



# Update ME

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A brief update from the  
Civil Aviation Authority  
Central Medical Unit

17 August 2007

Welcome to another issue of our *Update ME* newsletter.

## Reminder: Communications

Timely two-way communications are a very important aspect of the working relationship between the CAA Central Medical Unit and our many Medical Examiners in the field.

Because of this, it is critically important for MEs to let the CAA know of any changes to their addresses, phone / fax numbers, and email addresses ... as soon as is humanly possible.

Another communications issue that has come to focus a little recently is accessing copies of material from the CAA's central files. We do work hard to provide a prompt turnaround for all reasonable requests and, except for weekends, achieve a 24-hour response time of virtually 100%. We cannot, however, guarantee that requests for documents will be completed within shorter time periods.

If you're going to need records from CAA please try to give us as much notice as possible and please do not abuse the hard work of our office staff by requesting copies from us when you're able to extract them from your own records.

If we're not snowed-under with requests we should be able to maintain the great turnaround times that you've experienced to-date.

Notify CAA, as soon as possible, of any change to you address or contact details.

## Reminder: Documenting closure

During many medical assessments the ME satisfies themselves that an apparent problem (maybe the applicant ticked "yes" to a question about heart problems ... when a reliable diagnosis of benign palpitations has been followed-up and documented) is not really of aeromedical significance. These

sorts of decisions are an integral part of the ME's role ... sifting the wheat from the chaff.

The administrative burden on our system and staff will be reduced if, when you make such a determination, you document the fact that you've thought about the issue and are happy with the outcome. This way when we review the file we do not have to follow-up to check whether the issue is closed or whether it had slipped through the net.

A simple method, practiced by many MEs, is to make sure there an ME comment for every application "yes" answer, in the examination form. The comment does not need to be complex, a simple "20.17: palpitations. OP Ix at TopNotchHeartClinic – Benign – Letter report 20JAN05. Nil else." would be adequate to clearly demonstrate the matter had been noticed, considered, and *discharged*.

This issue becomes especially important, also, when you're dealing with usage patterns for alcohol or other recreational drugs that may be of uncertain or borderline safety.

## We are here to help!

If you should have problems, questions or queries, please call us on 04 560 9466 or email [med@caa.govt.nz](mailto:med@caa.govt.nz).

## CASA Joint workshop: 12NOV07

The Australian Regulator, CASA, will be hosting the next in our series of joint regulatory aeromedical workshops, in Melbourne, on 12 November 2007. The topic is yet to be advised.

ME's are welcome to attend. Please RSVP, to the PMO, if you're interested.

## Next month: Thirty days

Not enough space left on this page but next month we'll look at the thirty-day provisions in the Civil Aviation Rules Part 67 (rule 67.61c).

## CAA Medical Help

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