



MINUTES **CONFIRMED**

Board Meeting of the **Faculty of Travel Medicine** held on **Monday 8 October 2007**
(14 00) RCPSG

Present

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

1. Apologies for Absence

- No apologies; James Beaton hopes to join meeting later.

2. Approval of Agenda

- LB requested that funding of board members attending FTM symposium be added
- LB requested that MB be formally welcomed to her first Board meeting _

3. Approval of Minute of Meeting 11th June 2007

- 2 amendments: Professor Peter Chiodini in attendance by teleconference; Minute point 9, change membership services sub-committee to membership sub-committee
- Minutes approved

4. Matters Arising

- Minute point 9; assessment process for admission to the Faculty to be added to the FTM website – this still to be carried out

5. Feedback from Council Meeting from Dean FTM

Much of RCPSG Council meetings concern career pathways for junior doctors

- RCPSG needs more accommodation – a “skills development

JC

centre” being considered

- E-library and e-resources continue to be developed; video screening of presentations for use offsite may be possible in future
- Rapid response website along with RCPSG Edinburgh being considered to respond to media and other concerns and utilising College members expertise
- Lay Advisory Board – the college now has an obligation to allow lay observers and contributors to observe activities

6. Feedback from Education and Professional Development Committee

- College Symposium 9th October 2007 – c. 90 participants expected
- “nets and bolts” meeting to be held at LSTMH 4th April 2008 –a whole day meeting with emphasis on practical aspects; c. 80 delegates to take part; this meeting to take place in London this year and Liverpool next year, and to rotate destinations
- Autumn symposium will always take place in Glasgow to tie with AGM; Suggest Asia-Pacific theme for 2008 meeting
- Joint meetings: pharmacists 2008-9, hosted at Royal Pharmaceutical Society GB ; Royal Geographical Society 2009-10
- CPD: being headed by Kitty Smith and Brian Howieson
- CPD articles ready for e-journal; Journal FTM needs to be in line with e-resources committee and passed by College Council; editor Alex Grieve; 9 editorial board members needed, FTM Board members to suggest members for this (do not need to be faculty members)
- Competencies / specialist training: PC has resourced and read numerous well written competency documents from other medical, nursing and pharmaceutical organisations
- Competencies need to consider training in travel medicine at undergraduate level also
- 1st draft of competencies to be e-mailed to the Board for comments hopefully circulated end of November 2007
- See also Appendix 1

ALL

PC / ALL

7. Feedback from Examinations and Assessment Committee

- MJ discussed the EAC business plan and progress made
- EAC meeting with Professor Margery Davis on 3rd December for advice on examination development
- The content of the examination syllabus is agreed (change of wording from curriculum to syllabus)

**MJ, LB,
EW**

- Criteria for examiners has been agreed and is in line with Diploma in Travel Medicine examiners criteria; examiners need to be appointed early 2008
- Format of the exam has been agreed but may need revising following meeting with Margery Davis
- Valerie Hogg (RCPSG Head of Exams) advised on setting criteria for MCQs in accordance with MRCP guidelines to be flowed by question authors
- September 2009 closing date for the 1st exam in December 2009
- MJ requested to minute thanks to Valerie Hogg and Suzanne Daley from the examinations department for their help so far
- See also Appendix 2

8. Feedback from Membership Services Committee

- JC gave a summary of the membership audit
- A flier has been produced and circulated to travel medicine meetings and placed on RCPSG website; it is felt that the current flier focuses too much on RCPSG and not enough on the faculty – to be reviewed
- A poster was shown at ISTM 10 In Vancouver
- A power-point presentation describing the Faculty is available on RCPSG website
- An information pack is being distributed; Board members to consider interested parties who should be sent the pack
- Wider marketing is needed considering professionals but also the general public – possibility of trying to access past Diploma students through the University of Glasgow registrars department
- A members e-mail system is being developed for members communication
- See also Appendix 3

JC

ALL

JC

9. Feedback from Membership Services Sub-committee on Applications

- The process of using the sub-committee seems to be working
- There are 39 new faculty members pending November admissions

10. AGM

- AGM Format 9th October 2007 – format and programme agreed

ALL

11. Representation of FTM at conferences / meetings

- Asia Pacific and NECTM 2008: it was agreed that having a Faculty stand at ISTM 10 Vancouver had a positive impact on spreading the word about the Faculty and it is recommended that this be repeated if possible at Asia Pacific (Melbourne, Australia) and NECTM 2008 (Helsinki, Finland). This would only be possible if enough Board members were already attending these meetings on other business, and would therefore not need funding from the faculty. This is unlikely for Asia/ Pacific in Australia, but likely for NECTM 2008 in Helsinki

12. AOCB

- LB felt that board members should not be required to pay the registration fee for the FTM symposium when there was a professional requirement for Board members to attend – some other Board members agreed. Clarity regarding symposium fees needed for both Board and Committee members.
- MB was formally welcomed to her first Board meeting. MB suggested that she would be most useful in either the EPD or the EA Committees and would leave it to the committee chairs to decide which one she should be invited to join

LB, JB

PC, MJ

13. Dates for Diaries

- Next board meeting: February 11th 2008 12 30 – 15 30 RCPSG
- Committee meetings: February 11th 2008 09 30 – 11 30 RCPSG

ALL

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