

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	AT LARGE	Oct 09 – Sep 12	Present
CAPT	Hogan	Lisa	BOP	Oct 09 – Sep 12	Absent
CDR	Knight	Nicole	BOP	Oct 11 – Sep 14	Present
CDR	Armes	Shawn	BOP	Oct 10 – Sep 13	Present
CDR	Ridenour	Marilyn	CDC	Oct 09 – Sep 12	Present
LCDR	Krishnan	Malini	CMS	Oct 09 – Sep 12	Present
LCDR	Egwim	Linda	DHS	Oct 11 – Sep 14	Present
CDR	Norberg	David	DHS	Oct 11 – Sep 14	Absent
LCDR	Brooks	Mary	FDA	Oct 11 – Sep 14	Present
CDR	Li	Mei-Ying	FDA	Oct 09 – Sep 12	Present
CDR	Chestnut	Wanda	HRSA	Oct 10 – Sep 13	Excused
CDR	Bartgis	Bryen	IHS	Oct 09 – Sep 12	Excused
CDR	Webb	Amy	IHS	Oct 08 – Sep 11	Absent
CDR	Cross	David	IHS	Oct 11 - Sep 14	Absent
LCDR	Mather	Judith	IHS	Oct 11 – Sep 14	Present
LCDR	Saligan	Leorey	NIH	Oct 10 – Sep 13	Present
LCDR	Wehrlen	Leslie	NIH	Oct 10 – Sep 13	Present
CAPT	Orsega	Susan	NIH/NPAC Chair	Oct 11 – Sep 12	Present
LT	McBryde	Stacey	OS	Oct 11 - Sep 14	Present
CDR	Haynes-Battle	Josefine	SAMHSA	Oct 10 – Sep 13	Present
CDR	Burns	Darin	USMS	Apr 10- Sep 13	Present
EX-OFFICIO					
RADM	Nessler	Kerry	HRSA/CNO	Nov 09– Sep 13	Present
CDR	Pryor	Thomas	HRSA / Past Chair	Oct 10 – Sep 11	Absent
CDR	Gordon	Veronica	Chair Elect	Oct 12 – Sep 13	Present
CDR	Hunter-Thomas	Serina	Executive Secretary	Oct 11 – Sep 12	Present
CDR	Reyes	Madelyn	Executive Sec-Elect	Oct 12 – Sep 13	Present
LCDR	Hardin	Joshua	Operations Liaison	Mar 08 – Sep 11	Present
LIASIONS					
CDR	Larkin	Sue	Liaison, FedNA	/	N/A
LCDR	Magnotta	David	Nurse Category CAM	/	N/A
CDR	Anita	Pollard	COA Nurse Rep	/	Present
CAPT	Collins	Amy	Nurse Cat. Couns. Prog.	/	N/A
CDR	McGuire	Moira	Nurse History Co-Chair	/	N/A

CAPT	Elenberg	Kimberly	OFRD Rep		N/A
LCDR	Arceneaux	Janice	JOAG Rep		N/A

SUBCOMMITTEE CO-CHAIRS				
Rank	Last Name	First Name	Subcommittee	Attendance
CDR 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	
LCDR LCDR	Bevans Brooks	Margaret Mary	Resource Reach	Present
CDR CDR	Haynes-Battle Bartgis	Josephine Bryen	Recruitment	

II. Acceptance of Minutes

October and November General Meeting Minutes have been posted to the NPAC Website.

III. Chief Nurse Officer Report – RADM Kerry Nessler

I am pleased to attend the last NPAC meeting for CY 2011. I want to thank FDA for allowing us to utilize their conference room to hold this month’s NPAC meeting and also kudos to the FDA staff, CAPT Amy Anderson, CDR Janice Adams-King, LCDR Mary Brooks and others for coordinating this 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 16 December 2011 due to uncertain Federal funding for the rest of the fiscal year. Fortunately, Congressional negotiators signed off Thursday evening on a \$1 trillion spending agreement for 2012 for federal agencies, preventing the shutdown.

On 1 December 2011 the OSG sent out a message regarding the Commissioned Corps Application Process Change. OCCO is currently working with over 1,200 applicants in various stages of the application process. Out of the 1,200 applicants, about 400 are potential nurse officers. Starting on 1 January 2012, the Commissioned Corps will only accept new application packets for the following professions and groups:

- Physicians and Dentists.
- CDC EIS candidates forwarded to USPHS from the Agency.
- IHS Pharmacy Residency candidates that have been forwarded from the Agency.

N-PAC December 2011 MINUTES

- USUHS candidates forwarded to USPHS from the program.
- DOD Wounded Warrior Initiative applicants (psychiatrists, psychologists, psychiatric nurse practitioners and licensed clinical social workers), <http://usphs.gov/Articles/Dod.aspx>.
- Student programs (i.e. Jr. and Sr. COSTEP).

Please note that this is not a pause as OCCO will continue with calls to active duty throughout 2012.

On 7 December 2011, I had the wonderful opportunity of attending the promotion ceremony of Major General Patricia Horoho to the rank of Lieutenant General. She was sworn in to serve as the Army Surgeon General and is the first nurse and first woman to accomplish this feat. General Horoho succeeds General Eric Schoomaker, who has served as Army Surgeon General since December 2007. Our Deputy Surgeon General, RADM Boris Lushniak and Chief of Staff, RADM Chris Halliday also attended the promotion and swearing in ceremony.

Congratulations to Ms. Marilyn Tavenner, a nurse, who was nominated by President Obama for the position of Administrator, Centers for Medicare and Medicaid Services. Ms. Tavenner's previous positions include hospital administrator, Virginia Secretary of Health and Human Resources, and Deputy Administrator at CMS. As the Principal Deputy Administrator and former Acting Administrator at CMS, Marilyn oversees the integration of the insurance oversight into CMS and implemented improvements to Medicare, Medicaid and the Children's Health Insurance Program. She is currently awaiting Senate confirmation.

As you may remember, on 28 April 2011, I convened a Task Force to begin formulating a Federal PHS Nursing Strategic Plan. 40 Nurses (Commissioned Corps, Civil Service, and Tribal) from various agencies participated on this Task Force. The Draft Strategic Plan document was completed and sent out to you for review and comment in early October 2011. Suggested comments were added and on 13 December, the document was sent out to the other 10 CPOs. Both our Deputy Surgeon General, RADM Boris Lushniak and Chief of Staff, RADM Chris Halliday are aware of the Federal PHS Nursing Strategic Plan document and I will be meeting with them in the near future to discuss with them the next step, "Implementation Phase", of the Strategic Plan.

Recently, one of our own Nurse Officers, CAPT Linda Jo Belsito, who is assigned with the FDA, promoted the PHS Nursing Strategic Plan, which is aligned with the National Prevention Strategy, by organizing a "weight lifting" demonstration to support the FDA's Combined Federal Campaign. Through her volunteer work with the Montgomery County Special Olympics, she invited Special Olympic Athletes to demonstrate Olympic Lifts, Snatch and Clean and Jerk. In addition, CAPT Belsito, along with two of the 11 Special Olympic Athletes she coaches, also provided a demonstration of the "Deadlift", which is one of the competitive powerlifts the Special Olympians do at competition.

So as you can see, it is not hard to incorporate the National Prevention Strategy into your daily routine and I sincerely hope that each and every one of you will follow CAPT Belsito's example in promoting the National Prevention Strategy.

The Basic Readiness Status Report is expected to be run on **31 Dec 2011**. Please remember that the Flu Shot is a requirement this quarter to maintain readiness. Please submit your documentation of immunizations to MAB prior to 31 Dec 2011.

The **Federal Public Health Nurse Leadership Meeting** is set to reconvene on **9 February 2012**, 8:00 am –12:30pm, Parklawn Building, 5600 Fishers Lane, Rockville, MD. The Federal Public Health Nurse Leadership group is comprised of senior nurse leaders throughout the U.S. Public Health Service (USPHS), and chaired by me, Chief Nurse Officer, USPHS. The purpose of the meeting is to establish a clear and unified vision and coordinated action plan for USPHS nursing leadership to assist in improving the health and well being of our Nation.

** I am seeking 2 nurses in the DC area who are interested in volunteering their time to take notes during the meeting. This is a wonderful opportunity to join us in policy and program discussions.

If you are interested in volunteering, please email your CV to LT David Young dyoung@hrsa.gov by COB **18 January 2012**. Supervisory approval is required.

The next **Nursing All Hands Meeting** is set to take place on **9 February 2012**, 1400 - 1600 in the Parklawn Building, Rockville, MD. Agenda items welcome.

Please email your suggestions and ideas to LT David Young dyoung@hrsa.gov by COB **18 January 2012**.

I want to personally thank you for your efforts during the missions this year, in Kentucky, both at Pikeville and Paducah, at Operation Lone Star in Texas, at Pine Ridge, during Hurricane Irene and recent missions in the Indian Health Service Aberdeen area and other deployments.

I am amazed how fast time has flown and it is hard to believe that I'm in my third year as CNO. We have accomplished so much in 2011 and I would like to recap some of these achievements which included the release of the National Prevention Strategy document and the Public Health Service Nursing Strategic Plan, the successes of Nurse Recognition Day (NRD), Nurse Category Day (COA), two Federal Public Health Nurse Leadership Meetings, two Nursing All-Hands Meetings, N-PAC leadership activities, and the Nursing Category maintaining Basic Readiness Status as a priority.

I wish you, your family, and friends a wonderful holiday season. Thank you for your accomplishments and work in "Protecting, Promoting and Advancing the Health and Safety of our Nation". I look forward to continuing our partnership as we enter the New Year.

IV. Operations Liaison Report - LCDR Joshua Hardin

CW is approximately \$7,100

NPAC is \$6,768.47 which is a 'no change' from last month.

V. N- PAC Invited guest-Presentation: FDA panel

- a. CAPT Orsega announced that NPAC meeting "hit the road" this month as part of NPAC strategy to "reach out, re-tool and re-energize". She indicated that she and RADM Nessler would do "Road shows" periodically and conduct NPAC meetings at various agencies in the local DC area. During these meetings, invited nurse leaders (commissioned corps and civilians) would address the nurses during the N-PAC general meetings on topics relevant to the category and advancing the health of the nation. This month's meeting kicked off the event. Nurses will learn more about PHS nurse leaders and their work.
- b. CAPT Orsega introduced the panel and recognized the FDA panel and NPAC organizer team of CDR Janice Adams-King and LCDR Mary Brooks who are kicking off the NPAC road show event. The road show event is intended to expand nurses' awareness of the work that is done in various agencies.
- c. CAPT Orsega introduced this team. Each of the PHS nurses shared with the attendees their various work within the 9 centers of the FDA.
- d. The following nurses presenters included:

CAPT Diann Shaffer ORA/CC Liaison Diann.Shaffer@fda.hhs.gov

CAPT Shaffer is a Senior Commissioned Corps (CC) consultant & principal advisor to 306 Junior and Senior officers and the Food and Drug Administration's (FDA), Office of Regulatory Affairs' (ORA) Management. She helps explain and enforce CC policies, regulations, and procedures, and assists with disciplinary issues and the career development of CC officers.

CAPT Linda Jo Belsito, RN, MSN, CCM Sr. Regulatory Research Officer, CDRH lindajo.belsito@fda.hhs.gov

CAPT Belsito's role is to review Freedom of Information (FOI) requests, and provide responses to those requests protecting trade secret, confidential and personal privacy information prior to release. CAPT Belsito served as the project manager for the release of 510K documents.

TRAINING OPPORTUNITY- FDA Nurses

Following the presentation on the Food and Drug Administration, Freedom of Information Branch (FOIB).from the general N-PAC meeting held on 12/16/11, CAPT Linda Jo Belsito is providing further references and information regarding training for Freedom of Information.

Freedom of Information (FOI) has become something that more agencies are required to understand and FDA Director Mr. Fred Sadler is the POC for FOI Headquarters. FDA/CDRH/ FOIB have recommended to Mr. Sadler that this topic become an Agency wide mandatory training.

There are many staff at the FDA who are being asked to respond to FOI requests with documents.

Making this FOI training part of orientation, and or mandatory may also help decrease the backlog, and help those helping us to respond know how to process these requests.

Below are some links to information regarding FOI.

1. FDA intranet page has some training materials - see <http://inside.fda.gov:9003/AboutFDA/FreedomofInformation/FOIInformation/default.htm> YES for those who work for the FDA this is a link they can access.
2. FDA, Office of Regulatory Affairs (ORA has already put up some training presentations (audio & PPTs only) - see <http://inside.fda.gov:9003/ORA/InformationDisclosure/ucm256440.htm>
3. FOI contacts can be found on FDA web site www.FDA.gov Under FOI search.

There is an upcoming class offered on FOI FEB 3rd, 2012.

This may be interesting for those who want to attend.

Please contact Mr. Sadler, fred.sadler@fda.hhs.gov

or Sarah Kotler, sarah.kotler@fda.hhs.gov for more information and upcoming classes.

For general information, please contact:

CAPT Linda Jo Belsito, RN, MSN, CCM
LindaJo.belsito@fda.hhs.gov

LCDR Christine Merenda, MPH, RN, OCN Health Programs Coordinator, Office of Special Health Issues christine.merenda@fda.hhs.gov

LCDR Christine Merenda is assigned to the Office of Special Health Issues (OSHI) at the U.S. Food and Drug Administration. OSHI is the primary point of contact between the FDA and the public, engaging and communicating with health professionals, patients, and patient advocacy organizations on significant regulatory and public health issues that involve the Agency.

Larry Bauer, R.N., M.A. Sr. Regulatory Health Project Manager, CDER
larry.bauer@fda.hhs.gov

As a Senior Regulatory Project Manager, Mr. Bauer has several roles including monthly rotating duties, the Resource Regulatory Project Manager, and the Project Manager for the Rare Diseases Program. I am responsible for sending out weekly email updates to all of the OND Project Management community and help to plan and coordinate many activities of the Rare Diseases Program.

Lesley R. Navin, RN, MSN Consumer Safety Officer, CDER
lesley.navin@fda.hhs.gov

As a Consumer Safety Officer in the Division of Drug Information in the CDER Office of Communications, Ms. Navin's role serves as a focal point and central resource for public inquiries regarding human drug products. Ms. Navin responds to phone calls (including Medwatch calls), communicate FDA safety information through video (Drug Info Rounds) and podcasting and interact with several review divisions through our ODE liaison program, attending admin rounds and AC meetings.

Jeanne Perla, PhD RN Social Scientist Reviewer, CDER
jeanne.perla@fda.hhs.gov

Ms. Perla works in the Division of Risk Management. She reviews the risk benefit ration of a new drug application. If she determines that the risks are great but the drug is needed she and her colleagues provide a risk mitigation and evaluation strategy (REMS).

VI. N-PAC Chair Report – CAPT Orsega

- Earlier this month 01 December marked World AIDS day. I was honored to sit with a HIV infected study participant who shared with me his personal challenges on the 1st of December. It was raining that day which I thought was sad because the sun wasn't shining; but he shared with me we were blessed to have the rain as it symbolized in his country that god was sending down his blessings for health. This year, an estimated 56,300 people will be infected with HIV in the United States. One in 5 of the more than one million people living with HIV in the United States is unaware of his or her infection. Nurses have some of the best assessment skills compared with any of the health professionals and we can assist in making more patients aware of their potential risks of HIV infection. Find an HIV testing center. Just enter your zip code and go: <http://aids.gov/locator/>. Please join me in expanding prevention and education strategies to combat the disease.

-Nurse Recognition Day (NRD) and COF Category day. Mark your calendar for May 4th 2012 as the date confirmed by the NPAC Events subcommittee. NRD will be held at the National Institute of Health (NIH) Campus. All are welcome to attend. More information regarding the agenda will be forthcoming via announcements on the listserv. The Nurse Category Day planning committee for the COF Scientific Training and Symposium are working diligently to put together an agenda for next year. The deadline for the COF abstract submissions is 21 December 2011. Please refer to the COF website for further details.

-My continued strategy for the NPAC is one of "Renewal, Re-tool and reinvigorate" . I encourage all to come to the meeting. It is an opportunity to meet everyone and network. Please spread the word about the NPAC meetings and bring a friend or nurse colleague and join us (face-to-face) or coordinate with others in your agency and reserve a room so everyone can be on one phone.

-On behalf of the NPAC and the Career Development Mentoring Workgroup sub-committee, I would like to invite nurse officers who live in Maryland, Virginia and DC to participate in a very important opportunity to provide mentoring to newly assigned USPHS nurses. . The OBC open house is held at the Holiday Inn in Gaithersburg, MD. Typically, the open house is held on a Thursday once a month, starts at 6pm, and may last until 8pm. Interested officers who are selected would be expected to attend the open house on a rotational basis; currently open house occurs once a month. Interested officers should submit your contact information along with your CV to Commander Shawn Armes, sarmes@bop.gov, no later than December 31, 2011. 913-551-1167.

-I encourage all to come to either myself, or other members to address or raise any topics you would like to see presented during the N-PAC meeting.

-As part of my strategy, I have been inviting nurse leaders (commissioned corps and civilians) who can address the nurses during the N-PAC general meetings on topics relevant to the category and advancing the health of the nation. Next month's meeting we will hear from RADM Deborah Parham Hopson who will share her work with HIV AIDS Bureau and Ryan White and PEPFAR programs. This is an excellent opportunity for the nurses to learn more about PHS nurse leaders and their work. Please join us next month Parklawn Building. EPCO Conference room, 12th Floor, Room 12A-55 20 January 2012.

-We are excited to have the FDA host "a Road show" this month and thank you to all those who organized and the presenters.

-I would like to thank each every one of you for your contributions to the nurse category and N-PAC, and wish each of you and your families, a Happy Holiday season and Happy New Year.

VII. Current N-PAC Projects:

a. Career Development Subcommittee – CDR Li

- Career Education Resource team is working on the revision of the Career Development Quick Reference Timeline Chart (Timeline Chart) with the comments from NPAC leadership and members. The comments are due COB Monday 12/19/12.
- The Timeline Chart is removed from NPAC web currently, if anyone needs it, please contact CDR Li for a copy.
- Education Resource links with the announcement has been posted onto NPAC website on Dec. 16th, as well as to NIH Liserv on Nov. 29th.
- CDR Li provided a brief background regarding the Education Resource Project. This project was initiated a few years ago under the leadership of CAPT Amy Anderson with the purpose of better assist nurses for the CEU requirements. It was organized specifically under content category such as certification program, master's, and Ph.D. degree etc. Many

CEUs are free of charge. It was on the NPAC web and later on all the links were migrated to Blackboard and lately transferred to Responder e-Learn.

- The team will be working on new links (5-6 links) bi-monthly and examining the existing links for accuracy periodically. All the links can be accessed via Responder e-Learn at OFRD website.
- Mentoring Project team member has been actively working on solicitations of Mentors. There are close to 50 applicants and it's at the finalizing stage from NPAC leadership. The next step is mentor training with no specific timeline yet.
- Webpage project team was working on upgrade website. The Mentoring Project's Tip of the Month is going to be added to the Webpage as well as Timeline Chart once the revision is completed. Regional map, Regional Mentor Coordinators and Mentor application have been approved and forwarded to the Communications Subcommittee for posting on the website. The Webpage will be reviewed every quarter to ensure information is current and accurate.
- Nurse Spotlight Project team is working on the project that will spotlight DHHS Nurses. We currently have CDR James LaVelle Dickens on the spotlight for this quarter. Another call for nominees has been sent out on Dec. 15th with a deadline of Jan. 27th. The selected nurse will be featured Mid-Feb.

b. **COF Category Day** – CDR Knight

- Symposium will be held June 19-21, 2012 at the University of Maryland, College Park in the Washington D.C. metropolitan area.
- The Nurse Category Day is going to be held on Thursday, June 21, 2011.
- The overall theme for the conference is “Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health”
- The theme for Nurse Category Day is “National Prevention Strategy: Nurses contributing to the Advancement of the Nation’s Health”
- The Nurse Category Day Planning Committee is continuing to develop and finalize the agenda for the day.

VIII. New Business – CAPT Belsito – National Case Management Conference (SAT Teams)

- CAPT Belsito was asked to present the SAT Teams Poster at the 2012 National Case Management Conference in June in San Francisco.
- The link for information can be found at the www.cmsa.org. This is the National Case Management Society of America

IX. Next Meeting – Friday, January 20, 2012