



## CONFIRMED

### Minute of a meeting of the Faculty of Travel Medicine Executive Board held on 23rd February 2009 within College

#### Present

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

	<b>ACTION</b>
<p>1. <b><u>Apologies for Absence</u></b></p> <p>No apologies.</p>	
<p>2. <b><u>Approval of the Agenda</u></b></p> <p>Imminent redundancy of James Beaton to be added under AOCB.</p>	
<p>3. <b><u>Approval of the Minutes of the Meeting of the Faculty Board of 8<sup>th</sup> September 2008</u></b></p> <p>The Minutes were approved and confirmed as a true record. They were proposed by CD and seconded by VF.</p>	
<p>4. <b><u>Matters Arising from the Minutes</u></b></p> <p>Item 11: the South American artefacts have been approved for acceptance by the College and will be housed in the Lock room. MJ and Carol Parry attended a memorial service for Stan Hall. A letter of thanks to be sent to Mr Parry's family by the Dean once the artefacts have been received.</p>	<b>EW</b>
<p>5. <b><u>Approval of the Minute of the Faculty Annual Meeting of 7<sup>th</sup> November 2008 (Doc B)</u></b></p> <p>The minutes to be approved at the next Annual Meeting.</p>	
<p>6. <b><u>Future of the Faculty of Travel Medicine (Doc C)</u></b></p> <p>PC read through Document C. Good progress has been made and the FTM is now entering its second phase over the next 3 years. The role of the Faculty cannot be over-</p>	<b>ALL</b>

emphasised since this sets the standards for the specialty. The future of the Faculty to be tabled as a single item agenda at next Executive Board meeting.

**7. Faculty Representation on the Fellowship Committee**

Jon Cossar has now stood down from his role on this committee. EW has offered to assist with going through applications and being the Boards representative on the Fellowship Committee.

EW

**8. Faculty Representation and Activities at CISTM 11, Budapest**

FTM has a stand – a rota for cover should be agreed by those attending. EW formally attending on behalf of FTM. Very few leaflets available for distribution – a new leaflet to be produced to emphasise the exam before CISTM Budapest.

JCh

**9. Reports from the Dean, the Membership Services Committee, the Education and Professional Development Committee (Doc D) and the Examination and Assessment Committee**

1. **Dean's Report** – nil to report
2. **Membership Services Committee Report**
  - JCh now the only Executive Board Member on this committee – this may need to be revised.
  - Membership services being explored include: e-Library service; TRAVAX service; exploring whether Travel Medicine scholarships opportunities exist within the current RCPSG scholarship committee; ongoing work with CPD to be accessed via a portal on the website; possibility of setting up an image library for presentations; VF suggested that mentorship in an informal capacity through FTM networking could be offered (a formal mentoring service is currently being explored in a formal capacity through RCPSG).
3. **Education and Professional Development Committee Report**
  - a new Chair is needed for this group as PC will be taking position of Dean in November 2009
  - 72 attendees at Royal Pharmaceutical Society meeting – 50% of delegates were pharmacists
  - Next meeting with Royal Geographical Society 2010 – programme being devised
  - Autumn Symposium 2009 at RCPSG, FTM has the responsibility for the Lock Lecture which will be on sexual health issue
  - Competencies doc. being renamed “Standards” – input from Executive Board essential, thereafter stakeholders will be consulted; to be published October 2009.
  - PC formally thanked Kitty Smith and Brian Howieson for their work with the Faculty CPD Scheme.
  - Discussions continue with Elsevier regarding publication of the journal; a journal in some format will be available by Spring 2010
  - Discussions continue to forge links with pharmacists
4. **Examination and Assessment Committee Report**

ALL

- New dates for the Membership Examination have been set as 25 and 26 January 2010
- Announcement of the Exam will be on the website within the next few weeks
- 25 candidates are needed for viability; around 40 candidates at one diet is possible
- Marketing of the exam: stand at Budapest; poster accepted at conference; editorials being produced for journals
- Exam bank: there are currently 200 MCQs in the bank; questions being provided by LB from DTM bank from last 5 years
- More MEQs needed
- OSCE on schedule
- Exam paper review group has been established to set the exam from the question bank
- A standard setting meeting is set for Monday 21<sup>st</sup> March
- Exam candidate guidelines are being produced
- Bursaries for nurses; RCN Travel Health Forum have committed to this; BTHA still to confirm
- An extraordinary question setting day to be arranged for question setters in the London area at London School of Tropical Medicine and Hygiene

LB

PC

#### 10. **Journal of the Faculty of Travel Medicine**

See previous Minute Number 9.3

#### 11. **Any Other Competent Business**

- Dean's Proposal – The Faculty, Travel Medicine and the Influence of Travel on the Human Health and Ecology of the Host Country: EW will be standing down as Dean and is exploring links with University of Stirling regarding the relationship between travel and the environment. FTM may wish to endorse this collaboration with the University
- Imminent redundancy of James Beaton – EW and PC to arrange a meeting with the RCPSG Chief Executive regarding the way forward. The Executive Board Members all expressed their thanks to James Beaton for his valued contribution to the FTM so far.

#### 12. **Dates of Meetings**

Having meetings on a day other than Monday was discussed and rejected.

- Monday June 15<sup>th</sup> 2009 Executive Board
- September meeting CANCELLED
- October 5<sup>th</sup> 2009 Executive Board
- October 6<sup>th</sup> 2009 Symposium and Annual Meeting

