



Health Services Officer Category



Medical Laboratory Science Professional Advisory Group (MLSPAG) Meeting Minutes

August 10, 2017

Location: Teleconference/Webinar
Time: 1400 – 1500, ET
1-866-882-1054
Passcode: 206 64 64

MLSPAG Chair:
LCDR David Young

MLSPAG Executive Secretary:
LCDR Thomas J. Maruna

ATTENDEES:

Voting Members

CDR Toni Bledsoe	Present
CDR Renee Galloway	Excused
CDR June Germain	Present
LCDR Richard Bashay III	Present
LCDR Charles Boison	Present
LCDR Lisa Flores	Present
LCDR Camille Mitchell	Present
LCDR Emmanuel Ndenga	Excused
LCDR Babatunde Oloyede	Present

MLSPAG Members in Attendance

CAPT Todd Alspach
CAPT Debra King
CDR Donald Ertel
CDR Traci Mullins
LCDR Leah Ferrier
LCDR Michelle Hohensee
LCDR Al Peyketewa
LCDR Katrina Redman
LCDR Docia Sampson
LCDR Renee Smith
LCDR Ryan Thrasher
LCDR Vladmir Tirado
LCDR Jason Truax
LT Travelle Mason
LT Shercoda Smaw
LT Danielle Terrett

Enclosure:
None

Minutes prepared by: LCDR Thomas J. Maruna, MSc, MLS(ASCP), CPH

AGENDA:

1. [Roll Call](#)
 2. [Approval of April 2017 Minutes](#)
 3. [MLSPAG Chair Updates](#)
 4. [MLSPAG Subcommittee Updates](#)
 5. [Guest Speaker: Ms. Catherine Stakenas
ASCP Senior Director of Organizational Development and Leadership](#)
 6. [Questions/Concerns](#)
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ROLL CALL:

As noted above

APPROVAL OF FEBRUARY 2017 MINUTES:

The minutes from April 13, 2017, were approved by vote.

Note: due to the annual symposium, an MLSPAG meeting was not held in June 2017.

MLSPAG CHAIR UPDATES:

1. The PHS Scientific and Training Symposium was held in Chattanooga, TN this year from June 6-9. There were over 200 HSOs in attendance, including 19 from the MLSPAG. The format for category day this year was modified from previous years. Officers were seated together with their respective PAGs and each PAG was tasked to develop a strategic area for 2018.

For 2018, the MLSPAG will develop and execute a laboratory cache orientation and training and this task will need to be completed by Dec 31, 2018. Technical Readiness Chairs, CDR June Germain and LCDR Jessica Damon will spearhead this initiative in coordination with LCDR Christopher Le.

2. The MLS Discipline will be accepting applications from August 14 to Sept 8. A call for volunteers was distributed to assist with the process.
 - a. If you know of qualified candidates who are interested in joining us, please be sure to provide them with the details of the call for recruitment.
3. Uniform PAG SOP template: The PAC Voting members voted on the format of the new template last week at the leadership meeting; it is expected to be disseminated through the PAGs shortly.
4. SAFMLS: as part of our professional stakeholder engagement, the CPO has asked for us to engage with SAFMLS, by joining the organization, so that we can have a voice among our federal laboratory colleagues.

5. eCORPS: at the July Commissioned Corps Town Hall meeting, the Acting SG mentioned that The new electronic Commissioned Officer Resources Processing System (eCORPS) will replace the functions currently maintained in Direct Access (DA). Some of the additional features of eCORPS include a monthly leave balance history, a more user-friendly interface, and accessing pay, leave, and self-service information in one location. Stay tuned for the implementation of the new system in the upcoming months.
6. Per the updates given by RedDog, the latest list of 164 FMRB-eligible officers has been processed. Officers should now see documentation in Direct Access and the CCCMIS PIR. The next FMRB update will take place in October 2017.
7. As we move closer to the 4th quarter, PAG leadership will begin transitioning the PAG's operations to CDR Babatunde Oloyede the 2018 PAG Chair, and his Executive Secretary, to ensure smooth transition.

MLSPAG SUBCOMMITTEE UPDATES

Awards

LCDR Emmanuel Ndgenga – Lead, CDR Jeri Coats – Co-Lead

No update

Communications

LCDR Lisa Flores – Lead, Lcdr Charles Boison – Co-Lead

1. The HSPAC website is now fixed. We can begin submitting any changes to information, or additions such as newsletters, and meeting minutes.
2. Max.gov is now live. Everyone who has a **.gov** email address (e.g., lisa.flores@fda.hhs.gov) will be able to create a read only account. Lcdr Charles Boison and Lcdr Lisa Flores have administrator duties and can add documents to the site or make changes. The site should be used for team collaboration on documents like Subcommittee SOP's, or By-Laws. Also, case studies can be added/viewed on this site for all to read. Newsletters and Meeting Minutes will still be posted to the HSPAC website.
3. Newsletter article submissions will be accepted from Sept 1-30, 2017
4. Newsletter release tentatively scheduled for the week of October 16, 2017
5. Sub-committee meeting scheduled for August 22, 2017

Data & Evaluation

CDR Toni Bledsoe – Lead, CDR Cara Nichols

1. The subcommittee intends to collect data from the MLS applicants to the USPHS after the applicant season has closed, September 8, 2017, to survey the applicant pool.
2. Possible demographics questions:
 - a. Number of applicants
 - b. Geographic location
 - c. New entry or number of years working as an MLS/MT
 - d. Certifying agency
 - e. Others to be determined

The Subcommittee will consult with the MLSPAG Chair and with the HSPAC Analytics Subcommittee

Management – Administrative

CDR Renee Galloway – Lead, LT Helen Chavez – Co-Lead

1. The Call for Nominations for next year’s voting members has gone out. There are three open spots. This is a great opportunity to show leadership and give a voice to our PAG. The deadline for nominations is September 15, 2017.

Policy

LCDR Camille Mitchell – Lead, CAPT Todd Alspach – Co-Lead

No update

Recruitment and Retention

LCDR Charles Boison – Lead, LCDR Katrina Redman – Co-Lead

1. The PHS 2017 HS PAC Open Call for New Applicants kicks off from August 14-September 8, 2017.

The Health Services Officer Category is recruiting for the following disciplines:

Physician Assistants	Continuous beginning on June 1, 2017
Optometrist	Continuous beginning on June 1, 2017
Additional Health Services Disciplines	August 14-September 8, 2017
Medical technology	
Licensed Clinical Social Worker	
Clinical Psychology	

In preparation for this process, we have a few MLSPAG officers who have volunteered to serve in the following capacities:

Position	Number of Officers volunteered/ Needed
Call Center	1
Uploading	2
Primary Reviewers	10
Back Up Reviewers	3
Team Leads	3

We are yet to find out how many applicants would be reviewed during the process. If additional officers would be needed, it would be communicated as such.

Stakeholder and Community Engagement

LCDR Babatunde Oloyede – Lead, LCDR Lundy Patrick – Co-Lead

1. The Subcommittee has forwarded an article for approval by the CPO to be published in the fall edition of the Critical Values by the ASCP.
2. The Subcommittee has arranged for Ms. Catherine Stakenas, ASCP’s Senior Director of Organizational Development and Leadership to speak on the ASCP Leadership Institute.
3. The Subcommittee is waiting on the template of the SOP for each PAG as described earlier this year.

Technical Readiness

CDR June Germain – Lead, LCDR Jessica Damon – Co-Lead

1. In the MLSPAG breakout session for the USPHS Symposium Category Day the PAG developed a technical readiness action plan, which was turned in to the PAC data collectors during the symposium.
2. The Subcommittee spoke with LCDR Christopher Le, Director of the ASPR Lab Cache, at the same meeting, and have committed to assisting him in the planning and execution of Lab Cache training for MLS officers as a pre-conference activity at the next symposium in Dallas, TX. The Subcommittee exploring getting the course approved for CE with AMT and ASCP.
3. A leadership call was held at the end of June to discuss next steps and plan our next Subcommittee call.

Training, Education, and Mentorship

LCDR Richard Bashay III – Lead, CDR Karen Romancito – Co-Lead

1. Poster cards
 - a. At COA poster cards to promote MLSPAG was handed out to various HS Officers like the CPO and PAC chair.
 - b. The officers who submitted pictures for the poster cards received thank you letter from the subcommittee.

2. Case Studies
 - a. Confirmation from ASCP as it relates to case studies for 1 CME.
 - b. Working on a case study bank which will be on the MLSPAG Max.gov site. The goal is to up load a list of minimum 10 case studies that members can do anytime.
 - c. MLS members are free to create their own case studies for all to use by sending them to MLSPAGTEaM@gmail.com

3. PAC Mentoring Update – Meeting On 7/10/2017
 - a. HS PAC Mentoring Newsletter Summer ‘17 edition went out Mid July
 - b. Reminder to seeking mentoring & start prepping for promotion

GUEST SPEAKER: MS. CATHERINE STAKENAS (ASCP)

SPEAKER BIO

Catherine is the founder and President of CS Consulting. She provides clients with the tools and coaching they need to educate, assess, and measure their business and the performance of their employees. Catherine is a specialist in building the skills for individuals, teams, and organizations to successfully manage change.

Catherine currently works as the Senior Director of Organizational Development and Performance Management at ASCP. In 2014 she has built their Leadership Academy for all directors. This advanced leadership initiative seeks to tap the experience of their leaders and help redirect and broaden their skills. The Leadership Academy requires 110 classroom hours composed of core, elective, online courses, and Presentations of Learning in a Sharing Think Tank (STT). The STT is where participants share their stories in a Presentation of Learning” demonstrating how they utilized what they learned in the classroom and applied on the job. This Leadership Academy laid the ground work for the design and development of the “Leadership Institute” launching in July, 2017. The Leadership Institute is an on-line leadership certificate program for ASCP members and non-members.

In 2015, Catherine built the ASCP Management Academy for all levels of managers and those aspiring to be managers. This academy includes Cross-Departmental Training Seminars, Management Courses, a Mentoring Program and Presentations of Learning in the Sharing Think

Tanks. The academies are designed and developed with high levels of participant engagement, respected, valid, and reliable self-assessments, and peer to peer learning.

She has presented live leadership courses nationally and internationally spanning the U.S., as far as Abu Dhabi and Dubai.

ASCP LEADERSHIP INSTITUTE

Provides comprehensive leadership training for laboratory professionals; for additional information, please navigate to <https://www.ascp.org/leadership>.

The Leadership Institute is the lab team's complete resource for practical, customizable leadership training developed to enhance pathologists' and laboratory professionals' effectiveness in the lab; the institute is facilitated by ASCP's organizational and leadership experts, the Leadership Institute teaches participants to adapt their behavior, communication skills, and leadership styles to be effective in a variety of workplace situations.

The Leadership Institute provides multiple training options, including a Leadership Certificate program with 10 online, on-demand courses offering CME/CMLE/SAMs credit. You can also build your skills and earn credit through live courses and the on-site facilitation of courses at your institution. For one-on-one instruction that meets your specific leadership needs, the Leadership Institute offers personal coaching. The cost for the certificate program is \$599 for non-members and \$499 for members.

Contact leadership@ascp.org to get additional information.

QUESTIONS/CONCERNS

Please contact LCDR David Young (David.Young@fda.hhs.gov) or LCDR Thomas Maruna (Thomas.Maruna@fda.hhs.gov) if there are any issues or concerns that you wish to discuss.

END