



# **N-PAC FY2014 Annual Report**

**Submitted: September 2014**

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**Executive Secretary: LCDR Sherri A. Wheeler**

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## Executive Summary

This annual report is to acknowledge the hard work and dedication of all the exceptional nurses that actively contributed to the successful accomplishments of the Nursing Professional Advisory Committee (N-PAC) in FY2014. We collaborated across subcommittees (Career Development and Readiness and Response) on the Civilian CV. We encouraged inclusion of civilian nurses in the following projects: Awards – civilian award list; Events – Nurse Recognition Day; Readiness and Response – civilian readiness; Recruitment – Facebook Team; and Resource Reach – research. The Readiness and Response Subcommittee Co-Chairs participated in the Cross Category Readiness Work Group.

### N-PAC Accomplishments for FY2014 include:

- Nurse's Voices added to N-PAC General Meetings: Provide a brief bio and answer 2 questions: What was/is your most challenging/difficult nursing experience? What was/is your most rewarding nursing experience? 15 nurses participated.
- Topics for N-PAC General Meeting: Topic are on issues relating to nurses and the 4 priority areas of the Federal Public Health Service Nursing Strategic Plan – 10/25/2013 Resiliency Avoiding burnout and Compassion Fatigue; 11/15/2013 NPAC Retreat at NIOSH DC, emotional intelligence training; 12/20/2013 Sedentary Work; 1/17/2014 National Prevention Strategy; 2/21/2014 Weight of the Nation; 3/21/2014 Q&A session; 4/25/2014 Tobacco Free Living; 5/16/2014 The Impact of School Nurses on the Mental and Emotional Well-Being in Schools; 8/15/2014 Workplace Bullying and 9/19/2014 Healthy Eating. Speakers were subject matter experts with diverse educational backgrounds.
- N-PAC General Meeting format: Conference call meetings
- Events Subcommittee: Meet and Greet workgroup; Volunteer workgroup
- Civilian Nurses: encouraged subcommittees to be inclusive of all nurses. Developed a Civilian CV and Civilian Awards; posted to the USPHS Nursing website.
- Combined Checklist created; approved by voting members. The Combined Checklist is for new voting members; page 1 N-PAC perspective; page 2-3 agency perspective.
- N-PAC Subcommittee Operating Procedures: reviewed and changes approved by voting members; posted to USPHS Nursing website on 2/27/2014
- N-PAC Charter: reviewed and changes approved by voting members; approved by OSG on 6/6/2014; posted to the USPHS Nursing website.
- N-PAC Strategic Initiatives (**A.** Support the delivery of high quality health care to the nation's underserved populations. **B.** Demonstrate leadership in public health practice and policy development. **C.** Advance the science of nursing through continuous development of nursing research. **D.** Enhance the presence of PHS nursing as an integral part of the uniformed services) approved by the voting members.
- Benchmarks 2015 Precepts 1 and 4: changes approved by voting members
- Cross-Category Readiness Working Group
- Commissioned Corp Women's Issues Advisory Board
- Participated in Commissioned Corp Awareness Day at FDA and CDC
- Cadet Nurses Corp honored at Nurse Recognition Day 5/5/2014
- Published 3 editions of the PHS Federal Nursing News
- Succession Planning was conducted throughout the year
- Fundraising (ethics) and Gift Giving documents developed by CDR Reginald Smith
- CAARE Mission approved by the voting members

- N-PAC Organizational Chart updated and posted to the website
- New N-PAC banner developed by LCDR Sherri A. Wheeler.



**Ongoing Initiatives:**

N-PAC civilian voting members

N-PAC Strategic Plan (FY15-FY19)

SG Fitness Team

Research Repository

N-PAC Shared web services: E-Learn Community/Max.gov

# AWARDS SUBCOMMITTEE REPORT

**Co-Chairs:** LCDR Linda Egwim and LT Paula Thompson

- Currently 37 members

Executive summary: The Awards Subcommittee is part of the Nursing Professional Advisory Committee (N-PAC). This subcommittee reviews issues, perspectives, and processes regarding awards for any department of Health and Human Services Nurses (civil service, commissioned corps or tribal, direct hire), and their federal civilian nursing counterparts working in field, agency, and headquarters positions. The Awards Subcommittee is also responsible for reviewing and processing the following 10 awards: 5 MANE, 3 Publications, 1 Lucille Woodville Award, and 1 Nurse Responder of the Year Award on an annual basis. The N-PAC Awards Subcommittee works collectively and collaboratively via six working teams (MANE, Nurse Responder of the Year, Lucille Woodville, Publications, Outreach, and Special Recognition) to address its goals and objectives. In FY14, four working teams (MANE, Nurse Responder of the Year, Lucille Woodville, Publications) reviewed nominations for 10 award types. The Outreach team supported and promoted awareness of the awards. One working team (Special Recognition) facilitated the awards for N-PAC voting members and members of the seven N-PAC subcommittees. The Monetary Awards team was dissolved and absorbed by the Commissioned Officers Association to process the Carruth Wagner Awards and Mable May Wagner Award.

FY 2014 goals include:

- Increasing awareness for the N-PAC awards
- Reaching out to additional Commissioned officers, tribal nurses, and civilians and educating them on the available awards
- Ensuring the N-PAC Award Subcommittee webpage is kept up to date with the current award recipients, tools, templates and awards examples to facilitate nominations
- Reorganized a new submission process for the submission of awards
- Ensuring that only one N-PAC Awards Subcommittee member orders plaques to standardize the process
- Partnering with NRD planners and Commissioned Officer Association for the awards ceremonies at NRD and Category Day at the USPHS Symposium respectively
- Selecting new members and replacing vacant positions for the N-PAC Awards Subcommittee
- Ensuring that a minimum of six reviewers score each nomination

## **I. FY 2014 Awards Subcommittee Goals and Objectives**

**Goal 1.** *Facilitate and support efforts that ensure nurses are recognized through the awards process for their outstanding contributions and noteworthy accomplishments.*

### **Objectives:**

**A.** Continue to work with Communications Subcommittee and webpage liaison to revise and update the N-PAC Awards Subcommittee webpage, simplifying a reference for the CC/CORPS nurses.

**Ongoing.** N-PAC Awards Subcommittee's webpage is updated periodically so it is an effective tool in disseminating information related to nursing awards and the nomination /selection process. This

responsibility has been delegated to a member of the Awards Subcommittee.

**B.** Update SOPs for each of the seven working teams to maintain continuity and improve process of the awards reviewing process within the subcommittee teams from year to year.

**Completed and ongoing. N-PAC Awards Subcommittee team leaders and co-chairs**

**Goal 2.** *Encourage more award nominations by altering the awards calendar for FY 2014 to allow for greater time to submit nominations, review awards and notify winners.*

**Objective:**

**A.** Each award cycle (Nurse Responder of the Year, Publications Awards, MANE Awards, Lucille Woodville) will last for a minimum of four weeks. Extensions are granted if sufficient nominations are not received. No award cycles will occur simultaneously.

**Completed. N-PAC Awards Subcommittee**

**Goal 3.** *Facilitate and improve understanding of the awards process for both CC and CC nurses through overall education and training mechanisms.*

**Objective:**

**A.** Annually, dedicate or call a minimum of two meetings on the awards processes between the co-chairs and team leads.

**Completed and ongoing.**

**Goal 4.** *Recognize the value of public acknowledgement of award presentations*

**Objectives:**

**A.** Publish award recipient names on N-PAC webpage and announce via the PHS nursing and CC listservs.

**Completed and Ongoing.**

**B.** Encourage attendance by committee members for the annual COA and NRD conferences, to acknowledge recognition of award recipients.

**Ongoing. Unfortunately the co-chairs did not attend the COA or NRD conference this year.**

**C.** Responded to the requests of the N-PAC Chair as necessary to facilitate additional recognition of awards.

**Ongoing. Unfortunately the co-chairs did not attend the COA or NRD conference this year.**

## II. FY 2014 Awards Subcommittee Projects

A. Finalize drafts of the Standard Operating Procedures (SOPs) for the seven working teams with supportive guidance documents (fliers, announcements, forms, award letters) to maintain continuity of the awards reviewing process within the subcommittee teams from year to year.

### COA Awards Team

Under the leadership of CDR Cubie Beasley and CDR Tessa Brown, Co Team Leaders, this team reviewed six nominations for Nurse Responder of the Year and five nominations for the Lucille Woodville Award.

Projects completed for FY 2014.

### **Lucille Woodville Award**

Objectives: Recognize a nurse who has significantly contributed to maternal-child health.

Specific activities: Update SOP, solicit nominations; work with AS committee outreach team to solicit nominations when there is a shortage of nominees; reviewed 5 nominations for completeness before distributing the blinded nominations to AS committee reviewers; collate and tabulate reviewer scores; notify AS co-chair of scores, notify non-winners; follow up with winner to determine how they would like their name displayed on award. Additionally, CDR Brown worked with the Nurse Category Day planners by ensuring award recipients were readily available to receive awards and by assisting with the presentation of awards.

Timeline of work: 3 months (December – March).

Primary and secondary contributors: CDR Tessa Brown and CDR Beasley.

Outcome: Winner presented at Nurse Category Day

### **Nurse Responder of the Year**

Objectives: For impact on emergency preparedness, disaster response, contributions to national or international public health trends.

Specific activities: Update SOP, solicit nominations; work with AS committee outreach team to solicit nominations when there is a shortage of nominees; reviewed 6 nominations for completeness before distributing the blinded nominations to AS committee reviewers; collate and tabulate reviewer scores; notify AS co-chair of scores, notify non-winners; follow up with winner to determine how they would like their name displayed on award. Additionally, CDR Brown worked with the Nurse Category Day planners by ensuring award recipients were readily available to receive awards and by assisting with the presentation of awards.

Timeline of work: 3 months (July – September).

Primary and secondary contributors: CDR Tessa Brown and CDR Beasley.

Outcome: Winner presented at Nurse Category Day

The Awards in FY 2014 had the following nominations:

- |                                |               |
|--------------------------------|---------------|
| 1. Nurse Responder of the Year | 6 nominations |
| 2. Lucille Woodville Award     | 5 nominations |

## **MANE Awards Team**

Under the leadership of CDR Flores and LCDR Daniel Wagoner, Team leaders, nineteen nominations were reviewed by this team. This team is comprised of eight members.

The five awards in FY 2014 had the following nominations:

- |                      |               |
|----------------------|---------------|
| 1. Gregg Group Award | 5 nominations |
| 2. Hasselmeyer Award | 0 nominations |
| 3. Hanzel Award      | 6 nominations |
| 4. McLaughlin Award  | 4 nominations |
| 5. Petry Leone Award | 4 nominations |

No new MANE Award projects were initiated for the 2014 awards cycle.

## **Publications Awards Team**

Under the co-leadership of CAPT Debra Aynes and LCDR Dianna D. Wardlow-Dotter; The N-PAC Publication Awards subcommittee is responsible for initiating the submission and selection of publication awards. There are three publication awards that are reviewed by this committee as follows: the RADM Faye G. Abdallah award recognizes publications that stimulate the development of nursing knowledge and practice through scientific investigation and research; the RADM O. Marie Henry Award recognizes publications that describe clinical nursing practice; and the RADM Julia R. Plotnick Award recognizes publications that inform and educate consumers and/or health care practitioners about significant health related issues.

### • Impact Highlights from Strategic Goals for FY 2014

-A total of nine publication awards were received by the committee which included 2 submissions for the RADM Faye G. Abdallah award, 2 submissions for the RADM O. Marie Henry award and 5 submissions for the RADM Julia R. Plotnick award.

-Awards were presented at Nurse Recognition Day in 2014.

-Three new reviewers were added to the subcommittee during the year.

-A meeting was held with all of the reviewers prior to receipt of the nominations in order to cover expectations of reviewers and changes to the review process.

-The Co-Leads made the decision to continue to use their work email accounts for all submissions received during the award cycle. The same email accounts were used to forward the nominations to the reviewers and for the receipt of scoring sheets.

### Projects completed for FY 2014

Update Standard Operating Procedure – the Publication Awards Standard Operating Procedure was updated to more accurately reflect the role of the subcommittee and submission standards.

Ongoing projects in FY 2015

Update Standard Operating Procedure – the Publication Awards Standard Operating Procedure will continue to be updated and revised as needed during the upcoming FY.

### **Awards Outreach Team**

Under the co-leadership of CDR Jason Humbert and LCDR Kenneth Elsass from August 2013 to May 2014, this team facilitates and distributes information regarding the awards to increase the number of applicants and awareness of the awards available.

#### **Projects completed:**

Timely calls for nominations for the 10 awards (MANE, Publications, Nurse Responder of the Year and Lucille Woodville awards) throughout the award cycles.

- The Outreach Team coordinated the purchase of plaques for the MANE and Publications Awards for Nursing Recognition Day at NIH in May 2014 and the Nurse Responder of the Year award which was presented at Category Day at the USPHS Symposium in Raleigh, NC. The team coordinated delivery of the plaque to be displayed during the Category Day ceremonies.
- The Outreach team currently maintains three means for award announcements: The N-PAC listserv, the USPHS Nursing Facebook page, and through a distribution list of agency liaisons, Chief Nurses and senior nurse leaders in HHS agencies, and non-HHS agencies where PHS nurses are stationed.
- The Outreach Team has contacted previous nominees to encourage those officers/nurses to submit a nomination during the current award cycle. With regard to the Nurse Responder of the Year Award, the Outreach Team contacted the Office of Readiness and Response (formerly OFRD) for a list of nurses who deployed and would be eligible for the this award. Both of these initiatives have had positive results.
- The Outreach Team serves as a conduit between officers/nurses with questions about awards to the respective Team Leaders or Subcommittee Co-Chairs.
- The Outreach Team has taken upon the responsibility of updating the current Awards Subcommittee webpages on the N-PAC website. Working closely with the N-PAC Communications Subcommittee and Website team leads, new and/or updated content has been provided for posting on the revised webpages. The focus of this effort is to provide PHS nurses more resources when considering a nomination, to improve the functionality of the webpages for subcommittee purposes, and to improve our outreach regarding awards.

#### **Pending:**

- The Outreach Team continues with revisions of the team SOP in light of recent changes award announcements and new responsibilities of the team.

- The Outreach Team is updating its records to reflect the latest contact information of Agency contacts so that award announcements have their fullest reach.
- The Team is continuing to focus on improving the Awards Subcommittee portion of the N-PAC website and has regular discussions with the Communications Subcommittee website team.

**Special Recognition Team**

This team, established in 2009 to facilitate the awards for N-PAC voting members and N-PAC subcommittee members, is under the co-leadership of LCDR Janice Arceneaux, LCDR Deborah Forcht and CDR Shu Yi Cai. The team facilitates the request for Special Assignment Awards for N-PAC voting members who are completing their 3-year terms; Certificates of Appreciation, Letters of Appreciation, Achievement Medals, Commendation Medals, Unit Commendations, Outstanding Unit Citations and CNO Awards for N-PAC members.

Project for FY14 Awards:

- LCDR Arceneaux: Awards & Career Development, Special Assignment awards & Readiness Response
- LCDR Forcht: Events & Recruitment
- CDR Cai: Communications & Resource Reach

The following projects have been addressed in FY14 by this Subcommittee.

1. Maintenance of shared database, listing all N-PAC awards for FY 14
2. Monthly check in with OS Awards Board Coordinator on the status of N-PAC awards
3. Collaborative support of NRD planning. This subcommittee will, on annual basis, work with the Events Subcommittee with planning the awards presentations.
4. N-PAC Retreat presentation will review the process/steps for submitting for subcommittee and voting members-related awards.
5. Award awareness campaign. The Outreach and Education Teams will facilitate mechanisms to increase awareness about the sixteen N-PAC Awards by incorporating two new outreach projects per group of award (MANE, Publications, Nurse Responder of the Year, Lucille Woodville Awards)
6. Maintenance of the review of 10 NPAC authorized awards. The current awards will be processed and reviewed within the current structure led by the working group team leaders and guidance by the Subcommittee Co-chairs.

**Current Members of N-PAC Awards Subcommittee**

1	Linda Egwim, LCDR	Co-chair FY 2014
2	Paula Thompson, LT	Co-chair FY 2014

3	Jason Humbert, CDR	Outreach Team Co-Lead
4	Kenneth Elsass, LCDR	Outreach Team Co-Lead
5	Deborah Forcht, LCDR	Special Recognition, Co-Lead
6	Janice Arceneaux, LCDR	Special Recognition, Co-Lead
7	Daniel Wagoner, CDR	MANE Co-Lead
8	George Flores, CDR	MANE Co-Lead
9	Amy Valderrama, CDR	In coming Co-chair
10	Tessa Brown, CDR	NRV/Lucille Woodville, Co-Lead
11	Cubie Beasley, CDR	NRV/Lucille Woodville, Co-Lead
12	Debra Aynes, CAPT	Publications, Co-Lead
13	Dianna Wardlow-Dotter, LCDR	Publications, Co-Lead
14	Shu Yi Cai, CDR	Special Recognition, Co-Lead
15	Eric Cartagena, LCDR	Special Recognition
16	Barbara DeMers, LCDR	Secretary
17	Dianne Paraoan, CDR	Award Reviewer
18	Susan Erwin, CDR	Award Reviewer
19	Sophia Hsu, LCDR	Award Reviewer
20	Lois Schumacher, CDR	Award Reviewer
21	Nicole Conklin, LCDR	Award Reviewer
22	Uruaku Obasi, LCDR	Award Reviewer
23	Jane Powers, CAPT	Award Reviewer
24	Venecia Clark, LCDR	Award Reviewer
25	Deanna Pepper, LCDR	Award Reviewer
26	Renee Canady, CDR	Award Reviewer
27	Joel Dulaigh, CDR	Award Reviewer

28	Angela Zimmerman, LCDR	Award Reviewer
29	Anne Arceo, LCDR	Award Reviewer
30	Adriana Meyer-Alonzo, LCDR	Award Reviewer
31	Lisa Lagowski, CAPT	Award Reviewer
32	Arica Carpenter, LCDR	Award Reviewer
33	Jazz Fajardo, LCDR	Award Reviewer
34	Jason Genzer, LCDR	Award Reviewer
35	Kevin Elker, CDR	Award Reviewer
36	Deborah Simmons, CDR	Award Reviewer
37	Dorothy Griffith, CAPT	Award Reviewer

**III. FY 2015 Subcommittee Projects:**

- Orientation for CDR Valderrama as FY15 Co-Chair
- Revise Current SOP

# CAREER DEVELOPMENT SUBCOMMITTEE REPORT

**Co-Chairs:** CAPT Cathy Miller and CDR Nicole Knight

- Total # Members on Committee: 121
- 21 CDS project team members
- 100 mentors

## I. FY 2014 Career Development Strategic Goals and Objectives

Goal/ Objectives of subcommittee

- Strengthen nursing practice in public health in assessment, policy development and assurance of successful PHS services through a variety of career development outreach activities
- Identify and disseminate relevant career development information to systematically enhance individual performance and potential.
- Integrate relevant educational training for civil service and Commissioned Corps Nurses through resources, 'tips of the month' and career counseling at PHS events including the annual USPHS Symposium and Nurse Recognition Day, as applicable.
- Maintain Career Development Mentoring Program providing mentors to Civil Service and Nurse Corps Officers that will offer assistance, career development resources and support of the officer's professional career goals.
- Maintain and enhance dynamic relevant Career Development web pages.
- Spotlight Nurses from all U.S. Department of Health and Human Services (HHS) agencies.

Impact Highlights from Strategic Goals for FY2014 (from NPAC strategic plan or other Subcommittee Planning):

- Participate in activities related to mentoring, education and nursing recognition
- Identified resources for education, training and other areas that support the Federal PHS Nursing Strategic Plan and enhance nurse's career development.
- Identify resources to educate and support NPAC members in fulfilling the mission and vision of the Commissioned Corps and the Federal PHS Nursing Strategic Plan
- Develop resources that provide knowledge and certifications that support the licensure and professional growth of NPAC members
- The Mentoring Work Group (MWG) recruited, with NPAC approval, an additional 13 mentors in July 2014. Welcome letters and assignments distributed to the approved mentors. The MWG has 100 mentors assigned to 10 Regions.
- MWG has welcomed a total of 68 new PHS officers through OBC into the mentoring project program this year.
- Expanded knowledge of PHS policies and procedures through webpage content including updated CV formatting guidelines and nurse benchmarks
- Expanded access to PHS resources has been provided through the CDS mentoring activities and attendance at monthly Officer Basic Course (OBC) open house
- Committee member participation defined as actively involved in specific roles of the CDS select project teams and 50% monthly meeting participation

## **II. FY 2014 Career Development Subcommittee Projects**

### **1. Continuing Education Resource Project**

Objective: To develop an educational resource using e-Responder to provide career development opportunities and information to the nursing community.

Projects completed for FY2014

- Learning Needs Assessment

Objectives:

1. Assess the learning needs of NPAC membership
2. Assess member awareness of the availability of CEU opportunities
3. Assess barriers to the utilization of CEU opportunities

Specific activities:

1. Team created and disseminated learning needs survey
2. Assessed 153 responses for trends
3. Made recommendations to Career Development Subcommittee

Timeline of work: December 2013-April 2013

Outcome:

1. Requested guidance/recommendation to develop CEU opportunities as a committee
2. Increased marketing of CEU opportunities to include Facebook posting and multiple listserv notices

Current Team Members:

- CAPT Brenda Cook (Lead)
- CDR Janet Mehring
- CDR Heather Skelton

### **2. Webpage Project**

Objective: Serve as a resource and advisory group to aid in communicating Career Development and training information to nurses.

Projects completed for FY2014:

- Posting of 2014 benchmarks.
- Posting of 2014 CV format and instructions
- Posting of monthly TIP of the month
- Replaced the current website with the newly reformatted website
- Quarterly posting of the Featured Nurse as selected by the Nursing Spotlight Team.
- The Webpage Team reviews the contents of the website to ensure information is current and accurate.
- Webpage meets bimonthly and every month as needed to discuss and plan activities related to projects.

Primary Contributors:

- CDR Wanza Bacon - Lead

- CDR Nicole Knight
- CDR Claudia Brown
- LCDR Joseph Brady
- LT Shauna Mettee

Secondary Contributors:

Communications Subcommittee

- CDR Mike Krumlauf
- CDR Antoinette Jones

Current Team Members:

- CDR Wanza Bacon (Lead)
- LCDR Joseph Brady

### **3. Mentoring Project**

Objective: Identify and train mentors from all Agencies who can assist Civil Service, Tribal and Commissioned Officers to meet their career goals, and provide career development.

Projects completed for FY2014:

- The Mentoring Work Group (MWG) recruited, with NPAC approval, an additional 13 mentors in July 2014. Welcome letters and assignments distributed to the approved mentors. The MWG has 100 mentors assigned to 10 Regions. The assigned mentors are actively mentoring new CADs and officers who request mentoring assistance through the e-Mentoring AOL Account. The MWG has a list of 8 approved mentors awaiting assignment if current mentors retire or step down for various reasons. The goal is to maintain 100 mentors, with 10 mentors assigned to each Region.
- There were 21 mentoring requests and assignments made through the e-mentoring AOL Account.
- The MWG “Tip of the Month” has been published monthly with the approval of the NPAC Leadership and distributed via the Nurse Listserv. The “Tip of the Month” has covered topics related to promotion, readiness, curriculum vitae assistance, award writing, stress management, NPAC overview, retirement planning; among others.
- The MWG replaced three RMC positions who stepped down due to other work commitments. These positions were replaced through the current mentor pool to ensure continuity.
- CAPT Karlson stepped down from the positions as MWG Co-Lead. LCDR Jonathan Paulsel, who led the database sub-group, was selected as the new MWG Co-Lead.

Current Team Members:

- CDR Sherry Secrist, FDA – Co-Lead
- LCDR Jonathan Paulsel, DHS – Co-Lead
- CDR Melissa Robb, FDA
- CDR Leigh Ann Bernardino, FDA
- CDR Karen Dorse, DIHS
- CDR Casey Hadsall, NIH
- CDR Lori Luu, BOP
- CDR Ann McMillan, CMS

- CDR Thomas Pryor, CMS
- LCDR Vilma Linsteadt, BOP
- LCDR Lakisha Williams, FDA

Current Regional Mentor Coordinators

- Region 1 – LCDR Janice Arceneaux, CMS
- Region 2 – CDR James Blankenship, TMA
- Region 3 – CAPT Lori Hanton, USMS
- Region 4 – CDR Amy Fiebelkorn, CDC
- Region 5 – LCDR Channel Mangum, BOP
- Region 6 – CAPT Deborah Schneider, IHSC
- Region 7 – CDR Renee Canady (Webb), DHS
- Region 8 – CAPT Amy Anderson, FDA
- Region 9 – CDR Janet Mehring, IHS
- Region 10 – CDR Deanna Casiano, IHS

OBC Coordinators:

- CAPT Linda Jo Belsito, FDA
- CDR Sean Armes, BOP

Mentors:

- 100 Total mentors (comprehensive list of mentor names available through MWG)

#### 4. Nursing Spotlight Project

Objective: To formally recognize nurses for their achievements and exemplary performance.

Projects completed for FY2014:

- The Nursing Spotlight Project works on highlighting HHS nurses.
- The criteria for spotlight nurses expanded to include all HHS nurses, Commissioned Corps and civilian.
- The maximum word limit for bios changed to a maximum of 150 words
- Photo must be professional and in jpg or png format
- Honorees:
  - CAPT Wayne Keene – January 2014
  - LT Sheela Barthelemy – April 2014
    - Recognition deferred pending submission of photo
  - Ms. Carla Harrison – August 2014

Current Team Members:

- LCDR Janice Arceneaux (Lead)
- CDR Aileen Renolayan

### III. FY F2015 Career Development Subcommittee Projects

- Projects recommended for FY2015:
  - All current project teams, Mentoring Project, Webpage Project, Nursing Spotlight Project and Continuing Education Resource Project, will continue with ongoing and enhanced activities in the 2015 fiscal year.

- Continuing Education Resource Project will provide local and regional in person CEU opportunity notifications
- Continuing Education Resource Project will create business plan for providing custom CEU opportunities
- The MWG has been working with CAPT Bill Rowell, lead of the HSO Mentor Database, to develop a database application for the Nurse Category. The MWG has reviewed the database and its capabilities for use. The MWG has coordinated with CAPT Rowell to include specific data entry fields to ensure effective mentor/mentee tracking and program evaluation. The MWG is currently awaiting final requested updates to ensure data transfer/downloads occur. Once the database has been finalized, the MWG database group will train RMCs on database application. Training via webinar is expected to occur in October 2014.
- Ongoing projects. Estimated completion.
  - All current project teams, Mentoring Project, Webpage Project, Nursing Spotlight Project and Continuing Education Resource Project, will continue with ongoing and enhanced activities in the 2015 fiscal year
  - Continuing Education Resource will continue with researching and disseminating online CEU opportunities
    - Objectives: Provide NPAC members links to pertinent online CEU opportunities that support mission and vision of PHS Specific activities: Quarterly submission of links to membership along with notification and marketing
    - Timeline of work: ongoing
  - The Webpage Project will continue to review the contents of the website to ensure information is current and accurate.
  - The Webpage Project will continue to facilitate posting of information as advised by NPAC chair and the Career Development Co-chairs.
  - OBC Open House: The team continues to attend OBC Open House's and meeting nurse officers. The team emphasizes the importance of mentoring and answers questions related to the mentoring program. The MWG has assigned mentors to 68 "new PHS Officers".
  - The MWG implemented a rotation schedule for Mentee assignments to ensure equitable mentee assignments throughout the 10 regions. Two regions are assigned each month to receive mentees assigned from the OBC Open House list and e-mentoring AOL account.
  - MWG continues to staff the e-Mentoring AOL account for two-week assignments that are assigned through January 2<sup>nd</sup>, 2014. The e-mentoring AOL account has an average of 1-2 requests per month, with an increased number of requests around promotion time.
  - The MWG "Tip of the Month" will continue to be published monthly
  - Nursing Spotlight Project will continue to highlight nurses on a quarterly basis
- New/Proposed projects/issues to be considered.
  - Recruitment of Team Members for the Webpage Project
  - Enhancement of the CDS webpage to align with NPAC strategic goals and objectives and provide readily available information to HHS nurses
  - A Mentor Program Improvement sub-group is being created to review/address current issues and develops recommendations for improvement, to ensure our program goals are being met. CDR Thomas Pryor has volunteered to lead this group.

- Proposed budget or operational costs.
  - The CDS does not anticipate any costs for ongoing or projected projects
  
- Committee lead working group/subcommittee co-chair vacancies.
  - CAPT Cathy Miller will step down as Co-chair for the CDS effective 10/1/14
  - CDR Heather Skelton will be the new Co-chair for the CDS effective 10/1/14
  - The Webpage project will add the following new member effective 9/1/14:
    - LCDR Jazz Fajardo

# COMMUNICATIONS SUBCOMMITTEE

**Co-Chairs:** CDR Mike Krumlauf and CDR Scott Lamberson

18 Active Members on Subcommittee

## I. FY 2014 Communications Subcommittee Strategic Goals and Issues

### Strategic Focus Area: Communication

*Strategic Initiative: Promote collaboration and communication with key stakeholders, both internal and external to the organization.*

- Goal A: Create mechanisms to foster enhanced dialogue with stakeholders in public health.
- Goal B: Promote PHS Nurse (civil service, commissioned corps, and tribal nurses) participation on the N-PAC listserv through marketing and increase subscription to the N-PAC listserv by 10% each year with regular reports to the N-PAC leadership.

*Strategic Initiative: Increase availability of relevant information to support professional, leadership, and career development activities.*

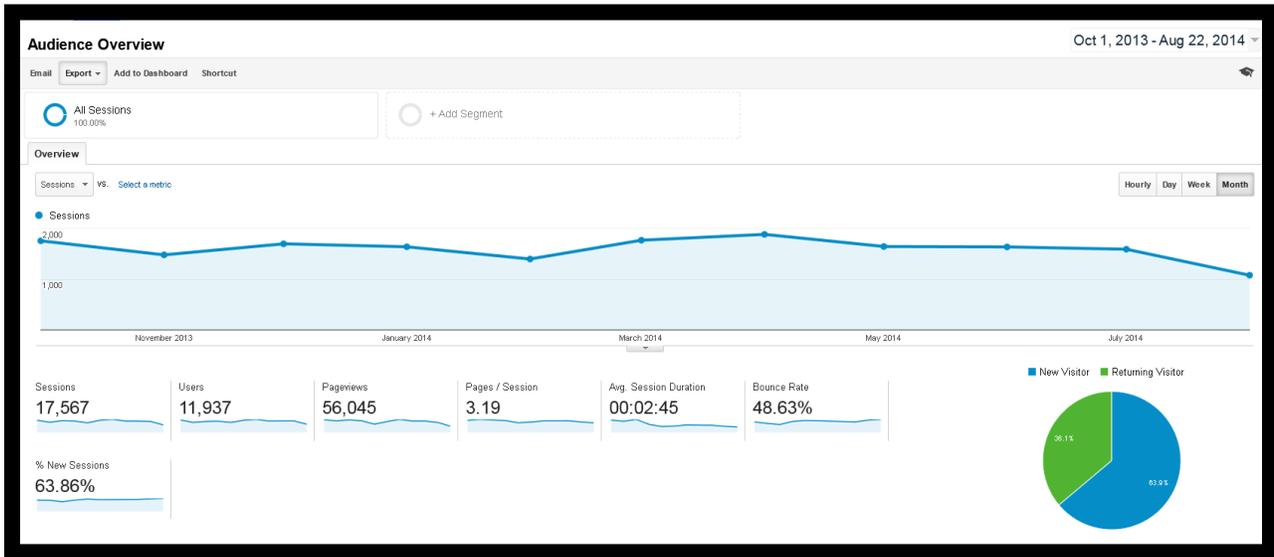
- Goal C: Develop the next generation of PHS nurses to address evolving public health issues.

## II. FY 2014 Communication Subcommittee Projects

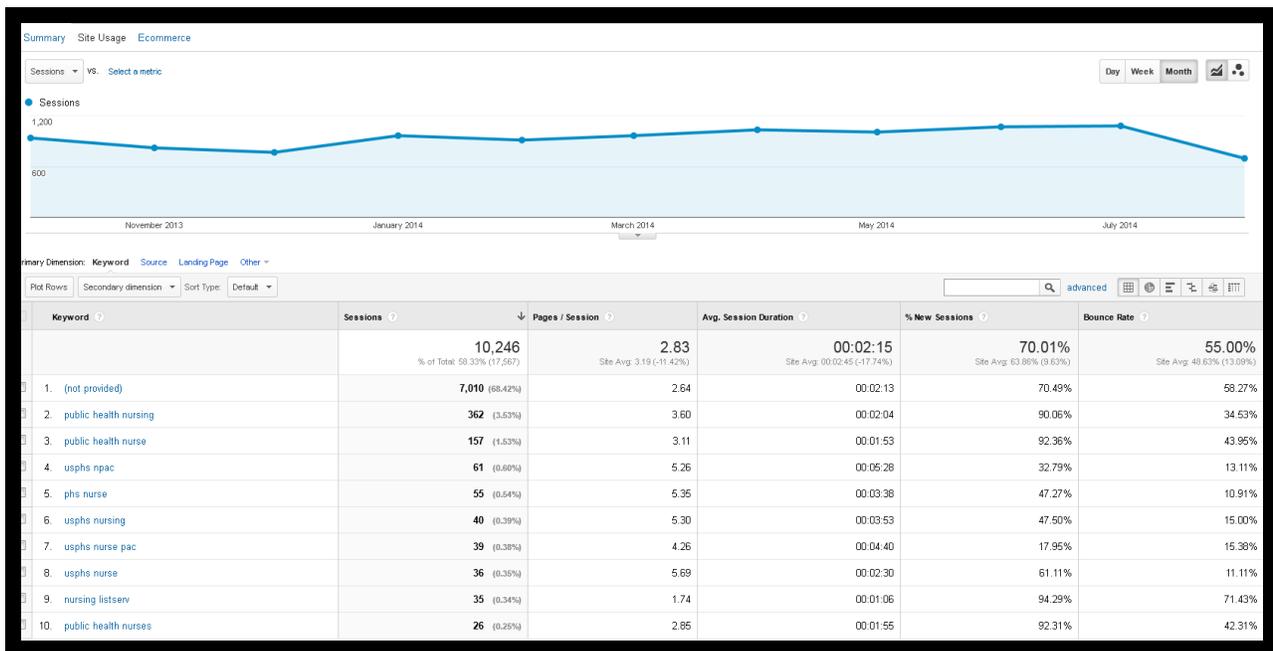
- N-PAC Nurse Resource Manual. The N-PAC Nurse Resource Manual was thoroughly reviewed and updated by members of the Collaborative Workgroup during the time period of December 2013-March 2014. The following sections were reviewed and updated, where indicated: History of Nursing in the USPHS, Career Opportunities with the USPHS, Career Development & Career Tracks, Personnel Systems, Professional Licensure and Certification, Training Opportunities, Nurse Resource Manual Appendices A through E, and Nurse Resource Manual Evaluation Form.
- N-PAC Member Orientation Guide. The N-PAC Member Orientation Guide was reviewed and updated by the Collaborative Workgroup beginning in January 2014, and the review was completed by March 2014.
  - In July 2013, a new version of a fully downloadable pdf copy was started in collaboration with the website workgroup to be made available on the N-PAC website. This project has been completed.
- N-PAC Listserv SOP. Revised and updated guidance for posting information on the N-PAC listserv.
- N-PAC Website. The Website Workgroup continued to optimize website pages including adding new web pages for Career Development Resources, New Member Orientation Guide, and the Nurse Resource Manual. Training was provided as needed for members as upgrades were made to website functioning. Workgroup members continued to evaluate and review

the N-PAC website content in conjunction with their subcommittee liaisons, looking for typos, formatting issues and testing links to ensure operability.

- N-PAC Website Visit Stats (see images next page):
  - 17,567 visits in the last year with over 56K page views.
  - Average visit duration per visitor was 2:45 minutes.
  - 64% of all visits were from new visitors.
  - The most popular search terms from a search engine (ie Google search) that brought new visitors to the site were: “public health nursing”, “public health nurse”, “usphs nurse”, “usphs npac”, and “phs nurse”



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit
<b>TOP 10 VISITED PAGES</b>						
	56,057 % of Total: 100.00% (56,057)	43,306 % of Total: 100.00% (43,306)	00:01:15 Site Avg: 00:01:15 (0.00%)	17,568 % of Total: 100.00% (17,568)	48.63% Site Avg: 48.63% (0.00%)	31.34% Site Avg: 31.34% (0.00%)
1. /	10,434 (18.61%)	7,962 (18.39%)	00:01:01	7,679 (43.71%)	24.70%	28.16%
2. /category/job-postings	5,414 (9.66%)	3,038 (7.02%)	00:00:33	134 (0.76%)	21.64%	16.24%
3. /career-development-resources	1,959 (3.49%)	1,536 (3.55%)	00:03:48	330 (1.88%)	67.07%	48.90%
4. /nurse-resource-manual	1,549 (2.76%)	1,251 (2.89%)	00:01:15	87 (0.50%)	43.68%	21.63%
5. /about-usphs	1,483 (2.65%)	1,179 (2.72%)	00:01:07	152 (0.87%)	59.21%	27.11%
6. /nurse-resource-manual/history-of-nursing-phs	1,307 (2.33%)	1,143 (2.64%)	00:10:08	1,090 (6.20%)	86.61%	82.10%
7. /career-development-resources-2	1,239 (2.21%)	1,010 (2.33%)	00:04:12	272 (1.55%)	74.26%	59.97%
8. /n-pac-new-member-orientation-guide	1,181 (2.11%)	827 (1.91%)	00:01:13	54 (0.31%)	31.48%	15.83%
9. /listserv	980 (1.75%)	754 (1.74%)	00:02:12	327 (1.86%)	64.22%	44.43%
10. /welcome	949 (1.69%)	658 (1.52%)	00:01:16	150 (0.85%)	36.67%	28.13%



### Ongoing projects in FY 2014:

- Management of N-PAC Website
  - Continue to utilize content managers to ensure collaboration between website workgroup and various N-PAC Subcommittees.
  - Continue to update website and subcommittee web pages as content is updated and new content is added.
  - Work with FNESC representative to host their current contact information, goals and objectives on the N-PAC website. Plan to update at least on an annual basis.
  - Finalize ongoing work with Career Development Subcommittee to customize their web pages to make them more user-friendly and meet their specific needs.
  - Finalize ongoing work with Awards Subcommittee to customize their web pages to make them more user-friendly and meet their specific needs.
  - Work with Collaborative workgroup to complete a fully downloadable pdf version of the New Member Orientation guide to be made available on the NPAC website.
  - Domain name (phs-nurse.org) maintained through GoDaddy. Paid through February 10, 2018.
    - Cost is approximately \$50 every five years.
  - Hosting service provided by hostgator.com. Paid through September 10, 2014. Cost is approximately \$115 per year.
- Management of N-PAC Listserv
  - Provide the listserv service to ensure mass communication of pertinent information to the N-PAC.
  - Ensure that messages meet the 508 compliance requirements.
  - Posted an average of 13 listserv messages per month over the past year.
  - Membership only grew from 1,810 to 1,857 this year. However, the list is continuously scrubbed to remove duplications and old email addresses.
  - Collaborative Workgroup members continue to monitor the N-PAC Listserv for typos, formatting issues and non-functioning links on an ongoing basis.

- Management of N-PAC Facebook Fan Page
  - The Recruitment Subcommittee monitors the N-PAC Facebook page and answers recruitment-related questions. The Communication Subcommittee continues to post any job vacancies and other N-PAC communications, as well as assists with spam monitoring.
  - The N-PAC Facebook page has grown quite a bit this year with 4,664 “likes” and an average weekly reach of 361.
  - With increased popularity of the site comes an increase in spam. Diligent monitoring to remove unwanted material will continue to be important in the coming year.

Outstanding projects

- No outstanding projects in FY2014.

### **III. FY 2015 Subcommittee Projects**

Projects recommended for FY2015:

- Ongoing projects include the N-PAC Listserv, the N-PAC website, and Facebook page.
- The Nurse Resource Manual and Member Orientation Guide will both be updated in 4<sup>th</sup> Quarter 2015 once the new N-PAC leadership is in place. These resources are updated annually.
- Re-evaluate the design of the N-PAC website to make sure it’s meeting the needs of the stakeholders/users.
- Evaluate need to recruit a new member for the website workgroup to follow webpage usage statistics for each subcommittee. Goal would be to provide regular reports and look at ongoing needs for optimization of webpages.
- Work directly with the Resource REACH Subcommittee to customize new web pages to house information specific to each of their workgroups and offer additional resources for federal nurses using the website.

#### **Proposed budget or operational costs:**

- Website hosting: \$115 (Paid September 2014)
- Website domain name registration: \$0 (Paid for 5 year registration 2/11/13)
- Wordpress theme renewal: \$40

#### **Committee lead working group/subcommittee co-chair vacancies:**

- Collaborative workgroup: 2 Vacancies for new members
- Website workgroup: 1 possible vacancy for new member (For website stats, tracking of subcommittee website page stats – Google analytics)

#### **Changes in Leadership for FY 2015**

- CDR Mike Krumlauf will be resigning as Non-Voting Co-Chair effective October 1, 2014 and resume working with the Website workgroup
- CDR Scott Lamberson will relinquish his Voting Co-Chair position effective October 1, 2014 due to recent transfer to Department of Homeland Security and become the Non-Voting Co-Chair of Communication Subcommittee effective October 1, 2014
- LCDR Nikkia Powell representing the United States Marshals Service will become the new Voting Co-Chair for the Communication Subcommittee effective October 1, 2014

## EVENTS SUMCOMMITTEE REPORT

**Co-Chairs:** CDR Anitra Johnson Chair and CDR Leslie Wehrlen Acting Co-chair (April-September 2014)

- **29 members on committee, 3 liaison groups/teams**
  - Esprit de Corps team
    - Leaders LCDRs Sara Anderson and Gia Lawrence
  - COF Nurse Category Day team
    - Leaders: CDRs Anitra Johnson and Allison Adam
  - Website Team
    - Leader: CDR Mark Glover

### I. FY 2014 Events Subcommittee Goals, Objectives and Issues

- **Current goals and objectives of the Events Subcommittee:**
  - To provide easy access via web links to current event events occurring in our nation.
    - Provide a current list of conferences annually by December 31 of each year.
    - Update conference list quarterly as conferences are added.
    - Provide a place for nurses to provide feedback to add conferences to the website.
  - Organize Annual U.S. Public Health Service Nursing Recognition Day.
    - Invite speakers who will provide opportunity for attendees to learn.
    - Provide opportunity for nurses to showcase their posters that have been presented over the last year.
    - Encourage attendance by offering incentives such as CEU, or other creative innovative strategies.
    - Invite groups to set up tables to showcase job opportunities and other unique opportunities for civil service, tribal and PHS officers.
  - Support the COF Scientific and Training Symposium.
    - Set up a booth to recruit for PHS as well as offer information for the nursing category.
    - Support nurse category planning committee for COF Symposium category day.
    - Support nurse category planning committee for COF Social Event.
  - Create and maintain NPAC merchandise to foster USPHS nursing pride.
- **Impact Highlights from Strategic Goals for FY 2014**
  - Participated in activities related to planning NRD.
  - Established partnerships with the Awards SC representatives for recognition of award recipients during NRD.
  - Recruited and attracted new members to fill existing vacancies.
  - In the process of update the manual of procedures and Events SC orientation guide; one for general members and one for the newly created secretary position. Documents define roles, responsibilities, delineates structure and membership expectations while on the Events SC
  - Updated a 1-pages synopsis that detailing past NRD, themes speakers and presentations to facilitate future NRD planning efforts, see Attachment A.

## II. FY 2014 Events Subcommittee Projects

### 1. Name of Project: Events Subcommittee Website

- **Objectives:**
  - Provide a current list of conferences annually by December 31<sup>st</sup> of each year.
  - Update conference list quarterly as conferences are added.
  - Provide a place for nurses to provide feedback to add conferences to the website.
  
- **Specific activities:**
  - Updated list of existing conferences with 2014 dates.
  - Added national nursing conferences that were not previously listed.
  - Re-linked list of nursing conferences with calendar on main page.
  - 2014 NRD information and online registration form added as a link on NPAC website.
  
- **Timeline of work:**
  - Weeks
  
- **Primary contributors:**
  - Website team leader: CDR Mark Glover with Communications Subcommittee contact, CDRs Sean Creighton and Michael Krumlauf.

### 2. Name of Project: 23<sup>rd</sup> Annual Nursing Recognition Day, May 5, 2014

- **Objectives:**
  - Invite speakers who will provide opportunity for attendees to learn.
  - Provide opportunity for nurses to showcase their posters that have been presented over the last year.
  - Encourage attendance by offering incentives such as continuing education (CE), or other creative innovative strategies.
  - Invite groups to set up tables to showcase job opportunities and other unique opportunities for civil service, tribal and PHS officers.
  
- **Primary contributors:**
  - NRD lead planners: CDRs Anitra Johnson and Leslie Wehrlen
  
- **Secondary contributors:**
  - CAPTs Tammie Brent Howard, Claire Karlson, Lisa Marunycz, Linda Trujillo, CDRs Gettie Audain, Dolores Bernato, Barbara Fuller, Mark Glover, Casey Hadsall, Antoinette Jones, Karen Kosar, Ann Marie Matlock, Steve Morin, LCDRs Lakeeta Carr, Carmen Fisher, Nahleen Heard, Lisa Patterson, Nikkia Powell, Colleen Wahl
  
- **Specific activities:**
  - The 23<sup>rd</sup> Annual Nursing Recognition Day was held at the Natcher Conference Center located on the main Bethesda, Maryland on May 5, 2014. The theme was “*Moving Nursing Forward: Connecting the Dots for our Future*”.
  - Speaker invitations, including preliminary availability inquiry and formal invitations for the keynote, panel speakers, and afternoon address were handled by CAPTs Tammie Brent-Howard, CDR Antoinette Jones and LCDR Carmen Fisher.
  - Venue reservation, tables, chairs, set-up handled by CDR Leslie Wehrlen

- The Events Subcommittee used a marketing paid-advertisement service with ADVANCE for Nurses to reach a larger audience of non-federal, civilian nurses to attend 2014 NRD the. An e-blast was sent to 1,000 nurses in the Maryland, District of Columbia, and Virginia area to invite local non-federal nurses to NRD. CDR Anitra Johnson
- Registration and CE's—there were 266 pre-registered attendees which included students, faculty, nurses and guests. 119 attendees completed CE evaluations. Up to 7.25 CE's were available depending on sessions selected, with partial credit as an option. CAPT Linda Trujillo and LCDR Lakeeta Carr.
- NRD Speakers were as follows: Opening remarks were provided by CDR Marilyn Ridenour, Chair, USPHS Nursing Professional Advisory Committee; and RADM Sylvia Trent-Adams, USPHS Chief Nurse Officer. RADM Boris Lushniak, Deputy Surgeon General, USPHS joined the event and provided remarks. Dr. Stephanie Ferguson provided the Keynote Address titled *The Global Quest for Excellence: Moving Nursing Forward*. CDR Steve Morin and LCDR Valisha Price served as moderators for a panel presentation with RADM (ret) Carol A. Romano, Dr. Nancy Falk, Veronica Lane and Virginia Brown Gray as session speakers on *Leveraging Practice, Leadership and Education to Shape the Future of Nursing*. LT Michelle Sheedy provided the Afternoon offering on *Psychological First Aid Course*. A session recognizing U.S. Cadet Nurse Corps including presentation of certificates to Cadet Nurses and their families as well as a presentation on *The History of Cadet Nurse Corps* presented by Dr. Elise Szecsy concluded the morning sessions. CAPTs Tammie Brent-Howard, CDRs Antoinette Jones, Anitra Johnson, Ann Marie Matlock, LCDR Carmen Fisher with the NPAC CNO staff.
- Thank you letters were provided to speakers. CDRs Anitra Johnson, Leslie Wehrlen
- NRD Save the Date Flyer, Event & Registration Announcements were sent out via the NPAC listserv, NIH Listservs and were posted to the NPAC website. CDRs Anitra Johnson, Mark Glover, in collaboration with Communications SC CDRs Mike Krumlauf and Sean Creighton.
- A grass-roots outreach campaign to invite local non-federal nurses from over 50 Washington, DC, Maryland, Virginia and West Virginia area hospitals was undertaken by connecting with nursing offices from the major hospitals to invite them and their staff to the 2014 NRD. CDRs Anitra Johnson, Ann Marie Matlock, and Karen Kosar.
- Poster abstracts, 24 were accepted and 22 were displayed. 7-4' x 8' poster boards were rented for displaying posters. CDR Gettie Audain mentored by CAPT Lisa Maruncyz.
- There were 8 booths representing HHS agencies, NPAC and N-PAC Subcommittees. CAPT Claire Karlson.
- Continental breakfast and box lunches were offered to all attendees. CDRs Anitra Johnson, Barbara Fuller, Dolores Bernato, and Leslie Wehrlen
- All VIP guests were offered parking and flag officers were offered aide de camps. LCDR Nikkia Powell.
- Letters to deans of local universities –sent out to deans and faculty to encourage student attendance. CDRs Ann Marie Matlock and Karen Kosar.
- Chorale Ensemble and Honor Guard were coordinated for the event. CDR Mark Glover
- Program development, proofing, printing and assembly. CDRs, Barbara Fuller, Steve Morin and Leslie Wehrlen.
- The 2014 USPHS Publication Award recipient's speakers were: CDR Rebecca Noe, LT Janel Parham, Dr. Claire Caurso. CDR Noe was unable to attend the event in-person to present her work and presented via the web using Adobe Connect. The session was

- moderated by CAPT Beverly Dandridge, Awards SC representative. CDR Steve Morin, with Awards SC representatives.
  - NRD speaker PowerPoint presentations, audio recordings and photos from the event were uploaded to NPAC website under Resource page. CDR Leslie Wehrle along with Communications SC contact CDR Mike Krumlauf.
  - CE file was completed which included an Overall Evaluation Summary, Executive Summary and Financial Report. CAPT Linda Trujillo and LCDR Lakeeta Carr.
- **Timeline of work:**
  - Months, planning from September 2013 through May 2014.

### 3. Name of Project: COA/COF Nurse Category Day, June 12, 2014

- **Objectives:**
  - Set up booth to recruit for PHS as well as offer information for the nursing category.
  - Support nurse category planning committee for COF Symposium category day.
  - Support nurse category planning committee for COF Social Event.
- **Primary contributors:** Chair – CDR Anitra Johnson, Chair-Elect – CDR Allison Adams
- **Secondary contributors:** CDR Nicole Knight – Mentor; CAPT Edecia Richards, Sophia Russell, CDRs Shoba Anand, Paula Bridges, Tessa Brown, Michelle Brown-Stephenson, Amerita Hamlet, Beatrice Pollock, LCDRs Lakeeta Carr, Mindy Golatt, Elaine Krauss, Antonio Vargas, Shayna Wilborn, and LT Ellen Dieujuste
- **Specific Activities**
  - The USPHS Scientific and Training Symposium was held at the Raleigh Convention Center in Raleigh, North Carolina, June 10-12, 2014. Theme: **2014 USPHS Scientific & Training Symposium** “Public Health Today: Prevention, Innovation, Progress”  
The theme for Nurse Category Day was “*Prevention and Innovation: From Global Health to Community Health.*” Nurse Category Day provided nurses the tools to make the connection of how the National Prevention Strategy priorities and improving the health of our communities and globally starts with them. Presentation topics were the following: 1) Public Health Nursing Spreading Health Awareness and Prevention from Domestic to Global; 2) Healthy Living Starts with You; 3) Calisthenics: What’s all the Hype; 4) Heads Up/Heads Down: What does sleep have to do with it; 5) Water is the Nucleus, Nutrition is the Cytoplasm; 6) Readiness Training; 7) Healing with CAARE: A Community's Response to Barriers to CARE; 8) Identifying High-Yield Opportunities for Transitional Care: Findings from Community Care of NC and 9) Healthy Eating and Active Living Interactive Sessions.
  - Speaker invitations for the keynotes, presenters: CDRs Anitra Johnson and Allison Adams.
  - Nurse Category Day Speakers included: CDRs Gettie Audain and Michelle Brown-Stephenson, LT Kelly Kerr and Jahanara Jones, Dr. Sharon Elliott-Bynum, Ms. Jennifer Cockerham, and Ms. Crystal Jones.
  - Registration and CEU’s - 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. – CDRs Anitra Johnson and Allison Adams, and The Centers for Disease Control and Prevention Continuing Nursing Education.

- All speakers were given a letter of appreciation and a NPAC coin – CDRs Anitra Johnson and Allison Adams.
  - COA collaborated with NPAC Awards SC for presentation of the NPAC Awards as well as and the Lucille Woodville Awards. The 2013 Nurse of the Year Award was presented to CDR Denis Patrick; the 2013 Lucille Woodville Award was presented to LT Jenna Meyer; – CDR Tessa Brown
  - All VIP guests were offered Aide de Camps – CDRs Beatrice Pollock
  - Category day PowerPoint presentations are available on the NPAC website.
  - PowerPoint presentation uploads and AV support – LCDR Antonio Vargas
  - Pre-Conference Training included a Nursing Skills Lab where nurses could practice their different skills. Nurses could earn up to 4.0 CEUs – CAPT Maude Lyons, CDRs Susan Smith, Patrick Denis, Paula Bridges, Shoba Anand, Derrick Gooch, Susanna Choi, LCDRs Heidi Rogers, Michael Bonislowski, Margaret Nixon, Angela Clemons, Tim Thomas, Tim Yett, Shayna Wilborn, LTs Tyketra Dale, Mekeshia Bates, LTJG Alexander Njunge and Mr. Jerod Noe
  - Career Counseling was provided to Nurse Officers – CDR Aileen Renolayan
  - Nurse social was held The Alley the evening of the Category Day. Other categories joined the Nurse Category. – CAPT Edecia Richards and CDR Paula Bridges
  - Announcements and calls for volunteers were sent out via social media and NPAC listserv – CDRs Anitra Johnson and Allison Adams
- **Timeline of work:**
    - Months, planning from September 2013 through June 2014.

#### 4. Name of Project: Esprit de Corps Team

- **Objectives:**
  - Create and maintain NPAC merchandise to foster USPHS nursing pride.
- **Primary contributors:** LCDRs Gia Lawrence and Sara Anderson.
- **Secondary contributors:** CDRs Wanda Chestnut and Philantha Bowen, and LCDR Reggie Parker.
- **Specific activities:**
  - Mentoring of new members/non-members.
    1. We had an officer to volunteer to assist (not a member of our team)
      - LCDR Reggi Parker
  - Established informal guidelines for the procurement of new items.
    1. Developed the idea of the national nursing survey and subsequent T-Shirt slogan contest
    2. Organized the process for vendor selection and conducted national search of potential vendors
    3. Organized the NPAC Esprit de Corps table during Nursing Category Day at the 2014 COA USPHS Conference consisting of 3 officers
- Developed a tracking sheet for items sold to maintain financial integrity
- Finalized the Esprit De Corps section for the Event Subcommittee SOP
- Attended NPAC Business Meetings and yearly retreat
- Attended OBC Open Houses for “Meet and Greet” of new nurses as well as sell off existing merchandise

- Collaborated with the NPAC Coin Coordinator
- **Impact Highlights from Strategic Goals for FY 2014 September**
  - Establish partners with the Coin Coordinator, CAPT Linda Jo Belsito; Work in conjunction with CAPT Belsito in selling merchandise and maintaining the financial integrity of the NPAC funding.
  - Expand knowledge of two new co-team leads and special volunteer.

# READINESS AND RESPONSE SUBCOMMITTEE REPORT

**Co-Chairs:** CDR Nichole Chamberlain and Mr. Noah Noe

Number of members on subcommittee: 18

## I. FY 2014 Readiness and Response Subcommittee Goals and Objectives

- 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 FY2014
  - o Initiated activities related to increasing knowledge and awareness of readiness
  - o Identified resources relevant to deployments and readiness
  - o Developed resources relevant to deployments and readiness
  - o Expanded knowledge of deployments and readiness
  - o Subcommittee member participation redefined as including all of the following
    - 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. FY 2014 Readiness and Response Subcommittee Projects

### Projects completed for FY 2014

**Project:** Report the history and outcomes of past subcommittee efforts designed to improve readiness among nurses

#### Objectives

- Identify past outreach efforts
- Analyze the effectiveness of past outreach efforts
- Create innovative methods to improve readiness

#### Specific activities

- Long term subcommittee participants collaborated by email and provided documents and comments from past efforts
- Documents and comments were summarized into a single document
- Subcommittee membership discussed the document and made recommendations on improving readiness

Timeline of work: 4 months

Primary contributor: CAPT Lynn Slepiski

Secondary contributors

- CAPT Marie Casey
- CAPT Amy Collins
- CAPT Susan Orsega
- CAPT Mary Rossi Coajou
- CDR Nichole Chamberlain
- CDR Leo Saligan
- CDR Patrick Denis

#### Outcomes

- Historical record created to capture past subcommittee activities and initiatives
- Communicates the scope of subcommittee activities to the NPAC chair, CNO, new subcommittee members and future leaders
- Encourages the development of innovative and effective methods for improving and sustaining readiness among the nurses
- Prevents wasting time on initiatives that have historically shown little to no merit on improving readiness long term
- Provides assistance in planning ongoing and future subcommittee projects related to readiness
- Provides a springboard for innovative and effective methods for improving readiness
- Substantiated need for USPHS policy and directive changes

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

#### Objectives

- Address officer questions and issues about Direct Access (DA)
- Demonstrate the use of an Electronic Medical Record (EMR) real-time

#### Specific activities

- Numerous meetings took place among stakeholders to plan logistics of conference
- Planned logistics for 2 skills stations: Direct Access & EMR
- Coordinated efforts to secure actual EMRs for conference
- Coordinated efforts to secure internet access at the conference for real-time usage and demonstration of DA and EMR

Timeline of work: 12 months

Primary contributors: Mr. Jerod (Noah) Noe & CDR Susan Smith

Secondary contributors: CDRs Susanna Choi, Amerita Hamlet & Nichole Chamberlain

#### Outcomes

- DA issues resolved for several conference participants
- Questions regarding nuances of entering information into DA were addressed
- USPHS officers were exposed and able to use EMRs real-time (and for many the first time) to prepare for deployments

### **Ongoing projects for FY 2015**

**Project:** E-Learn Community/Max.gov

#### Objectives

- Establish/increase use of E-Learn by the NPAC & subcommittee members
- Further explore the use of E-Learn for interactive and archival capabilities
- Research ways to improve the usage of the subcommittee's E-Learn community to include modalities for nurse officers to post readiness and deployment related questions and have them answered by subcommittee members

#### Specific activities

- Work group met several times to discuss and research
- Researched feasibility of objectives and capabilities of E-Learn
- Met with NPAC chair, subcommittee leadership and members on numerous occasions

Timeline of work: 12 months

Primary contributor: CDR Steven Link

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

#### Outcomes

- E-Learn training conducted for all the NPAC Subcommittee co-chairs and key subcommittee personnel to include the NPAC CPO's ADM Kerry Nessler and ADM Sylvia Trent-Adams.
- E-Learn archival and functional abilities researched.
- Alternatives to E-Learn researched to find less cumbersome and more intuitive system for archiving 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
- Initiatives to explore the viability of Max.gov for NPAC purposes are ongoing

**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 Slepski, 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:** Improving readiness among nurses

Objectives

- Submit quarterly articles to the Federal PHS Nursing News
- Disseminate information outlining resources for deployments and maintaining readiness
- Identify effective methods to improve readiness

Specific activities

- Met and discussed activities with NPAC leadership
- Articles drafted, reviewed, submitted and published in the Federal PHS Nursing Newsletter
- Collaborated with OFRD regarding operational readiness
- Helpful Hints for Readiness document created
- Continue working with OFRD to create a substantive report for long term, repeated readiness issues

Timeline of work: 12 months

Primary contributors: CDR Cindy Adams, CDR Dale Mishler, CDR Nichole Chamberlain, Mr. Jerod (Noah) Noe

Secondary contributors: CDR Laurel Christians, CDR Amerita Hamlet

#### Outcomes

- Drafted recommended changes to USPHS Policies & Directives to improve readiness
- Three articles published in the Federal PHS Nursing Newsletter pertaining to 1) mental health resources for deployment; 2) usage of electronic medical record for deployments and 3) resources for readiness
- Helpful Hints for Readiness document disseminated via several listservs
- OFRD document “Readiness Down to Basics” updated as per recommendations from R&R subcommittee
- PHS Officers utilized R&R points of contact to answer questions pertaining to issues with documenting readiness.

### **III. FY2015 Readiness and Response Subcommittee Projects**

#### **Projects recommended for FY2015**

##### **Ongoing projects - estimated completion**

- Project: Improving readiness among nurses – ongoing subcommittee initiative
- Project: E-Learn Community/Max.gov – August 2015
- Project: Readiness Skills Booths at Annual COF Conference – yearly subcommittee initiative

##### **New/Proposed projects/issues to be considered.**

- New Project: Use outcomes and reports from Unaccompanied Children Mission to create projects for upcoming year: slide show, tip sheets, brainstorm other methods of communication
- New Project: Establish effective collaborative efforts with OFRD to address continued readiness issues and incorrect capture of information in DA.
- New Project: Collaborate with OFRD to create a report and root cause analysis to identify trends in Readiness issues

Proposed budget or operational costs: Perhaps travel & hotel for COF

Committee lead working group/subcommittee co-chair vacancies: There are no leadership vacancies at this time. We are not looking to back fill membership vacancies. We’ve had difficulties with existing members being engaged and volunteering for projects so the plan is to continue to engage existing members as project leaders prior to introducing new members.

# **RECRUITMENT SUBCOMMITTEE REPORT**

**Co-Chairs:** CDR Bryen Bartgis and CDR Tarah Somers

**Committee Members:** Approximately 140

## **I. FY 2014 Recruitment Subcommittee Goals and Objectives**

### **Workgroup Task Leads:**

- Nurse Applicant Workgroup (NAW) – CDRs Latonia Ford and Reginald Smith
- Every Nurse is an Ambassador Campaign Workgroup (ENIAAC) – CDR Deanna Gephart, CDR George Flores, CDR Paula Bridges, CDR Susie Dill , and LCDR Katherine Maye
- Facebook (FB) Workgroup CDRs Michelle Arena and Serina Hunter-Thomas

### **Objectives:**

- Recruitment efforts continue despite the limited opening of the Nurse Category. Looking forward to the opening of the category again on 15 September
- The CAD workgroup ceases to function at this time.
- Going forward restarting CAD workgroup or identifying reliable contact within DCCPR to provide updates/information for our Officers to relay information to the public
- Increase opportunities/information for our civilian nurses
- Provide opportunities for nurses to become active members within the NPAC through our ENIAAC workgroup as applicable
- Communicate with 100% of Commissioned Corps Nurse applicants to facilitate awareness of agency opportunities for employment (NAW)
- Recruitment/Retention; provide follow-up and assist with the USPHS application process. Provide real-time (within 24 hours) answers/replies to FAQs via FB Workgroup.

## **II. FY 2014 Recruitment Subcommittee Projects**

### **NAW Projects:**

- NAW's membership is engaged and continues to meet bi-monthly
- Capture data on number of applicants contacted and assistance that has been provided
- Continue to work with DCCPR/NPAC leadership to establish best practice for relaying of candidate information from OCCO to the applicant workgroup

- 26 boarded NP's received and all have been assigned to officers and we are in the process of reaching out and assisting these applicants locate positions
- Received list of 134 potential applicants. Calls were made to all applicants and 6 were offered positions, 26 continue to actively seek positions, and 3 indicated they are no longer interested in the USPHS. The remaining numbers were not reached due to incorrect contact numbers/no response to messages

### **ENIAAC Projects:**

- Awaiting online training of members regarding targeted recruitment activities. To be accomplished by DCCPR
- Continue activity logs across the 10 regions to track recruitment efforts. Members across all regions continue presentations to schools, health/job fairs, etc. using approved OCCO materials
- Utilize Responder E-Learn posting minutes/updates going forward
- Continue to respond to email traffic regarding recruitment
- Revisit collaboration of Career Development Subcommittee and Mentoring Workgroup regarding the mentoring process
- Time estimate compared to last FY remains consistent with total time in hours across all workgroups/members at 2500+ annually
- Continue to provide members as available for OBC open house

### **Facebook Projects:**

- The 14 members continue monitoring and providing real time feedback for our page
- Continue to grow page by building content and increasing activity by encouraging addition of content by all Recruitment Subcommittee members
- Call initiated to start brainstorming ideas to further involve our Civil Service Nurses. Two applications have been received and are currently under review
- Continue to grow page by building content and increasing activity by encouraging additional content by all Recruitment Subcommittee members
- Implemented "where in the world Wednesdays" and "Throwback Thursday" after suggestion received from CAPT Rubio. This has increased visibility to our site. Would like to see more photos from members outside our subcommittee submit photos of themselves in action from other duty stations/deployments
- 4740 likes as of 30 August 2014. We have significantly surpassed our goal of 4000 likes for

fiscal year 2014☺.

- New page likes for the month were 89 which is an increase of 78% from last month
- Total reached this week in excess of 2733 an increase of 1.8%
- Members who like our page are 50% male and 49% female
- The majority of likes are for the US however are seeing a good mix of individuals from other countries visiting and liking the page
- Continue to serve as resource for questions from the USPHS FB Page

### **III. FY 2015 Recruitment Subcommittee Projects**

- Continue to increase FB likes/outreach, communication, networking with USPHS FB page
- Provide assistance/voice for a more targeted approach to recruitment in accordance with DCCPR
- Going forward start reaching out to NP programs
- Increase utilization of Responder E-Learn
- Receive training from DCCPR regarding targeted recruitment activities
- Revisit collaboration with Career Development Subcommittee/Mentoring Workgroup regarding assignment of Mentors/Mentoring
- Work with NPAC Leadership and DCCPR regarding possible future CAD Workgroup or better collaboration with DCCPR contact for providing updates to our members and ultimately the public
- Remain active and provide officers for OBC open house and other assistance as needed
- Support NPAC in regards to strategic plan and other activities/projects as required
- Reach out to SON and Graduate programs social network pages prior to visiting in attempt to increase participation

## **RESOURCE REACH SUBCOMMITTEE REPORT**

**Co-Chairs:** CDR Mary Brooks and CAPT Maryann Robinson

No report received.

## **IN RECOGNITION**

*We would like to recognize the following voting member representatives whose terms ended September 30, 2014:*

BOP CDR Shawn Armes  
BOP CDR Nicole Knight  
DHS LCDR Linda Egwim  
IHS CDR Judith Mather  
USMS CDR Scott Lamberson

## **N-PAC Chairs**

CAPT Marilyn Ridenour	(FY2014)
CAPT Veronica Gordon	(FY2013)
CAPT Susan Orsega	(FY2012)
CDR Thomas Pryor	(FY2011)
CAPT Sylvia Trent-Adams	(FY2010)
CAPT Michelle Poindexter Dunwoody	(FY2009)
CDR Katherine Berkousen	(FY2008)
CAPT David Kelley	(FY2007)
CDR Lisa Dolan-Branton	(FY2006)
CDR Amy Collins	(FY2005)
CDR Roberta Lavin	(FY2004)
CDR Julie Sadovich	(FY2003)
CAPT Diane Walsh	(FY2002)
CAPT Tina Murray	(FY2001)
CAPT Gale Heavner	(FY2000)
CAPT Veronica Stephens	(FY1999)
CAPT Kathleen Hastings	(FY1998)
CAPT Laura James	(FY1997)
Ms. Carol Gowett	(FY1996)