

Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, June 14, 2007
1830 - 2000

Attendance	Rank	Last Name	First Name	OPDIV
Present	LCDR	Zink	James	DHS
Present	LT	Branch	Tracy	HRSA
Excused	LCDR	Bonfiglio	Susan	BOP
Present	LCDR	Hawkins	Camille	OCCO
Absent	LT	Bunnell	Rebecca	HRSA
Present	LT	Burt	Brian	BOP
Present	CDR	Placide	Frances	IHS
Present	CDR	Hunter-Buskey	Robin	BOP
Absent	LCDR	Harris	Robert	HRSA
Present	LCDR	Tahiru	Adam	HRSA
Excused	LCDR	Pelkey	Michelle	NOAA
Present	LT	McKinnon	Mark	OS
Excused	LT	Hager	Paul	IHS
Present	LTJG	Martindale	Howie	NHSC
Excused	LT	LaFleur	Phillip	BOP
Absent	LT	Morrison	Denise	HRSA
Present	LT	Morris	Katherine	IHS
No guests were present				

Call to order

Meeting was called to order at 1836.

Approval of Minutes

April minutes approved with corrections.

May minutes approved with corrections.

Summary and Status of Action Items

All open items were reviewed and updated; please see attached.

PAPAG Chair Report – LCDR Zink

I am working on an initiative to allow PA's to participate in the burn training that is managed through ASPR. The PAG has many action items that we are working on and I appreciate the efforts of all members. The rest of my time is yielded to [RADM Milner](#).

Subcommittee Reports

Communications Committee - LT Tahiru and LT Morris

Position descriptions are being reviewed and will report accordingly.

Readiness Committee - LT Hager and LTJG Martindale

Nothing new to report.

Professional Development Committee - LCDR Harris (Chair) and LTJG Morrison

Nothing new to add, waiting for revisions to the Career Matrix.

Membership Committee – LT Branch (Chair) & CDR Hunter-Buskey

- We continue to put out a weekly call for self nominations to the field. Thus far one completed PA application has been received, one partial application received, and two other PA's have stated they plan on submitting an application.
- The application deadline has been extended until 20 July in an attempt to capture as many nominations as we can. The changes will be made to the eBulletin, and on the PAPAG Website
- We have tasked all PAPAG members to solicit the nomination of at least one PA, due to the large number of vacancies that we will have at the end of the year.
- We would like 3-4 volunteers to sit on a review committee for the nominee application review. LT McKinnon has volunteered. We would like another 2-3 volunteers. We will meet the end of July to review nominations, rank them, and bring our recommendations to the committee for a final vote in August. Letters should go out to the nominees in September which will give them enough time to prepare for the term.

Policy Committee – LCDR Hawkins

Nothing new to report.

Recruitment and Retention Committee - LT McKinnon and LCDR Pelkey

The committee is in the process of contacting the Liaison's for all of the operating divisions in order to secure a list of available vacancies. LT McKinnon will be conducting one exit interview during this week.

Welcoming Committee – LT Burt

The updated Welcome Packet is completed and sent out to all PAPAG members.

Ad Hoc COA Subcommittee - LT McKinnon and LT Bunnell

- The break-out sessions for the 2007 COA Conference was a success. All lectures were presented without any difficulties.
- Certificates of Appreciation have been forwarded to all individuals that presented during the Breakout Session.
- LT McKinnon will contact the AAPA in reference to the funds due the PAPAG for hosting the AAPA Chapter Lecture Series on Diabetes.

Awards Committee - CDR Placide

PAPAG award presentation pending for COA Conference.

AMSUS award nomination completed.

Billets Workgroup

Members: CDR Michelle Pelkey, LCDR James Zink, LCDR Susan Bonfiglio, LCDR Camille Hawkins, LT Tracy Branch and LT Rebecca Bunnell

We have met several times over the last several months to determine information that will be put in the standard physician assistant billets including: licensure/registration, certification, additional training and experience required. This information was forwarded to the Chair of the Billets Workgroup, CAPT Bailey. He has recently supplied us with the physician assistant billet template. Over the next few weeks we will be working in small groups on revising the current physician assistant billets. There are plans to have our final drafts to CAPT Bailey by the end of June.

Compensation Workgroup - CDR Placide, LT Stephen Smith, LT Ron Pinhiero

Follow-up conversation with CPO regarding CSRB pay pending.

IHS Liaison - CDR Placide

- 24 PAs attended Advances in Indian Health Meeting in Albuquerque, NM May 1-3.
- 27 PAs attended the Annual PA/NP meeting May 21-25.
- IHS PA Business Meeting resulted in 8 recommendations made to IHS leadership regarding recruitment, retention, GS classification and other practice issues for IHS PAs.
- IHS funded the recruitment booth at AAPA Conference May 29-30.

JOAG Liaison – LTJG Martindale

LTJG Martindale will no longer be allowed by his Supervisor to be the JOAG Liaison. LT Tracy Branch has volunteered for that responsibility.

PHSAPA Liaison – LCDR Hawkins

Currently no report.

New Business

1. Burn Course – We will revisit the exclusion of PAs from the Burn Training Course.
2. Official Passports – we will investigate the process for obtaining Official Passports. The Readiness Committee will be tasked with poling the field with interest and ability to obtain Official Passports.

Adjournment

The meeting was adjourned at 1950 hours.

**The next teleconference will be held Thursday, July 12, 2007 @ 1830 hrs EST.
The call-in number is 1-866-619-7571; Pass code number 427- 4208.**

Meeting minutes draft prepared by LCDR Bonfiglio, PAPAG Secretary.