

## INSTRUCTIONS FOR COMPLETION OF THE MEDICAL EXAMINATION REPORT FORM

The AME performing the examination should verify the identity of the applicant.

All questions (Sections) on the medical examination report form should be completed in full. If an otorhinolaryngology examination report form is attached, then questions 209, 210, 211, and 234 may be omitted. If an ophthalmology examination report form is attached then questions 212, 213, 214, 229, 230, 231, 232, and 233 may be omitted.

Writing should be legible and in block capitals, using a ball-point pen. Completion of this form by typing/printing is also acceptable. If more space is required to answer any question, a plain sheet of paper should be used, bearing the applicant's name, the AME's name and signature and the date of signing. The following numbered instructions apply to the numbered headings on the Medical Examination Report Form.

Failure to complete the medical examination report form in full, as required, or to write legibly, may result in non-acceptance of the application in total and may lead to withdrawal of any medical certificate issued. The making of false or misleading statements or the withholding of relevant information by an AME may result in criminal prosecution, denial of an application or withdrawal of any medical certificate(s) granted.

After 8 April 2015, when LAPL medical certificate will be issued in Italy, shaded areas do not require completion for the medical examination report form for the LAPL.

**(201) EXAMINATION CATEGORY** – Tick appropriate box.

Initial – Initial examination for either LAPL, Class 1, 2, 3; also initial examination for upgrading from LAPL to class 2, or class 2 to 1 (notate 'upgrading' in box 248).

Renewal / Revalidation – Subsequent ROUTINE examinations.

Special Referral, which includes comprehensive ophthalmological and/or otorhinolaryngology examinations.

**(202) HEIGHT** – Measure height, without shoes, in centimetres to nearest cm.

**(203) WEIGHT** – Measure weight, in indoor clothes, in kilograms to nearest kg.

**(204) COLOUR EYE** – State colour of applicant's eyes from the following list: brown, blue, green, hazel, grey, multi.

**(205) COLOUR HAIR** – State colour of applicant's hair from the following list: brown, black, red, fair, bald.

**(206) BLOOD PRESSURE** – Blood Pressure readings should be recorded as Phase 1 for Systolic pressure and Phase 5 for Diastolic pressure. The applicant should be seated and rested. Recordings in mm Hg.

**(207) PULSE (RESTING)** – The pulse rate should be recorded in beats per minute and the rhythm should be recorded as regular or irregular. Further comments if necessary may be written in section 228, 248 or separately.

**(208) to (227)** inclusive constitute the general clinical examination, and each of the boxes should be marked (con un segno) as normal or abnormal.

**(208) HEAD, FACE, NECK, SCALP** – To include appearance, range of neck and facial movements, symmetry, etc.

**(209) MOUTH, THROAT, TEETH** – To include appearance of buccal cavity, palate motility, tonsillar area, pharynx and also gums, teeth and tongue.

**(210) NOSE, SINUSES** – To include appearance and any evidence of nasal obstruction or sinus tenderness on palpation.

**(211) EARS, DRUMS, EARDRUM MOTILITY** – To include otoscopy of external ear, canal, tympanic membrane. Eardrum motility by valsalva manoeuvre or by pneumatic otoscopy.

- (212) **EYES – ORBIT AND ADNEXA; VISUAL FIELDS** – To include appearance, position and movement of eyes and their surrounding structures in general, including eyelids and conjunctiva. Visual fields check by campimetry, perimetry or confrontation.
- (213) **EYES – PUPILS AND OPTIC FUNDI** – To include appearance, size, reflexes, red reflex and fundoscopy. Special note of corneal scars.
- (214) **EYES – OCULAR MOTILITY, NYSTAGMUS** – To include range of movement of eyes in all directions; symmetry of movement of both eyes; ocular muscle balance; convergence; accommodation; signs of nystagmus.
- (215) **LUNGS, CHEST, BREASTS** – To include inspection of chest for deformities, operation scars, abnormality of respiratory movement, auscultation of breath sounds. Physical examination of female applicants breasts should only be performed with informed consent.
- (216) **HEART** – To include apical heartbeat, position, auscultation for murmurs, carotid bruits, palpation for trills.
- (217) **VASCULAR SYSTEM** – To include examination for varicose veins, character and feel of pulse, peripheral pulses, evidence of peripheral circulatory disease.
- (218) **ABDOMEN, HERNIA, LIVER, SPLEEN** – To include inspection of abdomen; palpation of internal organs; check for inguinal hernias in particular.
- (219) **ANUS, RECTUM** – Examination only with informed consent.
- (220) **GENITO-URINARY SYSTEM** – To include renal palpation; inspection palpation male/female reproductive organs only with informed consent.
- (221) **ENDOCRINE SYSTEM** – To include inspection, palpation for evidence of hormonal abnormalities/imbalance; thyroid gland.
- (222) **UPPER AND LOWER LIMBS, JOINTS** – To include full range of movements of joints and limbs, any deformities, weakness or loss. Evidence of arthritis.
- (223) **SPINE, OTHER MUSCULOSKELETAL** – To include range of movements, abnormalities of joints.
- (224) **NEUROLOGIC – REFLEXES ETC.** To include reflexes, sensation, power, vestibular system – balance, Romberg test, etc.
- (225) **PSYCHIATRIC** – To include appearance, appropriate mood/thought, unusual behaviour.
- (226) **SKIN, IDENTIFYING MARKS AND LYMPHATICS** – To include inspection of skin; inspection, palpation for lymphadenopathy, etc. Briefly describe scars, tattoos, birthmarks, etc. which could be used for identification purposes.
- (227) **GENERAL SYSTEMIC** – All other areas, systems and nutritional status.
- (228) **NOTES** – Any notes, comments or abnormalities to be described – extra notes if required on separate sheet of paper, signed and dated.
- (229) **DISTANT VISION AT 5/6 METRES** – Each eye to be examined separately and then both together. First without correction, then with spectacles (if used) and lastly with contact lenses, if used. Record visual acuity in appropriate boxes. Visual acuity to be tested at either 5 or 6 metres with the appropriate chart for the distance.
- (230) **INTERMEDIATE VISION AT 1 METRE** – Each eye to be examined separately and then both together. First without correction, then with spectacles (if used) and lastly with contact lenses, if used. Record visual acuity in appropriate boxes as ability to read N14 at 100 cm (Yes/No).

- (231) **NEAR VISION AT 30–50 CMS.** – Each eye to be examined separately and then both together. First without correction, then with spectacles if used and lastly with contact lenses, if used. Record visual acuity in appropriate boxes as ability to read N5 at 30–50 cm (Yes/No).  
Note: Bifocal contact lenses and contact lenses correcting for near vision only are not acceptable.
- (232) **SPECTACLES** – Tick appropriate box signifying if spectacles are or are not worn by applicant. If used, state whether unifocal, bifocal, varifocal or look-over.
- (233) **CONTACT LENSES** – Tick appropriate box signifying if contact lenses are or are not worn. If worn, state type from the following list; hard, soft, gas-permeable or disposable.
- (313) **COLOUR PERCEPTION** - Tick appropriate box signifying if colour perception is normal or not. If abnormal state number of plates of the first 15 of the pseudo-isochromatic plates (Ishihara 24 plates) have not been read correctly.
- (234) **HEARING** – Tick appropriate box to indicate hearing level ability as tested separately in each ear at 2 m.
- (235) **URINALYSIS** – State whether result of urinalysis is normal or not by ticking appropriate box. If no abnormal constituents, state NIL in each appropriate box.
- (236) **PULMONARY FUNCTION** – When required or on indication, state actual FEV<sub>1</sub>/FVC value obtained in % and state if normal or not with reference to height, age, sex and race.
- (237) **HAEMOGLOBIN** – Enter actual haemoglobin test result and state units used. Then state whether normal value or not by ticking appropriate box.
- (238)–(244) **ACCOMPANYING REPORTS** – One box opposite each of these sections must be ticked. If the test is not required and has not been performed, then tick the NOT PERFORMED box. If the test has been performed (whether required or on indication) complete the normal or abnormal box as appropriate. In the case of question 244, the number of other accompanying reports must be stated.
- (247) **AME RECOMMENDATION** – The applicant's name, date of birth and reference number should be entered here in block capitals. The applicable class of medical certificate should be indicated by a tick in the appropriate box. If a fit assessment is recommended and a medical certificate has been issued, this should be indicated in the appropriate box. An applicant may be recommended as fit for a lower class of medical certificate (e.g. class 2) but also deferred or recommended as unfit for higher class of medical certificate(e.g. class 1). If an unfit recommendation is made, applicable Part-MED paragraph references should be entered. If an applicant is deferred for further evaluation, the reason and the doctor or licensing authority to whom the applicant is referred should be indicated.
- (248) **COMMENTS, LIMITATIONS, ETC.** – The AME's findings and assessment of any abnormality in the history or examination should be entered here. The AME should also state any limitation required.
- (249) **AME DETAILS** – The AME should sign the declaration, complete his/her name and address in block capitals, contact telephone number details and lastly stamp the relevant section with his/her designated AME stamp incorporating his/her AME number.
- (250) **PLACE AND DATE** – The place (town or city) and the date of examination should be entered here. The date of examination is the date of the general examination and not the date of finalisation of the form. If the medical examination report is finalised on a different date, the date of finalisation should be entered in Section 248 as 'Report finalised on .....'.