

# MEETING MINUTES: General Meeting

MINUTES

AUGUST 15, 2014

TIME: 13:00

TELECONFERENCE: 1-888-455-7451,  
PASS CODE: 4605705#

<b>MEETING CALLED BY</b>	CAPT Marilyn Ridenour, FY2014 Nurse Professional Advisory Committee (N-PAC) Chair
<b>TYPE OF MEETING</b>	N-PAC General Meeting
<b>FACILITATOR</b>	CDR Marilyn Ridenour, RN FY2014 N-PAC Chair
<b>NOTE TAKER</b>	CAPT Marilyn Ridenour, FY2014 Nurse Professional Advisory Committee (N-PAC) Chair
<b>TIMEKEEPER</b>	CDR Reginald Smith, RN, BSN, MBA, JD
<b>ATTENDEES</b>	Roll Call – Appendix I (Attached)

## Agenda topics

TIME: 13:00 – 13:05

### TOPIC: I. ROLL CALL

PRESENTER: CDR REGINALD SMITH, RN,  
BSN, MBA, JD

<b>DISCUSSION</b>	N-PAC Voting Membership Roll-Call – PDF Copy Attached to meeting minutes as Appendix I	
Absent Voting Membership: CDR Deanna Gephart, CAPT Sophia Russell, CAPT Brenda Ross, CAPT Brenda Cook, CDR Heather Skelton, LT Paula Thompson, Mr. Jerod Noe;		
Excused Voting Members: CDR Shawn Armes, LCDR Linda Egwim, CAPT Maryann Robinson		
<b>CONCLUSIONS</b>	8-Voting Members Absent, no alternate provided; 2-Voting Members Excused, no alternate provided	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Notification of presence after roll-call by sending an email to LCDR Sherri A. Wheeler, <a href="mailto:S1Wheeler@bop.gov">S1Wheeler@bop.gov</a> .	Voting Membership on call	8-15-2014

TIME: 13:05 – 13:05

### TOPIC: II. MEETING MINUTES APPROVAL – GENEAL MEETING: MAY 16, 2014

PRESENTER: CAPT MARILYN RIDENOUR,  
RN, BSN, MBA, MPH, CPH – N-PAC CHAIR

<b>DISCUSSION</b>	TABLED – LCDR Sherri A. Wheeler unable to attend today's meeting: Excused	
The minutes will be sent by email for N-PAC Voting member approval		
<b>CONCLUSIONS</b>	Tabled	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send Meeting Minutes out to Voting Membership for approval vote	LCDR Sherri A. Wheeler, RN	ASAP

TIME: 13:05 – 13:09

### TOPIC: III. N-PAC CHAIR WELCOME

PRESENTER: CAPT MARILYN RIDENOUR,  
RN; BSN, MBA, MPH, CPH, N-PAC CHAIR

<b>DISCUSSION</b>	Hello everyone. Welcome to the May 16 <sup>th</sup> N-PAC General Meeting. The theme for my term is Celebrating Nurses, highlighting nurse's contributions in many diverse settings. The topic for today's general meetings is
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'Workplace Bullying'. Our monthly presentations are designed to better inform the PHS Federal nurses about strategies aligned to our Federal Public Health Service Nursing Strategic Plan and the National Prevention Strategy.

<b>CONCLUSIONS</b>	Introduction of Dr. Paula Grubb; Bio read by CAPT Marilyn Ridenour
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		

TIME: 13:09 – 13:31      **TOPIC: IV. PRESENTATION: WORKPLACE BULLYING**      PRESENTER: Ms. Paula Grubb, Ph.D.

<b>DISCUSSION</b>	Presentation: Workplace Bullying by Dr. Paula L. Grubb, Work Organization and Stress Research Team (WOSRT), National Institute for Occupational Safety and Health, Center for Disease Control and Prevention.
	Quote: Negative interpersonal interactions exert a disproportionate influence on mental health, relationship outcomes, and overall well-being compared to positive social exchanges – Kowalski (2001).
	Slide 3: Terminology: Interactional Injustice, Incivility, Victimization, Disruptive Behavior, Bullying, Mobbing, Harassment, Horizontal Hostility, Generalized Workplace Abuse, Social Undermining, Lateral Violence, Abusive Supervision, Workplace Aggression.
	Slide 4: The Range....Incivility
	Slide 5: Disruptive Practice Behavior
	Slide 6: Bullying
	Slide 7: Defining Feature
	Slide 8: Types of Behavior: 1. Threatening or intimidating behavior; 2. Demeaning behavior
	Slide 9: 3. Isolation 4. Abusive Supervision
	Slide 10: 5. Work sabotage 6. Harm to reputation
	Slide 11: Who is at Risk? Nurses/Nurse aides or assistants; Nursing students/novice nurses just entering the profession
	Slide 12: Who is doing it? Patients, Patients' family members, Managers, Physicians, <b>Nurses</b> , Other co-workers, strangers
	Slide 13: Prevalence 21 – 31% nurses in U.S. studies report being bullied
	Slide 14: Frequency of disruptive behaviors, Rosenstein & O'Daniel, 2008
	Slide 15: Witnessing disruptive behavior: Respondents (Nurses, Physicians and Administrators)
	Slide 16: General Risk Factors
	Slide 17: General Risk Factors continue
	Slide 18: Risk Factors in Healthcare
	Slide 19: Impact on Individual
	Slide 20: Impact to Organization; Reduce motivation; turnover; time and attendance problems, healthcare cost...
	Slide 21: Nurse/Physician perceptions of impact of disruptive behaviors
	Slide 22: Prevention/Intervention Strategies: Primary Preventions

Slide 23: General Resources: Management Chain, HR, EEO, Alternative Dispute Resolution, OHP, EAP		
Slide 24: What can organizations do? Focus on developing healthy, respectful workplace climate;		
“This is how we treat people here”		
Slide 25: What that might look like: People treat each other with respect...		
Slide 26: Climate/Culture Change Model: Fundamental Rules of Interaction Baseline Expectations – CIVILITY – Courtesy		
On-stage Behavior; inner circle: RESPECT, Trust, Compassion, Ethics, Listening, Honesty; Most Inner circle:		
ENGAGEMENT; Authorized to act, accountable		
Slide 27: What’s Next? Intervention Development, Evaluation Studies, Translation r2p		
Slide 28: Contact Information: Paula L. Grubb, Ph.D. National Institute for Occupational Safety and Health;		
Division of Applied Research & Technology; <a href="mailto:PLG4@cdc.gov">PLG4@cdc.gov</a>		
Slides 29 – 31: References		
<b>Questions: None</b>		
<b>CONCLUSIONS</b> Common experience		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
LOA for Dr. Grubb	CAPT Marilyn Ridenour	Open

TIME: 13:31 – 13:45

**TOPIC: V. U.S. PHS ATHLETICS**

PRESENTERS: CAPT Shelley Hoogstraten-Miller; CDR Evan Schkan

<b>DISCUSSION</b>	United States Public Health Service Athletics: The Surgeon General’s Fitness Team Presentation, New
Slide 2: Our Mission – To protect, promote and advance the health of the American people through fitness: Rebranding the Corps as a leader in health promotion through fitness.	
Core values of Leadership, Outreach and Visibility! Get fit and stay fit, get others to get fit and stay fit, show your PHS Pride whenever you exercise.	
Slide 3: The President’s Council on Fitness Sport & Nutrition: Adult (18-64): 2.5 hours each week (30 minutes x 5 days/week) of moderate intensity aerobic physical activity; Adult should also do strengthening activities such as push-ups, sit-ups, lifting weights at least two days a week. The standards here represent the baseline fitness activity expectations for all Americans. By meeting these basic fitness activity requirements completing a Qualifying Event should be easily within reach. There are similar recommendations for Children and Adolescents (6-17 years old), 60-min or more.	
Slide 4: The Basics of Participation – choose and event	
Slide 5: Event Leaders – become or join	
Slide 6: Participants	
Slide 7: Outreach	
Slide 8: Qualifying Events	
Slide 9: Surgeon General’s Fitness Team Roll Call: Recognition for accomplishments!!!	

Slide 10: Surgeon General's Fitness Team Roll Call: The Fine Print; Event leaders document participation for the Executive Directors.		
Slide 11: More Information: <a href="http://www.PublicHealthServiceAthletics.org">www.PublicHealthServiceAthletics.org</a> , <a href="mailto:PublicHealthServiceAthletics@gmail.com">PublicHealthServiceAthletics@gmail.com</a> , Find Public Health Service Athletics on Facebook:		
Slide 12: Our Team: Executive Directors: CDR Evan Shukan; CAPT Shelley Hoogstraten-Miller; IT and Social Media: CDR Juliette Toure (Blog); CDR Diem-Kieu Ngo (Facebook); LCDR Jessica Fox (Website); Listserv (TBA); Awards (TBA); Apparel: (TBA). Go on to FACEBOOK and like us! Asking every PAC to create a sub-committee.		
<b>Questions:</b> CAPT Marilyn Ridenour: Photos, where do we send them?		
<b>Answer:</b> Asking each event leader to take picture and do a blog, send them to us and we will get them posted to the web master or gmail account. Also, if you're comfortable you can post them directly to FB. Other suggestions are welcomed.		
Nurses have been a big force in the ATM: Shout out to Sara Anderson.		
LCDR Sara Anderson: Thank you!		
<b>CONCLUSION</b>	Certificates in progress; quarterly awards being worked out; must be 1-Event leader who is PHS	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Get Involved	Everyone	ASAP
Readiness & Response Sub-committee	CAPT Marilyn Ridenour	Open

TIME: 13:45 – 13:49

**TOPIC: VI. CHIEF NURSE REPORT**

PRESENTERS: RADM Sylvia Trent-Adams, Ph.D.

<b>DISCUSSION</b>	LCDR Jolley reporting for the CNO: Greetings, the Chief Nurse would like to send a few reminders:	
	1. The Benchmarks for 2014, COER information has been made available on the CCIMS website.	
	2. Next Readiness cycle is at the end of September please make sure all nurses are up-to-date.	
	3. Influenza vaccinations will be available in the coming months	
	4. RADM Trent-Adams has been invited to the National Black Nurses Association National Conference last week in Philadelphia, PA. She participated in a panel discussion and delivered the opening Keynote speech on the Topic: Public Health Nursing Influencing a Diverse Healthcare Environment. Proudly representing the USPHS Nurses.	
	Extending a congratulations to LT Mekeshia Bates who was honored with the Officer of the Year award.	
	5. In September the CNO is hitting the road, a site visit to 3-agencies in the Phoenix, AZ area. She will be visiting Indian Health Service, BOP and ICE.	
<b>Questions/Comments:</b> CAPT Beverly Dandridge: Correction, Award that LT Mekeshia Bates was the National Military Nurse of the Year. PHS was recognized above all branches.		
CAPT Ridenour: When is she doing the visits in September?		
LCDR Jolley: I believe the second week of September.		
<b>CONCLUSION</b>	CNO will be on travel in September to Phoenix, AZ. She will be visiting IHS, BOP and ICE.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TIME: 13: 49 – 13:53

**TOPIC: VII. N-PAC CHAIR UPDATES**

PRESENTER: CAPT MARILYN RIDENOUR,  
RN, BSN, MBA, MPH, CPH – N-PAC CHAIR

DISCUSSION	<p><b>A.</b> The Commissioned Officers Association (COA) is providing our officers with a great opportunity to</p>
<p>provide input into the COA's strategic plan for the next five years? We want to ensure that the strategy meets the</p>	
<p>changing needs of the Corps and would like input on the strengths, weakness, opportunities and threats. The survey should</p>	
<p>take 5-10 minutes and is confidential. <a href="https://www.surveymonkey.com/s/3PHRTRY">https://www.surveymonkey.com/s/3PHRTRY</a>. POC email address:</p>	
<p>CDR Allison Adams: <a href="mailto:Allison.adams@nih.gov">Allison.adams@nih.gov</a></p>	
<p><b>B.</b> Please join the JOAG Public Health and Community Service Committee, Uniformed Service Community Service Projects</p>	
<p>Subcommittee in collecting or donating books for children who visit Walter Reed National Military Medical Center</p>	
<p>(WRNMMC), as part of the Books 4 Kids program. The goal of Books 4 Kids is to make active duty parents aware</p>	
<p>of the importance of reading in early childhood and beyond, as reading alone or with a parent encourages early</p>	
<p>pediatric literacy and long-term academic achievement. <b>Location:</b> Multiple HHS agencies in the D.C. area.</p>	
<p><b>Date and Time:</b> July 1 to August 31, 2014, during business hours. Go to the JOAG website for further information.</p>	
<p><b>C.</b> Healthier Federal Workers 2014 Conference is from 10/8-10/2014 at the Natcher Center. Registration is open.</p>	
<p><i>Attend the only national meeting dedicated to the health, safety and well-being of America's Federal workforce.</i></p>	
<p>You'll hear from more than 25 leading national experts, including opening remarks from Acting US Surgeon General RADM</p>	
<p>Boris Lushniak, who'll share the latest in-depth science, the most promising practices, and ready-to-use tools for delivering</p>	
<p>delivering better workplace health, safety and well-being. <a href="http://www.eagleson.org/conferences/healthier-federal-workers-2014/conference-agenda-at-a-glance">http://www.eagleson.org/conferences/healthier</a></p>	
<p><a href="http://www.eagleson.org/conferences/healthier-federal-workers-2014/conference-agenda-at-a-glance">-federal-workers-2014/conference-agenda-at-a-glance.</a></p>	
<p><b>D.</b> The NIH has now publicly posted the archived version of last week's HHS-only seminar (8/6/2014) and</p>	
<p>Videocast on "Climate Change and Health." Posted on our Facebook page.</p>	
<p>Climate Change and Health Presentation <a href="http://videocast.nih.gov/PastEvents.asp">http://videocast.nih.gov/PastEvents.asp</a></p>	
<p><b>E.</b> Disaster Epidemiology with the United States Public Health Service</p>	
<p>CDR Margaret Riggs and LCDR Richard Dunville have applied their epidemiologic training in field response setting</p>	
<p>as members of USPHS rapid deployment teams. Posted to our website.</p>	
<p><b>Date:</b> September 9, 2014 <b>Time:</b> 1200-1300 EST; <b>Webinar Link:</b> <a href="https://webconf.cdc.gov/kai9/8NLBMH0C">https://webconf.cdc.gov/kai9/8NLBMH0C</a></p>	
<p><b>Conference Line:</b> Atlanta - (404) 553-8912, Toll Free - (855) 348-8390; <b>Participant Code:</b> 50627833</p>	
<p><b>*Note:</b> <i>There will be limited call-in lines, so please try to coordinate with other officers in your facility to call-in.</i></p>	
<p><b>F.</b> CDR Tracy Branch is working with the University of Maryland College Park to coordinate services for the</p>	
<p>Mid-Maryland Mission of Mercy and Health Equity Festival. The event provides free dental services and health</p>	
<p>screenings to uninsured individuals during a two-day mega clinic scheduled for 4 – 6 September. <a href="mailto:Tracy.Branch@HHS.GOV">Tracy.Branch@HHS.GOV</a></p>	

240-453-6157.

**G.** We invite you to attend a webinar on "HIV: A Chronic Illness; A Message of Hope" presented by CDR Michael Forbes of the NPAC subcommittee, Nurse Practice Team on August 21, 2014 at 1300 EST. The announcement went out thru the Listserv on 8/14. POC: CDR Edward L Poindexter MSN, BSN, FNP-BC, [ed.poindexter@cms.hhs.gov](mailto:ed.poindexter@cms.hhs.gov). W-410-786-6574

**Questions/Comments: None**

<b>CONCLUSIONS</b>	Registration is now open for Healthier Federal Workers 2014; Webinar Disaster Epidemiology	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Registration for the Healthier Federal Workers 2014 Conference	Open to all	10/7/2014
Disaster epidemiology with the USPHS – Rapid Deployment: limited	Open to all	9/9/2014

TIME: 13: 53 – 14:04

**TOPIC: VIII. SUB-COMMITTEE REPORTS: CAREER DEVELOPMENT & COMMUNICATIONS**

PRESENTER: CAPT Cathy Miller, BSN, MPH; CDR Nichole Knight, FNP-BC, DrPH; CDR Michael Krumlauf, RN, BSN; CDR Scott Lamberson, RN, BSN

<b>DISCUSSION</b>	Career Development: CAPT Miller reporting; Co-Chair Leadership as of October 1, 2014 CAPT Miller will be stepping down as Co-Chair, CDR Nichole Knight will remain as voting member of the sub-committee. We will be welcoming CDR Heather Skelton as the new Co-Chair to Career Development.
	Continuing Education Project: FEMA Independent Study program; CDC; Medscape and Nurse CEU.com
	Information is listed on the Career Development Sub-Committee site, including the Facebook webpage.
	Mentoring Project lead by CDR Sharon Secrist and CAPT Carlton co-lead who stepped down in June, recognizing the hard work of both individuals. CDR Secrist will be stepping down and LCDR Jonathan Caulfield, welcome.
	Highlights: OBC lead by CAPT Belsito and CDR Armes continues to work hard gathering volunteers and collection info. Currently 96 approved mentors applying to regions. As July 2014 reviewed 13 –additional applications cleared through the committee and N-PAC Leadership, training is currently going on.
	USPHS COA career counseling session in Raleigh, NC provided by Sub-committee members. Thank you!
	Tip of the Month: Any ideas, please let us know. Up on the Webpage under Career Development Resources
	Webpage project programmer needed: Please contact me if you have web experience. Listserv announcement has been
	Questions: CAPT Ridenour: Where are the CE training?
	Answer: CAPT Miller, information is available on the FB Page; Website under Career Development under Resources
	Communication: CDR Scott Lamberson Quarterly Report:
	3 Separate Workgroups: Each under the sub-committee
	1. Website Workgroup: CAPT Mosley & CAPT Jones, day-to-day updates of the N-PAC Webpage, broken links
	Job Posting. Anyone on the Webpage please contact us is you find any errors or broken links. 4,870 visits.
	2. Listserv: CAPT Tubbs (Manager) & CDR Brown-Stephenson, 1,886 subscribers; Posting for May 15, June 17, July 15. Any questions of what can or cannot be posting on the Listserv go to the Website or contact CAPT Tubbs.

3. Collaborative: CAPT Beardsley & CAPT LaCore. Updates: Nurse Resource Manual, New Member Orientation Guide.		
Questions: None		
CAPT Ridenour: Thank you both for reporting off today. All the sub-committees do a superb job!		
<b>CONCLUSIONS</b>	See above report	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		

TIME: 14:04 – 14:06      **TOPIC: IX. N-PAC CLOSING REMARKS**      PRESENTER: CAPT MARILYN RIDENOUR, RN, BSN, MBA, MPH, CPH – N-PAC CHAIR

<b>DISCUSSION</b>	The next N-PAC General Meeting will be 1 hour on September 19, 2014 at the BOP and the topic is	
	is Healthy Eating by LCDR Wheeler; from 2-3 pm will have a meet and greet, LCDR Wheeler's brother, a professional professional chef, will be cooking healthy foods for us.	
	Voting members, who joined the call after roll call, please email LCDR Wheeler ( <a href="mailto:s1wheeler@bop.gov">s1wheeler@bop.gov</a> ) that you were on the call.	
	Hail to Nurses!	
<b>CONCLUSIONS</b>	Next N-PAC Meeting on the road to BOP	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		