

DEPARTMENT OF HEALTH & HUMAN SERVICES
Nurse Professional Advisory Committee
CAREER DEVELOPMENT SUB-COMMITTEE
Annual Report October 1, 2012 through August 31, 2013

Date Submitted 09/16/2013

I. FY 2013 NPAC Career Development Sub-Committee (CDS) Goals and Issues

Co-Chairs: CDR Marilyn Ridenour and CAPT Cathy Miller

Total # Members on Committee: **131**

- 32 CDS project team members
- 99 mentors

Goal/ Objectives of subcommittee:

- Strengthen nursing practice in public health in assessment, policy development and assurance of successful PHS services through a variety of career development outreach activities
- Identify and disseminate relevant career development information to systematically enhance individual performance and potential.
- Integrate relevant educational training for Commissioned Corps Nurses through resources, 'tips of the month' and career counseling at PHS events including annual USPHS Symposium and Nurse Recognition Day, as applicable.
- Maintain Career Development Mentoring Program providing mentors to Nurse Corps Officers that will offer assistance, career development resources and support of the officer's professional career goals.
- Maintain and enhance dynamic relevant Career Development web pages.
- Spotlight DHHS Nurses.

Impact Highlights from Strategic Goals for FY2013

- Participation in activities related to mentoring, education and nursing recognition
- Identified resources for education, training and other areas to enhance PHS nurse career development
- Mentoring Work Group (MWG) recruited an additional 26 mentors effective August 2013 with a current total of 99 mentors in ten regions.
- MWG has welcomed a total of 124 new officers through OBC into the mentoring project program this year.
- Expanded knowledge of PHS policies and procedures through webpage content including updated CV formatting guidelines and nurse benchmarks
- Expanded access to PHS resources has been provided through the CDS mentoring activities and attendance at monthly Officer Basic Course (OBC) open house
- Committee member participation defined as actively involved in specific roles of the CDS select project teams and 50% monthly meeting participation

II. FY 2013 Career Development Sub-Committee Projects

Ongoing Projects for FY2013

1. Education Resource Project

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

Activities:

- The team decided to group the CEU offerings by topic each quarter. First quarter was disaster preparedness and response, second quarter was summer and food safety.
- In January 2013, the team provided five education resources links on disaster preparedness and response to the sub-committee. Once approved by the sub-committee, it was sent to N-PAC leadership for approval. Shortly thereafter it was approved and posted onto Responder e-Learn. At the same time, the announcement was also sent out via NIH listserv.
- During the first quarter, the team also partnered with the Readiness and Response Sub-Committee due to the joint interest in the chosen topic for this quarter. Our links were shared with the Readiness and Response Sub-Committee and they stated that they would post these links on their webpage for officers to access.
- During the second quarter of FY13, the team again focused on researching educational resource links, this time focusing on summer and food safety.
- Continuing collaboration with the Readiness and Response Sub-Committee resulted in an additional three links this quarter for a total of eight. The final links were sent to N-PAC leadership for approval and subsequently posted on e-Resource and sent out via NIH listserv.

Current team members:

- CDR Brenda Cook - Lead
- CDR Lisa Lawrence
- CDR Janet Mehring
- LCDR Danielle Pearson

2. Webpage Project

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

Activities:

- Posting of 2013 benchmarks
- Posting of 2013 Revised CV format and instructions
- Quarterly posting of the Featured Nurse as selected by the Nursing Spotlight Team.
- Posting of the Mentoring “AOL button” to encourage use of the mentoring account.
- The Webpage Team reviews the contents of the website to ensure information is current and accurate.
- Webpage meets every month to discuss and plan activities related to projects.

Current Team Members:

- CDR Nicole Knight – Lead
- CDR Claudia Brown
- LT Shauna Mettee

Secondary Contributors not counted in total CDS member #s (Communications Subcommittee):

- CAPT Elvira Mosley
- CDR Mike Krumlauf
- CDR Antoinette Jones

3. Mentoring Project

Objective: Identify and train mentors from all Agencies who can assist Civil Service, Tribal and Commissioned Officers to meet their career goals, and provide career development.

Activities:

- The Mentoring Work Group (MWG) recruited, with NPAC approval, an additional 22 mentors in November 2012 and 26 mentors in August 2013. Welcome letters were distributed to the approved mentors. Currently, the MWG has 99 mentors assigned to 10 Regions. The assigned mentors are actively mentoring new CADs and officers who request mentoring assistance through the e-Mentoring AOL Account. The MWG is continuing to accept applications to replace mentors who retire or step down for various reasons. The goal is to have 100 mentors, with 10 mentors assigned to each Region.
- OBC Open House: The team continues to attend OBC Open House's and meeting nurse officers. The team emphasizes the importance of mentoring and answers questions related to the mentoring program. The MWG has assigned mentors to 124 "new PHS Officers".
- The MWG implemented a rotation schedule for Mentee assignments to ensure equitable mentee assignments throughout the 10 regions. Two regions are assigned each month to receive mentees assigned from the OBC Open House list; e-mentoring assignments are based on the needs of the mentee.
- MWG continues to staff the e-Mentoring AOL account for two week assignments which are assigned through January 2nd, 2014. The e-mentoring AOL account has an average of 1-2 requests per month, with an increased number of requests around promotion time. There were 11 mentoring requests and assignments made through the AOL Account.
- MWG has had difficulty publishing a monthly "Tip of the Month" on a routine basis due to membership changes. The "Tip of the Month" is published with the approval of the NPAC Leadership.
- The MWG has had to replace two RMC positions due to other work commitments; however, the MWG was able to replace these positions through the current mentor pool to ensure continuity. One additional RMC position recently became available and we have had five applicants from our current mentors who have applied for the position.
- The MWG has had to replace several workgroup members due to other work commitments. The MWG accepted applications and selected eight new members who started in August 2013.

Current Team Members:

- CAPT Claire Karlson, FDA – Co-Lead
- CDR Sherry Secrist, FDA – Co-Lead
- CDR Melissa Robb, FDA

- CDR Leigh Ann Bernardino, FDA
- CDR Karen Dorsey, DIHS
- CDR Casey Hadsall, NIH
- CDR Lori Luu, BOP
- CDR Ann McMillan, CMS
- LCDR Vilma Linsteadt, BOP
- LCDR Jonathan Paulsel, DIHS
- LCDR Lakisha Williams, FDA

Current Regional Mentor Coordinators

- Region 1 – LCDR Janice Arceneaux, CMS
- Region 2 – CDR James Blankenship, TMA
- Region 3 – CAPT Lori Hanton, USMS
- Region 4 – CAPT Cathy Miller (CDR Amy Fiebelkorn, CDC effective 9/2013)
- Region 5 – Vacant, pending selection
- Region 6 – CAPT Deborah Schneider, IHSC
- Region 7 – CDR Renee Webb, DHS
- Region 8 – CAPT Amy Anderson, FDA
- Region 9 – CDR Janet Mehring, HIS
- Region 10 – CDR Deanna Casiano, HIS

OBC Coordinators:

- CAPT Linda Jo Belsito, FDA
- CDR Sean Armes, COP
- LCDR Sidney Hairston, HRSA

Mentors:

- 99 Total mentors (comprehensive list of mentor names available through MWG)

4. Nursing Spotlight

Objectives: To formally recognize nurses for their achievements and accomplishments

Activities: Nursing spotlight (NS) recognition recognizes nurses for exemplary performance by highlighting their achievements via the NPAC listserv and website every quarter.

Activities:

- Nursing Spotlight brief bio highlighting Nurse professional qualities and skills.
- This operational year, the NS workgroup revised its criteria to ensure that Nurse Professionals are presented in a positive light. The workgroup now requests that BIOs are submitted when nominating Nurses. The NS workgroup also requests that BIOs are limited to 150 words or less (due to limited space) and submitted with a professional photo.
- Nominees are highlighted quarterly, and nominees for this operational year were:
 - LCDR Derrick Wyatt January 2013 honoree
 - LT Sheela Barthelemy April 2013 honoree--- did NOT submit her information after several requests, so her recognition is deferred
 - Dr. Irene Sandovold July 2013--- information and picture was forwarded to CDR Knight and is currently posted on website
 - CAPT Wayne Keene October 2013--- already requested correct picture format

- The NS workgroup requested that past honorees photos/bios remain for at least three quarters and the website subcommittee has ensured these honorees receive this extended recognition.

Current Team Members:

- LCDR Janice Arceneaux (Lead)
- LCDR Dawn Wydner
- CDR Sherry Secrist

**Projected completed for FY2013
Outstanding Projects**

III. FY 2013 Career Development Sub-Committee Projects

- Projects recommended for FY2014
 - All current project teams, Mentoring Project, Webpage Project, Nursing Spotlight Project and Education Resource Project, will continue with ongoing and enhanced activities in the 2014 fiscal year. We have no new projects/teams recommended for fiscal year 2014.
 - Mentoring project will coordinate a training webcast for the RMCs and Mentors related to mentoring and the workgroup's Policy and Procedures.
 - Mentoring project will fill vacant Region 5 RMC position.
 - Mentoring project will meet goal of having 100 mentors assigned to 10 regions.
 - Mentoring project will update the MWG Policy and Procedures; last updated in January 2012.
 - Mentoring project will enhance IT tracking activity to better collect data from mentors/mentees on program progress, regional information including # of mentors assigned per region, RMC assigned, officers mentoring initiated and completed, and other assignment activities
 - Mentoring project will institute training sessions at the monthly MWG meetings on a variety of topics to include award writing, promotion tips, etc.
 - Webpage project will add the following new members effective 10/1/2013:
 - CDR Wanza Bacon (Webpage Project Lead)
 - LCDR Joseph Brady
- Ongoing projects
 - All current project teams, Mentoring Project, Webpage Project, Nursing Spotlight Project and Education Resource Project, will continue with ongoing and enhanced activities in the 2014 fiscal year
 - Posting links in multiple areas for maximum convenience for officers (e-Resource, multiple web pages and links)
 - Provide a learning needs assessment survey to N-PAC members and/or nurse officers at large to obtain information on what educational links they would find beneficial to guide future endeavors
 - The Webpage Team is in the final phase of the reformatting process of the webpage; anticipated completion September 2013

- The Webpage Team will continue to review the contents of the website to ensure information is current and accurate.
 - The Webpage Team will continue to facilitate posting of information as advised by NPAC chair and the Career Development Co-chairs
 - Nursing Spotlight next call for Nominees anticipated September 2013
 - MWG will ensure the “Tip of the Month” is published on a routine basis.
 - Continue enhancement of the CDS webpage to align with NPAC strategic goals and objectives and provide readily available information to PHS nurses
- Committee lead working group/subcommittee co-chair vacancies:
 - Mentoring Project:
 - (1) RMC vacancy Region 5
 - (2) Mentor vacancies (Region 4)

Submitted by,

Chairpersons: CAPT Cathy Miller and CDR Marilyn Ridenour