

**DEPARTMENT OF HEALTH & HUMAN SERVICES
Nurse Professional Advisory Committee- Awards Subcommittee
Annual End of Year Report FY 2013**

Submitted: September 2013

Co-Chairs: LCDR Linda Egwim and LT Paula Thompson

Executive summary

The Awards Subcommittee is part of the Nursing Professional Advisory Committee (N-PAC). This subcommittee reviews issues, perspectives, and processes regarding awards for any department of Health and Human Services Nurses (civil service, commissioned corps or tribal, direct hire), and their federal civilian nursing counterparts working in field, agency, and headquarters positions. The Awards Subcommittee is also responsible for reviewing and processing the following 10 awards: 5 MANE, 3 Publications, 1 Lucille Woodville Award, and 1 Nurse Responder of the Year Award on an annual basis. The N-PAC Awards Subcommittee works collectively and collaboratively via six working teams (MANE, Nurse Responder of the Year, Lucille Woodville, Publications, Outreach, and Special Recognition) to address its goals and objectives. In FY13, four working teams (MANE, Nurse Responder of the Year, Lucille Woodville, Publications) reviewed nominations for 10 award types. The Outreach team supported and promoted awareness of the awards. One working team (Special Recognition) facilitated the awards for N-PAC voting members and members of the seven N-PAC subcommittees. The Monetary Awards team was dissolved and absorbed by the Commissioned Officers Association to process the Carruth Wagner Awards and Mable May Wagner Award. Currently, there are almost 40 Awards Subcommittee members.

FY13 goals include:

- Orientation for LCDR Linda Egwim and LT Paula Thompson as FY 13 Co-Chairs for N-PAC AS
- increasing awareness for the N-PAC awards
- reaching out to additional Commissioned officers, tribal nurses, and civilians and educating them on the available awards
- ensuring the N-PAC Award Subcommittee webpage is kept up to date with the current award recipients, tools, templates and awards examples to facilitate nominations
- reorganized a new submission process for the submission of awards
- ensuring that only one N-PAC Awards Subcommittee member orders plaques to standardize the process

- partnering with NRD planners and Commissioned Officer Association for the awards ceremonies at NRD and Category Day at the USPHS Symposium respectively
- selecting new members and replacing vacant positions for the N-PAC Awards Subcommittee
- ensuring that a minimum of six reviewers score each nomination

FY13 projects, goals and objectives are outlined further in the document.

I. Strategic goals and objectives completed in FY12

Goal 1. <i>Facilitate and support efforts that ensure nurses are recognized through the awards process for their outstanding contributions and noteworthy accomplishments.</i>
Objectives:
A. Continue to work with Communications Subcommittee and webpage liaison to revise and update the N-PAC Awards Subcommittee webpage, simplifying a reference for the CC/CORPS nurses. Ongoing. N-PAC Awards Subcommittee’s webpage is updated periodically so it is an effective tool in disseminating information related to nursing awards and the nomination /selection process. This responsibility has been delegated to a member of the Awards Subcommittee.
B. Update SOPs for each of the seven working teams to maintain continuity and improve process of the awards reviewing process within the subcommittee teams from year to year. Completed and ongoing. N-PAC Awards Subcommittee team leaders and co-chairs
Goal 2. <i>Encourage more award nominations by altering the awards calendar for FY 2013 to allow for greater time to submit nominations, review awards and notify winners.</i>
Objective:
A. Each award cycle (Nurse Responder of the Year, Publications Awards, MANE Awards, Lucille Woodville) will last for a minimum of four weeks. Extensions are granted if sufficient nominations are not received. No award cycles will occur simultaneously. Completed. N-PAC Awards Subcommittee
Goal 3. <i>Facilitate and improve understanding of the awards process for both CC and CC nurses through overall education and training mechanisms.</i>

Objective:
A. Annually, dedicate or call a minimum of two meetings on the awards processes between the co-chairs and team leads. Completed and ongoing.
Goal 4. <i>Recognize the value of public acknowledgement of award presentations</i>
Objectives:
A. Publish award recipient names on N-PAC webpage and announce via the PHS nursing and CC listservs. Completed and Ongoing.
B. Encourage attendance by committee members for the annual COA and NRD conferences, to acknowledge recognition of award recipients. Completed and ongoing. Co-chairs attended the annual 2013 COA Conference and presented N-PAC awards.
C. Responded to the requests of the N-PAC Chair as necessary to facilitate additional recognition of awards. Completed and ongoing. Co-chairs attended the annual 2013 COA Conference and presented N-PAC awards.

II. FY12 Awards Subcommittee completed projects and team activities.

A. Finalize drafts of the Standard Operating Procedures (SOPs) for the seven working teams with supportive guidance documents (fliers, announcements, forms, award letters) to maintain continuity of the awards reviewing process within the subcommittee teams from year to year. **Completed**

COA Awards Team

Under the leadership of CDR Leigh Bernardino and CDR Tessa Brown, Co Team Leaders, this team reviewed fourteen nominations for Nurse Responder of the Year and five nominations for the Lucille Woodville Award.

The Awards in FY 2013 had the following nominations:

- 1. Nurse Responder of the Year 8 nominations
- 2. Lucille Woodville Award 6 nominations

Projects completed for FY 2013
Final SOP for NRY is in process.

MANE Awards Team

Under the leadership of CDR Flores and LT Daniel Wagoner, Team leaders, twenty two nominations were reviewed by this team. This team is comprised of eight members.

The five awards in FY 2012 had the following nominations:

- 1. Gregg Group Award 5 nominations
- 2. Hasselmeyer Award 0 nominations
- 3. Hanzel Award 4 nominations
- 4. McLaughlin Award 9 nominations
- 5. Petry Leone Award 4 nominations

No new MANE Award projects were initiated for the 2012 awards cycle; however there are some anticipated revisions of the SOP and development of a scoring rubric for award s nominations pending prior to the 2013 awards cycle (more to follow).

Publications Awards Team

Under the co-leadership of CDR Debra Aynes and LCDR Dianna D. Wardlow-Dotter, Publication Awards Co - Team-Leaders, 11 publications were received and processed. Awards were presented at Nurse Recognition Day on May 3, 2013. This year was the first year there was a tie and the RADM Julia R. Plotnick award had two winners.

In FY' 13 the three awards had the following nominations submitted for review:

- 1. RADM Julia R. Plotnick 7 nominations
- 2. RADM O. Marie Henry 1 nomination
- 3. RADM Faye G. Abdellah 3 nominations

Projects completed during FY' 12

- 1. LCDR Wardlow-Dotter successfully mentored a new Co-Leader, CDR Debra Aynes.
- 2. The Co-Leaders decided to no longer use their Gmail account for the submission of all publication awards for the upcoming award cycle. The Publication Awards Standard Operating Procedures and Call for Nominations were updated/revised to reflect this change. The Gmail account will remain open.

3. Submissions for the upcoming award cycle will be submitted to the Co-Leaders work email accounts. These email accounts will also be used to forward the nominations to the reviewers and the reviewers can return their scores electronically via the same website.

Awards Outreach Team

Under the leadership of CDR Jason Humbert and LCDR Kenneth Elsass from August 2012 to May 2013, this team facilitates and distributes information regarding the awards to increase the number of applicants and awareness of the awards available. The team consists of two co leaders.

LCDR Kenneth Elsass joined the team in August 2012 and has assumed responsibilities of many facets of team procedures.

Projects completed for FY12:

1. Timely calls for nominations for the 10 awards (MANE, Publications, Nurse Responder of the Year and Lucille Woodville awards) throughout the award cycles.
2. The Outreach team currently maintains three means for award announcements: The N-PAC listserv, the USPHS Nursing Facebook page, and through a distribution list of agency liaisons, Chief Nurses and senior nurse leaders in HHS agencies, and non-HHS agencies where PHS nurses are stationed.
3. The Outreach Team has contacted previous nominees to encourage those officers/nurses to submit a nomination during the current award cycle. With regard to the Nurse Responder of the Year Award, the Outreach Team contacted the Office of Readiness and Response (formerly OFRD) for a list of nurses who deployed and would be eligible for the this award. Both of these initiatives have had positive results.
4. The Outreach Team serves as a conduit between officers/nurses with questions about awards to the respective Team Leaders or Sub-Committee Co-Chairs.
5. The Outreach Team has taken upon the responsibility of updating the current Awards Sub-committee webpages on the N-PAC website. Working closely with the N-PAC Communications Sub-committee and Website team leads, new and/or

updated content has been provided for posting on the revised webpages. The focus of this effort is to provide PHS nurses more resources when considering a nomination, to improve the functionality of the webpages for sub-committee purposes, and to improve our outreach regarding awards.

6. The Outreach Team coordinated the purchase of the Nurse Responder of the Year award which was presented at Category Day at the USPHS Symposium in Glendale, AZ. The team coordinated shipment of the plaque to be displayed during the Category Day ceremonies, and then facilitated the return of the plaque to the winner who was unable to attend COF.

Pending:

- The Outreach Team is revising its SOP in light of recent changes to traditional pathways for award announcements and new responsibilities of the team (i.e., procuring and distributing the award plaques).
- The Outreach Team is updating its records to reflect the latest contact information of Agency contacts so that award announcements have their fullest reach.
- The Team is continuing to focus on improving the Awards Sub-committee portion of the N-PAC website.

Special Recognition Team

This team, established in 2009 to facilitate the awards for N-PAC voting members and N-PAC subcommittee members, is under the leadership of LCDR Janice Arceneaux, LCDR Demetria Sawyers, LCDR Heather Skelton and LT Deborah Forcht. The team facilitates the request for Special Assignment Awards for N-PAC voting members who are completing their 3-year terms; Certificates of Appreciation, Letters of Appreciation, Achievement Medals, Commendation Medals, Unit Commendations, Outstanding Unit Citations and CNO Awards for N-PAC members.

Projects completed for FY13:

1. Maintenance of shared database, listing all N-PAC awards for FY12 and 13
2. Monthly check in with OS Awards Board Coordinator on the status of NPAC awards

III. FY13 Projects

The following projects will be addressed in FY13 by this Subcommittee.

1. *Collaborative support of NRD planning.* This subcommittee will, on annual basis, work with the Events Subcommittee with planning the awards presentations.

Assigned: Subcommittee Co-chairs or designee. Target completion date: October 2013.

2. *N-PAC Retreat presentation will review the process/steps for submitting for subcommittee and voting members-related awards.*

Assigned: Subcommittee Co-chairs. Target completion: December 2013/January 2014

3. *Award awareness campaign.* The Outreach and Education Teams will facilitate mechanisms to increase awareness about the sixteen N-PAC Awards by incorporating two new outreach projects per group of award (MANE, Publications, Nurse Responder of the Year, Lucille Woodville Awards)

Assigned: Education and Outreach Teams. Target completion: End of FY13

4. *Maintenance of the review of 10 NPAC authorized awards.* The current awards will be processed and reviewed within the current structure led by the working group team leaders and guidance by the Subcommittee Co-chairs.

Assigned: MANE, Publications, Nurse Responder of the Year. Target completion: ongoing

5. *Maintenance of the review of 10 NPAC authorized awards.* The current awards will be processed and reviewed within the current structure led by the working group team leaders and guidance by the Subcommittee Co-chairs.

Assigned: MANE, Publications, Nurse Responder of the Year. Target completion: ongoing

Outgoing members (as of September 2013):

1. Laural Christians, CDR

Current Members of N-PAC Awards Subcommittee

1	Linda Egwim, LCDR	Co-chair FY 2013
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2	Paula Thompson, LT	Co-chair FY 2013
3	Deanna Pepper, LCDR	Award reviewer
4	Leigh Bernardino, CDR	Lucille Woodville/NRY Co Lead
5	Kenneth Elsass, LCDR	Outreach Team Co Lead FY 2013
6	Deborah Forcht, LT	Special Recognition, Co-Lead
7	Tara Cozzarelli, LCDR	Award Reviewer
8	Lynn Dunson, CAPT	Award Reviewer
9	Dorothy Griffith, CDR	Award Reviewer
10	Lois Schumacher, CDR	Award Reviewer
11	Laurel Christians, CDR	Award Reviewer (resigned 9/2013)
12	Jason Humbert, CDR	Outreach Co Lead
13	Heather Skelton, CDR	Special Recognition Co-lead
14	Dianne Paraoan, CDR	Award Reviewer
15	Sophia Hsu, LT	Award Reviewer
16	Ruth Kawano, CAPT	Award Reviewer
17	Susan Erwin, CDR	Award Reviewer
18	Bonnie Warner, CAPT	Award Reviewer
19	George Flores, CDR	MANE Team Co Lead FY 2013
20	Renee Webb, CDR	Award Reviewer
21	Daniel Wagoner, LT	MANE Co Lead
22	Tessa Brown, CDR	NRY/Lucille Woodville Co Lead
23	Dianna Wardlow-Dotter, LCDR	Publications Co Lead
24	Jane Powers, CAPT	Award Reviewer
25	Venecia Clark, LCDR	Award Reviewer
26	Reginald Smith, LCDR	Award Reviewer
27	Kimberly Crocker, CDR	Award Reviewer
28	Joel Dulaigh, CDR	Award Reviewer
29	Harold Boyles, LCDR	Award Reviewer
30	Angela Zimmerman, LCDR	Award Reviewer
31	Anne Arceo, LCDR	Award Reviewer

32	Adriana Meyer-Alonzo, LCDR	Award Reviewer
33	DeDe Aynes, CDR	Publications Co-lead – FY 2013
34	Demetria Sawyers, LCDR	Special Recognition Co Lead
35	Janice Arceneaux, LCDR	Special Recognition Co Lead
36	Lisa Lagowski, CDR	Award Reviewer
37	Arica Carpenter, LCDR	Award Reviewer FY 2013
38	Jazz Fajardo, LCDR	Award Reviewer FY 2013
39	Todd Genzer, LCDR	Award Reviewer FY 2013
40	Jason Genzer, LCDR	Award Reviewer FY 2013
41	Geoffrey Thompson	Award Reviewer
42	Kevin Elker, CDR	Award Reviewer
43	Deborah Simmons	Award Reviewer

