



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

**Minutes of Meeting**  
**January 3, 2002**

---

**Members Present:**

CAPT Frank J. Nice (Chairman)	LT Elizabeth Yuan (Vice-Chair)
CAPT William A. Hess (ex-officio)	RADM Richard Walling (CPO)
LT Krista M. Scardina (Secretary)	LT Gregory Davis
CDR Rob Tosatto (alt/Downs)	CAPT Kathleen Downs

**Members Connected by Phone:**

CAPT David K. Ellison	LCDR Cindy P. Dougherty
LCDR Mark Feltner	CDR Doug Herold
LCDR Michael Long	CAPT Jim Imholte
LT Mark N. Strong	CDR Michael S. Forman
LTJG Kristen Maves	Dr. Frank Pucino, Jr.
CDR Mark Burroughs (alt/Huntzinger)	

**Members Absent:**

LT Postelle Birch	LCDR Paul Huntzinger
CAPT Martin Johnston	CAPT Cathy L. Shaffer
Dr. Vaiyapuri Subramaniam	

**Guests:**

LT Nasser Mahmud	CAPT Richard Potter
CAPT Mark Gonitzke	

---

**PharmPAC Chair Report: CAPT Frank J. Nice ([fn1n@nih.gov](mailto:fn1n@nih.gov)) (301)-496-1561)**

- CAPT Nice presented CAPT Mark Gonitzke with two unit commendations for support provided in deployments to the National Republican and National Democratic Conventions.
- The next CPO/PAC chair meeting is 24-JAN-2002. There was no meeting in December.
- CAPT Nice has notified all of the members affected by the committee reassignments. The new organization of the PAC is as follows:

**Awards Committee:** Chair, CAPT Cathy L. Shaffer

**Career Development Committee:** Chair, LCDR Mark Feltner

**Promotion Subcommittee:** Chair, LT Jim Barlow

**Training Subcommittee:** Chair, CAPT Harvey Greenberg

**Mentoring Subcommittee:** Chair, CAPT Lillie Golson

**CCRF Committee:** Chair, CAPT Kathleen Downs

**Charter Committee (Ad-Hoc):** Chair, LT Elizabeth Yuan

**Civil Service Committee:** Chair, Dr. Frank Pucino, Jr.

**Communications Committee:** Chair, LCDR Paul Huntzinger

**Internet/Listserv Subcommittee:** Chair, CAPT Richard Potter

**Activities/Events Subcommittee:** Chair, LT Patricia Garvey

**History/PLANT Subcommittee:** Chair, CAPT David Ellison

**Membership Committee:** Chair, CAPT Jim Imholte

**Professional Relations Committee:** Chair, Dr. Vaiyapuri Subramaniam

**Pharmaceutical Care Subcommittee:** Chair, Dr. Frank Pucino, Jr.

**Public Health Subcommittee:** Chair, CDR Charlie Hoppes

**Recruitment/Retention Committee:** Chair, LT Gregg Davis

- CAPT T.E. Kriz has resigned from the PharmPAC due to his new duties and the lack of time to commit to the PharmPAC.
- The 2002 agenda includes four important items:
  - **Special Pay:** The results of the special pay must be reported to Congress in 2004. The PharmPAC will need to develop a methodology as to how evaluate the effectiveness of the special pay.
  - **Recruitment:** The PharmPAC will begin to develop an action plan with DCP and focus on targeting resources to improve recruitment efforts.
  - **Emergency Preparedness:** It is important that officers who are ready to serve are identifiable and can quickly respond to an emergency situation. The PharmPAC will be focusing on maintenance and expansion of officers, particularly in CCRF.

- **Public Health Pharmacy:** The PharmPAC committees will evaluate their involvement and their role with regards to their impact on public health pharmacy.

---

**DCP Representative: LT Nasser Mahmud ([nmahmud@psc.gov](mailto:nmahmud@psc.gov) 301-594-3395)**

- There are currently forty pharmacists that are medically cleared and boarded. The problem lies in finding vacancies for the commissioned corps officers. Placing boarded commissioned corps officers is an issue that needs to be evaluated.
- Anyone that needs recruitment materials or marketing information regarding the USPHS should contact LT Mahmud for materials. There is now a video for hiring officials that talks about the benefits of hiring commissioned corps officers.
- There is a centralized calendar that displays dates of the career fairs and activities for the schools. The URL is <http://calendar.yahoo.com/arpcalendar>. Anyone can view the calendar; however, if you would like access to enter information into the calendar, contact LT Mahmud and he can give you a password. The calendar is open to all categories.
- The Associated Recruiter Program (ARP) officially started in July 2001. The three Pharmacy Category Leads that will serve as liaisons between the PharmPAC and DCP are CAPT Martin Johnston, Raelene Skerda, and Melissa Wenz. The Associated Recruiter Badge is only to be worn by those officers that are formally enrolled in the current program through the category leads. If you are interested in being enrolled in the program, contact one of the category leads.
- The Commissioned Officers Association (COA) meeting is in Atlanta, GA from 21-APR-2002 to 24-APR-2002. The Basic Officer Training Course (BOTC) is being offered. On Sunday, 21-APR-2002, DCP will be having information sessions and there will be a presentation on the Associated Recruiter Program (ARP). Information is available on the COA website ([www.coausphs.org](http://www.coausphs.org)).

---

**CPO Report: RADM Richard Walling ([cporx@osophs.dhhs.gov](mailto:cporx@osophs.dhhs.gov))**

- RADM Walling announced the creation of a new email address for communicating with the Pharmacist CPO. The address is [cporx@osophs.dhhs.gov](mailto:cporx@osophs.dhhs.gov). In addition, Ms. Leyla Desmond in his office is maintaining his calendar. She can be reached by email at [ldesmond@osophs.dhhs.gov](mailto:ldesmond@osophs.dhhs.gov).
- RADM Walling was contacted by APhA regarding a project with Glaxo Pharmaceuticals. The Glaxo Career Pathways Program is to help students make a pharmacy career choice through facilitated workshops and a decision matrix process. Eventually, APhA wants to make it an interactive, web-based tool that can be used by not only students, but practitioners throughout their careers. In the next few months, USPHS pharmacists may be contacted to participate in a survey to identify critical success factors in a career. The study is being coordinated by Marcha K. Millonig. USPHS pharmacists that are contacted are encouraged to participate in the study.
- The APhA Meeting is on 15-MAR-2002 through 19-MAR-2002 in Philadelphia, PA. The PharmPAC needs to select two delegates and two alternate delegates to represent the USPHS. The delegates must be active members in APhA. Anyone interested or knows of someone that may be interested in being a delegate, should submit a biography to CAPT Nice ([fn1n@nih.gov](mailto:fn1n@nih.gov)) by COB, 31-JAN-2002.
- RADM Walling is exploring to work jointly with APhA and ASHP on a few projects. One is to publish a monograph on disasters and bio-terrorism for both the APhA and ASHP journal. There is an increase in the interest of how pharmacists can become more involved. Another project is finding a way to organize "National Pharmacy Assistance Teams", or pharmacists' efforts, throughout the country in order to assist in disaster and bio-terrorism responses.
- RADM Walling is also exploring pharmacy internationally and how to standardize the credentialing of professional pharmacy degrees.
- RADM Walling has been in discussion with the other services' pharmacy chiefs about possible practice sites. The PharmPAC hopes to work out an arrangement for the other services to help them with their need for clinical pharmacists if only for part time availability, and provide USPHS pharmacists with practice sites to fulfill the CCRF requirements for clinical hours.

---

**Awards Committee**

Chair: CAPT Kathleen Downs ([kdowns@osophs.dhhs.gov](mailto:kdowns@osophs.dhhs.gov) (301)-443-8249)

- The new Chair of the Committee is CAPT Cathy L. Shaffer ([cathyshaffer@mail.his.gov](mailto:cathyshaffer@mail.his.gov)). All future reports, committee direction and guidance will come from her.
- There are several work groups focusing their efforts diligently on accomplishing their tasks:
  - CDR Mike S. Forman is trying to identify pharmacy related awards offered by organizations outside of USPHS, then spreading the word on these awards to USPHS pharmacists to try and get USPHS pharmacists to submit nominations. He has identified the APhA and ASHP awards and submitted information for posting via the pharmacy listserv as well as posting the information on the USPHS pharmacy website.
  - LT Gregg Davis is coordinating the effort to recognize pharmacy students' activities in public health pharmacy (USPHS Excellence in Public Health Pharmacy Practice Award). Points of contact at all the pharmacy schools have been updated and entered into an electronic format. The award package has been

revised and updated. A letter to accompany the award nomination package has been drafted for RADM Walling's signature. RADM Walling has committed to financially support the student's award (plaque, book, mailing costs). LT Davis still needs to work on updating the list of USPHS pharmacists available to "present" the award (i.e., list of individuals in close proximity to the school).

- Chris Bina, Rick Glabach, Jim Bresette, and Robert Pittman are coordinating the effort to recognize USPHS pharmacists with the PharmPAC's awards. Award nomination notices have been posted on the pharmacy website. Reminders were sent via the pharmacy list serve and each of these individuals served as a primary Agency contact, trying to reach out to pharmacists within [IHS, NIH, FDA, BOP, St. Elizabeth's, etc]. Another reminder will be sent via the pharmacy listserv reminding people of the 01-FEB-2002 deadline. This group was also going to try to document the process (i.e., develop SOPs for the PharmPAC award process)
- There are several other tasks that were not assigned to a workgroup, but that CAPT Downs has been collecting:
  - 22 packages have been received for the 2001 PharmPAC Recruitment Unit Commendation. They will need to be reviewed and evaluated by the committee. An award recommendation memo will then be prepared for RADM Walling to take to the CPO Award Board.
  - The PharmPAC Special Assignment Award is available to PharmPAC members meeting the criteria. Only two packages have been received. The packages will be reviewed and evaluated, then an award recommendation memo prepared for RADM Walling to take to the CPO Award Board.
  - 21 Unit Commendation certificates (and ribbons) for 2000 are being awarded to the following individuals: Maria Burt; Timothy Dey; Allen Eddy; Louis Feldman; Thomas Gammarano; William Hess; Paul Huntzinger; Michael Lilla; Michael Long; Roger McGhee; Lisa Oliver; Patricia Pacheco; Raelene Skerda; Donald Smith; Tina Spence; Rick Stallkamp; Mark Strong; Robyn Tilley; Todd Warren; Earl Ward; and Peter Weiss.
  - A letter will need to be drafted for RADM Walling's signature to accompany the award. RADM Walling suggested reading/announcing/recognizing these individuals' efforts at the 2002 COA pharmacy luncheon.

---

#### **Career Development Committee**

Chair: LCDR Mark Feltner ([mark.feltner@mail.his.gov](mailto:mark.feltner@mail.his.gov)) (520)-338-4911 ext 506)

##### **Training Subcommittee**

Chair: CAPT Harvey Greenberg ([greenberg@cder.fda.gov](mailto:greenberg@cder.fda.gov))

A completed list of free and law continuing education (CE) for pharmacists can be found at:

<http://www.hhs.gov/progorg/pharmacy/cesites.html>. Several links to pharmacy schools, national pharmacy organizations, and important pharmacy events can be found at:

<http://www.hhs.gov/progorg/pharmacy/links.html>. Questions and comments can be forwarded to CAPT Harvey Greenberg at: [greenberg@cder.fda.gov](mailto:greenberg@cder.fda.gov).

##### **Promotion Subcommittee:**

Chair: LT James Barlow ([barlowj@cder.fda.gov](mailto:barlowj@cder.fda.gov))

It was suggested to start a workgroup comprised of senior officers who would meet once a month to look at CV's for those who are interested. More details to follow. A slide show on preparing for promotion can be found at: [www.hhs.gov/progorg/pharmacy/opf/proprep.html](http://www.hhs.gov/progorg/pharmacy/opf/proprep.html). Information regarding official personnel folder (OPF) can be found at: [www.hhs.gov/progorg/pharmacy/opf/opf.html](http://www.hhs.gov/progorg/pharmacy/opf/opf.html). Viewing your OPF can be found at [dcp.psc.gov](http://dcp.psc.gov) =>secure area => officer and liaison activities. Questions and comments can be forwarded to LT James Barlow at: [barlowj@cder.fda.gov](mailto:barlowj@cder.fda.gov).

##### **Mentoring Subcommittee:**

Chair: CAPT Lillie Golson ([golsonl@cder.fda.gov](mailto:golsonl@cder.fda.gov))

The PharmPAC's website for the Pharmacy Mentoring Program can be found at

<http://www.hhs.gov/progorg/pharmacy/mentor.html>. Questions and comments can be forwarded to CAPT Lillie Golson at: [golsonl@cder.fda.gov](mailto:golsonl@cder.fda.gov).

---

#### **CCRF Committee**

Chair: CAPT Kathleen Downs ([kdowns@osophs.dhhs.gov](mailto:kdowns@osophs.dhhs.gov)) (301)-443-8249)

- A reminder for all officers, the new CCRF initiatives go into effect beginning January 2002. Refer to <http://oep.osophs.dhhs.gov/ccrf/whatis.htm#MEMBERSHIP> for a listing of the new membership requirements.
- A "1-pager" is being developed of disaster/emergency response opportunities for pharmacists. The purpose (audience) for this 1-pager would be broad (students, costeps, at conference recruiting booths, professional organizations) and would promote "what pharmacists can do to be involved". The initial draft was submitted by Lisa Tonrey and additional comments have been suggested by several other pharmacists. The document will be re-circulating for final comment before it goes to RADM Walling and CAPT Babb for final approval. The documents will then be posted on the website.
- The currently approved PharmPAC minimum skills list is being reviewed to see if it needs to be modified based on events since September 11th (i.e., expanded to include MST Pharmacist skills; mass prophylaxis campaign skills). Deployed officers have given feedback, which will be evaluated and incorporated into a "revised" skills list and presented to the PharmPAC for approval. Once approved, it will be posted on the CCRF and PharmPAC websites.

- The chief pharmacist of OPDIV/Ag with clinical positions are being contacted to discuss opportunities for pharmacists in non-clinical positions to maintain their 112-hours of practice time (e.g., St. E's, IHS, BOP, NIH, DIHS). The points of contact for officers will be determined and the process steps officers would need to follow will also be determined. If possible, any known dates and places will be identified and information will be posted on the Pharmacy and CCRF websites.
- Disaster/emergency preparedness training opportunities are being identified and notices will be posted of these opportunities to the pharmacy list serve. We need to "qualify" that we are simply sharing the information - not necessarily endorsing specific programs. We should leave it up to the individual pharmacists to decide what best fits their needs (time, location, cost, etc.).
- Standard operating procedures for multiple areas are being developed - MST pharmacy manual; NDMS pharmacy manual; training /familiarization with IHS, BOP, DIHS pharmacy practices. CAPT Mark Gonitzke is frequently tasked to deploy or accomplish other tasks. The procedures will be drafted and sent to CAPT Gonitzke for approval. Additionally, the NDMS/DMATs are supposed to have their own team member pharmacists. They should be included in the development of pharmacist related procedures. Perhaps a message could be sent via the team commanders (or by DMATMEDIC.COM) asking for the names, contact information for their pharmacists. As far as the IHS, BOP, and DIHS practices, basic procedures can be developed that would assist USPHS pharmacists coming into any of these practices to be more confident more quickly.
- Field training – the committee is identifying field training needs for operating in both urban and rural settings (hotels and tents). Recommendations for how to implement such training will be made. NDMS teams do own tents and usually at least once a year have some type of exercise which involves setting the tent up, living in it for a week or more, and providing health care. CCRF does not own a tent. Several of the NDMS teams have offered for our members to "exercise" with them. The committee needs to determine how to make pharmacists comfortable and what can be done to accomplish that goal.
- National Pharmaceutical Stockpile (NPS) training – the committee will review initial training, the modifications proposed, and the lessons learned from recent events, to see if further modifications are necessary to reflect what pharmacists requested to do when NPS deploys.
- The committee will be working with the Chief Professional Officer (RADM Walling), ASHP, APhA, and others to develop resources on disaster relief and pharmacists:
  - What is the government's role in disaster response? What resources are available? (Overviews of FRP, HHS's role, NDMS, CCRF, NS, MMRS, etc.)
  - What can pharmacists do? (Different potential roles and ways to get involved)
  - Lessons learned since September 11th; best practices; templates; etc.
  - Key concepts to include possibly as appendices - key parts of a preparedness plan; key sources of information - websites, organizations, articles, etc.; listing of the State Department's of Health - names, phone numbers, emails; listing of the MMRS cities and key points of contacts - names, numbers, and emails; listing of State Board's of Pharmacy, ASHP chapters, APhA chapters, etc - names, numbers; information on drug donation guidance - do's and don'ts.

---

#### **Civil Service Committee**

Chair: Dr. Frank Pucino, Jr. ([fp3o@nih.gov](mailto:fp3o@nih.gov)) (301)-496-4363)

- During 2001, the committee has worked on developing and updating a listserv and mailing list to identify civil service pharmacists in order to have a database of pharmacists located in local USPHS/HHS agencies. This list is ongoing. Daniel Boring is working with the committee to develop a spreadsheet to facilitate access of such information. Other objectives under consideration are updating appointment standards for pharmacists appointed in the civil service system and exploring contacts with other federal agencies for representation by civil service pharmacists.

---

#### **Communications Committee**

Chair: LCDR Paul Huntzinger ([pguntzinger@d11.uscg.mil](mailto:pguntzinger@d11.uscg.mil)) (510)-437-3602)

- CAPT Richard Potter is working on a new logo for the PharmPAC website. The revised logo was discussed and will be redistributed to all of the members for comment.

---

#### **Professional Relations Committee**

Chair: Dr. Puri Subramaniam ([subramaniamp@cder.fda.gov](mailto:subramaniamp@cder.fda.gov)) (301)-827-7303)

##### **Pharmaceutical Care Subcommittee**

Chair: Dr. Frank Pucino, Jr. ([fp3o@nih.gov](mailto:fp3o@nih.gov)) (301)-496-4363)

- The primary initiative of the Pharmaceutical Care Subcommittee is to determine the availability of PharmPAC pharmacy clerkship rotations for USPHS agencies (FDA, IHS, BOP, Coast Guard, NIH, etc.). This list will be posted on the listserv, USPHS website and the web pages for various professional societies (e.g., ASHP, APhA, ACCP) and colleges of pharmacy. Currently, student clerkship rotation sites have been identified for IHS, NIH, BOP and CG, which are being modified and formatted to provide similar information across agencies. The subcommittee is still seeking personnel from other government agencies in assisting with generating similar lists.

