



CIVIL AVIATION AUTHORITY OF FIJI

EXPRESSION OF INTEREST (EOI) – CAAF MEDICAL ASSESSOR

1.0 QUALIFICATION REQUIREMENTS

The Medical Assessor (MA) will be responsible for the assessment of completed medical examination reports submitted in support of aviation licences and certificates. Given the nature of this role, the MA must meet the following minimum requirements:

- 1.1 The MA must be a registered Physician / General Practitioner and must hold either:
 - a Diploma or Degree certificate, or other equivalent post-graduate qualification in Aviation Medicine from a recognized university or training institution acceptable to the Authority or
 - an equivalent qualification acceptable to the Authority, demonstrating formal training in Aviation Medicine.
- 1.2 The MA must be eligible to work in Fiji, hold Fijian citizenship (Fiji passport), and normally reside in Fiji for the duration of the engagement.
- 1.3 The initial term of engagement will be two (2) years, on an on-call / as-required basis, with scope for renewal subject to performance and the Authority's needs. Specific hours, response expectations, and retainer/fee arrangements will be agreed with the selected appointee.

2.0 SCOPE OF WORKS

The MA will support the Civil Aviation Authority of Fiji (CAAF) in meeting its obligations under ICAO Annex 1 to the Convention on International Civil Aviation, in particular as they relate to medical fitness of licence holders and applicants.

The MA's duties will include (but are not limited to):

2.1 Medical report evaluation and quality control

Review medical examination reports submitted by CAAF-approved Designated Medical Examiners (DMEs) for accuracy, completeness, conformity with applicable medical standards, and internal consistency. Provide feedback to CAAF on findings and trends.

2.2 Referral to the Aviation Medical Board

Identify cases requiring referral to the CAAF Medical Board. For each referral, provide a brief clinical summary, the reason for the referral, and the specific area(s) requiring Medical Board review (e.g. cardiology, mental health, medication use, substance/alcohol history, etc.).

2.3 Audit tools and oversight framework

Develop and maintain standardised checklists, audit tools and guidance material for use in the oversight of DMEs on behalf of CAAF, including:

- medical examination procedures
- record keeping and reporting practices
- facilities, equipment and calibration.

2.4 Oversight of DME practices

Conduct periodic inspections and audits of DME surgeries/clinics to verify:

- compliance with applicable aviation medical standards
- adequacy of clinical environment and privacy
- appropriate maintenance, calibration and serviceability of required medical equipment.

Provide written reports to the Authority after each inspection, including any corrective actions recommended, risk level, and follow-up requirements.

2.5 DME appointment, monitoring, and continued suitability

Support the Authority in:

- assessing the suitability and qualifications of new DME applicants prior to appointment/approval
- periodically evaluating the ongoing competence, performance, and compliance of existing DMEs
- recommending continuation, suspension or withdrawal of DME approval where warranted.

2.6 Training and professional development for DMEs

Plan and deliver periodic refresher sessions for DMEs. These sessions should address:

- common deficiencies and areas for improvement in submitted reports
- emerging medical trends and risk factors in the licence holder population
- updates in Aviation Medicine standards and best practice.

A short summary record of each session (agenda, attendees, key points raised, actions) is to be provided to CAAF.

2.7 Stakeholder education

Contribute to safety promotion and awareness by preparing medically focused material for stakeholders, i.e. articles for the Aviation Safety Bulletin, on relevant Aviation Medicine topics.

2.8 Specialist advice to the Authority

Provide expert advice to the Authority on Aviation Medicine issues as requested, including (for example) complex fitness-for-duty assessments, substance/alcohol concerns, mental health considerations, medication use, incapacitation risk, and return-to-duty advice following illness or injury.

2.9 Continuous improvement of CAAF medical governance

Recommend procedural or policy improvements to strengthen CAAF's medical certification system, including alignment to ICAO Annex 1 and good international practice.

2.10 Other related services

Undertake any other related Aviation Medicine support reasonably requested by the Authority within the terms of engagement.

3.0 REPORTING AND INDEPENDENCE

The MA will report to the Personnel Licensing Office of CAAF (or as otherwise directed by the Chief Executive).

The MA is expected to act impartially and in the interest of aviation safety.

The MA must declare any potential conflict of interest, including any direct clinical/financial relationship with an applicant under review.
