



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee

Department of Health and Human Services

Minutes of Meeting
05 January 2006
Office of Global Health Affairs Conference Room
1300-1700

Members Present:

In Rockville

CAPT James Bresette, IHS-Rockville, MD
LCDR Renu Chhabra, FDA-Rockville, MD

LCDR Glenna Meade (Executive Secretary), BOP-
Washington, DC
LCDR Richard Glabach, HRSA-Rockville, MD

Via Telephone

RADM John Babb (Acting CPO), OFRD-
Rockville, MD
CAPT George Havens, DHS-Washington, DC
CAPT Raelene Skerda (Ex-Officio Chair) BOP-
Allenwood, PA
LCDR Jeff Mouakket, HRSA-Dallas, TX
CDR Thomas Berry, FDA-Raleigh, NC
CDR Samuel Foster, IHS-Cass Lake, MN
CDR Patricia Garvey, FDA-Rockville, MD

CDR Michael Long (Chair) BOP-Butner, NC
CDR Robert McClelland, IHS-Elko, NV
CDR Nita Sood, CMS- Atlanta, GA
CDR Kimberly Zietlow, IHS-Gonvick, MN
LCDR Christopher Allen, CDC-Atlanta, GA
LCDR Tamara Close IHS-Whiteriver, AZ
LCDR Jeffrey Newman, BOP-Springfield, MO
LCDR Peter Vermilyea, IHS-Winslow, AZ
LT Violette Geza, BOP-Bradford, PA

Members Absent

LCDR Laura Pincock (Vice Chair), FDA-
Silver Spring, MD

Michael Cox, NIH-Bethesda, MD

Guests:

CAPT Don Brown, IHS-Phoenix, AZ
CAPT Michael Forman, IHS-Aberdeen, SD
CAPT Sharon Gershon, FDA-Rockville, MD
CAPT Lillie Golson, FDA-Rockville, MD
CAPT Robert Taylor, HRSA-Rockville, MD
CAPT James Williams, HRSA-Rockville, MD
CDR Louis Flowers, HRSA-Rockville, MD
CDR Elizabeth Girard, FDA-San Diego, CA
CDR Raymond Jackson, SAMHSA-Washington,
DC
CDR Alice Knobon, FDA-Rockville, MD
CDR Jane Kreis, FDA-Oakland, CA
CDR George Lyght, FDA-Rockville, MD
CDR Matthew Spataro, FDA-White Plains, NY
CDR Robert Steyert, FDA-Central Islip, NY
CDR Matthew Tarosky, FDA-Rockville-MD
CDR Julienne Vaillancourt, FDA-Rockville, MD
LCDR Bradley Bishop, IHS-Sells, AZ
LCDR Mary Byrne, IHS-Polacca, AZ

LCDR James Czarzasty FDA-Silver Spring, MD
LCDR Matthew Febbo, BOP-Terminal Island, CA
LCDR Robert Hayes, IHS-Ada, OK
LCDR Kenneth Hill, HRSA-Seattle, WA
LCDR Connie Jung, FDA-Rockville, MD
LCDR Nina Nwaba, FDA-Rockville, MD
LCDR Keith Olin, FDA-Rockville, MD
LCDR Neel Patel, FDA-Rockville, MD
LCDR Donald Reese, CMS-Baltimore, MD
LCDR Nora Roselle, FDA-Silver Spring, MD
LCDR Linda Samson, IHS-Tuba City, AZ
LCDR Barbara Sanchez, FDA-Rockville, MD
LCDR James Saunders, FDA-Silver Spring, MD
LCDR Krista Scardina, HRSA-Rockville MD
LCDR Brenda Stodart, FDA-Rockville, MD
LCDR Hawyee Yan, FDA-Rockville, MD
LT David Araujo, FDA-Silver Spring, MD
LT Rebecca Decastro, FDA-Rockville, MD
LT Kavita Dada, FDA-Rockville, MD

LT Lori Evans, CDC-Atlanta, GA
LT Thomas Hinchliffe, FDA, Rockville, MD
LT Steven C. Jones, FDA- Rockville, MD
LT Diem-Kieu H. Ngo, FDA-Rockville, MD
LT Binh Nguyen, FDA-Irvine CA
LT Jeffrey Vang, IHS-Mount Pleasant, MI

LT Susan Pellock, FDA-Rockville, MD
LT Ayoub Suliman, FDA-Rockville, MD
LT Karen Williams, HRSA-Rockville, MD
LT Kendra Worthy, FDA-Rockville, MD

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

CDR Michael Long called the meeting to order and minutes from the previous meeting were accepted with few edits.

CPO Report: RADM John Babb

- ◆ Admiral John Agwunobi was sworn in yesterday morning by the Secretary as Assistant Secretary for Health (ASH).
- ◆ Many officers attended the annual meeting of the Anchor and Caduceus luncheon held January 4, 2006. Guest speaker, DHHS Deputy Secretary Alex Azar, complemented the Corps regarding the recent activities in Louisiana, Texas, Mississippi, and Florida.
- ◆ The awaited transformation decisions have been made by the Secretary and have been communicated to operation division (OPDIV) heads. The Deputy Secretary followed that with more specific information that will be communicated today to five transformation workgroup committees that will strive to transform those decisions into operational activities to achieve the desired outcomes. The workgroups will meet weekly throughout January and February
- ◆ Pharmacy PAC has received the Responder of the Year nomination. There were 10 other extremely well-qualified candidates. Many of the categories are selecting their own Responder of the Year to be individually recognized at their respective COA luncheons.
- ◆ Readiness comment: The waiver for the annual flu vaccination expired January 1, 2006. 254 pharmacists are eligible for either temporary or permanent promotion. As of January 1st, those officers who have not received a flu vaccination are not considered basic ready and will be reported to OCCO on January 23rd. Pharmacy PAC members should ensure that this is communicated to all officers in our category.
- ◆ CPO selection: No new information, no permanent CPO has been selected.
- ◆ DOD Humanitarian Service Award for hurricane relief efforts: The DOD has declared that those DOD personnel deployed are to receive the Humanitarian Service award. The citation language does not currently include PHS. Efforts are being pursued to correct that. PHS has participated in many situations with the DOD, including the global war on terror, and has been excluded from their awards. Unfortunately, disparity in the Uniformed Services is noted, as PHS awards often include DOD officers and enlisted personnel in Commissioned Corps awards whenever they work side-by-side with our officers. CAPT Havens confirmed that the DOD included PHS officers deployed by the Coast Guard in the award citation. Reservists acting in civilian capacity do not qualify for any PHS award.
- ◆ OUC status: Admiral Babb is waiting for the various Agencies to submit complete lists of deployed officers. The lists are due by mid-January, though none have been received.

Section Lead Comments:

Communications → CDR Sood (Nita.Sood@cms.hhs.gov) / CDR Foster (Samuel.foster@ihs.gov)

- ◆ CDR Sood presented a brief overview of the Public Health Workgroup heads.
 - CAPT Gershon and LT Nguyen are taking over the Public Health Workgroup. Previous Working Group lead, CAPT Charles Hoppes, is still actively involved.

Public Health Workgroup → CAPT Gershon (gershons@cder.fda.gov) / LT Nguyen (binh.nguyen@fda.hhs.gov) / LCDR Nina Nwaba (nina.nwaba@fda.hhs.gov)

- ◆ CAPT Gershon began reintroduction of the Public Health Pharmacy Workgroup with a brief history.

- The Public Health Pharmacy Workgroup is currently under the PharmPAC Communications Section headed by CDR Foster and CDR Sood (previously headed by CDR Long).
- Communications Section Mission, posted on the PharmPAC website: to support and recognize interventions in the field of pharmacy which promote community health and prevent community health problems.
- Under the leadership of CAPT Charles Hoppes from 2001 to 2004, the Workgroup realized numerous accomplishments:
 - Fostered partnerships between the PharmPAC, PHS, and various pharmacy organizations, including APhA and ASHP
 - Created publications, presentations, and hosted Pharmacists Week programs.
- ◆ **Volunteers** are being solicited to assist in formulating fresh ideas and a new focus for the group. Contact CAPT Gershon via e-mail if interested in participating. Meanwhile, a list of current proposal issues and expected outcomes will be created for presentation to the PharmPAC by CAPT Gershon and LT Nguyen at the February meeting. Many different ideas were mentioned as possible sources for a new project:
 - LT Nguyen briefly mentioned examples of ideas related to his community service experiences while working with the Vietnamese Pharmacy Association of California, USC and Westin Schools of Pharmacy, and University of California, San Diego:
 - Health fairs – pharmacists and pharmacy students assisted patients in reviewing their medications and provided needed vaccinations
 - Pursued HIV project grants for Southeast Asia
 - Principles of the Medication Therapy Management (MTM) Project (Medicare part B – pharmacy services re-imbursement) and how similar protocols could be applied to assist populations affected in future disasters. It was noted that a CMS pharmacist that is working in the MTM/Medicare Part B area will be holding a call, perhaps later this month, in efforts to develop a more formal proposal for a project. Further discussion is expected at the PharmPAC meeting next month.
 - Disease state screening
 - Indian Health Service disease state management protocols
 - Issues regarding pharmacist shortages were expressed by CAPT Gershon:
 - Special pay issues
 - Pharmacy practice issues – trending by utilizing NABP resources/census data
 - Manpower issues – acute and chronic shortages
 - State programs / loan repayment
 - Trending data would be useful to encourage high school and junior high students to explore opportunities in pharmacy

Career Development → CDR Sood (Nita.Sood@cms.hhs.gov) / LCDR Mouakket (jeff.mouakket@hrsa.hhs.gov)

- ◆ LCDR Mouakket will comment on career development after review of transformation documents. Formal announcement from Admiral Babb will follow the Secretary's announcement scheduled for 01/18/06.
- ◆ CDR Sood: listserv message going out to officers urging them to visit the OFRD web site and ensure that information is current and complete.

Administration → CDR Garvey (garvey@cder.fda.gov) / LT Geza (vegeza@bop.gov)

- ◆ The Model Charter was revised and approved by the Surgeon General on 12/16/05. CDR Garvey is forming a workgroup to review and compare the current PharmPAC charter to the new model charter. Officers interested in **volunteering** for the workgroup are to contact CDR Garvey via e-mail.
- ◆ Responder of the Year Award is planned to be a separate award for the PharmPAC beginning possibly early next year.
- ◆ Student Award "Excellence in Public Health Pharmacy Practice"
 - The number of nominations received is unknown at this time.
 - Due date for nominations is 3/3/06.
- ◆ PAC Honor Award Nominations.
 - Only one nomination has been received. Please nominate fellow officers and pass the information on to others.

- Nominations are due 3/1/06
- ◆ Funding for Awards – profit from recent sales of PHS Anniversary commemorative coins:
 - 3 out of the 4 PharmPAC honor awards need funding (approx \$300-\$350)
 - Additional funding for next years student awards is not expected.
- ◆ PROFESSIONAL ASSOCIATION LIAISON UPDATES
 - **APhA**→ LCDR Davis (Gregory.Davis@hhs.gov)
AphA Delegates: 7 or 8 nominations for APhA delegates have been received per CDR Sood; Deadline to submit nominations is 1/13/06.
 - **AACP**→LCDR Flowers (louis.flowers@hrs.hhs.gov)
In collaboration with AACP staff and Dr. Lucinda Maine, AACP Executive Vice President (also a former Junior COSTEP), LCDR Flowers identified three goals to enhance awareness of PHS opportunities to pharmacy students: 1) identify of a University Point of Contact (UPOC) at each institution, 2) address the need for more extern rotation sites, and 3) promote Public Health Service and PHS careers to prospective and current pharmacy students.
 - #1 - UPOC Identification: As letters en rout to deans are often misplaced, various methods to advertise UPOCs availability and willingness to speak at colleges were presented:
 - Recommendations:
 - AACP would notify the deans of the upcoming letters
 - use of listserv to distribute information to deans
 - student special interest groups can distribute information
 - letter can be posted on the AACP website
 - letter can be placed in the AACP newsletter
 - Comments / Concerns:
 - LCDR Peter Vermilyea / CDR Beth Fritsch suggested development of an incentive for the each UPOC to make regular phone calls (at least twice per year) through a Unit Commendation Award.)
 - CDR Long mentioned that RADM Babb expressed concern of assurance that UPOCs would maintain up-to-date information about the Corps and pharmacy category.
 - Noting that information is currently available to the public on the PharmPac website, several officers agreed that utilizing another point of entry, through AACP, would serve to reinforce communications and promote interest.
 - Actions:
 - In light of the uncertainty of permanent CPO appointment, LCDR Flowers will develop a UPOC letter to be presented for possible review and signature of RADM Babb as acting CPO. A copy of the current letter will be provided by LCDR Vermilyea to serve as a template reference.
 - In efforts to ensure that PHS information is easily accessible to students, LCDR Flowers will have a UPOC letter, obtained from CAPT Bresette, and the PharmPAC UPOC website link posted on the AACP website.
 - #2 - Extern Rotation Sites:
 - Use of AACP as conduit to inform schools of externship sites via website link addressed within the letter described above.
 - #3 - Promote PHS:
 - The possibility of publishing the upcoming new version of “Pharmacy’s Best Kept Secret” pamphlet, omitting salary information, in the AACP newsletter was discussed. Decision was to table this idea until after 3/01/06, at which time the new pamphlet version is scheduled for completion.
 - PHS Officer to speak at AACP meeting
 - Provide AACP with website links (focus on the student section and PLANT profiles)
 - Add AACP contacts to the Student Listserv (CDR Sood will perform the listserv additions, pending AACP authorization)
 - **AACP**→CDR Figg (william.figg@nih.hhs.gov)
 - Seven PHS pharmacists (out of ~1300 total attendees) attended last year’s annual meeting of the American Colleges of Clinical Pharmacy in San Francisco, November 2005. CDR Figg encouraged PHS pharmacists attend the upcoming clinical and research oriented meetings.

- The 2006 Spring Practice and Research Forum Updates in Therapeutics: The Pharmacotherapy Preparatory Course is scheduled for April 9-12, 2006 in Monterey, CA.
- **ASHP**→LCDR Olin (keith.olin@fda.hhs.gov)
ASHP foundation is offering grants for junior investigator research. Application and eligibility information is addressed on the ASHP website under Funding Opportunities. Deadline is February 1, 2006. A listserv message is planned to be released.
- **ASCP**→ (no report)

Recruitment→ LCDR Byrne (Mary.Byrne@ihs.gov) / CAPT Bresette (jbresette@hqe.ihs.gov) / LCDR Chhabra, (chhabrar@cdcr.fda.gov)

- ◆ Recruitment subsections:
 - Recruitment Subsection Leads have been assigned as follows:
 - University Point of Contact (UPOC): CDR Beth Fritsch, LCDR Peter Vermilyea
 - Associate Recruiter Program: CAPT Raelene Skerda, CAPT Martin Johnston, LCDR Melissa Wentz, LCDR Christine Bina
 - “Pharmacy’s Best Kept Secret”: LT Kelly Simms, LT Cleveland Brown, CAPT Martin Johnston
 - Student Programs: LT Stephan Ortiz
 - Website: LCDR Richard Glabach, LT Karen Williams, CDR Elizabeth Girard
 - Exec Team: CDR Jane Kreis, LCDR Ryan Schubach
 - Plans for PharmPAC for this year have been discussed with Subsection Leads.
 - Subsection work plans and task lists should be completed by 1/15/06 and will be presented at the February PharmPAC meeting.
 - Work plans and task lists are scheduled to be completed by 1/15/06 and will be presented at the February PharmPAC meeting.
 - Assignments will then be distributed to the 25+ officers that volunteered to assist with Recruitment Section projects.
- ◆ Recruitment materials:
 - It is doubtful that that exhibit booths are available at this time. CDR Stephen Blackwell (Stephen.Blackwell@hhs.gov) and LCDR Jacqueline Thomas (Jacqueline.Thomas@hhs.gov) are POCs at OCCO for assistance in obtaining materials. For now, brochures and handouts can be printed from the website for recruitment activities.
- ◆ OCCO will be supporting a booth at the upcoming APhA conference. **Volunteers are needed** to staff the booth. A listserv message (drafted by CAPT Skerda) is forthcoming. Due to her nearby location, coordination efforts were offered by CDR Jane Kreis.
- ◆ Externship Sites: CAPT Bresette recommended updating the student externship site listing. New data is needed since the information has not been refreshed in perhaps three years. The site should be maintained at least annually since externship rotation is one way pharmacy students learn about PHS.
 - CAPT Chris Bina, along with LT Joe Zagame, created the current externship site list for the BOP. CAPT Bina recommended that a web-accessible standardized form be posted and regularly updated.
 - Externship site information is currently available on the website and can be printed for distribution at recruiting functions.
 - A suggestion was made to include information regarding the availability of discounted or no-cost lodging with externship site descriptions.
 - FDA has a robust system in place that can be considered for use as a template for web based information
 - Noting the numerous sites available in IHS, LCDR Vermilyea suggested that area pharmacy officers would be another good point of contact for externs.
 - Although participation in rotations is a primary method that students learn about PHS, CAPT Bresette reminded everyone that preceptorship is not only a recruiting tool, but also an invaluable tool for pharmacists to develop themselves as officers. In conclusion, he noted that the diversity of our work will sell itself...”Recruiting by example,” another officer commented.
- ◆ University Point of Contact (UPOC) program and PharmPAC Web Accessible Collaboration System (WACS): Technical difficulties prevented today’s informative audio/visual presentation. CAPT Bresette has provided the attached University Point of Contact System endorsement by CAPT Lawrence Furmin,

Director, Office of Commissioned Corps Force Management (Attachment 1) and WACS Talking Points (Attachment 2) for your convenience. The project presentation has been re-scheduled for February.

- The system is intended for the University Point of Contact and Associate Recruiter Programs since both utilize the same sets of information that will be maintained in this database:
 - PHS pharmacists
 - Schools of Pharmacy
 - relationships between UOPCs and Pharmacy Schools
- Data managed within the system will have the ability to be incorporated into future OCCO program systems.
- Extensive volumes of self-reported data will be easily accessible for UPOC and AR program resources, event information, officer activities and program evaluation measures. See Talking Points (Attachment 2)
- CAPT Brisette expressed his gratitude to all who have contributed to the project, and for the technical expertise and efforts of LT Karen Williams and her husband, Ron.
- WACS may be accessed at: <http://www.recruitmentdraft.org>. Sign-on and password data will be required in the future. Officers are encouraged to explore the website and submit suggestions for improvement to CDR Richard Glabach while routing specific suggestions to appropriate subsection leads.
- ◆ As a final note, CAPT Skerda congratulated LCDR Vermilyea for his recent published COA article.

COA Annual Meeting – Denver, CO

- Presentations for the meeting are sufficient in number.
- All speakers have been solidified and the exchange of required information has flowed smoothly.
- CDR Long will contact CDR Sigler regarding the possibility of briefing the WACS to OCCO at the COA Meeting.

New Business:

Closing Comments: CDR Long (mzlong@bop.gov)

- ◆ Mentoring Program CAPT Lillie Golson (lillie.golson@fda.hhs.gov)
 - About the Mentoring Program:
 - Pharmacy PAC website: <http://www.hhs.gov/pharmacy/mentguid.html>
 - In operation since 1996
 - Provides opportunity to “build” officers and leadership
 - Mentors may be requested by any officer, even above the O-4 rank. A “more senior” officer preferably within the same OPDIV and geographical location, will be assigned if available. The selection of a volunteer that works within the same chain of command as the mentee, is avoided.
 - Benchmark for promotion
 - Concerns:
 - Only 17 mentee/mentor matches in FY 2005 => less than half of the total number of officers called to active duty in FY 2005
 - New officers are looking for guidance
 - Mentoring is now considered a benchmark for promotion. This had produced concern with officers’ efforts to volunteer without actually fulfilling the responsibilities of mentorship. To address this issue, a letter of thanks is sent to the mentor AFTER evaluation and feedback is received from mentees.
 - As the previous statement infers, differences exist between being asked to mentor and actively volunteering. Requesting to volunteer does not mean that a match will be formed.
 - Suggestions to revitalize awareness of the program:
 - Website is being reworked – new links to be provided in introductory letters sent to new officers
 - Create Mentoring Program presentation to be recorded in the minutes
 - Inform mentee of expectations; mentor expectations are listed in the Mentoring Handbook but are not available to the mentee
 - CDR Sood recommended incorporation of the Mentoring Program into the Call-to-Duty e-mails and check for the feedback/resulting actions.
 - Question and answer sections and/or program facts supplied during the PharmPAC meeting and



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

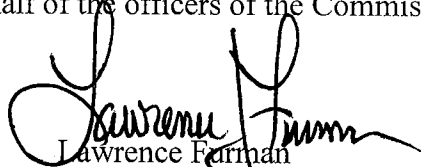
Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

December 14, 2005

FROM: Director, Office of Commissioned Corps Force Management (OCCFM)
TO: CAPT James L. Bresette
Pharmacy Professional Advisory Committee, Recruitment Section
SUBJECT: Development and Implementation of University Contacts System

Recently, conversations have been conducted between your group and members of the OCCFM and Office of Commissioned Corps Operations (OCCO) staff concerning your efforts to develop a university point of contact system. Working together, you have striven to ensure that any product you create will work with the Corps systems and fit with the direction of our activities. I understand this work is well underway and well coordinated. For that, I thank you and look forward to presenting your efforts to the Chief Professional Officer Board during the January meeting.

Again, thank you for your efforts on behalf of the officers of the Commissioned Corps.


Lawrence Farman
CAPT, USPHS

Talking Points for PharmPAC meeting
5 January 2006

- Thank you to those who have worked to develop the UPOC program and consolidate the supporting data.
CDR Beth Fritsch, CAPT Mike Forman, LT Dev Patel
Data gathered so far, allowed us to begin development and populate this new approach
Officers who have helped develop the requirements list: LT Mark Sellers, CAPT Nick Quaglietta, CAPT Raelene Skerda
Most recently: LT Karen Williams, LCDR Rick Glabach, LCDR Renu Chhabra
Current product reflects contributions of many predecessors and lessons learned
- PharmPAC Web-based Secure Data Managements System (SDMS) predicated upon...
 1. Many individuals contributing by each doing a little will cumulatively contribute a lot
 2. Decrease workload on any one person/work group: Working smarter rather than harder
 3. UPOC is a volunteer effort, but once accepted as UPOC, officer is assigned by the CPO - UPOC and ARP is officership - providing value to PHS beyond primary job
 4. UPOC is the flagship effort of the PharmPAC: pharmacy category unique program
 5. Determine nature, value, and frequency of university contacts/required visits
 6. Addresses some major obstacles:
 - Geographic: increases participation nationwide
 - Communication and coordination difficulties
 - Representative: allows all willing officers to effectively participate in UPOC
 7. Evaluate/value the UPOC activity
 - Per RADM Walling: what gets measured, gets done
 - Establish what value-added the UPOC program provides
 - target limited resources: Dollars, People, Materials
- Communicate between PHS pharmacists nationwide
 1. Capture thoughts
 2. Bulletin board, message string by subject
 3. PHS pharmacists can help further ongoing SDMS requirements and developments
 4. POC by school: contact info, associated web links,
- Work plan with measurable objectives
 1. facilitates work plans for UPOC, ARP, Recruitment Section
 2. populate data base: can measure time to populate, amount of data, who enters data, etc.
 3. measure and chart activity: number of RPhs involved, canned reports, ad hoc reports, etc.
 4. provides real time data: e.g. dates officers added to UPOC, event feedback reports, etc.
- PAC meeting: Demonstrations and descriptions
 1. Support letter from OCCFM - distribute
 2. Updates are easy: New person, new event, event report - demo
 3. Bulletin board for posting events, requests for assistance, availability to serve, etc. - briefly describe
 4. Controlled access: User name and password protected – coming soon
 5. SDMS facilitates PharmPAC activities between UPOC, PAC's AR efforts, and OCCO's ARP
- Future SDMS development and roll out plans:
 1. Phased approach to officer access and data entry
 2. Solicit comments for improvements, additions, etc. through bulletin board
 3. Brief progress and capabilities at monthly PAC meetings
 4. ???