

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	Pollard	Anita	BOP	Oct 06 – Sep 09	Present
LCDR	Strong	Donna	BOP	Oct 06 – Sep 09	Absent
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	Absent
	VACANT		DHS	Oct 06 – Sep 09	
CDR	Belsito	Linda Jo	DHS/ICE	Oct 07 – Sep 10	Present
CDR	Sweeney	Colleen	FDA	Oct 08 – Sep 11	Present
CDR	Berkhousen	Katherine	FDA	Oct 06 – Sep 09	Excused
CAPT	Trent-Adams	Sylvia	HRSA	Oct 07 – Sep 10	Present
CAPT	Stephens	Leslie	IHS	Oct 06 – Sep 09	Present
CDR	Webb	Amy	IHS	Oct 08 – Sep 11	Present
CIV	Koyama	Kirk	IHS	Oct 08 – Sep 11	Present
CDR	Orsega	Susan	NIH	Oct 07 – Sep 10	Present
LCDR	Matlock	Ann Marie	NIH	Oct 07 – Sep 10	Present
LCDR	Pryor	Thomas	OS/PSC/FOH	Oct 08 – Sep 11	Present
LCDR	Haynes-Battle	Josefine	SAMHSA	Oct 07 – Sep 10	Present
CDR	Carter	Debbie	USMS	Oct 06 – Sep 09	Present
EX-OFFICIO					
RADM	Romano	Carol	OSG/NIH/CNO	Open	Excused
CDR	Gordon	Veronica	Executive Secretary	Jul 07 – Sep 09	Present
LCDR	Brooks	Mary	Executive Sec-Elect	Oct 08 – Sep 10	Present
CAPT	Merced	Florentino	COF Financial Mgr	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	Absent
CDR	Doan	Jenny	Liaison, DoD	Oct 06 – Sep 09	Present
CDR	Denis	Patrick	Liaison, OFRD	Oct 06 – Sep 09	Absent
CAPT	Dandridge	Beverly	Nurse Category AR Lead	Apr 08 – Sep 10	Rep/CDR Osborne
LCDR	Pryor	Thomas	ARP Coordinator	Apr 08 – Sep 10	Present
CDR	Adams-King	Janice	Chair, PHA ad hoc Gp	Apr 08 – Sep 10	Excused
CDR	Larkin	Sue	Liaison, FedNA	May 08 – Sep 10	Present
CDR	Bernato	Laurie	Chair, Esprit de Corps ad hoc group	Apr 08 – Sep 10	Absent
LT	Hardin	Joshua	Liaison, COF Financial	Mar 08 – Sep 10	Present
CDR	Anderson	Amy	Billets/Standard of Service	Oct 08 – Sep 10	Absent
CDR	McGuire	Moira	Nurse History -Co-Chair	Oct 08 – Sep 10	Absent

LTJG	Taxera	Martin	JOAG	Oct 08--Sep 10	Present
CAPT	Borden	Cheryl	Nurse History-Co-Chair	Oct 08 – Sep 10	Absent

ATTENDANCE ROSTER

BOP

Agency	Rank	Last Name	First Name	Agency	Rank	Last Name	First Name
BOP	CDR	Bridges	Paula	BOP	LCDR	Brown-Stephenson	Michele
BOP	LCDR	Murphy	Yvonne	BOP	CDR	Pollard	Anita
BOP	LT	Thomas	Tim	BOP	LT	Holland	Camille

CDC/ATSDR/NIOSH

CDC	CAPT	Collins	Amy	CDC	LCDR	Valderrama	Amy
				CDC	LT	Loustalot	Fleetwood

CMS

CMS	LCDR	Arena	Michelle	CMS	LCDR	Blaemire	Evelyn
CMS	LT	Custalow	Anitra	CMS	LCDR	Kirshnan	Malini
CMS	LT	Lawrence	Gia	CMS	CDR	Morgan	Jacqueline

DHS/DIHS/ICE/USCG

ICE	CAPT	Dandridge	Beverly	DIHS	LCDR	Hieber	Lysa
DHS	CAPT	Wade	Theresa	DIHS	LCDR	Jones	Jennifer
DIHS	CDR	Jaranilla	Aldrin	DIHS	LCDR	Lensteadt	Vilma
DIHS	LTC	Liebner	Diana	DIHS	LT	Nguyen	Marie
DIHS	CDR	Nielsen-McArdle	Cynthia	DIHS	CDR	Osborne	Elizabeth
DHIS	LT	Royce	Kelly				

DOD/TMA

DOD	CDR	Doan	Jenny	DOD	LT	Coffey	Qiana
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EPA

EPA	CAPT	Bangs	Gary				
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FDA

FDA	CDR	Austin-Hansberry	Lori	FDA	CDR	Giroux	Virginia
FDA	LCDR	Humbert	Jason	FDA	LCDR	Hyon	Kyong
FDA	LCDR	Li	Meiying	FDA	CAPT	Matrakas	Katherine
FDA	LTJG	McBryde	Stacey	FDA	CDR	Schaeffer	Diane
FDA	LCDR	Secrist	Sherry				

FOH/PSC

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HRSA

HRSA	LCDR	Hunter-Thomas	Kyong	HRSA	CAPT	Irwin-Pinkley	Laurie
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HRSA	CAPT	Hench	Karen	HRSA	CDR	Culver	Martha
HRSA	CDR	Bartlett	Kevin	HRSA	LCDR	Girgenti	Angela
HRSA	LCDR	Nwachuku	Goldie	HRSA	CIV	Ryan	Melissa
IHS							
IHS	CIV	Haldane	Sandra	IHS	CIV	Koyama	Kirk
IHS	CDR	Lagowski	Lisa	IHS	LCDR	Palucci	Lisa
IHS	LT	Pepper	Deanna	IHS	LCDR	Ruslavage	Michelle
IHS	CAPT	Warner	Bonnie	IHS	CDR	Webb	Amy
HIS	CAPT	Stevens	Leslie				
NIH							
NIH	CAPT	Walsh	Diane	NIH	LCDR	Matlock	Annmarie
NIH	CDR	Orsega	Susan	NIH	LCDR	Ricks	Madia
NIH	CAPT	Aker	Diane	NIH	LT	Wehrlen	Leslie
NIH	LT	Herbert	Shayna	NIH	LCDR	Hoang	Nam
NIH	Lt	Saligan	Leorey				
OS/OCCO/OSG/OPHS							
OPHS	CAPT	Chern-Hughes	Betty	OS	LCDR	Magnotta	David
OS	CDR	Richards	Edecia	OS	CAPT	Weld	Keian
SAMHSA							
SAMHSA	CAPT	Dinger	Maria				
USMS/DOJ							
USMS	CDR	Lincoln	Carol	USDOJ	CDR	Carter	Deborah
USMS	CDR	Hanton	Lori	USMS	LCDR	Chestnut	Wanda
USMS	CDR	Cippel	Maureen				

II. Acceptance of Minutes

JULY 08 minutes were presented to the committee members for acceptance and approval. CAPT Strent-Adams made a motion to approve the minutes (as printed) and a second was made by LCDR Haynes-Battle. The minutes were approved and will be sent to the website master for posting and PHSNURSING-L@LIST.NIH.GOV for distribution.

AUG 08 minutes were presented to the committee members for acceptance and approval. LT Hardin made a motion to approve the minutes (as printed) and a second was made by LCDR Brooks. The minutes were approved and will be sent to the website master for posting and PHSNURSING-L@LIST.NIH.GOV for distribution.

SEPT 08 minutes were presented to the committee members for acceptance and approval.

LCDR Haynes-Battle made a motion to approve the minutes (as printed) and a second was made by CAPT Lindsey. The minutes were approved and will be sent to the website master for posting and PHSNURSING-L@LIST.NIH.GOV for distribution.

OCT 08 minutes were presented to the committee members for acceptance and approval. LCDR Brooks made a motion to approve the minutes (as printed) and a second was made by CDR Matthews. 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

In October the Federal Government issued its first-ever Physical Activity Guidelines for Americans. They describe the types and amounts of physical activity that offer substantial health benefits to Americans. Check these out on the web www.surgeongeneral.gov and encourage yourself and others to Stay Active and MOVE. The more physically active you are, the more health benefits you gain.

The Acting Surgeon General continues his outreach across the Nation to encourage Healthy Youth for a Healthy Future through good nutrition, physical activity and healthy choices. Share his message within your own communities and refer others to www.surgeongeneral.gov as a one stop shopping place for resources on the prevention of childhood overweight and obesity.

Since the early 1990s, November has been proclaimed by the President as National American Indian Heritage Month to celebrate the heritage and contributions of American Indians and Alaska Natives. We honor this heritage and acknowledge the richness that diversity of our people brings to our Nation.

Policy

The Presidential election results marked the beginning of the transition of power process in our government. The Acting Surgeon General is serving on the HHS transition team that is meeting with the Obama-Biden transition staff. We look forward to sharing the work of the US Public Health Service with the new administration.

The flag officers and Chief Professional Officers held a retreat to develop strategic priorities to communicate to the new HHS administration. This document will be shared with you when it is finalized.

The following issuances for officers have recently been posted on the CC-MIS website:

“Absence Without Leave,” (CCI) 366.01 (CC29.1.5),
http://dcp.psc.gov/eccis/documents/CCPM29_1_5.pdf.

“Use of Alternative Workplaces,” (CCI) 313.01, (CC23.5.10),
http://dcp.psc.gov/eccis/documents/CCPM23_5_10.pdf.

“Assignment Incentive Pay Extension,” Personnel Policy Memorandum (PPM) 09-001, http://dcp.psc.gov/eccis/documents/PPM09_001.pdf.

Transformation

Several nurses have piloted the new CC billet system. It is expected that this will be extended to all officers in 2009. Stay tuned. The strength of the Commissioned Corps has grown to 6220, with 1457 nurses representing the largest category. Continue to invite your colleagues to join us and reach out to students to share the opportunities available as a nurse officer. Your recruitment efforts are important!

Leadership and Outreach

I had the opportunity to honor my mentors this month at the dedication of the Faye Abdellah Research Center at the Uniformed Services University and at the Freddie Media Awards event where Vernice Ferguson, RN, MA, FAAN, FRCN, was the first nurse to receive the lifetime achievement award. Our mentors continue to make a difference in our lives, so pause to thank them for their efforts. Also consider the value in your mentoring our future generation of nurses.

The Federal Nursing Service Council (Chief Nurses from the Army, Navy, Air Force, VA, PHS and American Red Cross) are encouraging cross-service sharing and collaboration in research and in education initiatives. The Public Health Service is joining in the collaboration and has begun interaction to make VA and DOD training resources available to our nurses. CAPT David Kelly is leading this effort. Stay tuned.

The Nursing Professional Advisory Committee submitted criteria for the CPO selection boards to use in evaluating candidates for the Chief Nurse Officer role. Applications (Nominations) will be accepted through November 30, 2008.

New leadership has taken the reins in the Nursing Professional Advisory Committee. CAPT Michelle Poindexter is the new chair and CAPT Sylvia Trent-Adams will serve as chair-elect. They have hit the ground running and we look forward to a great year under their leadership. Special thanks to CDR Katherine Berkhausen for her outstanding leadership in FY-08.

The annual conference of the Association of Military Surgeons of the US (AMSUS) was chaired by PHS this year and was a huge success with over 3,000 participants including health leaders from 40 countries. The nursing research poster sessions and Federal Nursing sessions were outstanding. Kudos to CAPTs Tina Murray, Tino Merced and CDR Maureen Cippel for their leadership in planning this educational exchange with our uniformed service colleagues.

Career Development

Our counseling program has been very successful. I thank all the 33 senior nurses who have served as counselors, and particularly CAPT Amy Collins who has coordinated this program for assisting 90 officers this year with career development.

A Retention Review Board was held for the first time in October for officers who were in the lower decile for three consecutive temporary promotion cycles or who were not recommended for permanent promotion in two consecutive cycles. The Board decided to recommend some officers for involuntary separation/retirement, to retain but place some officers on hold for the 2009 promotion boards, and to retain but allow some to compete again for promotion in 2009.

Twenty junior officers completed CJ Reddy leadership training with the Army Nurse Corps. We will formalize the nomination process for this annual training for next year. If you are at or below the O-3 rank, discuss this career development training opportunity with your supervisor during your next annual evaluation. There will be a call for nominations in July next year. Thanks to CDR Moira McGuire and CAPT Vicky Anderson for leading this for PHS.

Annual evaluation for officers should have been completed by November 19, 2008. Make sure this has been completed and check to ensure it is posted to your eOPF, especially if you are up for promotion. The end of the year is also a good time to submit your annually updated resume to your personnel file. Civilian evaluations are due at the end of the year, so use this time to think about career goals and opportunities for growth in the next year.

Recognition

The Commissioned Officer's Foundation received a \$28,500 gift from the Carruth J. Wagner Foundation designated to support training and recognition for Nurse Category officers, civilians and tribal nurses. The NPAC is working to finalize a proposal for using the funds. This will include five new \$1000 monetary awards that will be presented at the annual PHS Scientific and Training Symposium in June. The NPAC will clarify the ethics requirements for accepting a monetary award from an outside organization.

Congratulations to CDR Maureen Cippel who was selected as the new Chief Nurse of the U. S. Marshals Service.

Readiness

We are getting close but we still need to reach 100 % compliance with basic readiness. Check your OFRD status on-line and make sure that license information is up-to-date. Also check the secure CC-MIS website that documents the forms received and expiration dates for license and medical history forms. Did you get your flu shot yet? This must be obtained and documented by Dec 31, 2008 for all officers and will also be used for promotion qualification for those eligible officers.

Our participation in the current DOD humanitarian missions is coming to an end, but new opportunities are expected next year. Stay tuned!

IV. COF Financial Report - LT Joshua Hardin

- **FY 2008 Financial Liaison Goals and Issues**
- LT Joshua Hardin NPAC (Financial Liaison from July 2008) and CAPT Florentino Merced-Galindez (Former Liaison and Oversees PHS Nurse Coin)
- Education of NPAC Members on NPAC Financial Liaison Matters
- The NPAC Financial Liaison to Commissioned Officers Foundation (COF) serves as the liaison and point of contact (POC) to COF regarding any monetary needs. The Financial Liaison maintains account reconciliation and overall responsibility for any transactions of these available

funds on behalf of the NPAC. The Financial Liaison shall have oversight of and the responsibility to plan for and administer available resources to insure the adequacy of necessary funds needed to carry out NPAC activities. In addition the Financial Liaison plays the principal role in advising NPAC executive voting members of monetary needs, expenditures, and cost of future endeavors/activities

- Impact Highlights from Strategic Goals for FY 2008:
 - Participate in activities related to financial advice, consultation, and book keeping
 - Identify resources for use in best practices of price negotiation
 - Develop resources for sound book keeping
 - Establish partners with Sub Committee Chairs who frequently request Funds
 - Expand knowledge of NPAC Leadership Roles and Responsibilities as to Mentor Junior Officers
 - Committee member participation defined as a Liaison and Mentor in financial matters to keep NPAC informed of NPAC Financial activities

- **FY 2008 Financial Liaison Projects**
 - Advise the NPAC on matters related to the governance of funds
 - Serve as the custodian/administrator of any financial needs in accordance with COF guidelines
 - Assure compliance with general laws for federal regulations related to NPAC funds
 - Review NPAC funds submission request form for validity/accuracy and provide guidance as needed
 - Prepare monthly reports for the NPAC Business meeting.
 - Prepare an annual report for NPAC funds cash reconciliations

- **Ongoing projects in FY 2008**
 - Working with Spirit Committee to Expend all available T-shirts
 - Creating Matrixes that show the value or non-value of certain financial assets and liabilities that the NPAC has incurred

- **Outstanding projects**
 - None

- **Financial Summary FY 2008**
 - FY 2008 recap was positive with a gross income of \$3115 and gross expenses of \$1884.89 for a net profit of \$1230.11
 - Current end of Year balance in COF account \$4568.42
 - NPAC Nursing Coins are the primary source of income with approximately 260 available for sale
 - NPAC Donations have been zero in the last two fiscal years
 - T-Shirt sales have been a financial liability with only 40 selling for a profit and 60 remaining shirts left that NPAC will break even on, thus NPAC will lose money on this investment of approximately \$500
 - Overall, FY08 expenses were down by \$2010.70 related to not purchasing any further coins

- Awards Expenses increased in FY08 by \$498.13 over FY 07
- All other Standard expenses were within the realm of general inflation costs
- **FY 2009 Financial Liaison Projects**
 - Advise the NPAC on matters related to the governance of funds
 - Act as the custodian/administrator of any financial needs in accordance with COF guidelines
 - Assure compliance with general laws for federal regulations related to NPAC funds
 - Review NPAC funds submission request form for validity/accuracy and provide guidance as needed
 - Prepare monthly reports for the NPAC Business meeting
 - Prepare an annual report for NPAC funds cash reconciliations

V. N-PAC Chair Report – CAPT Michelle Poindexter

a. General Updates

AMSUS was hosted this year by the US PHS and it was quite a success. The PHS/NPAC hosted a reception during the poster session which helped to promote its highest attendance to date. Additionally, people stayed on after the poster sessions were officially closed to continue to browse. It was such a success, the Army who is hosting AMSUS next year plans to sponsor a similar reception... So, if you are interested in submitting a poster, it'll again get maximum exposure next year!

I want to remind everyone that the PHS COA/COF scientific symposium will be held in June 1-4, 2009 in Atlanta, GA. Information is available on the COA website. As in the past years, the COF will sponsor JR officers/JR civil servants 0-3 and below and GS 10/11 and below with a conference registration scholarship to help offset the costs, no pre conf and no travel/per diem. Information and application details are also available on the website. www.coausphs.org

Abstracts for posters are also being accepted, the deadline has been extended to December 1st. Details and applications are on the COA website. Those who submit posters receive a reduced registration rate, another good reason to submit your work. Book your rooms now if you'd like to stay in the conference hotel. They tend to get filled well before the conference.

COER redesign- OCCO/OCCFM has been working with contractors for the last year to re-design the COER to help stem the inflation plaguing our current COER system... If all goes well the new COER may be released in time for the next COER season. All COERs should have been submitted to your OPF by now. If for some reason you are experiencing problems with getting your COER completed, please work closely with your agency liaison to complete your COER.

Don't forget to get your Flu shot and document it in on your OFRD officer page as well as fax a copy of the paperwork in to MAB.

If you are eligible for promotion in the upcoming year, remember that all supporting documents must be submitted to your OPF by December 31st. Remember, the closer we get to December 31st, the more backlog there will be in entering things into your OPF... Start faxing now... Then check your OPF to

ensure that all items were received and scanned in. Make sure your name and PHS number are written on each sheet of paper submitted.

- b. New Information – new policy issuances released in October 2008...

Absence without leave; AIP contract submission date has been extended to December 31, 2009 – contact your agency liaison to determine if your agency will be participating in AIP as a recruitment or retention tool; and the use of alternative workplaces/telecommuting – is authorized pending supervisory approval.

VI. CURRENT PROJECTS

- a. **Esprit de Corps - CDR Bernato**
There is nothing to report at this time

- b. **Nurse Recognition Day - LCDR Matlock**
LCDR Matlock reported that Nurse Recognition Day for CY2009 will be held on 1 May 09 in the Lister Hill Auditorium, NIH Campus. It will be an all day event (08:00 – 15:00). More information regarding speakers and poster presentations is forthcoming. Possible CEU's will be offered. Tables and booths will be set up with posters.

- c. **NAW Update – CAPT Dinger**
Nurse applicant work group started in 2001 under RADM Pat Couig for six years then moved under the Recruitment and Retention Committee. Goals of the committee were to make initial contact with new nurse applicants, civil service conversions and new call to active duty. They provide career advice regarding opportunities within different agencies and geographic location and provide mentoring to the nurses. Goals are to streamline their efforts and recruit more nurses to join the committee.

VII. LIAISON REPORTS

- a. **Public Health Advocacy: CAPT Poindexter**
The vote to move forward PHA initiatives were positive. The N-PAC website will highlight the goals. The workgroup is aiming for a one stop shop for presentations that will focus on weight and obesity as well as all the other SG healthcare initiatives.
- b. **CJ Reddy: CAPT V. Anderson/CDR McGuire**
No report at this time
- c. **Nursing Practice: Mr. Koyama/LT Thomas**
Group has not met yet. The group is currently working on goals and objective to be provided at next N-PAC meeting.
- d. **Nurse History: CDR McGuire/CDR Borden**
Nurse history has been approved as an ad-hoc subcommittee. They will provide short and long term goals at the next N-PAC meeting to ensure they are moving in the right direction. The committee will focus on nursing history, and researching important milestones and achievements of nurses in PHS. They plan to place a call for membership soon.

VIII. Quarterly Verbal Subcommittee Reports:

a. Career Development - CDR Debbie Carter

I. FY 2008 Career Sub-Committee Goals

- ❖ Strengthen nursing practice in public health in assessment, policy development and assurance of services
- ❖ Expand nursing involvement in global health
- ❖ Develop and post on the Career Development Sub-Committee website billets and Civil Service (CS) career opportunities related to global health; Communicate international opportunities and experiences thru a variety of vehicles by June 2009.
- ❖ Participate in activities related to the identification of career needs of all HHS Federal nurses and facilitate programs to meet identified needs
- ❖ Identify resources within HHS personnel systems that facilitate career development
- ❖ Develop additional resources as necessary to facilitate career development for HHS nurses
- ❖ Identify resources for HHS nurses on where to find information on career development
- ❖ Work in collaboration with other N-PAC Sub-Committees to enhance the career development of HHS nurses
- ❖ Expand the knowledge of HHS nurses in the area of career development through media and individual counseling as needed

II. Career Development Committees and Projects

Completed projects:

There is nothing to report at this time.

Ongoing Projects:

Web page Project

- This project serves as a resource and advisory group to aide in communicating career development and training information.
- A new Career Development Guidance Model will be developed and posted on the sub-committee's web page.
- Action Items:
 - Partner with Communications Sub-Committee to update career development information to the existing web pages and future website.
 - Develop, revise, and maintain website information, which includes billets, career tracks, continuing education, the career model and other resource links.
 - Continue to work on the USPHS Commissioned Corps Career Development Guidance Model.

Career Education and Continuing Education Resources Project

- This project will reorganize and expand the current information on the website to continually progress and move forward by offering very specific information pertinent to Career Education and Continuing Education Resources.
- The current information is noted to be very limited in nature, or requires the user to either know where the information is exactly located or search extensively.
- Action Items:
 - Collaborate with the Blackboard Project Lead to explore the possibilities of combining efforts with a goal of providing a central location for career education, training (on a continuum), and other appropriate resources.
 - Survey current information on the Blackboard and N-PAC website to prepare recommendations for collaborative efforts.

Blackboard Project

- This project is an educational resource initiative in which a Blackboard is utilized to provide career development opportunities and information.
- The Nursing Listserv will be the mechanism of how nurses will be notified of new posting to this Blackboard.
- The goal is to post a minimum of five new educational resources per month.
- Action Items:
 - A listserv message is to be distributed to educate nurses on the purpose and operations of the Blackboard by end of November 2008.
 - Post the Blackboard link under the Career Development Subcommittee's web page before the end of December 2008, allowing users to quickly identify the location of the Blackboard.

Nurse Competencies Project

- This project is to develop competencies within specific nursing categories previously identified in the revised nursing standardized billets.
- By identifying 5-7 specific competencies for each billet, appropriate trainings and resources can help the N-PAC to then plan for what trainings may enable or enhance an individual's ability to perform these jobs.
- Developed competencies will enable an individual to apply knowledge, skills and behaviors that are needed to fulfill organizational, departmental and work setting requirements under the varied circumstances of the real world.
- Half of all the nursing standardized billets are complete with a minimum of five specific competencies noted.
- Action Items:
 - Continue to identify 5-7 competencies for those incomplete nurse standardized billets.

Career Development and Corps Transformation Project

- This project is a combined effort with the Career Development Transformation Officer, CAPT Kelly, to work together to develop career development

initiatives without overlapping services. This project develops the goals and objectives of career development as it relates to the Corps Transformation. This project will provide the guidance and direction for the upcoming year's sub-committee goals and objectives.

- Action Items:
 - This project was closed at this time due to restructuring of sub-committee's priorities and maybe revisited in the future, if warranted.

III. Sub-Committee Issues:

There is nothing to report at this time.

b. Communications: CAPT Sylvia Trent-Adams/LT Stacey McBryde

Website:

Lead: CDR Gettie Audain

- Continues to work on the launch of the new website
- Coordinating with other sub-committees to develop content for Phase II

Next Steps:

- Develop content for deeper pages and verify links
- Conversion of documents to meet 508 compliance as they are submitted for inclusion

Collaborative

Lead: Mary Rettino

- Working on updating NP AC new member orientation resource guide and sub-committee SOPs

Resource Manual Workgroup:

- Will be completing updates to the NP AC resource manual and continue to develop content from the resource manual for Phase II of the website

Listserv:

- Subscribers: 1,817
- Posting for the month: 36
- Running total of posting for the month: 14

c. Research: LCDR Christine West/LT Leorey Saligan

- Goal A.1** Stimulate the interest in and use of research-related resources in nursing practice and other settings
- Goal A.2** Highlight and encourage participation in nursing-led research and careers in research
- Goal A.3** Conduct nursing research and give guidance on outcomes based practice to support the mission and vision of PHS nursing
- Goal A.4** Stimulate collaboration to participate and communicate nursing research in the federal sector

I. Committee Projects

Meetings

- Sub-committee members continue to teleconference monthly. Held last sub-committee meeting on November 14, 2008

Completed project. Objectives. Specific activities. Timeline of work (days, weeks, months). Primary and secondary contributors.

Ongoing projects

Name of project. Objectives. Specific activities. Timeline of work. Target date of completion; indicate status (on schedule, ahead of schedule, behind schedule). Primary and secondary contributors.

- Highlighting Nurse Research:** Objectives: Post nursing authored publications and presentations to list serves and website every quarter and create a central repository of publications by subject area. Call sent out for nurse authored research and we are discussions to create repository for all publications. November 2008-January 2009
- Research Resource Website Updates:** Objectives: Inform nurses about research training opportunities (conferences, web courses and other venues), research resources, data sources, statistical software that will be available on the PHS nursing website every quarter. November 2008-January 2009
- **Nursing Survey on Basic Readiness:** Objectives: conduct a survey within the nursing category to identify issues related to completing all basic readiness requirements. (CY 2008; may be agency-specific) After discussions with Readiness and Response committee chair and working group, this may not be needed as they have analyzed findings from NPAC survey to achieve objective
- Nursing Survey on Hurricane Response:** Objectives: Document the experiences of nurse officers as part of the recent hurricane response, demonstrate how it may have affected them, and to provide recommendations for future deployments. Determine the experiences of nurses from the recent deployments. In discussions with Readiness and Response subcommittee to work with them in development of survey. December 2008-March 2008

II. Research Sub-Committee Issues

Several members have left committee in last 3 months in response to new requirements affecting committee membership; 6 current members. This has affected quality and volume of work. New subcommittee co-chair recently nominated, LT Leorey Saligan, with hope to stimulate new projects

IX. New Business

a. **Kentucky Nurses Licensure submission**

Kentucky Nurses Licensure submission – must write expiration date on it or send in a copy of the paperwork that identifies the expiration date, generated when paying for it online. Also be sure your PHS number is written on it too.

b. **DIHS nurse/NP needs**

There are over 20 sites needing nurses and NP's – check out their website for specific cities with vacancies – www.inshealth.org

c. No December general meeting

d. Retreat – 12 December/Tower Building

Some of the items on the Retreat agenda will focus on the following: opportunities for senior leadership, OCCO associate recruiter ENIAAC program, the Nurse PAC reorganization, and mentorship program. There will be debriefing during January's N-PAC meeting.

X. Round robin – table/phone

DIHS TDY – anyone interested should contact CAPT Dandridge and or CDR Belsito for short details.

The revised Montgomery GI Bill has not been approved for PHS officers to date; COA is currently working with Congress to include PHS on the bill.

Accession bonus policy is paid by the agency and not the CC. Officer who accepts the bonus is required to fulfill the contract. If an Officer is unable to complete their contract there is an expectation to return the accession bonus back to their agency.