

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 11	Present
CDR	Pollard	Anita	BOP	Oct 08 – Sep 11	Present
CDR	Hogan	Lisa	BOP	Oct 09 – Sep 12	Absent
LCDR	Thomas	Timothy	BOP	Oct 07 – Sep 10	Absent
LCDR	Ridenour	Marilyn	CDC	Oct 09 – Sep 12	Present
LCDR	Krishnan	Malini	CMS	Oct 09 – Sep 12	Present
CDR	Hieber	Lysa	DHS	Oct 08 – Sep 11	Absent
CDR	Bruce	Cox	DHS	Oct 09 – Sep 12	Absent
CDR	Sweeney	Colleen	FDA	Oct 08 – Sep 11	Present
LCDR	Mei-Ying	Li	FDA	Oct 09 – Sep 12	Present
CAPT	Trent-Adams	Sylvia	HRSA / NPAC Chair	Oct 07 – Sep 10	Present
LCDR	Bartgis	Bryen	HIS	Oct 09 – Sep 12	Present
CDR	Webb	Amy	HIS	Oct 08 – Sep 11	Present
CIV	Koyama	Kirk	HIS	Oct 08 – Sep 11	Absent
CAPT	Orsega	Susan	NIH	Oct 07 – Sep 10	Present
LCDR	Matlock	Ann Marie	NIH	Oct 07 – Sep 10	Present
CDR	Pryor	Thomas	OS/PSC Chair Elect	Oct 08 – Sep 11	Present
CDR	Haynes-Battle	Josefine	SAMHSA	Oct 07 – Sep 10	Present
	Vacant		USMS		N/A
EX-OFFICIO					
RADM	Nessler	Kerry	NIH/CNO	Nov 09– Sep 13	Present
CAPT	Poindexter	Michelle	HRSA / Past Chair Elect	Oct 07 – Sep 10	Present
LCDR	Brooks	Mary	Executive Secretary	Oct 09 – Sep 10	Present
LCDR	Johnson	Anita	Executive Sec-Elect	Oct 09 – Sep 10	Present
LT	Hardin	Joshua	COF Financial	Mar 08 – Sep 10	Present
LIASIONS					
CDR	Larkin	Sue	Liaison, FedNA	/	N/A
OPEN			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

SUBCOMMITTEE CO-CHAIRS				
Rank	Last Name	First Name	Subcommittee	Attendance
LCDR	Skelton	Heather	Awards	Present
LT	McBryde	Stacy	Communications	Present
CDR	Webb	Amy Beth	Communications	Excused
CDR	Anderson	Amy	Career Development	Excused
LCDR	Allison	Adams-McLean	Events	Excused
CDR	Gentile	George	Readiness and Response	Absent
CDR	Adams-King	Janice	Resource Reach	Excused

II. Acceptance of Minutes

December 2009 minutes were presented to the committee members for acceptance and approval. LCDR Anitra Johnson made a motion to approve the minutes as written and a second was made by LCDR Malini Krishnan. The minutes were approved and will be sent to the Communications Point of Contact for posting to the N-PAC Website.

III. Chief Nurse Officer Report – RADM Kerry Nesseler

Office of the Surgeon General:

Happy Birthday to Former Deputy Surgeon General and Chief Nurse Officer (CNO), RADM Faye Abdellah! In 1981, U.S. Surgeon General C. Everett Koop named Dr. Abdellah Deputy Surgeon General, making her the first nurse and first woman to hold the position. RADM Abdellah honorably served this nation as the Deputy Surgeon General from 1981-1989 and as the third CNO from October 1, 1970 through October 31, 1987. She celebrated her 91st birthday on 13 March and would like to thank everyone that helped make the day a special one.

SGPAC-CPO-PAC Chairs Report:

A newly revised COER format has been proposed and sent forward for final approval. The roll out time lines and training for supervisors is under discussion at this time.

HRSA Press Release 3/17/2010: HRSA Study Finds Nursing Workforce is Growing and More Diverse

“Published every four years by HRSA’s Bureau of Health Professions, the National Sample Survey of Registered Nurses (NSSRN) is the preeminent source of statistics on trends over time for the nation’s largest health profession. The report, [*The Registered Nurse Population: Initial Findings from the 2008 National Sample Survey of Registered Nurses*](#), includes comparisons from eight recurring surveys, 1980 through 2008.”

The number of licensed registered nurses (RNs) in the United States grew to a new high of 3.1 million between 2004 and 2008 according to a report released today by the Health Resources and Services Administration (HRSA). This increase of more than 5 percent also reflects growing diversity in the backgrounds of nurses in the United States.

“We are encouraged by growth in the numbers and diversity of Registered Nurses, and HRSA is committed to continuing this trend to ensure an adequate supply and distribution of nurses in the future,” said HRSA Administrator and nurse Dr. Mary K. Wakefield. “HRSA supports increasing the diversity of the nursing workforce and we are working diligently to achieve that goal.”

The survey found that the RN workforce is gradually becoming more diverse. In 2008, 16.8 percent of nurses were Asian, Black/African-American, American Indian/Alaska Native, and/or Hispanic; an increase from 12.2 percent in 2004. The two largest groups represented were non-Hispanic Asian (5.5 percent) and non-Hispanic Black/African- American (5.4 percent).

Additional initial findings include:

- Half (50 percent) of RNs have achieved a baccalaureate or higher degree in nursing or a nursing-related field in 2008, this is compared to 27.5 percent in 1980.
- The number of RNs with master’s or doctorate degrees rose to 404,163 in 2008, an increase of 46.9 percent from 2004, and up from 85,860 in 1980.
- The average age of all licensed RNs increased to 47.0 years in 2008 from 46.8 in 2004; this represents stabilization after many years of continuing large increases in average age.
- Nearly 45 percent of RNs were 50 years of age or older in 2008, a dramatic increase from 33 percent in 2000 and 25 percent in 1980.
- Average annual earnings for RNs in 2008 were \$66,973. RNs’ salaries rose almost 15.9 percent since 2004, which slightly outpaces inflation.
- An estimated 444,668 RNs received their first U.S. license over the period from 2004 to 2008.

The 2008 survey was sent to 55,171 nurses with active RN licenses, with representation from all 50 States and the District of Columbia. Data in the survey cover educational background, practice specialty areas, employment settings, position levels, job satisfaction and salaries, geographic distribution, and personal demographics such as gender, racial/ethnic background, age and family status. A final report with the complete findings will be published in summer 2010.

HRSA, part of the U. S. Department of Health and Human Services, is the primary Federal agency providing policy leadership and grant support for health professions workforce development – helping to ensure the United States has the right clinicians, with the right skills, working where they are needed.

Basic Readiness:

OFRD's official Basis Readiness Status review will be conducted on 31 March 2010. On 18 March 2010 the unofficial Basic Readiness results for the Nurse Category was 88.00% Nurses were 94.36% Basic Ready on 31 December 2009. The percentages are continuing to rise but, we still are under 100%.

Every quarter OFRD announces the top 5 professional categories – nursing has never been on this list - My immediate goal is for the nursing category to be one of the Top 5.

Later this afternoon, CAPT Susan Orsega will describe our readiness data points by Rank, Metric, and Agency to help us understand the issues and highlight the specific areas needed for technical assistance.

Please use this link for FAQs about Direct Access
http://www.usphs.gov/transformation/self_service.aspx

Please use this link to view your user guide for Direct Access -
<http://www.uscg.mil/ppc/phs/PHSSelfServiceProcedureGuide.pdf>

Clinical Nursing Billets Revision:

As you know by now, transformation of the Commissioned Corps Billet Collection System (BCS) is underway. The tentative launch date for Nurse Category participation for all clinical billets is now April 2010. An IHS meeting is set for next Tuesday, March 23, in Phoenix, Arizona to discuss this process with the IHS Nursing leadership. CAPT Byron Bailey and CDR Amy Anderson are scheduled to participate and lead the discussion.

All Nurse Officers are strongly encouraged to prepare themselves for this activity by completing the short BCS tutorial (video or text) which can be found at http://dcp.psc.gov/Billets_Tutorial.aspx. Frequently asked questions, in support of billets transformation, can be found at <http://usphs.gov/transformation/billet.aspx>.

Leadership and Upcoming Opportunities:

Reminder: **Voluntary Position – Assistance is Needed on the Federal Nursing Service Council** which is composed of the Chief Nurse Officers from the US Public Health Service, the US Air Force, US Army, US Navy, US Department of Veterans Affairs, and the American Red Cross. The mission is to “bring together its collective leadership and experience to advance and strengthen professional nursing practice among federal agencies and the American Red Cross”. The vision statement is “United to Address Tomorrow’s Health Care Challenges Today”. ** I am seeking a nurse who will serve as a voluntary assistant to me. Qualifications and job duties include: a uniformed grade of 03 or 04; knowledge of military protocol; ability to attend meetings with the PHS CNO in Bethesda, MD, every other month on the first Wednesday of the month for about 3 hours; preparation of agendas and; assisting as needed. Interested applicants will need

permission from their supervisor and are asked to forward a current CV and cover letter to RADM Nessler at KNessler@hrsa.gov by **COB 31 March 2010**.

International Council of Nursing (ICN) is holding the 2nd Global Nursing Leadership Institute (GNLI) training on Saturday, 11 September to Friday, 17 September 2010 (inclusive) in Geneva, Switzerland. The training sessions will be conducted in English. A full description of the program has been sent out on the Nurse Listserv. Applications are due to ICN on 31 March, midnight, Geneva time (6pm EDT).

Global Pulse 2010: From March 29th through March 31st you will have the chance to participate in something truly exciting. Inspired by President Obama's "New Beginnings" speech to Cairo University, the U.S. Government is hosting Global Pulse 2010, an innovative, online brainstorming discussion. During this unique event, individuals throughout the world will have a chance to participate in and influence a global conversation centered on 10 hot-button social issues facing the global community within the fields of science and technology, entrepreneurship, and human development.

MARK YOUR CALENDARS! Dr. Patricia Abbott, nurse educator at Johns Hopkins University, will be a featured expert during the event. She will host a discussion on E-Health from 11:00am-noon (Eastern Time) on March 30, 2010.

Why is Global Pulse 2010 important? Global Pulse 2010 will offer a unique way for community members to connect and engage, build new relationships and share their ideas on how we can strengthen our global partnerships to better address our shared global challenges.

Global Pulse 2010 is an open forum that will highlight ten broad topics:

- Empowering Women and Girls
- Enabling Essential Education
- Building Stronger Partnerships
- Exercising Political and Civil Rights
- Inspiring a New Generation
- Promoting Global Health
- Advancing Entrepreneurship, Trade & Economic Opportunity
- Fostering Science, Technology & Innovation
- Supporting a Sustainable Planet
- Pursuing Grand Challenges

How to Register for Global Pulse 2010? Please consider this email your invitation to register. To register please visit: <https://www.collaborationjam.com/minijam3/globalpulse2010/registration/> .

For more information, please visit us at www.GlobalPulse2010.gov . You may also join us on Facebook, Twitter, Orkut, and LinkedIn to stay up to date on key *Global Pulse 2010* activities. Stay tuned for more information on *Global Pulse 2010*!

International Nurses Day is celebrated around the world every 12 May, the anniversary of Florence Nightingale's birth. The International Council of Nurses commemorates this important day each year with the production and distribution of the International Nurses' Day (IND) Kit. The [IND kit 2010](#), contains educational and public information materials, for use by nurses everywhere.

“The IND theme for 2010 is: *Delivering Quality, Serving Communities: Nurses Leading Chronic Care*. The content of this year's kit, including the poster image are posted as downloadable documents for use by individual nurses, associations, health ministries and health institutions. This material has already been disseminated to national nurses' associations worldwide. Though mainly planned around May 12 each year, IND activities continue for much of the year by nurses and others. We encourage nurses everywhere to make extended use of the *Delivering Quality, Serving Communities: Nurses Leading Chronic Care* kit throughout the year, through individual action and group activities.”

Reminder:

PHS Nurse Recognition Day event on 7 May. Please to report that Dr. Mary K. Wakefield, HRSA Administrator, has accepted your invitation to participate.

2010 International Year of the Nurse: Nursing Celebration on Sunday, April 25, from 4-5pm, at the National Cathedral in D.C.

The next USPHS Scientific Training Symposium: “Public Health 2010: The Road Ahead” is scheduled for May 24-27, 2010 in San Diego, California. In November 2009 the OSG sent forward a request for waiver of the limit of 50 for this symposium. We are hopeful that HHS Agencies should be receiving their approved allocations soon. Reminder: scholarship funding to cover registration costs for Junior Officers grades 01-03 is available through the NPAC. Please plan to attend. The Nurse Category Day is shaping up to be very educational and exciting.

Speaking Engagements:

The Board of Directors of the American Association of Colleges of Nursing (AACN) is holding their Spring Annual Meeting and Sunday Reception the evening of 21 March. The American Association of Colleges of Nursing (AACN) is the national voice for America's baccalaureate- and higher-degree nursing education programs. AACN's educational, research, governmental advocacy, data collection, publications, and other programs work to establish quality standards for bachelor's- and graduate-degree nursing education, assist deans and directors to implement those standards, influence the nursing profession to improve health care, and promote public support of baccalaureate and graduate education, research, and practice in nursing— the nation's largest health care profession.

IHS National Combined Councils Meeting (NCC) is scheduled for 21-26 March in Phoenix, Arizona. NCC is a meeting of about 200-300 IHS clinical leaders, including our IHS Chief Nurse, Ms. Sandra Haldane and the Regional Nursing Coordinators. All clinical councils meet such as the

nursing council, oral health, clinical directors, chief medical officers, nutrition council, and others. In addition, a special session to discuss the new Billet Collection System will be highlighted.

22nd Annual Loyola University Chicago Ruth K. Palmer Research Symposium is scheduled for 26 March in Oak Brook, Illinois. I will provide the Keynote Address: titled, “Public Health Priorities and Nursing Today”.

South Dakota State University College of Nursing: Dean’s Distinguished Lecture and Keynote for the Sigma Theta Tau Research Day on 15-16 April in Brookings and Sioux Falls, South Dakota. Participants will be varied during the two day sessions; faculty, doctoral and graduate students, nursing students, service providers, and parents.

Unfortunately, I will be unable to attend our next NPAC meeting on 16 April due to travel.

IV. COF Financial Report - LT Joshua Hardin

General NPAC funds are: \$ 4,800

V. N-PAC Chair Report – CAPT Sylvia Trent-Adams

a. General Updates

Five full-days and three half-day pre-conference “Critical Needs” training sessions will be held at the San Diego Sheraton on Sunday, **23 May** in advance of the 2010 USPHS Scientific and Training Symposium. The Symposium will be held May 24-27 at the same location.

The sessions include:

- **A Day with the Office of Commissioned Corps Operations (OCCO), Office of Commissioned Corps Force Management (OCCFM), and Transformation.** An in-depth update on the latest developments within these critical departments and on the overall progress of transformation. Cost: Free
- **Office of Force Readiness and Deployment (OFRD) Deployment Training Aboard a Navy Ship.** This half-day training on ship-based missions will be done in partnership with the U.S. Navy. Training will be offered in a morning session and an afternoon session aboard a U.S. Naval Vessel. Topics covered will include proper shipboard etiquette; details about USPHS humanitarian missions; and information on shipboard life and daily routines. Cost: \$35 (includes round-trip transportation).
- **Fundamentals of Leadership.** This popular full-day session will be offered for the third year. Participants will assess their own leadership style using the DISC inventory, understand the styles of others, explore leadership in the real world through breakout sessions and finally discover ways to improve leadership competencies. Cost: \$75 (includes lunch).
- **Risk Communication.** This full-day session, conducted by experienced Centers for Disease Control and Prevention/Agency for Toxic Substances and Disease Registry (CDC/ATSDR) instructors, will look at the keys to effective communication organizationally and with the public during difficult times/situations. Participants will

leave the session with a basic understanding of essential elements of risk communication and through role-playing will gain a real-world understanding of how to communicate with the press, the public and other target audiences. Cost: \$75 (includes lunch).

- **Scientific Writing.** This half-day workshop (afternoon) takes an active, participatory approach to help public health professionals learn how to communicate the findings of their work more effectively and expedite publication of their work. Working in small groups, students will critique actual published and unpublished manuscripts, and participate in a wide range of exercises that exemplify the real-world challenges that authors face. Cost: \$25
- **The Office of the Surgeon General Protocol and Etiquette Workshop.** This half-day session (Sunday) will provide attendees with the protocol and etiquette intelligence to propel officers to senior rank status. The workshop includes lunch where you will learn to “dine like a diplomat.” Cost: \$50 (includes lunch).
- **Public Health Infrastructure Technologies for Humanitarian Assistance Deployments.** This course will provide participants with the skills to effectively design and repair public health infrastructure, utilizing appropriate technologies (Water Treatment by Sand Filtration Methods, Medical Waste Incinerators, Rain Water Catchment Systems, Rope Pump Wells and Wastewater Separation and Reuse), encountered in the regions visited by the humanitarian assistance missions. In addition to the technologies themselves, the participants will be introduced to culturally sensitive considerations regarding how the technologies are employed. Cost: \$75 (includes lunch).

b. New Information

Below is the Call for Nominations

- Hispanic Officers Advisory Committee ‘s 2010 Juan Carlos Finlay Award – Deadline Date: 31 March 2010
- Nurse PAC 2010 Carruth Wagner Awards – Deadline Date: 2 April 2010
- 2010 Basic and Applied Sciences Officer of the Year Award – Deadline Date: 14 April 2010
- Physicians PAC Physician Awards for 2010 – Deadline Date: 16 April 2010
- Health Services PAC Seeks New Members – Deadline Date: 30 June 2010
- Nurse PAC 2010 Mabel May Wagner Award – Deadline Date: 2 April 2010
- Nurse PAC 2010 Lucille Woodville Award – Deadline Date: 2 April 2010
- Pharmacist PAC Seeking Nominations for USPHS Award – Improving Pharmacy Service of Public Health Through Leadership Excellence – Deadline Date: 15 March 2010
- Pharmacist PAC Seeking Nominations for Annual Pharmacist Honor Awards – Deadline Date: 31 March 2010
- JOAG Voting Membership – Deadline Date: 19 March 2010
- 2010 Annual APAOC Awards – Deadline Date: 6 March 2010

VI. CURRENT PROJECTS

- a. Website Update – CDR Amy Webb/LT Stacey McBryde

I. 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

II. Communications Sub-Committees and Projects

Website Workgroup

Additions this quarter have been numerous: New Year's Resolution for Readiness in 2010; Photo Gallery updated; Chief Nurse Update; Examples of award nomination write-ups added to Awards Sub-Committee page; Featured Nurse section of Career Development Sub-Committee page has been updated.

Troubleshooting Firewall Issues: The NIH Server was blocking the site, upon investigation it was found that the site was hacked with malware. The site has been cleaned and restored. Due to this, a routine monthly back up procedure has been implemented to ensure document availability for the future.

YouTube account: Awaiting a revised version of the All Hands meeting, it is 1 ½ hours which is too long to post to YouTube.

Blackboard: will move forward to the Homepage for easy viewing and accessibility.

Most Popular Articles	Created	Hits
<u>Photo Galleries</u>	2009-06-12	4532
<u>Procedure for Posting to Website</u>	2009-08-07	2458
<u>2009 Nurse Category Day Presentations</u>	2009-06-22	2369
<u>Training Opportunities</u>	2009-06-02	2344
<u>USPHS Nursing: Mission, Responsibilities, and Challenge</u>	2009-04-29	1952
<u>Career Development & Career Tracks</u>	2009-05-05	1929
<u>Personnel Systems</u>	2009-05-07	1852
<u>Career Opportunities with the USPHS</u>	2009-04-29	1715
<u>Professional Nursing Licensure and Certification</u>	2009-05-07	1670
<u>History of Nursing in the USPHS</u>	2009-04-29	1644

Collaborative Workgroup

Workgroup Lead – LCDR Cynthia Nielsen-McArdle. Career Development and History Sections remain the only outstanding items for the Nurse Resource Manual. The Career Development assignment was not completed and the officer is now on terminal leave, therefore this will be reassigned to another member on the workgroup. The History Section will also be updated; this assignment will most

likely take more time but may warrant more frequent updating. LCDR Nielsen-McArdle will review the current assignments and may ask for additional members.

Listserv Workgroup

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

There were 26 postings to the listserv in January 2010.

There were 15 postings to the listserv in February 2010.

The running total for March 2010 is unavailable at this time.

There are 2041 members on the listserv.

CDR Debra Tubbs is providing guidance for Listserv posting policy. A draft SOP for posting to the Nursing Listserv for non-NPAC related business and an SOP for vacancy announcements are forthcoming. This will be collaboration between the Listserv members and the Website Workgroup.

Other Projects

Facebook: There are currently 213 members to the Facebook community. This page is maintained by LT Stacey McBryde.

III. Communications Sub-Committee Issues

Website migration – awaiting an update on this from last week’s CPO meeting.

b. Readiness Report – CAPT Susan Orsega/CDR George Gentile

A summary analysis report of March 2010 nurse officers not meeting readiness standards was provided by the co-chairs. Herewith are the details.

1. As of March 5th, 2010, 19% (299 /1568) of nurses do not meet the basic readiness status
2. The majority of nurse officers not meeting standards are our junior officers i.e. 184 Lieutenant Commanders. This is followed by 156 Commanders, 100 Captains, 82 Lieutenants, and 62 Lieutenant Junior Grade Officers.
3. There are critical basic readiness metrics that are not met by a majority of nurse officers i.e.29% having a missing or expired BLS certification, 24 % not meeting fitness standards, 13% missing or expired immunizations. Of note, some officers did not meet several readiness metrics.
4. The majority of nurse officers who do not meet readiness standards by are assigned to the larger assigned agencies in Indian Health Service this is followed by Bureau of Prisons.
5. The NPAC Readiness and Response co-chairs have sent e-mails to those nurse officers who have fallen below standards, and engaged Chief Nurses of the lead agencies. All in efforts to reach readiness standards above 95%.

Many officers asking questions / concerns and believe they have met readiness status, The co-chairs are working with OFRD and direct access to address those questions with each officer. Each officer needs to familiarize themselves with the system changes associated with reporting their requirements.

VII. QUARTERLY VERBAL SUBCOMMITTEE REPORTS

c. Events – LCDR Ann Marie Matlock/LCDR Allison Adams-McLean

I. FY 2010 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 –

1. Theme chosen – The Role of the Public Health Nurse in the Health Policy Arena
 2. Will be held at Lister Hill on NIH campus May 7, 2010
 3. Panel presentation – all invited speakers have been confirmed – Ms. Sandy Haldane, Ms. Paula Hollinger, Ms. Kathleen Smith, and CDR Veronica Gordon – Brent-Howard
 4. Panel questions – each panel member will be asked two questions that they will prepare answers for ahead of time – what is their current role and how have they participated in or contributed to health policy changes – CAPT Maher
 5. Dr. Mary Wakefield selected to be the keynote speaker – awaiting final confirmation
 6. RADM Nessler will be closing speaker and has formally accepted the invitation – CDR Brent-Howard
 7. Two agencies have responded to the call for booths encouraging all members to ask their agencies – CDR Karlson
 8. Skills practice – will have AED, IV insertion and hope to have dressings and basic first aid. Will have registrants sign up in advance – CDR Karlson and McGuire
 9. University letters to be sent out from RADM Nessler's office – LT Tzeng
 10. VIP invites sent out, parking will be coordinated and provided for VIP's – LT Powell
 11. Registration forms sent out – 30 received thus far – CAPT Merced and CDR Neherebecky
- a. Honor guard – choral ensemble – both have been requested – CDR Glover

- b. Posters – will have a one hour poster session – 7 abstracts to date – CDR Marunycz
- c. Refreshments – will have light refreshments for breakfast – fruit and yogurt as main items , coffee and tea will be offered as well – CDR Fuller

III. COA category day/social/booth LCDR Wanza Bacon and LCDR Duane Wagner
Agenda is completed and submitted to General Planners for CE evaluation

- All speakers confirmed; bio's have been requested.
- Planners secured equipment for skills validation stations except the EMR. Proposed stations include AED, EMR, airway management, and IV insertion. If unable to obtain EMR, the planners will provide a DVD or literature on medication administration. This will include 5 rights to proper medication administration; proper technique for drawing from a multi-dose vial, and information on drawing up insulin.
- Will submit a volunteer list to listserv requesting assistance for skills station in next month
- VIP letter received from CPO for distribution
- Developing list of VIP's, will submit to CPO and NPAC Chair for approval when completed.
- Discussed working with Events Committee to plan the nurse social. Several recommendations for the location have been identified. We are awaiting feed back from Tim with Leading Edge regarding using a room at the Sheraton. The dinner cruise is projected to be \$47.00. We will finalize the location during next team meeting. – Kelly Berry and Nicole Knight
- Deadline for speaker's presentation is April 30 for development of CD.
- Working with NPAC Chair to secure Aide de Camps for RADMs.

VIII. LIASION REPORTS:

- a. COA/COF Category Day – Given by events sub

IX. NEW BUSINESS

None in the room or around from the phone lines

X. ROUND ROBIN- TABLE/PHONE

Clarification was asked by the field concerning whether NPAC T-shirts would be available for purchase at the COA conference