



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee

Department of Health and Human Services

Minutes of Meeting
5 October 2006
Surgeon Generals Conference Room
Parklawn Building
1300-1600

Members Present:

In Rockville:

RADM Robert Pittman (CPO), IHS-Rockville, MD
CDR Patricia Garvey, FDA-Silver Spring, MD
CDR Michael Long (Chair) BOP-Butner, NC
CDR Laura Pincock (Vice Chair), FDA-
Silver Spring, MD
CDR Nita Sood, HRSA- Rockville, MD
LCDR Renu Chhabra, FDA-Rockville, MD

LCDR Tara Turner (Ex-Officio Executive
Secretary), CMS- Baltimore, MD
LCDR Karen Williams, HRSA-Rockville, MD (alt
for LCDR Glabach)

Via Telephone:

CAPT George Havens, NDMS-Washington, DC
CDR Christopher Allen, CDC-Atlanta, GA
CDR Thomas Berry, FDA-Raleigh, NC
CDR Tamara Close, IHS-Whiteriver, AZ
CDR Samuel Foster, IHS-White Earth, MN
CDR Kimberly Zietlow, IHS-Red Lake, MN

LCDR Mark Allanson, BOP-Terrehaute, IN (alt for
LCDR Newman)
LCDR Brian Campbell (Ex-Officio JOAG),
IHS-Whiteriver, AZ
LCDR Violette Ganoë, BOP-Bradford, PA
LCDR Jeff Mouakket, HRSA-Dallas, TX
LCDR Peter Vermilyea, IHS-Winslow, AZ

Members Absent:

CAPT James Bresette, IHS-Rockville, MD
CAPT Robert McClelland, IHS-Elko, NV
CAPT Raelene Skerda (Ex-Officio Chair), BOP-
Allenwood, PA
LCDR Richard Glabach, HRSA-Rockville, MD
(alt present)
LCDR Kristina Joyce-Pittman (Ex-Officio JOAG),
FDA-Philadelphia, PA

LT Stacey Smith (Ex-Officio JOAG),
IHS-Fort Washakie, WY
LCDR Jeffrey Newman, BOP-Springfield, MO
(alt present)

Guests*:

CAPT Don Brown, DHS-Florence, AZ
CAPT Sharon Gershon, FDA-Rockville, MD
CAPT Lillie Golson, FDA-Rockville, MD
CAPT Robert Taylor, HRSA-Rockville, MD
CDR David Diwa, FDA-Rockville, MD
CDR Kenneth Hill, HRSA-Seattle, WA
CDR Denise Howell, FDA-San Pedro, CA
CDR Nina Mezu-Nwaba, FDA-Rockville, MD
CDR Michael Shiber, BOP-Cumberland, MD

CDR Robert Steyert, FDA-Central Islip, NY
LCDR David Arajo, FDA-Rockville, MD
LCDR Jim Czarasty, FDA-Rockville, MD
LCDR Michelle Dillahunt, FDA-Rockville, MD
LCDR Sheryl Gunther, FDA-Rockville, MD
LCDR Connie Jung, FDA-Rockville, MD
LCDR Craig Kiester, FDA-Rockville, MD
LCDR Paula LaPlant, FDA-Swanton, VT
LCDR Larry Lim, FDA-Rockville, MD
LCDR Diem-Kieu Ngo, FDA, Rockville, MD

LCDR Keith Olin, FDA-Rockville, MD
LCDR Patrick Romero, USCG-Clearwater, FL
LCDR Martin Shimer, FDA-Rockville, MD
LCDR Jacqueline Thomas, OCCO-Rockville, MD
LCDR Chi-Ann Wu, FDA-Rockville, MD

LT Dan Brum, FDA-Rockville, MD
LT Susan Pellock, FDA-Rockville, MD
LT Christina Thompson, FDA-Rockville, MD
LT Joseph Zagame, BOP-Lewisburg, PA
Mike Young, FDA

*Guests attending the meeting via call in are requested to email their rank, name, agency, and location information to the PharmPAC secretary at tara.turner@cms.hhs.gov.

Call to Order: CDR Mike Long (mzlong@bop.gov)

CDR Long called the October 2006 Pharmacist Professional Advisory Committee (PharmPAC) meeting to order.

Acceptance of September 06 PharmPAC Meeting Minutes: CDR Mike Long (mzlong@bop.gov)

Minutes from the September 7, 2006 PharmPAC meeting were accepted with no additional edits.

CPO Comments: RADM Robert Pittman

RADM Pittman reported the following information from the CPO Board Meeting, the Surgeon General's Professional Advisory Committee Meeting, and this morning's ORC Macro Meeting on Transformation.

◆ **COERS**

- The 2006 COERS are now available to officers; everyone should have received an e-mail from OCCO
- COERS are due to Raters by October 16, 2006
- This year there is a new question related to performance plans; officers are NOT required to have a performance plan; for officers on a performance plan basically OCCO wants to know if that information is being considered as your COER is developed by your Rater
- OCCO is planning to propose a new rule in the next month or so where they will look at missing COERS from the last 5 years as a target for individuals under consideration for promotions or awards. If you don't have a COER on file from 2001 to the present you should review the document, once it is released, to see how you can replace a missing COER. Currently there is one officer from the pharmacy category who lost a temporary promotion and one who lost a permanent promotion because of missing COERS.

◆ **Benchmarks**

- The 2007 benchmarks for the pharmacy category have been released; they did not change from 2006, however, they will change in 2008
- The CPO Board is finalizing a letter back to the PAC Chairs with the proposed changes for the 2008 benchmarks. That information will probably be released to officers in January 2007 and officers will then have a year to get those benchmarks in place for the 2008 promotion cycle.

◆ **Promotions**

- Dates remain the same for submitting documents to the eOPF - December 31, 2006 is the deadline; please do not wait until December 31 (fax machines get very busy and there are only two technicians available for entering materials, one of whom is retiring on January 1); Suggestion: send in your materials at the end of November
- The 2006 Permanent Promotions were released a few days ago. Of the 800 officers eligible for promotion, approximately 300 were withdrawn from the pool after being potentially selected because they did not have a medical history form on file. Please note that you must submit a medical history form within one year of permanent promotion. Suggestion: submit a medical history form every year

- ◆ **Transformation:**
 - All but one of the transformation positions have been filled; 11 officers are either on duty or reporting to duty to work on various aspects of the transformation package
 - The PAC will be asked to work on a variety of projects, including billets and career development.
 - The timeline has been finalized and will be posted shortly.
 - Call to active duty system – revamping how the OCCO Assignment Branch brings officers on board; speeding up the process so that it takes 4-8 weeks; new process will be in place by March 31, 2007
 - PHS recruitment campaign will be launched by ORC Macro (contractor for the transformation process); marketing campaign has already begun
 - Officers have been asked since the 2006 COA meeting to complete an officer profile so that they can be recognized in their local newspapers; if you would like to complete a profile and haven't yet done so please go to myccstory.org to submit; if you are being promoted between December 2006 and May 2007 be sure to submit a profile so that your promotion can be recognized in your local newspaper

- ◆ **OFRD:**
 - Funding for the HAMR Teams, also known as the Rapid Response Teams, is expected in the 2007 budget; these teams are expected to form in late 2007
 - Current plans include 2 teams of 105 members each
 - Their full time assignment is to prepare for rapid response
 - When they are not responding or training they will be stationed in the D.C. metro area and in the Southwest to assist other OPDIVs

- ◆ **Flu Vaccine:**
 - Starting to become available
 - All officers must have a flu shot; memo postponing the requirement to December 31, 2006 will soon be released by OFRD
 - Suggestion: do not wait, get your flu shot as soon as possible

- ◆ **New Pharmacist Flag Officer:**
 - Congratulations to RADM Thomas McGinnis, formerly of the FDA, now with DOD/Tricare, on his promotion to the rank of RADM. He is the 13th pharmacist to achieve this rank. For officers in the DC metro area, there will be a ceremony for RADM McGinnis in the next month. Look for an announcement.

- ◆ **Awards Task Force:**
 - Made very innovative recommendations on how to streamline the awards process
 - Surgeon General will decide which recommendations to send forward to the Assistant Secretary for Health

- ◆ **Officers in the Corps>15 years:**
 - NACI has an expiration of 15 years
 - Look for information from OCCO regarding renewal of your clearance forms
 - This process must be completed by 2007

- ◆ **Assimilation:**

There are 3 packages currently in process:

 - 2004- Back from Congress and downtown; in final process of checking readiness before notifying officers
 - 2005- Still with the Senate awaiting approval
 - 2006- Packet being finalized for forwarding through the Department for consideration by the Senate

- ◆ **AMSUS Meeting:** Scheduled for November 5-10, 2006 in San Antonio, TX; early registration deadline is coming up soon.
- ◆ **Surgeon General's Call to Action on prevention of underage drinking:** look for information in November
- ◆ **Letters to Schools of Pharmacy:** from PharmPAC Recruitment Working Group have been signed and will be sent to CAPT Charlie Hoppes for mailing
- ◆ **Awards:**
 - PharmPAC members who complete 30 or more days of PAC-related activities are eligible to receive the PHS Special Assignment Award
 - RADM Pittman presented this award to the following officers:
 - CAPT Sharon Gershon
 - CDR Mike Long
 - CDR Patricia Garvey
 - CDR Paul Huntzinger (was not present; award will be sent to him)

Section Lead Comments:

Career Development → CDR Sood (NSood@HRSA.GOV) / LCDR Mouakket (jeff.mouakket@hrsa.hhs.gov)

Immunization Training Proposal→LCDR Mouakket

- ◆ At the September PAC meeting LCDR Mouakket provided information about a proposal to provide the APhA's Pharmacy-Based Immunization Delivery Certification Program at the COA meeting in 2007 in Cincinnati
- ◆ Officers interested in helping to instruct the course or in taking the course were asked to contact LCDR Mouakket
- ◆ Ten officers volunteered to help instruct the course and 18 officers are interested in taking the course
- ◆ CAPT Farrell (COA) will provide a room free of charge
- ◆ Would like to include the dental category in this training, but that would require including a unit on smallpox and TB, which is not included in the APhA's program; this is under discussion with the dental category
- ◆ CAPT Bina is checking with APhA on whether civil servants can participate in the training
- ◆ Grant proposal – Outstanding question is whether we can apply on our own or if another group has to apply for us; will have an update at the next PAC meeting

Mentoring Program→ CAPT Golson

The new calls to active duty for the month of September will be matched in the next few weeks.

Licensure→CDR Sood

Some pharmacists do not have their licenses on file with OCCO. Strongly suggest that officers review the secure site of the CCMIS website to make sure you have an active license on file.

Communications → CDR Foster (Samuel.Foster@ihs.gov) / CDR Sood (NSood@HRSA.GOV)

- ◆ **PharmPAC Website** → CDR Sood
Website update is back on the table; CAPT Nick Quaglietta has a prototype on a temporary site; same material but more user friendly; would appreciate feedback; will send a request over the listserv; please send comments to CAPT Nick Quaglietta or LCDR Emily Thakur

- ◆ **Public Health Pharmacy Workgroup**→CAPT Gershon
 - National Pharmacy Week Activities – October 23-27, 2006
 - This year our venue is 3 community college campuses in Montgomery County
 - Rockville: Monday, Wednesday, Friday
 - Germantown: Tuesday
 - Takoma Park: Thursday
 - 35 officers have volunteered to participate between the hours of 10am and 1pm
 - Plan to distribute materials relevant to college age students; obtaining these free materials from HHS agencies
 - Additional volunteers are welcome; please contact CAPT Gershon or CDR Nwaba
 - For those in the field who want to participate, consider giving presentations at a local nursing home, church, or college campus
 - Deployment Forms – The Public Health Pharmacy Workgroup has developed 6 different forms; not prepared to share with all pharmacists in the field; will share only with the PAC members at this time; once we have comments from the PAC members will move forward to get approval from OFRD

- ◆ **COLTS** → CDR Sood

Several officers, mostly new calls to active duty, do not have a COLTS file, which is used to track leave. All officers are encouraged to ensure that they have a COLTS file and an assigned leave tracking clerk.

Administration → CDR Garvey (patricia.garvey@fda.hhs.gov) / LCDR Ganoe (vganoe@bop.gov)

- ◆ **Standard Operating Procedures** → CDR Garvey

With the approval of the PharmPAC Charter by the Office of the Surgeon General, the PharmPAC Standard Operating Procedures (SOP) document needs to be revised. A call for volunteers went out last month. LCDR James Saunders is leading this workgroup. Please contact him at James.Saunders@fda.hhs.gov if you would like to volunteer.

- ◆ **Pharmacist Responder of the Year Award** → CDR Garvey

Nominations are due to CDR Garvey by November 17, 2006.

- ◆ **Student Award** → CDR Garvey

The workgroup provided 3 forms of alternate language for their proposed revision of the eligibility criteria. After brief discussion the PAC voted to accept Proposal 1 which reads as follows: “Any pharmacy student or group of pharmacy students currently enrolled in a Baccalaureate or PharmD program in a school or college of pharmacy that is ACPE accredited. This award is not limited to senior year students.” Informational letters are due to be sent to the pharmacy school deans in December.

- ◆ **Agency Liaisons** → CAPT Holt (walter.holtjr@cdc.hhs.gov)
 - The PharmPAC needs a liaison for the American Public Health Association. A nomination request was sent out over the listserv last month. We are still accepting nominations. One letter of intent has been received.

 - American Pharmacists Association (APhA)→LCDR Craig Kiester
 - APhA Meeting is scheduled for March 16-19, 2007 in Atlanta, Georgia with the federal forum being held on March 16; need to start thinking about our delegates
 - For more information on the federal forum, check the website at www.APhameeting.org

- Officers who are interested in working with APhA should send their information to LCDR Kiester at Craig.Kiester@fda.hhs.gov and he will forward to Dwayne Tackitt; LCDR Kiester will look into whether officers will need to complete an outside activity form
 - October 6, 2006 is the deadline for the submission of abstracts for the APhA meeting
- American Society of Health System Pharmacists (ASHP)→LCDR Keith Olin
 - Midyear Clinical Meeting is scheduled for December 3-7, 2006 in Anaheim, CA; if anyone is presenting a poster or is speaking send an e-mail to LCDR Olin at Keith.Olin@fda.hhs.gov by November 10 so that he can compile a list
 - Per RADM Pittman, there will be a half day federal forum tied in with the VA meeting as part of the Midyear Clinical Meeting
 - Federal Service Junior Investigator Grant application deadline was extended to December 1, 2006; see the ASHP foundation website for application information
- Junior Officers Advisory Group (JOAG)→LCDR Brian Campbell
The new JOAG Executive Committee for 2006-2007 is as follows:
LCDR Thomas Pryor – Chair
LT Aimee Treffiletti- Chair-Elect
LCDR Ernest Sullivant- Vice Chair
LT Jennifer Freed- Executive Secretary
CAPT Dean Coppola – Senior Advisor
There are 3 pharmacy category representatives: LCDR Brian Campbell, LT Stacey Smith and LCDR Kristina Joyce-Pittman (newly elected this year).
The next JOAG meeting will be held on October 13, 2006; check the website for telecon information. JOAG medallions are available on the website. Encourage all junior officers to participate in JOAG.

Recruitment → CAPT Bresette (james.bresette@ihs.gov) / LCDR Chhabra(Renu.Chhabra@fda.hhs.gov)

- ◆ **Recruitment PowerPoint presentation**→LCDR Chhabra
 - Available on the PAC website for associate recruiters and university points of contact
 - Very large document, takes a long time to download
 - Proposal to create CD's and mail them out
 - Would first like to have the presentation reviewed by the PAC members; please submit comments to LCDR Chhabra within 1 week
- ◆ **Associate Recruiter Program**→LCDR Ganoe
 - Have volunteers for all of the APhA-ASP regional meetings
 - Current shortage of recruitment materials in OCCO due to a large number of events being held in September and October; use the fillable forms on the PAC website to request materials
 - No update on when the introductory training for the associate recruiter program will become available; hope to hear something at the upcoming quarterly meeting
 - Making sure current list of associate recruiters is complete
 - Working with RADM Pittman on updating recruitment list; following up with individuals who have shown an interest in the Corps by sending them written materials and contacting them via telephone
- ◆ **Student Programs**→LCDR Vermilyea
 - University Points of Contact program policy and procedure document will be posted on the PAC website in the next few days

- 28 officers have presented the Excellence in Public Health Pharmacy Practice Awards to students in the past year; Of special note, CAPT Jim Imholte presented this award to 3 students at 3 different schools of pharmacy
- ◆ **Web Accessible Collaboration System (WACS) Update** → LCDR Karen Williams
 - Currently have 350 officers registered; still a few quirks where officers are having trouble logging in
 - Request that officers try to enter events and send comments to LCDR Williams at karen.c.williams@hrsa.hhs.gov

COA 2007 → LCDR Shimer (martin.shimerii@fda.hhs.gov) /LCDR Connie Jung (connie.jung@fda.hhs.gov)

- ◆ Attended the initial planning telecon last week
- ◆ No central theme has been decided upon; once determined will notify PAC
- ◆ Information regarding registration will begin to appear on the website by November 2006; goal is to have 100% online registration
- ◆ One major change: SG run/walk and APFT will take place on Category Day at 6:30pm and 5:30pm respectively; will have to make sure we end no later than 5pm, if not earlier; this will impact on the social event
- ◆ Social event will most likely not be category specific
- ◆ December 15, 2006 is the deadline for the submission of scientific papers; there is no specific deadline for the submission of posters or presentations; may be category specific or 5 other topics to be determined
- ◆ Contact LCDR Shimer or LCDR Jung to volunteer to participate in any way

PAC Chair Comments: CDR Mike Long (mzlong@bop.gov)

- ◆ Thanks to PAC members/alternates, field officers, RADM Pittman, RADM Babb for their support.
- ◆ Challenge the PAC to continue to be innovative and develop unique solutions
- ◆ Congratulations to the incoming PAC Chair, CDR Nita Sood

Incoming PAC Chair Comments: CDR Nita Sood (NSood@HRSA.GOV)

- ◆ Thanks to CDR Long and CDR Pincock for their leadership over the past year
- ◆ Looking forward to working with the PAC
- ◆ Feel free to e-mail with any concerns/suggestions
- ◆ Request for PAC members to serve as section leads. If interested, contact CDR Sood by October 27, 2006
- ◆ Request for PAC members to send name and contact information of their alternates to CDR Patty Garvey as soon as possible.

The meeting was adjourned @ 2:08pm.

Next Meeting Date:

November 2, 2006, from 1300 to 1600 EST, Surgeon General's Conference Room; Agenda and call-in information will be distributed prior to the meeting

Useful Links and Contact Info:

- ◆ Emails: PharmPAC@list.nih.gov
PHS-Pharmacists@list.nih.gov
PHS-RX-JOBS@list.nih.gov
PHS-Rx-Students@list.nih.gov

- ◆ Listservs: PHS Pharmacists <https://list.nih.gov/archives/phs-pharmacists.html>
- PHS Rx Students <https://list.nih.gov/archives/phs-rx-students.html>
- OFRD <https://list.nih.gov/archives/ccrf.html>
- RPh Job Vacancies <https://list.nih.gov/archives/phs-rx-jobs.html>
- CCMIS <https://list.nih.gov/archives/ccinformation-l.html>
- CC Vacancies <https://list.nih.gov/archives/ccvacancies-l.html>

- ◆ Websites: PharmPAC <http://hhs.gov/pharmacy>
- CCMIS <http://dcp.psc.gov>
- USPHS <http://www.usphs.gov>
- OFRD <http://oep.osophs.dhhs.gov/ccrf>

--Respectfully Submitted,

_____/_____
 LCDR Tara Turner, Executive Secretary Date

_____/_____
 CDR Michael Long, Chair Date

_____/_____
 RADM Robert E. Pittman, CPO Date