



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

Minutes of Meeting
05 November 2009
Surgeon General's Conference Room
Parklawn Building
1400-1530

Members Present:

RADM Robert Pittman (CPO), IHS-Rockville, MD
CDR Mike Shiber (Chair), BOP-Washington, DC
CDR Edward Stein (Vice-Chair), IHS-Phoenix, AZ
CAPT Scott Giberson, IHS-Rockville, MD
CAPT Lia Praela, CMS-Baltimore, MD
CDR Jonathan Dando, IHS-Cherokee, NC
CDR Jeff Haug, DHS-Pearsail, TX (for CDR Chung)
CDR G. Brent Hobbs, IHS-Whiteriver, AZ
CDR Larry Lim, FDA-Silver Spring, MD
CDR Josephine Lyght, HRSA-Rockville, MD
CDR Jeff Mallette, BOP-Pensacola, FL
CDR Devvrat Patel, FDA Rockville, MD
CDR Deborah Thompson, DHS-Washington, DC (for CDR Czarazty)

CDR Alina Walizada, SAMHSA-Rockville, MD (for CDR Fan)
CDR Nate Yale, IHS-Gallup, NM
LCDR Daniel Brum, FDA-Silver Spring, MD
LCDR Michael Crockett, BOP-Pollock, LA
LCDR Peter Diak, FDA-Silver Spring, MD
LCDR Cynthia Gunderson, IHS-Fort Totten, ND
LCDR Carmen Kelly, AHRQ-Rockville, MD
LCDR Kristen Maves, IHS-Anchorage, AK
LCDR Paul Melstrom, CDC-Atlanta, GA
LCDR Yvette Waples(JOAG), FDA-Silver Spring, MD
LCDR Troy Bernardo (Executive Secretary), BOP-Butner, NC

Members Absent: (* Member's alternate present)

CDR Christine Chung, DHS-El Centro, CA*
CDR James Czarazasty, DHS-New London, CT*
CDR Jennifer Fan, SAMHSA-Rockville, MD*

CDR Patty Garvey, FDA-Rockville, MD
CDR Vasavi Thomas, CDC-Atlanta, GA*

Guests:

CAPT George Havens, OS-Colorado Springs, CO
CAPT Robert Steyert, FDA-Central Islip, NY
CAPT Santford Williams, HRSA-Rockville, MD
CAPT Bob Young, IHS-Taholah, WA
CDR William Bender, FDA-Silver Spring, MD
CDR Bradley Bishop, IHS-Tucson, AZ
CDR Michelle DillaHunt, FDA-Rockville, MD
CDR Beth Fabian Fritsch, FDA-Rockville, MD
CDR James Good, DHS-Tacoma, WA
CDR Terry Harrison, FDA-Silver Spring, MD
CDR Nina Mezu-Nwaba, FDA-Silver Spring, MD
CDR Mark McClain, FDA-Hartford, CT
CDR Timothy Murray, IHS-Claremore, OK
CDR Sonny Saini, FDA-Silver Spring, MD
CDR Jeffrey Tworzyanski, FDA-Silver Spring, MD
CDR Ann Vu, FDA-Rockville, MD
CDR Teresa Watkins, FDA Rockville, MD
CDR Chi-Ann Wu, FDA-Rockville, MD
LCDR Irene Ahlstrom, BOP-Dublin, CA
LCDR Kofi Ansah, FDA-Silver Spring, MD
LCDR David Aarojo, FDA-Silver Spring, MD

LCDR Anne Bott, IHS-Anchorage, AK
LCDR Esther Chuh, FDA-Rockville, MD
LCDR Dat Doan, FDA-Rockville, MD
LCDR Matthew Febbo, CMS-Philadelphia, PA
LCDR Jefferson Freddy, IHS-Rockville, MD
LCDR Robert Harkey, BOP-Butner, NC
LCDR Glendolynn Johnson, FDA-Rockville, MD
LCDR Lisa Kwok, FDA-Rockville, MD
LCDR Rachel Louis-Rivera, BOP-Otisville, NY
LCDR Robert Macky, BOP-Butner, NC
LCDR Aaron Middlekauff, DHS-Opa Locka, FL
LCDR Diem-Kieu Ngo, FDA-Rockville, MD
LCDR Loan Nguyen, FDA-Rockville, MD
LCDR Amy Osborn, BOP-Leavenworth, KS
LDCR Soojung Sarah Park, FDA-Rockville, MD
LCDR Randy Seys, BOP-Butner, NC
LCDR Jeanne Skanchy, FDA-Rockville, MD
LCDR Roberta Szydlo, FDA-Rockville, MD
LCDR Christina Thompson, FDA-Silver Spring, MD
LCDR Jerry Zee, BOP-New York, NY

LT Tina Bhavsar, CDC-Atlanta, GA
LT Chinyelum Umejei, IHS-Winslow, AZ
LT Elizabeth Hoang, DHS-Taylor, TX
LT Robert Kosko, FDA-Silver Spring, MD
LT Lisa Lee, BOP-Talladega, AL
LT Sheetal Patel FDA-Silver Spring, MD

LT Bao Pham, FDA-Silver Spring, MD
LT Adams Solola, IHS-Tuba City, AZ
LT Nicole Vesely, FDA-Rockville, MD
LT Stephanie Victor, FDA-Silver Spring, MD
Neena Phadke Purdue University
Steven Bird - Northeastern University - FDA

Guests attending the meeting are requested to email their rank, name, agency, and location (city and state) to tbernardo@bop.gov , the PharmPAC Executive Secretary, to validate attendance.

Call to Order: CDR Mike Shiber (mshiber@bop.gov)

- CDR Mike Shiber called the November 2009 Pharmacist Professional Advisory Committee (PharmPAC) meeting to order
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CPO Report: RADM Robert Pittman

- **PHS Leadership Positions**
 - New Surgeon General Confirmed by the Senate. Dr. Regina Benjamin is awaiting swearing in and should join us by the end of the month.
- **Promotions**
 - Counseling has been completed on those officers who were in the lowest quartile in the last cycle.
 - A number of officers have requested review of their Officer Personnel File (OPF). Most of the reviews are underway
 - Still a need for some senior officers to be assigned to a few individuals for promotion counseling
 - Experienced captains who wish to be added to the pool of counselors, please contact RADM Pittman
 - OPF documents for promotion are due 12/31/09. Please submit as early as you can so that you may review the upload documents for any errors.
- **OFRD Readiness**
 - Notification went out that this year the basic readiness component will use both the OFRD website and Direct Access website
 - Please sign on to Direct Access to verify that the information is correct.
- **Commissioned Officer's Effectiveness Report (COER)**
 - COERs were due to the raters/supervisors 10/31/09
- **Billets**
 - Tutorial for the new billet system is up on the OCCO website
 - The new billet system will be live next quarter
- **Electronic Call to Active Duty (ECAD)**
 - Starting in December the pharmacy & engineering category will have some applicants use the ECAD system online
 - This information will be accessible for recruitment hopefully allowing for quicker distribution to recruiters
- **Recruitment**
 - The OCCO recruitment contract is held Booz Allen Hamilton
 - Contract is designed toward recruiting mental health professionals for the DOD initiative
 - It will help with general recruitment for the Corp

- **H1N1**
 - Please keep up to date by regularly checking www.flu.gov website
 - Please consider having you and your family vaccinated when vaccine becomes available
 - Review the leave & alternate workplace policies
- **CPO Selection Board**
 - Will meet in November to review and narrow candidate search
 - Selection date has been pushed back.
 - RADM Pittman's CPO term will end 2/5/09, he has decided to retire effective 3/1/09
 - The PAC wishes him well in his new adventures.

Open Forum

- **Q:** Is there any pharmacy liaison working ECAD?
A: The Category Assignment Managers(CAM) teams have been reduced from 4 to 2 teams. Our team for pharmacy is the gold team, which handles pharmacy, nursing, dental, scientists, and dieticians. The two leads are LCDR Felicia Bailey and LT Nakia Powell at OCCO 240-453-6008 (LCDR Bailey's number). They are also working with ECAD people on the new applications and how they will be processed.
- **Q:** Assimilation?
A: There will be a board that will meet this month and process the applications that have been received so far. Unsure of those who are on their 3rd board, the expectation is that they re-apply. The turnaround time would be very short. Will Check with OCCO to see how the turnaround will be handled.

Recruitment → CDR Jeff Mallette (jxmallette@bop.gov) / LCDR Kristen Maves (klmaves@scf.cc)

- **Welcome – CDR Mallette**
 - Welcome the new Recruitment Section co-lead, LCDR Kristin Maves with the IHS in Alaska.
- **UPOC - CDR Jeff Mallette**
 - UPOC Workgroup is completing phase 2 of the project and most workgroup members have been trained on navigating the www.phspharmacist.org website. Thanks to CDR Peter Vermilyea for providing that training.
 - The updated master list of UPOCs can be found on the PharmPAC Recruitment Section website. UPOCs are encouraged to review the list for accuracy.
 - UPOCs are required to have at least two recruiting contacts annually with the schools they volunteer with, and these contacts are to be entered into the www.phspharmacist.org website recruitment tool.
 - UPOCs should expect to hear from at least one UPOC Workgroup Member at least twice yearly. These workgroup members will encourage the UPOCs to complete their two requirements and will offer to assist logging the contacts into the website.
 - A reminder that there is no longer a primary and secondary designation in the UPOC program
 - The response to our call to have UPOC volunteers at schools with no volunteers has been tremendous and there are only two schools left that have no representation - both are in Tennessee.
 - Lipscomb University
 - Union University
 - If we can get volunteers for these two schools we will have PHS pharmacy recruitment presence to 100% of pharmacy students in the country
 - To join, please contact CDR Brent Hobbs at gary.hobbs@ihs.gov or CDR Jeff Mallette at jxmallette@bop.gov

- **Website subsection – CDR Jeff Mallette**
 - Led by CDR Ruby Wu.
 - The Website Posting Protocol workgroup - led by LCDR Roberta Szydlo - is preparing a protocol of all known website changes that need to be made on regular intervals so this institutional knowledge is not lost as Recruitment section leads and volunteers change over time.
 - Another group - led by CDR Shayne Blackmon, is reviewing all the current content on the recruitment section website and recommending any needed revisions to make the website relevant to today's recruit and recruiter.
- **Vacancies - CDR Jeff Mallette**
 - Pharmacy Vacancies Workgroup has prepared the November pharmacist vacancies list and that should be available on the PharmPAC Recruitment Section website soon.
- **ASHP Midyear meeting - CDR Jeff Mallette**
 - CDR Lou Feldman with IHS in Sells, AZ is representing the PHS at ASHP's Mid-year Clinical Meeting in the career advancement roundtable. He is requesting if anyone is going to this meeting and wants to assist to contact him at louis.feldman@ihs.gov
- **Recruitment Service Ribbon - CDR Jeff Mallette**
 - OCCO waiting on number needed to be made before making up.
 - Recruitment Materials can be obtained from LT Felcia Watts(Felcia.Watts@hhs.gov) Phone #240-453-6070 at DCCR.

Career Development → CDR Nate Yale (nate.yale@ihs.gov) / LCDR Michael Crockett (pol4527@bop.gov)

- **Readiness – CDR Yale**
 - Currently most officers with issues are not from obtaining initial qualification, but things expiring and dropping off their profile.
 - Direct Access will enable officers to be proactive in maintaining readiness.
 - Officers will need to update their info on the CCMIS, OFRD, and Direct Access websites.
 - COER glitches – multiple copies of the first page showing up. It is being worked on.
- **Clinical Web Page – CDR Yale**
 - HIV guidelines should be coming online shortly.
 - If you are interested in helping with the Clinical webpage please let CDR Yale know.
- **Promotions – LCDR Crockett**
 - Officers should visit the Promotion Information Page on the CCMIS webpage listed under services.
 - Officers should use the promotion checklist to ensure that they have met the requirements for promotion.
 - 12/31/09 is the last day to fax things into your OPF as well as review it for any errors.
 - There is a template and a sample CV on the PharmPAC website under Career Development.
 - Officers should ensure that their Officer Statements (OS) and Reviewing Official Statement (ROS) are on file by 12/31/09.
 - Officers up for permanent promotion should update their Report of Medical History
 - 2010 benchmarks are available on the DCP website.
 - The CV template follows the 5 precepts exactly.

Administration → CDR Jennifer Fan (Jennifer.Fan@SAMHSA.hhs.gov) / CDR Larry Lim (Larry.Lim@fda.hhs.gov)

- **Responder of the Year – CDR Lim**
 - Recognizes the pharmacist that has provided outstanding emergency preparedness, disaster response, and contributions to the national/international public health rep.
 - Send nomination & appropriate documentation to CDR Jennifer Fan (Jennifer.Fan@SAMHSA.hhs.gov)
 - More information available on PharmPAC website
 - Currently no nominations
 - Deadline Monday 12/7/09 by C.O.B.
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Communication → CDR Josephine Lyght(Jlyght@hrsa.gov) / Peter Diak (Peter.Diak@fda.hhs.gov)

- **Welcome**
 - LCDR Peter Diak as new section co-lead.
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PAC Chair Report → CDR Mike Shiber (mshiber@bop.gov)

- Thank you to the officers old and new who have stepped up to assume positions on the PharmPAC.
 - Look for section reviews coming soon. In result there will be calls for active participation for the sections in the future
 - CDR Ed Stein would like to thank the previous leadership and old/new section leads
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- **Old/New Business** → CDR Mike Shiber (mshiber@bop.gov)
 - Old
 - No old business
 - New
 - FOH deployments – OFRD is coordinating the FOH flu shot program. It is a deployable mission so it is not only open to Pharmacy.
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The meeting was adjourned @ 1445 by motion from CAPT Scott Giberson and second from CDR Jeff Mallette.

Next Meeting Date: 07 January 2010, from 1400 to 1530 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>

