



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee
Department of Health and Human Services

Minutes of Meeting
06 March 2008
Surgeon General's Conference Room
Parklawn Building
1300-1532

Members Present:

In Rockville:

CDR Beth Fabian Fritsch, FDA-Rockville, MD
 CDR Scott Giberson, IHS-Rockville, MD
 CDR Josephine Lyght, HRSA-Rockville, MD
 CDR Nita Sood (Ex-Officio), HRSA-Rockville,
 MD
 CDR Matthew Tarosky, FDA-Rockville, MD
 LCDR Greg Davis, OS-Rockville, MD (alternate
 for LT Joseph Zagame)

Via Telephone:

RADM Robert Pittman (CPO), IHS-Rockville, MD
 LCDR Violette Ganoë (Chair), BOP-Bradford, PA
 CAPT James Bresette, IHS-Rockville, MD
 CAPT Lia Praela, CMS-Baltimore, MD
 CAPT Kimberly Zietlow, IHS-Red Lake, MN
 CDR Christopher Allen, CDC-Atlanta, GA
 CDR Christine Chung, DHS-El Centro, CA
 CDR Richard DeCederfelt, NIH-Bethesda, MD
 CDR Patricia Garvey, FDA-Silver Spring, MD
 CDR Mary Kremzner, FDA-Rockville, MD
 CDR Michael Shiber, BOP-Washington, DC
 LCDR Cedric Guyton, IHS-Tucson, AZ (alternate for CAPT Robert McClelland)
 LCDR Lori Hall (JOAG), CDC-Atlanta, GA (alternate for LCDR Kristina Joyce)
 LCDR G. Brent Hobbs, IHS-Whiteriver, AZ
 LCDR Jeffrey Newman, BOP-Springfield, MO
 LCDR Patrick Romero, DHS – Clearwater, FL
 LCDR Jeff Mallette (Executive Secretary), BOP-
 Pensacola, FL

Members Absent:

CAPT Robert McClelland, IHS-Elko, NV – excused; alternate present
 CDR Peter Vermilyea, IHS-Winslow, AZ – excused (TDY)
 LT Joseph Zagame, OS-Rockville, MD – excused; alternate present
 LCDR Kristina Joyce (JOAG), FDA-Philadelphia, PA – excused; alternate present

Guests:

None

Call to Order: LCDR Violette Ganoë (vganoë@bop.gov)

- LCDR Violette Ganoë called the March 2008 Pharmacist Professional Advisory Committee (PharmPAC) meeting to order
- LCDR Ganoë noted that this is a PharmPAC members only business meeting

Acceptance of 07 February 2008 PharmPAC Meeting Minutes: LCDR Violette Ganoë (vganoë@bop.gov)

- Minutes from the 07 February 2008 PharmPAC meeting were accepted with no edits.

CPO Report → **RADM Robert Pittman**

- **New Pharmacist in DC Area – LCDR Jefferson Fredy**
 - Transferred from Phoenix Indian Medical Center to Office of Reserve Affairs in the Office of the Surgeon General
 - Will be working to assign inactive reserve officers to TDY opportunities with IHS in all disciplines including pharmacy
 - Held April 27 – May 2, 2008
 - Application Deadline is February 8, 2008
- **Electronic Call to Active Duty (eCAD) System and Electronic Appointment Board System**
 - eCAD has been tested and will be demonstrated for the CPO Board March 2008
 - eCAD go live date anticipated to be prior to this summer, possibly by April 2008
 - Pilot test with a few applicants to occur soon
 - One delay to implementation of eCAD has been the joint attachment of the electronic appointment board system
 - Appointment boards will now be done electronically when system is live and boards can be staffed by officers from throughout the country via electronic system and conference call – go live date not yet established
- **Category Assignment Managers (CAM) Teams**
 - Role of CAMS is to get applicant through the Commissioned Corps application system in an expedited process – average applicant time has decreased from seven months to four months – hope to decrease this time even further
 - CAM teams not currently concentrating on referring applicants to agencies – RADM Pittman and other IHS category leads and IHS recruiters are meeting with CAM teams and OCCO leadership today to determine best way to refer applicants out to the field to positions where they can be hired
 - CAM teams are sending out regular lists to agency hiring officials of applicants that have completed the Commissioned Corps application process and are ready to be hired – process to hire at this point could be as little as 20 days once a 1662 is submitted
 - CAPT Raelene Skerda has changed agencies and is no longer on the Green (Pharmacists) CAM team – no replacement has been named, and it is uncertain if this position will be filled
- **Pharmacist Special Pay**
 - Increase in VSP to \$15,000 annually effective February 21, 2008
 - March 2008 pay will reflect change
 - Amount earned from February 21, 2008 through February 29, 2008 will most likely be included in April 2008 pay
 - Thanks go to the Pharmacy Special Pay Workgroup for their efforts in getting this increase approved
- **American Pharmacist Association Federal Forum**
 - Friday, March 14, 2008 in San Diego, CA
 - PHS breakout session scheduled
- **Department of Defense Pharmacoeconomic Center (DOD PEC)**
 - RADM McGinnis is sponsoring a PHS pharmacist position – billet 04/05
 - Announcement will be sent out on the PHS pharmacists listserv for self-nominations
 - Position will be full-time with DOD in San Antonio, TX
 - Officer will learn Pharmacoeconomics and the workings of the DOD National Pharmacy and Therapeutics Committee
- **COSTEP Selections**
 - Began in February 2008
 - Students and agencies interested in Jr. and Sr. COSTEP are asked to contact Steve Hand in OCCO
 - Selections will be made through March 2008
 - To date, approximately 20 applicants have been selected but there remains a very good pool of applicants to be selected
- **OFRD Training Missions**
 - 3 missions with USNS Mercy, USS Boxer, and USS Kearsarge
 - Announcement can be found on the Commissioned Corps E-Bulletin

- Missions will have an OIC, an XO (junior officer) and at least one pharmacist
- Missions range from two to four months
- Officers will deploy for one month with the exception of the OIC who will deploy for the entire mission length
- **Promotions**
 - The pharmacist category promotion board has met and results are being tabulated
 - Results should come in June or maybe earlier
 - A new sub-category for board has been added to Recommended and Not Recommended for promotion – new sub-category is Defer – some categories liberally applied not recommend that could possibly lead to adverse action for the officer. Some categories did not use the not recommend rating. Defer is added to provide raters a third option – Defer is for an officer doing an adequate job but that is not ready for promotion.
- **COER Redesign**
 - Draft copy distributed
 - Expected implementation in 2009 for evaluation period of October 1, 2008 through September 30, 2009
 - Test to be done alongside current COER for 2008 evaluation period
- **American Association of Colleges of Pharmacy (AACP) Meeting**
 - July 19 – 23, 2008
 - RADM Pittman has asked LCDR Jefferson Fredy to take the lead for development of PHS recruitment material/newsletter for the meeting
 - Will highlight PHS programs such as Jr. and Sr. COSTEP, externships, inactive reserve corps, other programs
 - Please forward any ideas for this newsletter of items persons in academia may be interested in seeing to LCDR Fredy

Section Lead Comments:

Administration → CDR Mary Kremzner (Mary.kremzner@fda.hhs.gov) / CAPT Kimberly Zietlow (kimberly.zietlow@ihs.gov)

- **PharmPAC Standard Operating Procedures (SOPs) – CDR Mary Kremzner**
 - Workgroup established several weeks ago to update SOPs
 - Copies sent out to membership for review
 - Table of contents added on page 1
 - CDR Tarosky suggested a title page be placed prior to the table of contents
 - CDR Allen clarified that the attachments sent out were not part of the SOPs but to be used during the review at today's meeting
 - The word “agency” removed and replaced with OPDIV throughout SOPs due to a change in the PharmPAC Charter several years ago – SOP must match Charter
 - Discussion ensued on how this change affects non-HHS agencies
 - CDR Kremzner to investigate this issue further and report back to PharmPAC
 - Pointed out that acronym of USPHS should be properly defined upon initial use on page 2 and should be used consistently throughout the SOP once initially introduced on page 2
 - In section II. Membership, subsection J. Liaison Members, language added to indicate that nominations are to be forwarded to the CPO for approval – a practice that has been occurring but for which there was no directive
 - In section II. Membership, subsection L. Members, CAPT Bresette and CDR Allen will soon have a document ready for the membership with possible changes to the current PharmPAC representation
 - Noted that this is a complicated issue with most pharmacists concentrated in a few agencies but with a need for representation from the smaller agencies
 - Current ceiling of 20 members is a limiting factor and perhaps the Surgeon General should be asked to increase this number
 - PharmPAC members are encouraged to review documents and proposals sent out prior to this meeting and those that may be sent out from the workgroup in the future and forward any comments to them
 - Inquiry to be made in the Office of the Surgeon General as to the possibility of expanding the membership size and the documents that would be required to do so
 - CDR Kremzner stated that this issue will be further discussed at the next PharmPAC business meeting
 - In section III. Nomination Process, subsection A. Solicitations for Nominations, item 6, the words *through the CPO* added to formalize an on-going process
 - In section III. Nomination Process, subsection E. Filling an unexpired term, language added to clarify issue of completing a term when a member changes agency
 - Much discussion ensued on the appropriate mechanism of addressing this issue
 - SOP proposal presented today is not accepted
 - Workgroup will reevaluate this issue and present again to the membership
 - In section VII. Operations and Procedures, subsection C. Records and Reporting, language added to reflect practice of recording PharmPAC meetings

- CDR Kremzner clarified that PharmPAC members will be receiving two e-mails on this topic, one with proposals on determining membership and the other about the filling of an unexpired term and finalization is planned to occur at the next PharmPAC members-only business meeting
- **Awards Update – CDR Mary Kremzner**
 - Student Awards
 - Deadline is March 7, 2008
 - Currently have 15 nominations; traditionally have 20 to 30 per year
 - PharmPAC Honor Awards
 - Nomination deadline is March 30, 2008
 - Awards to be presented at COF conference in June
 - In section III. Nomination Process, subsection A. Solicitations for Nominations, item 6, the words *through the CPO* added to formalize an on-going process
 - Special Assignment Award for work on PharmPAC
 - Nominations due July 16, 2008 to CDR Mary Kremzner
- **Membership – CAPT Kimberly Zietlow**
 - Eight PharmPAC membership openings for next term
 - IHS – 4
 - BOP – 2
 - Ex-Minimus – 1
 - DHS – 1
 - Will defer soliciting nominations for these openings until further discussion on membership and SOP has occurred
 - LCDR Kendra Stewart approved by RADM Pittman as the PharmPAC's new liaison to American Public Health Association (APHA)
 - Please note that there are still two vacant liaison positions, AMSUS and ASCP – listserv message will be sent out soliciting nominations
 - LT Joe Zagame announced LCDR Gregg Davis as LT Zagame's PharmPAC member alternate for the OS position

Career Development → CDR Michael Shiber (MJShiber@bop.gov) / CDR Scott Giberson (Scott.Giberson@ihs.gov)

- **Clinical Subgroup – CDR Scott Giberson**
 - Clinical Survey
 - Survey about wrapped up – well over 200 responses with 165 completing the full survey - vast amount of information collected
 - Deadline for completing survey is March 10, 2008
 - Clinical Subgroup Webpage – CDR Scott Giberson
 - LCDR Ryan Nguyen heading up workgroup
 - Blueprint is coming together with development of subjects on webpage
 - IHS/BOP Clinical Initiative – looking to expand the NCPS concept into the BOP
 - Leadership in both agencies have provided positive response to the initiative
 - RADM Pittman and CDR Giberson recently met with the Assistant Director of Health Services and Chief Medical Officer, RADM Newton Kendig to move the project forward
 - Further meetings to occur in the third week of March
- **Immunization Update – CDR Michael Shiber**
 - Letter signed by director of education of APhA for approval to post APhA's pharmacist immunization certification program self-study portion on OFRD Training Blackboard – will be on blackboard as a pdf adobe acrobat file
 - Numbers on FOH clinics to be presented at next PharmPAC meeting
 - IHS – five planned funded APhA certification trainings in 2008 for 20 pharmacists at each training at the Oklahoma City IHS office; available to PHS pharmacists from all agencies; TDY costs are at pharmacists' expense – listserv message has been sent out – dentists are going to be able to obtain dental CE for this program as well, a first for APhA
 - Friday, June 13, 2008 - PharmPAC-sponsored APhA Immunization program the day following the COA meeting in Tucson, AZ at the same location – have some funding and COA support – will be provided at limited or no cost to pharmacists
 - BOP – providing additional funding for APhA certification training to pharmacists after BEMR Rx training

Recruitment (see attachment) → CAPT James Bresette (James.Bresette@ihs.gov)

- **Website Update – CAPT James Bresette**
 - The recruitment subsection of the website is under going reorganization
 - A new subsection to the website will be added. This new section has recruiting and information handouts. Tentatively

slotted as “Handouts for Prospective Officers.”

- **University Points of Contact (UPOC) – CAPT James Bresette**

- The UPOC enrollment application has been made into a fillable pdf, and will be posted by LCDR Dev Patel soon. It was also advised to remove the signature requirement to allow for e-mail submission. The checklist will also be converted to a fillable pdf and posted

- **Student Programs – CAPT James Bresette**

- Though there is an open season on COSTEP applications, the time is now for any remaining COSTEP applicants to enter the summer selection process as slots are filling up
- Updating Senior Rotation contacts for the IHS, FDA, NIH, BOP, FDA and USCG related organizations on the PharmPAC Student Program – COSTEP, Residencies and Externships site (<http://www.hhs.gov/pharmacy/student.html>); information being updated by LCDR Larry Lim
 - IHS – LCDR Lim has contact list
 - USCG – LCDR Romero provided LCDR Lim with an update to the list; there are 3 sites right now with a fourth to open up this summer
 - BOP – CAPT Chris Bina stated that the link from the BOP website is the most current contact list and method for externships (http://www.hhs.gov/pharmacy/bop/bopr_x_students.htm#extern)
 - FDA – the following website link is to be utilized by students for information on rotations. 200 students submitted information through this weblink this year – only half were chosen since there were not enough preceptors. Please note that students pay all their own expenses (<http://www.fda.gov/cder/Offices/DDI/pharmstudent.htm>)
 - Sadhna Khatri is the new coordinator for the FDA Pharmacy Student Experiential Program, effective March 3, 2008 – contact information is sadhna.khatri@fda.hhs.gov (301-796-3149)
 - The main e-mail contact for the “CDER Pharmacy Student” account remains the same pharmacy.student@fda.hhs.gov
 - NIH –
 - Contact information for the NIH Clinical Center Pharmacy Department Externship Program follows:

Robert DeChristoforo, MS, RPh, FASHP
 Chief, Clinical Center Pharmacy Department
 National Institutes of Health
 Bldg#10, Rm 1N-257, MSC-1196
 10 Center Drive
 Bethesda, MD 20892-1196
 Office 301-496-5477 Fax 301-496-0210
 Pager: 1-800-608-4878
 E-mail: rdechris@cc.nih.gov

- Contact information for the NIH Clinical Center non-pharmacy department rotation-clinical and/or pharmacy research follows:

Cancer Drug Development/PK
 Wm. Douglas Figg
 Phone: 301-402-3622
 E-mail: william.fig@nih.hhs.gov

- **Pharmacy's Best Kept Secret (PBKS) – CAPT James Bresette**

- 2008 PBKS version is being revised to be in 508 compliance and will be posted soon

- **Web Accessible Collaboration System (WACS) Update – CAPT James Bresette**

- Need to find a new site to host the WACS database so we have full access to update the site. Name of domain will have to be changed and is still being determined
- Cost of new website is estimated to be between \$100 to \$200 annually
- Need to finalize URL and server
- LCDR Ganoë made a motion to approve the cost of the website, up to a \$200 maximum annual limit, be paid from funds obtained via the Pharmacy Category Coin sales
 - Motion was seconded by CAPT James Bresette
 - LCDR Ganoë verified a quorum of PharmPAC members was present
 - Measure was approved with no dissenting votes
- WACS migration expected to be complete by the 1st day of Spring – 21 March 2008
- Once the WACS / PHSPharmacist.org site is up, we'll spend the balance of April driving POCs to it to update their information as a means to familiarize them with it, get them to trust that it works, and so we can see who is still actively engaged
- Reminder for UPOCs to document career fairs/school visits on WACS calendar

- **Associate Recruiter Program (ARP) – CAPT James Bresette**
 - ARs – be sure to submit Activity Reports (PHS-7052) to ARP@hhs.gov as soon as possible after recruiting event. Many ARs will need to meet their annual 2 event requirement by March 31, 2008
 - There is no electronic update training available at this time
 - Associate Recruiter Leads training and brainstorming will be held in Rockville, MD, April 10-11, 2008
 - Need to identify a category “wish list” for smaller recruiting events for this fiscal year in case funding becomes available
 - The first draft of the AR/OCCO booth at the APhA has been sent out to those who responded to CAPT Skerda’s call for volunteers. There is still a need for extra staffing on Sunday and Monday, and for the Monday breakdown of the booth
 - The use of the applicant locator to record recruitment contacts was being explored by the Division of Recruitment (DCCR) and OCC. There are several questions about who has access to this area of CCMIS. Still to be resolved
 - Note: CAPT Skerda’s new e-mail is: Rskerda@hrsa.gov, phone 301-443-5277

Communication → CDR Richard DeCederfelt (rdecederfe@nih.gov) / LCDR Patrick Romero (Patrick.L.Romero@uscg.mil)

- **PLANT – CDR Richard DeCederfelt**
 - List of officers to be profiled in the coming year has been compiled by LT Dan Brum and his workgroup
 - Many different agencies will be represented via officer profiles during the upcoming year
 - Profile of CAPT Chris Bina, BOP Chief Pharmacist will be profiled April 1, 2008
- **Public Health Pharmacy Workgroup; Childhood Obesity – CDR Richard DeCederfelt**
 - To date, 35 volunteers from six different states have offered to assist with this project
 - Goal is to begin rolling out this program in April 2008
- **Public Health Pharmacy Workgroup; Officer Health Program – CDR Richard DeCederfelt**
 - PAC Chairs will be reviewing this project at the next PAC Chairs meeting March 13, 2008 with hopes to present to the SGPAC
- **Public Health Pharmacy Workgroup; Minority Outreach Program – CDR Richard DeCederfelt**
 - Feedback received to date on project indicates that an appropriate location needs to be determined in which to provide the translation information proposed
 - Majority opinion is that the PharmPAC website is not the ideal site
 - LCDR Binh Nguyen is going to be working with MOLC to determine where minority translation information is best suited to be hosted
 - LCDR Melaine Shin is going to provide a brief public health presentation to a Korean community
- **Website – CDR Richard DeCederfelt**
 - For audio to be posted on website, a text equivalent needs to be posted to meet 508 compliance; we can continue to record the minutes for use by the Executive Secretary, but they cannot be posted without a text equivalent
 - LCDR Romero has met with Mr. Birdsong, CDR Richard Glabach, and CAPT Nick Quaglietta to develop a prototype for the new website; Mr. Birdsong provided a step-by-step migration process
 - Migration from current site must take place by end of this fiscal year as the current contract for the website will be up at this time
 - Considering forming a workgroup for the migration of information from the current website to the new website –
 - Workgroup would be made up of PharmPAC section chairs and those who have worked on technical issues of the website
 - Section leads are to solicit volunteer from their section to contact CDR DeCederfelt for this workgroup; others interested may also contact CDR DeCederfelt
- **Boy Scouts of America – CDR Nita Sood**
 - CDR Sood has been in contact CAPT Hoppes and CAPT Gershon
 - Based upon the recommendation of the Acting Deputy Surgeon General, they are moving forward with approaching the Boy Scouts of America about how to incorporate the idea of a PHS Youth Corps

JOAG Report → LCDR Lori Hall (lfe8@cdc.gov)

- JOAG is hosting a Forward Thinking Retreat for Junior Officers prior to the COF Symposium in Tucson, AZ from Saturday June 7, 2008 through Monday, June 9, 2008
 - Purpose is propose ideas for planning for the future and moving the Commissioned Corps forward over the next 20 to 30 years
 - Commissioned Officers Foundation will provide conference room
 - More information to be sent out via JOAG listserv
- Awards committee is looking at ways to increase recognition of junior officer participation in the PACs and are looking for volunteers

to work on this initiative

- Next regular JOAG meeting
Friday, April 11, 2008 at 1300 – 1500 hours
Call-in Number: 888-322-1791
Passcode: 83301

PAC Chair Report → **LCDR Violette Ganoë** (vganoë@bop.gov)

- Looking forward to seeing any of you that will be attending the APhA meeting next week
- Comments on proposed retirement policy deadline is today – extended one day
- Operating Procedures of PharmPAC meetings
 - Today was our first members only business meeting
 - LCDR Ganoë solicited comments on the potential of holding more of these types of closed meetings
 - Much discussion ensued
 - LCDR Ganoë and CDR Fabian-Fritsch are going to put together options for format of future PharmPAC meetings as well as preparing a survey to be sent to the field for their opinion on the format of future PharmPAC meetings. All of this information will be disseminated to the PharmPAC members for comments prior to any further action being taken

Old/New Business:

- CDR Mary Kremzner inquired about funding for student and honor awards to ensure there is funding for these awards – have ended up not receiving funding in the past and that is embarrassing to the PharmPAC. LCDR Ganoë plans to resolve this situation soon

The meeting was adjourned @ 1532 by motion from LCDR Violette Ganoë and second from CDR Mary Kremzner

Next Meeting Date:

03 April 2008, 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>
PHS Immunizing Pharmacists <https://list.nih.gov/archives/phs-immunizing-pharm.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 Jeff Mallette, Executive Secretary

Date

LCDR Violette Ganoë, Chair

Date

RADM Robert E. Pittman, CPO

Date

Attachments:

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- 1. Recruitment Section Report**
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