



ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

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# **Regulations relating to the Membership Examination of the Faculty of Travel Medicine**

**March 2011**

## Contents

## Page No.

1.	Introduction	1
2.	Admission as a Member	1
3.	Role of the Examination	1
4.	Format of the Examination	1-2
5.	Entry to the Examination – Eligibility and Exemptions	2
6.	Admission to the Examination	2-3
7.	Proof of Identity	3
8.	Withdrawal from the Examination	3
9.	Appeals Mechanism	4
10.	Improper Conduct by Examination Candidates	4
11.	Syllabus	4
Appendix 1	Application for election and award of Diploma	5
Appendix 2	College Directory	6

Any update to regulations or other information will be announced on the College website - [www.rcpsg.ac.uk](http://www.rcpsg.ac.uk)

## 1. Introduction

This document provides a guide for candidates preparing for the examination. It contains the examination regulations and outlines the scope and format of the examination.

Success in this examination will provide the main route to Membership of the Faculty of Travel Medicine.

## 2. Admission as a Member

Candidates who are successful in the Part 2 examination will be admitted as Members of the Faculty of Travel Medicine of the College subject to:

- Election as a Member
- Payment of the current admission fee
- Completion of a Declaration (Oath of Allegiance)
- Attendance at an Admission Ceremony or, alternatively, admission *in absentia*.

Further information is available in Appendix 1.

## 3. Role of the Examination

The purpose of the assessment is to encourage high standards of travel health practice and act as a qualification affirming that the successful candidate has reached the standard necessary for independent practitioner status for medical staff. Nurse travel health practitioners and pharmacists will continue to be subject to the requirements of their own regulatory body.

## 4. Format of the Examination

The examination consists of two parts. The syllabus outlines the areas of knowledge that may be examined in each part.

### 4.1 Part 1 - Written Examination

The written examination is a three-hour multiple choice question (MCQ) paper comprising single best answer (SBA) and extending matching questions (EMQ).

**SBA:** There will normally be 100 single best answer questions.

**EMQ:** There will normally be 20 extended matching questions with 100 items.

Candidates will be awarded a pass or a fail.

#### 4.2 **Part 2 - Objective Structured Clinical Examination (OSCE)**

The OSCE will normally consist of up to 20 assessed stations, each of 8 minutes' duration. They will include simulated patient assessments and other topics with visual material. In addition, there may be rest or preparation stations.

Candidates will be awarded a pass or a fail.

Both parts of the examination will be conducted in English.

### **5. Entry to the Examination – Eligibility and Exemptions**

To enter the examination a candidate must provide satisfactory evidence of:

#### 5.1 Part 1

- Possession of a primary nursing, medical or equivalent qualification recognised by the College;
- Experience in whole-time or cumulative travel health part-time practice of one year;
- If in a medical training grade, approval of an educational supervisor

#### 5.2 Part 2

- Written confirmation of a pass in Part 1, or possession of an exempting qualification. Details of acceptable qualifications are listed in the 'MFTM Exempting Qualifications' document available on the website;
- If in a medical training grade, approval of an educational supervisor

The Council of the College may at its discretion modify the qualifications for entry to the examination.

### **6. Admission to the Examination**

- 6.1 All applications are accepted on a first-come, first-served basis. Applications accompanied by the full amount of the examination fee must reach the College no later than the published closing date. Applications received after the closing date will be returned.
- 6.2 The fee payable for each examination is determined by the Council (see the College website for the current fees).
- 6.3 A candidate entering for the first time must submit supporting documentation including his/her original diploma of graduation/qualification. All documents submitted should be in English and should be the original or, preferably, a certified copy of the original: uncertified photocopies will not be accepted. Original certificates will be returned to the applicant. As requested on the application form, confirmation of possession of required travel health

experience must be provided and, if in a training grade, confirmation of approval of an educational supervisor. For advice on certifying documents, please read the 'General Information to Candidates' section on our website.

- 6.4 Tailored examination and other assessment arrangements will be made for individual candidates with additional needs due to learning differences (such as dyslexia) or due to permanent or temporary disability by means of reasonable adjustments. These arrangements are intended to allow candidates to perform to the best of their ability and to ensure they are not discriminated against because of permanent or temporary disability. Whilst it is the responsibility of the College to ask candidates if they have any additional needs, it is the responsibility of the candidate to notify the College when they submit their application of any additional needs they have, the reason for them, and any reasonable adjustments that have been helpful in the past. Applications for reasonable adjustments to meet additional needs should be supported by written evidence in the form of a medical report from their General Practitioner for medical conditions, or an educational psychologist's report for learning differences such as dyslexia. Details may be obtained from the 'General Information for Candidates' section on the College website.

## **7. Proof of Identity**

- 7.1 Candidates must bring proof of identity to each examination. Proof of identity must be an official document, such as a current passport or driver's licence that includes the candidate's name, signature and photograph.
- 7.2 For the purposes of visual identification, any candidate sitting any examination may be required to remove any clothing and/or other item which covers all, or part of, the candidate's face. The College will observe sensitivity in the visual identification of candidates.

## **8. Withdrawal from the Examination**

- 8.1 A candidate who withdraws in writing from any part of the examination may be refunded the fee paid less an administrative fee, provided that notice of an intention to withdraw is received by the Examinations Unit before the closing date by which applications are due, as shown on the College website. Refunds are normally not made to candidates who withdraw after the closing date.
- 8.2 Where extenuating circumstances prevent a candidate from sitting an examination, supporting documentary evidence must be provided detailing the nature of those circumstances before any request for a refund may be considered. All such applications must be submitted to the Examinations Unit within 30 days of the commencement of the examination.

## **9. Appeals Mechanism**

Any candidate who wishes to make an appeal about the conduct of his/her examination must address it to the Examinations Unit within 30 days of the publication of results. Appeals will be considered which alleged maladministration or bias or impropriety of some kind, whether in the conduct or in the determination of the result of the examination. Appeals disputing the academic judgement of the examiners will not be considered. Details of the appeals process may be obtained from the 'General Information for Candidates' section on the College website.

## **10. Improper Conduct by Examination Candidates**

- 10.1 In the case of improper conduct of an examination candidate the College may impose a penalty relating to the candidate's eligibility for the relevant or future examinations.
- 10.2 If a candidate is found to have acted improperly, their name may be reported to their regulatory body. The College may also decide that a candidate should not be allowed to proceed further with the examination or, having passed the examination, may not be admitted to Membership according to their own statutes and regulations, in cases where serious misconduct not related to the examination is judged to make the person unfit to become a Member of the College.

## **11. Syllabus**

The syllabus outlines the areas of knowledge that will be examined. Details of the syllabus are available on the College website.

## Appendix 1

### Application for election to Membership and award of Diploma

On passing the examination requirements you are not entitled to use the designation MFTM RCPS(Glasg) until after your formal admission to the Membership. The information below describes the election process and how to maintain your Membership status.

1. The list of successful candidates for the Diploma of Member of the Faculty of Travel Medicine will be confirmed by the Head of Examinations, on behalf of the President, the date of signature on the list being the date of election to the College.
2. Thereafter, the successful candidates will be invited to proceed to admission to the College, either by attending an Admission Ceremony or *in absentia*. The date of admission will be determined by the date of the Admission Ceremony or date of admission *in absentia*, as applicable.
3. Those who wish to be admitted may be admitted in person, or *in absentia*, at any subsequent meeting of the College, or of the Council.
4. Each candidate for admission must pay an admission fee, the amount to be determined by the Council from time to time.
5. Following admission, in order to retain membership and to retain the right to use the post-nominal designation 'MFTM RCPS(Glasg)', each member must continue to pay the appropriate Annual Subscription as determined by the Council.

## **Appendix 2**

### **College Directory**

The Royal College of Physicians and Surgeons of Glasgow  
232-242 Vincent Street  
Glasgow G2 5RJ  
United Kingdom

Phone: +44 (0)141 221 6072

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### **Library**

E-mail: [Library@rcpsg.ac.uk](mailto:Library@rcpsg.ac.uk)