



U.S. PUBLIC HEALTH SERVICE Nursing Professional Advisory Committee



Welcome to the N-PAC. As a new Subcommittee Co-Chair, you are now part of an elite group of leaders that advise the Office of the USPHS Chief Nurse and act as the administrative arm for nursing and USPHS initiatives, projects, policies and proposals. Below is a check list that you should complete in the first two months of your Subcommittee Co-chair tenure to assist with your integration into the N-PAC.

- _____ Contact the N-PAC Chair to set up/complete a 1:1 meeting via the phone

- _____ Contact the N-PAC Executive Secretary to ensure the secretary has your email address and phone number for correspondence

- _____ Exchange contact information with your Subcommittee Co-chair and Subcommittee Secretary. Set up/complete a meeting to strategize subcommittee goals, to discuss team member roles and responsibilities and map out a monthly subcommittee meeting schedule

- _____ Obtain your subcommittee membership Roster which lists all Subcommittee team members and contact information. Using this information, update the Subcommittee Organizational Chart (and ensure that is posted on your webpage)

- _____ Arrange to meet with each of the Subcommittee Team Leads to discuss strategic planning

- _____ Obtain a report of the N-PAC yearly reporting schedule (you will be required to report quarterly on your subcommittee at the N-PAC business meetings)

- _____ Review your subcommittee webpage (<https://dcp.psc.gov/osg/nurse/>), learn whom your webmaster is (<https://dcp.psc.gov/OSG/Nurse/communications-subcommittee.aspx>), and make changes on your page to update the new leadership of your subcommittee

- _____ Plan to attend the full day N-PAC retreat either in person or via teleconference (best practice is to take the day off from your billeted position to do this)

When the above list is completed, please sign and date the form and submit it to the N-PAC Executive Secretary.

Subcommittee Co-Chair member name: _____

Subcommittee Co-Chair signature: _____

Date: _____

OP DIV: _____