



MINUTES **CONFIRMED**

Board Meeting of the **Faculty of Travel Medicine** held on **Monday 11th February 2008**
(12 30 – 15 30) RCPSG

Present

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

Apologies

Mr James Beaton (Head of Membership Services)
 Mrs J Irwin (JI)

1. Apologies for Absence

- Mr James Beaton and Mrs J Irwin

2. Approval of Agenda

- No AOCB

3. Approval of Minute of Meeting 8th October 2007

- Amendments to minute number 6: “nuts and bolts” to read “nets and bolts”; amendment to meeting sites – London this year, Liverpool next year, sites to rotate
- Minutes approved

4. Matters Arising

- Minute point 12: re Board Members paying to attend symposium – JB confirmed that since attendance at symposium is not an obligatory role for Board Members, they must pay their own registration fee if they choose to attend. LB to obtain policy document and circulate to the Board
- All other matters arising to be dealt with under agenda items

LB, JB

5. Deans' Report

- EW gave a brief overview of the Deans activities – nil for meeting minutes_

6. Feedback from Education and Professional Development Committee

Meetings:

- “nets and bolts” – 2008 London, organisation under control; 2009 to be held in Liverpool, 2010 Glasgow (need a local FTM person to take on organisation). PC formally thanked VF for her work on these meetings
- Autumn symposium – this year to coincide with the RCPSG Triennial meeting (6th and 7th November 2008); travel medicine will take the whole day of 7th November and is to include the prestigious Livingstone Lecture; aiming at 400 – 500 delegates; PC gave an overview of suggested topics and speakers including for the Livingstone lecture – the Board gave approval
- Joint meetings – 12/03/09 joint meeting with pharmacists at Royal Pharmaceutical Society GB ; Royal Geographical Society 2009-10 date TBC
- Sponsorship of meetings – RCPSG will seek sponsorship of triennial meeting; Brian Howieson (BH) advising FTM EPDC re: this for future meetings

PC, BH

CPD

- Kitty Smith and BH to have a draft for next Board meeting

KS, BH

e-Journal

- Editor Dr Alex Grieve (AG), to confirm if Dr Alisdair MacConnachie is Deputy Editor
- There is a need to appoint an editorial Board of c.10
- JB to put a call for papers for the e-journal onto the FTM website – Alex Grieve to draft the wording with instructions for authors
- 2 issues of the e-journal per year (Jan and July) beginning 2009 1st issue; review and CPD articles to be password protected for members only for first year; original papers will be open review
- PC thanked JB for his work on this so far

JB

Competencies

- 1st draft of competencies to be e-mailed to the Board for comments by end of May 2008; deadline September 2008 after consultation

PC

Business Plan

- Under construction – will focus this year on non-clinical aspects

of development

PC

7. Feedback from Examinations and Assessment Committee

- The EAC have been asked to submit a detailed report to Dr McAlpine (Director of Medical Examiners) about proposed activities regarding the MFTM exam – this is essential to allow progression
- MJ gave a summary report of progress made with the sub-committee meeting with Professor Margery Davies (MD) from the University of Dundee; this was a most useful meeting where MD advised the group on preferred options for the FTM exam; “Millers’ Triangle”, assessment methods and reliability and validity were also discussed
- The FTM exam will consist of MCQ and OSCE: the MCQ will consist of 200 questions (100 single best answer and 100 extended matching) - a bank of 500 MCQs will be required; the OSCE will be 12 stations to include OSLEs (length of station to be determined and rest stations to be built in)
- LB and AG have commenced work on the syllabus and “blue print” for mapping questions
- The entry criteria for the exam has been changed (See Appendix 1)
- Working groups are being set up for the exam: LB chairing OSCE working group and Brain Angus (BA) chairing MCQ group; 2 day training to be arranged with Prof. Margery Davies
- Names of question setters to be held by Valerie Hogg (VH) (RCPSG Head of Exams)
- EAC to meet every 2 months for the foreseeable period
- VH has suggested that the EAC is on track for the first diet of exams in 2009.

MJ

LB, AG

MJ, LB,
BA

8. Feedback from Membership Services Committee

- JC circulated and talked through Appendix 2
- Appendix 3 was circulated for discussion and feedback as a possible insert to go with FTM fliers. Feedback on this to JC asap.
- JC still pursuing access to list of previous Diploma students through university of Glasgow
- Asia-Pacific conference – CD and VF going, JB has forwarded information for the FTM stand
- NECTM conference Helsinki – JB hoping to attend to man the FTM stand

ALL

JC

CD, VF

JB

<ul style="list-style-type: none"> • Discussion re: media spokesperson – suggested that a “flowchart” for fielding calls (all of which must go through RCPSG press-officer) would be helpful • Information on all forthcoming educational events to be posted on the website (as per minute 6) to highlight advantages of joining the Faculty • Suggestions from a member of Membership Services Board that FTM could provide travel health advice for College Members – the Board agreed unanimously that this was not the FTM remit 	<p>JCh, PC</p> <p>JB</p>
<p>9. <u>Feedback from Membership Services Sub-committee on Applications</u></p>	<p>ALL</p>
<ul style="list-style-type: none"> • Fellowship Committee (FC) advised that not enough information being given on applications; CVs of candidates are not attached to applications when they go to the FC – statements from sponsors need to be clearer. Forms to be filled in electronically where possible for clarity • Application form now revised by JB 	<p>JB</p>
<p>10. <u>Ending of Founder Membership</u></p>	<p>JB</p>
<ul style="list-style-type: none"> • JB submitted a paper regarding the ending of Founder Membership (Appendix 4); the Board agreed that Founder membership will end at the end of 2008 – the final applicants to be submitted to the last FC meeting in 2008 (date to be advised) 	
<p>11. <u>Election of Dean Elect</u></p>	<p>JB</p>
<ul style="list-style-type: none"> • JB submitted a paper regarding the process for election of Dean-Elect (Appendix 5). All FTM members will be formally written to regarding nominations and following RCPSG protocol 	
<p>12. <u>Budget</u></p>	<p>JC, PC, MK</p>
<ul style="list-style-type: none"> • All Committee Chairs to inform JB of proposed meetings and estimated expenses/budget needed 	
<p>13. <u>AOCB</u></p>	<p>EW</p>
<ul style="list-style-type: none"> • David Hillebrandt (Diploma in Mountain Medicine) has formally approached FTM wishing to establish links; EW to follow up • JB submitted a summary of his new role to the Board 	
<p>14. <u>Dates for Diaries</u></p>	<p>ALL</p>
<ul style="list-style-type: none"> • Monday 16th June: 10 00 – 12 00 Committee meetings; 13 00 – 16 00 Board meeting • Monday 8th September: 10 00 – 12 00 Committee meetings; 13 00 – 16 00 Board meeting 	

- Thursday 6th November: 10 30 – 12 30 Committee meetings;
13 30 – 16 30 Board Meeting
- Friday 7th November AGM and symposium (triennial meeting, SECC).