



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Membership of the Faculty of Travel Medicine

Examination Regulations

January 2017

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Any update to regulations or other information will be announced on the College website - 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.

Applicants and candidates should read the further details and information available in the 'Guidance to Candidates for Part A and B' document available on the College website.

2. Admission as a Member

Candidates who are successful in the Part A (or possess an exempting qualification) and Part B examinations 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 and return of a signed Declaration Form.

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 A - Written Examination

The written examination is a three-hour multiple choice question (MCQ) paper comprising single best answer (SBA) questions. There will normally be 180 single best answer questions.

Candidates will be awarded a pass or a fail.

4.2 **Part B - Objective Structured Clinical Examination (OSCE)**

The OSCE will normally consist of up to 15 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 Exemption

5.1 Examination entry

The Part A and Part B examinations are scheduled to take place at a single diet and are held within a few days of each other.

Candidates may apply to enter as follows:

- Part A and Part B examinations being held within a single diet;
- Part A only;
- Part B only

Candidates wishing to enter Part A only or Part B only may sit these examinations in any order.

5.2 Eligibility

To enter Part A or Part B of the examination, candidates must provide satisfactory evidence of:

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

5.3 Exemption from Part A

Candidates who possess an exempting qualification may apply for exemption from Part A of the examination. Documentary evidence must be provided in support of any such application. Details of acceptable exempting qualifications are listed in the 'MFTM Exempting Qualifications' document available on the website.

Candidates are advised they should have achieved a recommended minimum standard of English language competence of IELTS Level 7.5, or equivalent, prior to entering the examination.

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

Each application will be assessed on an individual basis.

6. Admission to the Examination

- 6.1 All applications are accepted on a first-come, first-served basis. Completed 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 document in the 'Information for 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 'Information for Candidates' section on our 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 allege 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 'Information for Candidates' section on our 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. The successful candidates will be invited to proceed to admission to the College and will be sent the appropriate documentation.
3. Each candidate for admission must pay an admission fee, the amount to be determined from time to time by the Council.
4. Upon receipt of the completed admission documentation and payment of admission fee, a Diploma of Membership and Welcome Pack will be issued to each new Member. All Diplomas of Membership are dispatched on a monthly basis by recorded post.
5. All new Members will be given the opportunity to attend an Admissions Ceremony – details of this will be sent at the time of admission.
6. In order to retain Membership and use of the post-nominals, each member must pay the appropriate annual subscription fee determined from time to time 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

Website: www.rcpsg.ac.uk

Examinations and Assessment Unit

Phone: +44 (0) 141 221 6072

E-mail: mftm@rcpsg.ac.uk

Education, Training and Professional Development Unit

E-mail: tmeducation@rcpsg.ac.uk

Library

E-mail: Library@rcpsg.ac.uk