

# Nursing Professional Advisory Committee

## U.S. Public Health Service

### I. Introduction of Members in Attendance

#### N-PAC Voting Membership

Rank	Last Name	First Name	Agency	Term	Attendance
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	Absent
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	Absent
CDR	Sweeney	Colleen	<b>FDA</b>	Oct 08 – Sep 11	Absent
CDR	Li	Mei-Ying	<b>FDA</b>	Oct 09 – Sep 12	Absent
CDR	Chestnut	Wanda	<b>HRSA</b>	Oct 10 – Sep 13	Present
CDR	Bartgis	Bryen	<b>IHS</b>	Oct 09 – Sep 12	Present
CDR	Webb	Amy	<b>IHS</b>	Oct 08 – Sep 11	Present
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
EX-OFFICIO					
RADM	Nessler	Kerry	<b>HRSA/CNO</b>	Nov 09– Sep 13	Excused
CAPT	Trent-Adams	Sylvia	<b>HRSA / Past Chair</b>	Oct 10 – Sep 11	Absent
CAPT	Orsega	Susan	<b>Chair Elect</b>	Oct 10 – Sep 11	Present
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	Excused
LCDR	Hardin	Joshua	<b>Operations Liaison</b>	Mar 08 – Sep 11	Absent
LIASIONS					
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	Absent
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. Operations Liaison Report - LCDR Joshua Hardin**

CW is \$10,034.18

NPAC is \$6,688.47

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

Welcome to the August 2011 NPAC General meeting. In anticipation of my last month of service to you as NPAC in September, I want to take this time and reiterate my respect and appreciation for all of the work you do on behalf of nursing. This past year has been very full of challenges (e.g. uncertainty with the pause etc) but most of all extremely rewarding to represent and hear from many of you who are doing great things as nurses in the field (regardless of your service in uniform or as a civil service and/or tribal hire).

**General Updates:**

The review of nominations for new Voting Members for FY2012 is currently underway. This year's call for nomination resulted in over 20 applications for only 7 agency related positions. Once the packets are approved by various entities to include OCCO Disciplinary officer, OFRD, and Agency Liaisons the packets will be forwarded by the CPO to OSG for signature. At that time an announcement will be made as to who the selected candidates are. During this period and since the COF training and Symposium I have received many inquiries from nurses asking how to get more involved in the NPAC. I would encourage all of you who may have aspirations in the future to apply for a voting membership position that you start now as a general member. The role of a general member has a significant influence on those who are ultimately selected to serve as a voting member. In the next couple months (e.g. October/November) you will begin to see list serve announcements from the various subcommittees seeking general membership opportunities.. In the interim you are encouraged to contact the various chairs of the committees to learn more about the various activities they are involved in.

## N-PAC August 2011 MINUTES

The July Readiness report was received from OFRD this week and while I am appreciative of all of you who have helped us maintain our readiness over 91% we have fallen to number 8 in terms of overall category by percentage. It is recognized that this is generally the lowest quarter report however I know the Nurse category can do much better in the future. As such senior NPAC leadership will continue to work with our Readiness Committee to assist you as needed. However, I want to reaffirm that as officers it is incumbent on each of us to make sure our information is up to date in Direct Access. I remain optimistic that as a category we can improve our overall readiness going into the last quarter of the calendar year. Remember-our NPAC goal is to be in the top three and we can't do it without you...

With the new transferability of the Post 9/11 GI Bill there have been a lot of questions as to what an officer must do to qualify. I will encourage each of you with questions to review the materials on the CCMIS website for guidance and clarification. The Division of Officer Support is currently working on some additional informational guides/ppts to assist officers in this process.

In the following weeks the roll out of the multidisciplinary role billets collection process will begin. In the interim we still have some nurse officers needing to initiate his/her category specific information. As more information is known about this roll out it will be shared with you from the specific points of contact in addition to our Response team headed up by CAPT Amy Anderson. For those of you who receive information about these billets inquiries, please be timely and accurate in your response. The functionality and effectiveness of this process will only be as good as the input you provide early on.

It has been recognized by NPAC leadership that the current bylaws are ready for a more formal review. In the interim there were a few sections related to the voting member and chair-elect process that were reviewed and voted on by your current NPAC leadership. As such a revised copy of the bylaws will be forwarded to the Communications Subcommittee for posting and as a resource. At this time the overarching PAC Charter is also being reviewed by OSG and it is anticipated that this updated Charter will be made available to the PAC's in the next few months. At that time the NPAC will do a more formal review and update of the bylaws to ensure they reflect any significant changes to the PAC Charter. At this time the most significant change is the potential increase of voting member positions within some of the larger categories like nursing. Watch the NPAC list serve and General Meeting updates for more information.

The current NPAC leadership will be participating in a Forward Thinking Training on September 17<sup>th</sup> and 18<sup>th</sup> that will be conducted by RADM Kendig. This training is intended to develop NPAC leadership in the use of this modality to be further utilized for NPAC strategic planning and potentially develop a working group that will ultimately include opportunities for many others nurses-specifically field officers. A more formal presentation and follow up will be provided after the training is conducted. This activity and others that the NPAC are involved in could have a "value added" role to the recent Surgeon General's presentation of a strategy related to the Surgeon General as "Americas Doctor". This initial presentation occurred at the recent SG Combined meeting and once clarification is received by OSG it is the intent of your NPAC Chair and CPO to solicit comments. Suffice it to say this will be an exciting opportunity for the NPAC and nurses in the field to participate in some relevant activities in support of the SG.

In preparation for our next operational year I want to acknowledge CAPT Susan Orsega as your incoming Chair-elect. I am confident under her leadership the NPAC will continue to grow and flourish in the months to come. As such we have three candidates from the current serving voting members who have been nominated to assume the role of Chair-elect for 2011-12. The candidates are CDR Amy Webb, IHS voting member; CDR Wanda Chestnut, HRSA voting member; CDR Veronica Gordon-at large member.

Each of these candidates have demonstrated strong commitment and leadership skills as both general members and voting members of the NPAC. I have asked each of them to formally present themselves to the NPAC to you in a 3-5 minute presentation to describe their goals for pursuing this position. In the interest of time I will use the time in my Chair Report to facilitate for each candidate any questions that you as general members and/or voting members may have for them. Per the NPAC Charter/Bylaws those candidates for Chair-elect will be voted on by the current voting members in a separate vote thru monkey survey in the following week to make a final selection. I must say on a personal note having served with each of these candidates that they could all serve the NPAC well.

This concludes my report for this month-CDR Thomas Pryor

#### **IV. QUARTERLY VERBAL SUBCOMMITTEE REPORTS**

##### **a. *Communications* – CDR Amy Webb/LT Stacey McBryde**

###### **FY 2011 Communications Sub-Committee Goals**

- Create mechanisms to foster enhanced dialogue with stakeholders in nursing and public health.
- Promote PHS nurse (civil service, commissioned corps and tribal nurses) participation on the N-PAC Listserv.
- Develop the next generation of PHS nurses to address evolving public health issues.

###### **Communications Sub-Committee Projects**

###### **Website**

LCDR Krumlauf and CDR Jones are current co-leaders of this workgroup. The team continues to look at broken links and updates each page as needed.

###### **Collaborative:**

Workgroup Co-Leads – CDR Beardsley and CDR LaCour – assignments are on-going to ensure preparation for September transition period. The team announced 2 vacancies via the Listserv and will hopefully select at this end of August. A new assignment was given to prepare some bullets for print materials surrounding activities of current Public Health Service Nurse Officers and civilian personnel.

###### **Listserv:**

CDR Brown-Stephenson is the workgroup leader

Our host site is located at <https://list.nih.gov>

Our Listserv page is PHSNURSING-L

1799 Current subscribers to the Listserv (this has been stable since the last reporting period in May)

There were 18 posts in May, 21 posts in June, and 9 posts in July.

### **Communications Sub-Committee Issues**

- Future migration issues – on going
- Need for additional members for Collaborative workgroup – posted and awaiting
- Collaborative workgroup – side project due 8/19/11
- YouTube tutorial projects on-going
- Listserv SOP revisions – currently performing the monthly then quarterly reminders of Job Posting location on website.

### **b. Career Development – CDR Marilyn Ridenour/LCDR Mei-Ying Li**

#### **FY 2010 Career Sub-Committee Goals**

- ❖ Strengthen nursing practice within USPHS through development of the careers of HHS Nurses.
- ❖ Identify and disseminate relevant career development information to systematically enhance individual performance and potential.
- ❖ Identify pathways and information for officers choosing clinical, applied public health, research, and mental health or any combination.
- ❖ Integrate educational training for all Commissioned Corps Nurses through resources as applicable.
- ❖ Develop and implement a Career Development Mentoring Program.
- ❖ Inform HHS Nurses about global health activities.
- ❖ Develop and maintain dynamic relevant Career Development web pages.

#### Career Development Sub-Committee Projects

Ongoing Projects:

#### **Career Development Webpage Project**

**Objective:** Serve as a resource and advisory group to aid in communicating Career Development and training information to nurses.

**Activities:**

- The Nursing Spotlight Project has selected and forwarded the information for next quarters (July-September 2011) featured Nurse. The information has been forwarded to the Communications Subcommittee for posting to the website.
- Communications Subcommittee has informed the Webpage Team that there is a character limit of 150 words for the Featured Nurses' bio. This information has been communicated to the Nursing Spotlight Project Team so that it can be added to the submission criteria.

- The Mentoring Project's Tip of the Month can be added to the Webpage. In addition, the Tips can also be archived on the website. This activity is still pending.
- CDR Mei-Ying is revising the Career Development Timeline to reflect current Directives and Standards. The timeline will include current billet information. This activity is still pending.
- 2012 Benchmarks have been added to the website.
- The Webpage will be reviewed every quarter to ensure information is current and accurate
- Webpage meets every 2 months to discuss and plan activities related to project

### **Nurse Spotlight Project**

**Objective:** The team is working on a project that will spotlight DHHS Nurses.

**Activities:**

- The team developed criteria for recommending nurses to the Nurse Spotlight, which was recently approved by the NPAC leadership for implementation. Another criterion added: Please also submit a Bio (150 words) and a professional photo.
- Upon approval, a Listserv announcement will be sent out requesting nominations for the Nurse Spotlight for those meeting the recommendation criteria.
- The term for the Spotlight Nurse is currently four months; this may be changed to monthly depending on the number of nominations received.
- There will be a call for January 2011 Nursing Spotlight nominees in September 2011 with a nomination deadline of November 15, 2011.
- Our current Honoree is LT Loretta Haven (July 2011). The next Honoree will be CDR James Dickens for October 2011.

### **Continuing Education Resources Project**

**Objective:** This project is an educational resource initiative in which a Blackboard is utilized to provide career development opportunities and information.

**Activities:**

- The team has also worked on the Career Development time line chart revision (Career Development Quick Reference) to add the necessary information such as 5-year physical, billets, and deleted assimilation information based on the comments received. The first draft has been sent to NPAC Chair for approval.
- The team is on standby on educational resource link announcements until further notice from NPAC leadership. However, the existing education resources are now on the OFRD website under Responder e-learning.

## **Mentoring Project**

**Objective:** Identify and train mentors from all Agencies who can assist Civil Service, Tribal and Commissioned Officers to meet their career goals, and provide career development.

**Activities:**

- Updated the standard operating procedures on the Active and E-Mentoring Programs. These include procedures, criteria, and the selection process for regional mentor coordinators and mentors, mentor training, quality assurance, and a tracking database that we began to use this past April.
- MWG continues to staff the e-Mentoring AOL account for two week assignments which are assigned through January 9<sup>th</sup>, 2012.
- Published the monthly “Tip of the Month” with the approval of the NPAC Leadership.
- Had a meeting with RADM Nessler on June 1, 2011 and discussed the activities of the PHS Mentoring Program, the CD Mentoring workgroup, Regional Mentor Coordinators, Timelines & Training of the RMC and Mentors.
- Filled 10 Regional Mentor Coordinator positions and will recruit mentors under each region once the Policy and Procedures in place by August 2011. Regional Mentor Coordinators training on 8/19/2011; mentor training timeline approximately November 2011.
- OBC Open House: New policy announced for NPAC representation at the OBC open house events, OBC Open House Events, once-per-month, from approximately 6 pm to 7:30 pm. Three to four NPAC volunteers are requested for each event. Location: Gaithersburg Holiday Inn.
- The team continues to attend OBC training and meeting nurse officers. They have made contact with 20 officers in the OBC Open House event in May. Attended the July OBC Open House to welcome and assign mentors to 15 of “new PHS Officers”. Assigned representatives for the August 2011 and September 2011 OBC Open House.
- Expanded request for volunteers to NPAC committee members based on the need.
- This new policy and request for volunteers was announced to the Career Development Committee and forwarded to ALL members of NPAC because multiple members who are local are needed.
- CDR Karlson is presently working with CDR Simpson on the PHS Mentoring Program. The committee is working on the white paper to inform and recommend a strategic plan to implement improvements to the PHS Mentoring Programs. The focus areas are: training for mentors; knowledge Sharing; Individual Development Plans; Matching Process/Techniques; Recognition of Participants; Participant Feedback; and Annual Program Evaluations. The timeline for the draft is August 28, 2011.

N-PAC August 2011 MINUTES

- CDR Karlson has pulled together a team from the MWG & RMC to work on the Annual Program Evaluations, which consist of CDR Janice Arceneaux, CDR John Hartford, LCDR Duane Wagner, CDR Wanda Chestnut and CDR Jason Humbert. Go Team!

**V. LIAISON REPORTS**

- a. Nurse History – CAPT Cheryl Borden/CDR Moira McGuire

No Report

**VI. NEW BUSINESS**

No new business.

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