



CONFIRMED

Minute of a meeting of the Faculty of Travel Medicine Executive Board held on 7th October 2009 within College

Present

Professor Peter Chiodini - Dean (In the Chair) (PLC)
 Dr Michael Jones – Vice Dean (MJ)
 Mrs Jane Chiodini, Honorary Secretary (JHC)
 Dr Eleanor Anderson (EA)
 Mrs Carolyn Driver (CD)
 Dr Vanessa Field (VF)
 Dr Alex Grieve (AG)
 Mrs Ann McDonald (AM)
 Dr Kitty Smith (KS)

In attendance

Dr Eric Walker (EW)
 Mrs Lorna Boyne (LB)

PLC welcomed Dr Eleanor Anderson, Dr Alex Grieve and Mrs Ann McDonald to their first meeting of the Faculty Board.

Item	Subject	Action
1.	<u>Apologies for Absence</u> Apologies were received from Ms Margaret Briggs and Ms Jenny Irwin	
2.	<u>Approval of the Agenda</u> Faculty liaison with the Nordic countries was added as AOCB	
3.	<u>Approval of the Minutes of the Meeting of the Faculty Board of 15th June 2009</u> The Minutes were approved and confirmed as a true record. AG pointed out that the FTM General Meeting held on 6 th October 2009 had omitted to approve the minutes of its meeting held in November 2008 at SECC. PLC requested a proposer and seconder to rectify this. AG proposed and MJ seconded the resolution and the Faculty Board approved the minutes.	
	<u>Matters Arising from the Minutes</u> <u>4.1 Route of admission to the Faculty</u> – there was further discussion on this topic	

College regulations page 4 item 2.8 state that:

Membership of the Faculty of Travel Medicine of the College shall be open to

(a) Any individual who has passed the Membership in Travel Medicine examination of the College

(b) Any individual who has passed the Diploma in Travel Medicine examination of the College who possesses a recognised MSc, MPhil or PhD qualification in travel medicine.

An individual elected to Membership of the Faculty of Travel Medicine of the College shall be entitled to use the post-nominal designation "MFTM RCPS (Glasg)".

EW considered that the current routes to full Membership, which include those who have gained a higher qualification as above, should continue. He thought that most of those who have reached this high standard of TM knowledge and research are unlikely to wish to undertake yet another examination – this would include those such as public health trainees for whom the MFTM exam with its emphasis on personal patient care may have limited relevance to their future careers. He thought these highly qualified TM professionals should in the interests of the Faculty have an alternative route to full Membership than the MFTM exam to maintain its reputation as being truly multidisciplinary.

PLC pointed out that the main route to Membership was now the MFTM examination and holders of MSc degrees from other institutions should not necessarily be able to gain Membership of the Faculty on sight.

EW explained that the regulations do not specify Glasgow as the only 'recognised' MSc course and that a formal matching exercise between HPS and Sheffield Hallam University DTM awards had concluded they were of similar standard. Currently SHU MSc graduates are told that applications for Faculty Membership are looked upon favourably without them having to pass the MFTM exam.

JHC pointed out that Foundation Membership, which had allowed this route of entry, had now been discontinued. PLC said that further work was required on this item and it would be brought back to a subsequent meeting of the Faculty Board for further scrutiny. Any change of current entry requirements would require a change to the current regulations.

LB stated that it would be important to keep the door

	<p>open for nurses to join the Faculty as it was her opinion that few nurses would opt to take the FTM membership examination.</p> <p><u>4.2 South American artefacts</u></p> <p>MJ said that the South American artefacts were not yet placed within the Lock Room.</p>	
5.	<p><u>Hand over reports</u></p> <p>a) Outgoing Dean – EW had nil to add to his report to the previous day’s General Meeting except to say that Dr Brian Howieson had now left the College and would be replaced. Ms Caryn Nicholson was due to get an assistant, part of whose duties would be to support the FTM Board. Margaret Conaghan will continue to help but the link person will be the new deputy.</p> <p>b) Outgoing Secretary – LB had nil to add to her report of the previous day. She would be responsible for producing the minutes of the Annual Meeting held on 6th October 2009.</p> <p>c) Examinations and Assessment Committee – MJ was continuing as Chair of this committee. In addition to his report (paper A) he mentioned that the British Infection Society had been informed of the MFTM exam. There had been 15 applications to be MFTM examiners. The closing date for candidates’ applications was 9th November 2009. CD would liaise with the RCN to publicise the existence of exam bursaries to RCN members and EW would liaise with the BTHA to publicise existence of a bursary to its members. MJ suggested that the EP&D committee should investigate the possibility of putting on a short pre - MFTM exam course.</p> <p>d) Education & Professional Development Committee – In addition to his report of the previous day PLC reported that the Faculty CPD scheme had not yet been actioned. This was due to red tape out with the College and it was hoped that the situation would be rectified in the near future. PLC confirmed that failure to complete CPD returns did not require withdrawal from the College. KS said that taking part in the CPD scheme, whether or not it was required for appraisal purposes, was evidence of keeping up-to-date. PLC had handed over the Chair of this Committee to Dr Kitty Smith</p>	<p>LB</p> <p>CD</p> <p>EW</p> <p>KS</p>

	<p>and Dr Andrew Todd had been co opted to fill his vacant place on the Committee.</p> <p>e) Membership Services Committee – JHC had nil to add to her report of the previous day.</p>	
6.	<p><u>Formal thanks to outgoing Members</u></p> <p>PLC paid tribute to the outgoing Dean, Dr Eric Walker, the outgoing Secretary, Mrs Lorna Boyne and the outgoing Associate Members, Mrs Margaret Briggs and Mrs Jenny Irwin.</p>	
7.	<p><u>Job descriptors for Faculty Board Members</u></p> <p>These were agreed as follows</p> <p>Dean</p> <ul style="list-style-type: none"> • To represent the Faculty on College Council and Fellowship Committee • To liaise with other Royal Colleges and their Faculties • To liaise with the FTM Committee Chairs • To write a monthly bulletin for the FTM website <p>Vice Dean</p> <ul style="list-style-type: none"> • To deputise for the Dean in their absence • To support the Dean in strategic development activities • To represent the Faculty on the College Scholarship Committee <p>Secretary</p> <ul style="list-style-type: none"> • To take minutes of the Faculty Board meetings • To have excellent knowledge of College Regulations to inform business of the Faculty Board • To coordinate input from the Faculty Committees to the College website <p>Committee Chairs</p> <ul style="list-style-type: none"> • To produce a monthly half A4 page summary of items they would like included in the Dean's Faculty Bulletin • To lead development in their designated committee areas as agreed by the Faculty Board <p>Ordinary Members</p> <ul style="list-style-type: none"> • To contribute ideas for the development and organisation of Faculty activities and business • To serve on and contribute actively to, the work of the FTM committees <p>Associate Members</p> <ul style="list-style-type: none"> • As for Ordinary Members, plus: 	

Summary of Actions required from above minutes

Item no.	Action required	Person to action
5b	Producing and distributing the minutes of the Annual Meeting held on 6 th October 2009	LB
5c	Liaison with the RCN to publicise the existence of exam bursary to RCN members	CD
5c	Liaison with the BTHA to publicise existence of exam bursary to its members	EW
5c	EP&D committee should investigate the possibility of putting on a short pre - MFTM exam course.	KS
7	Advice to be sought from College CEO regarding procedure to fill the casual vacancy for ordinary member of the Faculty Board	PLC
9	Creation of the category of affiliate to be discussed with the CEO.	PLC
10a	Circulation of the minutes re the Nordic countries initiative on Education and Training for meetings held on 25.05.09 and 05.10.09	JHC
	Up to date list of all grades of Faculty Members to be requested from Caryn Nicholson	PLC
11	Grid to be circulated to arrange future meetings	JHC