

September 2017

PROCEDURE FOR THE AUTHORISATION OF AN AVIATION MEDICAL EXAMINER

1.0 PURPOSE

This Order is issued to provide guidelines for the authorisation and administration of the Aviation Medical Examiner (AME) including terminating of the authorisation. The Authority is responsible for oversight and management of the AMEs and establishes policies, plans, procedures, standards and regulations governing the AME.

2.0 REFERENCE

- 2.1 Regulations 7 and 145 of the Civil Aviation (Personnel Licensing) Regulations;
- 2.2 The prescribed application form

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 AMEs are normally contracted and designated as Authority Medical Examiners and are not employees of the Authority. They have certain responsibilities directly related to the Civil Aviation Authority safety programme. They have a responsibility to ensure that only those applicants who are physically and mentally able to perform safely may exercise the privileges of licences and certificates.

3.1.2 To properly discharge the duties associated with these responsibilities, AMEs shall maintain familiarity with general medical knowledge applicable to aviation. They also shall have detailed knowledge and understanding of the civil aviation rules, regulations, policies, and procedures related to the medical certification. AMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

3.2 Authorisation of an AME

The Authority will issue authorization under Regulation 7 of the Civil Aviation (Personnel Licensing) Regulations, only professionally qualified and appropriately licensed doctors. Only those doctors who enjoy the respect of their associates and members of the public whom they serve shall be authorised and be retained as AMEs.

3.3 Application Requirements

Advise the applicant to bring the following documents attached to the application form on applying for the authorisation:

- a) A properly completed prescribed Application Form;
- b) A certified report to demonstrate adequate competence in aviation medicine and substantiating the experience and training shown on the Application Form.
- c) Licence(s) to practice medicine in Kenya.
- d) A statement affirming that there are no current restrictions of medical practice and there are no adverse actions proposed or pending that would limit medical practice by the Kenya licensing board, the Drug Enforcement Administration, any medical society, any hospital staff, or by any other organization that may have licensing or certification authority.

3.4 Review the Application

3.4.1 Collect and evaluate the documents and records listed above;

3.4.2 Check the Application Form for accuracy, using the instructions attached to the form.

3.5 Verify Applicant's Identity

3.5.1 Inspect the acceptable form of identification to establish the applicant's identity. Compare the identification with the personal information provided on the prescribed application form; and if the applicant's identity can be verified, proceed with the task.

3.5.2 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

3.5.3 If the applicant's identity appears to be different from the information supplied on the application form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the head of the personnel Licensing Office for further action.

3.6 Establish Eligibility for the Authorisation

Determine if the applicant meets the specific eligibility and experience requirements for the authorisation as a Medical Examiner as specified under Regulations 145 of the Civil Aviation (Personnel Licensing) Regulations.

3.7 Conditions of Authorisation – To be designated as an AME, the applicant must comply with the following conditions:

3.7.1 Credentials: The AME must notify the Authority at any time there is a change in status of the licence to practice medicine;

3.7.2 Professionalism: Be informed of the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of all persons requiring aviation medical certification as specified in the Civil Aviation (Personnel Licensing) Regulations; and abide by the policies, rules, and regulations of the Authority.

3.7.3 Examinations: The AME shall personally conduct all medical examinations at an established office address. Paraprofessional medical personnel (e.g. nurses, nurse practitioners, doctor assistants, etc.) may perform limited parts of the examinations (e.g. measurement of visual acuity, hearing, phobias, blood pressure, and pulse, and conduct of urinalysis and electrocardiography) under the supervision of the AME.

3.7.4 The AME shall conduct the general physical examination, and sign the Authority Form and the report to the Authority. In all cases, the AME shall review, certify, and assume responsibility for the accuracy and completeness of the full report of the examination.

3.7.5 The Authority retains the right to reconsider any action of an AME under Regulation 137 of the Civil Aviation (Personnel Licensing) Regulations.

3.8 Discrepancies and Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

3.9 Medical Examination Fees

The medical examination fees charged by AMEs should, as a general rule, be equivalent to the fees generally charged for a comparable medical examination service.

3.10 AME's Contact

An AME will be listed with the office location and telephone number. The AME is required to promptly advise the Authority in writing, any change in office location or telephone numbers.

3.11 Conduct of the Examination

The AME will comply with the policies, orders and regulations of the Authority. The AMEs attention is drawn to Regulation 148 of the Civil Aviation (Personnel Licensing) Regulations in which it is indicated that an applicant, who shall not furnish the medical examiner with accurate and complete medical information or history or fails to authorise the release of such information requested by the medical examiner may result in the application being denied as well as suspending, modifying or revoking all the applicant's medical certificates.

3.12 Prohibited Examinations

An AME may not perform self-examination for issue of a medical certificate nor issue a medical certificate to him or herself.

3.13 Duration of an AME's Authorisation

Authorisations of AMEs are effective for 12 months from the date issued unless terminated earlier by the Authority. For continued service as an AME, a new Authorisation shall be issued every 12 months.

3.14 Authority of the AMEs and System of Identification

a) An AME is authorized to:

(i) Examine an applicant in accordance with medical practice, under Regulation 150 of the Civil Aviation (Personnel Licensing) Regulation.

(ii) Submit the signed medical evaluation report to the Authority as required by Regulation 149 of the Civil Aviation (Personnel Licensing) Regulations, within 14 days; and

(iii) Report to the Authority any individual cases where, in his judgment, an applicant for a licence or certificate fails to meet any requirement, which could jeopardize flight safety.

b) **Authorization Numbering:** A system of authorization numbering shall be used to identify the examiner's authorization, indicating each examiner's designation number. This will be a stamp issued by the Authority for use by an examiner on certifying reports and records.

3.15 Aviation Medical Examiner Seminars

3.15.1 The purpose of AME Seminars is to develop aero medical knowledge and clinically proficient AMEs committed to aviation safety. They are also designed to provide standardization in the application of the Authority medical certification policies, procedures and regulations.

3.15.2 After initial designation, and as a requirement for continued designation, an AME shall attend an AME seminar every 3 years. More than 6 years should not elapse between AME seminar attendances.

3.15.3 Travel costs and other expenses for the AME to attend seminars are the responsibility of the AME.

3.16 Familiarization Flight

3.16.1 In order to acquire practical knowledge of, and experience in the conditions in which the holders of licenses, certificates, ratings and authorizations carry out their duties, An AME will be required to be 'schedule' for a familiarization flight at least once within the validity of each designation under the requirements of Regulation 146 of the Civil Aviation (Personnel Licensing) Regulations.

3.16.2 The Authority will program an AME on a familiarization flight in compliance with the requirements of Regulation 56 of the Civil Aviation (Operation of Aircraft) Regulations.

3.17 Facilities and Equipment

3.17.1 The applicant shall have adequate facilities for performing the required examinations and possess or agrees to obtain such equipment prior to conducting any Aviation Medical examinations. Some of the equipment is as listed below:

- a) Standard Snellen Test Types for visual acuity (both near and distant) and appropriate eye lane. Near Vision Acuity Test Card may be used for near and intermediate vision testing. Metal, Opaque plastic or cardboard occlude.
- b) Muscle Test-Light: May be a spot of light 0.5cm in diameter, a regular muscle-test light, or an ophthalmoscope.
- c) Maddox Rod. May be hand type.
- d) Horizontal Prism Bar – Risley, Hughes, or hand prism are acceptable alternatives.
- e) Color Vision Test Apparatus. Pseudoisochromatic plates, (American Optical Company (AOC), 1965 edition; AOC-HRR, 2nd edition); Dvorine, 2nd edition; Ishihara, Concise 14 -, 24 -, or 38- plate editions; or Richmond (1983 edition, 15-plates). Acceptable substitutes are: Farnsworth Lantern; Keystone Orthoscope; Keystone Telebinocular; LKC Technologies Inc., Apt-5 Color Vision Tester; OPTEC 2000 Vision Tester (Models 2000PAME, and 2000OPI); Titmus Vision Tester; Titmus II Vision Tester (Model Nos. TII and TIIS); and Titmus 2 Vision Tester (Models T2A and T2S).
- f) A wall Target consisting of a 50-inch square surface with a matte finish (may be black felt or dull finish paper) and a 2-mm white test object (may be a pin) in a suitable handle of the same color as the background.
- g) Other vision test equipment that is acceptable as a replacement for 1 through 4 above includes the American Optical Company Site-Screener, Bausch and Lomb Orthorator, Keystone Orthoscope or Telebinocular, Titmus Vision Tester, or Stereo Optical Co. OPTEC 2000 VISION TESTER.
- h) Standard doctor diagnostic instruments and aids including those necessary to perform urinalysis.
- i) **Electrocardiographic equipment.** Senior Aviation Medical Examiners must have access to digital electrocardiographic equipment with electronic transmission capability.
- j) **Audiometric equipment.** All Aviation Medical Examiners must have access to audiometric equipment or a capability of referring applicants to other medical facilities for audiometric testing.

3.18 Issue of the Letter of Authorisation

3.18.1 When applicant has satisfactorily met all requirements for the Authorisation, and the prescribed application Form has been completed, the letter of Authorisation will be issued or renewed;

3.18.2 Ensure the prescribed Authorisation fees is paid (if applicable);

- 3.18.3 Prepare the Authorisation letter;
- 3.18.4 Allocate the AMEs designation number;
- 3.18.5 provide the applicant with an AMEs Certifying Stamp;
- 3.18.6 make a copy of the Authorisation letter for the licensing file;
- 3.18.7 Provide applicant with the Authorisation letter;
- 3.18.8 File all documents on the Authorised examiners licensing file.

3.19 Renewal or Re-Authorisation

3.19.1 For the re-authorization the Authority shall consider that at least a certain amount of medical examinations have been performed by the AME and that the AME's services are still required.

3.19.2 An AME should apply for renewal of the Authorisation at least 21 days before it expires. If the AME has not reapplied within 21 days before the expiration date it could be understood that the AME does not desire to renew the authorization.

3.19.3 The AME must submit to the Authority a completed prescribed application form for re-authorization along with a list of activities and tests done within the previous 12 months preceding the application.

3.20 Termination of the Authorisation

3.20.1 The Authority shall identify those AMEs committing serious certification errors and notify them, in writing, as required, so that appropriate action may be taken.

3.20.2 The AME's services could be terminated by not renewing the Authorisation, rather than by cancellation of the Authorisation during its validity period.

3.20.3 Where there is no longer a need for the examiner's services the Authorisation will be terminated either for the whole Authorisation or for part of the Authorisation.

3.20.4 Termination or non-renewal of Authorisation may be based in whole or in part on the following criteria:

- a) No examinations performed within the 12 months of the initial Authorisation;
- b) Disregard of or failure to demonstrate knowledge of the civil aviation rules, regulations, policies, and procedures;
- c) Careless or incomplete reporting of the results of medical examinations;
- d) Failure to comply with the mandatory AME training requirements;
- e) Unprofessional office maintenance and appearance;
- f) Unprofessional performance of examinations;

- g) Failure to promptly deliver medical examinations evaluation reports to the Authority;
- h) Loss, restriction, or limitation of a licence to practice medicine;
- i) Any action that compromises public trust or interferes with the AME's ability to carry out the responsibilities of his or her Authorisation;
- j) Any illness or medical condition that may affect the doctor's sound professional judgment or ability to perform examinations;
- k) Arrest, indictment, or conviction for violation of law;
- l) Request by the doctor for termination of Authorisation; and
- m) Any other reason the Authority deems appropriate.

4.0 RESULTS

- 4.1 Completion of this task results in the issue of one of the following:
- 4.2 Letter of Authorisation; or

5.0 FUTURE ACTIVITIES

Applicant may return for re-authorisation

Civil Aviation Authority