



## Purpose

This document provides guidance on the oversight of specific primary missions by senior operational aeromedical management. This procedure is reliant on a synergistic approach between the AOC and Helicopter Zone management.

This procedure should be read in conjunction with relevant *AOC procedures*.

## Procedure

**Oversight requirements;** Incidents requiring oversight by operational aeromedical management are all:

- > AMSA (AusSAR) taskings
- > missions with actual or potential winching
- > missions where SCAT access is required
- > missions requiring vertical rescue
- > primary missions where an extended scene time ( $\geq 3$ hrs) is anticipated or shift extension  $\geq 2$ hrs

**Supervisory staff;** rostered staff to provide mission oversight will be the roles of Operations Manager and Duty Operations Manager.

**Training;** All managers undertaking this role will complete the 'Mission Oversight Course'.

**Notification;** duty oversight managers will be **contacted by the AOC** (*on the number provided*).

**Mission Oversight checklist;** The following mission parameters must be considered on a mission by mission basis for compliance:

1. Mission risk assessment completed by responding crew.
2. Aeromedical operational manager point of contact provided to RLTC (and others as required).
3. Assessment of communications capacity (mission and managers) and support requirements.
  - > If extended incident advice to family members of timeline.
4. Command and Control by local Police in place (preferably on site).
5. Local Ambulance Supervisor on site.
6. Further SCAT resources and equipment appropriate to incident nature and expected duration.
  - > All contact for SCAT resources to be through AOC/ACC conference line system.
  - > Ground SCAT response should be sent for all mission types listed above.
7. Local ground rescue response activated (including vertical rescue) if required.
8. Advice to Ambulance Media as required.

**Communications;** Managers undertaking operational oversight will use the AOC/ACC teleconferencing option for all calls to facilitate operational governance. All information should be available via the AOC/ACC. Copies of the CAD/visinet reports are available by requesting the AOC to email a printout to the duty aeromedical oversight manager.

**Escalation;** Protracted or significant incidents require notification of mission details to the Manager, Helicopter Retrieval Services.

**Records;** Operational aeromedical managers will record their actions via the 'Mission Oversight Checklist' proforma, which is sent via the same process as for Mission Debrief Forms. These will be reviewed at the weekly Winch Review Group.

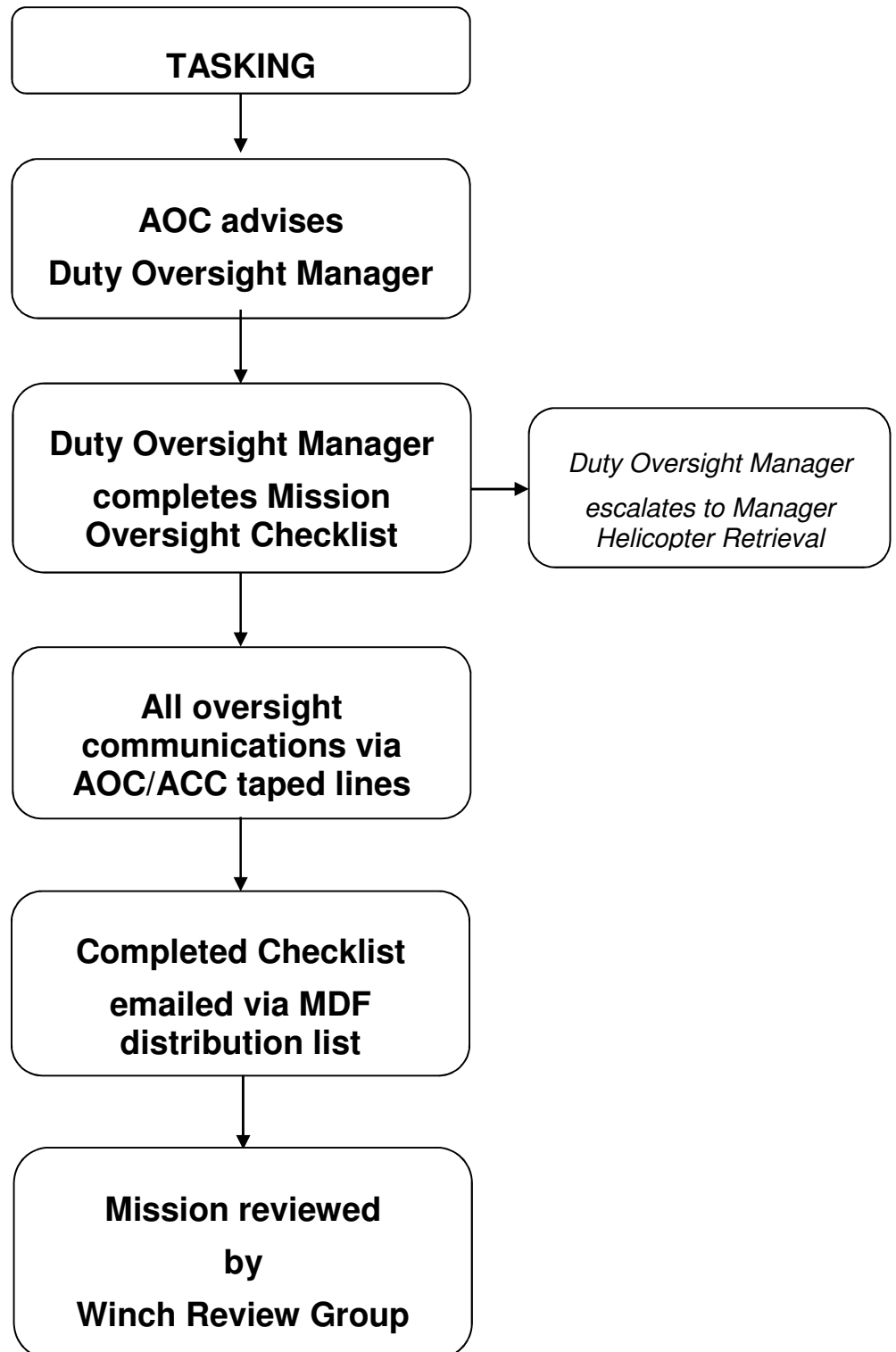
## For Review

August 2014.



**Attachment 1:**

**MISSION OVERSIGHT PROCESS**





**Attachment 2:**

AEROMEDICAL MISSION OVERSIGHT CHECKLIST			
<b>Date &amp; Time:</b>		<b>Aircraft:</b>	Ops Sup ICP: Y / N / N/A NVG: Y / N / N/A
<b>Location:</b>		<b>Incident type:</b>	
<b>1</b>	Y / N / N/A	Mission <b>risk assessment</b> completed (E.P.E)	Environment:
			Personnel:
			Equipment:
<b>2</b>	Y / N / N/A	Aeromedical operational management <b>point of contact</b> provided to RLTC (and others as required)	
<b>3</b>	Y / N / N/A	Assessment of <b>communications</b> capacity (mission and managers) and support requirements	
	Y / N / N/A	If <b>extended incident</b> advice to family members of timeline	
<b>4</b>	Y / N / N/A	<b>Command and Control</b> by local Police in place (preferably on site)	
<b>5</b>	Y / N / N/A	Local <b>Ambulance Supervisor</b> on site	
<b>6</b>	Y / N / N/A	Further <b>SCAT resources and equipment</b> appropriate to incident nature and expected duration > All contact for SCAT resources to be through AOC/ACC conference line system > Ground SCAT response should be sent for all mission types listed above	
<b>7</b>	Y / N / N/A	<b>Local ground rescue</b> response activated (including vertical rescue) if required	
<b>8</b>	Y / N / N/A	Advice to Ambulance <b>Media</b> as required	
<b>Comments:</b>			
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<b>Name/Title:</b>		<b>Sign:</b>	
- Scan completed forms same as MDFs & attach to Air Maestro -			