



Merchant Shipping Secretariat
Ministry of Ports & Shipping

MSS

Training and Competence of Approved Medical Practitioners (AMP'S) and Staff

Item	Description	Yes/No	Remark
1	Registered in Sri Lanka Medical Council (SLMC) as General Practitioner (GP).		
2	Approval from DGMS		
3	AMPs who have reached the age of 70 or have retired from full time medical practice are generally required to provide evidence of continued competence and professional development on an annual basis.		
4	Clinical tasks should only be undertaken by registered members of a relevant health care profession who are professionally accountable for their actions		
5	Clerical and administrative staff must have the required competencies and have a full understanding of the standards of ethics and confidentiality which apply to clinical information. All staff handling records need to be aware of the procedures for ensuring confidentiality.		
Facilities at the Medical Examination Centre			
1	Ready accessibility by public transport		
2	Premises which comply with national health and safety and fire regulations (and are so certified) such that seafarers are not put at risk		
3	Efficient reception arrangements, even when another medical is in progress		
4	Chaperoning arrangements for those examined		
5	Clean, warm and adequately furnished waiting area		
6	Examination room which enables confidential conversation to take place		
7	Hand washing facilities in the consulting room		
8	Arrangements for urine sampling which are discrete, clean, have hand washing and toilet facilities and which do not involve samples being carried through patient areas		
9	Adequate lighting, in terms of brightness and colour balance, for examination and vision testing		

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10	Fixed visual acuity chart (Snellen type) and the correct measured and marked distance for vision testing (6m or 3m for half scale) Ishihara colour vision test plates		
11	Examination equipment including an adjustable couch with replaceable covering, normal clinical examination tools and fixed height chart and scales		
12	Arrangements for immunisation, audiometry and fitness testing either on site or readily accessible		
13	Schedules for servicing and calibration of all equipment in accordance with the manufacturers' recommendations, with records to confirm compliance		
14	Lockable facilities for confidential medical records/form storage		
15	Public liability insurance		
	Document control, records and returns		
1	AMPs must ensure that they keep up to date with and make use of the documentation prescribed and supplied to them by DGMS. Records, forms and certificates need to be stored with adequate security in locked containers.		
2	AMPs are required to make a summary of medical examinations conducted by themselves at the end of each year.		
3	AMPs are required to retain all records relating to each medical examination securely and confidentially for a period of Ten years after it has been carried out		
4	AMPs must arrange for lockable storage facilities to be available at their approved address. It is not acceptable for records to be stored at home or away from the approved address, or stored in a briefcase or unlockable box. In case of difficulty, contact MSS office for advice.		
5	Records should be filed or indexed in such a way which enables search by name of seafarer, serial number of the medical certificate issued or date of medical. The rationale for this is to enable quick retrieval of information to answer <ul style="list-style-type: none"> • audit queries 		

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	<ul style="list-style-type: none"> • inquiries by other ADs, employers, Trade Unions and insurers • enforcement queries from Port State control inspectors, and DGMS marine surveyors 		
6	AMPs are required to make returns to DGMS at the end of each year, containing summary data and results of examinations carried out as specified		
	Electronic records		
1	All individual record sets should be capable of being accessed using any one of the following fields: name and initials, sex, date of birth, date of medical, and/or medical certificate number		
2	Ideally there could also be additional functionality so that files can be sorted by job, by age, by employer and by the nature of any health problems identified or restrictions imposed as a result. This would help in the completion of annual returns to the DGMS.		
3	All previous medical certificates withdrawn from seafarers should be scanned into the system before being destroyed		
4	Confirmation will be required from a person with expertise in IT risk management, that the scanned electronic document record system, as used and backed up, provides sufficient standards of security for holding and recovering information on individuals which may be used as evidence in legal proceedings		
	Publications		
1	Familiar with latest edition of International Medical Guide for ships or an equivalent medical guide for use on ships		

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