

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

1600-1 (AEPM)

Date in Electronic Signature

Distribution List

ADMINISTRATIVE INSTRUCTION –
AEROMEDICAL EVACUATION
MEDICAL SPECIALIST TEAM MEMBER

References: A. B-MD-005-000/FP-001 Aeromedical Evacuation Manual, [HERE](#)
B. CF H Svcs Gp Commander's Planning Guidance FY 2016/2017, Annex A, Appendix 1, Managed Readiness High Readiness Operational Tasks, [HERE](#)
C. 1 Cdn Air Div Orders, Vol 1, 1-247, para 13-14, Aircrew Allowance – Designated Flying Positions, [HERE](#)
D. 1 Cdn Air Div Orders, Vol 10, 10-001, Casual Aircrew Allowance for Health Services Personnel, [HERE](#)
E. RCAF FOM, Ch 4, 4.1.2, Part 2 – Pregnancy and Aircrew, [HERE](#)
F. CF H Svcs Gp Instruction 3100-23 Medical Administration of Pregnant Members, [HERE](#)
G. National Joint Council Travel Directive 2017, [HERE](#)

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 (CCAЕ), 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. IAW 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 Flight Surgeon and a CCAE capability on 12 hours notice to move (NTM) and 48 hours NTM.

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). CCNO and AE Senior Practice Leaders (SPLs) will maintain a list of CCNOs with current CCAE qualifications. 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, 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 and provides the list to the AECO;
- 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 (CCAEMed Spec) duty schedule consisting of Internal Medicine, Anesthesia, Emergency Medicine, and General Surgery physicians in CFTPO;
- d. Mental Health (MH) Nursing Officers may receive specialized training in AE operations by attending a portion of the AE Course conducted at 426(T) Sqn at 8 Wing, Trenton. The AECO will maintain a current list of members that have received this training and request their support through CF H Svcs Gp HQ J3 when required; and

4. Tasks.

- a. Div Surg or delegated AE Medical Director will:
 - (1) determine the composition of the AE team incl additional specialty requirements, Flt Surgs, or MSTMs;
- b. CF AE Flight Commander (Flt Comd) will:
 - (1) maintain a primary basic AE team is at 12 hours NTM and a secondary basic AE team at 48 hours NTM;
 - (2) provide the basic AE crew; and

- (3) ensure MSTMs meet training requirements as outlined in TORs.
- c. CF H Svcs Gp HQ Det Wpg AECO will:
- (1) monitor the Nur CCAE duty schedule in CFTPO to maintain the readiness posture;
 - (2) obtain required contact information and passport information from Flt Surgs and MSTMs as outlined in Annex A;
 - (3) coordinate CCAE Med Spec support with 1 Cdn Fd Hosp;
 - (4) distribute Admin Instructions and Annexes; and
 - (5) provide administrative support to all Flt Surgs and MSTMs during the mission.
- d. CF AE Flt Medical Crew Director (MCD) will:
- (1) be responsible for the overall AE mission management on behalf of the Flt Comd, to include all phases of an AE mission (planning, execution, and debriefing);
 - (2) be the link between the AE team and the Aircraft Commander (AC), who has overall authority for the aircraft and the mission;
 - (3) be the MSTMs POC at the CF AE Flt once the AE mission/training is tasked;
 - (4) ensure all Flt Surgs and MSTMs adhere to rules and regulations regarding flightline and aircraft safety;
 - (5) ensure the temporary issue of reflective belts and Special Area Passes (SAPs); and
 - (6) provide post-mission assistance to MSTMs to include a copy of the K1017 or other mission documentation to assist with completion of logbooks and request for Casual Aircrew Allowance (DND 2516) IAW refs C and D, if applicable.
- e. 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 the Flt Comd of any discrepancies;
 - (2) maintain files 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.
- f. CF AE Flt Administrative Officer (Admin O) will:
 - (1) coordinate Special Area Passes (SAP) for MSTMs; and
 - (2) provide administrative support to MSTMs.
- g. Medical Specialist Team Members (MSTMs) will:
 - (1) be familiar with the contents of this Admin Instruction and its' annexes, and the 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 and AESO upon being nominated in CFTPO for Nur CCAE or Flt Surg Duty Schedules. Ensure updates to contact information are sent promptly to the AECO and AESO;
 - (4) Nur CCAE MSTMs will remain on 12 hours or 48 hours NTM as outlined in Annex B for the duration of CFTPO tasking;
 - (5) adhere to all regulations regarding the consumption of alcohol as outlined in Annex C for the duration of CFTPO tasking;
 - (6) ensure personal kit is prepared and in accordance with Annex D for short notice deployment (see para 8 on N95 masks);
 - (7) familiarize themselves with general Temporary Duty (TD) information as per paragraph 6, subparagraphs b and c; and
 - (8) Notify AECO/AESO promptly of any changes to readiness status.

5. Coordinating Instructions.

a. Readiness Requirements.

- (1) current Heart & Stroke Foundation ACLS and BLS for Health Care Provider certification;
- (2) high readiness immunization requirements IAW Annex E;

- (3) current N95 Mask fit testing card (expires every 2 years); and
- (4) IAW refs E and F, Flt Surgs or MSTMs assigned a temporary medical category with medical employment limitations (MELs) must provide a copy of the MELs to the AECO if they intend to remain on standby for missions.

b. Timings.

- (1) Each CFTPO task will indicate duration of On-Call duty for Nur CCAE 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 MSTMs.

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 sourced from these specific geographical areas whenever possible:
 - i. 12 hours NTM: Borden, Kingston, Montreal, Ottawa, Petawawa, Toronto and Trenton; and
 - ii. 48 hours NTM: as above, and Comox, Edmonton, Gaagetown, Greenwood, Halifax, Victoria, Vancouver and Winnipeg.

d. Dress.

- (1) See Annex D - General Dress Information and Kit List For an AE Mission/Training, for details.

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 time they leave their normal place of residence/duty until they return to their normal place of duty.
 - c. MSTMs are responsible to finalize their TD claims at their home unit IAW ref G. In order to finalize an AE claim, the MSTM will need a copy of the AE message as the authority for the TD;
 - d. Further documentation for claims (e.g. K1017, casual aircrew allowance, etc.) will be sent to the MSTM by the MCD after the mission; and

COMMAND AND SIGNALS

7. Appointments & Contacts.
- a. CF AE Flt Comd – Maj Damien Miller
Office: 613-392-2811 ext 5030, CSN: 827-5030;
Damien.Miller@forces.gc.ca
 - b. AECO – Capt Remi Pelletier
Office: 204-833-2500 ext 5728, CSN: 257-5728, Cell: 204-228-7302;
+AECO CF H Svc Gp@Winnipeg <AECO@forces.gc.ca>
 - c. CF AE Flt Ops & Trg Section
Office: 613-392-2811 ext 5270, CSN: 827-5270;
+Ops&Trg@CF AE Flt@Trenton <CFAEFopsTrg@intern.mil.ca>

- d. CF AE Flt AESO Section
Office: 613-392-2811 ext 5043, CSN: 827-5043;
+AESO@CF AE Flt@Trenton <AMESO@forces.gc.ca>
- e. AE Program Manager – Maj JR Kors
Office: 204-833-2500 ext 5875, CSN: 257-5875, Cell: 431-277-0733;
Kors Maj JR@CF H Svcs Gp HQ Det Winnipeg@Winnipeg
<jr.kors@forces.gc.ca>

R.R. Hannah, LCol
Air Division Surgeon
1 Canadian Air Division

Annexes:

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

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/AE SPL
1 Cdn Fd Hosp//Ops O
1 CAD//TRSET/SE6-3

Internal

CF H Svcs Grp HQ Det Wpg//HS Plan

REQUIRED CONTACT AND PASSPORT INFORMATION

1. Contact Information.

a. Upon being nominated in CFTPO for Nur CCAE or Flt Surg Duty Schedule, all MSTMs will email the following to +AECO@forces.gc.ca and AMESO@forces.gc.ca:

- (1) home telephone number;
- (2) cell phone number;
- (3) personal email address; and
- (4) N95 mask size.

2. Passport Information.

a. Upon being nominated in CFTPO for Nur CCAE or Flt Surg Duty Schedule, all MSTMs will email the following to +AECO@forces.gc.ca and AMESO@forces.gc.ca:

- (1) full name as written on passport;
- (2) service number;
- (3) date of birth;
- (4) colour of passport (i.e. blue or green);
- (5) passport number; and
- (6) passport expiration date.

12 AND 48 HOURS NOTICE TO MOVE

Reference: A. CF H Svcs Gp Commander's Planning Guidance FY 2015/2016, Annex A, Appendix 1, High Readiness Operational Tasks, [HERE](#)

1. IAW ref A, the CF AE Flt at 8 Wg Trenton is required to maintain 12 and 48 hours NTM for an AE mission with critical care capability. CCAE MSTMs on the duty call list may be required to deploy on short notice. MSTMs shall ensure that all personal and administrative matters are in order and that their personal kit/mandatory items are easily accessible for the duration of the duty period.
2. MSTMs will liaise with their Supervisor and AECO if they plan on travelling outside of their geographical area while on duty. MSTMs must be able to be reached to return to Unit to complete pre-mission duties and meet launch timings in the event a mission is validated. Costs associated with return travel from leave is not reimbursable as the member is travelling at their own risk.

GENERAL INFORMATION FOR MSTM TASKED FOR AN AE MISSION/TRAINING

- References: A. 8 Wing Flying Orders, 30 June 2016, [HERE](#)
B. B-MD-005-000/FP-001 AE Manual Ch 3, Section 2 Flightline Safety, [HERE](#)
C. Royal Canadian Air Force Flight Operations Manual (RCAF FOM), 2.1.3.3 Fatigue Assessment Report, [HERE](#)
D. Annex 2.1.3.A Fatigue Assessment Report, [HERE](#)
E. RCAF FOM, Ch 4, 4.2.1, Part 1, Physiological Restrictions, [HERE](#)

1. Flight Line Safety. 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. IAW ref A, at 8 Wing Trenton, reflective vests / clothing will always be worn on any flight line / ramp area. The MCD will ensure the MSTM has a reflective belt, if needed;
 - b. As per ref 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. As per ref B, 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. Fatigue Assessment Report (FAR). As per refs C and D, MSTMs will report a FAR score to the MCD, and discuss potential mitigating strategies as needed.
3. MSTM shall not fly when unusually fatigued, or suffering from any illness or injury without the prior approval of a Flt Surg.
4. Alcohol Consumption.
 - a. As per ref E, 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.

- 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.

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

References: A. 1 Cdn Air Div Orders, Vol 1, 1-006, Operational Dress, [HERE](#)
B. RCAF FOM, Ch 4, 4.2.2, Part 2 – 4.2.2.1 Personal Equipment/Protective Clothing, [HERE](#)
C. B-MD-005-000/FP-001 AE Manual Ch 3, Section 1 Aircrew Regulations, [HERE](#)
D. B-MD-005-000/FP-001 AE Manual Ch 9, Section 2 Handwashing, Para 5, [HERE](#)

1. MSTMs are to wear military uniforms during AE missions/training as per applicable orders. MSTMs who have an AE (AHUT) qualification and Flt Surgs 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 IAW ref A. Approving authority is the CF AE Flt Flight Warrant Officer (Flt WO). A list of all approved badges can be obtained from the AESO section and purchased online at <https://dbembroiderysolutions.com/>.
3. Cold Weather Protective Clothing (B25 Kit): IAW ref B, 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 in a separate kit bag:
 - a. parka and wind pants or winter flyer clothing;
 - b. toque or balaclava;
 - c. extreme cold weather mittens and liners; and
 - d. extreme cold weather boots with green or grey socks.
4. During the AE mission/training planning phase, the MCD will advise MSTMs whether the carrying of cold weather protective clothing is required.
5. Mandatory (NO-GO) Items: For all AE missions/training, MSTMs will have the following in their possession:
 - a. CF identification card;
 - b. CF issued identification disks (worn next to skin);
 - c. Jacket: AE qualified NOs and Med Techs, along with the Flt Surg, will bring their flight jacket. All other MSTMs will bring their CADPAT jacket or raincoat;
 - d. Gloves: AE qualified NOs and Med Techs, along with the Flt Surg, will bring their flight gloves. All other MSTMs should have work gloves.

Annex D
1600-1 (AECO)

- e. Shatterproof flashlight: It is recommended to bring a small flashlight. As per ref C, a flashlight may be considered as “flight-safe” only when alkaline batteries are used and the flashlight does not interfere with aircraft systems. Users are to be aware of the potential for possible explosion during a rapid decompression and that the use of a flashlight may need to be discontinued at any time at the direction of the cabin crew.
6. Additional Items: Additional items may be required based on the AE mission or training. MSTMs will be advised to bring these items, either by the AECO or the MCD:
- a. Passport (the one conveyed to the AECO);
 - b. Geneva Convention card; and
 - c. Immunization record.
8. N95 Masks: Each MSTM placed on 12 or 48h NTM must obtain 2x boxes (40 masks) sized N95 masks. Liaise with the AECO to obtain an initial supply or replacements and keep at your residence. 20x N95 masks will be brought by each MSTM for every AE mission they are tasked on, whether it is a highly infectious mission or not. These masks will only be used for AE missions, and not for clinical shifts. If J4 med supply needs to be contacted, the AECO or AEPM will do so.
9. Suggested Kit List: With the exception of the items listed in paragraphs 3 and 5, there is no mandatory AE kit list. MSTMs should bring enough environmental and personal kit for at least 24-48 hours, or actual expected mission time, whichever is longer. 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. Members should attempt to constrict kit size to one carry-on sized piece of luggage. The following items are highly recommended, but not mandatory:
- a. extra environment specific t-shirt;
 - b. extra underwear;
 - c. extra bra (women);
 - d. extra pair of socks (wool or two sock system);
 - e. long underwear (top and bottom);
 - f. personal hygiene articles;
 - g. towel;
 - h. blue and red pens;

Annex D
1600-1 (AECO)

- i. personal water bottle;
- j. seasonal civilian attire (shoes, jacket, clothing, swimsuit, etc.);
- k. universal electrical adapter; and
- l. personal items.

10. Headlamps: 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). The MSTM will inform the MCD of their intent to utilize a headlamp prior to use.

11. Nail Polish: IAW ref D, 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.

12. Scent-Free Environment: 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.

HIGH READINESS IMMUNIZATION REQUIREMENTS FOR AE MISSIONS

References: A. CF H Svcs Gp Advisory 6637-02 – High Protection Recommendations for Personnel Assigned to “High Readiness” Positions, 11 June 2019, [HERE](#)
B. Flight Surgeon Guidelines 300-01, paras 13-17 – Temporary Flying Restrictions, [HERE](#)

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. Hepatitis A;
- b. Hepatitis B;
- c. Measles, Mumps, Rubella;
- d. Meningococcal meningitis (booster at/after 5 years);
- e. Pertussis;
- f. Poliomyelitis;
- g. Seasonal Influenza (annually);
- h. Typhoid;
- i. Tetanus Diphtheria;
- j. Yellow Fever; and
- k. COVID

2. This list is subject to change at the direction of the 1 Cdn Air Div Surg.

3. See ref B regarding initial grounding after routine immunization.

4. For AE missions to certain locations, AECMs/MSTMs may be required to take Malaria Chemoprophylaxis (MCP). Further direction will be disseminated to MSTMs by the Flt Comd and/or AECO, as required.

CF AE Flight – Terms of Reference	
Medical Specialist Team Member (MSTM) - Flight Surgeon (Flt Surg)	
Rank	Capt to LCol
MOC/MOSID	Medical 00393
Qualifications / Training	- Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Basic Aviation Medicine Course (AJRI) - Flight Surgeon Course (ADWS)
OPI	Flt Comd, CF AE Flt
Approval	1 CAD Div Surg
Coordinating Office	AECO
Effective Date	7 July 2016
Reviewed Date	See date of MSTM Admin Instructions.

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.

Duties

3. When operating as a MSTM on an AE team, the Flt Surg will:
 - a. review the Administrative Instruction for AE MSTMs and its 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 Flt Surg, as needed;

Annex F
1600-1 (AECO)

- c. review AE approved medical kit and equipment. Discuss with AE team the need for any additional medications or medical equipment;
- d. discuss medication and oxygen requirements, orders, and transport care plan with the AE team. Complete and sign AE order sheet (must be reviewed and signed every 24 hours);
- e. ensure transfer of accountability (handover) is completed with the physician at the OMF or flight line;
- f. assist AE team in the preparation, equipment transfer, and packaging of patient at OMF or flightline, as required;
- 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 a minimum, 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 the 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	
Medical Specialist Team Member (MSTM) - Critical Care Medical Specialist (CC Med Spec)	
Rank	Capt to Col
MOC/MOSID	00390 Medical Specialist
Qualifications / Training	<ul style="list-style-type: none"> - Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Current clinician's time in intensive care, internal medicine, anesthesiology, emergency medicine, or general surgery <p><u>Desired:</u></p> <ul style="list-style-type: none"> - Basic Aviation Medicine Course (AJRI) - Flight Surgeon Course (ADWS) - Critical Care Aeromedical Evacuation Specialist (CCAES) Course (AKPE)
OPI	Flt Comd, CF AE Flt
Approval	1 CAD Div Surg
Coordinating Office	AECO
Effective Date	7 July 2016
Reviewed Date	See date of MSTM Admin Instructions.

Scope of Responsibility

1. Provide clinical care of stabilized patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (Critical Care 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.

Duties

3. When operating as a MSTM on an AE team, the CC Med Spec will:
 - a. review the Administrative Instruction for AE MSTMs and its applicable annexes;

Annex G
1600-1 (AECO)

- 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 Flt Surg, as needed;
- c. review AE approved medical kit and equipment. Discuss with the AE team the need for any additional medications or medical equipment;
- d. discuss medication and oxygen requirements, orders, and transport care plan with the AE team. Complete and sign CCAE orders (must be reviewed and signed every 24 hours);
- e. ensure transfer of accountability (handover) is completed with the physician at the OMF;
- f. participate in preparation, equipment transfer, and packaging of the 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);
- ii. ensure at a minimum, 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 the 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	
Medical Specialist Team Member (MSTM) - Critical Care Nursing Officer (CCNO)	
Rank	Lt to LCol
MOC/MOSID	Nursing Officer 00195-02
Qualifications / Training	<u>Mandatory:</u> - Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Nursing Officer: Critical Care (ADYF) - Current Critical Care Aeromedical Evacuation Specialist (CCAES) Course (AKPE) (completed within last two years) or previous CCAES course with AE mission/training in last two years - Current clinician's time in ICU and/or ER
OPI	Flt Comd, CF AE Flt
Approval	1 CAD Div Surg
Coordinating Office	AEEO
Effective Date	7 July 2016
Reviewed Date	See date of MSTM Admin Instructions.

Scope of Responsibility

1. Provide clinical care of stabilized patients during strategic aeromedical evacuation (AE) missions in collaboration with other AE team members (CC Medical 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.

Duties

3. When operating as a MSTM on an AE team, the CCNO will:
 - a. review the Administrative Instruction for AE MSTMs and its applicable annexes;

Annex H
1600-1 (AEEO)

- 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). Request any missing pertinent information required for patient care planning;
- c. liaise with AECMs and other MSTMs as required, to ensure all patient care considerations are represented during mission planning;
- d. review AE approved medical kit and equipment. Discuss with the AE team need for any additional medications, oxygen, or medical equipment.
- e. Liaise with pharmacy as directed by the MCD for ordering of additional medications / consumable patient specific items;
- f. discuss medication and oxygen requirements, orders, and transport care plan with the AE team. Verify with the MCD and CC Med Spec that the CCAE orders are complete and signed (must be reviewed and signed every 24 hours);
- g. create a nursing care plan for patient care throughout flight(s). Consider flight timings;
- h. participate in preparation of aircraft and equipment as directed by the AECMs and MCD;
- i. ensure transfer of accountability (handover) is completed with the nursing staff at either the OMF or the flight line;
- j. participate in preparation, equipment transfer, and packaging of patient at OMF;
- k. participate in any and all crew briefings, as required;
- l. provide routine nursing and emergency patient care from OMF to Destination Medical Facility (DMF);
- m. ensure assessments, intervention, and medication administration is documented on the CCAE patient care report;
- n. ensure transfer of accountability (handover) is completed with the nursing staff at either the DMF or the flight line;
- o. communicate with MCD and/or Aeromedical Evacuation Coordinating Officer (AEEO) whenever non-medical issues arise;

Annex H
1600-1 (AEEO)

- p. participate in post mission debriefing with the AE team and aircrew;
- q. participate and contribute to AE training; and
- r. participate in AE quality assurance review, as required.

CF AE Flight – Terms of Reference	
Medical Specialist Team Member (MSTM) - Mental Health Nursing Officer (MHNO)	
Rank	Lt to LCol
MOC/MOSID	Nursing Officer 00195-02
Qualifications / Training	<u>Mandatory:</u> - Basic Life Support (BLS) - Advanced Cardiac Life Support (ACLS) - Nursing Officer: Mental Health (ADYH) - Current clinician's time in mental health <u>Optional:</u> - Training in AE operations by attending a portion of the AE course (AHUT)
OPI	Flt Comd, CF AE Flt
Approval	1 CAD Div Surg
Coordinating Office	AECO
Effective Date	7 July 2016
Reviewed Date	See date of MSTM Admin Instructions.

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.

Duties

3. When operating as a MSTM on an AE team, the MH Nursing Officer will:
 - a. review the Administrative Instruction for AE MSTMs and its applicable annexes;

Annex I
1600-1 (AECO)

- 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). Request any missing pertinent information required for patient care planning;
- c. review AE approved medical kit and equipment. Discuss with the AE team need for any additional medications or medical equipment;
- d. discuss medication and oxygen 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 every 24 hours);
- e. ensure transfer of accountability (handover) is completed with the nursing staff at either the OMF or the flight line;
- f. participate in preparation, equipment transfer, and packaging of patient at OMF or flight line;
- g. participate in any and all crew briefings, as required;
- h. provide routine mental health care and intervene in a medical and psychiatric emergency (e.g. code white) as required from OMF to Destination Medical Facility (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.