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| **SSMED-1411** | **Crew Embarkation** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |
| **Revision Date** | 22 October 2020 |

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|  | **Crew Medical Embarkation**  1.1Procedure**:**   * The Crew Office will inform the Medical staff of newly embarking crew members. * The Crew Purser will give a signed copy of the ‘Crew Medical Authorization form’ to the Nurse for each newly embarked crew member. * A Medical Staff Member will assist the Crew Purser in the embarkation ports with reviewing the original Seafarer Maritime Certificate and Vaccination Card. * Obtaining medical certificates will not take priority over any patients being attended to. * PEME’s are to be reviewed by either VIKAND Medical Solutions or Silversea prior to boarding to ensure Crew are declared fit for duty. * In the event of non-compliance, the onboard Hotel Director and Crew Purser will be notified.  The Medical Staff will assist with the necessary arrangements for the crew member to obtain the correct medical certificate prior to sailing. * The PEME certificate and any additional information accompanying the PEME of the embarking crew member will be loaded into his/her EMR (Seacare electronic medical record) and/or Crew Management System, inclusive of chronic medications or any over the counter medications. * The PEME will remain in the Medical center and will then be returned to the Crew member upon disembarkation. * No employment contract, promissory note, witness documentation, etc. is to be retained with the PEME. All non-medical information is to be returned to the Crew Purser. * All PEME’s with an expiration date of less than 2 years must be followed up in the Medical Center. * All PEME will be filed in a lockable filling cabinet within the medical center.   1.2 Health care questionnaire for Crew Members   * All on-signing crew members are required to complete the Health Questionnaire which will be reviewed by the Medical Team. * All new signing on crew will be screened prior to boarding for any type of AGE, ARI, ILI or communicable disease as per the Pre Boarding Screening Procedure in this SOP. * If any symptoms are present, one of the Nurses or the Doctor will review the situation and manage accordingly. * The retention period of these records is a minimum of 12 months   1.3 Crew Pre-Boarding Medical Screening for Communicable Diseases including COVID-19   * Please refer to SOP SSMED1505 for procedures on the pre-boarding medical screening for communicable diseases for crew |
|  | **References**  Flag State Guidelines  ILO Convention C164  MLC  VSP  GDPR & HIPAA |
|  | **Definitions**  PEME – Pre-Employment Medical Examination  EMR – Electronic Medical Record System |