

**Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, March 26, 2009
2030 – 2200 EST**

Attendance	Rank	Last Name	First Name	OPDIV
Present	CDR	Bonfiglio	Susan	NIH
Present	LT	Bowens	Karla	BOP
Present	LCDR	Hager	Paul	IHS
Present	CDR	Cole	Gary	BOP
Excused	LCDR	Branch	Tracy	OS
Present	LT	Amaya	Lisa	IHS
Present	CDR	Buckser	Jeffrey	DIHS
Present	LT	Fideli	Ulgen	AMEDD
Present	CDR	Hunter-Buskey	Robin	BOP
Present	LCDR	LaFleur	Phillip	FDA
Present	LCDR	Morris	Katherine	IHS
Present	CDR	Pelkey	Michelle	NOAA
Present	LT	Ruiz	Melinda	DIHS
Present	LCDR	Russell	Karen	BOP
Excused	LT	Taylor	Shawn	FDA
Present	LCDR	Wickard	Paul	BOP
Guests:	LCDR	Forbes		CDC

Call to order

Meeting called to order at 2030. Roll call taken by CDR Cole.

Approval of Minutes

The January 2009 minutes were approved with some minor corrections and were sent to the HSO CPO, HS PAC Chair, and HSO Webmaster.

Summary and Status of Action Items

Reviewed and updated

Chair Report /CDR Bonfiglio

New benchmarks for 2010 have been posted on the CCMIS site, also a revised CV format is posted on the HSO website. This is a good time to update CV's. Would anyone like help with formatting?

FY 2009 Omnibus appropriations Bill passed by Congress and signed into law in March by the President raises the cap on regular Corps officers from 2800 to 4000. This is the first time this cap has been adjusted since 1992. I expect to hear more regarding what this means for the current Assimilation Board at the HS PAC meeting 4/5.

The new GI Educational Bill has now been approved for NOAA and USPHS. For those who did not make an election upon entering the service are now eligible for election of this bill. The transferability factor is still being worked out.

OFRD is establishing Patient Advocacy Teams to consist of 2-3 PA's, a psychologist and Mental Health Workers for each team. They will initially have a group of individuals with some of all of the above to design the team and then critique training materials for the teams. The teams will be doing patient education, discharge planning, helping out with insurance issues, etc. There is not a definite timeline yet on when those would be in place. Again we may have more info at the HS PAC meeting. This would become a specific deployment role.

I want to implore that all Committee Chairs come to know their position descriptions and take ownership of their committees. Be proactive in initiating duties pertinent to your Committee, especially those with a defined time line. If you are unsure of the process or how to begin please make contact with the previous year's committee chair if still a voting member, myself or Vice Chair LCDR Hagar for direction. We will enter as new action items today as they are listed. POC is the appropriate Committee Chairperson. Current tasks at hand with timelines are:

- PA of the Year Award - PAPAG Award to be presented in June at the COF and the AMSUS PA Award will be presented in November at the annual meeting. The complete nomination package and award criteria can be downloaded from the HS PAC Website. For the AMSUS PA Award that can be accessed from their website: www.amsus.org.
- Nominations for replacement of two current PAG voting members. LCDR Chuley who has sent his resignation yesterday and CDR Weatherill. Perhaps we can combine this call for nominations with the new call for nominations for 2010 members. These nomination packets should go out to the field the first two weeks of April and instructions are included on the position description for the Chair of the Membership committee.
- The Welcoming Packet requires updating annually.
- Updating of Position Descriptions is in process and also requires annual updating.

The accession plans for each position will help the transition for Chairs in upcoming years so responsibilities can be accomplished in a timely manner each year.

LT Bowen has stepped down as Chair Elect but will remain a voting member and will graciously continue as Chair of the Policy and Procedure Committee.

Spoke with CAPT Harry Taylor regarding presentation of his plaque. My hope was that we could present it in person. But unfortunately he is not attending any conferences in the near future. He will be attending the OAPA Conference in Oklahoma in November but thought that was too far out. I discussed sending him the plaque and he will have a picture taken with it so we can post it on the website and in the newsletter with a narrative regarding his contributions to PA's in the CORPS. He expressed appreciation at being remembered and was honored. Thus, we will draft a short narrative to accompany his photo and post in the newsletter as well as on the website. We will make this an Action Item.

The HS PAC meeting is coming up 4/3. Please consider any issues you want addressed and I will forward them to LCDR Bunnell so she can open the phone line for us to participate. We can address again under new business.

Something to consider for new business: It would be nice to draft a power pt presentation on writing awards. This can be for our voting members and be presented at one of the meetings or be made available for all PA's by posting it on the web site. We can also coordinate it with the HS PAC committee. What do people think?

Subcommittee Reports

Awards Subcommittee /LCDR Wickard

The plaque for CAPT Taylor is completed and ready to be sent to him. There were no identifiable conferences or meetings to offer a public forum for presentation. The letter to accompany the plaque was drafted by LCDR Branch. We are soliciting nominations for the PAPAG of the year. Only one candidate's name and package had been forwarded thus far.

Communications Subcommittee/ LT Amaya , LT Taylor

Initially, we had some technical challenges at least in part due to transition. LT Amaya informed us that they were alternating production of the newsletter and listserve. CDR Bonfiglio requested they formally provide a division of labor in their position descriptions.

Membership Subcommittee /CDR Buckser, CDR Pelkey

The Call for Nominations has been sent out to JOAG, HSO-PAC, DCP, and PAPAG. The listservs will run the article until the deadline for submissions. We have numerous vacancies for voting members and we need each committee member to recruit at least one candidate. Most of the candidates from last year responded to PAPAG members recruiting, not from the announcements. In the next few meetings, we will ask for volunteers to screen the new candidates and provide feedback on their application packets. Please give some thought to helping out with this task.

Policy and Procedure Subcommittee/ LT Bowens, LCDR Russell

Majority of Position Descriptions (PD) with accession were received and reviewed. We propose one blanket statement in regards to the accession plan as they were quite redundant. The Professional Development Committee Chairs states it best:

Upon Appointment

- Contact previous XX Committee Chair and/or Co-Chairs before the beginning of the term.
- Contact PA PAG Chair to review upcoming year and develop a plan of action based on potential action items.
- Familiarize yourself with minutes and/or summary of activities, action items, etc from the previous year, the position description, bylaws and content on the PAPAG website.
- Upon completion of term send any relevant information/files to the newly appointed chair, arrange a meeting to share information for transition, and provide a brief summary of the year's activities

Professional Development Subcommittee/ CDR Hunter-Buskey, LT Melinda Ruiz

We initiated 2009 Senior PA-Junior PA pairing project planned to increase involvement of and interaction between CC PA's. Provided input addressing the issue of the increasing number of PA's remaining in the applicant pool for CC processing. Solicited PA's to serve as mentors in anticipation of a new mentor program initiated by the HSO PAC (6 to date have responded). Provided information to the PAPAG Newsletter. Completed review of position descriptions submitted to the Policy Committee Chair.

Readiness Subcommittee /LCDR Hagar

OFRD is only calculating Basic Readiness Status of Officers Quarterly so a new report should come out soon. I think that the PAGs are the best chance to elevate the Readiness Status of Officers.

Recruitment and Retention Subcommittee /LCDR Phillip LaFleur, LT Fideli

The Preceptorship Work Group is working to create a tool for PA Program Administrators for placement of students in PA Preceptorships within USPHS sites. This would serve as a recruitment tool as well. The work group will be chaired by the Recruitment Committee Chair, LCDR LaFleur. CDR Cole will be assisting with this initiative as an extension of an earlier project he undertook with PHSAPA.

Welcoming Subcommittee/ LCDR Morris

One new Officer was contacted this past month with a welcome packet sent to LT James McLellan of DHS who was invited to our next PAPAG meeting.

Ad Hoc COA Subcommittee/ LCDR Branch, LT Amaya

Nothing new to report. Organization for COF Symposium is complete.

Ad Hoc AMSUS Subcommittee /CDR Hunter-Buskey, CDR Pelkey, CDR Bonfiglio

Participated in the conference call for the AMSUS Planning team. Completing steps to identify and confirm topics and speakers for the PA Section scheduled for Wed Nov 14 in St Louis, MO with COL Pauline Gross, Branch Chief, IPAP.

Liaison Reports

BOP / CDR Wickard. The new uniform for Correctional Facilities is the Navy Shipboard Blue Coveralls. Certain restrictions apply. Field PA's are finding it to be a very practical uniform. There are 67 available PA positions. PHS Officers can now apply for Associate Warden positions .

DIHS / CDR Buckser

There are still numerous job opportunities in DIHS. Facilities in San Diego, Houston, El Centro, Tacoma, Eloy, Arizona and others all are seeking PA's to work in the wonderful, exciting world of immigration medicine. The best position within DHS just came open for applications. It is in Key West, Florida and it involves treating migrants that the Coast Guard interdicts or rescues in the Florida Straits. You deploy to the Coast Guard cutters via small boat, small cutter, or helicopter and you will screen and treat the migrants before they are shipped to their next destination (usually in two to four days). You can attend the Army's Flight Surgeon Course, escort detainees to their home countries, and perform other interesting duties. For example, this month I will be traveling to Arizona, Washington, Hawaii, Marshall Islands, Guam, Philippines, Cambodia, Indonesia, and Texas. Contact me at jeff.buckser@dhs.gov if you are interested.

IHS / LCDR Morris briefed the following :

- IHS PAs now have a PA Standard of Practice in the Indian Health Manual. This is a first. The standard can be found at:
http://www.ihs.gov/PublicInfo/Publications/IHSManual/Part3/pt3chpt28/pageone_3_28.htm
- IHS has over 75 Tribal/Urban and Federal positions open for PAs
- We will be updating our Student Rotation sites information over the next 3 months

- CDR Placide will participate in the Advances in Indian Medicine Conference April 20 through 24 in Albuquerque, NM. There will be a PA business meeting.
- GS OPM standards for PAs have been updated to include GS 12 position. We are working diligently with IHS to recognize pay parity for our civil service PAs.

JOAG/ LCDR LaFleur

JOAG was focused on their awards and the new GI bill that just passed. There was discussion of the routine topics of transformation, keeping up basic qualification and deployments. The work group report is that we are still making a list of contacts and creating an outreach to clinical PA's to both take students on as preceptors and to make recruiting trips. Recruitment and Retention report is basically the work group report.

NOAA/ CDR Pelkey

Two positions are available on the USS Ronald Brown.

PHSAPA/ CDR Cole

We initiated our PA History Project and have selected a PHSAPA Historian, LCDR Randy Groves. He has written a protocol approved by the BOD for historical documentation and begun archiving documents. Also, we are getting ready for AAPA House of delegates and meeting with all attendees in San Diego. We are looking for one more PA to be an Aide De Camp for RADM Milner at this conference. RADM Elizondo sends his regards and regrets he will be unable to attend this year. CDR Hunter-Buskey will be part of a panel sponsored by the PAEA. AAPA Conference, San Diego, CA; Wed, May 27, 2009 at 11:00 . "Paying It Forward: Precepting is the Key to Our Future"

New Business:

PAPAG Coin. Discussion ensued regarding startup cost and PAG restriction on maintaining funds. Coins are primarily used as fundraisers and we currently fall under these restrictions. Tabled until COA conference.

HS PAC meeting. We would like to know about OFRD and Mentoring programmatic changes.

CDR Cole was nominated and unanimously voted in as the new Chair-Elect.

The PAPAG collectively decided to delay nominations for our two members that recently resigned. There is not enough time to get new officers into position prior to the 2010 selection cycle.

Meeting was adjourned at 2115 hours EST.

Next teleconference: Thursday, May 21, 2009 @ 2030 hrs EST.

Call-in number: 866-619-7571; Pass code number 4274208.

Minutes drafted by CDR Cole, Secretary

Finalized and checked by CDR Bonfiglio, Chair