NSHS ESC MEETING MINUTES for 12 April 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Update Directorate Processes
2. Verify Internal Auditors names
3. Review element 7 of the Quality Manual
4. Redline Customer Evaluation Process
5. Redline Internal Audit Process

LEADER: CAPT Wynkoop **FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride**	**TIME:** FROM: 09:00 TO: 1100

MEMBERS PRESENT		**MEMBERS NOT PRESENT**
• CAPT Wynkoop • CAPT Younger • LT Miller • HMCM Castillo • HM2 Pitt • MR Behnke	• CAPT Welbourn • MR Dumbeck • LCDR Kennedy • CDR Whalen (Adhoc) • Mr. Kirkbride (Adhoc)	• CDR Luke • CAPT Miller • CDR Hearin • LT Leonard (Adhoc) • CDR Baker (Adhoc)

AGENDA ITEM (Attached)	**COMMENTS / CONCLUSIONS ACTIONS (IF ANY)**	**PERSON(S) RESPONSIBLE**	**BY WHEN**
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 5 April 2001. LCDR Kennedy was asked to be timekeeper.	CAPT Wynkoop	
Update Directorate processes	Directors briefed their directorate processes. (See enclosure 1)	Directors	
Training Matrix	The Directorate Training Matrix was presented to the ESC members and was approved. (see enclosure 2)	HM2 Pitt	
Internal Auditor names	The list of Internal Auditors was verified with the addition of Mr. Behnke, LT Miller, and MS. Hawse. Internal Auditor class will be 14-16 May 2001 (See enclosure 3)	CDR Whalen	
Elements 7	The ESC members reviewed and edited element 7 of the Quality Manual. (See enclosure 4)	CDR Whalen	
Customer Evaluation process	The ESC members reviewed and edited the redlined Customer Evaluation Process. This process is now in final and will require signatures at the next ESC meeting. (See enclosure 5)	CDR Whalen	

Internal Audit Process	The ESC members reviewed and edited the redlined Internal Auditor Process. This process is now in final and will require signatures at the next ESC meeting. (See enclosure 6)	CDR Whalen	
Set agenda for next meeting	Next scheduled ESC meeting is 19 April 2001	ESC members	
Open action items	**Action item:** Contact Mr. Moses or Ms. Hobson to develop a more graphic pyramid for the Quality Manual.	Mr. Kirkbride	