



# Update for MEs

DLM309797-0

A brief update from the Civil Aviation Authority  
Aviation Medicine Team

22 April 2015

Nb. 2/2015

Welcome to this ME update.

Thank you for taking the time reading this short update. We wish to share with you some of the difficulties that we experience sometimes that may result in a significant supplementary workload for all. This can cause a level of embarrassment and possible complaints by applicants.

### **Application - non payment of fee**

We have received an increasing number of assessments for which the fee has not been paid.

The legislation requires an application fee to be paid to CAA. A certificate cannot be issued until the payment has been made. Please ensure that **no certificate is issued unless you have sighted evidence of payment.**

In practice, an examination and assessment should not be started without this pre-payment. We recognise that new applicants may be unaware of their obligation in that regard. Thus you may wish to consider continuing with your examination but postpone your assessment until you have received evidence of payment.

The Director has the option to take action on a medical certificate that has not been issued in compliance with the legislation. See section 271(3)

<http://www.legislation.govt.nz/act/public/1990/0/098/latest/whole.html#DLM216309>

### **Assessments – no show at CAA**

We have covered this topic before but it needs to be raised again as a reminder. This is a serious issue for CAA especially when a harmful safety related event occurs involving a participant who has been issued a medical certificate that we do not know about. Please ensure you send all completed assessments documentation within 5 working days.

### **Decision following an AMC**

There are times when an AMC has been sent by AvMed, but no final documentation received. Once you have received an AMC, your decision must be taken without delay and the completed documentation sent to AvMed promptly. In the

case of an AMC resulting in a decision to decline a certificate, an explanation must be sent to the applicant together with their right of review by the convener. It is not sufficient to only send a copy of the AMC letter. Applicants must be informed of the decision and what review options are available.

### **Medical Manual – ENT chapter**

This chapter is no longer a draft. We trust that it will be a useful document to you. This chapter replaces the GD Impaired Hearing and Hearing Aids which has been withdrawn as advised in the email sent to you on the 4 March 2015.

This means that, when assessing an applicant for an ENT problem including a hearing problem, you are to refer to the Otorhinolaryngology chapter for guidance.

If you find any part of this chapter unclear, we welcome the feedback.

### **Medical Manual – Central Nervous System chapter**

The draft chapter is now available on the CAA website for consultation. Your views and questions on this document are most welcomed.

### **Medical Manual – Respiratory chapter**

This chapter has a similar status and is also on the website. Again your comments will assist in making this manual a useful resource for MEs.

### **CME**

We will be running a one day CME in Auckland that coincides with the AMSNZ meeting on 5 - 6 September 2015. We are looking at the CAA day being held on Friday, 4 September 2015. Details to follow.

### **Thank You**

We wish to thank for your ongoing good work.

**AvMed Team**