



PART II – GUIDELINES FOR CAMEs

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Page No	Effective Date	Page No	Effective Date	Page No	Effective Date
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ii.	31-Jul-2020				
iii.	31-Jul-2020				
iv.	31-Jul-2020				
v.	31-Jul-2020				
1	31-Jul-2020				
2	31-Jul-2020				
3	31-Jul-2020				
4	31-Jul-2020				
5	31-Jul-2020				
6	31-Jul-2020				
7	31-Jul-2020				
8	31-Jul-2020				
9	31-Jul-2020				
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Table of Contents

PART II – GUIDELINES FOR CAMES	1
Record of Revision	i
List of Effective Pages	ii
History of Revision	iii
Table of Contents	iv
Foreward	v
1. Duties of a doctor designated as CAME in CAASL	1
2. CAME Terms & Conditions	1
3. General Conduct of CAMES	3
3.1 Knowledge, skills and performance	4
3.2 Safety and quality.....	6
3.3 Communication, partnership and teamwork.....	6
3.4 Maintaining trust.....	8



Foreward

This document aims to provide further guidance to Civil Aviation Medical Examiners (CAMEs) on how the elements of Good Aeromedical Practice might relate to their aviation medical practice. Good Aeromedical practice describes what is expected of all doctors registered with the CAASL. Doctors should be familiar with Good Aeromedical Practice and the explanatory guidance that supports it, and to follow the guidance it contains.

This document may be useful for clinical appraisal where doctors have to consider and document reflection on how they are meeting the requirements of Good Aeromedical practice in their work at Aeromedical Centre.

Section: Foreward	Page: v	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



1. Duties of a doctor designated as CAME in CAASL

Civil Aviation medical Examiners are designated by DGCA to perform medical assessments on CAASL Clients who come to obtain their medical certificate according to the ICAO standards, the evidence issued that the licence holder meets specific requirements of medical fitness.

CAMEs shall adhere to the rules and regulations of CAASL, guidelines prescribed in this guidance, SLCAP 3020 and other related ICAO requirements, to maintain a standardized quality service to the Aeromedical Centre Clients and to maintain the standards of CAASL.

2. CAME Terms & Conditions

- 2.1. The CAME shall undertake the medical examinations and issue, defer or deny medical certificates.
- 2.2. The CAME shall inform the CAASL if the approval or certification criteria are no longer met.
- 2.3. The CAME shall meet the registration, licensing and fitness to practice requirements of the Sri Lanka Medical Council.
- 2.4. The CAME shall comply with the regulations, law, policies and procedures, explanatory material and other guidance on civil aviation matters issued by the CAASL.
- 2.5. It is the CAMEs responsibility to remain up to date with the latest guidance material issued by the CAA.
- 2.6. The CAME shall examine and assess applicants according to the regulations & requirements as specified by the CAASL.
- 2.7. The CAME shall consult with and if appropriate, refer to Medical Assessor, any Class I, II & III applicant who does not fully meet the requirements. The referral shall be made in the Clients personnel medical file minute sheet, providing adequate information to the Medical Assessor.
- 2.8. Medical Examination form shall be completed legibly & comprehensively. All the questions and explanatory areas shall be answered.
- 2.9. All examination and investigation documents of the Client must be made initialed/signed for audit purposes.

Section: Part II	Page: 1	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



- 2.10. CAMEs shall not recommend or prescribe/provide any form of treatment to CAASL Clients while performing duties as a CAME.
- 2.11. The CAME shall notify any change in an applicant's fitness assessment to the Medical Assessor by referring to the Assessor for his recommendations.
- 2.12. Regular aeromedical refresher training shall be undertaken as determined by the CAASL, and the CAME shall maintain up-to-date knowledge of clinical and aeromedical practice.
- 2.13. The CAME shall not change a decision made by the Medical Assessor or the CAASL Medical Board.
- 2.14. The CAME shall respect confidentiality at all times and shall not divulge any information regarding Medical Board decisions, accredited conclusions made by MA or the information obtained from an individual in respect of an application for a medical certificate without obtaining consent of the individual concerned.
- 2.15. The CAME shall demonstrate adequate qualities suitable for aeromedical examinations. The Aeromedical Centre specific rules and regulations that are implemented for reasons of standardization and quality control shall be obeyed by the CAME without any deviation.
- 2.16. The CAME shall demonstrate and maintain a professional and safe standard of their medical practice.
- 2.17. Medical Assessor shall evaluate CAME's conformity to CAASL & ICAO rules and regulations, with or without reasonable notice.
- 2.18. The CAME shall inform the CAASL if they are subject to a written complaint about their aeromedical practice, or disciplinary investigation or proceedings by a medical regulatory body (Sri Lanka Medical Counsel).
- 2.19. The CAME shall, at least 2 weeks prior to any change in postal address, email address or contact telephone number give written notification to the CAASL of such a change.
- 2.20. The CAME shall consult with and if appropriate, refer to SCAI-AM, if any administrative issues of the Aeromedical Centre, regulatory issues are to be clarified.
- 2.21. The security of aeromedical documentation and certificates shall be ensured by the CAME.
- 2.22. The CAME shall not represent the CAASL or respond to media enquiries on behalf of the CAASL without the consent of the DGCA, CAASL.



- 2.23. Upon resignation/expiration of designation as a CAME or revocation of designation, a CAME shall return identification card to CAASL and shall not use the designation as CAME to any other purposes such as an added qualification for their profile.
- 2.24. Any contravention of these Conditions may result in enforcement investigation and action by the CAASL.

3. General Conduct of CAMEs

(All CAMEs shall comply with the requirements specified in this section)

Clients must be able to trust CAMEs. To justify that trust you must show respect for human life and make sure your practice meets the standards expected from CAMEs in four domains.

3.1. Knowledge, skills and performance

- a) Make the care of your Client your first concern.
- b) Provide a good standard of practice and care.
- c) Keep your professional knowledge and skills up to date.
- d) Recognize and work within the limits of your competence.

3.2. Safety and quality

- a) Take prompt action if you think that Clients safety, dignity or comfort is being compromised.
- b) Protect and promote the health of Clients and the public.

3.3. Communication, partnership and teamwork

- a) Examine Clients politely and considerately.
- b) Respect Clients' right to confidentiality.
- c) Listen to, and respond to, their concerns and preferences.
- d) Give Clients the information they want or need in a way they can understand.
- e) Support Clients in caring for themselves to improve and maintain their health.
- f) Work with colleagues in the ways that best serve Clients' interests.

3.4. Maintaining trust

- a) Be honest and open and act with integrity.
- b) Never discriminate unfairly against Clients or colleagues.
- c) Never abuse your Clients' trust in you or the public's trust in the profession. You are personally accountable for your professional practice and must always be prepared to justify your decisions and actions.

Section: Part II	Page: 3	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



3.1 Knowledge, skills and performance

3.1.1 Develop and maintain your professional performance

1. You must be competent in all aspects of your work, including management, research and teaching.
2. You must keep your professional knowledge and skills up to date.
3. You must regularly take part in activities that maintain and develop your competence and performance.
4. You must be familiar with guidelines and developments that affect your work.
5. You must keep up to date with, and follow, the law, our guidance and other regulations relevant to your work.
6. You must take steps to monitor and improve the quality of your work. CAMEs are required to keep their aviation medicine knowledge up to date. CAMEs are expected to attend at least 20 hours of refresher training every 3 years. A proportion of this should be provided by, or directly supervised by, the CAA. In addition to attending lectures, seminars and workshops, these refresher training activities may include internal auditing, “difficult case” discussions with other CAME colleagues or significant event analysis. MA may also be involved in teaching, research and the production of policy or guidance material which they might record as CPD.

The CAA has published the implementing Standards rules and acceptable means of compliance contained in SLCAP 3020. CAMEs should ensure that they are familiar with all of these and remain up to date with any developments. It is preferable to refer to the latest document on the CAA website rather than printing documents to ensure that the latest document is used for reference. CAMEs should ensure that they are familiar with these along with the laws relating to medical practice in the country where they practice and the guidance provided by the SLMC. There are also Sri Lanka laws relevant to those employed by, or working as agents on behalf of, the CAASL. These include the Civil Aviation Act and the Civil Aviation Authority Act. CAMEs should be aware of Part VII, 29 of the Civil Aviation Authority Act concerning the disclosure of information furnished to the CAA in pursuance of any provision of this Act.

3.1.2 Apply knowledge and experience to practice

1. You must recognize and work within the limits of your competence.
2. You must provide a good standard of practice and care.
 - A) Adequately assess the Client’s conditions, taking account of their history (including the symptoms and psychological, spiritual, social and cultural factors), their views and values; where necessary, examine the Client;
 - B) Promptly provide or arrange suitable advice, investigations where necessary;
 - C) Refer a Client to another CAA designated practitioner when this serves the Client’s needs.

Section: Part II	Page: 4	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



3. You must be satisfied that you have consent or other valid authority before you carry out any examination or investigation, or volunteers in teaching or research.
4. You must make good use of the resources available to you. This guidelines sets out the requirements for referral of specific cases to the licensing authority or where decisions must be made in consultation with Designated Consultants. In all other cases CAMEs and MA should recognize and work within the limits of their competence. CAMEs & MA will have access to consultant advisers in a variety of medical specialties to whom they can refer for advice. Where appropriate, CAMEs should consider referring to another CAME colleague, SCAI-AM, or MA if an issue is beyond their level of competence or if a decision is difficult and a consensus decision or peer review is warranted.

An important element of adequately assessing an applicant's condition includes an assessment of mental wellbeing. A medical examination for aeromedical certification should include a general enquiry about mental health which should include mood, sleep and alcohol use. The doctor should observe the applicant during the process of the examination and assess the mental state of the applicant under the broad headings of appearance/ speech/ mood/ thinking/ perception/ cognition/ insight. The doctor should also be looking out for any signs of alcohol or drug misuse.

The direct provision of clinical care is not part of a CAME or MA role although there will be times when this may need to be facilitated urgently and applicants directed to where they can receive appropriate care.

CAMEs shall avoid the conflicts of interest that can arise when they act in a regulatory capacity as an Aeromedical Examiner for a person for whom they also provide clinical care e.g. as a General Practitioner.

3.1.3. Record your work clearly, accurately and legibly

1. Documents you fill/make (including clinical records) to formally record your work must be clear, accurate and legible. You should make records at the same time as the events you are recording or as soon as possible afterwards.
2. Clinical records should include:
 - a) Relevant clinical findings;
 - b) The decisions made and actions agreed, and who is making the decisions and agreeing the actions;
 - c) The information given to Clients;
 - d) any drugs have been prescribed or other investigation or treatment;
3. From time to time CAMEs and MA may be required to assist the CAA Investigation and Enforcement Team with investigations into a breach of regulation by an applicant.

Section: Part II	Page: 5	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



3.2 Safety and quality

3.2.1 Respond to risks to safety

1. You must promote and encourage a culture that allows Clients to raise concerns openly and safely.
2. You must take prompt action if you think that Client safety, dignity or comfort is or may be seriously compromised.
 - a. If a Client is not receiving basic care to meet their needs at Aeromedical Centre, CAASL, you must immediately inform to SCAI-AM who is in a position to act straight away;
 - b. If Clients are at risk because of inadequate premises, equipment or other resources, policies or systems, you should put the matter to SCAI-AM. You must raise your concern in line with our guidance. You should also make a record of the steps you have taken; If you have concerns that a colleague may not be fit to practice and may be putting Clients at risk, you must ask for advice from MA or SCAI-AM. MA/SCAI-AM should raise concerns through the CAA's confidential reporting system.
 - c. If you are still concerned you must report this, to DTOPL, and make a record of the steps you have taken.

3.2.2 Protect patients and colleagues from any risk posed by your health

1. If you know or suspect that you have a serious condition that you could pass on to Clients, or if your judgement or performance could be affected, you must consult MA. You must follow MA's advice about any changes to your practice they consider necessary. You must not rely on your own assessment of the risk to patients.
2. You should be immunized against common serious communicable diseases (unless otherwise contraindicated).
3. CAMEs should let the MA & SCAI-AM know if there are any issues regarding their health that might impact on their judgment or performance and thus present an indirect risk to flight safety. The Aeromedical Centre does not necessarily need to know what the issue is but the MA & SCAI-AM can discuss a CAME's certification with them and make appropriate arrangements with regards to their CAME certificate. This may include a temporary suspension of the certificate until any issues are sufficiently resolved.

3.3 Communication, partnership and teamwork

3.3.1 Communicate effectively

1. You must listen to Clients, take account of their views, and respond honestly to their questions.

Section: Part II	Page: 6	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



2. You must give Clients the information they want or need to know in a way they can understand. You should make sure that arrangements are made, wherever possible, to meet Clients' language and communication needs.
3. You must be considerate to those close to the Client and be sensitive and responsive in giving them information and support through the Aeromedical Centre, CAASL.
4. When you are on duty you must be readily accessible to Clients and colleagues seeking information, advice or support.
5. It is important that CAMEs are familiar with CAASL Implementing Standards concerning aeromedical certification and associated CAA guidance (SLCAP 3020) material so that they can properly assess and advise applicants. They should also be aware of applicable legislation and guidance material concerning other types of aviation medical certification and medical declarations.
6. There is an obligation on CAMEs to ensure that communication with an applicant can be established without language barriers. If this is not possible then the medical examination/assessment should not proceed.
7. It is important that if CAMEs are not going to be available for period e.g. due to ill health or annual leave, that they shall inform SCAI-AM to make alternative arrangements.

3.3.2 Work collaboratively with colleagues to maintain or improve patient care

1. You must work collaboratively with colleagues, respecting their skills and contributions.
2. You must treat colleagues fairly and with respect.
3. You must be aware of how your behaviour may influence others within and outside the team.

3.3.3 Training

MA is expected to contribute to the Aeromedical training that the CAA undertakes. This includes teaching on aviation and space medicine courses as well as contributing to the training and mentoring of CAMEs.

Although there are no obligations on CAMEs to provide teaching and training as part of their certification, a number have found this useful as part of their business activity and for their own professional development.

3.3.4 Establish and maintain partnerships with Clients

1. You must be polite and considerate.
2. You must treat Clients as individuals and respect their dignity and privacy.
3. You must treat Clients fairly and with respect whatever their life choices and beliefs.
4. You must treat information about Clients as confidential.
5. You must support Clients in caring for themselves to empower them to improve and maintain their health. This may, for example, include:

Section: Part II	Page: 7	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



- a) Advising Clients on the effects of their life choices and lifestyle on their health and well-being;
 - b) Supporting Clients to make lifestyle changes where appropriate.
6. Disclosure of confidential information (with or without consent) might be required to protect individuals or society. CAMEs should inform the CAA immediately if they are concerned that an applicant represents a risk to public safety.
 7. Although doctors working as MA or CAMEs not directly responsible for providing clinical care to an applicant, they can provide information about the requirements for certification, advise on how a medical condition will affect fitness to fly and support applicants in obtaining the relevant reports and investigations to complete their application. CAMEs are obliged to make applicants aware of the consequences of providing incomplete, inaccurate or false statements about their medical history and how their information will be handled.
 8. The regularity with which CAMEs see their applicants lends itself to using routine medicals as an opportunity for health promotion, particularly as the examination involves a declaration of alcohol intake, smoking habits, measurement of weight and height and discussions about breast/testicular examination.

3.4 Maintaining trust

3.4.1 Show respect for Clients

1. You must not use your professional position to pursue a sexual or improper emotional relationship with a Client or someone close to them.
2. You must not express your personal beliefs (including political, religious and moral beliefs) to Clients in ways that exploit their vulnerability or are likely to cause them distress.
3. You must be open and honest with Clients if things go wrong. If a patient under your care has suffered harm or distress, you should:
 - a) put matters right (if that is possible);
 - b) offer an apology;
 - c) Explain fully and promptly what has happened and the likely short-term and long-term effects.

3.4.2 Treat Clients and colleagues fairly and without discrimination

1. You must not deny assessment of Clients because their medical condition may put you at risk. If a Client poses a risk to your health or safety, you should take all available steps to minimize the risk before providing your services.
2. You must not unfairly discriminate against Clients or colleagues by allowing your personal views to affect your professional relationships. You should challenge colleagues if their behaviour does not comply with this guidance.

Section: Part II	Page: 8	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



3. You must respond promptly, fully and honestly to complaints and apologize when appropriate. You must not allow a Client's complaint to adversely affect the service you provide.
4. If someone you have contact with in your professional role asks for your registered name and/or SLMC reference number, you must give this information to them.

3.4.3 Act with honesty and integrity

3.4.3.1 Honesty

1. You must make sure that your conduct justifies your Clients' trust in you and the public's trust in the profession.
2. You must always be honest about your experience, qualifications and current role.

3.4.3.2 Communicating information

1. You must be honest and trustworthy in all your communication with Clients and colleagues. This means you must make clear the limits of your knowledge and make reasonable checks to make sure any information you give is accurate. When communicating publicly, including speaking to or writing in the media, you must maintain Client confidentiality. You should remember when using social media that communications intended for friends or family may become more widely available.
2. You must be honest and trustworthy when writing reports, and when completing or signing forms, reports and other documents. You must make sure that any documents you write or sign are not false or misleading.

3.4.3.2 Openness and legal or disciplinary proceedings

1. You must be honest and trustworthy when giving evidence to courts or tribunals. You must make sure that any evidence you give or documents you write or sign are not false or misleading.
 - a. You must take reasonable steps to check the information.
 - b. You must not deliberately leave out relevant information.
2. You must cooperate with formal inquiries and complaints procedures and must offer all relevant information while following the guidance in Confidentiality.
3. You must make clear the limits of your competence and knowledge when giving evidence or acting as a witness.
4. If you are suspended by an organization from a medical post, or have restrictions placed on your practice, you must, without delay, inform CAASL.
5. From time to time CAMEs and Medical Assessor may be approached to assist the Civil Aviation Authority with regulatory or criminal investigations in relation to an applicant they have assessed. The Authority expects CAMEs and MAs to co-operate with Investigation Officers and provide relevant information, records in accordance with Good Medical Practice, whilst also following the guidance in Confidentiality.

Section: Part II	Page: 9	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01



3.4.3.3 Honesty in financial dealings

1. You must be honest in financial and commercial dealings with employers and other organizations or individuals.
2. You must not allow any interests you have to affect the way you prescribe, refer or commission services for Clients.
3. If you are faced with a conflict of interest, you must be open about the conflict, declaring your interest formally, and you should be prepared to exclude yourself from decision making.
4. You must not ask for or accept – from Clients, colleagues or others – any inducement, gift or hospitality that may affect or be seen to affect the way you assess Clients or commission services for CAASL. You must not offer these inducements.
5. For CAMEs & MA, the CAA has in place a policy relating to the giving or receiving of gifts or hospitality. This sets out guidance for all colleagues (including temporary staff and contractors) to follow to ensure the integrity of its employees and to demonstrate no undue influence by external parties in the course of its regulatory work. CAMEs should also be careful about receiving gifts as these may be attached to an expectation of a fit assessment being made in return.

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Section: Part II	Page: 10	Date: 31-Jul-2020
SLCAP 3020 Medical Procedures Manual Part -II	1 st Edition	Rev: 01