



CONFIRMED

Minute of a meeting of the Faculty of Travel Medicine Executive Board held on 15th June 2009 at 13 30 within College

Present

Dr Eric Walker, Dean (In the Chair) (EW)
 Mrs Lorna Boyne, Honorary Secretary (LB)
 Mrs Margaret Briggs (MB)
 Mrs Carolyn Driver (CD)
 Dr Vanessa Field (VF)
 Mrs Jenny Irwin (JI)
 Dr Michael Jones (MJ)

By Teleconference

Mrs Jane Chiodini (JCh)
 Professor Peter Chiodini, Dean Elect (PC)

ACTION

1. Apologies for Absence

No apologies.

2. Approval of the Agenda

To be added under AOCB:

- British Travel Health Association (BTHA)
- RCPSG FTM website
- South American Artefacts
- FTM Badge of Office
- CISTM

3. Approval of the Minutes of the Meeting of the Faculty Board of 23rd February 2009

The Minutes were approved and confirmed as a true record

4. Matters Arising from the Minutes

None

5. Report of the Dean of Faculty

- The RCPSG Regulations are undergoing revision (this is an internal matter)
- Membership Services Committee: other accommodation sites for examinations are being explored; mentoring of junior doctors in training is being provided through the College
- A "warning" ("trap-door") facility for speakers who go over time at conferences is being created

- The importance of consultation between different groups within RCPSG is emphasised to ensure uniformity of consultation with the Chief Executive; the normal process e.g. within the Faculties is through the various Committees to Council and through the FTM Board
- The College website is now live in the new format; there have been some teething problems; there continue to be cost issues with regards website maintenance; staff within Membership Services have been trained in website editing; feedback welcome
- VF indicated that breakdown of website usage would be useful
- Margaret Conaghan is the FTM first point of contact with the college (direct extension 238)
- The Dean will represent FTM at the Fellowship Committee meetings and will also co-ordinate future applications
- Video conferencing facilities are now available within the college

EW

EW

6. **Report of the Education and Professional Development Committee (EPDC)**

- The professional standards document has been circulated to the Board. The last date for final comments is Monday 22nd June 2009. The document will then be sent to stakeholders at the end of the month and then proceed to publication. It is envisaged that this will be used to help produce a training curriculum for travel medicine as a sub-specialty (probably of infectious diseases)
- The programme for the Autumn symposium has been finalised
- The pharmacists' meeting was very successful and made a profit; future meetings to be arranged
- The "Nets and Bolts" meeting in Liverpool is viable despite small numbers; the next "nets and bolts" meeting to be held in Glasgow and a local organiser will be needed
- Brian Howieson is working on the launch of the CPD scheme and dates to be announced; CPD, while advisable for members, will not be compulsory
- Journal of Travel Medicine (moved from Agenda Item 9): new negotiations are taking place between RCPSG (Caryn Nicholson) and Elsevier; the following will be proposed: an electronic version to be made available to all members free of charge but a paper version can be available for a fee; half the editorial board should be FTM Board members; allocation of advertising space should be incorporated into any agreement as should share of any profits made; the look and style of the journal should represent the Faculty (PC and MJ currently sit on an editorial board of an Elsevier journal); EW advised that the British Travel Health Association (BTHA) is interested in collaborating with FTM in a journal (EW is President of BTHA); in recognition of potential conflicts of interest it is suggested that Alex Grieve represent FTM with regards the journal

ALL

EPDC

Alex
Grieve

7. **Report of the Examinations and Assessment Committee (EAC)**

- MJ tabled a paper (Doc. B)
- LB reminded everyone that it was necessary to apply to become a MFTM examiner (this includes all Board members and those who are already RCPSG examiners for the Diploma in Travel Medicine)

EAC

8.	<u>Report of the Membership Services Committee (MSC)</u>	MSC PC
	<ul style="list-style-type: none"> • JC tabled a paper (Doc. C) • Doc. C, Item 1: PC to take on representation on Scholarship Committee (also see Minute Item 11) • Doc. C, Item 2: there is some contradictory information on the website re: route of admission to Faculty; uncertainty regarding route of entry to be clarified, LB to forward Board minutes and “Admission to Faculty” to be an agenda item at next meeting; EW highlighted that any changes to this would need to be agreed by the Fellowship Committee • JC is to remain permanent Chair of the MSC 	LB
		JC
9.	<u>Journal of the Faculty of Travel Medicine</u>	
	<ul style="list-style-type: none"> • See previous notes under minute number 6 	
10.	<u>The Future of FTM</u>	
	<ul style="list-style-type: none"> • PC referred back to Doc. C (circulated at previous Board meeting); feedback has been obtained from interested parties and further work to continue on this 	
11.	<u>Job descriptions for FTM Board Members</u>	ALL
	<ul style="list-style-type: none"> • PC has outlined job description for the FTM office bearers and Board members; EW indicated that “role descriptor” was a preferred term within the college; LB suggested that while role descriptors would be welcome this might be better agreed after the forthcoming elections since nominations were already taking place; these to be agreed when the new Board is in place 	
12.	<u>PGD for non NHS medicines in NHS primary care travel health settings (Doc. A)</u>	EW/LB
	<ul style="list-style-type: none"> • The FTM Board supports this initiative from NaTHNaC and HPS; a letter of support to be sent to NaTHNaC 	
13.	<u>Organisation of October AGM, election announcements</u>	LB
	<ul style="list-style-type: none"> • Margaret Conaghan organising the elections on behalf of the Faculty; LB to organise the Annual Meeting Agenda 	LB
	<ul style="list-style-type: none"> • It was felt that nominations for Associate Members might need to be promoted (two places to be filled); a list of Associate Members to be circulated among Board Members 	
14.	<u>Any Other Competent Business</u>	
	<ul style="list-style-type: none"> • BTHA – see minute number 6 • RCPSG FTM website – see also minute number 8; EW indicated that someone from the Board should take on the role of updating the FTM part of the website; PC suggested LB take on this role; LB indicated that current commitment with EAC would not allow this due to time constraints; this to be re-visited when new Board in place • The South American artefacts are to be placed within the Lock Room • FTM Badge of Office: JC suggested a competition for design (e.g. Glasgow School of Art students) with a prize; this would need agreement from the Chief Executive • CISTM – the stand was very successful; thanks to all members who contributed 	EW

15. **Date of the Next Meeting**
Monday 5th October 2009, 13 00.

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