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**National Capital Consortium**  
UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
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**MINUTES FOR THE MEETING OF THE  
EXECUTIVE COMMITTEE  
OF THE NATIONAL CAPITAL CONSORTIUM**

**The Meeting:** The Executive Committee, National Capital Consortium, met on **Wednesday, 16 January 2008, at 1330 hours**, in Room A2074, Uniformed Services University of the Health Sciences.

**Members Present:** Howard E. Fauver, Jr., M.D. Administrative Director, NCC; CDR Elizabeth McGuigan, MC, USN, Director Medical Education, NNMC; COL Cathy Nace, MC, USA, Director Medical Education, WRAMC. Also in attendance were Mr. Jason Karr, NCC Legal Counsel, Ms Lisa Proctor-Reaves, Supervisory Program Analyst, and Ms Diane Demmings, NCC Registrar.

**NEW BUSINESS:**

**NCC Registrar Concerns:** The Executive Committee discussed and resolved the following concerns which were raised by Ms Diane Demmings, NCC Registrar:

(1) **Processing of training verifications for both Army and Navy trainees:** The committee confirmed that the NCC will verify training from 1996 forward. Any requests prior to 1996 will be verified by the National Naval Medical Center Graduate Medical Education office for Navy trainees and the Army will be verified by the Walter Reed Army Medical Center Graduate Medical Education Office.

(2) **Training Verification Forms:** Often there are questions included on the verification forms that the NCC Registrar is unable to answer based on the information that is available in the training records. In an effort to resolve this issue, Ms Demmings will develop a list of questions which will be drawn from several of the verification forms previously received. COL Nace and CDR McGuigan will develop a final evaluation summary or face sheet that is to be completed by the Program Director for each trainee prior to graduation.

(3) **NCC Trainee Folders:** A record is to be established and maintained in the NCC Administrative office for each NCC trainee. The folder should contain a copy of their Training Agreement, Final Evaluation, Graduation Certificate, and a copy of the Verification Summary or face sheet. If adverse actions occur they should also be included in the official NCC Trainee

folder. Once the trainee graduates, their record is to be scanned and forwarded to file storage for fifty years. Program Directors should be given 30 days after the arrival of incoming trainees to complete and submit to the NCC Office a Training Agreement and a list confirming the names, social security number, branch of service, and rank of each current trainee along with an expected graduation date.

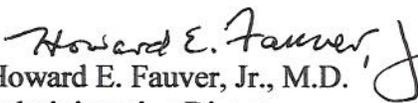
(4) **NCC Training Database:** The NCC will maintain an accurate training database. The NCC is currently in the process of developing an improved version of the current ACCESS database that will allow adverse action information to be tracked and securely stored. The committee agreed that the NCC should also have access to the MODs and CCQUS database.

**NCC Agreements:** The NCC agreements between the hospitals were reviewed and will be presented to the Board of Directors for review at the February 21, 2008 meeting

**E\*Value Implementation:** Ms Lisa Reaves, NCC Supv Program Analyst, presented an E\*Value Customization Document for action. The report contained a list of report options that will be available in the E\*Value software programs for all NCC programs. Committee members indicated which items in the document were to be changed. A copy of the document is attached to the original copy of these minutes.

**Items from the floor:** None

**Adjournment:** The meeting was adjourned at 1530 hrs. The Executive Committee will be determined at a later date.

  
Howard E. Fauver, Jr., M.D.  
Administrative Director