



MINUTES **Unconfirmed**

Minute of a meeting of the **Faculty of Travel Medicine Executive Board** held on **Monday 11 June 2007** in the **David Livingstone Room**

Present

Dr E Walker (EW, Dean) (in the Chair)
 Dr J Crossar (JC), Vice Dean
 Mrs L Boyne (LB), Secretary
 Mrs J Chiodini (JCh)
 Mrs C Driver, (CD)
 Dr V Field (VF)
 Mrs J Irwin (JI)
 Dr M Jones (MJ)

In Attendance

Mr J Beaton (JB), Head of Membership Services

ACTION

1. Apologies

Apologies were received from Mrs Margaret Briggs and Professor Peter Chiodini (PLC).

2. Approval of Agenda

There were no items to be added to the Agenda.

3. Minute of the meeting of 26 February 2007

The minute of the last meeting was approved as a true record. It was noted that numerals describing the number of the meeting should not be used. It was agreed that the necessary alteration should be made to the minute.

JB

4. Matters arising from the minute

A number of matters arising emerged from the minutes.

LB noted that she had received a number of power point presentations from the first meeting of the Faculty in October 2006 and thought that she was unlikely to receive any more. She would pass these to JB for inclusion on the website.

LB/JB

LB stated that she had attended the first meeting of the Colleges' E Resources Group. She reported that this had included a discussion of the creation of a College

virtual learning environment. That meeting had discussed various issues around e development including human and financial resource requirements. LB said that at the moment developments were awaited. She also mentioned the curriculum for the Diploma in Travel Medicine which would be delivered via e learning. At the moment this would be done via the HPS site, with the content being delivered via the College site and future.

JC noted that he had attended the first meeting of the Lay Advisory Group but had handed this responsibility over to EW. There had not been a subsequent meeting of the group that which Fellows/Members input had been required.

JB reported that he had received all business plan information and that progress in taking forward the activities is being made.

JB also reported on Item 9 in the minutes on the process of proposing individuals for elevation from Associateship to Membership and Membership to Fellowship. He reported that the process of elevating and admitting individuals to the membership through assessment by the Fellowship Committee would continue until the MFTM came on stream. A general discussion on the process followed and it was clear that there was a view that the process was not altogether satisfactory but that it was a new process in the first multidisciplinary faculty in a medical Royal College. As such it might be expected that there would be anomalies. In particular VF was concerned that possession of the Diploma in Travel Medicine guaranteed Associateship only and that others with no qualifications in Travel Medicine had been and in the future might be awarded membership. However, the view of the committee was that while this was not ideal, there would be a changing landscape as the Faculty developed.

5. Feedback from the Council meeting from the Dean

The Dean reported on his attendance at Council and at the Fellowship Committee. He had attended two meetings of each since the last Board. He reported that much of the discussion at Council had been taken up with issues surrounding MTAS and MMC. The Dean also reported that he had discussed issues about admitting Scandinavian practitioners to the Faculty with the College President and the Convener of the Fellowship Committee, Dr Colin Semple. He spoke about College looking at the possibility of setting up chapters overseas to act as a focal point for members in close geographical relationship to each other but distant from the College.

EW also mentioned his attendance at the last Admission Ceremony. It was noted that there is an Admission Ceremony on 18 July, JB is to circulate details to the Board.

The question of access to Scholarships was also raised. A link from the Faculty page to this part of the website will be developed and they will also be mentioned in the Deans email letter.

6. Feedback from the Education and Professional Development Committee

This part of the meeting was carried out as a teleconference due to PLC being unavoidably detained in London.

PLC gave an account of the preparations for the Faculty's Symposium in October. He noted that it had been agreed by the College President and the Chief Medical Officer for Scotland and the Cabinet Secretary for Health and wellbeing Miss Nicola

JB

Sturgeon are to be invited to the dinner and the Symposium. The Dean is to sign the letter of invitation.

The discussion then turned to the Professional Development element of the Committee's work, where the main item for discussion was the Journal of the Faculty of Travel Medicine. It is proposed to launch this in 2008 as an e-journal available via the College website. This was seen as being a positive development and would be an appropriate addition to the member benefit portfolio for the Faculty. JB pointed out that there were resource implications which would need to be costed and that the costs would need to appear in any paper sent to Council. The question of an Editor was also debated and it was agreed to approach Dr Alex Grieve, a member of the faculty to undertake this. The timetable set out in PLC's paper was also agreed too. PLC's said that he would call Alex Grieve and take things forward.

Finally, PLC drew the meetings attention to Appendix II of his tabled paper which outlined possible routes to a CCT for doctors interested in specialising in travel medicine. There was a discussion round some of the issues in the paper. The outcome of the discussion was that this paper was seen as a way forward but that further work is required. EW is to contact Dr Colin Semple about travel medicine competencies based on the RCNs, contained in a document tabled at the meeting.

7. Feedback from the Examination and Assessment Committee

MJ reported that this committee had met twice. Its main activity had been to work to develop the MFTM exam. It was anticipated that the first diet of this would be in late 2009. Work is continuing to identify criteria for examiners, an Education list input is being sought. It was recognised that the exam should have a face to face element in it, and that candidates should have an adequate background in travel medicine and training in the subject before sitting the exam. The existing DTM pool of examiners will be used initially, and it was recognised that question setters for the exam would be required also.

Admission to the MFTM without exam should come to an end at the beginning of 2009. EW is to speak to Colin Semple, Convener of the Fellowship Committee about this. There was also discussion about linking the date of the exam to the Annual Symposium as well as developing propriety education for the MFTM.

EW

8. Feedback from the Membership Services

JC reported that there had been a good response to the College stand at CISTM 10 in Vancouver and it was hoped that some applications would come out of that. A photograph of the Board should be taken, perhaps at the annual meeting and put in the website. JC also touched on the need to develop an information pack about the faculty to send to other organisations and societies and that this could be done by CD rom as well as in hard copy, setting out benefits of membership and fellowship.

JC

9. Feedback from Membership Services Subcommittee

JC reported that the new system was working well and he listed the individuals recommended and rejected by the subcommittee. There was a short discussion on administrative matters which JB assured the Board was already taken care of. The decision making process in regard to the Fellowship Committee is to be put on the web and this must reflect that the final decision to admit to the Faculty rests with the Fellowship Committee, and not with the Faculty itself.

10. **AGM**

The AGM would be held during the annual Symposium and JB tabled a letter of invitation and an Agenda for the meeting both of which were approved by the Board. The discussion then turned to the structure of the previous day which would be a day for the committee's to meet as well as for a meeting of the Board. The committee's (Membership Services, Education and Professional Development and Examination and Assessment) would meet in the morning, the Board in the afternoon. The question of expenses for Committee members was raised, and JB is to report back on this.

JB

11. **Any Other Competent Business**

There was no other competent business.

12. **Date of Next Meeting**

This was set for 8 October 2007 at 2pm.