



## MINUTES **CONFIRMED**

Minute of the Board Meeting of **the Faculty of Travel Medicine** held on **26<sup>th</sup> February 2007**

### In Attendance

Dr Eric Walker , Dean	EW
Dr Jonathan Cossar, Vice Dean	JC
Mrs Lorna Boyne, Secretary	LB
Mrs Jane Chiodini, Board Member	JCh
Professor Peter Chiodini, Board Member	PC
Mrs Jenny Irwin, Board Member	JI
Mr James Beaton, Head of Membership Services	JB
Dr Mike Jones, Chair Examinations Committee	MJ

### Apologies

Mrs Carolyn Driver, Board Member	CD
Dr Vanessa Field, Board Member	VF

## ACTION

### 1. Apologies for Absence

- Mrs Carolyn Driver, Ms Vanessa Field

### 2. Approval of Agenda

To be added under AOB:

- RCP SG Travel Medicine Library Section

### 3. Approval of Minute of Meeting 4<sup>th</sup> December 2007

- Minute point 12, second bullet re: Faculty being an HPS stakeholder - to conclude "a final decisions was not made". Otherwise minutes approved.

### 4. Matters Arising

- Minute point 4, second bullet: LB has obtained some AGM presentations and followed up those not yet received
- Minute point 4, third bullet: College response to this paper available on the website. All such responses should be made via RCP SG and not direct from Faculty.
- Minute point 6: such job descriptions do not exist; job descriptions of Office Bearers to be circulated
- Minute point 9 re: teleconferencing: LB explained that teleconferencing with multiple destinations can be very expensive and may not be cheaper than meeting face to face ; using fewer

**JB**

teleconferencing sites is less expensive (e.g. at RCPSG, RSTM&H)

- All other matters arising tabled in Agenda

**5. Dean's Report From RCPSG Meetings**

EW gave a summary of some relevant topics for the Board

- RCPSG General Meeting 4<sup>th</sup> Dec '06: summary of Faculty activities were met with enthusiasm. 23<sup>rd</sup> Jan '07: new College Regulations circulated with formal letter to all members – these include the Faculty of Travel Medicine Regulations
- An e-group being set up re: web developments; agreed that LB could attend on behalf of the Board and feed back
- Funds are available for research into cancer; this available to overseas members also
- Specialist training – in this context there is a move towards an speciality exit exam to be undertaken in addition to a primary general qualification such as the MRCP before being in line for consultant posts.
- Fellowship Committee meeting 14<sup>th</sup> Feb '07: it is reiterated that while we are members of the Faculty it is important to recognise that we are responsible to the College and ultimately College Council
- RCPSG has set up a lay advisory group meeting – JC to attend on behalf of EW and report back

LB

JC

**6. Nomination for Vacant Board Associate Member Position**

- The nominations for this position were discussed. It was decided to take a vote from those in attendance – Margaret Briggs was voted onto the Board. LB to write to all nominees.

LB

**7. Business Plan Progress**

- JB has obtained funds to cover three Board meetings and one face-to-face meeting per Committee per annum.
- Committee business plans to feed through the appropriate Business Unit via JB and will map into the Faculty Business plan

All  
Chairs  
JB

8. **Process for Proposing Founder Associate Members for Full Members, Members for Fellowship and others for Honorary Fellowship**

PC requested clarification for the process for elevation from Associate member to full Member following the suggestion that someone may have already been elevated. JB clarified that no-one had been elevated – all decisions re: this are final by the Fellowship Committee. Currently anyone with Diploma in Travel Medicine from RCPSG or University of Glasgow immediately eligible for Associate membership; anyone with Msc Travel Medicine or similar equivalent qualification eligible for full Membership. In future those passing a Membership exam or having an additional degree may also be eligible for full Membership. JB explained that we would need a clause within the College Regulations to clarify this and it was agreed it should read “Membership of FTM shall be open to any individual whose qualifications and experience in travel medicine are, in the opinion of Council, of sufficient standing to merit admission”.

JB

- PC suggested that a Membership sub-committee be set up to advise the Dean on applications. JB explained that this would need to be agreed by RCPSG Council; PC suggested that this sub-committee approved should consist of JC, JCh and VF if all agree. EW to draft proposal for Council
- Re: Honorary Fellowship nominations, it was also agreed that a clause should be added to Regulations to allow this to take place should the Faculty wish it for the future.

EW

JB

9. **Feedback from Examinations and Assessment Committee**

MJ : Committee met on 6<sup>th</sup> Feb '07. Much debate and discussion among members regarding best way forward. MJ summarised that the committee needs to keep in mind what we all hope to gain through the Faculty:

- Hope that travel medicine might become a fully recognised specialty in its own right
- Committee agreed to invite Dr Alex Grieve to join the committee. Other key individuals agreed to be asked for opinion / comment.
- Much discussion re: relationship with Diploma and other ways to enter Faculty
- MFTM Examination – candidates would need to demonstrate their

suitability to take this exam; any exam needs to be more than just a written exam and be practically based

- Criteria for direct entry into exam needs careful thought
- RCPSG to provide help from expert educationalist
- Valerie Hogg (RCPSG Head of Exams) also to advise
- Next meeting May.

**MJ**

**10. Feedback from Education and Professional Development Committee**

- PC circulated a summary of committee activities so far (See Appendix A). The Board were satisfied with activities. PC suggested that Committee meetings should take place on the morning of 8<sup>th</sup> October prior to the Board meeting to reduce expenses - agreed.
- Note comments re: CPD and suggestion that RCPSG needs to tie in with other Colleges and their reciprocal schemes – PC discussed with Brain Howieson (BH – RCPSG) for follow up
- Note comments re: professional competencies; BH looking into RCPSG competencies that may already exist
- PC circulated a summary of proposed Symposium programme for discussion (See Appendix B). The Board contributed with suggestions for the programme and there were no disagreements with the committees suggestions
- The AGM will take place on 9<sup>th</sup> October '07 just prior to lunch on the day of the symposium.

**ALL**

**PC/BH**

**PC/BH**

**PC**

**11. Feedback from Membership Services Committee**

- JC summarised the committees activities (See Appendix C)
- JC summarised the development of the committee business plan (See Appendix 3)
- Development of a Faculty “promotions pack” was discussed; JCh distributed a draft leaflet for approval which was agreed
- Cost of stand at CISTM 10 Vancouver = £610; the Board agreed to meet this cost as an important marketing opportunity; LB suggested that there should be a rota to ensure all Board members attending conference take turns at manning the stand
- EW submitted abstract about Faculty for CISTM 10 – accepted as a poster; JC to formally present

**JC/JCh**

**ALL**

**JC**

**12. AOCB**

- JC noted that travel medicine section in the library was not

formally indicated in the library catalogue

- Dr Mike Jones was formally co-opted on to the Board since Examinations and Assessment comes into almost every facet of Board activities. MJ will endeavour to attend meetings where possible.
- EW suggested that we should consider having a Faculty tie / brooch or similar as there have been several requests for this

**JB**

**MJ**

**EW**

**13. Confirm date and arrangements for next meeting**

- Monday 11<sup>th</sup> June 2007 (10 30 – 16 00), RCPSG.

**ALL**