



DENTAL CATEGORY

OF THE UNITED STATES PUBLIC HEALTH SERVICE

USPHS Dental Category

White Paper

2010 DePAC Membership Work Group

Members:

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The DePAC Membership Committee has as its mission the identification, collection and distribution of all required information necessary to support maintaining a voting membership of no fewer than 7 and no more than 20 voting members. Several specific functions exist for DePAC Membership Workgroup members as outlined below.

Functions of DePAC Membership Workgroup

- A. Monitor current DePAC Voting Members' term expiration dates.
- B. Ensure that DePAC maintains a voting membership of no fewer than 7 and no more than 20 members.
- C. Update member status as needed.
- D. Recruit DePAC Membership following Project Timeline.
- E. Collect Self Nominations packets, review for completeness and submit along with Ballots and Score Sheet to the DePAC Committee voting members.
- F. Encourage involvement of PHS dentists in workgroups and subcommittees.
- G. Strive to ensure all PHS agencies are represented within the DePAC.
- H. Facilitate the transfer of information to the CDO's of each agency at the request of the DePAC Committee.
- I. Report to the DePAC Committee via Monthly Action Plans and End of Year report.

Overview of DePAC Membership Workgroup

- A. Workgroup Member Requirements.
 1. Workgroup membership commitment is for 1 year. Renewable annually.
 2. Members are expected to be present via teleconferencing for all scheduled meetings.
 3. Failure to attend two or more meetings per year without just cause is justification for removal from the workgroup.
 4. Participation on workgroup projects is required.
 5. Attendance and participation/involvement of members is required to be reported to the DePAC Executive Committee.
- B. DePAC Membership Project Timeline
 - June-July....Solicitation for DePAC Applicants
 - Aug 31.....Self Nominations due to workgroup
 - Sept 3.....Acknowledgment letter to Applicants
 - Sept 20.....Ballots to DePAC voting members
 - Sept 24.....Discuss nominees at DePAC meeting
 - Sept 24.....Ballots due back to DePAC Executive Secretary
 - Oct 15.....Ranked list to DePAC Chair and CPO
 - Dec 1.....Surgeon General Approval obtained
 - Dec 1.....Inform new members of "conditional" selection
 - Dec 17.....Appreciation Letter to applicants not selected

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- Dec 17.....December DePAC meeting invite new members

Proposed Projects to Enhance Membership Workgroup Objectives

- A. Get more information to Dentists in the field about self-nomination to DePAC as well as actively pursuing subcommittee and workgroup involvement.
- B. Add information to DePAC website.
- C. Ask Dental Director/ Chief Dental Officers to encourage and support their dental officers' involvement with workgroups and other PHS activities.
- D. Target all agencies of PHS dentists for various levels of DePAC involvement.
- E. Acknowledgement of Application Letter
 - 1. Send e-mail/thank you letter for submitting DePAC application to all applicants.
 - 2. Send e-mail/thank you letter for DePAC Voting Member applicants not selected and strongly encourage involvement with workgroups as well as reapplying the next year.
- F. Revise process of comparison sheet currently used to rank and compare DePAC Voting Member applicants.
- G. Comparison of number of applicants per year.
- H. Compare % of dentists that apply from each PHS agency.

Anticipated Outcomes

- A. Revised DePAC Voting-Member Applicant Comparison Sheet should;
 - 1. Make selection process more time efficient.
 - 2. Make processing of applications more time efficient.
 - 3. Allow for more equal distribution of responsibilities to workgroup members.
 - 4. Aid DePAC Voting Members in applicant selection process.
 - 5.
- B. Letters of Acknowledgement to DePAC Applicants
 - 1. Applicants who applied to be Voting Members in the past will be more likely to reapply in the future.
 - 2. Applicants that applied will also be more likely to participate in workgroups.
 - 3. Acknowledgment of application will make applicants more receptive to active involvement with DePAC.
- C. DePAC Workgroup Involvement
 - 1. Involve more dentists in the workgroup committees.
 - 2. Many dentists are not aware that they can contact workgroup chairs to become a member to get involved.

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- D. Explore DePAC involvement by PHS agency and past applicants
 - 1. Promotion and awareness of DePAC is important to officers in the field.
 - 2. Representation and input from all PHS agencies will give DePAC a more inclusive integrated core.
 - 3. More involvement with DePAC workgroups and subcommittees.

Evaluation Processes

- A. Of new Voting-Member Applicant Comparison/Score Sheet
 - 1. Assess to see if new process was more time efficient. e.g., required fewer weeks to process applicants.
 - 2. Assess to see if new process delegates responsibilities to more individuals making process less labor intensive for any single individual.
 - 3. Survey Monkey to Voting Members to see if new Comparison Sheet is easier to use than form from last year.
- B. Acknowledgement of Application to DePAC Letter
 - 1. Assess the number of repeat applicants in the past compared to next year (after sending letter).
 - 2. Assess to see to if the number of applicants for DePAC Voting member increases.
- C. DePAC Workgroup Involvement
 - 1. Determine if the number of members per workgroup subcommittee increases after the initiative.
 - 2. Determine if percentage increase in workgroup involvement is significant.

Past Accomplishments of Membership Work Group

- A. Updated the Inactive Reserve Database. A list containing the names of 329 Inactive Reserve Officers was updated with current contact information for all Officers that could be located.
- B. Processed DePAC voting member applications per previous sections and DePAC bylaws.
- C. Designed the Membership Workgroup Whitepaper.
- D. Revised and combined the comparison/score sheet with the ballot on an excel spread sheet making it an effective tool for future use as well as data collection.

In summary, the DePAC Membership Work Group is one of the most dynamic and engaged of the DePAC work groups and subcommittees, due to the nature of its tasked responsibilities. As we look to the future, we anticipate continued development of products and streamlined processes which support selection of the most viable USPHS dental officer candidates to the membership of the Dental Professional Advisory Committee.