N
C
C

National Capital Consortium
UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799

June 2, 2004

MEMORANDUM FOR NCC GMEC MEMBERS

Subject: Hearing Subcommittee of the NCC GMEC.

PURPOSE: The sub-committee will provide the forum for hearing recommendations for resident probation, extension of training for academic reasons and termination of training.

MEMBERSHIP: The sub-committee will consist of twelve voting members plus a Chairman and Counsel. *Ex officio* members with vote are the Directors of Medical Education of MGMC, NNMC, and WRAMC and the Resident representatives to the GMEC from these three hospitals. The Administrative Director will appoint six additional members from the GMEC including members from a surgical or surgical support specialty, a medical specialty, a neuropsychiatric specialty and three others. Appointments will normally be for one year with an option for reappointment for up to three years at the discretion of the AD. The NCC Legal Counsel is an *ex officio* member without vote. The Administrative Director also appoints a Chairman who will vote only in case of a tie vote. A quorum will consist of any ten members and the Chairman. Any member unable to attend may send an alternate to represent him or her with the concurrence of the Chair.

PROCEDURES:

1. Program Directors will submit requests for action to the Administrative Director, who after review will notify the resident and pass the request to the Chairman of the Hearing Subcommittee. The Chairman of the Subcommittee will contact the Resident and arrange for a meeting of the subcommittee at the earliest feasible time. The Subcommittee will normally meet on the third Wednesday of each month at 1300 hours but could be called earlier by the Chairman. The Subcommittee will not meet if no new requests have been submitted.

2. The Resident is entitled to all of the procedural protections, rights and opportunities included in the Adverse Action Section of the handbook for hearings of this nature.

3. Requests for probation and extension will require a simple majority vote of the Subcommittee while those for termination will require a 2/3rds majority of those members or representatives present.
4. Decisions of the Hearing Subcommittee for probation or extension will be reported to the GMEC for information.

5. If the Hearing Subcommittee recommends termination, the GMEC will be informed and the recommendation for termination will be forwarded to the Board of Directors for final approval. The Board may concur or non-concur with the recommendation of the Subcommittee for termination.

6. In the event of non-concurrence with the recommended termination, the Board may refer the case back to the GMEC for reconsideration or recommend other such actions, as it deems appropriate.

7. If the Board concurs, the resident will be notified of the decision but may ask for a reconsideration of the decision either in person or in writing.

8. If the Board sustains its original decision for termination of training, or if the trainee does not request reconsideration, the decision of the Board is final and the appropriate service or NIH GME office will be so notified.

Howard E Fauver, Jr

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