

Canadian Forces Health Services Group Headquarters Detachment Winnipeg
1 Canadian Air Division Surgeon
PO Box 17000 Stn Forces
Winnipeg, MB R3J 3Y5

1600-1 (AECO)

October 2016

Distribution List

ADMINISTRATIVE INSTRUCTION –
AEROMEDICAL EVACUATION
MEDICAL SPECIALIST TEAM MEMBER

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. CF H Svcs Gp Commander's Planning Guidance FY 2016/2017, Annex A, Appendix 1, Managed Readiness High Readiness Operational Tasks
C. 1 Cdn Air Div Orders, Vol 1, 1-006, Operational Dress
D. Royal Canadian Air Force Flight Operations Manual (RCAF FOM), Ch 4, 4.2.2, Part 2 – 4.2.2.1 Personal Equipment/Protective Clothing
E. National Joint Council Travel Directive 2008, <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>
F. RCAF FOM, Ch 4, 4.1.2, Part 2 - Pregnancy and Aircrew
G. CF H Svcs Gp Instruction 3100-23 Medical Administration of Pregnant Members
H. 1 Cdn Air Div Orders, Vol 1, 1-247, para 13-14, Aircrew Allowance – Designated Flying Positions.
I. 1 CAD Order, Vol 10, 10-001 Casual Aircrew Allowance for Health Services Personnel

SITUATION

1. Aeromedical Evacuation (AE) of Canadian Armed Forces (CAF) patients in strategic and domestic environments is conducted by AE teams posted to the CF Aeromedical Evacuation Flight (CF AE Flt) at 8 Wing, Trenton. The basic AE team is comprised of Flight Nurses (FN) and Flight Medical Technicians (FMT). There are clinical situations in which the basic AE team's capability necessitates augmentation by either a Flight Surgeon (Flt Surg), Critical Care Aeromedical Evacuation (CCA), Mental Health or other specialists. IAW ref A, there is a pool of Medical Specialist Team Members (MSTM) who are posted to Health Services units across the CAF who have successfully completed additional training in Aerospace Medicine/Aeromedical Evacuation in order to augment existing CAF AE capabilities.

MISSION

2. As per Ref B, Canadian Forces Health Services Group Headquarters Detachment Winnipeg (CF H Svcs Gp HQ Det Winnipeg) located at 1 Canadian Air Division Headquarters (1 Cdn Air Div HQ) will maintain a 12 hours notice to move (NTM) and 48 hours NTM posture for AE, including the capability for CCAE and mental health.

EXECUTION

3. Concept of Operations.

- a. The CF H Svcs Gp HQ Det Wpg Aeromedical Evacuation Coordinating Officer (AECO) in conjunction with CF H Svcs Gp J3 High Readiness will create and maintain a Nurse Critical Care Aeromedical Evacuation (Nur CCAE) Duty Schedule in Canadian Forces Task Plans and Operations (CFTPO) and provide administrative instructions to MSTMs. The CFTPO tasks will be created in two week blocks and sourced to Canadian Forces Health Services Group (CF H Svcs Gp). Two Nur CCAE specialists will be required for each two week block in the Nur CCAE Duty Schedule. There will be one Nur CCAE specialist on 12 hours NTM and one Nur CCAE specialist on 48 hours NTM;
- b. CF H Svcs Gp HQ J3 High Readiness creates and maintains a Flight Surgeon (Flt Surg) Standby List in CFTPO. The AECO will liaise with J3/home unit HSG/ home unit as required;
- c. CF H Svcs Gp HQ J3 High Readiness in conjunction with 1 Canadian Field Hospital (1 Cdn Fd Hosp) maintains a Critical Care Medical Specialist (CCAe Med Spec) duty schedule consisting of Internal Medicine, Anaesthesia, Emergency Medicine, and General Surgery physicians in CFTPO. The AECO will liaise with 1 Cdn Fd Hosp to receive the contact information of the nominated CCAE Med Spec;
- d. Mental Health Nursing Officers (MHNO) may receive specialized training in AE operations by attending a portion of the Aeromedical Evacuation Course conducted at 426(T) Sqn at 8 Wing, Trenton. The AECO will maintain a current list of mbrs that have received this training and request their support through CF H Svcs Gp HQ J3 as required; and
- e. The CF AE Flt and AECO will provide administrative support to all MSTMs throughout the duration of the mission as required.

4. Tasks.

- a. CF AE Flight Commander (Flt Comd) will:

- (1) be responsible to ensure a primary basic AE team is at 12 hrs NTM and a secondary basic AE team is at 48 hrs NTM;
 - (2) be responsible for the composition of AE teams including Medical Specialist Team Members (MSTM); and
 - (3) ensure MSTM meet training requirements as outlined in TORs.
- b. CF H Svcs Gp HQ Det Wpg Aeromedical Evacuation Coordinating Officer (AECO) will:
- (1) monitor the Nur CCAE duty schedule in CFTPO and ensure all positions are filled;
 - (2) obtain required contact information and passport information from MSTM as outlined in Annex A;
 - (3) coordinate Flt Surg and Nur MH support as required with CF H Svcs Grp HQ J3;
 - (4) coordinate CCAE Med Spec support as required with 1 Cdn Fd Hosp;
 - (5) distribute Admin Instructions and Annexes to all MSTMs; and
 - (6) provide administrative support to all MSTMs as required.
- c. CF AE Flt Medical Crew Director (MCD) will:
- (1) be an experienced FN or FMT who holds an operational MCD status;
 - (2) be responsible for the overall AE mission management on behalf of the CF AE Flt Comd to include all phases of an AE mission (planning, execution, and debriefing);
 - (3) be the link between the AE team and the Aircraft Commander (AC). The AC has overall authority for the aircraft and the mission;
 - (4) be the MSTM's POC at the CF AE Flt once AE mission/training is tasked; and
 - (5) provide post-mission assistance to MSTMs as required, including providing copy of K1017 or other mission documentation to assist

with completion of logbooks and request for Casual Aircrew Allowance (DND 2516) if applicable.

- d. CF AE Flt Aeromedical Evacuation Standards Officer (AESO) will:
 - (1) verify that all MSTMs have met the training requirements as outlined in TORs and notify CF AE Flt Comd of any discrepancies;
 - (2) maintain file IAW with applicable orders for MSTMs to document AE missions/training;
 - (3) ensure access to CF AE Flt Sharepoint References for MSTMs; and
 - (4) provide guidance and administrative support to MSTMs as required.

- e. CF AE Flt Administrative Officer (Admin O) will:
 - (1) coordinate Special Area Passes (SAP) for MSTMs as required for AE missions; and
 - (2) provide administrative support to MSTMs as required.

- f. CF AE Flt Equipment Section will:
 - (1) provide MSTMs with reflective belts and flashlights when required for movement on the flight-line; and
 - (2) provide equipment support to MSTMs as required.

- g. Medical Specialist Team Members (MSTM) will:
 - (1) ensure they have reviewed the Administrative instructions and Annexes A-E and applicable TOR;
 - (2) comply with readiness requirements as listed in para 5(a);
 - (3) send contact and passport information as outlined in Annex A to AECO upon being nominated in CFTPO for Nur CCAE or Flt Surg Duty Schedules. CCAE Med Spec will ensure contact information is kept up-to-date with 1 Cdn Fd Hosp and AECO;

- (3) ensure personal kit is prepared and in accordance with Annex B for short notice deployment;
- (4) Nur CCAE MSTM will remain on 12 hours or 48 hours NTM as outlined in Annex C for the duration of CFTPO tasking;
- (5) adhere to regulations regarding the consumption of alcohol as outlined in Annex C for the duration of CFTPO tasking; and
- (6) familiarize themselves with general Temporary Duty (TD) information as per paragraph 6, subparagraphs b and c.
- (7) Notify AECO/MCD as soon as possible if any changes to readiness status.

5. Coordinating Instructions.

a. Readiness Requirements.

- (1) Current Heart & Stroke Foundation ACLS and BLS for Health Care Providers certifications;
- (2) High readiness immunization requirements IAW Annex D;
- (3) N95 Mask fit testing certificate/card performed within the last 2 years; and
- (4) As per Refs F and G, MSTMs will be assigned a temporary medical category with medical employment limitations (MELs) upon confirmation of pregnancy. The MELs prevent MSTMs from being on the CCAE call list and participating in AE. Any mbr that is scheduled for a duty period who becomes pregnant is to notify the CF AE Flt Comd and their respective CoC/Ops section who will arrange for replacement.

b. Timings.

- (1) Each CFTPO task will indicate duration of On-Call duty for CCAE nurses and Flt Surg MSTMs. CCAE Med Spec duty periods will be determined by 1 Cdn Fd Hosp;
- (2) On-Call duty begins at 0000 Local (L) Eastern Standard Time (EST) on the first day of the tasking period and ends at 2359L EST on the last day of the tasking period; and

- (3) Timings for AE missions will be coordinated by the AECO and distributed by the MCD to the MSTM as required.

c. Location.

- (1) MSTMs will remain at their respective units for the duration of the CFTPO tasking unless required for AE missions/training;
- (2) To comply with their respective NTM, CCAE nurses should be pulled from these specific geographical areas:
 - i. 12 hours NTM: Borden, Kingston, Montreal, Ottawa, Petawawa, Toronto and Trenton; and
 - ii. 48 hours NTM: as above along with Comox, Edmonton, Gagetown, Greenwood, Halifax, Victoria, Vancouver and Winnipeg.

d. Dress.

- (1) AE qualified Nursing Officers and Med Techs, as well as Flt Surgs, are authorized to wear flight suits with approved badges during AE missions/training. MSTMs who do not hold an AE qualification will wear CADPAT for AE missions/training; and
- (2) MSTMs should remove all rings when working on or around the aircraft to prevent de-gloving injuries and adhere to safety requirement as directed by MCD.

e. Transportation.

- (1) The MSTM's home unit is responsible, through liaison with the AECO, for coordinating all transportation between the home unit and the departing airport for the AE mission; and
- (2) All transportation during AE missions will be coordinated by the CF AE Flt.

f. Rations and Accommodations.

- (1) The MSTM's home unit is responsible, through liaison with the AECO, for coordinating any rations and quarters that may be required while in transit from the home unit to the departing airport for the AE mission; and
- (2) All rations and accommodations during AE missions will be coordinated by the CF AE Flt.

SERVICE SUPPORT

6. Financial.

- a. Fin coding for all costs associated with AE missions will be provided by the AECO as required;
- b. AECMs and MSTMs are on TD from the moment that they leave their normal place of residence/duty until they return to their normal place of duty. This means that they are either performing their duties or preparing to perform their duties. In the interest of “crew concept”, members are to be billeted in the same location whenever possible and remain in close contact; and
- c. Special travel circumstances occur when AECMs, including MSTM, are subjected to an extended period of time in which they are preparing to perform their duties (i.e. arrive in location for an AE on Monday but do not leave until Friday). In these special travel circumstances, day trips within the geographic confines of the other Canadians in the Area of Responsibility (AOR) will be entertained. All requests for day trips are to be vetted through the MCD. Under no circumstances are members to cancel accommodations arranged by the AECO, nor are they to stay overnight in alternate locations. No TD monies over and above normal claims funding will be provided for members on day trips.

7. Aircraft and Flight-line Safety.

- a. MSTMs are to follow the direction of the AECMs with regards to flightline and aircraft safety.

COMMAND AND SIGNALS

8. Appointments & Contacts.

- a. CF AE Flt Comd – LCdr Sandra Pilote:
Office: 613-392-2811 ext 5030, CSN: 827-5030;
- b. AECO – Capt Joëlle Beaudoin:
Office: 204-833-2500 ext 5728, CSN: 257-5728,
BB/Pager: 204-228-7302, Email +AECO@forces.gc.ca;
- c. CF AE Flt Ops & Trg – Capt Carly Montpellier
Office: 613-392-2811 ext 5040, CSN: 827-5040;
- d. CF AE Flt AESO – Vacant

- e. CF AE Flt Admin O – Capt Carly Montpellier:
Office: 613-392-2811 ext 5040, CSN: 827-5040;
- f. CF AE Flt Equipment Section:
Office: 613-392-2811 ext 5036, CSN: 827-5036; Email:
medequip@forces.gc.ca
- g. CF AE Flt Critical Care Nursing Officer (CCNO) – Capt Colas:
Office: 613-392-2811 ext 4803, CSN: 827-4803;
- h. CF AE Flt Critical Care Nursing Officer (CCNO) – Capt Wilson:
Office: 613-392-2811 ext 5330, CSN: 827-5330;
- i. CF AE Flt Critical Care Nursing Officer (CCNO) – Capt McCallum:
Office: 613-392-2811 ext 5412, CSN: 827-5412; and
- j. AE Program Manager – Maj Connie Watson:
Office: 204-833-2500 ext 5874, CSN: 257-5874.



R.R. Hannah
Major
Air Division Surgeon
1 Canadian Air Division

Annexes:

- Annex A – Required Contact and Passport Information
- Annex B – General Dress Information and MSTM Kit List For AE Mission/Training
- Annex C – 12 and 48 Hours Notice to Move and Alcohol Consumption
- Annex D – High Readiness Immunization Requirements For AE Mission
- Annex E – General Information for MSTM Tasked For an AE Mission/Training
- Annex F – Terms of Reference: Critical Care Medical Specialist AE MSTM
- Annex G – Terms of Reference: Critical Care Medical Specialist AE MSTM
- Annex H – Terms of Reference: Flight Surgeon AE MSTM
- Annex I – Terms of Reference: Critical Care Nursing Officer AE MSTM
- Annex J – Terms of Reference: Mental Health Nursing Officer AE MSTM

Distribution List

Action

Internal

CF H Svcs Grp HQ Det Wpg//AECO
CF AE Flt//Flt Cmdt

Information

External

CF H Svcs Gp HQ//J3 High Readiness/SO CNS/Nur CC SPL/Nur MH SPL/CCAЕ SPL
1 Cdn Fd Hosp//Ops O
1 CAD//TRSET/SE6-3

Internal

CF H Svcs Grp HQ Det Wpg//AE PM/HS Plans
CF AE Flt//Flt Comd

REQUIRED CONTACT AND PASSPORT INFORMATION

1. Contact Information.
 - a. Upon being nominated in CFTPO for CCAE nurse or Flt Surg Duty Schedule, all MSTMs will email the following to +AECO@forces.gc.ca:
 - (1) home telephone number;
 - (2) cell phone number (if applicable); and
 - (3) personal email address (if applicable);
2. Passport Information.
 - a. Upon being nominated in CFTPO for CCAE nurse or Flt Surg Duty Schedule, all MSTMs will email the following to +AECO@forces.gc.ca:
 - (1) full name as written on passport;
 - (2) service number;
 - (3) colour of passport (i.e. blue or green);
 - (4) passport number; and
 - (5) passport expiration date.

GENERAL DRESS INFORMATION AND MSTM KIT LIST FOR AE MISSION/TRAINING

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. 1 Cdn Air Div Orders, Vol 1, 1-006, Operational Dress
C. RCAF Flight Operations Manual, Ch 4, 4.2.2, Part 2, Personal Equipment/Protective Clothing

1. MSTMs are to wear military uniforms during AE missions/training as per applicable orders. MSTMs who have an AE (AHUT) qualification and Flight Surgeon may wear a flight suit. MSTMs who do not have an AE qualification will wear CADPAT. Authorization may be provided for the wearing of scrubs on a case by case basis.
2. MSTMs who are authorized to wear flight suits are to wear only approved badges in accordance with Ref B. Please contact CF AE Flt Ops & Trg Section for more information on the approved badges and how to order them.
3. Cold Weather Protective Clothing (B25 Kit)
 - a. During sustained overland operations where the lowest temperature is predicted to be below 0°C, the following protective clothing or equivalent shall be carried by all crewmembers:
 - (1) parka and wind pants or winter flyer clothing;
 - (2) toque or balaclava;
 - (3) extreme cold weather mittens and liners; and
 - (4) extreme cold weather boots with green or grey socks.
 - b. During the AE mission/training planning phase, the MCD will advise MSTM whether the carrying of cold weather protective clothing is required. However, the use of common sense is advised. When in doubt, MSTMs are to consult with the AECMs assigned to the mission/training.
4. Mandatory (NO-GO) Items.
 - a. For all AE missions/training, MSTMs will have the following in their possession:
 - (1) CF identification card;
 - (2) CF issued identification disks (worn next to skin);

- (3) Jacket: AE qualified nursing officers and medical technicians and Flt Surgs will bring their flight jacket. All other MSTMs will bring their CADPAT jacket or raincoat;
 - (4) Gloves: AE qualified NO and Med Tech and Flt Surg will bring their flight gloves. All other MSTMs should have work gloves. Gloves are to be worn by all crewmembers during engine start, take-off and landing;
 - (5) Shatterproof flashlight (AE qualified NO and Med Tech)
 - (6) Bank of Montreal (BMO) Individual Designated Travel Card (IDTC) MasterCard or personal credit card to pay for expenses (accommodations and/or meals) incurred during an AE mission/training.
- b. Additional items may be required based on the AE mission or training. MSTMs will be advised to bring these items by either the AECO or the MCD.
- (1) Passport (the one conveyed to the AECO)
 - (2) Geneva Convention Card; and
 - (3) Immunization record.
- c. On arrival at the CF AE Flight, the MSTM may be issued via a loan card:
- (1) 8 Wing Trenton Special Area Pass (SAP);
 - (2) Reflective belt/vest; and
5. Suggested Kit List.
- a. With the exception of the items listed in paragraphs 3 and 4, there is no mandatory AE kit list. Below is a list of recommended items compiled from years of AE experience that can be used as reference when packing for AE mission/training. The following items are highly recommended, but not mandatory:
- (1) extra environment specific t-shirt;

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- (2) extra underwear;
- (3) extra bra (women);
- (4) extra pair of socks (wool or two sock system);
- (5) long underwear (top and bottom);
- (6) personal hygiene articles;
- (7) towel;
- (8) blue and red pens;
- (9) personal water bottle;
- (10) seasonal civilian attire (shoes, jacket, clothing, etc.)
- (11) universal electrical adapter; and
- (12) personal items.

- b. The use of headlamps on CAF aircraft is not authorized on the flight deck or during critical phases of flight (i.e. take-off, landing and aircraft emergencies). MSTM will inform the MCD of their intent to utilize a headlamp prior to use.

12 AND 48 HOURS NOTICE TO MOVE AND ALCOHOL CONSUMPTION

References: A. CF H Svcs Gp Commander's Planning Guidance FY 2015/2016, Annex A, Appendix 1, High Readiness Operational Tasks
B. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
C. RCAF FOM, Ch 4, 4.2.1, Part 1, Physiological Restrictions

1. 12 and 48 Hours Notice to Move.
 - a. As per reference A, the CF AE Flt at 8 Wg Trenton is required to maintain 12 and 48 hrs notice to move for an AE mission with critical care capability. CCAE MSTMs on the duty call list may be required to deploy with short notice. MSTMs shall ensure that all personal/administrative matters are in order and that personal kit/mandatory items are easily accessible for the duration of the duty period.

2. Alcohol Consumption.
 - a. All MSTMs shall not consume any alcohol for at least the period of 12 hours prior to flying, and in no case less than eight hours prior to reporting for duty.
 - (1) Example:

A CCAE MSTM is scheduled to depart Trenton for a CCAE mission at 1330hrs. The CCAE reports for duty at 0730hrs. The last consumption of alcohol permitted is no later than 2330hrs the day prior. Had the CCAE mission been scheduled for 1000hrs, then the last consumption of alcohol permitted would have been 2200hrs the day prior.
 - b. Any consumption of alcohol within a period of 24 hours prior to flying shall:
 - (1) be of a moderate amount;
 - (2) be consumed at a rate which, in combination with a period of sleep following consumption, will ensure body clearance by the time of reporting to duty; and
 - (3) not affect the subsequent flying performance based on a full duty day period.
 - c. MSTM shall not fly when unusually fatigued, or suffering from any illness or injury without the prior approval of a Flight Surgeon.

HIGH READINESS IMMUNIZATION REQUIREMENTS FOR AE MISSIONS

References: A. CF H Svcs Gp Advisory 6637-02 – High Readiness Units in the Canadian Forces – Recommended Immunizations and Preventive Measures for Personnel on Assignment to High Readiness Positions.

B. Flight Surgeon Guidelines 300-01, para 15 – Temporary Flying Restrictions

1. AECMs and MSTMs participating in AE missions may travel to a variety of domestic and expeditionary locations. IAW ref A, all personnel in High Readiness positions, to include CCAE calls lists, are required to be up-to-date for the following:
 - a. Tetanus Diphtheria;
 - b. Pertussis;
 - c. Measles, Mumps, Rubella;
 - d. Varicella;
 - e. Hepatitis A;
 - f. Hepatitis B;
 - g. Polio;
 - h. Typhoid;
 - i. Seasonal Influenza (annually);
 - j. Meningococcal meningitis (booster at/after 5 years); and
 - k. Yellow fever.
2. AECMs posted to the CF AE Flt do not currently receive vaccination for Japanese encephalitis as AE missions are typically conducted to urban international airports where the risk is assessed as very low. This is subject to change at any time at the direction of the 1 Cdn Air Div Surg and will be disseminated to MSTMs as required. Further immunizations (eg – Cholera) may be required for specific mission locations IAW D FHP guidelines.
3. For AE missions to certain locations, AECMs/MSTMs may be required to take Malaria Chemoprophylaxis (MCP). Further directed will be disseminated to MSTMs by the CF AE Flt Comd as required. All aircrew will require a “Malarone Challenge” to be completed at their local base/wing clinic.

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4. Due to the nature of certain operations, all MSTMs should draw a tube of DEET insect repellent from their local PMed to ensure adequate insect discipline if required

GENERAL INFORMATION FOR MSTM TASKED FOR AN AE MISSION/TRAINING

Reference: B-MD-005-000/FP-001 Aeromedical Evacuation Manual Chapter 3, Section 2 and 3

1. Flight line safety and security is essential. The MSTM must follow the directions of the MCD in regards to:
 - a. Reflective belts are often worn on the flightline specifically at times where visibility is reduced such as night, dusk, dawn, and during inclement weather. The MCD will ensure that the MSTM will have a reflective belt if needed;
 - b. Unaccompanied packages threaten flightline safety. MSTMs are not to accept any package from individuals unknown to them. If a suspicious package is found on or near an aircraft, ensure:
 - (1) it is left untouched;
 - (2) the package is isolated by assigning one person to keep people away from the area; and
 - (3) report suspicious package to the Aircraft Commander (AC) or to Wing Ops.
 - c. Cameras are not permitted on the flightline without prior authorization. Request for authorization should be directed to Wing Ops prior to taking any pictures. Photos are not to be taken of patients without the MCD and the patient's prior authorization. Any use of a photo for teaching/presentations should have all identifying data removed (e.g. faces blurred)
2. The CF AE Flt and CAF aircraft are scent free work environments. MSTMs will not wear perfumes or colognes while on duty during an AE mission.
3. MSTMs will not wear fingernail polish or artificial nails due to infection control issues. Chipped nail polish and artificial nails may increase bacterial load and impede visualization of the soil under nails.

CF AE FLIGHT TERMS OF REFERENCE	SME:	Div Surg
	OPI:	AE Flt Comd
	COORD OFFICE:	AECO
	DATE OF LAST REVISION:	7 Jul 2016
POSITION: AE Medical Specialist Team Member (MSTM) – Critical Care Aeromedical Evacuation Medical Specialist (CAAE Med Spec)		
LOCATION: CF AE Flight Trenton		

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. 1 Cdn Air Div Order, Vol 1, 1-006
C. 1 Cdn Air Div Order, Vol 2, 2-007 Section 1 & 2
D. National Joint Council Travel Directive 2008, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp

Scope of Responsibility

1. Provide clinical care of stabilized patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (CAAE Nurses, Flight Nurses, and Flight Medical Technicians).
2. Maintain awareness of the aeromedical and occupational health aspects of patient, crew, and passenger safety at all times.

Training Requirements

3. CCAE Med Spec are medical specialists who work in intensive care, internal medicine, anaesthesiology, emergency medicine, or general surgery. It is optimal that they are qualified Flight Surgeons (AJRI, ADWS) and have completed the CCAE course (AKPE). CCAE Med Spec are required to be current in Basic Life Support and Advanced Cardiac Life Support.

Duties

4. When operating as a MSTM on an AE team, the Medical Specialist will:
 - a. review administrative instruction – AE MSTM and applicable Annexes;
 - b. in collaboration with the Medical Crew Director (MCD), contact the Sending Medical Authority (SMA) or Originating Medical Facility (OMF) for the latest patient information when possible. Contact the validating Flight Surgeon as needed;

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- c. review AE approved medical kit and equipment. Discuss with AE team need for any additional medications or medical equipment;
- d. discuss medication requirements, orders, and transport care plan with the AE team. Complete and sign CCAE orders (must be reviewed and signed q 24 hrs);
- e. ensure transfer of accountability (handover) is completed with the physician at the OMF;
- f. assist CCAE nurses as required in preparation and packaging of patient at OMF;
- g. participate in any and all crew briefings as required;
- h. as the medical authority, provide routine and emergency patient care from OMF to Destination Medical Facility (DMF);
- i. ensure at minimum that an initial patient assessment is documented in the physician progress notes on the CCAE patient care report;
- j. ensure transfer of accountability (handover) is completed with the physician at the DMF;
- k. provide urgent aviation medical advice to the aircrew as required;
- l. communicate with MCD and/or Aeromedical Evacuation Coordinating Officer (AECO) whenever non-medical issues arise;
- m. participate in post mission debriefing with the AE team and aircrew;
- n. participate and contribute to AE training; and
- o. participate in AE quality assurance review as required.

CF AE FLIGHT TERMS OF REFERENCE	SME:	Div Surg
	OPI:	AE Flt Comd
	COORD OFFICE:	AECO
	DATE OF LAST REVISION:	7 Jul 2016
POSITION: Aeromedical Evacuation (AE) Medical Specialist Team Member (MSTM) – Flight Surgeon (Flt Surg)		
LOCATION: CF AE Flight Trenton		

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. 1 Cdn Air Div Order, Vol 1, 1-006 Operational Dress
C. RCAF Flight Operation Manual 4.2.2 Part 2 Personal Equipment/Protective Clothing
D. National Joint Council Travel Directive 2008, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp

Scope of Responsibility

1. Provide clinical care of stabilized patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (Flight Nurses, Flight Medical Technicians. Mental Health Nursing Officers).
2. Maintain awareness of the aeromedical and occupational health aspects of patient, crew, and passenger safety at all times.

Training Requirements

3. Flt Surg MSTMs must complete the Basic Aviation Medicine (AJRI) and Operational Flight Surgeon courses (ADWS) at CFEME, Toronto. Flt Surgs are required to be current in Basic Life Support and Advanced Cardiac Life Support.

Duties

4. When operating as a MSTM on an AE team, the Flt Surg will:
 - a. review administrative instruction – AE MSTM and applicable Annexes;
 - b. in collaboration with the Medical Crew Director (MCD), contact the Sending Medical Authority (SMA) or Originating Medical Facility (OMF) for the latest patient information when possible. Contact the validating Flight Surgeon as needed;
 - c. review AE approved medical kit and equipment. Discuss with AE team need for any additional medications or medical equipment;

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- d. discuss medication requirements, orders, and transport care plan with the AE team. Complete and sign AE order sheet (must be reviewed and signed q 24 hrs);
- e. ensure transfer of accountability (handover) is completed with the physician at the OMF or flight line;
- f. assist AE team as required in preparation and packaging of patient at OMF;
- g. participate in any and all crew briefings as required;
- h. as the medical authority, provide routine and emergency patient care (e.g. ACLS) from OMF to Destination Medical Facility (DMF);
- ii. ensure at minimum that an initial patient assessment is documented in the physician progress notes on the AE patient care report;
- j. ensure transfer of accountability (handover) is completed with the physician at the DMF or flightline;
- k. provide urgent aviation medical advice to the aircrew as required;
- l. communicate with MCD and/or Aeromedical Evacuation Coordinating Officer (AECO) whenever non-medical issues arise;
- m. participate in post mission debriefing with the AE team and aircrew;
- n. participate and contribute to AE training; and
- o. participate in AE quality assurance review as required.

CF AE FLIGHT TERMS OF REFERENCE	SME:	Div Surg
	OPI:	AE Flt Comd
	COORD OFFICE:	AECO
	DATE OF LAST REVISION:	7 Jul 2016
POSITION: Aeromedical Evacuation Medical Specialist Team Member (MSTM) – Nurse Officer Critical Care Aeromedical Evacuation (CCAEC)		
LOCATION: CF AE Flight Trenton		

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. 1 Cdn Air Div Order, Vol 1, 1-006
C. 1 Cdn Air Div Order, Vol 2, 2-007 Section 1 & 2
D. National Joint Council Travel Directive 2008, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp

Scope of Responsibility

1. Provide clinical care of stabilized patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (CCAEC Medical Officer Specialist, Flight Nurses, and Flight Medical Technicians).
2. Maintain awareness of the aeromedical and occupational health aspects of patient, crew, and passenger safety at all times.

Training Requirements

3. CCAEC nurses are to hold the qualification Nursing Officer: Critical Care (ADYF). Preference for the CCNO Duty Schedule will be given to those that have completed the Critical Care Aeromedical Evacuation Specialist (CCAEC) Course (AKPE) at 8 Wing, Trenton. CCAEC nurses are required to be current in Basic Life Support and Advanced Cardiac Life Support.

Duties

4. When operating as a MSTM on an AE team, the Critical Care Nursing Officer will:
 - a. review administrative instruction – AE MSTM and applicable Annexes;
 - b. in collaboration with the Medical Crew Director (MCD) ensure current patient information is obtained from the Sending Medical Authority (SMA) or Originating Medical Facility (OMF);

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- c. review AE approved medical kit and equipment. Discuss with AE team need for any additional medications or medical equipment;
- d. discuss medication requirements, orders, and transport care plan with the AE team. Verify with the MCD that CCAE orders are complete and signed by the appropriate medical authority (must be reviewed and signed q 24 hrs);
- e. ensure transfer of accountability (handover) is completed with the nursing staff at either the OMF or the flight line;
- f. participate in preparation and packaging of patient at OMF;
- g. participate in any and all crew briefings as required;
- h. provide routine nursing and emergency patient care from OMF to Destination Medical Facility (DMF);
- iii. ensure assessments, intervention, and medication administration is documented on the CCAE patient care report;
- j. ensure transfer of accountability (handover) is completed with the nursing staff at either the DMF or the flight line;
- k. communicate with MCD and/or Aeromedical Evacuation Coordinating Officer (AECO) whenever non-medical issues arise;
- l. participate in post mission debriefing with the AE team and aircrew;
- m. participate and contribute to AE training; and
- n. participate in AE quality assurance review as required.

CF AE FLIGHT TERMS OF REFERENCE	SME:	Div Surg
	OPI:	AE Flt Comd
	COORD OFFICE:	AECO
	DATE OF LAST REVISION:	7 Jul 2016
POSITION: Aeromedical Evacuation (AE) Medical Specialist Team Member (MSTM) – Nurse Mental Health (Nur MH)		
LOCATION: CF AE Flight Trenton		

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual
B. 1 Cdn Air Div Order, Vol 1, 1-006
C. 1 Cdn Air Div Order, Vol 2, 2-007 Section 1 & 2
D. National Joint Council Travel Directive 2008, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp

Scope of Responsibility

1. Provide clinical care of stabilized mental health patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (Flight Surgeons, Flight Nurses, and Flight Medical Technicians).
2. Maintain awareness of the aeromedical and occupational health aspects of patient, crew, and passenger safety at all times.

Training Requirements

3. Nur MH MSTMs are to hold the qualification Nurse Mental Health (ADYH). MH nursing officers may receive training in AE operations on a trial basis by attending a portion of the AE course (AHUT) at 8 Wing, Trenton. Nur MH are required to be current in Basic Life Support.

Duties

4. When operating as a MSTM on an AE team, the Nur MH will:
 - a. review administrative instruction – AE MSTM and applicable Annexes;
 - b. in collaboration with the Medical Crew Director (MCD) ensure current patient information is obtained from the Sending Medical Authority (SMA) or Originating Medical Facility (OMF);
 - c. review AE approved medical kit and equipment. Discuss with AE team need for any additional medications or medical equipment;

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- d. discuss medication requirements, orders, and transport care plan with the AE team. Verify with the MCD that the orders are complete and signed by the appropriate medical authority (must be reviewed and signed q 24 hrs);
- e. ensure transfer of accountability (handover) is completed with the nursing staff at either the OMF or the flight line;
- f. participate in preparation of patient for flight at OMF or Flighline;
- g. participate in crew briefings as required;
- h. provide routine Nur MH care and intervene in a psychiatric emergency (e.g. code white) as required from OMF to DMF;
- i. ensure patient assessment, interventions, and medication administration is documented in the AE patient care report;
- j. ensure transfer of accountability (handover) is completed with the nursing staff at either the DMF or the flight line;
- k. communicate with MCD and/or Aeromedical Evacuation Coordinating Officer (AECO) whenever non-medical issues arise;
- l. participate in post mission debriefing with the AE team and aircrew;
- m. participate and contribute to AE training; and
- n. participate in AE quality assurance review as required.