



## APPENDIX

### Application for RSciTech (Society of Biology)

### GUIDANCE NOTES

#### INTRODUCTION

The purpose of this appendix is to provide a guide to answering questions required by the Society of Biology should you wish to apply for the RSciTech Register.

#### QUESTIONS

**Hints and tips for answering the questions on the application form:**

1. *Describe the broad background science involved in your work and give examples of any specific procedures/protocols that you are required to follow:*

**Begin this with a brief description of the organisation where you work and an overview of your job role.**

**Then briefly describe some of the underlying reasons for the work you undertake:**

- a. *Describe the work you undertake (for instance) animal husbandry and care, experimental procedures with animals e.g. dosing, working with animal modules of disease, surgery, working with GM animals etc*
- b. *Then describe the major reasons why this work is being undertaken*
- c. *Briefly describe any procedures/protocols and the key aspects that are important e.g. as in PPL*

2. *Describe your role in ensuring compliance with any health & safety requirements during the course of your work:*

**Here give explanations of safety practices in your work area and how they are applied to your work in particular e.g. safe animal handling procedures, use of chemicals and disinfecting agents, etc**

**If you are responsible for a particular area of safety training or monitoring (safety inspections, risk assessments) then a description of this should be included.**

**Also discuss COSHH (if this is appropriate) and give an example of how it is applied in your day-to-day work e.g. SOPs, risk assessments.**

**It would also be useful here to list any relevant safety training courses that you have attended, in-house or externally.**



3. Please give an example of when you have worked in a team – what was the task and what was the outcome?

What particular skills did you draw upon during the process?

Please give examples of “team work” either in large teams or on a 1:1 basis

Here you will need to give examples of the task or issue:

- a. How you identified the task/issue e.g. animal care regimes, dosing timetables, out of hour duties etc
- b. How you communicated this to your colleague(s)
- c. How you have worked effectively to address the task/issue
- d. The outcome and your role in this process

4. Give an example of a problem or problems that you have encountered during the course of your work; how did you go about finding a solution and what was the outcome?

A problem could be things such as you:

- a. Notice a colleague carrying out a procedure incorrectly
- b. Identifying breaches of barrier procedures
- c. Identify an issue with a procedure and can see a way to resolve/improve this
- d. Identify an issue with a supplier and you can see a way to resolve/improve this
- e. Identify an issue with H&S procedures, recording, or resolving of issue
- f. Suggest an improvement that increases efficiency or cost effectiveness of a particular methodology or process

Please give an example where you had a problem in your workplace and discuss how you recognised it, the method used to investigate and the outcome.

5. Please provide details of the communication tools used during the course of your work e.g. face-to-face meetings, e-mails, seminars etc. How do you decide which type of communication to use?

Please give examples such as oral presentations, written reports, face-to-face meetings, e-mail and social media forms of communication. How did you decide what the best form of communication was?

Please be specific in your example and also indicate why this was the best form of communication.

Examples of communication could be (though not limited to):

- a. I gave a power point presentation to my department on environmental enrichment. This was a 15 min talk to an audience of about 15 people.
- b. I produced a word document report on (for instance): (a) monthly H&S inspections in the department, (b) report on progress of experiments I was undertaking, (c) project on topic X, report on condition of animals.



- c. I e-mail on a regular basis my colleagues informing them of change to work rotas, upcoming meetings, etc
- d. I e-mail my colleagues in other departments with an update on the progress of the work they are undertaking, e.g. delivery of animals, animal health issues.
- e. Gave a presentation on use of animals in research to colleagues, visitors or externally at a school, etc
- f. Poster presentations (please give details of the poster topic)