

# Nursing Professional Advisory Committee

## U.S. Public Health Service

### I. Introduction of Members in Attendance

<b>N-PAC Voting Membership</b>					
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Term</b>	<b>Attendance</b>
CDR	Gordon	Veronica	<b>AT LARGE</b>	Oct 09 – Sep 12	Present
CDR	Pollard	Anita	<b>BOP</b>	Oct 08 – Sep 11	Present
CAPT	Hogan	Lisa	<b>BOP</b>	Oct 09 – Sep 12	Present
LCDR	Armes	Shawn	<b>BOP</b>	Oct 10 – Sep 13	Present
CDR	Ridenour	Marilyn	<b>CDC</b>	Oct 09 – Sep 12	Present
CDR	Krishnan	Malini	<b>CMS</b>	Oct 09 – Sep 12	Present
CDR	Hieber	Lysa	<b>DHS</b>	Oct 08 – Sep 11	Present
CDR	Cox	Bruce	<b>DHS</b>	Oct 09 – Sep 12	Absent
CDR	Sweeney	Colleen	<b>FDA</b>	Oct 08 – Sep 11	Present
CDR	Li	Mei-Ying	<b>FDA</b>	Oct 09 – Sep 12	Present
LCDR	Chestnut	Wanda	<b>HRSA</b>	Oct 10 – Sep 13	Excused
CDR	Bartgis	Bryen	<b>IHS</b>	Oct 09 – Sep 12	Present
CDR	Webb	Amy	<b>IHS</b>	Oct 08 – Sep 11	Absent
CIV	Koyama	Kirk	<b>IHS</b>	Oct 08 – Sep 11	Present
LCDR	Saligan	Leorey	<b>NIH</b>	Oct 10 – Sep 13	Present
LCDR	Wehrlen	Leslie	<b>NIH</b>	Oct 10 – Sep 13	Present
CDR	Pryor	Thomas	<b>OS/PSC Chair Elect</b>	Oct 08 – Sep 11	Present
CDR	Haynes-Battle	Josefine	<b>SAMHSA</b>	Oct 10 – Sep 13	Present
CDR	Burns	Darin	<b>USMS</b>	Apr 10- Sep 13	Present
<b>EX-OFFICIO</b>					
RADM	Nessler	Kerry	<b>HRSA/CNO</b>	Nov 09– Sep 13	Present
CAPT	Trent-Adams	Sylvia	<b>HRSA / Past Chair</b>	Oct 10 – Sep 11	Excused
CAPT	Orsega	Susan	<b>Chair Elect</b>	Oct 10 – Sep 11	Absent
LCDR	Johnson	Anitra	<b>Executive Secretary</b>	Oct 10 – Sep 11	Present
CDR	Hunter-Thomas	Serina	<b>Executive Sec-Elect</b>	Oct 10 – Sep 11	Present
LCDR	Hardin	Joshua	<b>Operations Liaison</b>	Mar 08 – Sep 11	Excused
<b>LIASIONS</b>					
CDR	Larkin	Sue	<b>Liaison, FedNA</b>		N/A
LCDR	Magnotta	David	<b>Nurse Category CAM</b>		N/A
CAPT	Lambert	Mary	<b>COA Nurse Rep</b>		N/A
CAPT	Collins	Amy	<b>Senior Nurse Mentoring</b>		N/A
CDR	McGuire	Moira	<b>Nurse History Co-Chair</b>		N/A
CAPT	Elenberg	Kimberly	<b>OFRD Rep</b>		N/A
LCDR	Arceneaux	Janice	<b>JOAG Rep</b>		N/A

SUBCOMMITTEE CO-CHAIRS				
Rank	Last Name	First Name	Subcommittee	Attendance
LCDR LCDR	Skelton Krishnan	Heather Malini	Awards	Present
CDR LT	Webb McBryde	Amy Beth Stacey	Communications	Present
CDR CDR	Li Ridenour	Mei-Ying Marilyn	Career Development	
LCDR LCDR	Adams-McLean Wehrlen	Allison Leslie	Events	Absent
CDR LCDR	Burns Saligan	Darin Leorey	Readiness and Response	
CDR CDR	Adams-King Sweeny	Janice Colleen	Resource Reach	Excused
CDR CDR	Haynes-Battle Bartgis	Josephine Bryen	Recruitment	

**II. Acceptance of Minutes**  
Deferred.

**III. Chief Nurse Officer Report – RADM Kerry Nessler**

I am pleased to be here and able to attend the April NPAC meeting.

As many of you know, there were considerable USG, HHS, Agency, and OSG discussions and planning for a potential Federal Government “shut down” at midnight on April 8, 2011 due to uncertain Federal funding for the rest of the fiscal year. This potential Federal Government closing meant that many Federal Nurses would be placed on either Excepted or Non-Excepted categories, with pay or without pay. As President Obama wrote to all of us, “Late Friday evening we reached an agreement on the budget that will keep the Government open. I know the past few weeks have been a time of uncertainty and concern for you and your families, but your patience and professionalism throughout the entire period have affirmed my confidence in you, and everyone who works for our Government”. I would like to echo his words and let all of you know how proud I am to serve with you and thank you for your tireless service and commitment to the health and safety of our Nation. We, as nurses, stand ready to serve.

Also, this is the first time in history that the Commissioned Corps officers were included in the list of potential furloughs. The OSG does not consider this as a pathway for the future. They are reviewing legal and program processes to ascertain the most appropriate avenue for next steps. They have been granted authority to work with OGC on this matter.

The 20<sup>th</sup> Annual U.S. Public Health Service (USPHS) Nursing Recognition Day (NRD) Conference is set to take place on Friday, May 6, 2011. This event will be held at the National Institutes of Health (NIH), Lister Hill Center Auditorium, Building #38A, in Bethesda, Maryland. The theme is “*Public Health Nurses – Making a Difference in Health Outcomes*” and will highlight past, present and future nursing influences in public health, as well as describe the impact of nursing education and public health nursing on health outcomes.

The conference is sponsored by the USPHS, Nursing Professional Advisory Committee (N-PAC). This full day event (8:00am – 4:00pm) honors the outstanding contributions made by Commissioned Corps, Civil Service and Tribal nurses.

I have invited Dr. Wakefield, HRSA Administrator, who is a nurse, VADM Benjamin, our Surgeon General, RADM Lushniak, Deputy Surgeon General, RADM Chris Halliday, Chief of Staff, current flag Nurse Officers and past Chief Nurse Officers to join us celebrate Nurses’ week and recognize PHS Nurses around the country who have made a difference by protecting, promoting and advancing the health and safety of the Nation.

There are two leadership opportunities during the COF Scientific and Training Symposium to be held in June in New Orleans, LA.

- a. CPO Leadership Symposium, Monday, June 20, 7am – 9am
- b. Medical Category Leadership Seminar for all Female Officers, Thursday, June 23, afternoon

At the last CPO Board meeting, we were provided a list of potential recruits for the Jr COSTEP Program this summer. As you may know, OCCO is awaiting approval on the list from HHS and the White House. Since time is of the essence for summer employment, it seemed wise to us (CPOs) that while we all wait the OPDIVs could complete a 1662. Then, when confirmation is attained, OCCO is ready to move on cutting the orders. I’ve been charged to review the viable nurse applicants and encourage the OPDIVs to complete their 1662s, depending on availability of funding. This year it appears there are only two student nurses that have applied to the Jr COSTEP Program , both for IHS. We, as an NPAC, may want to explore ways to educate student nurses about the Corps and the employment opportunities.

New Billet Collection System: The Nursing Category is making progress in completing our Clinical Billet selections. There are about 1, 070 nurse officers in clinical billets and about 120 of those nurses still need to complete Step 1 and/or Step 2. I will be emailing each nurse to encourage them to respond to their email from [ccbillets@hhs.gov](mailto:ccbillets@hhs.gov) or they may face repercussions.

The Office of Commissioned Corps Operations (OCCO) is seeking volunteers who can assist with the upcoming demands of bringing new officers on board. This volunteer activity will be conducted on-site at OCCO’s Rockville, MD office. A volunteer schedule has been created that meets critical human capital needs, while minimizing time volunteers are away from their worksite. OCCO is requesting that each officer volunteer 3 hours per

week. It is expected that this activity will last for 6 months. Supervisory approval is required. A telephone conference orientation is planned prior to the volunteers starting at OCCO.

**What:** volunteers needed to help OCCO bring on new officers

**Frequency:** 3 hours per week from each volunteer

**Duration:** 6 months

**Where:** on-site at OCCO in Rockville, MD (local officers only)

If you can assist in this vital mission, please contact **LCDR Anitra Johnson**, [anitra.johnson@cms.hhs.gov](mailto:anitra.johnson@cms.hhs.gov), by **COB April 26** and include the following information:

Name:

Rank:

Category:

Telephone:

E-mail:

Office Mailing Address:

Supervisory approval: \_\_\_Yes \_\_\_No

Thank you for your time and commitment in building our Corps to protect, promote, and advance the health and safety of our Nation.

The Federal Service Nursing Council (FNSC) met on 14 April 2011 and is composed of Chief Nurse Officers from the US Public Health Service, US Air Force, US Army, US Navy, US Department of Veterans Affairs, the American Red Cross and the Uniformed Services University of the Health Sciences (USU). The FNSC will meet again in June to discuss each service's strategic priorities. In the next few weeks, I will be convening a "task force" to begin formulating a **PHS Nursing Strategic Plan**. There will be a quick turnaround with an expected end date in June, 2011. All PHS nurses are invited to participate either in person or by conference call. If you are interested in contributing, please notify LTJG Dave Young by Tuesday, April 26, [DYoung@hrsa.gov](mailto:DYoung@hrsa.gov). Details to follow and the first meeting date TBD.

I spoke at my alma mater, University of San Francisco School of Nursing, San Francisco, CA on **28 March 2011**. The topic of the presentation was "Nursing Leadership, Education and Practice to Advance Public Health in America and Abroad". The USF School of Nursing Dean, Associate Dean, faculty, staff, students and alumni attended the Crawford Lecture session.

**IV. Operations Liaison Report - LCDR Joshua Hardin**

CW is \$47,141.17

NPAC is \$6,164.47

**V. N-PAC Chair Report – CDR Thomas Pryor**

Good afternoon everyone and welcome to the 2011 April NPAC General Meeting. I will provide you some general highlights of current NPAC activities and you will be hearing a more detailed report from some of the other subcommittees during this meeting.

### OCCO

Since the lifting of the "Pause" DCCA has continued to move applicants through the process in preparation for Senate confirmation and ultimately qualified call to duty status. Due to the ACA and transition of ALL PHS officers to Regular Corps status the process for getting all candidates Senate confirmed has led to some unexpected delays which are ultimately out of the control of the PHS. As such candidates may be delayed weeks/months as these processes are developed for the future. If you are speaking to any candidates or interested applicants please assure them that OSG is doing everything in its capacity to quicken this process. It is also important to tell interested applicants that submitting a complete application which includes PHS-50, references and transcripts is part of a new business process. We will hear more from DCCA as one of our liaison reports.

### Accountability/Restructuring

As many of you know or may have even participated, a variety of working groups were established to assist in the evaluation and recommendation of the new organization previously known as OCCO and OCCFM. These working groups have done some great work over the past 6-8 weeks to provide OSG recommendations for the new structure. It is anticipated that announcements about this restructure will be shared in the months to come.

### Billet

At this time the nurse category has a 93% completion rate of completing the first step required by each nurse of this migration effort. I want to reiterate my appreciation for this noted improvement and remind all of you that our goal is 100% so we have just a little further to go. Again, I want to thank CAPT Anderson and her team for getting us to this current level of completion. It is imperative that ALL nurses participate in this effort so if you have not completed step one or have any questions please contact your NPAC leadership for assistance.

### Readiness

While the majority of issues related to supporting documents for readiness have been resolved thru OFRD and MAB it is essential that we continue to strive to be 100% complete. This month it was reported by OFRD that we are over 92% which is a significant improvement from previous reports received over the past 9-12 months. However, it should be our collective goal to be in the top three of all categories so we have more work to do. The Readiness Committee continues to work with nurse officers in assisting and tracking readiness for the category. I have asked them to develop some outreach strategies to assist you in making sure we get to the next step in overall readiness. If you have any questions please contact members of this subcommittee which are identified on our NPAC site.

### Communications

For those of you who have not taken the time to respond to the monkey survey sent out by your communications subcommittee I would ask that you do so. This is a great way for us to get your thoughts/ideas on how we can bring you what you want in terms of information etc. If you have not received a list serve announcement on this please make sure your email

account is updated to our list serve. In addition you are encouraged to contact the committee leadership directly if you have any additional questions. The contact information can be found on the NPAC site.

### Events

For those of you who attended last month you heard of some of the exciting things planned for this years Nurse Recognition Day (NRD) and the Category Day at this years COF conference in New Orleans. I understand that this year's anticipated attendance for NRD is over 150 at this time. If you haven't done so already please register if you are able to attend. As the Category Day agenda continues to be finalized there are also a variety of activities to include a social planned for this event as well. Unfortunately there has been no information provided in terms of caps related to attending this event. Once we receive more information we will share it thru the list serve.

That said, for those junior nurse officers (O-3 and below) there are some scholarships available as a result of Carruth Wagner Foundation resources provided to COF to attend. For more information go to the COF website: [www.coausphs.org](http://www.coausphs.org) for an online application and more information.

### General

In closing I want to reiterate my admiration and respect for all of the good things you are doing as health care professionals and leaders. Regardless of your role in a clinical or non-clinical role and in uniform or civil service-you are all part of a great team and without you we wouldn't be as successful as we are. Thank you for all you do for the profession of nursing and public health

## **VI. QUARTERLY VERBAL SUBCOMMITTEE REPORTS**

### **a. *Readiness & Response* – CDR Darin Burns/LCDR Leorey Saligan**

- Goal 1. Provide resources to assist nurses in maintaining and achieving basic readiness status.

#### **Ongoing Projects:**

- Distribute through the PHS nurse list and NPAC agency liaisons Basic Readiness information. Assigned workgroup: Education and Training
  - Monitor and report the number of Basic Ready nurses, in aggregate as well as a breakdown by agency, no later than one month after the quarterly numbers are run by OFRD. Assigned: Evaluation and Analysis working group and R&R Co-chairs
  - Present one Lunch and Learn session related to readiness issues learned during recent deployment. Assigned workgroup: Education and Training
  - Provide updated information of Readiness-related resources on the NPAC website. Assigned workgroup: Website working group
- Goal 2. Examine and communicate deployment and preparedness issues affecting USPHS nurses.

**Ongoing Projects:**

- Confer with all stakeholders through ongoing discussion, approaches to advance the USPHS Nursing Deployment survey aimed to explore the experiences, challenges, and readiness needs of USPHS nurses. Assigned workgroup: Evaluation/Analysis
  - Constant communication with NPAC leadership, OFRD staff, agency liaisons, R&R subcommittee members and nurse officers to strategize ways to efficiently deliver deployment and preparedness issues impacting USPHS nurses. Assigned workgroup: Evaluation/Analysis
- Goal 3. Provide quality and practical information on deployment, preparedness, and basic readiness standards.

**Ongoing Projects:**

- Participate in OFRD competency based training module review. Assigned member: CAPT Slepski
- Obtain a list of nurse deployment roles from OFRD to determine competencies for deployments and potential skills gap. Assigned workgroup: Evaluation/Analysis
- Work collaboratively with other NPAC subcommittees (Events subcommittee, Research Team of the Resource REACH subcommittee) in developing tools to obtain information of the readiness-related needs of USPHS nurses to be distributed during USPHS local and national events. Assigned workgroup: Education and Training

**Completed projects for FY 2011 – 1st quarter:**

- Completed the review of two OFRD modules. Awaiting instructions from OFRD to proceed.
- Participated in major national meeting discussions regarding nursing competencies related to deployments/readiness which promotes collaboration with OFRD and other key stakeholders.(NPAC Readiness response team member representative)
- Address nurse readiness and response issues as arise. Assigned: members. The subcommittee has been greatly involved in providing data and recommendations to the NPAC leadership related to the MAB issue that affected that January readiness numbers. The subcommittee is currently analyzing the readiness numbers that was calculated in March 2011 where readiness numbers for nurse officers jumped from 72% to 90%. Data obtained from the current numbers will be shared with the NPAC leadership to discuss plans on how to reach out to nurse officers who did not meet basic readiness or those that are “repeat offenders.”

**b. Recruitment** – CDR Josefine Haynes-Battle/CDR Bryen Bartgis

**Objectives:**

- Recruitment efforts, targeting graduate and undergraduate programs continues to grow
- Teleconference held regarding strategic plan for ENIAAC to align with the vision and the reorganization of DCCR's new ARP, pending implementation
- Best Kept Secrets Document has been developed and is in the final stages of review.
- Provide an opportunity for previous Associate Recruiters to continue their recruitment efforts through the ENIAAC
- Communicate with 100% of Commissioned Corps nurse applicants to facilitate awareness of agency opportunities for employment. (NAW)
- Provide follow-up and assistance with the USPHS application process. Provide real-time (within 24 hours) answers/replies to FAQs via FB Workgroup.
- Increase strength and numbers of Nurse Corps Officers (Goal: total of 2,000 by 2012)

**NAW Projects – Current FY 2011:**

- NAW's membership is engaged and continues to meet monthly. Currently 19 active members
- New list of 109 applicants reviewed since pause lifted. Currently in the process of contacting above applicants.
- Continue to work with applicants and assist with finding positions.
- Looking at possible increase in members from IHS, BOP, and DHS to assist with placing officers in these needed positions.

**NAW Projects Cont. - FY 2011:**

- NAW continues to work closely with OCCO to establish a best practice for the relaying of candidate information from OCCO to the nurse applicant group.

**ENIAAC Projects:**

- Contacted Schools within 150 mile radius for the COF Conference in June, letter/copy of flyer were sent via other regions as well
- Activity log has been created and is being used for tracking of schools contacted
- Possible training of members via Teleconference/online regarding targeted recruitment activities. To be accomplished by DCCR
- Members continue making presentations to schools etc. using OCCO materials. Awaiting Chief Nurse Letter and BKS Document to be approved
- Regional coordinators conducting monthly meetings to formulate work group projects such as increasing outreach activities
- Continue to recruit members to assist with ENIAAC projects and recruitment activities. Call was placed via J. Haynes-Battle during last months NPAC General meeting regarding need for additional members in Regions 1 & 8
- Database for Regional/State nursing programs continues to be developed with 2 of 10 Regions at 100% completion

**Facebook Projects:**

- CAPT Lisa Hogan and her workgroup members continue to monitor FB activity daily.
- 494 likes and 425 active users as of 28 March
- Continue to serve as resource for questions stemming from USPHS Corps Fan Page.
- Strategic planning/Research ongoing regarding Social Network Marketing and contacting professional organizations

**c. Resource REACH – CDR Colleen Sweeny/CDR Janice Adams-King**

**Public Health Advocacy (PHA) Team**

**Current Projects:**

- Team is working to create and publish monthly health promotion and prevention topics on the Resource-REACH Subcommittee website.
  - Topics include:
    - October 2010 – Healthy Treats for Halloween;
    - November 2010 – Tobacco Awareness in anticipation of the Great American Smokeout, November 18, 2010;
    - December 2010 – Safe Cooking of Holiday Meats;
    - January 2011 – Calorie Counting and Obesity Prevention Strategies;
    - February 2011 – Moving Fitness Routines Inside
    - March 2011 – Eat Right with Color – National Nutrition Month theme
    - April 2011 – Health Benefits of Breastfeeding
    - May 2011 – Bullying and Cyber-bullying
- National Bring Your Child to Work Day, April 28, 2010
  - Bullying and Cyber-bullying will be shared at the FDA White Oak Campus
  - We are collaborating with key personnel at White Oak to have the childhood obesity presentation shared last year at the White Oak Campus for TYCTWD to be shared in the FDA regional offices. We are awaiting confirmation of FDA regional participation.

**Future Projects:**

- The Team continues to identify strategies to help promote the Surgeon General's priorities.

**Publications and Presentations Team**

**Projects Completed:**

- Aug: CAPT Benally – New COER Instrument
- Sep: CDR Michelle Nehrebecky-NIH Undiagnosed Diseases Program
- Oct: LCDR Monica Jessup-PHS Detail

- Nov: CDR Audin-Haiti Experience
- Dec: Mr. Kirk Koyama Nursing Practice Team
- Jan: NPAC Retreat – No Presentation
- Feb: CDR Renee Webb and LT Reginald Smith – CC Awards vs. Nurse Category Awards: What's the Difference
- Mar: LT Stacey McBryde – Healthy People 2010

### **Current Projects:**

- Schedule speakers for Lunch and Learn sessions for remaining months in FY 2011
- Personal narratives from officers deployed to Haiti for publication in the Nurse Spectrum. Prior correspondence has been made with Pam Meridith, Editor of Nurse Spectrum.
- To assist the Public Health Advocacy Team in monthly health promotional outreach.

### **Future Projects:**

- Identifying and Facilitating appropriate dissemination strategies for health promotional and prevention materials.

### **Nursing Practice Team**

#### **Completed Projects:**

- Coordinating NPAC-related exposure activities at the NLiNC Conference in August 2010.

#### **Current/Proposed Projects:**

- Translational Research – Bring Best Practice to the Bedside (Collaborative project between Nurse Practice and Research Teams)

##### Phase I objectives:

- Identify representatives from each HHS agency or affiliated agency with an active clinical practice program. (NPT)
- Develop a set of inquiry questions to be completed by the representative with consultation within the agency. (RT)
  1. Identify current approach to EBP and translational research within the agency.
  2. Identify resources within the agency for EBP and translational research.
  3. Identify key stakeholders in the so noted process within each agency.
  4. Clarify system process that allow or prevent interagency sharing of process within each agency.
- Compare agency responses and determine next steps for optimizing interagency collaboration of resources and/or gaps in the current resources available for federal nurses. (NP/RT)

- Reviewing policies and procedures and documents that may impact nursing practice issues
- Coordinating NPAC-related exposure activities at the NLiNC Conference in 2011 – Conference date TBD

## **RESEARCH TEAM**

### Ongoing projects

- a. Research Repository Project – LT Swain reported on the development of a PHS nurse publications repository. The blue book has been cross referenced with pub med along with other outreach actions to attempt to capture publications to date. The goal being to increase awareness of the accomplishments of PHS nurses AND to provide a source to inform colleagues of others with shared interest or expertise. The repository is ready for distribution (as developed to date). Action items pending:
  - i. NPAC feedback for posting and identification of web format/site resource
  - ii. F/U with LCDR West for responses to survey that might provide additional citations for inclusion.
  - iii. Determine the scope of continued searching for citations (before launch and/or to maintain list) relative to available list-servs, PHS facebook (CDR Dustin contact), and MANE award nominees/ awardees.
- b. Nurse Deployment Survey is being resurrected in collaboration with the Readiness and Response Subcommittee – Specific updates will follow - LCDR Saligan will facilitate this project moving forward once he is established in his new role as chair of the Readiness and response subcommittee of the NPAC
- c. Translational Research – Bridging Evidence-Based Practice (EBP) Resources among HHS Nurses. This is a collaborative project with NPT to identify EBP resources in HHS agencies that might be available for interagency sharing. CDR Dustin and CDR Sutcliffe offered to co-lead the initiative and will begin to brainstorm the types of questions we might request of agency representatives once identified by the NP team.
- d. EBP web based quizzes/questions – The NP team mentioned a previous project that discussed a potential collaboration with them related to this topic. LCDR Bevans will f/u with the previous co-chairs to determine the scope of this project. No historical memory of this project present at today’s meeting.
- e. Potential for identification of mentorship expertise within our team for HHS nurses has been mentioned in the past but there was limited historical memory of this project. LCDR Bevans will f/u with previous co-chairs and the subcommittee co-leads for more detail.

## **VII. LIAISON REPORTS**

- a. AT LARGE (DOD, TMA, EPA, USDA)—No Report
- b. Nurse CAM (OCCO) – LCDR David Magnotta—No Report

c. COA/COF Cat Day Report—LCDR Wanda Chestnut

- In final planning/preparation stages for category day agenda
- Early bird registration has been extended to 5/8 in response to delayed determination of agency sponsorship for officers
- Executive Director for Carruth Wagner Fund will be present to acknowledge awardees—added to COF agenda
- Deputy SG will be speaking as SG will not arrive until late on Tuesday

**VIII. NEW BUSINESS**

No new business.

**IX. ROUND ROBIN- TABLE/PHONE**