

**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**Nurse Professional Advisory Committee**  
**Readiness and Response SUBCOMMITTEE FY2015 Annual Report**

**I. FY2015: Readiness and Response Subcommittee Goals and Objectives**

- Co-chairs: CDR Nichole Chamberlain & Mr. Jerod (Noah) Noe
- Number of members on subcommittee: 15
- Current Goal/ Objectives of subcommittee

**Goal**

Develop and maintain innovative methods that increase the number and the percentage of nurses in the nursing category who meet or exceed basic readiness standards thereby promoting retention, mentoring and career development.

**Objectives**

- Increase basic readiness for the nursing category
- Explore, analyze, and communicate issues that affect USPHS nurses during deployments
  
- Impact Highlights from Strategic Goals for FY2015
  - Initiated activities related to increasing knowledge and awareness of readiness
  - Identified resources relevant to deployments and readiness
  - Developed resources relevant to deployments and readiness
  - Expanded knowledge of deployments and readiness
  - Subcommittee member participation expectations
    - Attend monthly teleconference meetings, held the first Wednesday of each month at 1300 hours (EST)
    - Take the initiative by volunteering to lead projects and communicating effectively with subcommittee leadership
    - Actively engage in discussions during monthly meetings
    - Respond promptly to subcommittee communications
    - Communicate rationale to leadership when expectations cannot be met (to include absence from meetings) in a timely manner

## **II. FY2015: Readiness and Response Subcommittee Projects**

### **Projects completed for FY 2015**

#### **Project: Readiness Skills Booths at Annual COF Conference**

##### Objectives

- Perform a learning needs assessment before the symposium
- Develop skills stations in order to best meet identified learning needs

##### Specific activities

- Numerous meetings took place among stakeholders to plan logistics of conference
- Developed/analyzed survey monkey to assess learning needs
- Planned logistics for 6 skills stations
  - Basic Readiness (Direct Access and Go-Bag)
  - Disaster Management: Basic Triage
  - Peripheral IV insertion
  - Acute Wound Management
  - Immunization administration
  - Personal Protective Equipment (PPE)
- Coordinated efforts to secure internet access at the conference for real-time usage and demonstration of Direct Access

Timeline of work: 12 months

Primary contributors: Mr. Jerod (Noah) Noe

Secondary contributors: CDRs Susanna Choi & CDR Amerita Hamlet

##### Outcomes

- 81 Commissioned Corps officers attended the training
- DA issues resolved for several conference participants
- Questions regarding nuances of entering information into DA were addressed

#### **Project: Readiness Resource Training**

##### Objectives

- Identify effective methods to improve readiness
- Create innovative methods to improve readiness

##### Specific activities

- Brainstormed ideas and direction for project on several occasions
- Reviewed 7 sister services' readiness websites
- Identified resources to motivate and provide inspiration to officers for readiness.

- Researched information on creating readiness alerts through cell phones such as creating a cell phone app.

Timeline of work: 12 months - ongoing

Primary contributor: CDR Heather Bullock

Secondary contributors: CDR Dale Mishler, CDR Jennifer Sarchet

Outcomes

- Identified numerous resources pertaining to physical fitness, nutrition and life tools.
- Created draft survey to identify barriers to readiness and resources officers use to maintain readiness
- Provided foundation for repository of information to disseminate in FY 2016.

**Project: Max.gov Initiative**

Objectives

- Establish a shared e-system for R&R subcommittee activities

Specific activities

- Researched administrative feasibility and appropriate application for subcommittee activities
- Explored and analyzed system usage and capabilities
- Completed Max.gov training for usage of system
- Established system administrative rights for subcommittee members
- Created Max.gov draft SOP
- Introduced new system to subcommittee through a remote, real-time demonstration
- Held meetings subcommittee leadership and OPM points of contact on numerous occasions

Timeline of work: 12 months

Primary contributor: CDR Steven Link

Secondary contributors: CAPT Sherri Downing-Futrell and LT Aman Sarai

Outcomes

- Established a shared e-system for archival of subcommittee documents
- Ongoing initiatives: As a result of further usage and research it was decided, in conjunction with NPAC leadership, to follow the lead of HHS and look into the use of MAX.gov

**Project: Selection of new subcommittee members**

Objectives

- Improve the current process for selecting new subcommittee members

- Improve method of voting and vetting applicants
- Update criteria for applicant evaluation and selection

Specific activities

- Conducted several meetings to discuss and update documents
- Discussed how existing criteria positively or negatively impacted member selection
- Discussed and used previous selection experience to create new and refined existing applicant selection criteria

Timeline of work: 12 months

Primary contributor: CAPT Marie Casey

Secondary contributors: CAPT Lynn Slepki, CDRs Nichole Chamberlain & Karen Munoz, and Mr. Jerod (Noah) Noe

Outcomes

- Created a more efficient process for selecting, voting and vetting applicants
- Updated, improved and created new criteria for applicant selection based on subcommittee needs

**Project:** Federal PHS Nursing Newsletter

Objectives

- Support the initiative of the Federal PHS Nursing Newsletter
- Submit quarterly articles to the Federal PHS Nursing News

Specific activities

- Met and discussed activities with subcommittee at large
- Collaborated with RedDOG regarding operational readiness
- Requested deployment reports to help subcommittee target outreach efforts
- Continue working with RedDOG to create a substantive report for long term, repeated readiness issues

Timeline of work: 12 months

Primary contributors: CDR Cindy Adams,

Secondary contributors: CDR Laurel Christians, CDR Amerita Hamlet, CDR Nichole Chamberlain

Outcomes

- 5 Articles drafted
- 3 reviewed and submitted in the Federal PHS Nursing Newsletter

**III. FY F2016 Sub-Committee Projects**  
**Ongoing projects**

- Max.gov Initiative
  - Readiness Resource Training
  - Readiness Skills Booths at Annual COF Conference
- \*no completion date as these are ongoing initiatives for the subcommittee**

**New/Proposed projects/issues.**

- Ongoing initiative: Target outreach efforts to repeat offenders of readiness by analyzing report obtained by RedDOG in July 2015.
- New Project: Communications/Outreach workgroup – This workgroup will be responsible for creating & disseminating quarterly (at minimum) readiness and deployment information. Publication & methods to be utilized include RedDOG’s DogHouse News, cross-category newsletter and nursing listerv. Subcommittee has 4 articles in queue with a list of other ideas for information

Proposed budget or operational costs:

- Cell phone app for readiness reminders – est. \$1,000-\$4,000 (still researching)
- Perhaps travel & hotel for COF
- Email capabilities at COF

Committee lead working group/subcommittee co-chair vacancies:

- 1 Co-chair vacancy\*
- 5 membership vacancies\*\*
- Communications/Outreach Workgroup – lead & member vacancies\*\*

\*CDR Chamberlain is planning to step down in August/September time frame. CDR Karen Munoz, Subcommittee Secretary has verbalized interest in stepping up as co-chair. CDR Munoz is endorsed by both current co-leads. Awaiting final selection from NPAC chair

\*\*The new proposed Communications/Outreach workgroup will need members & group lead.

Submitted by,  
Mr. Jerod (Noah) Noe  
CDR Nichole Chamberlain