

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	Absent
CDR	Pollard	Anita	BOP	Oct 08 – Sep 11	Present
CAPT	Hogan	Lisa	BOP	Oct 09 – Sep 12	Present
LCDR	Armes	Shawn	BOP	Oct 10 – Sep 13	Present
CDR	Ridenour	Marilyn	CDC	Oct 09 – Sep 12	Present
CDR	Krishnan	Malini	CMS	Oct 09 – Sep 12	Present
CDR	Hieber	Lysa	DHS	Oct 08 – Sep 11	Absent
CDR	Cox	Bruce	DHS	Oct 09 – Sep 12	Absent
CDR	Sweeney	Colleen	FDA	Oct 08 – Sep 11	Present
CDR	Li	Mei-Ying	FDA	Oct 09 – Sep 12	Absent
LCDR	Chestnut	Wanda	HRSA	Oct 10 – Sep 13	Excused
CDR	Bartgis	Bryen	IHS	Oct 09 – Sep 12	Present
CDR	Webb	Amy	IHS	Oct 08 – Sep 11	Present
CIV	Koyama	Kirk	IHS	Oct 08 – Sep 11	Present
LCDR	Saligan	Leorey	NIH	Oct 10 – Sep 13	Present
LCDR	Wehrlen	Leslie	NIH	Oct 10 – Sep 13	Present
CDR	Pryor	Thomas	OS/PSC Chair Elect	Oct 08 – Sep 11	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	Excused
CAPT	Trent-Adams	Sylvia	HRSA / Past Chair	Oct 10 – Sep 11	Excused
CAPT	Orsega	Susan	Chair Elect	Oct 10 – Sep 11	Excused
LCDR	Johnson	Anitra	Executive Secretary	Oct 10 – Sep 11	Present
CDR	Hunter-Thomas	Serina	Executive Sec-Elect	Oct 10 – Sep 11	Excused
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
CAPT	Lambert	Mary	COA Nurse Rep	/	N/A
CAPT	Collins	Amy	Senior Nurse Mentoring	/	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
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 Wehrle	Allison Leslie	Events	Absent
CDR LCDR	Gentile Saligan	George Leorey	Readiness and Response	Absent
CDR CDR	Adams-King Sweeny	Janice Colleen	Resource Reach	
CDR CDR	Haynes-Battle Bartgis	Josephine Bryen	Recruitment	Present

II. Acceptance of Minutes

Acceptance of December 2010 minutes—accepted CDR Haynes-Battle and CDR Sweeney.

III. Chief Nurse Officer Report – RADM Kerry Nessler

I apologize for not being able to attend the November NPAC meeting. I am honored to be representing the Surgeon General for CAPT Hilda Douglas’ retirement ceremony today in the Parklawn building.

On 20 January 2011, I had the wonderful opportunity of attending the *Surgeon General’s Call to Action to Support Breastfeeding* in the Jack Morton Auditorium at The George Washington University. If you are interested in reading the full report, please click on the link below:

<http://www.surgeongeneral.gov/topics/breastfeeding/index.html>

The Federal Public Health Nurse Leadership Meeting met on **3 February 2011, 8:30 am – 12:30pm**, Parklawn Building. Dr. Ada Sue Hinshaw, PhD, RN, FAAN, Dean, Graduate School of Nursing, Uniformed Services University of the Health Sciences, Bethesda, MD; Dr. Linda Burnes Bolton, DrPH, RN, FAAN, Vice President and Chief Nursing Officer, Cedars-Sinai Health Systems, Cedars-Sinai Medical Center, Los Angeles, CA, (videoconference); and Ms. Sandra Haldane, Chief Nurse of the Indian Health Service, were the guest speakers.

Dr. Hinshaw presented on the Uniformed Services University Graduate School of Nursing's accomplishments, recent initiatives, curriculum and unique mission in providing the Nation with the highest quality advanced practice nurse clinicians, scientists and scholars dedicated to Federal health service, and Dr. Burnes Bolton talked about the key messages and recommendations from the Institute Of Medicine's Future of Nursing Report and in identifying specific roles and actions for public health leaders to lead changes in improving the Nation's health. Ms. Haldane provided an overview about the Indian Health Service's unique role in providing care to a specific, underserved and vulnerable population.

I want to thank CDR Janice Davis and LT Ashleigh Hussey for a job well done in taking down notes during the meeting and compiling a final report.

The PHS Nursing All-Hands Meeting took place on Wednesday, 9 February 2011, 1:00pm - 3:00pm EST in the Parklawn Building and was well attended both in person and via teleconference. We were honored to have the Deputy Surgeon General, RADM Boris Lushniak talk about the Surgeon General's Health priorities and the Commissioned Corps. In addition, we had speakers from Office of Commissioned Corps Operations (OCCO) and Office of Commissioned Corps Force Management (OCCFM) providing updates from OCCO and OCCFM as well as presented on CCMIS and Direct Access Information Systems. CAPT Dan Beck from OFRD talked about 2011 deployment opportunities as well as Basic Readiness Update. Last but not least, one of our own nurses, LT Stacey McBryde provided an overview on "Communication Strategies for PHS Nurses".

Thank you to all the speakers for taking time out of their busy schedules to come and present at our All-Hands Meeting.

The Federal Service Nursing Council (FNSC) met on 17 February 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 American Association of the Colleges of Nursing, American Nurses Association, National Council of State Boards of Nursing and the National League for Nursing were in attendance to hear annual reports from each of the member services.

IV. Operations Liaison Report - LCDR Joshua Hardin

CW is \$47,317

NPAC is \$6,064

V. N-PAC Chair Report – CDR Thomas Pryor

Pause

Good afternoon. As your NPAC Chair I want to thank those of you who are able to participate in our general meeting for the month of February. Perhaps the most notable activity for this month is the recent lifting of the "Pause" which will allow the PHS to resume its recruitment and placement functions. The Office of Commissioned Corps

Operations (OCCO) and specifically Division of Commissioned Corps Assignments (DCCA) will be instituting various processes to begin the process of applications.

Billets

As for your NPAC the various Subcommittees continue to be working on a variety of activities and action items of which you will hear more details of today. As many of you are aware the process of billet identification continues and I am encouraged that as of this month there is nearly an 84% completion rate for nurse officers to initiate this process. Please be mindful that we need to obtain 100% completion rate in this activity. I want to thank CAPT Anderson and her ready response team for continuing to lead this effort on behalf of the NPAC. Feel free to contact her or myself if you have any questions about this activity.

Readiness

I want to reassure the general membership that concerns pertaining to readiness and missing documentation as it relates to the transition of documents to Medical Affairs Branch (MAB) is recognized by your NPAC leadership. You have our commitment that we will continue to work on your behalf to mitigate any issues you may have. At this time the Readiness and Response Subcommittee is leading an effort to provide follow up assistance on behalf of OFRD for those nurse officers who may feel that his/her readiness status is not accurately reflected in Direct Access. It has also been stated by OFRD that you allow time for your documents to be processed and they will also be reaching out to those officers who may have been adversely impacted thru this process. As more information becomes available I will make sure you are all notified through the general meetings or list serve as needed.

Promotion eligible officers. It was presented by OFRD leadership at the last SG Combined meeting that any officers who may be eligible for promotion this year will be personally evaluated to make sure his/her documents are updated to assure that they are not adversely impacted by inaccurate readiness status. As such those of you who are promotion ready will be getting direct email/phone call follow up by OFRD to resolve any issues prior to the formal promotion process.

Events

The Nurse Recognition Day and Category Day planning committees continue to work at developing relevant and interesting agenda's for the nurse category. Please watch the list serve for more information on these activities and encourage those of you who are able to attend. This year at COF Symposium we are looking at developing a Forward Thinking preponderance session which will be an exciting opportunity for any and all nurses to participate in. This will be further described in the months leading up to the conference and will also include a formal presentation by RADM Kendig of BOP on this model which essentially is tied to strategic planning and leadership.

Many of the highlights of the other committees will be provided in the Subcommittee reports to follow on the agenda. As such I want to reiterate my appreciation for all of the hard work you have been doing and encourage you to look for opportunities to serve in the various NPAC subcommittees if you have time. They are a great way for those of you in the field to participate outside of normal clinical hours and also offer the means for your individual and collective voice to be heard by your NPAC leadership. Have a great month!

VI. QUARTERLY VERBAL SUBCOMMITTEE REPORTS

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

FY 2010 Communications Sub-Committee Goals

- Create and maintain mechanisms to foster communication and collaboration with stakeholders in nursing and public health.
- Provide mechanism to increase dialogue among PHS nurses.
- Develop the next generation of PHS nurses to address evolving public health issues

Collaborative Workgroup

Workgroup Lead – CDR Susan Beardsley and CDR Yvonne LaCour are now co-leads for this workgroup. All areas of the Nurse Resource Manual and N-PAC Member Orientation Guide have been updated except for a few links to Award & Recognition. They are participating on survey design questions at this time.

Listserv Workgroup

CDR Michelle Brown-Stephenson continues to be the Workgroup Lead.

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

Our listserv page is PHSNURSING-L

1805 current subscribers to the Nursing Listserv

There were 15 postings in November, 14 postings in December, 20 postings for January.

May revise the Listserv guidance document and include more information on 508 compliance and sample of posting. This will be a focus area for the All Hands CPO Meeting in February. Will include Listserv service questions on the Communications Survey planned for release in April.

Must reinforce the importance of updating email addresses as the system has a default of 3 failures and then automatic removal from the Listserv

Other Projects

NPAC Facebook/ FanPage: The Recruitment Sub-Committee has official assumed reporting responsibility. Communications Sub-Committee will still maintain content (i.e. job postings, etc) as well as serve as technical advisors.

CPO All Hands Meeting - LT Stacey McBryde presented at the Chief Nurse Officer All Hands Meeting February 9, 2011. PowerPoint presentation prepared to provide updates on all Communication tools currently employed by N-PAC.

Communications Sub-Committee Issues

Alert membership to update email addresses once moving duty locations
Develop questions for N-PAC Communications survey – present to Business meeting.
Complete revision of Goals and Objectives and present to N-PAC leadership

Communications Sub-Committees and Projects

Website Workgroup

Job Postings are only reflected on the Jobs page until the close date. Additionally, new revisions to existing posts will not be reflected as current workload. The workgroup is currently researching new website design templates to take our site to the next level in depth and breadth.

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

FY 2011 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.
- Integrate educational training for all Commissioned Corps Nurses through resources as applicable.
- Recognize CC, Tribal, and Civil Service nurses for exceptional and noteworthy contributions.
- Develop and implement a Career Development Mentoring Program.
- Develop and maintain dynamic relevant Career Development web pages.

Career Development Sub-Committee Projects

Webpage Project

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

Activities:

- Webpage will be updated every quarter to ensure information is current and accurate.
- Follow-up with Nursing Spotlight Project regarding updating the featured Nurse.
- Will meet every 2 months to discuss and plan activities related to project.
- New team member joined to assist with Webpage project activities.

Nurse Spotlight Project

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

Activities:

- A Listserv announcement was sent out requesting nominations for the Nurse Spotlight for those meeting the recommendation criteria with a deadline 2/11/2011; 2 nominations have been received.
- The term for the Spotlight Nurse is currently four months; this may be changed to monthly depending on the number of nominations received.

Continuing Education Resources Project

Objective: This project is an educational resource initiative in which a Responder e-learn is utilized to provide career development opportunities and information.

Activities:

- The team is starting a new search (2 links per team member per month) on links.
- The team continues to work on re-organizing the resource links posted on the Responder e-learn to be more user-friendly prior to any new searches.

Mentoring

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:

- The Welcome Introduction letter for OBC graduates is being handed out during a personal one to one group meeting after OBC by one of our Mentors – CDR Patrick Denis.
- One mentoring workgroup member attended the OBC Open House in 1/2011; plan is to have one member go to Open House every month.
- Completed the final draft for standard operating procedures on the Active and E-Mentoring Programs. These include procedures, criteria, and the selection process for mentors, mentor training, quality assurance, and a tracking database that we began to use this past April 2010. Awaiting comments from NPAC Leadership on the standard operating procedures.
- CDR Karlson represents the nurse category for the PHS Mentoring Committee.
- Presented Power point as part of the training program for Mentors.
- Both the power point presentation and the Policy and Procedures will be utilized for the self-taught mentor training program.
- Mentored individual Officers who did not score high enough to get promoted.
- Receiving list of all new calls to active duty to ensure placement in the Active Mentoring Program once the policy and procedures are in place and mentors have been approved and assigned by the NPAC.
- MWG continues to staff the e-Mentoring AOL account for two week assignments which are assigned through January 9th, 2012.
- Currently actively mentoring thirty six mentee's, of which four are trying to get into the PHS. Two mentee's training has been completed and is very satisfied with the training they received. E-Mentoring receives an average of five emails per month during this period: five requests for mentors and the remaining

requests were related to promotion and the application process of becoming a mentor and reactivation.

- Create, edit and publish the monthly “Tip of the Month” with the approval of the NPAC Leadership.

Sub-Committee Issues:

- No issues noted.

c. Resource REACH – CAPT Colleen Sweeney/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
- Team is working on National Bring Your Child to Work Day
 - Bullying and Cyberbullying 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.
 - What is the status of the budget to fund give-aways for the children that will have health promotional messages

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 – Commissioned Officer Awards vs. Nursing Category Awards: What's the Difference

Current Projects:

- Schedule speakers for Lunch and Learn sessions for remaining months in FY 2011
 - Mar: LT Stacey McBride – Healthy People 2010
- 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 developing PowerPoint presentations for their monthly health promotional topic

Future Projects:

- Identifying and Facilitating appropriate dissemination strategies for health promotional and prevention materials.
- To assist the Public Health Advocacy Team in developing PowerPoint presentations for their monthly health promotional topic as well as

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)

N-PAC February 2011 MINUTES

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

Ongoing projects

- 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:
 - NPAC feedback for posting and identification of web format/site resource
 - F/U with LCDR West for responses to survey that might provide additional citations for inclusion.
 - 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.
- Nurse Deployment Survey- 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
- 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.
- 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.
- 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. Nurse History – CAPT Cheryl Borden/CDR Moira McGuire (no report)

b. COA/COF Cat Day Report—CDR Wanda Chestnut

Agenda and speakers for Nurse Category Day has been finalized

- Nurse social will be held at Mulate's and will include a live band and will be open menu ordering without a cover charge. Location is within 1 mile walking distance from conference hotel. Will need volunteers to go over early and "save" tables. Dental category will also be having their social there too.
- Announcements will be going out over Facebook and Twitter
- Flyer has been posted and sent to schools of nursing offering free conference attendance (registration), also pursuing scholarships for lodging; also letter has been drafted for review by RADM Nesseler to go out to local schools of nursing. Working with ENIAC and local schools to get the word out.
- Need to verify if able to communicate about availability of other hotels and prices to stay if room block fills up at conference hotel and or referring people to the local visitor's bureau for additional hotel options.
- Working on skills booth/lab for COF—location of booth provides challenges for educational offerings.

VIII. NEW BUSINESS

No new business.

IX. ROUND ROBIN- TABLE/PHONE