



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

IN REPLY REFER TO  
BUMEDINST 6010.29A  
BUMED-M3  
29 Mar 2016

BUMED INSTRUCTION 6010.29A

From: Chief, Bureau of Medicine and Surgery

Subj: RESERVE COMPONENT MEDICAL EXECUTIVE COMMITTEE AND RESERVE  
COMPONENT NURSING EXECUTIVE COMMITTEE POLICIES AND  
PROCEDURES

Ref: (a) 5 U.S.C. § 552A  
(b) DoD Manual 6025.13 of 29 Oct 2013  
(c) BUMEDINST 6010.30  
(d) The Joint Commission Comprehensive Accreditation Manual for Hospitals, current  
(e) BUMEDINST 6010.17B

Encl: (1) Reserve Component Nursing Executive Committee Membership  
(2) Reserve Component Medical Executive Committee Membership

1. Purpose. To publish Reserve Component (RC) Medical Executive Committee (MEC) and RC Nursing Executive Committee (NEC) policies and procedures.

2. Cancellation. BUMEDINST 6010.29.

3. Scope. This instruction applies to RC privileged providers, clinical support staff nurses, and registered dental hygienists; Reserve Policy and Integration (BUMED-M10); Bureau of Medicine and Surgery (BUMED) Director, Readiness and Health; Deputy Director, Healthcare Operations (BUMED-M3); Reserve Affairs officers (BUMED-M00C); and Naval Hospital Jacksonville.

4. Background. Chief, BUMED has established the Director, Centralized Credentials and Privileging Directorate (CCPD), BUMED Director, Readiness and Health, Jacksonville Detachment, as the credentials review authority for all Navy RC health care providers and RC practitioners who are also employed at Navy medical treatment facilities. The designated privileging authority for all RC practitioners is the Deputy Director, BUMED-M3. References (a) through (e) apply. Establishment of an MEC/NEC is essential to review and make recommendations on the credentialing and privileging of RC health care providers.

5. NEC Membership. The NEC consists of nine primary voting members as noted in enclosure (1). Membership includes senior Navy RC and Active Component (AC) Nurse Corps officers. To ensure adequate representation at all meetings, alternate members are appointed to attend meetings when primary members cannot attend. When the Chair cannot attend a meeting, the next senior member (in terms of length of time served on the Committee) will serve as the Chair.

6. MEC Membership. The MEC consists of 13 primary voting members as noted in enclosure (2). Membership is composed of senior RC and AC personnel. Physicians (i.e., Medical Corps officers) are the majority, and include the medical, surgical, and/or ancillary disciplines. Members also include other licensed independent practitioners from the Dental Corps, Medical Service Corps, and Nurse Corps officers' communities. To ensure adequate representation at all meetings, an alternate member is recommended for each Corps to attend meetings when the primary member cannot attend. When the Chair cannot attend a meeting, the next senior member (in terms of length of time served on the Committee) will serve as the Chair.

7. Appointments. The Committee Chair is appointed by the Director, CCPD, and serves for a 2-year period. The Director, CCPD appoints MEC/NEC members in writing to an initial term of 2 years. The initial term may be renewed for a subsequent 1-year period or less. No MEC/NEC member will serve greater than 4 years in total. The only exception is if MEC/NEC member is selected to serve as Chair subsequent to completing initial and renewal terms in a non-chair capacity.

a. Members. Solicitations for MEC/NEC membership will be made by the Director, CCPD to Navy Reserve Medicine as memberships on the MEC/NEC are available. As applications are received by CCPD, an ad hoc meeting is formed from the MEC/NEC, as appropriate, to recommend selection for membership to the Director, CCPD. The Director, CCPD will then appoint each selected member to a 2-year term. Within 90 days of completing an initial 2-year term, MEC/NEC members must submit a written desire to renew or extend their membership. The Director, CCPD reviews the requests and provides a written final decision to the requester.

b. Administrative Attendees. Non-Voting members of the MEC/NEC which add specialized subject matter expertise to include, but not be limited to: Force Surgeon, reserve affairs, risk management, legal, or clinical operations. The Director, CCPD will appoint each selected member to a 2-year term. Within 90 days of completing an initial 2-year term, administrative attendees must submit a written request to renew or extend their membership. The Director, CCPD reviews the request and provides a written final decision to the requester.

c. MEC/NEC Chair. At least 90 days prior to completing the 2-year term, the vacancy of the Chair position will be announced to all members of the MEC/NEC. RC members desiring to be considered for this position will submit their request in writing to the Director, CCPD. The MEC/NEC Chair will be selected by a board consisting of the outgoing MEC/NEC Chair; Department Head, CCPD; Director, CCPD; and the Privileging Authority. The Privileging Authority will make the final selection while considering the board's recommendation and any feedback received from the MEC/NEC membership. The new MEC/NEC Chair will be appointed in writing by the Director, CCPD for a 2-year period. All members of the current MEC/NEC, regardless of clinical specialty or discipline, are eligible for selection as the Chair. The Chair position may not be extended or renewed beyond the 2-year term.

8. Resignations. MEC/NEC members desiring to resign due to mobilization, recall, retirement, relocation, or personal reasons must submit their intentions in writing to the Director, CCPD and provide a copy to the MEC/NEC Chair. Resignations should be submitted at least 60 days prior to their effective date to allow for an adequate replacement to be identified.

9. Vacancies. CCPD advertises Navy RC MEC/NEC vacancies via e-mail, and other means to ensure widest dissemination across Navy Reserve medicine. Vacancies are advertised by specialties as applicable. For AC MEC/NEC membership vacancies, CCPD requests assistance from Navy medical commands in the Jacksonville area to identify candidates with similar specialties and disciplines.

10. Membership Applications

a. All applications for MEC/NEC membership must be submitted to the Director, CCPD using the RC MEC or RC NEC membership application provided by CCPD, as applicable. The point of contact is the Department Head, Navy Reserve Credentials and Privileging, CCPD.

b. A panel composed of CCPD management, an ad hoc MEC/NEC Committee, and the MEC/NEC Chair will review all MEC/NEC membership applications. MEC/NEC selectees will be notified of their appointment via letter from the Director, CCPD. Non-selectees will be notified by e-mail or telephone by the Department Head, Navy Reserve Credentials and Privileging, CCPD, or his or her representative.

11. Meetings. The MEC/NEC should meet in-person at least quarterly. Members are expected to attend all scheduled meetings unless excused by the Chair or the Department Head, Navy Reserve Credentialing and Privileging, CCPD. Those unable to attend must contact the MEC/NEC Chair and the Department Head, Navy Reserve Credentials and Privileging, CCPD at least 15 days prior to the meeting.

12. Minutes. The MEC/NEC will follow a formal agenda to ensure accomplishment of required functions. Minutes are prepared after each meeting for the Chair's review and signature; then routed to the Deputy Director, BUMED-M3 for final review and approval. The MEC/NEC will review the preceding meeting's minutes at each scheduled meeting. The MEC/NEC will recommend modifications and approve the minutes as appropriate. CCPD will retain meeting minutes in a secured location per current regulations.

13. NEC Responsibilities. The NEC reviews all completed applications for assignment consideration and makes a recommendation to the Credentials Authority. Applications will be reviewed by the NEC via the Centralized Credentialing Quality Assurance System (CCQAS). The following levels of review and approval apply:

a. NEC Member (Level 1–5 Reviewer). An NEC member will review applications throughout each month electronically in CCQAS via paper application. Applications will be distributed to NEC members, per their subspecialty designation and recommendations will be on the application.

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b. NEC Chair (Level 6 Reviewer). The Chair or designee will electronically endorse the applications and recommendations and forward to the privileging authority for final adjudication.

c. Credentials Authority. All applications will be forwarded to the Director, CCPD for final endorsement. The failure to screen for an assignment and or disapproval of an application is not an adverse practice action as defined in reference (b).

14. MEC Responsibilities. The MEC reviews all completed applications prepared for privileging action and makes a recommendation to the Privileging Authority. Privileging applications will be reviewed perpetually by the MEC electronically via the CCQAS or by using paper applications when electronic processing is unavailable. The following levels of review and approval apply:

a. MEC Member (Level 1–5 Reviewer). An MEC member will review applications for privileges throughout each month electronically in CCQAS or paper application when electronic processing is unavailable. Applications will be distributed to MEC members, per their specialty or designation, and recommendations will be made on the application.

b. MEC Chair (Level 6 Reviewer). The Chair or designee will electronically endorse the applications and recommendations and forward to the Privileging Authority for final adjudication.

c. Privileging Authority. The Privileging Authority will review and adjudicate all applications electronically in CCQAS or paper applications when electronic processing is unavailable. The denial of an application for privileges is an adverse privileging action requiring due process as described in reference (b).

15. Action. The Director, CCPD must ensure this instruction is reviewed annually and each MEC/NEC member receives a copy upon appointment.

16. Recommendations for changes. Any recommendations for changes or additions to these policies and procedures should be made in writing to the Director, CCPD with a copy to the MEC/NEC Chair.

17. Records. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

  
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RESERVE COMPONENT NURSE EXECUTIVE  
COMMITTEE MEMBERSHIP

Reserve Component:

Chair	1
Staff Registered Nurse	5

Active Duty Members:

Staff Registered Nurse	<u>3</u>
Total Primary NEC members:	9

Alternates:

• Navy Reserve Nurse Corps Members	4
• Active Duty Nurse Corps Members	2
• Active or Reserve Registered Dental Hygienist	<u>1</u>
Total Alternate NEC members:	7

Total NEC membership (Primary and Alternate): 16

RESERVE COMPONENT MEDICAL EXECUTIVE  
COMMITTEE MEMBERSHIP

Reserve Component:

Chair	1
Medical Corps	4
Dental Corps	1
Advanced Registered Nurse Practitioner	1
Medical Service Corps	<u>1</u>
Total Reserve Component MEC members:	8

Active Duty:

Medical Corps	3
Dental Corps	1
Advanced Registered Nurse Practitioner	<u>1</u>
Total Active Duty MEC members:	5
Total Primary MEC members:	13

Alternates:

• Navy Reserve Medical	2
• Navy Reserve Dental	1
• Navy Reserve Medical Service Corps provider	1
• Navy Reserve Advanced Registered Nurse Practitioner	<u>1</u>
Total Alternate MED members:	5

Total MEC membership (Primary and Alternate): 18