

Nursing Professional Advisory Committee  
U.S. Public Health Service  
July 21, 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	Excused
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	√
CDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	√
CDR	McGuire	Moira	NIH	Oct 04 – Sep 07	Excused
CAPT	Orella	John	BOP	Oct 03 – Sep 06	√
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	Excused
CAPT	Rael	Melissa	SAMHSA	Oct 04 – Sep 07	Excused
CAPT	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	OSG/NIH	Open	Excused
CDR	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	√
LCDR	Brown	Claudia	HRSA	Oct 05 – Sep 08	√
CDR	Poindexter	Michelle	USDA	Jun 06 – Sep 07	√
			USUHS	Oct 04 – Sep 07	-
CAPT	Hunter	Joan	PSC	Oct 04 – Sep 07	√
CDR(s)	Kennedy-Sullivan	Jackie	DoD	Oct 04 – Sep 07	Excused
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			
CDR	Bridges, Paula (s)	CAPT	Orella, John
CDR	Lyons, Maude	CAPT (s)	Prince, Joyce
LT	Murphy, Yvonne	LCDR	Strong, Donna
CDC			
LCDR	Ridenour, Marilyn	LT	West, Christine
CMS			
LT	Krishnan, Malini	CAPT	Lyman, Michael
DHS/USCG			
CAPT	Harding, Joan	CAPT	Schoen, Barbara
CAPT	Hart, Joan	CDR	Wade, Terri
DoD			
LCDR	Doan, Jenny		
DIHS			
LT	Jones, Jennifer	LT	Springs, Lydia
LCDR	Karshner, Tracey	LT	Zorilla, Delia
CDR	McGinnis, Jerri		
DoJ			
EPA			
FDA			
LCDR	Austin-Hansberry, Lori	LT	Humbert, Jason
CDR	Bernato, Laurie	CDR	Maher, Carmen
CDR	Giroux, Virginia	CAPT	Watson, Joyce
LCDR	Green, Akilah	LCDR	Wolfgang, Edward
LCDR(s)	Hamilton, Martin	LCDR	Woodley, Zenja
		LCDR	Kidd, April
HRSA			
CDR	Barry, Kelly	CAPT	Puente, Anna Marie
LCDR	Bryant, Karen	CDR	Renteria, Madelyn
LCDR	Li, Mei	CDR	Rupinta, Catherine
CDR	McGinnis, Jerri	CAPT	Wasem, Kathy
CAPT	Pepper, Nanette		
IHS			
CDR	Atkinson, Delores	LCDR	Pryor, Thomas

LCDR	Denis, Patrick	LT	Ruslavage, Michelle
LCDR	Gordon, Veronica	CDR	Sanchez, Carrissa
CDR	Keats, Ron	LCDR	Schumacher, Lois
LT	King, Tonya	CDR	Stephens, Leslie
CDR	McKeown, Carolyn		
NIH			
LCDR	Andrews, Felicia	LCDR	Davis, Janice
Ms	Amaya, Melissa (student)	LT	Hamilton-Stokes, Deveonne
CAPT	Chisholm, Laura	Ms	Marden, Susan
Ms	Conjour, Jessica (student)		
NOAA			
OSG/HHS			
CDR	Elenberg, Kimberly	CDR	Nelson, Lucienne
OS			
Ms	Bigley, Mary Beth (fellow)	CAPT	Martinelli, Angela
CAPT	Dumont, Janet	CAPT	Rose, Gilbert
PSC			
CDR	Deffinbaugh, Kim	CDR	Ross, Brenda
SAMSHA			
LCDR	Jones, Lucinda	CDR	Renteria, Madelyn
USDA			
CDR	Poindexter, Michelle		
USMS			
LCDR	Tingen, Michael		

## II. Acceptance of Minutes

- A. June 2006 minutes were presented for edits and approval
  - 1. Please get edits in to CDR Broussard by Friday, July 28<sup>th</sup> for finalization
  - 2. We will review for approval at the August meeting

## III. Chief Nurse Officer Report- RADM Carol Romano

- A. Had a positive meeting with the Surgeon General and historic first ever meeting with the Assistant Secretary for Health, RADM Pat Couig (ret) & RADM Julia Plotnick (ret)
  - 1. Both the ASH and the SG were very supportive of Nursing
  - 2. They discussed the profile of nursing and the ongoing need for career development and leadership opportunities for commissioned officers and civil servant nurses
- B. Warrant Officer Program
  - 1. Discussions are still in progress
  - 2. Recommendation made to the SG and the ASH is that the Nurse Warrant Officer is not in the best interest of the Corps
  - 3. The Federal Chief Nurses and the professional nursing community concur

4. The CNO submitted a proposal for the education support & career development that could be used to target associate degree nurses as a pipeline into the Corps
- C. Chief Nurse Scientist meeting Dr. Jean Yan to share information and ideas for collaboration
- D. Meeting with CDC Nurse Leaders
  1. Discussed the support for the first cooperative agreement funded by the CDC to address nurse initiatives
  2. Directed to build the public health nursing capacity in the country and is in partnership with the Association of State and Territorial Nurses
  3. RADM Romano applauded the work of Pat Drehobl who was instrumental in the successful award of this Co-op
- E. Indian Health Service/NIH Clinical Center collaboration
  1. A nurse partnership has been entered into to develop evidence based nursing practice guidelines
  2. Seven IHS nurses from Hasting Indian Hospital in OK spent a week at NIH and attended workshops
  3. More interface is planned
- F. American Nurses Association elects new President
  1. Rebecca Patton was elected president of the ANA at their House of Delegates meeting
  2. PHS Nursing was applauded at this meeting as well
- G. Force Readiness Standards
  1. New standards are in review
  2. Approved standards will replace manual circular #377
  3. Readiness standards will continue to be a requirement
    - (a) Those officers having difficulty meeting readiness standards are encouraged to contact a mentor or Readiness and Response committee member for assistance
- H. Promotion Results
  1. Congratulations to all officers selected for promotion
  2. Officers are encouraged to start preparing for the '07 promotion board
    - (a) OPF review is a must
- I. CAPT Laura Chisholm has been assigned to assist the Admiral for the next five (5) months and has acknowledged LCDR Wanda Chestnut's assistance over the past 8 months
- J. JOAG is looking for a senior officer as an advisory to the group
  1. OSG has asked for applications by July 31
  2. Desired qualifications are:
    - (a) Good relationship with the CPO's and senior Corps leadership
    - (b) Solid understanding of the PAC structure
    - (c) Prior leadership experience
    - (d) Able to think outside your category
    - (e) Familiar with cross category issues
    - (f) Able to represent the interests of junior officers from all categories
    - (g) Dedicated to fostering junior officer development
    - (h) Agency support for a teleconference line

- (i) Able to commit to and attend meetings and activities
  - (j) Accessible and responsive
- K. Nurse Coins are for sale and symbolize our unity
  - 1. The SG and the ASH were impressed with their coins when presented to them by the CNO
  - 2. Online pictures and ordering process will be posted very soon

#### **IV. Treasurer Report- CAPT Tino Merced**

- A. Not able to prepare as CAPT Merced is on assignment in Phoenix, AZ
- B. Report will be prepared upon his return on July 28<sup>th</sup>
- C. CAPT Merced is in possession of the PHS Nursing Coins
  - 1. Coins may be purchased by sending a \$10.00 check payable to "COF" to:  
CAPT Tino Merced  
2013 Spring Grove  
Accokeek, MD. 20607-9510
  - 2. Coins will be shipped the Saturday after payment is received
  - 3. To decrease shipping expenses, it is recommended to submit group orders
- D. Key chains are available for \$5.00 through Ms. Sandy Haldane  
Sandra.Haldane@ihs.gov

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

- A. The N-PAC has started recording the monthly meeting thru our moderator for the meetings. The recorded meeting minutes are now being placed onto our website as a .wav audio file for all officers to download. It is our hope that officers in the field find this service beneficial in keeping informed as to the content and topics discussed during the monthly meetings. Please give us feedback to [Lisa.dolan@ahrq.hhs.gov](mailto:Lisa.dolan@ahrq.hhs.gov) or Johnny.broussard@fsis.usda.gov
- B. Interagency Institute Training
  - 1. Interagency Institute for Healthcare Executives Course
    - (a) Offered twice a year
    - (b) Sponsored by George Washington University
  - 2. Information is posted on the Listserv
  - 3. A 2 week course discussing healthcare administration and healthcare trends
  - 4. Program is taught by healthcare industry leaders
  - 5. Approximately 50 seats are available per class
  - 6. Cost for the program is \$1600
  - 7. Application process includes a note of intent, a copy of your CV, and documentation of agency obligation of funds
  - 8. The course is open to O-5 and O-6 level officers
- C. Call for new members
  - 1. We received a very robust response of over 30 applicants
  - 2. Paperwork for approving selected members is being prepared for submit to the SG
  - 3. Thank you to all who expressed interest
  - 4. Successful applicants will be notified the end of September
- D. Outgoing members

1. Recognition program is in place. All rotating officers are eligible for the special assignment award
  2. Officers are encouraged to read through the policy
  3. This is a self nomination process
  4. CAPT Laura Chisholm will need the following materials
    - (i) Please send to CAPT Laura Chisholm at lchisholm@nih.gov
    - (ii) Copy of appointment letter from the SG
    - (iii) PHS #
- E. FEMA Training Modules
1. Completion date was June 2006
  2. Many officers have yet to complete them and are encouraged to work through them as quickly as possible
- F. PHS Nursing History Project
1. Currently sitting with the PHS nursing historian Ms. Lexy Lord
  2. Work is ongoing on the graphics
- G. NPAC business meeting
1. Scheduled for August 4<sup>th</sup> at 1300 hrs
  2. Notification of call in information will be forthcoming
  3. Send agenda items to CDR Dolan-Branton or CDR Broussard
- H. N-PAC Strategic Plan
1. A ratification vote to approve changes to the strategic plan was held and approved by committee members
  2. Absentee members will be sending in their vote to approve or disapprove the new strategic plan
  3. Results will be announced when available

## **VI. Current Projects**

- A. PHS nursing project
1. Currently sitting with the PHS nurse historian
- B. Fund raising (CDR Ron Keats)
1. Special recognition was given to LCDR Cheryl Borden for getting the Nurse Coin Project off the ground and
  2. Currently seeking approximately 6 interested officers in forming a fund raising group. If interested in participating in a brainstorming session for more fund raising events please notify CDR Ron Keats @ [ron.keats@ihs.gov](mailto:ron.keats@ihs.gov)
  3. There are several dynamic ideas to be presented and discussed
  4. Sandy Haldane does have a few remaining key chains
- C. Charter Bylaws revision (CAPT Kelly)
1. Awaiting the approved strategic plan to insert the goals within the next few weeks
  2. Email will be sent with the revised bylaws as modified by the strategic plan

## **VII. Committee Reports**

- A. Events (LCDR Barbara Fuller)
1. CEU's for 2.7 hrs from NRD are in the mail

2. Contact LCDR Barbara Fuller or CAPT Merced if you do not receive them
- B. Pubs
1. The subcommittee has merged smaller Teams and their activities into three larger teams
  2. The teams are:
  3. Public Speaking and Presentation Team
  4. Writing and Publications Team
  5. Website Team
  6. New Leads and co-leads have been selected and the teams are currently restructuring the goal/purpose and activity for each team to be in place by August 10<sup>th</sup>
- C. Career Development (CDR Amy Anderson)
1. Committee Website Project Team
    - (a) Currently reviewing the pictures that were submitted
    - (b) They are in the process of making decisions on which pictures will be utilized to enhance the website
    - (c) Upon selecting the final pictures, the team will send them to the sub-committee members for their feedback
  2. Retirement and VA Project Team
    - (a) Continues to work on gathering their information and will provide an update at the next meeting
  3. Needs Assessment Project Team
    - (a) Requested additional input from the sub-committee members on the proposed survey questions that were submitted to the N-PAC leadership for review
    - (b) Many of these survey questions will be addressed in a Facts and Questions webpage
    - (c) A decision is to be made at the next sub-committee meeting about continuing with the survey questions
  4. Civil Service Project Team
    - (a) Continues to work on developing information and will provide an update at the next meeting scheduled for August 28th
- D. Communications (CAPT Sharon Shane)
1. Topics Based/Bulletin Board Listserv Team
    - (a) Continuing exploration of ideas about ways to dialogue with PHS nurses & market a topics based listserv
  2. Nurse Advocacy Team
    - (a) Proposed ideas for objectives have been submitted for approval
  3. NPAC Web Page Team
    - (a) Conference call held with webmaster on 7/14/06
    - (b) Templates have been circulated to team members
    - (c) Beginning resources for web page content have been identified
    - (d) Will identify specific standard operating guidance's for initial focus

- (e) Requested input from other N-PAC subcommittee co-chairs for questions and ideas about web page submissions and content
  - 4. Nurse Listserv Team
    - (a) Have identified objectives for marketing nursing listserv
    - (b) Objectives awaiting approval
  - 5. Nurse Resource Manual Team
    - (a) Specific chapters are being worked on by team members
  - 6. NPAC Web Page Marketing Team
    - (a) Proposed ideas for objectives have been submitted for approval
- E. Awards (LT Pauline Karikari-Martin)
  - 1. Nothing to report, committee did not meet this month
- F. Civil Service (CDR Theresa Tsotsie-Robledo)
  - 1. 21 members (3 or 4 civil servants) now on the committee
  - 2. Draft mission & vision statements are complete
    - (a) Currently in the approval process with the Executive leadership of the N-PAC
- G. Mentoring (CDR Lori Hunter)
  - 1. Still waiting on the new version of the mentoring directory to be completed. Once the project team has finished the revisions it will go to the rest of the group for review
  - 2. August the committee will verify member information. Once the directory is finished, the committee will split the list and contact officers to make sure all demographics and contact information are correct.
  - 3. Minimal usage to date of the "Ask a mentor" Link. Ask a Mentor visitors has seen a total of 18 questions submitted, and have been easily answered by email
- H. Nurse Applicant/ARP (CAPT Beverly Dandridge)
  - 1. Gen Nurse Applicants: 156
    - (a) Boarded- 25 (6.03%)
    - (b) MedCleared- 33 (21.25%)
    - (c) Boarded & Med Cleared- 52 (33.33%)
  - 2. 70 Active files being reviewed by Nurse Applicant committee
  - 3. 36 Conversions pending
  - 4. Month of June 2006 CAD- 5
  - 5. Retirements - not available at this time
- I. JOAG (LCDR Thomas Pryor)
  - 1. LCDR Pryor is chair elect to start in August as current chair is starting a long term training program
  - 2. CAPT Chen (Advisor) has resigned as reassignment to DoD inhibits adequate attention to this subcommittee
    - (a) The SG has asked that he remain in the position for the next 3-4 months for transition to occur
    - (b) Seeking a replacement for the Advisor position

- (c) Nominations for Senior Advisor to the JOAG is a self-nomination process
  - (i) Selection is made by the SG
  - (ii) 3 yr commitment is desired
- (d) Anyone interested in more information please email LCDR Pryor @Thomas.pryor@ihs.gov
- (e) CAPT Chen can be reached to clarify any questions regarding the committee @ [D.w.chen@ha.osd.mil](mailto:D.w.chen@ha.osd.mil); 703-845-3376

J. Research (LCDR Stephen Gonsalves)

- 1. Has added 7 new members for a total of 10 members
- 2. No update as yet for the Benner Survey
- 3. Research questions and surveys were given to other N-PAC committees for input of additional questions desired
  - (a) A draft of the survey will be sent to the N-PAC

K. Readiness & Response (CDR Lori Hanton)

- 1. Readiness Update as of 7/17/06:
  - (a) 1023 Nurses are basic ready (75.8%)
  - (b) 326 nurse officers do not meet basic readiness
  - (c) 32 nurse officers did not meet the goal to meet basic readiness by 6/1/06, as committed to during outreach campaign
    - (i) These officers will be contacted by Readiness Committee members for follow-up and mentoring
  - (d) 120 new names added to list of those nurse officers who are not basic ready, since the last list from OFRD received on Feb. 26, 2006
    - (i) 70 of these are only missing one item
    - (ii) 36 of these are missing many items and are probably new to the corps with ranks: LTJG-LCDR with 1 CAPT
  - (e) 201 nurse officers on the Feb. 26, 2006 OFRD list for not meeting basic readiness continue to be on the June 20, 2006 list
    - (i) 6 of these officers are leaving the corps (3 separating; 3 retiring)
  - (f) Those who continued to be listed as NOT BASIC per agency as of 6/20/06:
 

I.H.S (92)	CMS (8)	DHS (1)
BOP (29)	CDC (6)	EPA (1)
HRSA (22)	PSC (2)	USMS (1)
NIH (19)	OS (2)	USDA (1)
FDA (12)	SAMHSA (2)	
  - (f) Of those only missing one item to meet basic readiness, the top deficiencies are:
    - (i) PPD (30)
    - (ii) Physical Fitness (28)
    - (iii) Physical Exam (16)
    - (iv) BLS (15)
    - (v) Vaccinations (12) – 5 of which are for the influenza shot only

- (g) Email notification of “not basic readiness” are no longer being sent out as this function is person dependent and has proven difficult when this individual is on leave or deployed
  - (h) Recommendation is that OFRD reinstitute an automated timely email reminder to those officers whose readiness criteria will be up for renewal. Furthermore, a pop-up menu should appear with a reminder of criteria that needs to be renewed when an officer accesses the OFRD log in
    - (i) Numerous enhancements are being looked at to assist the officer in the early recognition of items needing attention
    - (ii) A recommendation to the field is to set up reminders ahead of time in your calendar or MS Outlook when items are set to expire
    - (iii) Need to request that OFRD send listing of nurses who do not meet readiness – showing the missing criteria in separate columns for easier tabulation
  - (i) Readiness report will be run again in October
  - (j) A question needing to be addressed concerns the preparation of recent Calls to Active Duty. Are they being given the cd which contains the nursing modules for basic readiness? As internet connectivity is quite challenging in some remote areas, nurse officers will find it difficult to achieve a basic level of readiness.
2. Reviewed NPAC Strategic Plan Draft related to Readiness and discussed committee progress
  3. Reviewed draft of “Medical Station Encounter Form” for use on deployments with special needs population. Comments and recommendations sent to CDR Kimberly Elenberg (OFRD)
  4. Posted call for articles for “Tales from the Field” to PHS nursing list-serv. Please note the time limit for deployment article submission has been eliminated to increase participation
    - (a) Officers are reminded that the PAO must be in the clearance process when submitted
    - (b) Please note it is averaging 4-6wks for the approval process
  5. Draft of Disaster Preparation power point presentation for the general public completed. Workgroup will finalize and post to website in FY06
  6. Clinical hours on MOU’s
    - (a) Expiration dates are embedded into the MOU’s
    - (b) Force readiness instruction is in development which will address clinical service hours required for basic readiness
    - (c) Clinical MOU’s will be posted so that officers can be informed as to expectations while performing clinical hours

**VII. New Business (none)**

**VIII. Round Table**

Next meeting is on August 18, 2006