

**Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, May 20, 2010
2000 – 2142 EST**

Attendance	Rank	Last Name	First Name	OPDIV
Present	CDR	Cole	Gary	IHS
Present	LCDR	Taylor	Shawn	NOAA
Present	LT	Amaya	Lisa	IHS
Present	LT	Ruiz	Melinda	DIHS
Present	CDR	Bonfiglio	Susan	NIH
Excused	CDR	Wickard	Paul	BOP
Present	LT	Sluss	Rodney	DHS
Present	CDR	Buckser	Jeffrey	DIHS
Present	LCDR	Fideli	Ulgen	AMEDD
Present	LT	Futch	Mike	DIHS
Present	LCDR	Russell	Karen	FDA
Present	LT	Bowens	Karla	BOP
Present	CDR	Walsh	Christopher	DOD
Present	LCDR	Cooper	William	DIHS
Present	LT	Witter	Lee	BOP
Excused	LT	Van Horn	Pieter	DIHS
Guests:	Captain	Majus	George	IHS
	CDR	Carter	George	NIH

Call to order

Meeting called to order at 2005. Roll call taken by LT Ruiz.

Approval of Minutes

April minutes Approved.

Chair Report /CDR Cole

We are making headway. PA no longer stands for Public Affairs, Public Accountant, or Personal Assistant, at least in the medical arena. As the PA profession has matured over the past 38 years, so has the PAPAG over the past five. Previous PAG's helped pave the way to get us started earlier each year. I am conducting monthly meetings this year that are well attended, our members are engaged and active . We have had many additional guests on the conferences, many of whom are past members, newly accessioned PA's, and those who wish to become members. We a larger conference line. We are representing 160 PA's from our category. Unfortunately this makes us an Elite Force. Instead of being elite, we would like more of us.

PUSHUP and PUSHDOWN

We are staying connected with the PA in the field and attempting to make their life better and to make these recommendations known to the PAC and it's committees. As PA's, our ultimate goal is to provide the finest quality care we can deliver for our patients. The PAPAG assists in maintaining the morale of our PA's through this body as the flow of information is pushed up and down the chain of command. Our people are connected . We all have jobs within the PAG, an awesome Past-Chair – CDR Susan Bonfiglio, and we added a Senior Advisor for the first time in our history with CAPT George Majus. Many other past members continue to stay involved despite being so consumed with

work and school. These people are too numerous to mention in this short time. Thank you all for your help, support, and friendship.

INITIATIVES:

We added FDA and Army MOU liaisons following a recent growth spurt in these areas.

We are streamlining our internal processes.

We have a Coin about to be minted.

We are launching an Oral History Project in conjunction with our PA Professional organization.

We are in the initial stages of building a coalition for a research project ; this will link Docs and PA's together , with an end goal of enhancing long term Clinician morale and longevity in 3H areas.

Subcommittee Reports

Awards Subcommittee /CDR Wickard

No report.

Communications Subcommittee/ LT Rodney Sluss

HSO webmasters has our updated and final version of new webpage. They will review the information and get back to us if they need any clarification. Minutes added to Website.

Membership Subcommittee/ CDR Buckser, LT Amaya, LT Futch

The Membership Committee reports that we have three applicants for voting membership in the PAPAG. Please continue to spread the word about the benefits of being a member in the PAPAG. Tell your co-workers and friends so that we can get a good panel of applicants. Thank you for your help.

Policy and Procedure Subcommittee/ LT Bowens, LCDR Russell

1. CDR Michelle Pelkey has provided a COA contact for financial considerations (for sale of PAPAG coin at Symposium, etc.) and this has been provided to CDR Gary Cole.

2. Current PAPAG Bylaws indicate that "inactive reservists" are eligible for voting membership. Since the Ready Reservist program is not yet in place, their membership status in the PAPAG has not yet been determined, but presumably they will be eligible for voting membership and will be required to meet OFRD readiness requirements. The Committee will follow up on this once the Ready Reservist program is active. This will be discussed with LCDR Rebecca Bunnell as well. Bylaws will need to be amended if approved.

3. The proposed Membership SOP (see attached) will be send to LT Ruiz for distribution to voting members for review. This will be voted on in June (or when PAPAG Chair deems appropriate).

4. The PAPAG Operations Manual is in the planning stages. Other Operations Manuals are being reviewed (Pharmacy, Therapist, etc.) and will be discussed further with the PAPAG Chair prior to beginning a draft.

Professional Development Subcommittee/ CDR Christopher Walsh

All PAG members and in fact all HSO officers are encouraged to visit the HSO webs site and fill out the mentor/mentee application. We want to be in compliance with the HSO initiative to increase the availability of mentors for new PHS officers. There will likely be even increased demand for mentors once the backlog of applicants can resume being commissioned. There are some great tools on the web site to familiarize yourself with to aid in regular contact between mentors and mentees regarding topics of discussion.

Readiness Subcommittee /LCDR William Cooper

Confirmation sought from HSPAC by CDR Cole regarding pullback of PAG's contacting their members. HS reports poor readiness compliance as of June 2010

Recruitment and Retention Subcommittee /LCDR Fideli, LT Van Horn

We have completed our list for the precept program and have a draft letter. Once the letter is approved we will be sending to the PA programs nationwide. An SOP will be drafted for the Recruitment and Retention Sub-committee to ensure that the excel spreadsheet is updated each year.

Welcoming Subcommittee/ LT Lee Witter

No new contacts. Pending new officers accessions from this month

Ad Hoc COF Subcommittee/ LT Amaya, LCDR Fideli

Nothing new to report.

Ad Hoc AMSUS Subcommittee /CDR Bonfiglio, CDR Cole

We have had several Plenary Planning sessions and General Planning Sessions since our last meeting. Things are moving along quickly.

- The speaker line-up is set for both our Joint PA Section on Wed 11/3 and the all day Plenary Session for PHS Tuesday, 11/2. I have both schedules attached. They will prove to be both great sessions.
- The Category I CME accreditation packet is complete and forwarded on to AMSUS who will then attach the fee and send on to AAPA. It will take 4 weeks for approval of the Joint Session (4 Category I credits) and they will be posted in the AMSUS Program.
- This SOP will be followed for every future AMSUS Meeting and thus we will have CME credits instead of an Attendance Certificate.
- Nominations for AMSUS awards are now open and will close June 30. Last year we had 27 nominations from the PHS with Navy leading the pack at 130. Let's see if we can double our nominations. There are new awards that are not category specific and thus a much wider variety of appropriate awards for PA's. AmSUS only allows one category specific award per recipient. Adding additional awards this year that are noncategory specific is definitely to our advantage. I encourage you to review and take advantage of these awards. They will be able to be posted to your eOPF before the end of the year – another advantage if you are in a promotion cycle this year.
- Final Programs will be out Sept 10th.
- For those of you wondering if AMSUS will boycott the PHX site this year we have no indication to date that that will happen. We will keep you posted.

Liaison Reports***BOP / LCDR John Gibbons***

LCDR Gibbons staffed a booth at AAPA

DIHS / LCDR William Cooper

Needs active liaison from a Service Processing Center or HQ

DOD/ LCDR Ulgen Fideli

Nothing new to report.

FDA/ LCDR Stephen Smith

Nothing new to report.

IHS/ LCDR Todd Baughman

IHS Staffed a booth at AAPA with LT Tim McCreary as the point person for the booth along with CAPT Placide and LCDR Todd Baughman's assistance. CAPT Placide attended the Federal PA Chief's meeting and the PHSAPA Chapter meeting" and met with CDR Cole re regarding IHS issues.

JOAG/ LT Pieter Van Horn

Nothing new to report.

NOAA/ CDR Michelle Pelkey

LT Tilley completing TDY assignment as medical officer on NOAA Ship MACARTHUR II, traversed the Bering Sea (Alaska) on an ice seal evaluation cruise. LCDR Tran currently TDY on the USNS MERCY traveling to Southeast Asia on Pacific Partnership mission. CDR Pelkey currently TDY as medical officer on new NOAA Ship BELL M SHIMADA, transited Panama Canal, will make port stops in San Diego, CA; Newport, OR; and finally Seattle, WA

PHSAPA/ LCDR Stephen Smith

PHSAPA, we had our annual meeting at the AAPA Conference.

We have a new Board of Directors that is listed on our website that will initiate their responsibilities on July 1st, 2010.

Dues were voted to be decreased starting July of 2011 (next year according to our bylaws) from \$45 to \$35 per year.

Summary and Status of Action Items:

New Business:

Meeting was adjourned at 2130 hours EST.

Next teleconference: Thursday, June 24, 2010 @ 2000 hrs EST.

Call-in number: 888-790-1025 and the passcode is 97710

Minutes drafted by LT Ruiz, Secretary

Finalized and checked by CDR Cole, Chair