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Introduction

This document sets out the policy for access to the AME Online System by external users.

Scope

The security protocol for access to the AME Online system was originally based on the fixed geographical location approval of AMEs. The approval policy has now changed and AMEs are no longer restricted to a practice area. Therefore, the policy for user types requires clarifying.

1 AME Online User Types

1.1 AME: The AME is given a single user name, a password and one hard token. This allows access only to records transferred into his/her practice. An AME user may be grouped with other AME users in a shared practice to allow assistants to submit data on behalf of all AME users in the group. The AME user will be charged a fee as in the UK CAA scheme of charges for each Class 1 medical examination carried out submitted with his/her AME number. The request for payment will be sent to one nominated postal address.

1.2 AME assistant: The AME assistant is given a username, a password and one hard token. The assistant is assigned to a group of one or more AMEs. This allows access only to records transferred to the AMEs assigned to the group.

1.3 AME Locum group: This user group applies to AMEs who work for a large group practice on a sessional or locum basis as well as independently. A large group practice is defined as a practice submitting more than [750](#) medical examinations to the UK CAA medical department per annum. The locum must have an agreement with the practice group to carry out a minimum of [50](#) UK CAA/EU medical examinations per annum or work with the practice for a minimum period of [6](#) months. The AME locum will have two user names and two passwords (one name and password for routine use and one for use as a locum with the nominated group practice) and one hard token.

Example

For independent practice: User name, john.doctor password xxxxxx
 For use as a locum: User name, john.doctorBA password xxxxxx

The locum AME will be charged a medical examination fee (as in the UK CAA scheme of charges) for each examination carried out and report submitted.

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The AME is responsible for informing the CAA as soon as possible if the locum arrangement ceases.

2 Definitions

- 2.1 **AME:** A medical examiner approved by the UK CAA to carry out and submit EU and UK CAA medical examinations.
- 2.2 **AME Assistant:** A person employed by and/or under the supervision of an AME, who accesses and enters data on behalf of an AME.
- 2.3 **Practice List:** A list of applicants and licence holders in the MARS database that are allocated to an individual AME (achieved via the “consent and transfer into practice” procedure) transferred the person into a practice.

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AME Online Locum User Application

A large user group practice can apply for an AME to have a specific username and password for use when carrying out examinations for them on a locum or session basis.

Step 1. An AME of a large user group practice applies in writing to Medical Department Business Manager to confirm that the large user group practice intends to use the services of a named AME Locum for a minimum of 50 medical examinations or for a minimum period of 6 months. The AME confirms this in writing with a request for permission to access the AME online System as an AME Online Locum User, forwarded to the Oversight Manager.

Step 2. The application is then checked against the number of medical examinations carried out by the large practice group. If the figure is more than 750, then the application is sent to the Head of the Authority Medical Section or nominated alternate, to approve the application.

Step 3. The approved application is passed to the Aeromedical Systems Manager who generates a request for a second user name and password linked to the AME's own hard token. User permissions are set up for the AME Online Locum User rôle. The AME is then added to the user group for the AME of the group who generated the application. An e-mail is sent to the AME of the large user group practice confirming the application has been successful.

Step 4. When the username and password have been set up the Aeromedical Systems Manager emails the AME Online Locum User to inform them the account has been set up with a user name XXXXX and to contact her or a member of the AME Online team for the password, when they first arrive for work at the large practice group*. The AME will be reminded that they must use the correct location address when submitting their routine medical examination reports.

Step 5. The Aeromedical Systems Manager will inform the AME Oversight Manager that the AME will be working at the practice address. The AME Oversight Manager will add the large group practice address to the list of addresses for the AME. All medical examinations will be charged to the AME's nominated postal address.

**The AME Online Team should be advised of this date at least 2 working days in advance of the start date.*