the wider scheme of healthcare science and also the requirements for HCPC registration.

- b) [How will the learning help you to do your job better?](#)

The knowledge and skills that are developed whilst completing the portfolio will allow you to perform at a higher level and as such an HCPC registered BMS should be a more useful and versatile member of staff. Once HCPC registered you will be able to supervise and be involved in the training of junior staff.

c) [How do you plan to use your new learning within your job role?](#)

Are there any areas where you feel your new skills might be applied, are there vacancies for HCPC registered BMS in your dept. or other areas of NHSBT? Do you have a career plan you hope to follow, perhaps you plan to specialise in an area of transfusion science, and does this fit with NHSBT's strategic plan? Do you hope to eventually progress to a supervisory role or hope to become a Clinical Scientist?

d) [How do you plan to share your learning with others?](#)

As a qualified Biomedical Scientist you will be able to mentor junior colleagues and support them in their development by sharing the knowledge and skills you have obtained. If you completed a mini-project or other self directed research as part of your portfolio evidence might you share that with colleagues during an NHSBT lunchtime lecture or present your findings at the BBTS or IBMS Congress?

NB you may prefer to make a single application to include financial support for top up modules and IBMS portfolio.

Education Support

- Support for Development Activity Applications are considered annually and against the policy.
- Submit your completed application form by 31st March. Applications missing these deadlines may not be considered until the following year

The Support for Development application form can be completed either electronically or printed and completed by hand. Your manager and budget holder must endorse your application.