



Barbados Civil Aviation Department

BCAD Document PLAC-009

PERSONNEL
LICENSING
ADVISORY
CIRCULAR

DESIGNATION OF AVIATION
MEDICAL EXAMINERS

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Designation of Aviation Medical Examiners

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Procedures for Designated Aviation Medical Examiners

1 PURPOSE.

This procedure provides guidelines for the administration of the Aviation Medical Examiner System (AME System) including terminating the designation of aviation medical examiners (AMEs).

2 DISTRIBUTION.

This procedure shall be distributed to:

- i. Designated AMEs.
- ii. Director, Flight Safety Department.
- iii. Personnel Licensing Officer.
- iv. Library

3 DELEGATION OF AUTHORITY

3.1 The Barbados Civil Aviation Department(BCAD) delegates to each AME the authority to:

- i. accept applications for physical examinations necessary for issuing medical certificates;
- ii. conduct physical examinations for medical certificates;
- iii. issue, renew or deny medical certificates in accordance with the Regulations;
- iv. inform the BCAD of the results of all medical examinations of air crews; and
- v. report to the Authority any individual case where, in the examiner's judgement, an applicant's failure to meet any requirement could jeopardise flight safety.

The Authority retains the right to reconsider any action of an AME.

3.2 The holder of a medical slip issued by an AME may consider it to be affirmed as issued unless the Authority reverses that issuance within 60 days after the date of issuance.

4 REFERENCES

4.1 The BCAR (General Application and Personnel Licensing Regulation) establishes the duration of medical certificates and prescribes the medical certification standards and certification procedures.

5 DEFINITIONS

5.1 **Aviation Medical Examiner (AME).** A physician designated by the BCAD and given the authority to accept applications and perform physical examinations necessary to determine qualifications for the issuance of first, second and third-class medical examinations under the BCARs.

5.2 **Physician.** A doctor of medicine or doctor of osteopathy.

5.3 **Designation.** Authority to assume the responsibilities of an AME as stated on the Certificate of Designation (BCAD MED 001). Designation to perform medical examinations may be for Class 1, Class 2 or Class 3 at the discretion of the Authority.

5.4 **Redesignation.** Process of renewing the designation of AMEs at intervals of 30 months.

5.5 **Termination of Designation.** Withdrawal of an AME's designation before completion of the standard 30 months designation period.

6 FORMS

Applications for designation as an BCAD authorised medical examiner must be submitted to the Authority on BCAD MED 002. Applicable fees must be paid at the time the application is made.

Application forms may be obtained from the office of the Authority, as well as via the internet at www.bcad.gov.bb.

7 GENERAL

AMEs assume certain responsibilities directly related to the BCAD safety program. They have responsibility to ensure that only those applicants who are physically and mentally able to perform safely may exercise the privileges of airman certificates. 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 BCAD rules, regulations, policies and procedures related to the medical certification of airmen. AMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

8 SELECTION AND RETENTION OF AMEs

8.1 In the selection and retention of AMEs, the BCAD will designate only professionally qualified and appropriately licensed physicians who are interested in promoting aviation safety. Only those physicians who enjoy the fullest respect of their associates and members of the public whom they serve shall be designated and retained as AMEs.

9 DESIGNATION

9.1 Criteria for Designation

(a) **Qualifications.** The applicant for designation as an AME with authority to perform examinations for medical certificates shall be a professionally qualified physician in good standing in his or her community. The applicant must be able to read, write, speak, and understand the English language and possess an unrestricted licence(s) to practice medicine, including an unrestricted licence to practice in Barbados or any other

state determined by the Director of the BCAD. The applicant must be engaged in the practice of medicine at an established office address and located in the country of designation. The applicant's past professional performance and personal conduct shall be suitable for a position of responsibility and trust. Special consideration for authorisation will be given to those applicants who are pilots, who have been military flight surgeons, who have special training or expertise in aviation medicine, or who were previously designated.

(b) **Credentials**

Initial Application. At the time of initial application for designation, the physician shall submit a completed, Aviation Medical Examiner Authorisation Application (BCAD MED 002). The following documents or copies thereof, shall be submitted with the application:

- (A) Diploma from medical school.
- (B) Certificate of any postgraduate professional training (e.g., internship, residency, fellowship).
- (C) State license(s) to practice medicine.
- (D) A statement affirming that:
 - (1) There are no current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any state licensing board, the Drug Enforcement Administration, any medical society, any hospital staff, or by any other local, or governmental organization that may have licensing or certification authority.
 - (2) There are no known investigations, charged indictments, or pending actions in court.

9.2 **Conditions of Designation.** To be designated as an authorised AME, the applicant must comply with the following conditions:

(a) **Credentials.** The AME must notify the BCAD at any time there is a change in status of licensure to practice medicine.

(b) **Professionalism.** Be informed of the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of airmen; and abide by the policies, rules, and regulations of the BCAD.

(c) **Examinations.** Personally conduct all medical examinations at an established office address. Paraprofessional medical personnel (e.g., nurses, nurse practitioners, physician assistants, etc.) may perform limited parts of the examinations (e.g., measurement of visual acuity, hearing, phorias, blood pressure, and pulse, and conduct of urinalysis and electrocardiography) under the supervision of the AME. The AME shall conduct the general physical examination, and sign the medical report or certificate. In all cases, the AME shall review, certify, and assume responsibility for the accuracy and completeness of the total report of examination.

9.3 **Training**

(a) **Basic training in aviation medicine.** An AME applicant shall complete a basic AME seminar before initial authorisation. The seminar should consist of a minimum of 60 hours of lectures. A final examination shall conclude the basic training course. After initial authorisation, and as a requirement for continued authorisation, an AME shall attend an AME seminar every 3 years. More than three years should not elapse between AME seminar attendance

(b) **Advanced training in Aviation medicine.** Advanced training in Aviation Medicine for

physicians responsible for the medical examination and assessment and surveillance of Class 1 flying personnel should consist of a minimum of 120 hours of lectures (60 additional hours to basic training) and practical work, training attachments. Training attachments and visits may be spread over a period of Two years. A final examination shall conclude this course in Aviation Medicine and a certificate awarded to the successful candidate. Possession of Advanced Training in Aviation Medicine constitutes no legal right to be approved as an AME for Class 1 or Class 2 examinations by the Authority.

(c) **Refresher Training in Aviation medicine.** After initial designation, and as a requirement for continued designation, an AME shall attend an AME seminar every 3 years. An AME who loses a trained AME staff member shall ensure that the replacement staff member complies with the training requirements.

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

10 OFFICE ADDRESS AND TELEPHONE NUMBERS

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

11 FACILITIES AND EQUIPMENT

The applicant shall have adequate facilities and equipment for performing the required examinations and possess or agree to obtain such equipment prior to conducting any Aviation Medical examinations. The required equipment is listed in Appendix 1.

12 CONDUCT

The AME will comply with the policies of the BCAD and the Regulations of the BCAD. In connection with completion of the BCAD MED 002, which indicates that whoever in any matter willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious or fraudulent statements or representations, or entry, may result in the medical examination deemed null and void.

13 CONTENT OF MEDICAL CERTIFICATES

The medical certificate shall contain the following information:

- i. Class of certificate
- ii. Full name
- iii. Date of birth
- iv. Height
- v. Weight
- vi. Hair colour
- vii. Colour of Eyes
- viii. Sex
- ix. Limitations
- x. Date of electrocardiogram

- xi. Date of audiogram
- xii. Date of examination
- xiii. AME name, number and signature
- xiv. Signature of applicant

14 PROHIBITED EXAMINATIONS

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

15 DURATION OF DESIGNATION

Designations will be valid for a period of thirty months and will only be renewed if an AME continues to meet the above requirements.

16 DESIGNATION OR TERMINATION OF DESIGNATION

- (a) The Director, Flight Safety Division, will designate only those physicians who have demonstrated satisfactory performance in the past and who continue to show an interest in the AME program. In addition, the Director shall identify those AMEs committing serious certification errors and notify, in writing, the Director of Civil Aviation (DCA), as required, so that appropriate action may be taken regarding AME's.
- (b) Basis for Termination or Non-renewal of Designation.

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

- (i) No examinations performed after 24 months of initial designation.
- (ii) Performance of an insufficient number of examinations to maintain proficiency.
- (iii) Disregard of, or failure to demonstrate knowledge of, BCAD rules, regulations, policies and procedures.
- (iv) Careless or incomplete reporting of the results of medical examinations.
- (v) Failure to comply with the mandatory AME and staff training requirements.
- (vi) Unprofessional office maintenance and appearance.
- (vii) Unprofessional performance of examinations.
- (viii) Failure to promptly deliver medical examinations reports to the BCAD.
- (ix) Loss, restriction, or limitation of a licence to practice medicine.
- (x) Any action that compromises public trust or interferes with the AME's ability to carry out the responsibilities of his or her authorisation.
- (xi) Any illness or medical condition that may affect the physician's sound professional judgment or ability to perform examinations.
- (xii) Arrest, indictment, or conviction for violation of a law.
- (xiii) Request by the physician for termination of designation.
- (xiv) Any other reason the Director General deems appropriate.

17 AVIATION MEDICAL EXAMINERS SEMINARS.

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

18 RECORDS

The Authority shall keep up to date records of all AMEs and the training they have undergone.

APPENDIX 1.

REQUIRED EQUIPMENT

1. Standard Snellen Test Types for visual acuity (both near and distant) and appropriate eye lane. BCAD approved, Near Vision Acuity Test Card may be used for near and intermediate vision testing. Metal, opaque plastic or cardboard occlude.
2. Muscle Test-Light. May be a spot of light 0.5cm in diameter, a regular muscle-test light, or an ophthalmoscope.
3. Maddox Rod. May be hand type.*
4. Horizontal Prism Bar. Risley, Hughes, or hand prism are acceptable alternatives.*

.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).

6. 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.

7. 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.

8. Standard physician diagnostic instruments and aids including those necessary to perform urinalysis.

9. Electrocardiographic equipment. Aviation Medical Examiners must have access to digital electrocardiographic equipment with electronic transmission capability.

10. 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.

*** Note:** With respect to No's. 3 and 4 above, all Aviation Medical Examiners should have a capability of referring applicants to a local ophthalmologist for testing.