

I. Introduction of Members in Attendance

N-PAC Voting Membership					
Rank	Last Name	First Name	Agency	Term	Attendance
CAPT	Poindexter	Michelle	AT LARGE (USDA)	Oct 07 – Sep 10	Present
CDR	Dintelman	David	BOP	Oct 06 – Sep 09	Present
LCDR	Strong	Donna	BOP	Oct 06 – Sep 09	Present
LT	Thomas	Timothy	BOP	Oct 07 – Sep 10	Present
LCDR	West	Christine	CDC	Oct 06 – Sep 09	Present
CAPT	Rossi-Coajou	Mary	CMS	Oct 06 – Sep 09	Present
LCDR	Zorrilla	Delia	DHS/ICE	Oct 06 – Sep 09	ALT: LCDR Lysa Hieber
CDR	Belsito	Linda Jo	DHS/ICE	Oct 07 – Sep 10	Present
CDR	Berkhousen	Katherine	CHAIR (FDA)	Oct 06 – Sep 09	Present
CAPT	Trent-Adams	Sylvia	HRSA	Oct 07 – Sep 10	Present
CAPT	Stephens	Leslie	IHS	Oct 06 – Sep 09	Present
CDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	Present
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	Excused
CDR	Orsega	Susan	NIH	Oct 07 – Sep 10	Present
LCDR	Matlock	Ann Marie	NIH	Oct 07 – Sep 10	Present
CAPT	Kelly	David	OS	Oct 05 – Sep 08	Excused
CDR	Deffinbaugh	Kim	PSC	Oct 06 – Sep 09	Absent
LCDR	Haynes-Battle	Josefine	SAMHSA	Oct 07 – Sep 10	Present
CDR	Blevins	Justin	USMS	Oct 06 – Sep 09	Absent
EX-OFFICIO					
RADM	Romano	Carol	OSG/NIH/CNO	Open	Absent
CDR	Gordon	Veronica	Executive Secretary	Jul 07 – Sep 09	Present
CAPT	Merced	Florentino	SAMSHA	Oct 06 – Sep 09	Absent
LCDR	Magnotta	David	Nurse Category CAM	Oct 06 – Sep 09	Present
CAPT	Bangs	Gary	Liaison, EPA	Oct 06 – Sep 09	Present
CDR	Doan	Jenny	Liaison, DoD	Oct 06 – Sep 09	Excused
CDR	Denis	Patrick	Liaison, OFRD	Oct 06 – Sep 09	ALT: CDR Sean Waterman
CAPT	Dandridge	Beverly	Nurse Category AR Lead	Apr 08 – Sep 10	Present
LCDR	Pryor	Thomas	ARP Coordinator	Apr 08 – Sep 10	Present
CDR	Adams-King	Janice	Chair, Public Health Advocacy ad hoc Group	Apr 08 – Sep 10	Absent
CDR	Larkin	Sue	Liaison, FedNA	May 08 – Sep 10	Present
CDR	Bernato	Laurie	Chair, Esprit de Corps ad hoc group	Apr 08 – Sep 10	Present
LT	Hardin	Joshua	Liaison, COF Financial	Mar 08 – Sep 10	Absent

ATTENDANCE ROSTER**BOP**

Agency	Rank	Last Name	First Name	Agency	Rank	Last Name	First Name
BOP	CDR	Bridges	Paula	BOP	LT	Price	Valisha
BOP	CDR	Pollard	Anita	BOP	LT	Watts	Felicia
BOP	LCDR	Brown-Stevenson	Michelle	BOP	LTJG	Holland	Camille
BOP	LCDR	William	Castle				

CDC/ATSDR/NIOSH

CDC	CAPT	Shultz	Ruth				
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CMS

CMS	LCDR	Krishnan	Malini				
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DHS/DIHS/ICE/USCG

ICE	CAPT	Dandridge	Beverly	ICE	LCDR	Hieber	Lysa
ICE	CDR	Suarez	Wanda	ICE	CDR	Fuller	Barbara
ICE	CDR	Nielsen-McArdle	Cynthia	ICE	LCDR	Jackson	Leonard
DHS	CDR	Larkin	Sue	ICE	LCDR	Jones	Sherri
ICE	CDR	McGinnis	Jerri	ICE	LT	Grafton	Adams
ICE	LCDR	Dorse	Erin	ICE	LT	Kelly	Royce
ICE	LCDR	Thompson	Benetta				

DOD/TMA

DOD	CDR	Doan	Jenny				
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EPA

EPA	CAPT	Bangs	Gary				
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FDA

FDA	CDR	Bernato	Laurie	FDA	LCDR	Austin-Hansberry	Lori
FDA	CDR	Sweeney	Colleen	FDA	LCDR	Bernandino	Leigh

FOH/PSC

FOH	CDR	Porter	Terry				
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HRSA

MCHB	CAPT	Pepper-Callahan	Nanette	HAB	CDR	Matthews	Tracy
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IHS

IHS	CAPT	Atkinson	Dolores	IHS	LCDR	Smith	Donna
IHS	CDR	Webb	Amy	IHS	LT	Delmar	Marjorie

NIH

NIH	CAPT	Aker	Diane	NIH	CAPT	Martinelli	Angela
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NIH	CAPT	Anderson	Victoria	NIH	LCDR	Adams-Mclean	Allison
				NIH	LT	Wehrlen	Leslie
OS/OCCO/OSG/OPHS							
OPHS	CAPT	Chern-Hughes	Betty	OS/OCCFM	LTJG	McBryde	Stacey
OS	CAPT	Wasem	Cathy	OPHS	LCDR	Rider	Dustin
OS/ASPR	CAPT	Balingit-Wines	Ana Marie				
USMS/DOJ							

II. Acceptance of Minutes

MAY 2008 minutes were presented to the committee members for acceptance and approval. **CAPT Michelle Poindexter** made a motion to approve the minutes as with editorial changes submitted by CDR Susan Orsega and a second was made by **LCDR Josefina Haynes-Battle**. The minutes were approved and will be sent to the website master for posting and PHSNURSING-L@LIST.NIH.GOV for distribution.

III. Chief Nurse Officer Report – RADM Carol Romano
No updates this month.

IV. COF Financial Report - CAPT Florentino Merced/LT Joshua Hardin
Recap of Cash Activity

Beginning Cash Balance	\$2,980.95	
Total Income	\$1,700.00	
Total Expenses		
Ending Cash Acct Balance	\$4,680.95	Available Cash

V. N-PAC Chair Report – CDR Katherine Berkhausen
A. General Updates

- Personal Thanks* to LCDR Rider, LCDR West and their team for a great COF Nurse Category Day. Next year’s COA/COF will be held in Atlanta. LTJG McBryde and pending volunteers will lead our category and plan the day. LCDR Rider and LCDR West will say more about the conference later during the meeting. I would like to highlight what a great opportunity this is for personal and professional growth. The nurses who lead category day efforts have the opportunity to assess and develop the themes---which essentially is assessing and addressing the needs of our category and to have a direct impact on the needs of nurses, career development etc.—how great is that! You get to interface with the Chief Nurse, NPAC leadership, nursing leaders in a particular state and nursing leaders in the academic environment. It is a great opportunity to excel. And this year, both LCDR Rider and LCDR West did just that. Those that had the opportunity to attend COF had a great day.
- Thanks to CAPT Lori Enever who single handedly planned and pulled off the nurse social event (of the season). For a mere \$25 participants had a fun evening by the poolside, listening to a local Mariachi Band, eating from a great buffet and being entertained by our very own CDR Kimberly

Elenberg, Master of Ceremony. RADM Romano attended the event as well. Great opportunity to meet other nurses.

3. NPAC agency representative aka voting member positions were publicly announced and posted to the nursing listserve....positions to serve on the NPAC as a voting member for the term of Fall 09-12. Leadership has met, reviewed all of the nominations and voted. I have the votes...it is a great group of nurses who will serve the category well. The final stages of administrative checks....basic readiness, disciplinary actions, agency endorsements have been completed. I am waiting to hear back from one agency.
4. We had 26 nurses apply this year for the 6 positions so it was quite competitive. I would like to remind those that nominated themselves but were not chosen....we still need you. Please don't feel that because you were not elected to be the voting member that all hopes of becoming involved with the category are gone.
5. I congratulate the following nurses on their elected nomination. Our nomination packet will go to the Chief Nurse for signature concurrence and then to the Office of the Surgeon General for appointment.

BOP.....CDR Anita Pollard

IHS.....CDR Amy Webb

IHS.....Civilian: Kirk Koyama

OS.....LCDR Thomas Pryor

FDA.....CDR Colleen Sweeney

USMS.....CDR Deborah Carter

6. You may have seen the announcement that came out on various list serves....electronic health information. Effective July 7, 2008; Commissioned Corps Officers can view online the immunizations that they have submitted to MAB. Please review your info and make sure that everything has been captured correctly. If something is missing please send information via mail or FAX to MAB. In the future, this data will be used to verify medical readiness, promotions etc.
7. The 2008 Regular Corps Nomination List is now available. This is only the nomination list. Assimilation into the Regular Corps will not occur until Regular Corps appointment orders are issued after U.S. Senate confirmation. All officers reviewed by the 2008 assimilation boards will receive individual notification and board scores in their electronic official personnel file (eOPF) at a later date.
8. There are two new POMs Personnel Operations Memorandums out. **POM 08-006, Uniforms for Officers Deployed with Navy**, dated 10 July 2008 and **POM 08-005, Special Uniforms for Flight Status**, dated 10 July 2008.
9. The new uniform policy that requires all Corps officers to wear the uniform daily while on official duty became effective July 1, 2008. You can find the new policy as outlined in CC26.3.2 "Required Wear of the Uniform" on the CCMIS web site http://dcp.psc.gov/eccis/documents/CCPM26_3_2.pdf

B. SG/CPO/PAC Meeting Updates:

1. Interagency Institute for Health Care Executives will be held 15 - 26 September 2008, at the Hyatt Arlington, Arlington, Virginia. There are 6 slots for PHS. The Office of the Surgeon General requests that OPDIVs/STAFFDIVs submit the names and CVs of 0-5/0-6 officers they would like to be considered for this training to LCDR Gregg Davis (Gregory.Davis@hhs.gov) by **25 July 2008**. Individual officers interested in being considered for this training must submit their request through their Commissioned Corps Liaisons. OSG will then choose the officers to attend. Agencies are responsible for all expenses associated with this training (tuition is \$1790.9)
2. Lt Strich who has been RADM Romano's aide de camp is leaving for medical school at USUHS.
3. The 2010 benchmarks are under review. Comments for consideration will be sent to the CPO board this fall.
4. Readiness numbers have not been posted yet, but the final validation has been completed. Apparently there were issues with the President's Challenge site as it is under maintenance and they have changed how they do reporting.
5. Our readiness numbers for the Corps dropped to 79.8 % YIKES . I want to remind nurses that when you become 'not qualified' that label sticks with you the entire quarter. Even if you quickly correct what was outstanding...ie your PPD, you whatever...and OFRD updates their site and it states you are basic ready....administratively you are not; the information that is forwarded to OCCO stays until the next quarter. That means if you are up for some personnel action (ie promotion or assimilation) or award...you won't receive it. So please attend to your OFRD records.
6. OFRD will begin a large scale recruitment activity to solicit officers to join one of the Tier 1 or Tier 2 teams. The current members on these teams are nearing their final year of commitment. OFRD wants to provide opportunities to all officers.
7. RADM Canton reminded us that our maximum leave carry over is 60 days. The National Defense Authorization Act (NDAA) according to the Office of General Council does not apply to us. Only if you are assigned to an outside agency such as DoD, Coast Guard, NOAA etc. would the NDAA apply to you. i.e. they are allowed to accrue more (carryover) leave.
8. RADM Furman reminds us that the 2008 COERs begin the first week of Oct. There is a POM that is to be released soon (prior to the COERs) that will describe the 'new attachment' which allows the reviewing official to make comments.
9. We also learned that the HHS budget has gone through the House and has the support that will allow the Corps ceiling to increase up to 4,000 officers. This still has to go through the Senate. We await the final outcome.

VI. Current Projects**A. COF (Nurse Category Day) – LCDR Christine West/LCDR Dustin Rider**

- Nurse Category Date and Location of Conference: June 08 in Tucson, AZ
- Senior Leadership thanked several people, especially those who had an active role preparing for the category day and assisted during the conference.
- Total number of participants: 204 of those who attended Nurse Category Day (according to Tim / Leading Edge) composed of USPHS nurses (other categories?), private, local government, academia, and nursing students.
- Overall, received positive statements from participants; felt objectives were achieved.

Highlights from each of the panels and sessions

- Evidenced Based Practice (EBP) - Dr. Melnyk was a dynamic speaker, emphasized that across all disciplines, we need to promote EBP and that currently very little of what we do is based on EBP (10-15%)
- Three Dimensions of Global Health Nursing Leadership Dan Beck highlighted the essential role that nurses play in the health diplomacy missions which was emphasized by SG during lunch comments.
- Nursing led interventions for Advancing Global Health-speakers presented great examples of how nurses can lead interventions that resulted in improved and measurable health outcomes.
- Breakout session - CDR Elenberg gave a spirited lecture about negative and positive leadership that received positive comments-most enjoyed the exercise.
 - Taking on the challenge, nurses leading the fight against diabetes and obesity: Local and state perspective and examples of programs that are working to address these issues.
- Presentations will be available online, CDs of the powerpoint presentations were distributed, but please email if would like a copy.
- CAPT Beverly Dandridge assisted with nursing student recruitment-LCDR Pryor playing an active role for next year and talk of changing conference date while school is in session to attract more students (May?)-great opportunity to learn what we do, who we are and mentorship.
- Lessons Learned:
 - Need a checklist/SOP to help with planning specific to nurse cat day; heavy early planning.
 - Involve NPAC more, perhaps as a way to identify themes and speakers-develop a working group recognized through NPAC to help plan (such as the one used for Nurse Recognition Day).
 - Continue with transitioning old and new committee members year to year.
 - New committee members for next year: LTJG Stacey McBryde and LCDR Rebecca Noe, current discussions with leadership about other potential members.

B. Esprit de Corps – CDR Dolores Bernato

CDR Bernato reported that the Nurse Category had a disappointing sale of T-shirts this year at the COF. The committee started with an inventory of 130 T-shirts (30 from last year). We currently have 75 T-shirts in inventory. Consumers complained about either the color or size. Lessons Learned: To start selling the T-shirts on the first day of the conference and that the children T-shirts were in high demand. The group discussed various possible venues to sell the remaining T-shirts and also discussed the fact that not many vendors were selling items for children, so that made the children's T-shirts more desirable for purchase.

C. Nurse Social – CAPT Lori Enever

Nurse Social-Tuesday, June 10, 2008
Riverpark Inn, Tucson, AZ

Expenses:

Menu: Corn Chips and Salsa with sour cream, guacamole, cheese and veggie quesadillas, boneless buffalo wings, cubed cheese and crackers, fresh fruit platter, vegetable platter with balsamic vinegar and ranch sauce, herbal and fruit deli wraps, warmed artichoke and spinach dip with bruchettas, ice tea, strawberry lemonade and a ticket good for one alcoholic beverage.

\$1542.86

Mariachi Band	\$260.00
Name Tags, Glue	\$ 69.13
Flowers:	borrowed
Decorations:	borrowed
Door Prizes:	(all donated)
Bottle of Kaluha	
Nurse T-shirt	
All-weather radio	
Nurse coin	
US PHS Sweat shirt	-----
	\$1871.99
Cash and checks received (approx 75 people)	\$1867.00

Lessons Learned:

1. It was a lot of fun but also a lot of work. Get a team to help you.
2. If we are going to do it next year give yourself a minimum of 3 months planning time to make sure we don't interfere with any of the other categories functions.
3. Many folks did not want to be outside and thought it was going to be too hot. Consider that in your planning.
4. Make your RSVP process as easy and fool proof as you can. Mine was not fool proof and way too close to the deadline for anyone's comfort.
5. \$25.00 seemed reasonable to everyone. The free drink card did not have universal appeal as many nurses do not drink alcohol.
6. Once you sell a ticket let them work out their last minute hardships or they will drive you crazy. I was selling and trading tickets at the door and still am not sure who really attended.

Thank you's:

I would like to thank Lt. Lin-hua Tzeng who hit the ground running in Tucson and was a perfect assistant and photographer.

I would also like to thank CAPT Nanette Pepper-Callahan for serving as cashier at my table during Category Day and CAPT Eileen Bonneau for serving as the receptionist at the Social.

D. Nurse Category Booth at COF – CAPT Dandridge

CAPT Dandridge reported that the Nurse Category Booth went very well. She stated there were several volunteers providing great coverage. CAPT Dandridge also confirmed that the children T-shirts sold very well. She recommends that next year the Nurse Category Booth should provide more information in regards to the actual type of work that is performed by nurses within the various agencies. We need enough volunteers to represent each agency and describe the opportunities afforded to nurses within those agencies. CAPT Dandridge will be sending out 'Thank You' letters to volunteers in a few weeks and soliciting for assistance with next year's Nurse Category Booth in the near future.

E. COA Awards – CDR Susan Orsega

There were three (3) COF Awards presented this year:
 Mabel May Wagner 2008 Award – CDR Kevin Elker, BOP, Rochester, MN

Lucille Woodville 2008 Award – Amy Passero, IHS, Pine Ridge, South Dakota
 Nurse Responder of the Year Award – CDR Timothy Gruber, Emergency Coordinator, Region 9, San Francisco, CA

NURSING REPORT – LCDR David Magnotta

Nurse Applicant Committee Report FY 08			
JULY 2008			
Nurse Applicants			
Current total number of applicants in NAC packet	X	Total calls to active duty (CADs) by month and agency	16
Current # of conversions	X	DHS	2
Current # of new applicants	X	I.H.S.	4
		BOP	6
OCCO		HRSA	0
Total Applications on hand	328	NIH	2
General Duty	241	USMS	1
IRC	0	PSC	0
JR Costep (Apps)	37	CDC	1
Sr Costep (Apps)	50	FDA	0
		CMS	0
Total Separations per month and by type	9	Current Status - Total Strength of Nurse Category	1421
Retirements	6		
In-activations	1	Nurse Category Top Four Agencies	
Terminations	2	I.H.S.	509
IRR Terminations	0	BOP	251
		DHS	173
		NIH	110
		FDA	111

QUARTERLY REPORTS FROM 3RD QUARTER

Mentoring Sub-Committee Quarterly Report for April-June 2008 CDR Linda Jo Belsito

I. FY 08 Mentoring Sub-Committee Goals

- To support the transition of new nurses from civilian life, other federal services, or academia into the USPHS by serving as a mentoring resource.

- To support retention of nurses by providing information and serving as a resource to fellow USPHS nurses throughout their career.
- To support the retention of nurses by promoting a mutually rewarding mentoring relationship that will last throughout their careers.
- To create channels of communication through development and maintenance of a dynamic and relevant website.

II. Mentoring Committees and Projects

- Working Group: Current committee members are being reviewed and group will be established to provide current category content and to respond to inquiries submitted via the mentoring web mail site. **Currently the committee has developed a log sheet to provide qualitative data as to number of inquiries to the e mail address and response categories. This is ongoing and will continue to improve as we review all new goals.**
- Develop an implementation plan to link mentors with recently called to duty officers to help facilitate those officers in learning about the USPHS and developing a proactive approach in planning and achieving their career goals. **Committee is currently working to develop contacts at each agency that can begin mentoring process from the CAD.**
- Identify officers in various agencies who can serve as mentors. **These officers who volunteer to be listed as mentors in the directory will be directed to report quarterly as to activity or be removed from the directory. This is a new initiative to be implemented.**
- Develop a system to promote the feedback from mentees by FY10.
- Monitor mentoring accountability through routine mentoring activity reporting and increase reporting to 50% for FY08, 80% by FY 10, and 100% by FY2012. **These dates have been updated to be in alignment with the strategic plan.**
- Establish relationships among nurse officers which foster career development through informed decisions.

Ongoing projects

- Reviewed / Updated Mentoring Directory
 - Committee continues to discuss, review and revise this document. This directory will be utilized as a resource tool for the members on the committee who need to refer for areas of specialty and or agency specific questions. It also may become a working document which will need constant monitoring and changes for additions and deletions of members. **On Schedule.**
 - Creating tracking mechanism for mentoring committee weekly requests on AOL e mail account. **On Schedule, started 2/08.** All members to date we have tracked and responded to requests on the e mail and responded to issues regarding.
 - Created sign off system amongst committee members covering AOL e- mail account to assure coverage and accountability. On Schedule, started 2/08.

- Updated and continue to review Web site for outside users. On Schedule, landing page submitted and waiting further direction regarding submissions and updates to improve web site links. **On Schedule.** On going as this goes live updates will be monitored consistently with Web masters for updates. LCDR Humbert, CDR Shafer, CDR Belsito, LCDR Hunter.
- Continue to review the sub committee objectives and goals and work to make this program more efficient and effective to the Nursing category and possibly use as a model for the Corps in the future. On Schedule, all committee members participating in this project.
- Continue to review applicants for Mentoring committee. On Schedule, there are currently 6 Nurse applicants to be reviewed next meeting; all members are reviewing these applicants.

III. Mentoring Sub-Committee Issues

1. Fifteen (15) inquiries to email address this cycle from 3- 8-08 through 6-14-08 for areas of inquiry. ALL responded to timely.
2. Committee will maintain the Mentoring resource directory however the latest updated edition has not gone live to new landing page yet. At this time new officers are being reviewed to be part of the future directory and will be added as reviewed and approved for designated areas of specialty. Officers will be removed due to inactivity or retirement.
3. Applications are being accepted for New Co Chair as CDR Antonowsky, steps down from position, 6 candidates forwarded CV for review.
4. Committee will look at current membership which has decreased due to Officers retirement and leaving the committee, 4 slots currently are vacant. We will re evaluate numbers as per by laws to add new members who are willing to actively participate.

**Events Sub-Committee
Quarterly Report for April-June 2008
LCDR Ann Marie Matlock
CDR Barbara Fuller**

I. FY 2008 Events Sub Committee Goals

- a. To provide easy access via web links to current events occurring in our nation. To assist with nursing professional development by providing easy access to conferences and seminar information via web link.
- b. Organize and support, the annual U.S. Public Health Service Nursing Recognition Day program.
- c. Continue to provide CEU's for Nursing Recognition Day
- d. Support the COA conference nurse category day and nursing booth.

II. Events Committees and Projects – ongoing project

- a. Nursing Recognition Day was held Friday May 2, 2008 – NIH Campus Lister Hill
 - i. Event was well attended – almost 100 civilian and officers present
 - ii. Registration ran smoothly – CAPT Merced-Galindez
 - iii. Three posters were presented - CPT Dandridge
 - iv. Nine booths were represent – CDR Karlson
 - v. Speakers – all information presented was informative and useful

Based on feedback from evaluations and formal and informal discussions have plans for expanding attendance next year. Date for next year Friday May 1, 2009 – Lister Hill. Evaluations and informal verbal responses from NRD 2008 were very positive. The Events Committee plans to incorporate

feedback from evaluations in development of NRD 2009. We hope to continue to increase in attendance and

III. COA category day

- LCDR West and LCDR Rider set up all activities for this day. Day was packed with activities. Two new officers will be selected to plan category day next year. A manual is being developed to assist future officer with planning the event.
- Nursing social event at COA - 70 people attended the social event. We would recommend making this an annual event at COA. LTJG Tzeng assisted CAPT Enever with signage etc.

IV. Events Sub-Committee Issues

- a. Plan to discuss in September meeting – committee member roles and expectations.

VII. Liaison Reports

A. OFRD Update – CDR Sean Waterman

Readiness Update – 3rd Quarter

As of 30 June, 2008; there are 1,409 Nurse Officers, 1008 Basic Ready Qualified, 101 exempt and 300 nurse officers were not Basic Ready Qualified.

Ending Percentage Result: 78.7% Basic Ready Qualified for the 3rd Quarter.

B. ANA/FedNa: CDR Sue Larkin

- From June 25 – 27th, the American Nurses Association held its House of Delegates meeting. The Federal Nurses Association (FedNA) was represented at the HOD meeting by Colonel John Murray, USAF, Captain Julie Sadovich, USPHS, and LCDR Sue Larkin, USPHS. During the opening ceremony, CAPT (Dr.) Julie M. Sadovich, NC, USPHS led the delegates in saying the pledge of allegiance.
- Thirteen (13) reference reports were discussed including topics such as human trafficking, establishing the need for registered nurses to understand the seriousness and significance of human trafficking in order to recognize the impact on public health and respond accordingly, to topics such as health care availability for veterans and their families. The latter reference report was written by the New York State Nurses Association in consultation with FedNA and the Federal Nursing Service Corps Chiefs. The reference report, in summary, notes the following actions:

The American Nurses Association will:

1. Collaborate with the Federal Nurses Association (FedNA), Department of Defense (DoD), Department of Veterans Affairs (VA) & Department of Health & Human Services (HHS) to advance healthcare services and research for the healthcare needs of Veterans (which would include their family).
2. Collaborate with FedNA, DoD, VA & HHS to promote awareness of Veterans' healthcare access and services.
3. Advocate for recognition of current efforts supporting integrated healthcare services for Veterans and work toward strengthened care coordination among federal and non-federal agencies.
4. Collaborate with Offices of Nursing Services in the Federal Services, including direct care nurses, to recognize nurse-led innovations improving healthcare services and Veterans' outcomes.

This action proposal was approved by 99% of the over 600 delegates in attendance at the HOD hearings.

Additionally, a report was given to the delegates on updates from the Federal Nursing Service Chiefs which was provided by Rear Admiral (Dr.) Carol Romano, Chief Nurse Officer of the U.S. Public Health Service.



Admiral Carol Romano with CAPT Julie Sadovich & LCDR Sue Larkin at 2008 HOD Meeting

C. C.J. REDDY – CDR Amy Anderson

CDR Anderson reported that this is a three (3) day Leadership Conference designed for junior officers. It started back in the 1990s originally for Army nurses but has now expanded to include all uniformed services. The leadership conference provides information to participants on how to develop leadership skills and further your career as a PHS officer. It is only open to nurse officers at the rank of O-3 and below. More information to come in regards to dates, application process, etc. If interested, please contact CDR Amy Anderson for more information.

VIII. Fourth Quarter Verbal Reports

1. Recruitment and Retention: LCDR Josefine Haynes-Battle/CAPT Kathy Matrakas

I. FY 2008 (Feb-July 2008) Recruitment and Retention Sub-Committee Goals

- Active participation in local and national recruitment activities to support the Associate Recruiter Program (ARP) and DCCR- Division of Commissioned Corps Recruitment when available.
- Provide follow-up and assistance with the USPHS application process.
- Communicate with 100% of Commissioned Corps nurse applicants to facilitate awareness of agency opportunities for employment. (NAW)
- Establish the “Every Nurse is an Ambassador Campaign” (ENIAAC) targeting graduate and undergraduate programs.

II. Recruitment and Retention Sub-Committee

Working Groups:

- Nurse Applicant Workgroup (NAW)- CAPT Maria Dinger- Lead
- Nurse Associate Recruiters Program (ARP)- CAPT Beverly Dandridge- Lead
- Every Nurse is an Ambassador Campaign Workgroup (ENIAAC) - LCDR Delia Zorrilla- Lead

III. Recruitment and Retention Sub-Committee Objectives

- Communicate position opportunities to nurse applicants monthly.

- Communicate the availability of Associate Recruiter activities to the nurse category AR's, as activities are identified.
- Assist Nurse Category AR Lead (ARL) in communicating with Associate Recruiters (ARs).
Develop and distribute a recruitment letter to be utilized in support of the "Every Nurse is an Ambassador Campaign" (ENIAAC).

IV. Ongoing projects:

- We are working on developing the "Every Nurse is an Ambassador Campaign" (formerly known as "Every Nurse is a Recruiter Campaign"). An initial draft was presented to the NPAC sub-committee leadership at the NPAC Business meeting on 4/4/08 for comment. The draft has also been reviewed by the ENIAAC lead and is also getting feedback from the Nurse CAMs. Recommendations by the CNO have also been included.
- We have held meetings with the NPAC Chair, CDR Katherine Berkhausen, CAPT Beverly Dandridge, LCDR Thomas Pryor and LCDR David Magnotta- Nurse CAM lead) to learn more about current recruitment and retention strategies and how to work together. We plan to partner with CDR (sel) April Kidd from JOAG recruitment and retention for recruitment and retention issues and perhaps have her as a member of the ENIAAC working group. We have drafted a Recommendation Memo regarding the roles and responsibilities for the AR leads and plan on getting input from CAPT Dandridge, Nurse AR lead and others on the subcommittee and present to the NPAC.
- The inquiry and application process for new nurse applicants has been effective with the monthly telecon meetings and review of the process is ongoing to make it as efficient and effective as possible. More specifically, the Nurse Applicant Workgroup (NAW) reviewed their operating procedures for maximal efficiency and in April initialed steps to streamline the process for reviewing the pool of nurse candidates. The result of these efforts has been a 25% increase in efficiency of time spent reviewing the files in committee from 2 hours down to 1 1/2 hours per month. In addition, this has improved workgroup morale with less time spent in teleconference. It is noted that workgroup members are very responsive to email communication methods, which are less restrictive regarding when committee work can be accomplished. In June the NAW welcomed the support of additional agency recruiters from the Division of Immigration Health Services: Maria Henderson, Kevin Marshall, and Angela Benson. The Group recognized the retirement of Captain Sherry Meyers for her outstanding work in establishing the NAW and in leading the group for many years.
- We are reviewing the CNO letter to new CADs and also the Nursing Checklist for any updates/revisions. We have met with the Nurse CAM- LCDR David Magnotta to discuss possible change in distribution methods to transfer items to the CAMs. The Recruitment and Retention Subcommittee could continue to review annually for updates/revisions to these documents. Follow-up discussions are pending.

V. Recruitment and Retention Sub-Committee Issues

- The new Voting Co-Chair position for this sub-committee is LCDR Josefine Haynes-Battle. She has been working closely with CAPT Katherine Matrakas to move multiple issues forward with the various working groups and especially with the ARP and ENIAAC working groups.
- The sub-committee is planning an ENIAAC template letter to be sent to Nurse Corps graduate and undergraduate alma mater programs as well as other professional and community interested parties including targeted schools of nursing, professional organizations and state student nursing associations. Methods for tracking this information in databases will be beneficial.

2. Publications and Presentations: CDR (sel) Donna Strong/CDR Colleen Sweeney

- **FY 2008 Publication and Presentation Sub-Committee Goals**
 - Goal A.1 Encourage communication through the use of the writers mentoring and public speaking program.
 - Writers mentoring programs resource list has been updated.
 - CAPT Prince provided 1 Lunch and Learn to increase program awareness.
- **Publication and Presentation Committees and Projects**
 - Completed project. Poster Presentation for COF 2008. Speakers Bureau Mentoring Program. Primary contributor: CAPT Prince. Secondary contributors: Publication & Presentation Sub-committee.
- **Ongoing projects**
 - Lunch and Learn Presentation. Provide nurses to gain experience in public speaking and power point presentations. The program also provides education on various topics of interest to nurses.

Writer's Mentoring Program. Encourage nurses to submit ideas for further development for potential publication especially those that meet and support the Surgeon Generals Initiatives.

3. Readiness and Response: CAPT Mary Rossi-Coajou/CDR George Gentile

- **FY 2008 Readiness and Response Sub-Committee Goals**

NPAC Strategic Initiative:

The NPAC Readiness and Response subcommittee will address Initiative B- Increase the retention of nurses through career development, leadership training, and mentoring, through these goal and objectives:

GOAL B.1. Develop and maintain innovative methods that increase the number and the percentage of nurses in the nursing category who meet and exceed basic readiness standards thereby promoting retention, mentoring and career development.

OBJECTIVES

- B.1.1. Increase basic readiness for the nursing category by 5% in FY08, from 83% at end of FY07 to 88% by end of 4 quarter FY08.
- 1.2. Develop and distribute through the nurse listserv the 2008 New Year's Resolution for Basic Readiness by January 31, 2008. Complete
- 1.3. Increase the basic readiness of nurses by providing quarterly messages through the listserv with links that provide information on the Readiness and response Policy Standards and related information.

- 1.4. Monitor, analyze and report Basic Readiness numbers in the Nursing category to the NPAC, in aggregate as well as a breakdown by agency, no later than one month after the quarterly numbers are run by OFRD. Ongoing
- 1.5. Provide a recommended Readiness Training Course Matrix that will enhance an officer's knowledge of learning opportunities regarding readiness, response, and deployments by the end of the 3rd quarter. Complete, but has not gone to the NPAC

B.2 Explore, analyze, and communicate issues that affect USPHS nurses during deployments

- 2.1 Review and analyze the NPAC survey results regarding readiness and response issues for nurses on deployments by end of 3rd quarter FY08. Complete
- 2.2 Report on NPAC survey results regarding readiness and response issues for nurses on deployments to the NPAC by end of 4th quarter FY08.
- 2.3 Pursue a mechanism to better understand the nurses' level of preparedness for deployment and other nursing issues through a collaborative partnership with OFRD by end of 4th quarter FY08. One such mechanism is working with OFRD to understand preparedness by the examination of OFRD deployment mission evaluations.
- 2.4 Explore new nursing roles needed for deployment and make recommendations to the NPAC to initiate changes by end of 3rd quarter FY08. Complete
- 2.5 Create and make available an education seminar by end of FY08 for nurses regarding the nurse's role in a special needs shelter during deployments

Readiness and Response Committees and Projects and Updates

Completed Projects:

- a) Increasing Awareness of Basic Readiness
 - Draft copy of 2008 New Year's Resolutions for Readiness presented for comment and approval. Suggested changes: 4 required FEMS EMI courses include IS -100, 200, 700 and 800 with 300 being optional, addition of FEMA EMI website link.
 - 2008 New Year's Resolutions for Readiness was distributed to the nursing list serve and sent to the NPAC web site on Jan. 14, 2008.
 - Web site information sent to CDR Walsh

B.2 Explore, analyze, and communicate issues that affect USPHS nurses during deployments

- Evaluation and Analysis workgroup has completed the NPAC survey analysis report on the Readiness and response committee questions.
- Readiness and Response sub-committee leadership has continued to work with OFRD and NPAC leadership to review and assess current issues related to deployment and deployment roles in the USPHS. The Readiness and Response sub-committee has worked for several years to address the needs of USPHS nurses and the communities we deploy to during national disasters. Based on the public health needs of communities, we proposed the implementation of the community nurse role. The U.S. Department of Homeland Security Federal Emergency Management Agency is defining medical and public health resource types by team and by role for the National Emergency Response Credentialing System. Within this system there is a job title for Registered Nurse and one for Advance Practice Registered Nurse. CAPT Knebel, in ASPR, is the HHS representative working with FEMA. She has asked OFRD and NDMS to

review the FEMA resource typing and provide feedback. A subgroup of the Readiness and Response sub-committee has reviewed both the resource typing and the NDMS definitions and has completed a draft proposal. This proposal was reviewed and discussed with RADM Romano and the NPAC leadership. Proposal was reviewed at the July business meeting and voted on. A meeting is set up with OFRD to discuss proposal on 7/24/08

Ongoing Projects:

From the Co-Chairs:

- CAPT Rossi-Coajou and CDR Gentile have been working closely with OFRD regarding the completion of the training matrix. Will complete matrix once deployment proposal is approved by the NPAC.

Working groups:

a) Website Facilitation: Leader: LCDR Chamberlain

- Information on the Readiness and Response sub-committee web site was sent to CDR Walsh.
- Working group established an internal mechanism for submitting information to the website group. Info was presented at the April meeting.
- Currently waiting for phase two of web site

b) Training and Education: Leader: CDR Patricia Pettis

- Committee is working on information regarding Hurricane Awareness month
- Discussed potential ways educate our nurses on the work of the readiness and response committee
- Planning a lunch and learn session in the fall of 2008.

c) Research and Analysis: Leader: CDR Lori Hanton

- CDR Hanton distributed the NPAC survey results to the working group for review and discussion. The survey analysis was completed in June of 2008.
- Workgroup has completed the NPAC survey analysis report on the Readiness and response committee questions. We are currently working on the summary page for this report.
- Workgroup plans to develop a power point presentation on the survey analysis.
- Workgroup hopes to be able to share it with the Readiness committee in August and with a lunch and learn session at the September NPAC meeting.

IV. Basic Readiness Update as of June08: There is no data available from OFRD at this time. I will send the June08 readiness nursing numbers when they become available.

V. Readiness Committee Monthly Meeting:

- Occurs the first Tuesday of each month from 1330-1500
- Working groups meet monthly and send reports to sub-committee co-chairs by the 30th of each month.
- We had our second “observer”, will be following up for feedback

VI. Readiness and Response Sub-Committee Issues

None

IX. New Business: CDR Katherine Berkhausen

- a. The Office of Public Health and Science is soliciting ideas for raising awareness and encourage vaccination among health care workers. All of the PACs are being asked to consider ways increase the influenza vaccination rates. While this is required for basic readiness for officers, we have many civilian partners who may need to be encouraged not only in government but also in the private sector. Please send ideas for increasing awareness to CAPT Rosa Myers and CAPT Ray Strikas as they develop the implementation plan for 2008-2009 to improve our rates nationally for our health care workers.
- b. As you know I sit on the PAC chair committee. One of the things that are under review is how our PACs should not be managing money. We have had discussion among the NPAC leadership and you will note that we are falling in line with their guidance and recommendations. For one thing,
 - as a government entity not allowed to manage money
 - not allowed to 'have' money
 - not allowed to fund raise/solicit etc.
 - a few years ago we moved our money out of a private account to the Henry Jackson Foundation. It was then given to the Commissioned Officers Foundation. They own the money, and it is earmarked for NPAC use. We request and they write checks to support nursing.
 - This is in line with guidance
 - We are redefining our treasure's role and changing the title to Financial Liaison to the COF. The role will be to supervise the needs and resources of the NPAC.
- c. We have been asked to establish 5 new nursing awards. The request is coming from the Carruth Wagner Foundation. You may not know but Dr Wagner, the son of Mabel May Wagner was a USPHS physician who devoted his career to public health. He held the position of assistant surgeon general, was director of the bureau of health services and chief of the division of health mobilization. He was the second director of the Indian Health Service. He was responsible for many improvements in health care for the Native American/Alaska Natives populations. He retired in 2001 at the age of 84 and passed away the following year. He was a generous man and supported many causes for public health including as many as 19 annual scholarships for medical and nursing students. Through his generosity the Carruth Wagner Foundation was established. They now desire to support our USPHS nursing efforts. One of the initial initiatives is to establish 5 monetary nursing awards in honor of Dr Wagner. CDR Susan Orsega is leading this group.
 - We are also working on another SOP to provide consistency, equity and standardization of how recognition is given to those individuals who serve the NPAC. Things are done differently from year to year, the recognition changes etc. CDR Amy Anderson is leading this.

X. Roundtable/Phone Discussions