

ATCO Medicals, a Guide to Best Practice

1. **Medicals will normally be conducted within rostered shifts.**
 NATSAG56 states:
"Medicals will be contained within spare hours where there is sufficient capacity, otherwise taken on days off with TOIL accrued. Should staff arrange medicals on days off when capacity was available within spare hours, no TOIL will be accrued."
2. If the above is not possible then TOIL will be given to allow a medical to take place on a rostered day off. The full cost of the medical will be reimbursed by NATS or you may attend Occupational Health Service (OHS) on a day off and receive TOIL.
3. If an ATCO decides they do not wish a medical by OHS, NATS will reimburse a medical provided by an external Authorised Medical Examiner (AME) to a maximum of £150 only. The ATCO is responsible for settling the bill with the external medical provider, and the £150 can then be claimed back from NATS through submitting the [approved authorisation form](#) to OHS, and payment will be made via usual T&RE procedures. No TOIL will be given if outside normal rostered shifts.
- 3b. External medicals by an AME will normally be booked no less than 6 months in advance to allow adequate staffing to be rostered to facilitate release. On-site medicals should normally be booked as early as possible after notification of the dates of attendance by OHS on the unit. If release is not able to be facilitated, NATS will pay the full cost required to ensure that a medical is taken no later than the date it is due for continuation of licensing requirements in addition to any costs incurred due to the missed appointment.
4. If an ATCO has specific reasonable requirements for their medical (e.g. a female doctor, etc), then at least four weeks notice should be given of these requirements to OHS. If it is not possible to meet these reasonable requirements, then NATS will reimburse the full cost of an 'external' medical by an AME (taken in rostered shift time if possible, see 1. above).
5. Steps will be taken by OHS to ensure that adequate, private facilities are available for medicals to be conducted. Where this is not possible, NATS will reimburse the full cost of an 'external' medical by an AME.
6. Where a medical is conducted within rostered hours, sufficient rest time will be given to ensure the ATCO is suitably prepared for the medical.
7. OHS and NATS can confirm the confidentiality of OHS with regards to ATCO medicals is governed by the confidentiality guidelines of the General Medical Council.
8. The ATCO is responsible for settling the bill in full with the external AME and obtaining a receipt. Reimbursement can then be claimed through the usual T&RE processes after submitting the [approved authorisation form](#) to OHS.
9. These arrangements take effect from 1st April 2009.

Amendment agreed as a result of revised European Licensing Requirements for ATCOs effective 1st September 2009.

1. As part of the new European Licensing Requirements for ATCOs effective 1st September 2009, ALL ATCOs aged 40 and over are required to have a tonometry (intra ocular pressure) eye test every 2 years (see para. 2a). Additionally, ANY ATCO, regardless of age, who is required to wear glasses as part of their licence must have a full eye test (again at least every 2 years) (see para. 2b).

- 2a. All ATCOs 40 and over, regardless of whether they wear glasses or not, are therefore requested to arrange to have an eye test performed by a local optician, prior to their ATCO medical, to include the recording of intra ocular pressures (IOPs recorded in mmHg), and to bring the test result to their medical. If such a test has been performed within the last 2 years, the results should be brought to the medical and the results of the test will fulfil the requirements, provided the IOP was recorded.
- 2b. All ATCOs who wear glasses are therefore requested to arrange to have an eye test performed by a local optician prior to their ATCO medical, and to bring the test result to their medical. This eye test should include:
- (1) History
 - (2) Visual acuity, near, intermediate and distant vision: uncorrected with best optical correction if needed
 - (3) Refraction;
 - (4) Ocular motility and binocular vision;
 - (5) Visual fields;
 - (6) Tonometry over age 40 to measure intra ocular pressure (IOP in mmHg);
 - (7) Examination of the external eye, anatomy, media (slit lamp) and funduscopy.

If such a test has been performed within the last 2 years, the results should be brought to the medical and the results of the test will fulfil the requirements, provided the IOP was recorded.

3. As these requirements form part of the revised ATCO Licensing Requirements, Eye Care Vouchers will be available at every NATS unit which will cover the cost of the eye test. Details of the Eye Care Voucher Scheme can be found at: <http://natsnet/healthsafety/Documents/HsgnG1901.htm> & <http://natsnet/fm/CTC/HealthSafetyDSE.asp>
4. In order to attend the Optician, TOIL or release from a rostered shift will be available as per the above arrangements for attending ATCO Medicals.
5. These additional arrangements take effect from 1st September 2009.



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