



N-PAC
FY2013
Annual Report
(Consolidated)



**PHS Nurse Professional Advisory Committee (N-PAC) End of Year Report FY13
Submitted: September 2013**

By: CAPT Veronica Gordon, N-PAC Chair FY 2013

Executive Summary

This summation is to deservingly acknowledge the hard work and dedication of all the outstanding nurses that actively contributed to the successful accomplishments of the Nurse Professional Advisory Committee (NPAC) in FY2013. As we are all aware, finding the time to devote to such extracurricular activities alongside of your primary duty assignments can be quite challenging, however, the NPAC leadership, including the executive secretary(s), Subcommittee Co-chairs, Team Leaders, Team members, Liaisons, Ex Officio and all supporting staff managed to carve enough quality time from their busy schedules to devote to the many important federal nursing initiatives and activities that falls under the umbrella of the NPAC and the Chief Nurse Officer (CNO). It has been a pleasurable and enriching journey as we did complete some very interesting tasks and initiatives. And through it all, I must admit, it has truly been my honor and privilege to have had the opportunity to work with such a phenomenal group of nurses. Your commitment and willingness to serve others reflects pride upon yourself, the nurse category, the Chief Nursing Officer, and the United States Public Health Service Commissioned Corps. Thank you all for your patience, for your distinguished service, leadership and diligence to get the work done. Kudos for excellent teamwork!

NPAC Accomplishments for FY2013 include:

- NPAC Bylaws Revision – conducted a thorough review of the NPAC Bylaws, compiled the feedback from the voting members, and incorporated the changes, to include increasing the voting members' term from three (3) to four (4) years.
- Subcommittee Succession Planning – the NPAC Chair highly advocated and promoted this activity to ensure continuity and that all subcommittee co-chairs and team leaders' positions are adequately filled and that contingency plans are developed and approved to ensure that positions remain filled during the next fiscal year transition and the out years.
- Combined Federal Nurse Newsletter- integral in the establishment of the first combined NPAC and Chief Nurse Officer Federal Nurse Newsletter. An NPAC editorial team was formed to manage the newsletter's publication efforts.
- Partnering with ITPAG – worked collaboratively with the Health Services Officer Professional Advisory Committee (HSO-PAC) Information Technology Professional Advisory Group (ITPAG) to present a Health Information Technology presentation during the Nursing Retreat 2013 to initiate a partnership with the Nursing Category in response to the national initiatives that supports the electronic health record and automated clinical documentation efforts.

- Partnering with Combined PAC Newsletter – provided advocacy, support, and volunteer representation from the NPAC to serve on the combined PAC Newsletter editorial committee.
- Nurse Readiness Survey – supported the establishment of a Nurse Readiness survey to assist the Readiness Subcommittee to develop a strategic plan that will better meet the training needs for nurses in preparation for future deployments.
- Nurse CV Format Revision – ensured the Nurse CV format for promotion cycle submissions were adequately revised and appropriately addressed the nursing professional benchmarks for promotion evaluation purposes.
- Realignment of Operation Liaison – due to the sensitivity of the operational transactions and to streamline the operational activities, this function was respectfully redirected to the attention of the executive secretary and NPAC leadership.
- Establishment of Ex Officio Roles – In order to more effectively meet the goals of the NPAC and the needs of some of the subcommittees, a careful review of proposals and discussion with team leaders, the identified roles below were approved to serve in the capacity of ex officio to support certain NPAC activities:
 - Readiness Advisor – directly support the NPAC in their efforts to assist nurses with readiness issues and maintain high readiness rates.
 - Esprit de Corps – directly support the NPAC in their efforts to increase morale and camaraderie.
 - Coin Coordinator/OBC Liaison – directly support the NPAC in their efforts to distribute nurse coins and ensure newly commissioned nurse officers are properly socialized to the Corps.
 - Call to Active Duty (CAD) Liaison – directly support the NPAC and the recruitment subcommittee in their efforts to recruit the right (fit)/pool of nurse applicants that will meet the needs of the corps supported HHS and non-HHS agencies.
 - Federal Nurse Strategic Plan Liaisons – directly support the NPAC by ensuring that NPAC leadership and the general federal nurse participants are kept informed of the latest strategic plan implementation goals and activities and that NPAC activities are aligned to support the goals to directly support the goals of the federated nurse strategic plan.

Subcommittee Highlights FY 2013

Awards

Co-Chairs: CDR Linda Egwim (first time co-chairing a subcommittee) and LT Paula Thompson (a brand new voting member) quickly mastered the challenging roles of leading the Awards Subcommittee.

- Revamped the new awards submission process
- Streamlined the procedure for ordering plaques for award winners
- Successfully partnered with the NRD/COA planners to optimize Award Presentations
- Standardized the reviewers scoring methodology

- The Awards Subcommittee reviewed and processed 10 awards: 5 MANE, 3 Publications, 1 Lucille Woodville Award and 1 Nurse Responder of the Year Award, and a host of Special Recognition Letters for all of the NPAC Subcommittee Members

Career Development:

Co-Chairs: CDR Marilyn Ridenour and CAPT Cathy Miller

- Mentoring Work Group (MWG) recruited an additional 26 mentors, increasing the total number of mentors to (99) spanning ten regions.
- The MWG welcomed a total of 124 new officers through OBC into the mentoring project program this year.
- Aggressively updated the CV formatting guidelines and nurse benchmarks.
- Initiated a robust Education Resource Project utilizing the Responder e-Learn website is to provide career development opportunities and information.
- Provided five education resources internet links on disaster preparedness and response that is currently posted on the PHS Nursing listserv.
- Collaborated with the Readiness and Response Sub-Committee which resulted in an additional three links for a total of eight. Excellent Teamwork!

COMMUNICATIONS:

Co-Chairs: CDR Mike Krumlauf and CDR Scott Lamberson

- Thoroughly reviewed and updated the N-PAC Nurse Resource Manual producing a revised version of a fully downloadable pdf copy of the manual that is now available on the N-PAC website.
- The N-PAC Member Orientation Guide was also reviewed and updated with a new version of a fully downloadable pdf copy available on the N-PAC website.
- Posted an average of 13 listserv messages per month over the past year.
- Served as the POCs for the new combined Federal Nursing Newsletter and the PAC Chairs combined Newsletter

EVENTS

Co-Chairs: LCDR Leslie Wehrle, Chair and CDR Allison Adams-McLean

- Created a manual of procedures and Events SC orientation guide; one for general members and one for a newly created secretary position.
- **Facilitated the 22nd Annual Nursing Recognition Day on, May 3, 2013** that was held at the Natcher Conference Center located on the main Bethesda, Maryland on May 3, 2013.
- There were 247 pre-registered attendees who 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 attended.
- Initiated a "grass-roots outreach campaign" to invite local non-federal nurses from over 50 Washington, DC, Maryland, Virginia and West Virginia area hospitals by directly connecting with nursing offices from the major hospitals to personally invite nursing staff and nursing students.
- 21 Poster abstracts were accepted and 18 were displayed. There were 6 booths representing HHS agencies, NPAC and N-PAC Subcommittees.
- **Facilitated Nurse Category during The USPHS Scientific and Training Symposium held at the Renaissance Hotel in Glendale, Arizona, 21-23 May 2013.**

- 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.
- Integral in the facilitation of the Pre-Conference Nurse Skills Lab Training
- Facilitated a collaborative Social with the Pharmacy Category

READINESS

Co-Chairs: CDR Nichole Chamberlain and CDR Leorey N. Saligan

- Developed and distributed the 2013 New Year's Resolution for Basic Readiness via the PHS nurse list serve and the NPAC Readiness and response subcommittee website.
- Work fervently with NPAC agency representatives to contact nurse officers who did not meet basic readiness and stayed in constant communication.
- Develop an outstanding campaign endorsed to improve nurse readiness which consisted of
 - presenting 2 N-PAC Lunch and Learn sessions presenting readiness-related topics
 - providing one-on-one readiness mentoring with nurse officers during the NRD and COF conferences
 - developed an eLearn community to serve as repository for all subcommittee-related documents
- Served as faculty instructors during the Clinical Skills Training during the COF conference
- Completed the *USPHS N-PAC Nurse Readiness Assessment survey*. The final report will be presented during the Federal Public Health Nurse Leadership meeting on September 26, 2013.
- Created the new Readiness Advisor Role (Exofficio position for the NPAC) to provide unique readiness skill support for nurse officers.

Recruitment

Co-Chairs: CDR Josefine Haynes-Battle and CDR Bryen Bartgis

- Established an important NPAC Exofficio position – Call to Active Duty (CAD) Liaison.
- Increased their overall membership to over 2500 members to support the national Every Nurse is an Ambassador Campaign (ENIAAC), Facebook Workgroup and the Nurse Applicant Workgroup recruitment initiatives.
- Expanded their roles beyond recruitment and retention to supporting opportunities to increase NPAC awareness and participation.

Resource REACH

Co-Chairs: CDR Margaret Bevans and CDR Mary Brooks

- Redefined their goals and objectives to more clearly focus on the public health priorities outlined in the Federal Nurse Strategy Plan to support the National Prevention Strategy.
- The Nurse Practice Team was revamped to illuminate the roles of the Advanced Practice Nurse Workgroup.
- Re-design the PHA website to be a repository for federal and non-federal resources that address the strategic directions and priorities of the National Prevention.
- Develop a communication strategy for evaluating and communicating recommendations regarding nurse practice issues impacting Commissioned Corps Nurse Officers, Civil Service, and Tribal Nurses working in the in USPHS-affiliated agencies.

IN RECOGNITION

Please allow me to acknowledge the contributions of the voting member representatives whose terms are ending this FY.

CDR Wanda Chestnut, HRSA
CDR Bryen Bartgis, IHS
CDR David Cross

CDR Leorey Saligan
CDR Josefine Haynes-Battle
LCDR Leslie Wehrlen

Please review the Updated Subcommittee Co-Chair, Ex Officio and Liaison List to note upcoming nurse leaders that will be moving into Key Positions as our former termed leadership transitions. FY13 has been a successful year as the NPAC worked hard to maintain a recognizable level of excellence consistent with the reputation of past years.

To all of the NPAC team members, I am most appreciative and thankful for your leadership, service and uncompromised support during my term as NPAC Chair FY13. It was an exciting year and I so pleased with all of your accomplishments and elated to have had the pleasure of your acquaintances. I am especially thankful to CAPT Madelyn Reyes, who served so elegantly as my Executive Secretary. Madelyn, your administrative support and guidance has been very much appreciated and of great value to the operations of the NPAC as a whole. The last, but not least...my heart pours out to CAPT Orsega, Ex officio Chair and RADM Nessler, CNO. I could not have made it through the year without your support, guidance, advice and leadership. I could always depend on the both of you to point me in the right direction. Thank you both twice respectfully.

I now welcome the leadership and guidance of our new *NPAC FY14 Chair, CDR Marilyn Ridenour and LCDR Sherri Wheeler, Executive Secretary*. Look forward to working with you both in my role as Ex officio Chair. Please know that I am here to serve and support. But I am confident that you both are well prepared and have a great year ahead...just waiting for you take charge. I am sure you will lead the NPAC with great successes and will continue to shine the light of excellence upon the Federal Nurses, Tribal Nurses and Commissioned Corps Nurse Officer community.

Thank you all, best wishes and nothing but success in the future!

CAPT Veronica Gordon, NPAC Chair FY13

PLEASE CLICK ON THE INDIVIDUAL ANNUAL REPORTS TO VIEW A FULL DISCLOSURE OF ALL OF THE SUBCOMMITTEE'S ACCOMPLISHMENTS FOR THE YEAR.