



The Australian Institute of  
Medical and Biological Illustration

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**The Australian Institute of  
Medical and Biological Illustration  
Registration and Education Board**

## **Certification Program**

Registered Biological Illustrator - RBI

Associate of AIMBI - AAIMBI

Fellow of AIMBI - FAIMBI

Information formulated by the  
Registration and Education Board

Current issue revised September 2017



## The Certification Program

The AIMBI certification program requires a stepwise approach, as acceptance into each level is required before you can apply for the next. A brief introduction to each level is listed below.

The three certification levels within AIMBI are:

Registered Biomedical Illustrator (RBI)

Associate of AIMBI (AAIMBI)

Fellow of AIMBI (FAIMBI)

## Frequency of Judging

The certification panel usually meets every two years in conjunction with AIMBI national conference. Alternative arrangements will be made if the conference is not held.

## Judging panel

The judging panel is made up of members from each group/state who hold at least RBI level of certification. Judges from the candidates own group/state may not vote but they may add information. Expert judges may be called in.

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## Introduction

### Registered Biomedical Illustrator

This title is bestowed on a member to certify that the applicant has undertaken a voluntary process to demonstrate their ability to perform with competence to a professional standard in biomedical illustration.

The assessment is designed to establish the level of the applicant's professional competence and practical skills to form criteria for employers who require the services of such a person.

The qualification is obtained by submitting a portfolio of work, which must exhibit the required level of technical skill.

### Associate of AIMBI

The aim of this certification is to establish a standard of qualification by which the biomedical communicator or illustrator can show their level of competence at academic, work experience and managerial levels. It forms the basis by which an employer can assess the title holder for management level potential. The applicant will conform to the requirements for Associate membership by submitting documented evidence of their abilities as described under the entrance criteria. This title is bestowed on a member to certify that the member has shown professional competence, a high standard of practical skills (as shown by their ability to have successfully completed the Registered Biomedical Illustrator program) and a continued commitment to furthering their professional career via education, research and management in the field of biomedical communication and illustration.

### Fellow of AIMBI

This is bestowed on an AIMBI member who demonstrates an extraordinarily high level of competence, with qualities of professional skill, leadership and academic abilities at the highest level of his or her chosen career. The aim of this certification level within AIMBI is to recognise levels of performance that show dedication beyond their employment requirements, to the profession of scientific or biomedical communication.



## Requirements and information for the AIMBI certification level of REGISTERED BIOMEDICAL ILLUSTRATOR

### Rules and Procedures

The applicant must have been a continuously financial, practicing member of AIMBI for at least two years prior to the submission. Membership of affiliated associations may be taken into account at the R&E Board's discretion.

A folio of applicant's work, accompanied by the entry fee of \$60.00, must be sent to the R&E board Representative of the group/state hosting the AIMBI Biennial National Conference. Alternative arrangements will be made if the conference is not held.

The National R & E Board Secretary (or representative) will inform the applicant in writing, by letter or email, of the judging panel's decision within 14 days post conference, unless there are special circumstances to delay this process.

Applications are available on the web site (<https://aimbi.org.au/certifications/>) More information regarding the RBI procedure is available from your State/Group R&E Board Representative. An applicant who fails to achieve registration is entitled to a written appraisal of their submitted work. The applicant has the right of appeal to the National Council. The R&E Board may request resubmissions of up to three panels. The R&E Board secretary will keep all records. Application details will remain confidential. The applicant may deliver the portfolio to the R&E Representative of the Biennial Conference host State/Group or deliver personally to the Biennial Conference one day prior to the commencement of RBI judging. Arrangements must be made in advance, preferably in writing, with the host State/Group R&E Representative or with the officer nominated by the host State/Group R&E Representative. The applicant also has the responsibility to arrange for the return of their portfolio. AIMBI does not accept responsibility for any folios not collected by the end of the Conference.

Applicants are encouraged to submit written explanations of entries that they feel are of unusual technique or subject matter. This is of particular importance if the images are unique to a specific field. Folios must exhibit a variety of technical skills, creative skills and subject matter. The applicant will be judged on the type and variety of the material selected for submission. The quality and standard of the presentation used to display the portfolio will also be taken into account.

Please note: Electronic manipulation of any images must be clearly stated on the form accompanying the entry. Plagiarism will not be tolerated.



ALL REASONABLE CARE WILL BE TAKEN BY THE AIMBI OFFICERS HANDLING THE PORTFOLIO, HOWEVER NEITHER AIMBI, THE R&E BOARD, THE CONFERENCE COMMITTEE, NOR ANY INDIVIDUAL ACTING ON THEIR BEHALF WILL BE LIABLE FOR LOSS OR DAMAGE TO ANY ENTRY. APPLICANTS ARE ADVISED TO INSURE THEIR WORK.

Please note: It is implicitly agreed that by completing your application form, a limited copyright release of your work is given to AIMBI. The R&E Board reserves the right to use any images presented to them for the purpose of promoting both continuing enrolments for RBI or for general promotion of the Institute. No direct financial gain can be obtained from this copyright release by either body. It is a legal requirement that the applicant obtains permission from any individual who can be identified in an image in order that the images can be viewed by a wider audience.

Any breach of copyright laws or plagiarism will result in a failure.

## Entry Instructions

Entries must be received prior to the judging of folios at the Conference. Please discuss method and date of delivery with your local R&E Board Representative.

- The completed application form and entry fee must accompany each applicant's entry.
- All media must be labelled with the applicant's name and address. There should be no identification on the front surface of print mounts. (If identification is unavoidable please see below)
- All entries must be shipped in appropriate cases.
- All entries must be of recent work (up to 4 years old). Student work will not be accepted, but special work (i.e. special research, post-graduate work) or older work that is not reproducible may be accepted at the discretion of the R&E Board.
- For each submission please note the following on a separate form to aid with judging:
  - The objectives or reason for the image
  - Target audience
  - Equipment and technique
  - Any electronic manipulation.
  - You are encouraged to send any other information that will aid the judging panel

Please note presentation is important and poorly presented entries will fail.



## STILL IMAGES - PRINTS

- Prints must be no larger than 16" x 20". They must be mounted on 16" x 20" mount board or similar. The number of boards entered should number 10.
- There is to be no identification on the front of the print or mount. This includes signature or name of the applicant. If identification is unavoidable please discuss it with your R&E Board Representative.
- Any information the applicant feels is relevant should be included on the entry form and identification label. Applicants are encouraged to submit written explanations of entries that they feel are of unusual technique or subject matter. Any descriptive information or explanation may be affixed to the reverse of the mount.
- On the rear of the mount board will be a number designated by the State/Group R&E Board Representative e.g. SA No 1. A completed identification label or a copy must be affixed to the upper left corner of the reverse side of the mount.
- All prints must be shipped in protective packaging which can be re-used for return shipping. Return shipping is at applicant's expense. Applicants may arrange other methods of return. If the portfolio is to be delivered personally then it must arrive at the Biennial National Conference site prior to the conference. Judging occurs before the conference.
- The applicant should carefully choose the style and colour of mount and matte. The total effect of the prints, including their mounts, will be part of the criteria for judging. The variety of work and its aesthetic appeal will also be taken into account during judging.

## FOLIO CLASSIFICATION

Entries are to be classified into the following: (Any one or combination of the categories below may be submitted).

1. Photographic Images
2. Illustration, Graphic Design, Art
3. Video and Multimedia
4. Other - please check with R&E Board Representative



## 1. PHOTOGRAPHIC IMAGES

Ten entries will be accepted for judging. The applicant may submit any one or combination of the categories below which exhibit a variety of technical and creative skills and subject matter. Applicants will be judged on the type of selection submitted.

### **1a Clinical:**

Images involving living subjects (medical or biological in whole or in part ).

### **1b Specimen:**

Images involving non-living subjects (medical or biological in whole or in part).

### **1c Photomicrography:**

Images taken through a microscope/macroscope. The title, magnification, mode and stain must be indicated on all entry forms and labels. Specimens must be prepared by the applicant.

### **1d Ophthalmic:**

Images of the eye taken with fundus, slit lamp, specular microscopy camera or any other equipment specific to ophthalmology. Images of the external eye taken with conventional imaging equipment can be entered in any appropriate class.

### **1e Natural Science:**

Images of biological subjects which are non-clinical in nature i.e. wildlife. Entries must be titled with the scientific name of the subject matter, if known. Only genus and species are necessary.

### **1f General Illustrative:**

Images other than those described above that are work related. i.e. images of equipment, public relations and situations. Copy work will not be accepted. Entries must be accompanied with a written explanation of the image's purpose.

### **1g Print Series:**

A series of prints - that illustrates a medical or biological process over time and/or space. A series consists of a minimum of one 16" x 20" panel and a maximum of two panels, with a minimum of two prints, and no more than six prints per panel.



## 2. ILLUSTRATION, GRAPHIC DESIGN, ART

This category consists of any one or combination of the items as listed below, aimed at exhibiting a variety of technical and creative skills and subject matter. Applicants will be judged on the type and variety of work submitted.

2a **Any illustration** which the artist deems worthy of exhibition and is related to biomedicine or science.

2b **Graphic Design:** a computer generated, high quality image printed and mounted on a matte board. Submissions must have a majority artistic and/or design input from the applicant.

Details of the creation of the work must accompany the submission, including the program used. Detail of execution, screen shots of stages in the development of the project and any other information that the applicant feels will help the judging panel should be submitted.

Exhibits should display a variety of skills and subject matter in different media.

Entries should be mounted on 16" x 20" matte board, but this can be varied with the express permission of the applicant's State/Group R&E Board Representative in consultation with the R&E Board. Original artwork is preferred; however some mounted copies or published art will be permitted. Entries should number 10 panels.

The R&E Board acknowledges that some original artwork may have been signed by the artist. Please discuss this with your R&E Representative.





### 3. VIDEO AND MULTIMEDIA

Work must be of an educational, motivational, training or promotional nature within the fields of science, medicine or biology.

Any one or combination of the listed categories aimed at exhibiting a variety of technical and creative skills and subject matter.

Applicants will be judged on the type and variety of submitted work. Presentation is important and poorly presented work will fail. The packaging and labelling of the work will be taken into account.

Three - Five productions should be submitted in a range of genres, on digital format eg DVD, CD format. Interactive presentations or video can be from 30 seconds (eg a TV community service announcement) to 1 hour.

On the form provided to accompany the production, the applicant should state his or her roles in the productions, and note the multimedia's purpose and objectives, target audience and budget.

Production/post production details and budget must be submitted. The percentage of applicant's work in the project must be listed. All music, images and other assets must be copyright correct.

Minimum skills to be demonstrated may include: - (Note editing system used)

- Directing
- Camerawork -(Note camera and lens used)
- Lighting/exposure - interior and exterior
- Composition/framing/camera movement
- Audio - microphone use
- Editing
- Pacing
- Music
- Sound effects
- VO choice and quality
- DVD authoring

#### **3a Videotape/DVD:**

Programs should be submitted on USB or DVD.

#### **3b Interactive CD ROM:**

The submission of interactive CD programs is dependent on the input of the applicant and the number of illustrations or programming content. Documentary evidence will be required to confirm the content which is attributed to the applicant. The judging panel may require the



applicant to make available suitable software so that the program content can be viewed and assessed. Check details with your State/Group R&E Representative.

### **3c Website:**

The URL must be provided plus a full account of the percentage of work contributed by applicant. e.g. % graphics, scripting, animation, etc. Details as to software should be included. HTML must be viewable.

### **3d Animation:**

It is the responsibility of the applicant to ensure that the animation can be viewed by the R&E Board judges. Percentage of content contributed by author, software used and other pertinent details should be included.

### **3e 3-D Graphics:**

It is the responsibility of the application to make sure that the graphics can be viewed by R&E Board judges. Per cent of content contributed by author, software used and other pertinent details should be included.

The R&E Board acknowledges that some credits are likely to include the name of the applicant in some projects. Please discuss this with your R&E Board Representative.

## **4. Other**

This category exists because we acknowledge that our imaging profession is ever changing. If you would like to submit in this category you must contact your R&E Board Representative well in advance so that categories of judging can be determined.

Your State/Group R&E Board Representative will assist with any queries you have concerning the preparation of your portfolio. Applications should be submitted to your State/Group R&E Board Representative who will forward the information to the R&E Board Secretary so that your portfolio will be included with those submitted for judging at the Biennial National Conference.



## Judging criteria for Registered Biomedical Illustrator print portfolios

### General comments

Applications are judged upon presentation, variety of imaging techniques, mixture of techniques, work quality, content and composition.

Ten panels or images are to be presented, these must all be of a competent standard.

Regardless of the output technology selected for the entry, the entry must be of an acceptably high standard that ensures a high quality presentation throughout.

### Presentation

Marks are allocated for presentation techniques and whether the applicant has remained within the specified criteria. The colour and type of board and the overall appearance of the portfolio are taken into account. Extra work entailed with window mounting or other specialised presentation techniques are also recorded. The aesthetics and overall appeal of the presentation are assessed.

### Variety of images

The imaging techniques used to produce each of the panels is assessed for the degree of difficulty and variety. At least four different illustration techniques are required. These may include microscopy, macroscopy, studio, public relations, operating theatre, ophthalmic, standardised series, “before and after” images or line drawing etc. If microscopy and electron microscopy are included, the applicant is expected to detail the amount of work which the author has performed e.g. sectioning, staining etc.

### Mixture of techniques

The applicant has a great variety of methods for recording their images/illustrations. For example, methods may include black and white, colour, computer graphics, or pen and ink. The variety of techniques chosen and the level of skill displayed in each discipline are assessed.

### Quality of work

The total standard of the work is appraised. As benchmarks the following questions are asked: “Would you let this work leave your department?” “Would the work be accepted for inclusion in scientific publications?” The highest proportion of marks is awarded in this category and it is crucial that applicants are aware of what standards are expected in their discipline. Work which is poorly printed, out of focus or does not comply with reasonable taste or confidentiality will not be passed.

### Content

The work must be in the field of scientific, medical, biological illustration, or Public Relations in the Bio-Medical area.



## Judging criteria for RBI print portfolios continued..

### **Composition**

Where the imager has control over the lighting and composition of the image, the image should have a pleasing and aesthetic appeal. General rules of lighting and composition would normally apply except where the appeal of the image can be enhanced by not applying these conventions.

### **Judging procedure:**

The judges are R&E Board Representatives. If no R&E Board representative is present from a State/Group then a judge will be appointed for or by that State/Group. All judges must have the certification of RBI.

A majority decision must be reached for either passing or failing a portfolio.

The judging panel members individually assess whether the presentation is of a required standard. The judge from the State/Group of the applicant will not be allowed to cast a vote. If there is a unanimous positive decision from the voting judges no discussion takes place and the applicant is awarded a pass.

When the decision is not unanimous, discussion of the submission will take place and each of the six criteria will be assessed. The applicant's state/group representative may then enter the discussion and is allowed to present positive information regarding the submission. The judges may then decide unanimously the portfolio pass or fail.

In the event that a unanimous decision cannot be reached by the judging panel then the Chairperson or nominee can request that a second panel of judges be convened. This second judging panel must also be RBI certified and should represent as many of the States as possible, excluding the applicant's State.

A failed applicant can be asked to resubmit either part or whole folio for re-judging, the local R&E Representative will liaise with the failed applicant.

An applicant has the right to appeal to the National Council if they feel unfairly judged by either the R&E Board judges or the convened secondary panel. A critique is forwarded to the applicant when they have been judged not to have reached the required standard. The State/Group R&E representative can assist the applicant with interpreting the ruling. It is hoped that the critique will assist the applicant to upgrade the quality of their work, which with modifications, can be submitted at a future Biennial National Conference as a new application.



## Application for REGISTERED BIOMEDICAL ILLUSTRATOR

### DECLARATION

I (Print name).....wish to apply for the RBI level of certification. I have been a practising and financial member of AIMBI for (at least) two years to this date. I declare that all the work submitted in this application is my own, unless otherwise stated.

Membership number..... Present position.....

Address for correspondence .....

.....

.....

Telephone (H)..... (B) ..... (M).....

Fax or E-Mail .....

Signed..... Date.....

### DECLARATION from Treasurer:

The applicant named above has been a continual, financial, practising member of AIMBI since (minimum 2 years).

Signed..... Date.....

Application forms are to be submitted via email to the R&E Chair. The R&E Chair will send applicant number, details of how to make payment and where & when to send folio.

Payment of \$60.00 must be made to the AIMBI Treasurer before the portfolio is judged.

See website for current R&E Board representatives.

### For office use

Date of receipt ..... Registration number.....

Signed (R&E Board Chairperson) .....

Signed (Member of Board) .....



## Attachment to entrance material for

### REGISTERED BIOMEDICAL ILLUSTRATOR

Entry Label – Please type or print clearly.

Applicant number .....  
(Allocated by the R&E Board on submission of an application form)

Title of Entry
Category
Information:(i.e. stain, magnification)
Model Release/Consent Level:

Details of the techniques used to produce this entry including the contribution of the applicant for photography, printing or presentation. If video give budget and applicant's role in the production. If artwork or computer graphics, detail contribution of applicant



If submitting multimedia, please complete form below for each project

## RBI - Multimedia Presentation

RBI Applicant Number:

Presentation Title / Name:

Client Brief:

Target Audience:

Production Budget:

Production timeframe (duration for completion):

Applicant's content / input (expressed as percentage of production):

- Producer:
- Director:
- Storyboard:
- Script writing / authoring:
- Camera operator / recording:
- Audio operator / recording:
- Editing:
- DVD Authoring:
- Art Direction:
- Graphic Design - production:
- Graphic Design - cover/labels etc
- Theme-ing:
- Titling:
- Other (please state):

Software (please list software packages used to create production & usage expressed as percentage)

Viewing requirements (Please discuss with your R&E Board Representative viewing / equipment needs required to review your production. You may need to supply this equipment if it is not readily available)



## Requirements and information for the AIMBI certification level of ASSOCIATESHIP

**"Recognition by one's peers of the meritorious quality of their work in the profession of biomedical/scientific communication by practice, research or teaching."  
The honour of Associateship is not awarded lightly**

### Procedures

The applicant must hold an RBI and have been a continuously financial, practising member of AIMBI for at least two years since gaining their RBI. Membership in an affiliated organisation may be taken into account for part of the membership time period.

\*Affiliated: equivalent organisations in UK, USA, NZ, etc at the R&E Boards discretion. Supporting documentary evidence of membership statements must accompany the application along with an application fee of \$80.

Applications traditionally are submitted in the year of the Biennial Conference. We are attempting to implement electronic lodgment, so co-coordinating with the Biennial Conference may not be necessary.

### POINT SYSTEM FOR ASSOCIATESHIP APPLICATION

In order to qualify for Associateship an applicant would need to gain a minimum of 150 points. A minimum of 50 and a maximum of 100 of these points should come from categories A to C and a minimum of 30 points is to come from section G (contribution to AIMBI). Category H is for any points that you feel could be allocated but do not fall into any of the given categories. Please contact your R&E board representative to discuss this.

A person should be currently involved in scientific or biomedical illustration or communication. A minimum of four years membership in AIMBI is required. This is the requirement of two years prior to RBI and two years between RBI and Associateship. Membership in affiliated associations may be taken into consideration in part.

Claims must be catalogued using the appropriate headings from the guidelines. Supporting evidence must be attached to each claim.

The R&E Board has the right to reject any application it considers is not professionally presented.

**It is essential that a clear and well-labelled submission is presented with cross references to all documentary evidence neatly laid out in labeled appendices.**





## CATEGORIES A – C

A minimum of 50 and a maximum of 100 to be gained from this section

### Category A – Education - Submit only your highest degree

Courses must be related to biomedical/scientific illustration.

Course	Points	Score	Evidence location
Doctorate (PhD)	40		
Master's degree	35		
Honours degree	30		
Bachelor's degree	25		
Diploma	20		
Associate Diploma	15		
Certificate (skilled trade)	12		
Post Graduate Certificate (12 months)	8		
Special short courses (18 hours minimum)	2 (max 12)		
Special short courses (less than 18 hours) These must be documented but do not require certificates	1 (max 10)		

### Category B – Experience

Experience must be related to biomedical/scientific illustration

Work History	Pts/day/year	Score	Evidence location
Biomedical/scientific/illustrative/communication experience max 50 pts	2		
e.g if you work five days a week for 10 years = 50 points			

### Category C – Administration

Administration experience must be related to biomedical/scientific illustration.

Work History	Pts/person/year	Score	Evidence location
Responsibility for each staff member - max 15 pts	2		
Deputy Level - max 10 pts	1		
Sole Occupant - max 10 pts	1		

### Total score Section A - C

Is there something else you would like the R&E Board to consider regarding your employment? Please



contact your R&E Board Representative.

## CATEGORIES D – F

**A minimum of 50 and a maximum of 100 to be gained from this section with points in at least two categories**

### Category D – Teaching

*This category only applies if teaching is not your full time occupation. If teaching is your full time occupation please use category B. Course must be relevant to medical/scientific/biomedical communication including media, and information technology. **Please provide detailed documentation of course content and your role in development and delivery of this course.***

Course	Points	Score	Evidence location
Per semester course in educational establishment (max. 20)	10		
Workshop in educational establishment (max. 20)	5		
Workshop in your place of employment (max 20)	5		
Mentoring Work Place Students (max 20)	1pt/hour		

### Category E – Authoring.

Please give target audience and impact factor, if known. Your work will be promoted if, in the eyes of the committee, the journal you have submitted to has a high impact factor. Proof of publication must be submitted, including a front page, table of contents & references to your work.

Written: Published Papers, books, chapters you have written	Pts/publ	Score	Evidence location
Author/co-author of a biomedical book (max. 40)	20		
Significant contribution to a biomedical book (max. 20)	10		
Author, co-author, chapter, paper, article Referred e.g. <i>Nature</i> (max. 20)	10		
Author, co-author, chapter, paper, article not referred (max. 20)	5		
Significant contribution to a scientific paper (max. 20)	3		
<b>Illustration: at least five illustrations per publication</b> Illustrations published in print or electronic media			
Significant contribution to a print or digital publication (max.40)	10		
Contribution to a print or digital publication (max 20)	5		
Audio visual presentation/ oral paper (max. 20)	3		

Has your authoring/illustration been published on a website rather than in print? If so please supply the URL and



information regarding your contribution to your R&E Board Representative who will contact National Representatives.

## Category F – Non AIMBI Honours, Awards, Exhibitions max 35

Honours conferred by a professional institute or organisation for proficiency in fields of science and biomedical illustration/communication. Honours include competition awards and professional exhibitions.

**Exhibitions must be relevant to the fields of biomedicine, illustration or science.**

Award/Exhibition	Pts/award	Score	Evidence location
Associate (max 5)	5		
Fellowship (max 10)	10		
Professional competition awards (max 10)	5		
Individual professional exhibition (max 10)	5		

<b>Total score Section D - F</b>	
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## Category G – Significant AIMBI Contributions Min 30 pts

Per full term as per Constitution

	Pts/Term	Score	Evidence location
*National Council or State Committee executive officer. Includes National Registrar and Network editor	6		
R&E Board executive officer	6		
*National Council or State Committee executive member	4		
*National or State sub-committee chairperson	3		
National R&E or sub committee member	2		
**State or approved conferences convenor/secretary/treasurer	3		
**Member of mini conference committee	2		
**Biennial Conference officer (convener/secretary/treasurer)	8		
**Member of Biennial conference committee	4		
Attend AIMBI conference	1/conf		
Present a paper at an AIMBI conference	2/paper		
Win best paper at an AIMBI conference	4/win		
Exhibit an image at an AIMBI conference	1/image		



Win award of merit for image	2/win		
Win best image category at AIMBI conference	3/win		
Organise state education meeting	2/meeting		
Attend state education meeting (max 5)	1/meeting		
Other notable AIMBI contributions			
Other notable AIMBI contributions			

The R&E Board recognises that due to re-structuring there have been many changes to the various positions. Please list all your contributions even if they are not listed above and contact your R&E Board member or National R&E Board members for clarification. We hope that this section will become clearer over the next few years.

State Secretary to authorise written notification of contribution N.B. Minimum period of two years between Biennial conferences constitutes a full term. Half points for a minimum of half a term. Additional points can be attributed to conference organisers if it can be demonstrated that a significant proportion of the work was carried out by an individual.

**Please confirm your details with your State R&E Board Representatives who should assist you in completing your submission to become an Associate member.**

<b>Total score Section G</b>	
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### Category H Significant Other Contributions

**To Be Awarded For Meritorious Effort** - points variable, to maximum of 15 points If you have made a significant contribution to the field of Bio-medical illustration in a manner not listed in any other category, please provide proof and the judges will consider your efforts. For example, contributions could be: judge for AIPP medical/science category, contributions to educational bodies, beta testing imaging software. Quality assurance programs submitted and passed by employing institution.

<b>Total score Section H</b>	
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<b>Grand Total score</b>	
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<b>Section A – H</b>	
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## Application for ASSOCIATE

### DECLARATION

I (Print name).....wish to apply for the Associate level of certification. I have been a practising and financial member of AIMBI for (at least) two years since obtaining my RBI.

All statements made in the enclosed submission are true and correct and all work submitted is my own unless otherwise stated.

Membership number..... RBI number .....

Present position.....

Address for correspondence .....

.....

.....

Telephone (H)..... (B) ..... (M).....

Fax or E-Mail .....

Signed..... Date.....

### **DECLARATION from Treasurer:**

The applicant named above has been a continual, financial, practising member of AIMBI since (minimum 4 years).

Signed..... Date.....

Application forms are to be submitted via email to the R&E Chair

Payment of \$80.00 must be made to the AIMBI Treasurer.

See website for current R&E Board representatives & Treasurer details.

Full supporting documentary evidence must be included, see example application on website.

### **For office use**

Date of receipt ..... Registration number.....

Signed (R&E Board Chairperson) .....



Signed (Member of Board) .....

## Requirements and information for the AIMBI certification level of FELLOWSHIP

**"Recognition by one's peers of the exceptionally meritorious quality of their work in the profession of biomedical/scientific communication by practice, research or teaching."  
The honour of Fellowship is not awarded lightly.**

### Procedures

The applicant must hold an RBI and Associateship of AIMBI and have been a continuously financial, practicing member of AIMBI for at least two years since gaining their Associateship. Membership in an affiliated organisation may be taken into account for part of the membership time period. A person should be currently involved in scientific or biomedical illustration or communication or one who gains the majority of their income from this type of employment.

\* Affiliated: equivalent organisations in UK, USA, NZ, etc at the R&E Boards discretion.

Supporting documentary evidence of membership statements must accompany the application along with an application fee of \$100. Applications traditionally are submitted in the year of the Biennial Conference.

### Application outline

The applicant must demonstrate to the Board in either a written submission or by presentation of work that they have achieved this level of distinction within the profession. A curriculum vitae must accompany the application along with any supporting documentary evidence. The applicant may be requested to attend an oral interview to substantiate their Fellowship application at the applicant's expense. The application may be based on one or more of the following groups (Other categories will be included and the groups listed below act as a guide only).

### Research

Where the application is based on scientific work and publication, the Board will require copies or reprints of journal articles, and references from experts in the field of the applicant's work to validate the quality and importance of the research. Evidence of prizes, competitive research grants etc. will also be accepted as supporting evidence.

### Professional practice

If the submission is based on the meritorious quality of work then documentary evidence shall consist of a portfolio or exhibition of work with documentary evidence from experts in the candidate's field which testifies to the outstanding nature of the candidate's work. The quality of the work must be significantly higher than that required for RBI.



## Postgraduate qualifications

A postgraduate degree related to biomedical communication or illustration may be submitted as part of the application demonstrating the ability of the applicant. The Board will assess the relevancy and content of the work in relation to its illustrative and research significance in the field of biomedical communication or illustration.

## Education

An individual who can demonstrate that they are a leader in the field of biomedical communication or teaching, may be deemed suitable for the award of Fellowship. Successful applicants will be expected to demonstrate innovation in the teaching and learning process and provide evidence of satisfactory learning outcomes for students. Full details concerning the extent and range of the applicant's responsibilities will be necessary.

## Significant project

The applicant must have completed a project of significance to the biomedical or scientific community. If the applicant has completed a project which they consider to be of a high standard and compliments or is in addition to their normal duties, this may be deemed acceptable for the Fellowship award. Documentary evidence in support of the application must be included. A written outline of the project must be submitted stating in detail the involvement of the applicant.

These categories are included as a guide only. Applicants who consider their work to be of a Fellowship standard may apply in writing giving reasons and documentation for their application. .

## POINT SYSTEM FOR Fellowship APPLICATION

In order to qualify for Fellowship an applicant would need to gain a minimum of 300 points. A minimum of 70 and a maximum of 150 of these points should come from categories A to C. A minimum of 60 and a maximum of 150 of these points should come from categories D to F . A minimum of 60 points is to come from section G (contribution to AIMBI). Category H is for any points that you feel could be allocated but do not fall into any of the given categories. Please contact your R&E board representative to discuss this.

The R&E Board has the right to reject any application it considers is not professionally presented.

**It is essential that a clear and well labelled submission is presented with cross references to all documentary evidence neatly laid out in labeled appendices.**



## CATEGORIES A – C

A minimum of 70 and a maximum of 150 to be gained from this section

### Category A – Education - *Submit only your highest degree*

Courses must be related to biomedical/scientific illustration.

Course	Points	Score	Evidence location
Doctorate (PhD)	40		
Master's degree	35		
Honours degree	30		
Bachelor's degree	25		
Diploma	20		
Associate Diploma	15		
Certificate (skilled trade)	12		
Post Graduate Certificate (12 months)	8		
Special short courses (18 hours minimum)	2 (max 12)		
Special short courses (less than 18 hours) These must be documented but do not require certificates	1 (max 10)		

### Category B – Experience

Experience must be related to biomedical/scientific illustration

Work History	Pts/day/year	Score	Evidence location
Biomedical/scientific/illustrative/ communicative experience max 50 pts	2		
e.g if you work five days a week for 10 years = 50 points			

### Category C – Administration

Administration experience must be related to biomedical/scientific illustration.

Work History	Pts/person/ year	Score	Evidence location
Responsibility for each staff member - max 15 pts	2		
Deputy Level - max 10 pts	1		
Sole Occupant - max 10 pts	1		

**Total score Section A - C**

Is there something else you would like the R&E Board to consider regarding your employment? Please contact your R&E Board Representative.





## CATEGORIES D – F

**A minimum of 60 and a maximum of 150 to be gained from this section with points in at least two categories**

### Category D – Teaching

*This category only applies if teaching is not your full time occupation. If teaching is your full time occupation please use category B. Course must be relevant to medical/scientific/biomedical communication including media, and information technology. **Please provide detailed documentation of course content and your role in development and delivery of this course.***

Course	Points	Score	Evidence location
Per semester course in educational establishment (max. 20)	10		
Workshop in educational establishment (max. 20)	5		
Workshop in your place of employment (max 20)	5		
Mentoring Work Place Students (max 20)	1pt/hour		

### Category E – Authoring.

Please give target audience and impact factor, if known. Your work will be promoted if, in the eyes of the committee, the journal you have submitted to has a high impact factor. Proof of publication must be submitted, including a front page, table of contents & references to your work.

<b>Written:</b> Published Papers, books, chapters you have written	<b>Pts/publ</b>	<b>Score</b>	<b>Evidence location</b>
Author/co-author of a biomedical book (max. 40)	20		
Significant contribution to a biomedical book (max. 20)	10		
Author, co-author, chapter, paper, article Referred e.g. <i>Nature</i> (max. 20)	10		
Author, co-author, chapter, paper, article not referred (max. 20)	5		
Significant contribution to a scientific paper (max. 20)	3		
<b>Illustration:</b> at least five illustrations per publication Illustrations published in print or electronic media			
Significant contribution to a print or digital publication (max.40)	10		
Contribution to a print or digital publication (max 20)	5		
Audio visual presentation/ oral paper (max. 20)	3		

Has your authoring/illustration been published on a website rather than in print? If so please supply the URL and information regarding your contribution to your R&E Board Representative who will contact National Representatives.



## Category F – Non AIMBI Honours, Awards, Exhibitions max 55

Honours conferred by a professional institute or organisation for proficiency in fields of science and biomedical illustration/communication. Honours include competition awards and professional exhibitions.

**Exhibitions must be relevant to the fields of biomedicine, illustration or science.**

Award/Exhibition	Pts/award	Score	Evidence location
Associate (max 5)	5		
Fellowship (max 10)	10		
Professional competition awards (max 10)	5		
Individual professional exhibition (max 10)	5		

<b>Total score Section D - F</b>	
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## Category G – Significant AIMBI Contributions Min 60 pts

Per full term as per Constitution

	Pts/Term	Score	Evidence location
*National Council or State Committee executive officer. Includes National Registrar and Network editor	6		
R&E Board executive officer	6		
*National Council or State Committee executive member	4		
*National or State sub-committee chairperson	3		
National R&E or sub committee member	2		
**State or approved conferences convenor/secretary/treasurer	3		
**Member of mini conference committee	2		
**Biennial Conference officer (convener/secretary/treasurer)	8		
**Member of Biennial conference committee	4		
Attend AIMBI conference	1/conf		
Present a paper at an AIMBI conference	2/paper		
Win best paper at an AIMBI conference	4/win		
Exhibit an image at an AIMBI conference	1/image		
Win award of merit for image	2/win		
Win best image category at AIMBI conference	3/win		



Organise state education meeting	2/meeting		
Attend state education meeting (max 5)	1/meeting		
Other notable AIMBI contributions			
Other notable AIMBI contributions			

The R&E Board recognises that due to re-structuring there have been many changes to the various positions. Please list all your contributions even if they are not listed above and contact your R&E Board member or National R&E Board members for clarification.

State Secretary to authorise written notification of contribution

N.B. Minimum period of two years between Biennial conferences constitutes a full term. Half points for a minimum of half a term. Additional points can be attributed to conference organisers if it can be demonstrated that a significant proportion of the work was carried out by an individual.

**Please confirm your details with your State R&E Board Representatives who should assist you in completing your submission to become an Associate member.**

<b>Total score Section G</b>	
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### Category H Significant Other Contributions

**To Be Awarded For Meritorious Effort** - points variable, to maximum of 15 points If you have made a significant contribution to the field of Bio-medical illustration in a manner not listed in any other category, please provide proof and the judges will consider your efforts. For example, contributions could be: judge for AIPP medical/science category, contributions to educational bodies, beta testing imaging software. Quality assurance programs submitted and passed by employing institution.

<b>Total score Section H</b>	
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<b>Grand Total score</b>	
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<b>Section A – H</b>	
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## Application for FELLOWSHIP

### DECLARATION

I (Print name).....wish to apply for the Fellowship level of certification. I have been a practising and financial member of AIMBI for (at least) two years since obtaining my Associateship.

All statements made in the enclosed submission are true and correct and all work submitted is my own unless otherwise stated.

Membership number..... RBI number ..... Associateship number.....

Present position.....

Address for correspondence .....

.....

.....

Telephone (H)..... (B) ..... (M).....

Fax or E-Mail .....

Signed..... Date.....

### **DECLARATION from Treasurer:**

The applicant named above has been a continual, financial, practising member of AIMBI since (minimum 4 years).

Signed..... Date.....

Application forms are to be submitted via email to the R&E Chair

Payment of \$100.00 must be made to the AIMBI Treasurer.

See website for current R&E Board representatives.

Full supporting documentary evidence must be included, see example application on website.

### **For office use**

Date of receipt ..... Registration number.....

Signed (R&E Board Chairperson) .....

Signed (Member of Board) .....