



## CONFIRMED

### Minute of a meeting of the Executive Board of the Faculty of Travel Medicine held on 8<sup>th</sup> September 2008 within College

#### Present

Dr Eric Walker, Dean (In the Chair) (EW)  
 Dr Jon Cossar, Vice Dean (JC)  
 Mrs Lorna Boyne, Secretary (LB)  
 Mrs Jane Chiodini (JCh)  
 Professor Peter Chiodini (PC)  
 Mrs Carolyn Driver (CD)  
 Dr Vanessa Field (VF)  
 Dr Michael E Jones (MJ)

#### In Attendance

Dr Brian Angus, Faculty Examinations and Assessment Committee (BA)  
 Mr James Beaton, College Executive Secretary (JB)

#### ACTION

#### 1. Apologies for Absence

Apologies were received from Mrs Margaret Briggs and Mrs Jenny Irwin

#### 2. Approval of the Agenda

It was agreed to add a discussion on the possible gift of South American artefacts to the agenda, under Any Other Competent Business.

#### 3. Minutes of the Meeting of the Board of Monday 16<sup>th</sup> June 2008

The Minutes were agreed as a true record and confirmed.

#### 4. Matters Arising from the Minutes

With reference to item 8, JB reported that the College's range of mementos was under discussion. Under item 10 in the minutes, he reported that he, Caryn Nicolson, the new Head of Membership Services and Dr Alex Grieve would be meeting with Elsevier on Thursday 11<sup>th</sup> September to discuss possible involvement with *Travel Medicine and Infectious Disease*. He would report back to the Board on discussions.

#### 5. Report of the Dean of Faculty

EW reported that he had been to one Council meeting since the last Faculty Board, and that a major item for discussion there had been College links with the Glasgow School of Art and digital anatomical visualisation. The surgical application of such a system had been immediately apparent to College, but he had raised the issue of there being a

physiological element to this also. This had been confirmed by the School of Art, and it was the case that there may be suitable applications for this in travel medicine education and training should the link be developed.

The Dean also mentioned that the Faculty had been well represented at the recent Admission Ceremony, and that preparations were in hand for the forthcoming AGM and Triennial Conference.

The final element of the Dean's report was given over to a substantial discussion on relationships with the Nordic countries. EW reported that he had discussed the role of the Faculty in these countries (for the avoidance of doubt, Norway, Sweden, Denmark and Finland) with some of their key senior individuals. Enthusiasm for the Faculty and its roles in multidisciplinary professional development and standard setting had been expressed by them. Discussions at, and subsequent to, NECTM2 in Helsinki had led to the expression of a view that it would be appropriate to progress the development of travel medicine in the Nordic countries, with the involvement of the Faculty. This view had been again expressed at an informal meeting in the College on 4<sup>th</sup> September with Pål Voltersvik, a key player in travel medicine in Norway, and newly admitted Fellow of the Faculty. A note of this meeting had been tabled for the Faculty Board. The key statement of purpose from this note, attached to this minute as Appendix 1, provided the meeting with the core concepts underpinning this potential Faculty activity. The Dean also mentioned the important role of Health Protection Scotland which runs the Diploma in Travel Medicine awarded by the College. He drew attention to the fact that the College does not itself run any courses designed to train travel medicine specialists, and which lead to a qualification, and this is something which the Nordic countries are interested in developing.

EW, PC,  
JB

In the discussion around this subject it was agreed that it would be appropriate to explore this development with suitable key people from the Nordic Region. An exploratory meeting would be held adjacent to the Triennial, to establish the regulatory frameworks and professional landscapes of travel medicine in the different countries, and to seek input on how Faculty involvement might be taken forward. In tandem with this, the Education and Professional Development Committee would plan to take Nets and Bolts to Norway, possibly to Oslo or Bergen, and would also plan a day symposium on the high-level science behind travel medicine, aimed at practitioners from the Nordic area to be held in the College in April 2009.

It was pointed out that in view of the major strategic nature of this initiative, a briefing note for College Office Bearers and Senior Managers would be prepared, and discussions around resource to support these developments would also be required. It was also recognised, that given the busy programme round Triennial, detailed planning would be required to enable the exploratory meeting to take place in tandem with the other activities in which the Faculty and its Office Bearers would be involved at that time.

## **6. Report of the Education and Professional Development Committee**

PC reported on a number of activities. VF had met with representatives of the Royal Geographical Society with regard to issues around expedition and wilderness medicine,

for which a subgroup in that Society is considering bringing forward competencies. The Faculty would have input to this, and may look towards benchmarking them.

Following on from the discussion on Travel Medicine in the Nordic Countries, PC reported that planning for taking Nets and Bolts to Norway was being set in train. In terms of the Triennial, it was reported that one poster had been received, but that posters which had been displayed at Helsinki would also be welcome at the Triennial. PC also said that Professor Annelies Wilder Smith had withdrawn from her commitment to speak, but that he expected to have a replacement by the end of the week.

Looking forward, the Faculty would have a joint meeting with the Royal Pharmaceutical Society on 12<sup>th</sup> March 2009. PC also reported that he was looking to meet with the PRCPSG and the Chief Pharmacist in Scotland as part of raising the profile of the Faculty among pharmacists.

The initial planning for the Faculty Symposium in October 2009 (subsequently moved to November 2009 due to examination considerations *vide infra*) had begun, with the title "Travel Medicine – the Bread and Butter".

PC also reported that Kitty Smith and Brian Howieson had produced a CPD scheme, a draft of which would be circulated to the Executive Board and an agreed version presented to the membership at the AGM in November 2008. Some discussion on the process followed. Compatibility with CPD arrangements for GPs would be explored. PC will speak to Kitty Smith about taking this forward.

The Committee was drafting professional competencies for the Faculty. It was planned to present these to the Faculty Board in the Spring of 2009, following which they would go out to consultation. The final version was scheduled to be published and ready for launch at the Annual General Meeting in November 2009.

7.

#### **Report of the Examination and Assessment Committee**

MJ spoke to his tabled report which outlined the key activities in relation to the MFTM examination. The key item for discussion was the fee for this examination, the first diet of which was planned for November 2009. After some discussion, it was decided to recommend to the Examination and Assessment Board that a fee of £800 be set for medically qualified candidates, with the fee for nurses being £400. Current estimated costs for this examination are £14,140. Therefore estimates of 10 doctors and 10 nurses at the first diet would raise £12,000 and would not cover this cost.

The first diet of the examination will be held in November 2009. At this point in the discussion, it was felt suitable to hold the College Symposium immediately after the examination to attract those who might also wish to be candidates to an educational event.

The Board was advised that it was perfectly entitled to make this recommendation, but given the College's financial policies relating to examinations, it may well be the case that their recommendation would be rejected. It was pointed out that there may well be further cost savings to be achieved, and these might emerge from further discussions.

JB

8.

**Report of the Membership Services Committee**

JC reported that there was some activity on this front, and that there had been a number of new Admissions at recent ceremonies. He also reported that there had been some consideration of grants and awards for Faculty members through the College's Scholarship Committee. That Committee had also raised the possibility of Faculty representation on it. JB is to take this forward with Caryn Nicolson, Head of Membership Services.

JB

9.

**Sub-Committee on Applications to the Faculty**

The latest list of applications for Fellowship and Membership, to be considered by the Fellowship Committee at its meeting on 17<sup>th</sup> September had been circulated. The Board was also given a list of those who had passed the Diploma in Travel Medicine either this year through the College, or retrospectively through Glasgow University.

JB

There was a short discussion about how to engage Associates with the Faculty, through regular communication and events. Further discussion is required with Jenny Irwin and Margaret Briggs on this, and JB will contact them about it.

10.

**Faculty of Travel Medicine – Changes to College Regulations with Regard to Membership of the Faculty without Examination**

The Dean reminded the meeting that this issue had been raised by the Fellowship Committee. A paper with the proposed regulation had been prepared and circulated by JB, and the key elements of the regulation were agreed with the proviso the five years' experience referred to in it were post DTM and not in total. The proposed regulation is reproduced at Appendix 2. This will require to go to the Fellowship Committee, College Council and the Annual Meeting for approval.

11. **Any Other Competent Business**

MJ raised the issue of South American figurines showing various pathological conditions which were being disposed of by one of his former patients. He thought that these might form an appropriate beginning to a Faculty historical collection in the College Archive. JB is to discuss with Carol Parry, the College Archivist.

JB

JB drew the attention of the Board to the College's Travel Policy, the conditions of which had to be adhered to when booking travel on College business.

**Date and Time of Next Meeting**

The next meeting will take place on 6<sup>th</sup> November 2008, at a time to be agreed.

Dates were also set for meetings in 2009. These are

- 23<sup>rd</sup> February

- 15<sup>th</sup> June
- 14<sup>th</sup> September



### **Appendix 1**

Statement of purpose with regard to the Faculty of Travel Medicine involvement in the Nordic countries.

“Our aim is to use the organisational structures being developed by the Faculty of Travel Medicine and the structures already put in place by the medical associations and other appropriate bodies in the Nordic countries to work in partnership to develop travel medicine education in that region, with the aim of providing a framework for continuing professional development and professional networking and the raising of standards of travel medicine practice, to the ultimate benefit of travellers and patients.”

### **Appendix 2**

The proposed addition to College Regulation 2.8

- (c) any individual who has passed the Diploma in Travel Medicine of the College, and who has
  - (i) become and remained an Associate of the Faculty in good standing
  - (ii) gained more than five years' full time equivalent experience in the specialty as an Associate of the Faculty
  - (iii) made, in the opinion of the College's Fellowship Committee, significant contributions to Travel Medicine in research, or practice, or professional activities.