

May 19, 2006

**I. Introduction of Members in Attendance**

<b>N-PAC Voting Membership</b>					
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Term</b>	<b>Attending</b>
CDR	Anderson	Amy	FDA	Oct 03 – Sep 06	√
CAPT	Collins	Amy	CDC	Oct 03 – Sep 06	√
CAPT	Dandridge	Beverly	BOP	Oct 03 – Sep 06	√
CDR	Dolan-Branton	Lisa	AHRQ	Oct 04 – Sep 07	√
LCDR	Fuller	Barbara	NIH	Oct 04 – Sep 07	√
LCDR	Gonsalves	Stephen	HRSA (DIHS)	Oct 03 – Sep 06	√
CDR	Hanton	Lori	USMS	Oct 03 – Sep 06	√
LCDR	Hunter	Lori	NIH	Oct 04 – Sep 07	√
LCDR	Hunter-Thomas	Serina	HRSA	Oct 04 – Sep 07	√
LCDR	Jenkins	Michael	IHS	Oct 03 – Sep 06	√
LT	Karikari-Martin	Pauline	CMS	Oct 03 – Sep 06	√
CAPT	Kelly	David	OS	Oct 05 – Sep 08	√
LCDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	√
LCDR	McGuire	Moira	NIH	Oct 04 – Sep 07	Excused
CAPT	Orella	John	BOP	Oct 03 – Sep 06	√
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	√
CAPT	Rael	Melissa	SAMHSA	Oct 04 – Sep 07	NP
CDR	Shane	Sharon	FDA	Oct 03 – Sep 06	√
CDR	Tsosie-Robledo	Theresa	IHS	Oct 04 – Sep 07	√
<b>Ex-Officio Non-Voting Members</b>					
RADM	Romano	Carol	NIH	Open	Excused
LCDR	Broussard	Johnny	USDA	Sep 05 – Sep 07	√
CAPT	Merced	Florentino	SAMSHA	Open	Excused
CDR	Karlson	Claire	OS	Oct 05 – Sep 08	√
CAPT	Bangs	Gary	EPA	Oct 04 – Sep 07	NP
LCDR	Brown	Claudia	HRSA	Oct 05 – Sep 08	√
CDR	Elenberg	Kimberly	USDA	Oct 04 – Sep 07	√
Dr.	Hinton-Walker	Patricia	USUHS	Oct 04 – Sep 07	NP
CAPT	Hunter	Joan	PSC	Oct 04 – Sep 07	NP
LCDR	Kennedy-Sullivan	Jackie	DoD	Oct 04 – Sep 07	√
CAPT	Martinelli	Angela	OS	Oct 04 – Sep 07	√
CDR	Wade	Theresa	DHS	Oct 04 – Sep 07	√

<b>Attendance Roster</b>			
<b>Rank</b>	<b>Name</b>	<b>Rank</b>	<b>Name</b>
AHRQ			
BOP			
LCDR	Mishler, Dale	CAPT	Orella, John
LT	Murphy, Yvonne	CDR	Derry, Jeff
CAPT	Olive, Donna	LCDR	Davis, Wendy
CDC			
CMS			
LT	Krishnan, Malini	LCDR	Pollard, Anita
CDR	Moore, Thel		
DHS			
DoD			
DIHS			
CDR	Belsito, Linda Jo		
DoJ			
EPA			
FDA			
CDR	Antonowsky, Wendy	LCDR	Hinton, Denise
CDR	Bernato, Laurie	LCDR	Paraoan, Dianne
LCDR	Borden, Cheryl Ann	CDR	Shaffer, Diane
LCDR	Choi, Susanna	LCDR	Sprout, Deanne
LCDR	David, John	LCDR	Woodley, Zenja
LCDR	Green, Akilah		
HHS			
HRSA			
LCDR	Bryant, Karen	LCDR	Rettino, Mary (Madelyn)
CAPT	Hench, Karen	CDR	Rupinta, Catherine
CAPT	Lindsey, Carol		
IHS			
CDR	Atkinson, Delores	LCDR	Pryor, Thomas
LCDR	Denis, Patrick	LT	Ruslavage, Michelle
CDR	Keats, Ron	CDR	Warner, Bonnie

LT	Palucci, Lisa		
NIH			
LCDR	Ellison-Dejewski, Linda		Marden, Susan
CDR	Lee, Colleen	LT	Longstaff, Laura
LT	Chestnut, Wanda		
NOAA			
OSG			
LTJG	Hardin, Joshua		
OS			
CDR	Weld, Keian		
PSC			
LCDR	Deffinbaugh, Kim		
SAMSHA			
CDR	Smith, Deanna		
USCG			
USDA			
OTHERS			

## II. Acceptance of Minutes

- A. April 2006 minutes were presented for edits and approval
  1. Comments will be incorporated into minutes this week
  2. CDR Amy Anderson motioned to approve the minutes by, seconded by CAPT David Kelly
  3. Motion was carried and minutes are approved pending minor edits

## III. Chief Nurse Officer Report- RADM Carol Romano (by CDR Dolan-Branton)

- A. Tier Readiness Registration
  1. By now all officers should have been registered under one of the three readiness tiers
    - (a) Tier 1 and Tier 2 team registration does require supervisor approval
    - (b) Promotion status is not effected by the tier an officer belongs to
    - (c) Inability to deploy also does not effect promotion status unless the officer is found to not meet readiness standards and no waivers are on file
- B. FEMA NIMS independent study training
  1. Requirements for 4 new courses were sent out on 16 May 2006 through the OFRD Listserv to be completed by June 2006
    - (a) IS-100 Introduction to Incident Command
    - (b) IS-200 Basic Incident Command System for Federal Disaster Workers
    - (c) IS-700: National Incident Management System (NIMS), an introduction

- (d) IS-800 National Response Plan (NRP), an introduction
  - 2. It is recommended that officers save the confirmation email sent from FEMA verifying completion of the NIMS training until such information is documented in your OFRD personal profile
  - 3. OFRD is working with FEMA to have SSN's dropped into the OFRD database
  - 4. The Commission Corps CC-information listserv has this message in its' archives for officers to retrieve if so desired
  - 5. A message clarifying the deadline requirements will be sent out thru the Nursing Listserv
- C. COA'06
- 1. Was a tremendous success and a special thank you went out to the planning committee for their tremendous efforts
  - 2. A key message of the conference this year was that transformation was a priority for the Secretary and we have 1000 days left in this administration to accomplish the goals of this initiative
    - (a) Leadership of the Corps and the Assistant Secretary for Health are excited about this opportunity to have the transformation initiative move the Commission Corps into the future
    - (b) The initiative will enable us to serve the public health mission in a more powerful and meaningful way
- D. Office of the National Nurse Initiative
- 1. RADM Romano continues to meet with representatives to create this initiative
    - (a) The New York Times published an article last month which describes this grass roots effort to give visibility & stature to the role nurses play in prevention
    - (b) The Chief of Staff from the Surgeon General's office joined in with several nurse category leaders during an information gathering session about the recent bill introduced in the Congress
  - 2. World Health Organization meetings
    - (a) May 17-18: WHO forum for government chief nursing and mid-wifery officers
    - (b) May 19-20: Inaugural triad meeting of government chief nursing and mid-wifery officers international counsel of nurses and government regulators
- E. Leadership Reorganization within HRSA offices
- 1. Four Commission Corps nurses were selected to serve in nursing leadership roles effective May 15, 2006
    - (a) CAPT Kerrie Nessler- first Director of Commission Corps Affairs, HRSA reports directly to the HRSA Administrator
    - (b) Jennifer Burkes- Senior Policy Analyst, Office of Planning & Evaluations
    - (c) Denise Geolot (former HRSA DON)- Director, HRSA Center for Quality
    - (d) CDR Nettie Debisette- Director, Division of Nursing, Bureau of Health Professions
  - 2. Congratulations go out to all selectees

- F. Attended several Nurses week celebrations and while she wasn't able to attend all agency celebrations, RADM Romano applauds our work as nurses in whatever role we play in contributing to the health of the nation
- G. Nurse Week Posters
  - 1. 15 posters were made. Several were placed in the lobbies of agencies within the DC area and sent out to the BOP, IHS and DIHS facilities in the US
- H. Nursing Spectrum Magazine awarded three of our nurses in conjunction with Nurses Week
  - 1. CAPT Dandridge (BOP)- Nursing Excellence Award in advancing and leading the profession
  - 2. Tony Wells (NIH)- Nursing Excellence Award in management
  - 3. Kimberly Scott (NIH)- Nursing Excellent Award in clinical care
- I. New Training module added to OFRD training site
  - 1. Immunizations module has been added
  - 2. A particular role that Nurses play on deployment
  - 3. Officers are encouraged to seek out this educational opportunity
- J. BDU supply
  - 1. Numerous messages have been received concerning the phase-out of the woodland camouflage battle dress uniform
  - 2. The U.S. Navy is not planning a phase-out of the current uniform for at least three years

**IV. Treasurer Report- CAPT Tino Merced (by CDR Dolan-Branton)**

- A. N-PAC total balance is \$ **2209.34**
  - (a) \$1032.34 N-PAC general fund
    - (i) Donations: \$252.62
    - (ii) PHS Nursing key rings: \$1956.72; special thanks to CDR Bernato & LCDR Hunter-Thomas
    - (iii) 62 key rings were sold at COA
    - (iv) Sandy Haldane will continue to be the POC for key ring sales
  - (b) Outstanding payments:
    - (i) Bills for the plaques for the Publications & MANE awards
    - (ii) Miscellaneous expenses related to Nursing Recognition Day
- B. All PACs are transferring their accounts to the Commissioned Officer's Association Foundation to ease the use of funds in a more sustainable infrastructure
- C. N-PAC voting and ex-officio membership donations for FY2006 can be sent to the address noted below.
  - (a) Donations are \$20.00 per year.
  - (b) Alternate member donations are discretionary.
  - (c) If you have questions, you may contact CAPT Merced at (240) 276-1180 or email at [florentino.merced-galindez@samhsa.hhs.gov](mailto:florentino.merced-galindez@samhsa.hhs.gov)
  - (d) Please note: When making your N-PAC donations using checks, please write the checks to CAPT Florentino Merced and under the memo write: N-PAC Donation. Please do not write N-PAC on the "pay-to-line" as the bank will not allow CAPT Merced to change that section by adding his name.

- (e) Checks written in the above manner will be returned to the sender for re-issuance.
- (f) Please send checks to:
  - CAPT Florentino Merced
  - 2013 Spring Grove Dr.
  - Accokeek, MD 20607

**V. N-PAC Chair Report-** CDR Lisa Dolan-Branton

A. Proposal to modify monthly meeting reports

1. Modify the monthly meeting to have a separate one hour interim subcommittee Chair & N-PAC membership business meeting
  - (a) This meeting will be to address NPAC business to difficult to discuss at the monthly all hands meeting
  - (b) Plans are to have this meeting held on the first week of the month
  - (c) Meetings will serve as a conduit to improve efficiency.
  - (d) This structure will shorten the monthly NPAC meeting
  - (e) Plans are to have the communication calls recorded and made available for membership to review; however, further research is needed to identify cost, long term sustainability and statistics showing usage
2. The N-PAC Executive Leadership is also working on improving the efficiency of the monthly N-PAC meeting. It is being proposed that:
  - (a) Email updates from each subcommittee will be included in the minutes and will be posted to the web but not the verbal report
  - (b) Items believed to be of significance will be submitted to be included for discussion during the monthly Agenda Call
  - (c) Subcommittees will be required to speak on issues/projects at least quarterly
  - (d) Comments and questions can be sent to CAPT David Kelly, CAPT Amy Collins or CDR Lisa Dolan-Branton

B. Webmaster

1. Aggregate data on website usage has been collected and will be analyzed to determine functionality of website
2. 1600 hits per day with a peak time being 1600-1800 hours
3. Working with the committees to SOP all routine protocols for each committee to more efficiently function when a change of leadership occurs
  - (a) Hoping to develop a share point within the website for committee chairs to have these protocols in place and readily available

**VI. Current Projects**

A. COA'06- CDR Kimberly Elenberg

1. Close-out report for Nurse Category day
  - (a) A fantastic success
  - (b) CEU credits need to be turned in by June 30th for award
  - (c) Working with RADM Romano to post presentations on website. Follow up to be given at next month's meeting
  - (d) Looking to form next year's committee. If interested please email CDR Kimberly.Elenberg@psc.hhs.gov

- B. PHS Nursing History- LCDR Dale Mishler (by CDR Dolan-Branton)
  - 1. Presentation will be given at Nurse Recognition Day
- C. Fund Raising- CDR Ron Keats
  - 1. Nursing coin design- LCDR Cheryl Borden
    - (a) RADM Romano has determined that there will be a Nurse Category coin.
    - (b) Basic design description:
      - (i) Front side of coin will be the HHS approved official symbol for the USPHS Nurse Category seen in the upper right corner of our webpage
      - (ii) Back side of coin will be the USPHS logo
    - (c) Coins will be in silver and interior circles will be raised
      - (i) A two-toned brass will be used to add color
      - (ii) Some lines had to be added to the lamp to give some definition during the stamping process
    - (d) 90 surveys were received and were of tremendous help in designing a historic coin for the Nurse Category
    - (e) Coins will cost \$10 each with an initial lot of 500 coins
    - (f) Coins are in production and will be completed and available by June 2<sup>nd</sup> for Nurse Recognition Day
    - (g) COA will temporarily loan the dollars to support the Nurse Category coin production and the category will reimburse upon receipt of funds from sales
    - (h) 90<sup>th</sup> Anniversary is 2009 and we are contemplating a historical coin with some key symbols & words to represent this period of history. Two coin designs have been roughed as a result of the surveys sent to LCDR Borden
    - (i) RADM Romano's coin will begin design and production in approximately 6 months
- D. PHS Operational Coin- LCDR Thomas Pryor
  - 1. The operational coins were a tremendous success at the conference and all quantities were sold out (approximately 1000 coins)
  - 2. COA is currently in the process of having more coins made available to those officers that were unable to attend the conference
    - (a) An advanced sales push will be held and will run for a limited time
    - (b) Turn around time will be approximately 4-6 weeks
    - (c) Monitor the listserv for more information

## **VII. Committee Reports**

- A. Career Development- CDR Amy Anderson
  - 1. Thank you to those who participated in the career counseling session at COA'06
    - (a) Nurse Category had the highest turnout for these career counseling session opportunities
    - (b) 23 individuals participated in the counseling sessions
    - (c) For those unable to participate, if so desired, please email CDR Amy Anderson for a personal session
    - (d) A short survey will be sent out by email to all participants for feedback to determine usefulness at future COA events

## B. Nurse Applicant/ARP- CAPT Beverly Dandridge

### 1. Nurse Applicants

- (a) 135 active applicants
  - (i) 13 new applicants
  - (ii) 239 open applications
    - 193 general
    - 4 inactive reserve corps
    - 25 junior Costep
    - 15 senior Costep
- (b) 15 Calls to Active Duty
  - (i) HRSA-4
  - (ii) IHS-7
  - (iii) BOP-3
  - (iv) USDA-1
- (c) 1344 Active Duty Nurse Officers with the top Agencies being:
  - (i) IHS-513
  - (ii) BOP219
  - (iii) HRSA-195
  - (iv) NIH-112
- (d) Other personnel activities
  - (i) 4 inactivations
  - (ii) 4 retirements
  - (iii) 8 separations
  - (iv) 18 transfers processed
- (e) Inactive Reserve Corps
  - (i) If in the applicant pool for an extended timeframe, applicants can switch their applications over to the inactive reserve corps and receive their commission
  - (ii) While in this status pending a job, the officer:
    - can do short tours
    - attend an inactive reserve BOTC & earn the IOTC ribbon
    - earn time on the pay scale
  - (iii) After one year this application goes dormant

### 2. Associate Recruiter Program

- (a) The new policy is posted to the website
- (b) Revising the ARP web page to reflect new policy by mid June
- (c) Associate Recruiters recruit specifically for the Corps
- (d) Eligibility requirements have changed and will be strictly adhered to and can be found in section E of the policy
  - (i) BOTC & IOTC completed
  - (ii) Introductory training completed
    - Working to have the introductory training online
- (e) Maintaining AR status requirements have also changed
  - (i) Must participate in 2 recruitment activities in a 12 month period
    - Talk to a school

- Recruit at major conference
- Be a preceptor or mentor for a COSTEP student
- Participate or conduct a commissioning ceremony
- The Associate Recruiter coordinator must receive your after action report for each event and at what capacity you participated in needs to be faxed into the Associate Recruiter Lead

As of April 2006, must have documentation in your file of having participated in one AR training in the preceding three year period

- (ii) Upon completion of 3 successive years as an Associate Recruiter you become eligible to receive the Associate Recruiter Ribbon

C. JOAG- LCDR Thomas Pryor

1. Forum at COA was well received
2. There was limited participation secondary to the burn training
3. Special thanks were given CDR Dolan-Branton, CAPT Collins and RADM Romano for their participation. The officers valued the one on one discussions with their Nursing Leadership
4. June 9<sup>th</sup> JOAG meeting will be with the Surgeon General and the ASH. Those interested in listening in on the conference are welcome to call in. Information is available on the JOAG webpage

D. Bylaws- CAPT David Kelly

1. No update at this time

E. Mentoring Committee- LCDR Lori Hunter (by CDR Lisa Dolan-Branton)

1. Ask a Mentor link has been posted on the PHS Nursing webpage
  - (a) Questions will be redirected to the mentoring Hotmail account used listserv for action
  - (b) An auto-alert message will be created to inform senders that their message has been received
  - (c) The committee voted to have a 3-5 day turn-around window to respond to questions
  - (d) Usage of this link will be tracked
  - (e) A special thanks to LCDR Karen Bryant for her help in establishing this feature within the website
2. Mentoring Resource Directory is being reconfigured into a different software application with a target completion by the end of June'06
3. The annual membership verification campaign of the directory will begin in July to update contact information
4. A special thank you to CAPT Carol Lindsey for her years of leadership as she has now joined the Nurse Applicant/ARP committee.

F. Research- LCDR Stephen Gonsalves

1. PAC survey questions are completed and now being formatted within a template to be applicable for each committee as they all have different web pages. Should be finished by week's end
2. Recruitment drive has yielded 7 officers with interest in the committee. A new composition to the committee should be established by next month's meeting

G. Readiness and Response- CDR Lori Hanton

1. Stats are posted on the OFRD website
    - (a) Nursing 64.5%; Corps-65.8%
    - (b) Agency focus- NIH is dropping down to 48%. An email was sent to the NIH nurses alerting them to this situation on basic readiness
    - (c) EHO tops the list at 75% while the physician category is last at 55%
  2. Under RADM Romano's charge, the committee has been sending out messages to those nurse officers out of readiness standard as of March'06
    - (a) Communications committee and the liaisons for BOP and IHS have provided assistance in this pursuit
    - (b) 106 officers not reachable as they were not in the HHS global, they did not respond or their contact information was incorrect
    - (c) 140 officers responded to contact inquiries
      - (i) 127 officers stated they would comply with the deadline for meeting basic readiness by out target date of 01OCT06
      - (ii) 13 officers would not commit to reaching readiness standards for various reasons (retirement, separation, medical issues, etc)
      - (iii) Medical waivers are available for those unable to meet the physical fitness testing secondary to injury
    - (d) An update will be obtained after June 1<sup>st</sup> to evaluate the increase in readiness by those nurses contacted
    - (e) Medical waiver information will be posted to the web next week
  3. Recommendation was to have officers join the President's Challenge with the USPHS code. This will allow officers to maintain readiness thru daily activities and sports. The correct directions for joining will be posted to the OFRD webpage and the nursing website
  4. Manual circular 377 (covers the fitness testing) expires at the end of June with revisions forth coming. The President's Challenge will be part of it, but activities will be more defined
- H. Events- LCDR Barbara Fuller
1. Nurse Recognition Day
    - (a) Will take place on Friday, June 2<sup>nd</sup> from 0800-1200
    - (b) Please see the NPAC website for more information
    - (c) CEU's have been approved for 2.7 units
    - (d) Two of the three publication awards recipients will be presenting
    - (e) Registration is available on the web and should be sent to CAPT Tino Merced by email or fax
  2. Lunch & Learn
    - (a) Thank you Dr. Sue Marden for her presentation at this afternoon's Lunch & Learn session
    - (b) The committee is still accepting communications for future presenters and topics of interest. Please email LCDR Janice Davis or LCDR Barbara Fuller if interested or if you have topics/speakers of interest
  3. Videotaping of the functions is still being researched. More information is forthcoming
  4. COA Nursing booth (CDR Laurie Bernato)

- (a) A recommendation was made to be proactive and consider having a sub-committee formed to work on next year's event
  - (b) 62 key chains were sold and 88 remain
  - (c) Talks are in progress to determine the feasibility of creating a PHS Nursing Booth
  - (d) Leftover "give-a-ways" were sent to Cincinnati for next year's event
  - (e) Those interested in working on the booth for next year's event please contact the Events Committee Chair or co-chair
5. Publication & Presentation Committee- LCDR Madelyn Renteria
- (a) Acknowledged two members (LCDR Robin Bassett & LCDR Mary Rutino) who presented on Public Speaking & Writing during and after an Emergency Situation
  - (b) Nurses were encouraged to visit our webpage on the N-PAC website for valuable resources
  - (c) A "what's new" section will be added to the website which will include clinical narratives and other valuable resources
6. Communications- LCDR Cheryl Peterson
- (a) Annual plan has been developed for the Listserv, Website and Resource Manual
    - (i) Developing groups to look at SOPs and how-to instructions
    - (ii) Reviewing and revising and the resource manual
    - (iii) Working with the key persons for the listserv and the website
    - (iv) Revisions will be posted
7. Awards- LT Pauline Karikari-Martin
- (a) Publication Awards
    - (i) The awardees for the RADM Faye G. Abdellah Publications Award for Nursing Research include:
 

April Powers, BSN	Richard Davey, MD
Susan F. Marden, Ph.D, RN	Colleen Campbell, BSN
Mark Dybul, MD	Karen Soeken, PhD
LCDR Rose McConnell, BSN	Nancy Leidy, Ph.D, RN
Chris Barker, Ph.D	
    - (ii) The awardees for the RADM Marie Henry Publication Award for Clinical Practice include:
 

Claiborne Miller-Davis, MS, RN	Susan Marden, Ph.D, RN
Nancy K. Leidy, Ph.D, RN	
    - (iii) The awardee for the RADM Julia R. Plotnick Publication Award for Health/Nursing Policy- CDR James Mark Simmerman, Ph.D, RN
  - (b) Minnegrode Awards for Nursing Excellence (MANE)
    - (i) McLaughlin Award for Clinical Service- Susan Adams
    - (ii) Hasselmeyer Award for Research Initiatives- John Hartman
    - (iii) Hanzel Award for Administrative Activities- CDR Francis Frazier
    - (iv) Petry Leone Award for Health Promotion and Education- CAPT Beverly Dandridge
    - (v) Gregg Group Award
 

LCDR Bridget Dickinson	CDR Suzanne Lipke
Shirley Descheenie-Effland	

LCDR Alberta McCabe

Bernadine Russell

- (c) Recipients of the 2006 Mane & Publication Awards will be formally awarded with their plaques and certificates at NRD and will be posted on the website and listserv
  - (d) PHS nurses are encourage to review the current awards website and provide comments on how we can make this site more user friendly
8. Civil Service (LCDR Serina Hunter-Thomas)
- (a) First meeting held with 6 members
  - (b) Mission statement currently in development
    - (i) Draft to NPAC at next month's meeting
  - (c) Goals outlined
    - (i) Clean up the website that represents the civil service subcommittee
    - (ii) Extend voting membership to include civil service members
    - (iii) Realignment of meeting structure to attract civil service nurses

**VIII. New Business** (none)

**IX. Round Table** (none)