

**DEPARTMENT OF HEALTH & HUMAN SERVICES
NURSING PROFESSIONAL ADVISORY COMMITTEE
Events Subcommittee
Annual Report FY September 2013**

Date Submitted: September 16, 2013

I. FY 2013 Events Subcommittee Goals and Issues

- **CDR Leslie Wehrlen, Chair and CDR Allison Adams-McLean, Co-chair**
- **16 members on committee, 2 liaison groups/teams**
 - Esprit de Corps team
 - Leader CDR D. Laurie Bernato transitioned to LCDRs Sara Anderson and Gia Lawrence April 2013
 - COF Nurse Category Day team
 - Leaders: CDRs Nicole Knight and Anitra Johnson
- **Current goals and objectives of the Events Subcommittee:**
 - To provide easy access via web links to current event events occurring in our nation.
 - Provide a current list of conferences annually by December 31 of each year.
 - Update conference list quarterly as conferences are added.
 - Provide a place for nurses to provide feedback to add conferences to the website.
 - Organize Annual U.S. Public Health Service Nursing Recognition Day.
 - Invite speakers who will provide opportunity for attendees to learn.
 - Provide opportunity for nurses to showcase their posters that have been presented over the last year.
 - Encourage attendance by offering incentives such as CEU, or other creative innovative strategies.
 - Invite groups to set up tables to showcase job opportunities and other unique opportunities for civil service, tribal and PHS officers.
 - Support the COF Scientific and Training Symposium.
 - Set up a booth to recruit for PHS as well as offer information for the nursing category.
 - Support nurse category planning committee for COF Symposium category day.
 - Support nurse category planning committee for COF Social Event.
 - Create and maintain NPAC merchandise to foster USPHS nursing pride.
- **Impact Highlights from Strategic Goals for FY 2013**
 - Participated in activities related to planning NRD.
 - Established partnerships with the Awards SC representatives for recognition of award recipients during NRD.
 - Recruited and attracted new members to fill existing vacancies.
 - Created a manual of procedures and Events SC orientation guide; one for general members and one for the newly created secretary position. Documents define roles, responsibilities, delineates structure and membership expectations while on the Events SC
 - Created a 1-pages synopsis that detailing past NRD, themes speakers and presentations to facilitate future NRD planning efforts, see Attachment A.

FY2013 Events Subcommittee Projects

1. Name of Project: Events SC Website

- **Objectives:**
 - Provide a current list of conferences annually by December 31st of each year.
 - Update conference list quarterly as conferences are added.
 - Provide a place for nurses to provide feedback to add conferences to the website.
- **Specific activities:**
 - Updated list of existing conferences with 2013 dates.
 - Added national nursing conferences that were not previously listed.
 - Re-linked list of nursing conferences with calendar on main page.
 - 2013 NRD information and online registration form added as a link on NPAC website.
- **Timeline of work:**
 - Weeks
- **Primary contributors:**
 - Website team leader: CDR Mark Glover with Communications SC contact, CDRs Sean Creighton and Michael Krumlauf.

2. Name of Project: 22nd Annual Nursing Recognition Day, May 3, 2013

- **Objectives:**
 - Invite speakers who will provide opportunity for attendees to learn.
 - Provide opportunity for nurses to showcase their posters that have been presented over the last year.
 - Encourage attendance by offering incentives such as continuing education (CE), or other creative innovative strategies.
 - Invite groups to set up tables to showcase job opportunities and other unique opportunities for civil service, tribal and PHS officers.
- **Primary contributors:**
 - NRD lead planners: CDRs Leslie Wehrlen and Allison Adams-McLean
- **Secondary contributors:**
 - CAPTs Tammie Brent Howard, Claire Karlson, Carmen Maher, Lisa Marunycz, Linda Trujillo, CDRs Gettie Audain, Dolores Bernato, Barbara Fuller, Mark Glover, Anitra Johnson, Ann Marie Matlock, Steve Morin, LCDRs Lakeeta Carr, Carmen Fisher, Nikkia Powell, Colleen Wahl, Linhua Tzeng
- **Specific activities:**
 - The 22nd Annual Nursing Recognition Day was held at the Natcher Conference Center located on the main Bethesda, Maryland on May 3, 2013. The theme was “*Embracing Diversity: Limitless Possibilities in Nursing*”.
 - Speaker invitations, including preliminary availability inquiry and formal invitations for the keynote, panel speakers, and afternoon address were handled by CAPTs Carmen Maher, Tammie Brent-Howard, and LCDR Carmen Fisher.
 - Venue reservation, tables, chairs, set-up handled by CDRs Leslie Wehrlen and Allison Adams McLean.

- Registration and CE's—there were 247 pre-registered attendees which included students, faculty, nurses and guests and 13 onsite registrations. 163 individuals were in attendance and 139 attendees completed CE evaluations. 3.5-4.5 CE's were available depending on sessions selected, with partial credit as an option. CAPT Linda Trujillo, CDR Leslie Wehrlen, LCDRs Lakeeta Carr and Colleen Wahl.
- NRD Speakers were as follows: Opening remarks were provided by CAPT Veronica Gordon, Chair, USPHS Nursing Professional Advisory Committee; and RADM Kerry Paige Nesseler, Assistant Surgeon General, USPHS Chief Nurse Officer. RADM Boris Lushniak, Deputy Surgeon General, USPHS joined the event in the afternoon and provided remarks. Dr. Christine Grady provided the Keynote Address titled *Collaboration, Resourcefulness and Thinking Outside the Box*. CDR Antoinette Jones, Dr. Barbara Wise, CAPT Keian Weld, CDR Tammie Brent Howard, Mrs. Marci Andrejko, Mrs. Sharon Flynn, CAPT Susan Orsega, CDR Anitra Johnson, CDR Sophia Russell and LCDR Lisa Gilliam served as breakout session speakers on *Cultural Influences, Ethics/Legal, Student Session, Ethics in Transplantation, Emergency Response, and Nurses in Multidisciplinary Roles* topics. Ms. Julia Bluestone provided the Afternoon Address on *Nursing Possibilities in International Public Health*. CAPTs Carmen Maher, Tammie Brent-Howard, CDRs Allison Adams-McLean and Leslie Wehrlen LCDR Carmen Fisher.
- Thank you letters were provided to event speakers, chorale ensemble, honor guard and flag-officer escort volunteers. CDRs Leslie Wehrlen and Allison Adams-McLean.
- NRD Save the Date Flyer, Event & Registration Announcements were sent out via the NPAC listserv, NIH Listservs and were posted to the NPAC website. CDRs Allison Adams McLean, Mark Glover, Leslie Wehrlen in collaboration with Communications SC CDRs Mike Krumlauf and Sean Creighton.
- A grass-roots outreach campaign to invite local non-federal nurses from over 50 Washington, DC, Maryland, Virginia and West Virginia area hospitals was undertaken by connecting with nursing offices from the major hospitals to invite them and their staff to the 2013 NRD. CDRs Allison Adams-McLean, Anitra Johnson, Ann Marie Matlock, Leslie Wehrlen and LCDRs Linhua Tzeng and Colleen Wahl.
- Poster abstracts, 21 were accepted and 18 were displayed. 7-4' x 8' poster boards were rented for displaying posters. CDR Gettie Audain mentored by CAPT Lisa Maruncyz.
- There were 6 booths representing HHS agencies, NPAC and N-PAC Subcommittees. CDR Claire Karlson.
- Continental breakfast and box lunches were offered to all attendees. CDRs Barbara Fuller, Dolores Bernato, Allison Adams-McLean and Leslie Wehrlen
- All VIP guests were offered parking and flag officers were offered aide de camps. LCDR Nikkia Powell.
- Letters to deans of local universities –sent out to deans and faculty to encourage student attendance. LCDR Linhua Tzeng.
- Chorale Ensemble and Honor Guard were coordinated for the event. CDR Mark Glover
- Program development, proofing, printing and assembly. CDRs Allison Adams-McLean, Barbara Fuller, Steve Morin and Leslie Wehrlen.
- Commemorative, give-away posters were developed and professionally printed for NRD attendees. Remaining posters were given away at the USPHS Scientific & Training Symposium. CDRs Leslie Wehrlen and Allison Adams-McLean.
- The 2013 USPHS Publication Award recipient's speakers were: CAPT Patricia Riley (ret.), CAPT Lynn Slepski, there was a tie for the RADM Julia Plotnick Award—LCDR Margaret Bevans and LCDR Patina Walton-Geer were the recipients however unfortunately LCDR Walton-Geer was unable to attend the event to present her work. CDRs Steve Morin, Leslie Wehrlen along with Awards SC representatives.

- NRD speaker PowerPoint presentations, audio recordings and photos from the event were uploaded to NPAC website under Resource page. CDR Leslie Wehrle along with Communications SC contact CDR Mike Krumlauf.
- CE file was completed which included an Overall Evaluation Summary, Executive Summary and Financial Report. CAPT Linda Trujillo and LCDR Lakeeta Carr.

- **Timeline of work:**

- Months, planning from September 2012 through May 2013.

3. Name of Project: COA/COF Nurse Category Day, June 21, 2012

- **Objectives:**

- Set up booth to recruit for PHS as well as offer information for the nursing category.
- Support nurse category planning committee for COF Symposium category day.
- Support nurse category planning committee for COF Social Event.

- **Primary contributors:** Chair – CDR Nicole Knight, Chair-Elect – CDR Anitra Johnson

- **Secondary contributors:** CDR Bernetta Lane – Mentor; CDR Michelle Brown-Stephenson – Skills Booth Lead; CDR Marilyn Ridenour – Moderator/Career Counseling Lead; LCDR Sherri Wheeler – Moderator/Photographer/Skills Booth Assistant; CAPT Edecia Richards – Social Lead; CDR Shoba Anand – Time Keeper; CDR Tessa Brown – Room Monitor; LCDR LaKeeta Carr – Secretary; LCDR Vicky Dowdy – Aide de Camp Lead; LCDR Antonio Vargas – AV Representative; LCDR Amerita Hamlet – Skills Booth Assistant; CAPT Sophia Russell – Evaluation Tool Lead; LCDR Mindy Golatt – Evaluation Tool Assistant; LT Paula Thompson – Social Assistant

- **Specific Activities**

- The USPHS Scientific and Training Symposium was held at the Renaissance Hotel in Glendale, Arizona, 21-23 May 2013. Theme: 2013 USPHS Scientific & Training Symposium “Public Health Prevention and Care: Bridging the Gaps.”
- The theme for Nurse Category Day was “*Public Health Nurses Leading in Prevention and Care through Evidence-Based Practice*” which examined how evidence-based practice enhances the role of nurses in leadership, management, academia, clinical, and reduces health disparities while promoting health and wellness, leading to a healthier nation. Presentation topics were the following: 1) The Role of Leadership in Public Health Prevention and Care; 2) Management’s Perspective on Evidence-based Practice; 3) Bridging the Gaps in Prevention and Care through Clinical Competency; 4) Reducing Health Disparities through Public Health Nurse’s Evidence-Based Practice; 5) Evidence-Based Practice in the Academic Setting; and 6) Jeopardy: Interactive Learning Exercise to Further Attendees Knowledge of Evidence-Based Nursing.
- Speaker invitations for the keynotes, panel speakers, and panel session – RADM Nesseler, CAPT Orsega, CDR Knight, CDR Johnson, and LCDR Wheeler.
- Nurse Category Day Speakers included: RADM Clara Cobb, CAPT Joan Parrish, CDR Charlotte Fafard, LT Denise Jones, Teresa Nelson, Dr. Patricia Butterfield, and Dr. Elizabeth Reifsnider. CAPT Susan Orsega, CDR Anitra Johnson, CDR Nicole Knight, CDR Marilyn Ridenour, and LCDR Sherri Wheeler. The clinical skills experts leading out in the skills session included: CAPT Maude Lyons, CAPT Susan Fritz, CDR Michelle Brown-Stephenson, CDR Rebecca Noe, CDR April Kidd, CDR Susan Smith, CDR Laquitha Mohair, CDR Derrick Gooch, CDR Geoffrey Kuzmich, CDR Cubie Beasley, CDR Amy Webb, LCDR Ruby Gideon, LCDR Timothy Thomas, LCDR

Michael Bonislawski, LCDR Amanda Barr, LCDR Katrina Martinez, LT Tim Yett, LT Zenia McCoy, LTJG Tyketra Dale, LTJG Bryce May, and Mr. Noe.

- Registration and CEU's - There were 196 nurse officers pre-registered for the event.
- 18.1 contact hours of continuing education were offered for nurses who attended the conference. – CDR Nicole Knight, CDR Anitra Johnson, and The Centers for Disease Control and Prevention Continuing Nursing Education.
- Drafting of VIP Letters and letters to deans of the local universities – CDR Nicole Knight and LCDR Laketta Carr.
- COA collaborated with NPAC Awards SC for presentation of the NPAC Awards as well as the Carruth Wagner, Mabel May Wagner, and the Lucille Woodville Awards. The 2013 Nurse of the Year Award was presented to CAPT Michelle Dunwoody; the 2013 Lucille Woodville Award was presented to CDR Kelly Murphy; and the 2013 Advanced Practice Nurse Award was presented to CDR Tammy Gragg. CDR Eunice Jones-Wills was the recipient of the Innovative Collaboration in Public Health Award and the Mabel May Wagner Award was presented to CAPT Lynn Slepski – CDR Anita Pollard, LCDR Linda Egwim, and LT Paula Thompson
- All VIP guests were offered Aide de Camps – LCDR Vicky Dowdy and CDR Anitra Johnson
- Category day PowerPoint presentations are available on the NPAC website.
- PowerPoint presentation uploads and AV support – LCDR Antonio Vargas
- Pre-Conference Training included a Nursing Skills Lab where nurses could practice their different skills. – CAPT Maude Lyons, CAPT Susan Fritz, CDR Michelle Brown-Stephenson, CDR Rebecca Noe, CDR April Kidd, CDR Susan Smith, CDR Laquitha Mohair, CDR Derrick Gooch, CDR Geoffrey Kuzmich, CDR Cubie Beasley, CDR Amy Webb, LCDR Ruby Gideon, LCDR Timothy Thomas, LCDR Michael Bonislawski, LCDR Amanda Barr, LCDR Katrina Martinez, LT Tim Yett, LT Zenia McCoy, LTJG Tyketra Dale, LTJG Bryce May, and Mr. Noe.
- Career Counseling was provided to Nurse Officers – CDR Marilyn Ridenour
- Nurse social was held at Jimmy Buffett's Margaritaville the evening of the Category Day. The Pharmacists and Nurse Categories joined and had a very successful social. – CAPT Edecia Richards, CDR Anitra Johnson, and LT Paula Thompson
- Announcements and calls for volunteers were sent out via social media and NPAC listserv – CDR Nicole Knight, CDR Anitra Johnson, and LT Paula Thompson

- **Timeline of work:**

- Months, planning from September 2012 through June 2013.

4. Name of Project: Esprit de Corps Team

- **Objectives:**

- Create and maintain NPAC merchandise to foster USPHS nursing pride.

- **Primary contributors:** CDR Dolores Bernato transitioned to LCDRs Gia Lawrence and Sara Anderson in April 2013. Twelve members are on team.

- **Specific activities:**

- Mentoring of new co-chairs.
- Establish guidelines for the purchasing of items.
- Establishment of proposed budget for operational costs: e.g.- \$400-500 for the COF Symposium Booth; \$1200 for purchasing of Esprit de Corps items, \$150 for shipping items to next COF Symposium site.

- **Impact Highlights from Strategic Goals for FY 2013 September**
 - Identify resources related to purchases of items including organizing information of possible vendors.
 - Develop resources new chairs.
 - Train members and co-team members as to the responsibilities of membership.
 - Establish partners with CAPT Belsito.
 - Expand knowledge of two new co-team leads.
 - Committee member participation defined as teleconferencing into meetings 75% of the time, researching items, staffing and setting up booth, help coordinate symposium activities.
- **FY 2013 Projects completed:**
 - Coordination NPAC booth at COA Symposium-5 months.
- **FY 2014 Projects recommended:**
 - Establish guidelines for the purchasing of items.
 - Establishment of budget proposal for operational costs: e.g.- \$400-500 for the COF Symposium Booth; \$1200 for purchasing of Esprit de Corps items, \$150 for shipping items to next COF Symposium site.

5. Name of Project: Define, delineate membership, structure and operations of Events SC

- **Objectives:**
 - Define scope of activities led by Events SC.
 - Define and delineate process for member selection.
 - Delineate how to incorporate liaison teams into structure and reporting activities.
- **Specific activities:**
 - A review of the current structure was completed in FY11
 - Revisited structure review and process in FY12
 - Collaborated with liaison teams to identify issues in structure
 - FY11 to present: Historically the Events SC was responsible for planning the local NRD and provided an updated list of national nursing conferences. In 2010-2011 the COA planning group and Esprit de Corps merged under Events SC but continued to operate functionally separate from the traditional Events SC. Subcommittee co-chairs and team leaders for COA and Esprit de Corp have been meeting to discuss integration of major projects and will present options for changes to the NPAC leadership at an upcoming NPAC business meeting.
 - Members of teams will provide reports on activities through the Events SC.
 - Liaison teams have been invited to participate in monthly Events SC meetings.
- **Timeline of work:**
 - Years, project completed in FY 13 with revisions annually. See attachments B-D.
- **Primary contributors:**
 - CDR Leslie Wehrlen, CDR Allison Adams-McLean CAPTs Tammie Brent Howard, Claire Karlson, Carmen Maher, Lisa Marunycz, Linda Trujillo, CDRs Gettie Audain, Dolores Bernato, Barbara Fuller, Mark Glover, Anitra Johnson, Nicole Knight, Ann Marie Matlock, Steve Morin, LCDRs Lakeeta Carr, Carmen Fisher, Nikkia Powell, Colleen Wahl, Linhua Tzeng

Submitted by,
CDRs Leslie Wehrlen & Allison Adams-McLean

NRD Themes, Session Topics and Speaker by Year

Year, #	2013, 22 nd	2012, 21 st	2011, 20 th	2010, 19 th	2009, 18 th	2008, 17 th
Theme	Embracing Diversity: <i>Limitless Possibilities in Nursing</i>	Nursing on the Forefront – <i>United in Health</i>	Public Health Nurses – <i>Making a Difference in Health Outcomes</i>	The Role of the Public Health Nurse in the Health Policy Arena	Diversity in Public Health Nursing	Nurses: Making a Difference Every Day
Keynote Topics	Collaboration & Resourcefulness: Thinking Outside the Box	State of Nursing	Nursing What's on the Horizon	The Role of the Public Health Nurse in the Health Policy Arena	Diversity in Public Health Nursing	A <i>Role</i> Well Traveled: Nurses in Clinical Research
Keynote Speaker	Christine Grady, RN, PhD	Julie Sochalski, PhD, RN, FAAN	Christine Pintz, PhD., FNP	Mary K. Wakefield, PhD, RN	RADM (ret.) Julia Plotnick	Margaret Bevans, RN, PhD
Session Topics	Breakout Session I: Breaking the Mold: <i>Nontraditional Roles for Nurses</i> 1. Cultural Influences in Nursing 2. Ethics/Legal 3. Student session: Everything you wanted to know about the USPHS	Breakout Session I: 1. Clinical Practice 2. Administrative & Leadership 3. Professional Development	Nursing Influences on Improving Health Outcomes Panel presentation focusing on past, present & future nursing influences	The Role of the Public Health Nurse in the Health Policy Arena, panel presentation	Public Health Nurses in Diverse Roles, panel presentation	Panel: Nursing Practice
Session Speakers	1. Barbara Wise PhD, RN, CRNP 2. CAPT Keian Weld 3. CDR Tammie Howard	1. Cheryl Fisher, EdD, RN-BC Elaine Novakovich, RN 2. CAPT Lucienne Nelson CDR Ann Marie Matlock 3. Gwentyth Wallen, PhD, RN	1. Borghild "Berkie" Bevans, 1st LT, US Army, USPHS Civilian Nurse (Ret.) 2. Brenda Afzal, MS, RN 3. Susan Ludington PhD, CNM	1. CDR Veronica M. Gordon 2. Sandra Haldane, BSN, MS, RN 3. Paula C. Hollinger, RN 4. Kathleen Smith, MScEd, RN-BC	1. RADM Deborah Parham-Hopson 2. RADM Denise Canton 3. RADM (Ret.) Mary Pat Couig 4. CAPT Beverly Dandridge 5. CDR Lisa Marunycz 6. CDR Moira McGuire	1. CDR Vicki Anderson 2. CDR Susan Orsega 3. LCDR Sue Larkin
Session Topics	Breakout Session II: Breaking the Mold: <i>Nontraditional Roles for Nurses</i> 1. Ethics/Legal 2. Emergency Response 3. Nurses in Multi-D roles	Breakout Session II: 1. Clinical Practice 2. Administrative & Leadership 3. Professional Development				
Session Speakers	1. Marci Andrejko & Sharon Flynn 2. CAPT Susan Orsega 3. CDR Anitra Johnson CDR Sophia Russell LCDR Lisa Gilliam	1. CAPT Linda Jo Belsito CAPT Lynn Slepki 2. RADM Ann Knebel 3. CDR Michael Krumlauf				
Session Topics	Servant Leadership Workshop					
Session Speakers	CDR Jill Eich, USPHS CDR Antoinette Jones					
Afternoon Address	Outreach Strategies You're going WHERE? Nursing possibilities in international public health	Nurse Managed Clinics	The Difference We Make: True Nursing Outcomes		A Collaboration to Advance Evidence Based Practice With American Indian and Alaska Native Communities	Surgeon General's Initiative on Obesity
Afternoon Speaker	Lori Purdie, MS, RN Julia Bluestone, CNM, MS	Teresa Gardner, DNP, FNP-BC Paula Hill-Meade, DNP, MSN	Gina Brown, PhD, MS, BA	RADM Kerry P. Nessler	Sandra Haldane, BSN, MS, RN	Mary Beth Bigley, PhD, MSN

DEPARTMENT OF HEALTH & HUMAN SERVICES

**Nursing Professional Advisory Committee
Events Sub-Committee
SECRETARY ORIENTATION GUIDE**

Purpose: Please use this guide as a reference for your understanding and participation as a member holding the secretary position on the Events Subcommittee.

Supporting documents: N-PAC Bylaws, N-PAC Charter, N-PAC Sub-committee Operating Procedures.

I. Roles

- There are 2 co-chairs that lead the subcommittee, one is an N-PAC voting member with a three year term and the other is non-voting N-PAC member with an undefined term length. Both are equally responsible for leading and delegating the work of the committee.
- According to N-PAC bylaws, a subcommittee may have a maximum of 20 members and does not include the co-chairs.
- Officers are not permitted to serve on more than one subcommittee at any one time.

II. Mission

The mission of the Events Sub-Committee is to provide counsel and advice on professional nursing issues to the Chief Nurse Officer, the Surgeon General, and federal agencies while serving as a representative of the federal nursing voice. The vision of the Events Sub-Committee is to be a national coalition of nursing leaders committed to promoting and protecting the public health.

III. Goals

1. To provide easy access via web links to current events in our Nation.
2. Organize annual U.S. Public Health Service Nursing Recognition Day.
3. Support the COA conference.

IV. Objectives

1. Provide a current list of conferences annually by Dec 31 of each year.
2. Update conference list quarterly as conferences are added.
3. Provide place for nurses to provide feedback to add conferences to the website.
4. Invite speakers who will provide opportunity for attendees to learn.
5. Provide opportunity for nurses to showcase their posters that have been presented over the last year.
6. Encourage attendance by offering incentives such as CEU, raffles etc.
7. Invite groups to set up tables to showcase job opportunities and other unique opportunities for civil service and PHS officers at the Annual Nursing Recognition Day.

8. Set up booth at the annual COA conference to recruit for PHS, as well as offer information for the nursing category.
9. Plan nurse category day at the COA conference.
10. Support the planning committee of the COA conference.

V. Meeting dates & times

- The Events subcommittee meets the 1st Wednesday of every month from 1300-1400 EST via telephone conference call. Typically during the month of April one additional meeting may be set-up to finalize logistics for the annual Nursing Recognition Day planning.
- The Co-chairs meet 1 week prior to the monthly meeting for pre-planning.
- The Co-chairs have ad-hoc meetings with NPAC leadership approximately once every month in preparation for NRD.

VI. Attendance policy

- According to N-PAC bylaws, active membership is defined:
 - Participating in monthly planning meetings (at least 50% over fiscal year)
 - Active role in Events work (NRD planning, Events website, Esprit de Corps, etc)

VII. Events Subcommittee Secretary role responsibilities

- Forward copy of agenda to conference leaders for review prior to dissemination to SC
- Circulate monthly agenda and send out an electronic meeting reminders, monthly 1 week prior to SC members
- Maintain Events SC monthly meeting attendance tracking document, electronic membership distribution list and roster
- Initiate roll call and acceptance of minutes during monthly meetings
- Develop and maintain minutes from monthly Events SC meetings, expected turnaround time 2 weeks following each meeting
- Participate in SC leadership planning team meetings
- Participate in meetings with NPAC leadership along with Events SC Co-Chairs

DEPARTMENT OF HEALTH & HUMAN SERVICES

**Nursing Professional Advisory Committee
Events Sub-Committee
NEW MEMBER ORIENTATION GUIDE**

Purpose: Please use this guide as a reference for your understanding and participation as a member on the Events Subcommittee our committee.

Supporting documents: N-PAC Bylaws, N-PAC Charter, N-PAC Sub-committee Operating Procedures.

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Nursing Professional Advisory Committee Events Sub-Committee Manual of Operations

Introduction

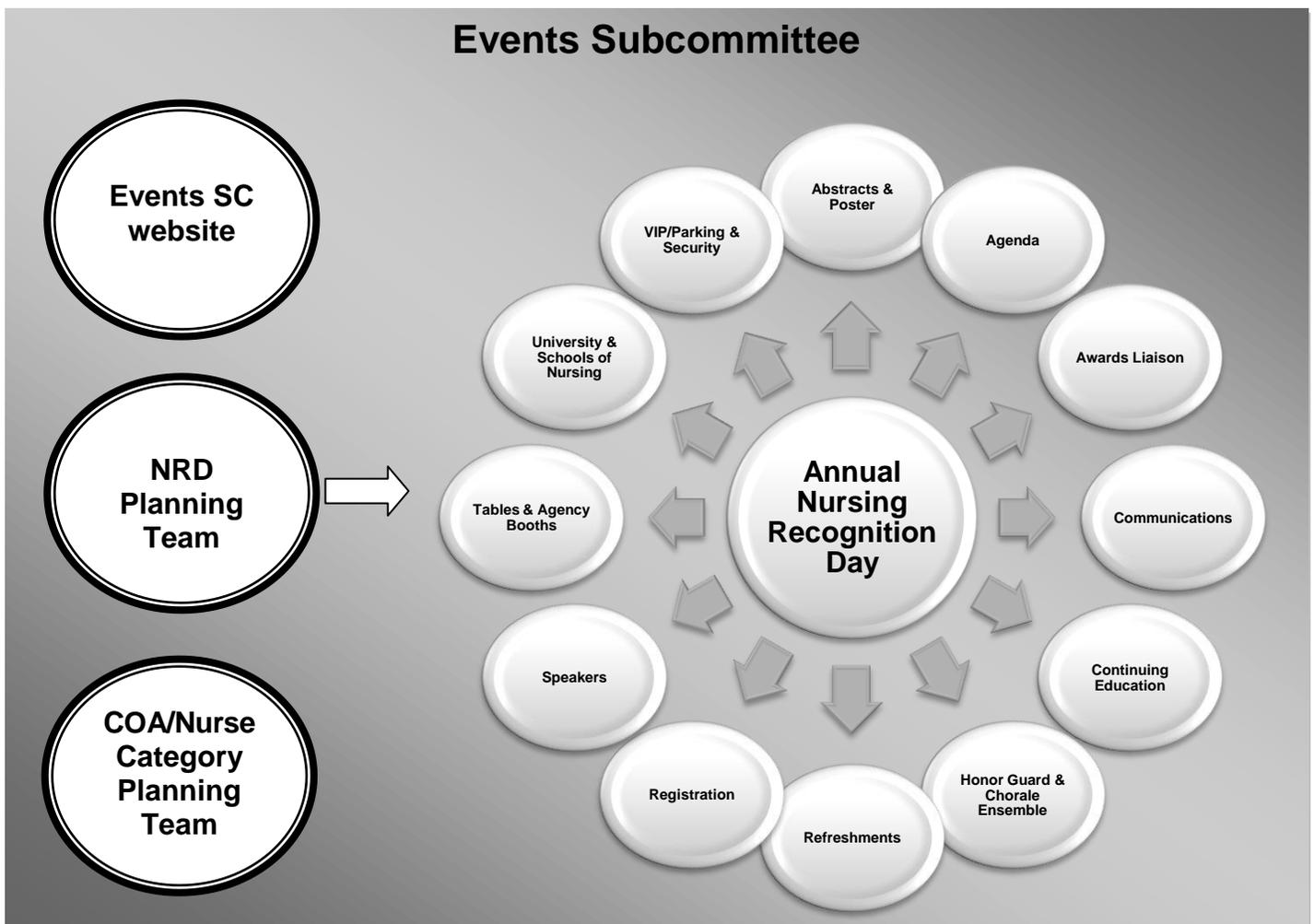
The purpose of this document is to provide a Manual of Operating Procedures (MOP) for leaders and members of the Nursing Professional Advisory Committee (N-PAC) and the N-PAC Events Sub-Committee (SC). The role of the MOP is to facilitate consistency in knowledge of activities and planning for major N-PAC events. This MOP is a handbook that details Events SC conduct and operations in planning major N-PAC events, such as Nursing Recognition Day. It provides guidance as to team leadership, specific roles, activities and responsibilities that makeup the major teams within the Events Subcommittee. This MOP is intended to serve as a reference document to facilitate adherence to N-PAC's Strategic Plan, Subcommittee Operating Procedures while enhancing knowledge of event planning processes.

Overview of N-PAC Events Subcommittee Goals

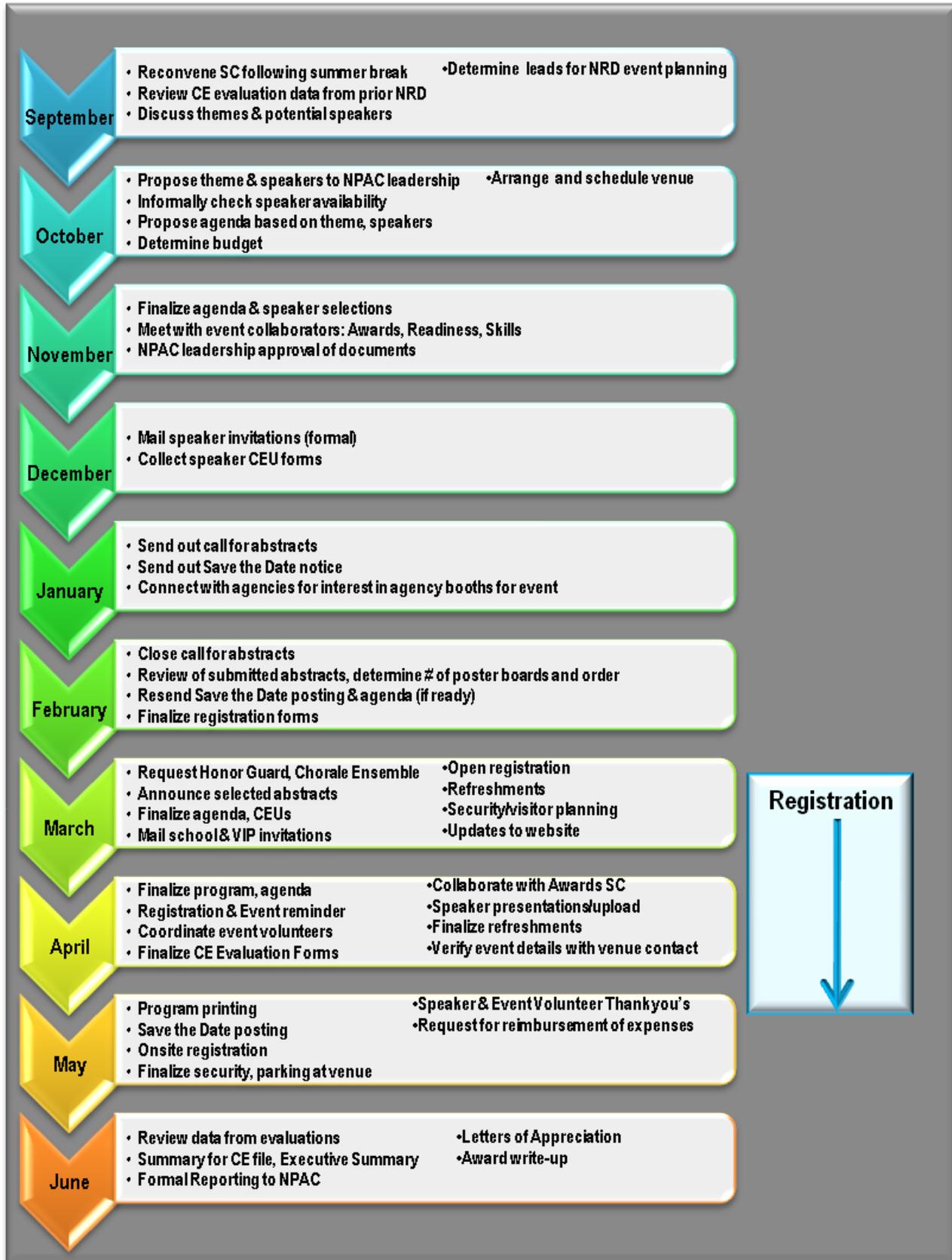
1. To provide easy access to via web links to current events in our Nation.
2. Organize the annual USPHS Nursing Recognition Day.
3. Support the COA conference Nurse Category day planning team and N-PAC booth.

Overview of Nursing Recognition Day Planning Teams

There are 12 distinct planning teams in the Nursing Recognition Day planning team within the Events SC, as shown below. The specific roles and responsibilities of each team follow in the next section.



Timeline of NRD Planning by Month



NRD Major Roles & Responsibilities by Planning Team

Abstracts & Poster

Team Leaders:

CAPT Lisa Marunycz
CDR Gettie Audain

Team manages overall planning, announcing and coordination of the annual Nursing Recognition Day abstract and poster session.

- Sends an email announcement in January announcing the open call for poster abstract submissions via the PHS listserv. The call is open through the end of February and notifications of selected abstracts occur mid-March.
- Once the call for abstracts has ended, the team collates all submissions, reviews them against the established criteria for acceptance, and then makes selections of accepted abstracts.
- The team develops an email distribution list of those who were selected to present posters so that information emails can be sent easily.
- Email notification is sent to all those who have submitted abstracts, including those that are accepted and not accepted for presentation. The email also provides general information for poster presenters including sizing, schedule and requirements for presenting.
- Provide list of abstracts (including all authors and titles) to the Events SC Co-Chairs and NRD program team leaders for inclusion in the program.
- Based on number of abstracts accepted contact poster board vendor for price quotes to display rentals.
- Submit price quotes to NRD co-chairs so that budgeting for the expense can be requested officially from the N-PAC.
- Once poster board vendor estimate is approved, coordinate the logistics with the company for set up of poster boards at the venue.
- Report any issues encountered and feedback about the presenters experience to the Events Co-Chairs.

Agenda

Team Leaders:

Events SC Co-Chairs

The Events SC Co-Chairs along with members NRD develop the agenda for NRD. Dissemination of the agenda should not occur until N-PAC leadership has approved the document and details for speakers and venue have been confirmed.

Awards Liaison

Team Lead:

CDR Steve Morin

The Events SC Awards Liaison works closely with the Awards SC representatives and the Events SC Co-chairs in order to provide to facilitate the awards portion of NRD which includes N-PAC publication and MANE awards. Specifically the Awards Liaison:

- Contacts the Awards Sub-committee regarding nominees in December-January, prior to NRD.
- Coordinates with the Awards SC Co-chairs to have the names and bio's for each PUBs & MANE nominees sent by in March for review.
 - Review submitted bio and edit as needed.
 - The edited bio will be used for the announcement of the award at NRD.
- Ascertain whether the nominees will be attending the conference.
 - PUBs award recipients are given the opportunity to present their work during the conference and are included in the official program thus it is important to know whether or not they will be attending in person.
 - Obtain the CE Bio & Disclosure forms from each PUBs award recipient and forward to the Events sub-committee Co-chair, CE credit is awarded for the PUBs recipients presentations and forms are required early in the process for the CE awarding.
 - The MANE award recipients are awarded at NRD but do not present their work at NRD. They may or may not attend the conference in-person so arrangements may have to be made to send their award plaques back to the Awards sub-committee if not attending.
- Determines if a representative from the Awards sub-committee will be attending the conference to announce the awards recipients.
 - If no one from the Awards SC can for the awards portion of NRD, then a volunteer should be sought within the Awards SC or the Events SC Awards Liaison may accept the duty on behalf of the Award sub-committee.
- Makes arrangements to have the awardees plaques delivered
 - The plaques maybe brought to the conference on the day of the conference by a Awards sub-committee member or mailed to the Events sub-committee Co-chairs.
 - Review the plaques on arrival for intactness of the device and accuracy of inscription on the plaque. Any changes to the inscription is coordinated through the Awards sub-committee Co-chairs.

Communications

Team Leaders:

Events SC Co-Chairs

The Events SC Co-Chairs along with team leads from the Abstract & Poster, Speakers, Tables & Agency Booths and University & Schools of Nursing create specific communications, once approved by N-PAC leadership, are distributed to widely to communicate information and opportunities available during NRD. It includes but is not

limited to the 1) Save the Date flyer, 2) Call for Abstract presenters, 3) Program flyer, 4) Opening Registration, and 5) Reminders about NRD.

Continuing Education

Team Lead:

LCDR Lakeeta Carr (lead)

CAPT Linda Trujillo, IHS, CSC Liaison

LCDR Colleen Wahl (planner bios)

The Continuing Education team is responsible for developing the materials, completing forms and reports required for continuing education (CE) accreditation of NRD. This process is lengthy and requires collaboration with several teams within the Events SC including but not limited to Events SC Co-chairs, Speaker team, and the Indian Health Service Clinical Support Center Liaison (IHS, CSC). All Events SC members that work on planning NRD and presenters during NRD need to report relevant financial relationships and complete a bio/disclosure form for CE accreditation of NRD.

Each year the following forms are required for CE:

- **Proposal Form for CE Course:** This standard form provides general information about the event, including date, types of teaching learning strategies to be used, planned location of event, title, primary goal of the activity, designates the primary contact person for the activity and lists all members the planning team.
- **2013 Needs Assessment:** This is a gap analysis and provides the basis and evidence for the proposed theme and program plan for NRD.
- **Planner & Speaker bio/disclosure Forms:** Includes detailed information about each individual including their full name, credentials, degrees, description of how the needed qualifications of the planners/faculty/presenters/authors were identified: (e.g. content experts, demonstrated comfort with teaching, presentation skills, familiarity with target audience, or other), how the qualifications of the presenters were assured (e.g. review of resume/CV, recommendations by colleagues, review of literature written by presenter, observation of previous presentation by presenter, new presenter being by a specific and identification of any relationships with commercial interest organizations that could potential influence NRD program.
- **Educational overview:** Is an in-depth document that provides identifies session presenters, titles, and objectives for the entire program.
- **Overall evaluation summary file (occurs after event):** Is a comprehensive summary of the feedback of the NRD program from attendee evaluations and from NRD planners and includes how many people were in attendance changes in knowledge after attendance, effectiveness of program and suggestions for future activities.
- **2012 Financial revenue expense statement (occurs after event):** is a comprehensive summary of all financial expenditures related to the annual NRD program.

Honor Guard & Chorale Ensemble

Team Lead:

CDR Mark Glover

Annually NRD opens with Presentation of the Colors by the USPHS Honor Guard, the National Anthem and PHS March presented by the Chorale Ensemble. The Honor Guard & Chorale Ensemble team leader is responsible for contacting, reserving the Honor Guard and Chorale Ensemble and communicating between the groups and Events SC teams to provide details about the event and logistics needs.

- **Honor Cadre-** Make the reservation as soon as the date has been set for NRD by notify CDR Rhondalyn Cox , Commanding Officer of the Surgeon General’s Honor Cadre, and LCDR Malaysia Gresham (malaysia.gresham@hhs.gov) the current POC in OSG using the required form/information below. The website for Surgeon General’s Honor Cadre is website: <http://www.usphs.gov/aboutus/honorcadre.aspx>. A confirmation should follow with a successful reservation from their office.

An example form includes the following information:

1. Name of event and anticipated numbers in attendance.
 2. Date and Time of event, including time the Honors Cadre should arrive: Contact person for the event, including phone number and e-mail address (Events SC Co-chairs or Honor Guard & Chorale Ensemble team leader)
 3. Whether the program includes the National Anthem and/or the Public Health Service March.
 4. Whether the program includes use of the SG Bell (Flag Officer promotions/retirements).
 5. Availability and location of parking facilities.
- **Choral Ensemble-** Make the reservation as soon as the date has been set for NRD by notifying CDR Moira McGuire who is a leader in the DC choral ensemble or by visiting their website: <http://www.phsemble.org/performances/request.htm>. In order to make a reservation information the date and time and what songs ie. National Anthem and PHS March will be needed.

Refreshments

Team Leaders:

CDR Barbara Fuller

CDR Dolores “Laurie” Bernato

Over the years refreshments have been offered in a variety of ways including where services were contracted through a caterer, N-PAC reimbursement of food expenditures purchased by Refreshment team leaders and coordination with venue cafeteria. Refreshment team leads work closely with Events SC Co-chairs to determine funding mechanism and plan each year for refreshments. Below are a list of responsibilities of the Refreshment team which differs by funding.

- Most important: know the budget and payment mechanism before making plans for refreshments.
- On the day of the event arrive at least 1 hour early to ensure appropriate space and table setup for refreshments.
- Consider asking for volunteers to help set up and clean up.

- ***Using a caterer for food/refreshments:***
 - Get approval from Events Co-chairs before making any commitments/contracts.
 - Establish contact person for the caterer and for the venue.
 - Provide estimate of register participants to caterer during request time frame. Most require 48-72 hours' notice.
 - If vendor is outside of the venue, be sure to ask if they will deliver and arrange deliver time.

- ***Refreshments purchased by Events SC and reimbursed by NPAC:***
 - Need to be aware of what kind of food can be brought in and what food is available at the venue.
 - Be sure to purchase healthy food and vegetarian options.
 - Be sure that someone can store large quantities of non-perishables if purchased or that it can be picked up early on the morning of the event (i.e. fruit trays, yogurt, cream cheese)

- ***No Refreshments are being offered:***
 - If food is not being purchased by the NPAC for participants, inform the cafeteria manager at the venue of the number of registered participants so that enough food for purchase is available.
 - If time permits participants to eat away from the venue, try to compile a list of local restaurants for quick options.

Registration

Team Leaders:

LCDR Colleen Wahl

CDR Ann Marie Matlock

The Registration team is responsible for maintaining a list of registrations, monitoring the registration activity for NRD and reporting progress to the NRD planning group, creating a sign-in sheet for NRD attendees as required for the CE process and submitting a final list to Continuing Education team for post event CE reporting.

Speakers

Team Lead:

CDR Tammie Brent Howard

CAPT Carmen Maher

LCDR Carmen Fisher

The work of the Speaker Team is a collaborative process that is lengthy and works closely with the Events SC Co-chairs, Continuing Education Team and the entire NRD

planning team for annual theme development, suggesting appropriate speaker selections based on the theme and assuring the educational objectives of the day are communicated to the speakers. The process for selecting speakers is as follows:

- Participate and brainstorm for NRD theme development.
- Suggest potential speakers based on theme.
- Events SC Co-chairs seek approval for theme and speakers from N-PAC leadership
- Speaker team makes preliminary contact with selected speakers via telephone or email to determine availability and interest in speaking at NRD.
- Speaker team reports information speaker availability and progress to Events Co-chairs and NRD planners and makes suggestions for additional speakers if necessary.
- Speaker team works with Continuing Education Team to develop speaker session overview and objectives based on speaker backgrounds and session topics.
- Speaker team drafts invitation letters for speakers and sends them to Events Co-Chairs.
- Events Co-chairs review the speaker invitation letters and send forward to N-PAC leadership review and mail/email to speakers with required CE forms, registration information and preliminary agenda.
- Speaker team follows-up with selected speakers 1-2 weeks after original invitation is sent.
- Speaker team connects with each invited in advance of NRD to discuss specific details of presentations and plan for day.
- Speaker team communicates any issues back to Events SC Co-chairs.
- Events Co-chairs create thank you letters for invited speakers and provide accompanied by a USPHS N-PAC coin to recognize their contribution which is presented after their presentation on NRD.

Tables & Agency Booths

Team Lead:

CDR Claire Karlson

The Tables & Agency Booths Team is responsible for connecting with interested groups to host tables/booths during the annual NRD conference. Specifically this team:

- Drafts email text which is approved by the Events Co-chairs.
- After approval, the Team Lead sends an email to agencies, agency liaisons, and N-PAC Sub-Committee's which usually occurs in January or February offering space reserve during NRD.
 - Suggestions for Sub-committee's of the NPAC include providing information what their committee's do, responsibilities and sharing of current opportunities
 - Provide training (Leadership; mentoring, readiness).
 - Agencies set up displays to recruit nurses (students, PHS, civil service and tribal), provide handouts, agency information about what they do and where jobs would be available also extend invitation to sister services, e.g. Army and Navy representatives if possible.
- After the initial email, sends reminders monthly for reserving tables.

- Provide information to those who reserve tables to include: setting up early in order to be there for people who arrive early for registration during breaks and after the NRD is over.
- Please see the sample letter/notice sent to agency liaisons announcing booths/tables (Appendix A)

University & Schools of Nursing

Team Lead:

LCDR Linhua Tzeng

The role and responsibilities of Universities & Schools of Nursing team is provide disseminate information about NRD to local universities and schools of nursing to increase public awareness of the USPHS and the nurse category.

After the theme has been determined:

- Update/create a draft school template letter with details specific to current year NRD information.
- Maintain and annually update universities' contact information and add additional ones if needed, solicit feedback from the NRD planners about schools invited.
- Edit and send the final letter template and the universities' contact information to the NRD planning group for review and approval.
- Co-chairs send the final letter and the updated universities' contact information to N-PAC leadership for dissemination of invitations for mailing.
- The invitation letter and NRD agenda are sent out from RADM Nessler's office to the Universities contacts.

VIP/Parking & Security

Team Lead:

LCDR Nikkia Powell

The VIP/Parking & Security team is responsible for maintaining and updating the list of VIPs invited to the annual NRD, coordinating and communicating VIPs visit, arranging parking, security and seating for VIP guests. Also, the team coordinates with NIH Security to discuss arrangements related to hosting a special event.



2013 Nursing Recognition Day

Theme: Embracing Diversity: Recognizing Differences Amount us. (draft)

**PLACE: Natcher Auditorium
Natcher Conference Center, NIH Campus
NIH Building 45, Bethesda, MD 20892**

SAVE THE DATE: 21th Annual USPHS Nursing Recognition Day on **May 4th, 2012.
TIME: 0730 – 1600**

Booth presentations:

**07:30-08:30; 10:45-11:30; 11:55 – 12:30 Student Session, everything you wanted to know about the USPHS! (great opportunity to answer questions that students may have)
1405-1445 - break & Poster Signing Session**

DISPLAY TABLES ARE AVAILABLE: Contact CDR Claire Karlson at claire.karlson@fda.hhs.gov or 301-796-6654 to reserve your table for demonstrations or Agency recruitment of Students and Officers visiting us for this special day.

We are planning another spectacular event with many wonderful speakers, including RADM Kerry Nessler, Chief Nurse Officer. This year's theme is "Nursing: Embracing Diversity & Leadership" and will highlight the many and varied achievements of nurses working in the U. S. Public Health Service.

The 21th Annual U.S. Public Health Service Nursing Recognition Day is a full day event that will be held at the National Institutes of Health (NIH), Natcher Conference Center, Building #45 in Bethesda, MD.

Registration for this one day event is free of charge and continuing nursing education credits (CNE's) will be available for RN participants.

Agency tables are available: Tables will be available for agencies to display their materials for information purposes, recruitment of Officers and Students, and illustrate what nurses accomplish in their respective agencies.

Nurse Mentor representatives and Career Development Education committee members will be available to answer questions and demonstrate the NPAC Career Development website links.

If your agency would like to reserve a table, please notify CDR Karlson. When submitting your request please provide the number of tables needed, specify if electricity is required, and if you will be using audiovisual equipment.

Thank you, we look forward to working with you this year.