

Instructions for completion of the Otorhinolaryngology Examination Report Form

DADL ATTEST 03.12.02.01

Writing must be in **Block Capitals** using a **ball-point pen** and be **legible**. Exert sufficient pressure to make legible copies. Completion of this form by typing or printing is both acceptable and preferable. If more space is required to answer questions, use a plain sheet of paper bearing the applicant's name, the information, your signature and the date signed. The following numbered instructions apply to the numbered headings on the Otorhinolaryngology Examination Report Form.

NOTICE – 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 authorised examiner may result in criminal prosecution, denial of an application or withdrawal of any medical certificate granted.

GENERAL – The AME or Otorhinolaryngology specialist performing the examination should verify the identity of the applicant. The applicant should then be requested to complete the sections 1, 2, 3 4, 5, 6, 7, 12 and 13 on the form and then sign and date the **consent to release of medical information** (section 401) with the examiner countersigning as witness.

402 EXAMINATION CATEGORY

Tick appropriate box:

- Initial – Initial examination for Class 1; also initial exam. for upgrading from Class 2 to 1 (notate "upgrading" in Section 403).
- Extended Renewal/revalidation – subsequent ROUTINE comprehensive ORL examinations.
- Special Referral – NON Routine examination for assessment of an ORL symptom or finding.

403 OTORHINOLARGYNGOLOGY HISTORY – Detail here any history of note or reasons for special referral.

CLINICAL EXAMINATION – SECTIONS 404-413 INCLUSIVE

These sections together cover the general clinical examination and each of the sections must be checked as Normal or Abnormal. Enter any abnormal findings in Section 421.

ADDITIONAL TESTING – SECTIONS 414-418 INCLUSIVE

These tests are only required to be performed if indicated by history or clinical findings and are not routinely required. For each test one of the boxes must be completed – if the test is not performed then tick that box – if the test has been performed then tick the appropriate box for a normal or abnormal result. All remarks and abnormal findings should be entered in section 421.

419 PURE TONE AUDIOMETRY – Complete figures for dB HL (Hearing Level) in each ear at all listed frequencies.

420 AUDIOGRAM – Complete Audiogram for figures as listed in Section 419.

421 OTORHINOLARGYNGOLOGY REMARKS AND RECOMMENDATIONS – Enter here all remarks, abnormal findings and assessment result. Also enter any limitations recommended. If there is any doubt about findings or recommendations the examiner may contact the AMS for advice before finalising the report form.

422 OTORHINOLARGYNGOLOGY EXAMINER'S DETAILS

In this section the Otorhinolaryngology examiner must sign the declaration, complete his name and address in block capitals, contact telephone number (and fax if available) and lastly stamp the report with his designated stamp incorporating his AME or specialist number.

423 PLACE AND DATE – Enter the place (town or city) and the date of examination. The date of examination is the clinical examination and not the date of finalisation of the form. If the ORL examination report is finalised on a different date, enter date of finalisation in Section 421 as "Report finalised on".

