

# **THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES**

## **28 SEP 2001**



Therapist Professional Advisory Committee		
CAPT Charlotte Richards Chief Professional Officer Northern Navajo Medical Center Rehabilitation Services Department PO Box 160 Shiprock, NM 87420 Phone: 505-368-7100 FAX: 505-368-7078 E-mail: charlotte.richards@shiprock.ihs.gov	CDR Jeff Fultz Chair, TPAC Northern Navajo Medical Center Health Promotion Program PO Box 160 Shiprock, NM 87420 Phone: 505-368-6306 FAX: 505-368-6324 E-mail: jeffrey.fultz@shiprock.ihs.gov	LCDR Bart Drinkard Executive Secretary, TPAC National Institutes of Health Building 10, Room 6S-235 10 Center Drive, MSC 1604 Bethesda, MD 20892-1604 Phone: 301-402-3015 FAX: 301-480-0669 E-mail: bart_drinkard@nih.gov

If you have information you would like to pass on, or have a question for TPAC please do not hesitate to contact your Field Representative.

<u>FIELD REPRESENTATIVE</u>	<u>AGENCY</u>	<u>EMAIL</u>	<u>Phone#</u>
Ms. Tina Bauer	IHS Northwest	Tina.Bauer@mail.ihs.gov	(406)-477-4422
CDR Betty Garner	IHS Multi-site	ababgarner@cableone.net	(580) 421-4585
CDR Lou Iannuzzi	HRSA USCG	Liannuzzi@siuh.edu	(718) 226-6343
LCDR Michelle Jordan	Multi-Agency	mjordan@hrsa.gov	(301) 443-7037
LT Jeffrey Lawrence	IHS NM	JLawrence@abq.ihs.gov	(505) 552-5490
LCDR Cindy Melanson	CMS	Cmelanson@cms.hhs.gov	(410) 786-0310
LT Jenevieve Neros	IHS AK	Jenevieve.neros@searhc.org	(907) 966-8312
LCDR Sue Newman	BOP WEST	snewman@bop.gov	(817) 413-3435
CAPT Fran Oakley	NIH PT/OT	foakley@nih.gov	(301) 402-3019
LT Michelle Peterman	CMHS	Gatoram2@aol.com	202-645-7610
LT Joseph Rasor	IHS AZ	Joseph.Rasor@pimc.ihs.gov	(602)-263-1561
Ms. Beth Solomon	NIH SLP	bsolomon@nih.gov	(301) 496-8831
LCDR Matt Taylor	BOP EAST	mtaylor@bop.gov	(978) 796-1000ext.4663

**FUTURE TPAC MEETINGS:**

<b>DATES FOR FUTURE TPAC MEETINGS:</b> Friday 14 DEC 01, Friday 22 FEB 02, Wednesday 24 APR 02 -COA Mtg. Atlanta, GA (21 APR- 25 APR 02), Friday 28 JUN 02
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**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
28 SEP 2001**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
  - A. Introduction of Special Guests J. Fultz
  - B. Action Item Review J. Fultz
- V. OLD BUSINESS
  - A. Field Representative Coordinator B. Drinkard
- VI. NEW BUSINESS
  - A. Continuing Education Credit Hours B. Parks
- VII. REPORTS
  - A. Chief Professional Officer C. Richards
  - B. Chairperson J. Fultz
  - C. Awards Committee G Johnson
  - D. CCRF Committee G. Mead
  - E. Education Committee L. LaBranche
  - F. Finance Committee R. West
  - G. Fitness/Wellness Initiative Committee R. Parks
  - H. Recruitment and Retention Committee D. Aretino
    - Mentoring Task Force M. Smith
    - Recruitment for Therapist Category M. Melanson
    - Home Page K. Siegel
  - I. Strategic Growth Committee J. Hurley
  - J. Discipline Liaisons:
    - Audiology L. Simpson
    - Occupational Therapy R. Parks
    - Physical Therapy M. Smith
    - Speech Language Path B. Solomon
  - K. COA Therapist Representative R. Parks
  - L. 2002 COA Meeting Task Force I. Williams
  - M. Newsletter D. Brueggemann
  - N. Junior Officer Report M. Jordan
  - O. Field Representative Reports (Summary) B. Drinkard
    - IHS
      - Alaska J. Neros
      - Arizona J. Rasor
      - Multi-site B. Garner
      - New Mexico J. Lawrence
      - Northwest T. Bauer
    - HRSA L. Iannuzzi
    - NIH
      - OT/PT F. Oakley
      - SLP B. Solomon
    - BOP East M. Taylor
    - BOP West S. Newman

**Therapist Professional Advisory Committee Meeting Minutes**

Date: 28 SEP 2001

Time: 1000 – 1300 hours EDT

Location: Teleconference, with Chair in Shiprock, NM

**I. CALL TO ORDER: 1003 AM EDT**

Roll Call:

MEMBERS: CDR Jeffrey Fultz, Chair  
LCDR Bart Drinkard, Executive Secretary  
CAPT Dominick Aretino  
CDR Lois Goode  
CAPT John Hurley  
CAPT Georgia Johnson      **Proxy LCDR Drinkard**  
CAPT Leo LaBranche  
LT Grant Mead              **Proxy CDR Fultz**  
CAPT Rebecca Parks  
Ms. Beth Solomon         **Proxy LCDR Drinkard**  
CDR Frank Weaver        **Proxy CAPT Hurley**  
CAPT Ivana Williams  
GUESTS: CAPT David Breuggeman  
CDR Terry Cavanaugh  
LCDR Mark Melanson  
LCDR Cindy Melanson

**Signing on late:**

CPO: CAPT Charlotte Richards  
MEMBERS: CAPT Mark Dardis              **Proxy LCDR West**  
CDR Nancy Balash  
LCDR Richard Shumway  
LCDR Ron West  
GUESTS: CAPT Mike Flyzik  
CDR Martha Duganne  
CAPT Charles McGarvey  
CDR Michaele Smith  
LCDR Liza Figueroa  
LCDR Michael Lackey  
LCDR Mercedes Benitez-McCrary  
LT Joseph Rasor  
LT Jeff Richardson  
Ms. Diane Wright

**II. REVIEW AND ADOPTION OF AGENDA:**

The agenda was adopted as written.

**III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:**

The TPAC Minutes for 27 JULY 01 were approved

#### **IV. OPEN FORUM**

##### INTRODUCTION OF SPECIAL GUESTS:

##### ACTION ITEM REVIEW:

- A) CDR Keats from DCP was unavailable to talk about appointment board standards (i.e. foreign trained therapists) and will be rescheduled.
- B) CDR Fultz forwarded the Respiratory Therapist position paper to Admiral Davidson.
- C) LCDR Drinkard announced LCDR Cindy Melanson as the new field representative coordinator.
- D) Information regarding Henry Jackson Foundation contributions was sent out by email. (attachment A)
- E) Billet review: Terry Cavanaugh, task force co-chair, will provide a progress summary at the next TPAC meeting 14 DEC 01.

#### **V. OLD BUSINESS** (No old business was discussed)

#### **VI. NEW BUSINESS**

A) COA 2001 continuing education credit: CAPT Parks reported that several therapists did not receive CE credit for "category day" attendance. CE approval was not in place.

**ACTION ITEM:** CAPTs LaBranche and Aretino, and CDR Benitez-McCrary are to develop a template process for continuing education credit approval

**ACTION ITEM:** CDRs Goode and Garner and LCDR West are to develop a continuing education certificate for the 2001 COA meeting category day attendance to be forwarded to all eligible category members

**ACTION ITEM:** LCDR Drinkard is to remind category members to contact CDR Goode if they are eligible for a continuing education certificate for attending category day at the 2001 COA meeting

#### **VII. REPORTS**

##### A) CHIEF PROFESSIONAL OFFICER

- 1) CAPT Richards reported that the CCRF has been activated and for all officers to "Be Ready" for activation should there be a need.
- 2) Revitalization of the Corps: NCI or "New Corps Initiative" is the new phrase being used at headquarters east.
- 3) There will be a CPO – PAC chair meeting 11 Oct and will include agency representatives
- 4) New officers should remember to sign up for BOTC (Basic Officer Training Course)

##### B) CHAIRPERSON

- 1) CDR Fultz stated that there will be new opportunities in the near future for therapists in areas of health promotion and within wellness centers
- 2) CAPT Flyzik's position in OSG as Healthy Lifestyles Coordinator ends after FEB 01.
- 3) Discussion followed regarding the need to maintain a healthy lifestyles coordinator therapist billet.

**ACTION ITEM:** CAPTs Richards and Flyzik and CDR Fultz are to draft a position paper on the Healthy Lifestyles coordinator position for review by TPAC members prior to presentation at the CPO PAC SG PAC meeting 11 OCT 01. (see Attachment B)

C) AWARDS COMMITTEE: No new report

D) CCRF COMMITTEE: see **ATTACHMENT C**

E) EDUCATION COMMITTEE:

The continuing education list is posted on the web page.

F) FINANCE COMMITTEE: see **ATTACHMENT D**

LCDR West outlined and made a motion to accept the Finance Committee's proposed changes to the TPAC Policy and Procedures (see attachment D). The motion was seconded and unanimously approved by TPAC.

**ACTION ITEM:** CDR Fultz and LCDR Drinkard are to revise the TPAC Policy and Procedures manual to include changes related to Finance Committee operations.

G) FITNESS/WELLNESS INITIATIVE COMMITTEE: see **ATTACHMENT E**

H) RECRUITMENT AND RETENTION COMMITTEE:

**Vacancies:**

	VACANCIES	
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<u>AGENCIES</u>	<u>LOCATION</u>	<u>POSITION</u>
IHS	Ada, Oklahoma	1 physical therapist
	Fort Belknap, MT	1 physical therapist
	Crown Point, NM	1 physical therapist
	Fort Defiance, AZ	2 physical therapists
	Hoopa, CA	1 physical therapist
	<u>Browning, MT</u>	1 physical therapist
	<u>Sault St. Marie, MI</u>	1 physical therapist
	<u>Parker, AZ</u>	1 or 2 physical therapists
	<u>Winslow, AZ</u>	1 wellness center coordinator
Federal	usa.jobs.opm.gov	Health promotion/wellness

**Home Page:** No new report

**Mentoring:** CDR Smith reported that we have a large pool of mentors and placed a standing call for mentees. Contact her at: [michaele\\_smith@nih.gov](mailto:michaele_smith@nih.gov)

The effectiveness of the IHS scholarship program was discussed with regard to the percentage of scholarship recipients who are ultimately placed in PHS therapist positions.

**ACTION ITEM:** CDR Duganne is to prepare a report for the next TPAC meeting on IHS scholarship recipients and placement

I) STRATEGIC GROWTH COMMITTEE: see **ATTACHMENT F**

- 1) CAPT Hurley expects a favorable review of the RT position paper (for the inclusion of RTs in the Commissioned Corps)
- 2) The numbers of IHS and BOP Respiratory Therapists eligible for commissioning were compiled by LT Razor (attachment F).
- 3) CAPT Hurley gave an update on a number of potential PHS therapist positions which may develop in the future (attachment F)
- 4) CDR Weaver has identified several "potential" IHS sites which have not staffed Commissioned Corps therapists in the past. Contact CDR Weaver for more information
- 5) LCDR Mark Melanson and CAPT Miller are creating a "therapist fact sheet" for facilities interested in staffing Commissioned Corps therapists. This will be presented at the next TPAC meeting.

J) DISCIPLINE LIAISONS:

All disciplines liaisons stated there was no new information

**ACTION ITEM:** Discipline liaisons are to report to CDR Fultz on any potential new therapist category billets by 10/31

K) COA THERAPIST REPRESENTATIVE:

CAPT Parks announced that 85 applicants for COA director had been reviewed and a new director should be in place by the end of October.

L) 2002 COA Meeting Task Force

CAPT Williams announced that the 2002 COA meeting theme will be related to "Critical Response" There may be a CDC site visit for therapists scheduled during the meeting. There will be a conference call for COA meeting organizers prior to the next TPAC meeting. Contact CAPT Williams if you are interested: [iwilliams@hrsa.gov](mailto:iwilliams@hrsa.gov)

M) NEWSLETTER:

CAPT Brueggemann gave a standing call for material for the newsletter. Photos are more than welcome. Contact CAPT Brueggemann ([dbruegge@anmc.org](mailto:dbruegge@anmc.org))

N) JUNIOR OFFICER REPORT:

LCDR Cindy Melanson reported that a welcoming brochure may be developed by the Junior Officer Advisory Group for new officers coming on board.

O) FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

LCDR Drinkard announced LCDR Melanson as the new Field Representative coordinator.

**ACTION ITEM:** CDR Fultz and LCDR Drinkard are to revise the TPAC Policy and Procedures manual to include changes related to the Field Representative Coordinator position description.

CLOSING ROLL CALL:

MEMBERS: CDR Jeffrey Fultz, Chair  
LCDR Bart Drinkard, Executive Secretary  
CAPT Dominick Aretino  
CDR Nancy Balash  
CAPT Mark Dardis Proxy LCDR West  
CDR Lois Goode  
CAPT John Hurley  
CAPT Georgia Johnson Proxy LCDR Drinkard  
LT Grant Mead Proxy CDR Fultz  
CAPT Rebecca Parks  
Ms. Beth Solomon Proxy LCDR Drinkard  
LCDR Shumway  
CDR Frank Weaver Proxy CAPT Hurley  
LCDR Ron West  
CAPT Ivana Williams  
CPO: CAPT Charlotte Richards  
GUESTS: CAPT Becky Sellers  
CAPT Mike Flyzik  
CDR Terry Cavanaugh  
CDR Michaele Smith  
LCDR Liza Figueroa  
LCDR Cindy Melanson  
LCDR Mark Melanson  
LT Joseph Rasor

CONCLUSION: Meeting adjourned

Respectfully Submitted: LCDR Bart Drinkard, TPAC Executive Secretary.

Concur: CDR Jeff Fultz, TPAC Chair.

Concur: CAPT Charlotte Richards, CPO Therapist Category.

**ATTACHMENT A**

**MEMORANDUM:**

**TO: All Members of the THERAPIST CATEGORY**

**CONTRIBUTIONS TO THE HENRY M. JACKSON FOUNDATION**

To make a tax deductible donation to the Therapist Professional Advisory Committee's Special Project Fund:

Please make checks payable to: "**Henry M. Jackson Foundation- #5352.**"

The Therapist Category Account is #5352.

No cover letter is required.

Mail to:

**Henry M. Jackson Foundation  
ATTN: Dr. Bryce C. Reddington, Ph.D.  
1401 Rockville Pike, Suite 600  
Rockville, MD 20852**

The envelope *must be* addressed to the attention of Dr. Bryce C. Reddington, Ph.D, as he is the Special Projects Program Director. He can be reached at (301) 294-1226 if you have any questions.

Historically, the TPAC's HJF Special Project Fund was established by CAPTs Huylebroeck and Nestor. The initial purpose for creating this account was to facilitate the development of continuing education programs for the Therapist Category. In addition to this, the TPAC will use the HJF fund to support special projects as deemed necessary and appropriate. The TPAC will adhere to all the rules and regulations set forth by the HJF in the collection and disbursement of monies. The TPAC will also accept the recommendations of the Office of General Counsel on Ethics regarding the use of the fund.

If you know of a product representative or a company that would like to contribute, please contact:

CDR Lois Goode Lois.Goode@mail.ihs.gov 928-338-4911 or

LCDR Cindy Melanson Cmelanson@cms.hhs.gov 410-786-0310.

For more information regarding the Henry M. Jackson Foundation refer to their web site: [WWW.HJF.org](http://WWW.HJF.org).

**Please Post This Flier In Your Clinic or Office.**



ATTACHMENT B

Therapist Professional Advisory Committee

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VADM David Satcher,  
Surgeon General

10 OCT 01

Dear Sir,

The Therapist Professional Advisory Committee (TPAC) and the Therapist Chief Professional Officer strongly recommend the continuation of the Healthy Lifestyles Program for the Commissioned Corps. This position paper has been developed to demonstrate support and rationale for continuing this vital program.

The Therapist Category took the lead role in response to your call to action that began the Healthy Lifestyles Initiative for the Commissioned Corps in 1998. In late 1999 you indicated that you wanted a position created to be responsible for coordinating this effort. In response to this, CAPT Mike Flyzik accepted the opportunity to serve as the Coordinator for Healthy Lifestyles in the Office of the Surgeon General. The intent of the two-year detail was to begin "grass-roots" local health promotion programs specifically (but not exclusively) for the benefit of our officers. In August 1999, the Therapist Category formed a Healthy Lifestyles Committee that reached out to officers in all agencies to promote and initiate fitness/wellness programs at the local level. CAPT Rebecca Parks chairs the Healthy Lifestyles Initiative Committee for the Therapist PAC. This committee developed network of points of contact across agencies throughout the USPHS. This network has facilitated the sharing of information about local activities, events and programs designed to facilitate improving the health and wellness of our officers and other federal employees. Please refer to the attached committee reports from the past year to see what has been accomplished nationwide. From the content described in these reports it is clear that these efforts have been tremendously successful.

The Coordinator for Healthy Lifestyle's position in the Office of the Surgeon General has been implemented for less than two years. In this relatively brief timeframe a great deal has happened, much of it due to the work of officers in the field together with CAPT Flyzik's guidance. His detailed report describes many accomplishments. CAPT Flyzik's report details tangible results that clearly justify the continuation and probable need for expansion of the program.

Direction of the Healthy Lifestyles Program needs to be from above the agency level, either integrated into the Office of the Surgeon General or the Medical Affairs Branch. This would eliminate any agency specific moniker, and potential for parochial attitudes and views hampering the success of the program. A centralized program is able to draw resources from all agencies and help to set standards which will apply to all agencies.

The Healthy Lifestyles Coordinator position was initially established as a two-year IHS funded detail to OSG. This detail ends in February. A great deal has been accomplished since CAPT Flyzik welcomed the challenge of developing a multifaceted, comprehensive health and wellness program for the Commissioned Corps. Through the CPO/PAC Chair Committee CAPT Flyzik very quickly amassed a multidisciplinary network of officers across agencies, dedicated to wellness and fitness issues and the goals of this program. We are very concerned that when CAPT Flyzik's detail ends the Healthy Lifestyles Program will also end, as the program will have lost its central coordination and sanction of the Surgeon General.

Future objectives of the Healthy Lifestyles Program can include;

- Continuing to facilitate established local fitness/wellness programs with central support and coordination.
- Serving as the centralized resource for initiating new programs where they do not currently exist.
- Continuing to work with CCRF to develop and refine fitness standards and testing at the local levels to ensure readiness.
- Facilitating and encouraging support from the agencies towards the goals of this program.
- Advocating for administrative support to allow officers time on the job to work on their own fitness/wellness.
- Performing ongoing officer surveys/information gathering to provide objective data regarding ongoing fitness/wellness of the Commissioned Corps.
- Serving in a liaison capacity gathering and sharing information from those in the field to and from those at the highest administrative levels in the PHS.

The Therapist Category would like to continue serving a leadership role in the Healthy Lifestyles Program for the Commissioned Corps. We have demonstrated our commitment and competence towards accomplishing the goals of this program. Therapists are uniquely qualified to provide professional expertise in the development of individualized, as well as group fitness regimens ("exercise prescriptions") for our officers. Therapists also routinely coordinate services with other health care professionals to ensure the highest standard of care. Our category's efforts through the Healthy Lifestyles Initiative Committee and CAPT Flyzik's achievements have already shown what we can accomplish working together with other professionals in the USPHS.

Thank you for your consideration of this position paper.

CAPT Charlotte B. Richards  
Chief Professional Officer, Therapist Category

CDR Jeff Fultz  
Chair, Therapist PAC

## **ATTACHMENT C**

### **CCRF Committee Report**

Good Day!

I have just returned to the office after having been activated by the PHS-1 DMAT during the last two days. We were ready and able a few hours after the tragic events on Tuesday. We were a complement of 42 Officers, all packed and ready to go. We were held in a holding pattern for deployment until last night. The word came down that most DMAT would be deactivated secondary to decreased number of casualties. This meant only one thing, too many fatalities. Our whole team was struck hard by the news as we were ready to go. I am proud to say that we were mobilized and ready to move in a matter of a few hours. I am just sorry to say that our services were not needed.

Anyway, now for the report for the upcoming TPAC Meeting. We the CCRF Committee have clearly broken down the development of the Therapist SOP Manual. The following sections are being re-drafted by the following officers;

Audiology - CDR Frank Weaver

Speech (SLP) - LCDR Mercedes Benitez-McCray

Occupational Therapy - CDR Susanne Pickering, LT Grant Mead

Physical Therapy - LCDR Scott Gaustad, LT Grant Mead

We are looking at coming together very soon (ETA October) with a draft. I will compile everything and distribute to the other members of the Committee.

Respectfully yours,

LT Mead

Grant N. Mead, OTR/L, LT, USPHS  
Senior Program Management Officer  
Bureau of Health Professions  
Ph. # 301-443-4519  
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## **ATTACHMENT D**

TPAC Finance Committee Report  
28 SEP 2001

**Members:**

LCDR Ron West, Finance Committee Chair  
CDR Lois Goode  
LCDR Cindy Melanson  
LT Joe Rasor

During the 27 JUL 2001 TPAC Meeting a Finance Committee was developed and approved. LCDR West volunteered and was elected to chair the committee. The purpose for the committee is to:

1. Manage the collection and distribution of funds for the Henry M. Jackson Foundation Account. (HJF)
2. Promote Fund Raising Activities.
3. Provide feedback to the TPAC regarding fund utilization.

After consideration of the above duties, it is proposed that the Finance Committee's efforts be divided into two phases.

**Phase I: Building a Good Financial Base.** From the present time until the 28 JUN 2002 TPAC meeting, the Finance Committee will focus on raising funds for the HJF. During this last meeting of the TPAC year, the Finance Committee will report on their success with these efforts. LCDR West and the members of his committee will work with CDR Fultz to develop a proposal for an annual budget to be distributed by the 28 JUN 2002 TPAC meeting. The proposed budget will then be reviewed by the TPAC membership and voted on during the first meeting of the TPAC year (July or August).

**Phase II: Creating Infrastructure.** This will be a growth and implementation period, which will establish regular revenue acquisition and budgetary utilization. Additional committee members will probably be needed before next June. Two subgroups will coordinate all activities through the Finance Chairperson. These groups will be Fundraising and Disbursement. Fundraising will focus on creating long term success with national, regional, local, as well as category member donations to the HJF. Disbursement will facilitate the consideration of requests for funding and will manage the disbursement of funds.

**Two Proposed changes to the TPAC Policies and Procedures:**

**Under the Duties and Responsibilities of the TPAC Chairperson add:**

New #7. Prepare annual budget proposals for the utilization of the Therapist Category's Henry Jackson Foundation Fund, in consultation with the Finance Committee and other committee chairs. The annual budget proposal for the coming year will be presented to the TPAC members at the final meeting of the year (May or June). An annual budget will be considered and approved at the first TPAC Meeting of the year (July or August).

**Add an Appendix K: Henry Jackson Foundation (HJF) Special Project Fund:**

The Therapist Professional Advisory Committee maintains an active account with the HJF. The HJF was created by an act of congress. The introductory statement of this act is included below:

*The Henry M. Jackson Foundation for the Advancement of Military Medicine*

*(a) There is authorized to be established a nonprofit corporation to be known as the Henry M. Jackson Foundation for the Advancement of Military Medicine (hereinafter in this section referred to as the "Foundation") which shall not for any purpose be an agency or instrumentality of the United States Government*

*(b) It shall be the purpose of the Foundation*

- (1) To carry out medical research and education projects under cooperative arrangements with the Uniformed Services University of the Health Sciences,*
- (2) To serve as a focus for the interchange between military and civilian medical personnel, and*
- (3) To encourage the participation of the medical, dental, nursing, veterinary, and other biomedical sciences in the work of the Foundation for the mutual benefit of military and civilian medicine.*

For more information regarding the Henry Jackson Foundation please refer to their web site: [WWW.HJF.ORG](http://WWW.HJF.ORG).

Historically, the TPAC's HJF Special Project Fund was established by CAPTs Huylebroeck and Nestor. The initial purpose for creating this account was to facilitate the development of continuing education programs for the Therapist Category. In addition to this, the TPAC will use the HJF fund to support special projects as deemed necessary and appropriate. The TPAC will adhere to all the rules and regulations set forth by the HJF in the collection and disbursement of monies. The TPAC will also accept the recommendations of the Office of General Counsel on Ethics regarding the use of the fund.

The HJF Fund project coordinator will be the Finance Committee Chairperson, with the CPO, TPAC Chairperson and TPAC Executive Secretary included as members on the account. [All other names will be removed from the fund].

Respectfully Submitted:  
LCDR Ron West, Finance Committee Chairperson

**ATTACHMENT E**

1. Bureau of Prisons

Facility	Activities
FMC, Butner	No Report
FMC, Carswell	PHS officers volunteered at two community health fairs; BOP sponsored blood drive.
FMC, Devens	No Report
FMC, Fort Worth	PHS officers volunteered at two community health fairs.
FMC, Lexington	Weekly stretching class for inmates; COA plans to participate in "The Race for the Cure" on Sept. 22, 2001.
FMC, Rochester	Planning to test officers with the CCRF fitness test in October. Fitness Week postponed secondary to national tragedy.
MCFP, Springfield	No Report

**Summary:**

The BOP Wellness Initiative participants are using local COA branches and other resources to provide group or individual presentations, encourage participation in the Presidential Sports Award program, organize group participation in community fitness activities/health fairs and planning for future activities such as fitness testing and in-services.

2. LTJG Spaulding had a fitness test scheduled, but due to the recent tragedy thought it best to postpone for two weeks. He anticipates having rescheduled the fitness test for sometime in October. He has started a CCRF informational in-service on what the fitness standards are for CCRF and where officers can go to get tested for their own personnel records. These standards are not set in stone, but LTJG Spaulding will share them with all his new officers.
  
3. LCDR Shumway reports that this past year, the orthopedic attrition rate has more than doubled as compared to the past three years in recruit training. Higher ranking individuals have questioned why this has occurred after these issues have been addressed regularly. LCDR Shumway's responses were as follows:
  - a) Poor combinations of good activities with inadequate recovery time.
  - b) Lack of education and/or compliance of the above with Company Commanders.
  - c) Lack of a subject matter expert with authority to make appropriate changes. (i.e., We need a PHS Therapist in this role.) This precedent has been very successful in the Navy boot camp facility at Great Lakes. This point is the key for solving this type of problem. LCDR Shumway plans to attend the Navy fitness symposium in November to help with these topics.
  
4. CDR Goode reports on fitness activities at Whiteriver Service Unit:
  - a) The Phoenix Area Office provided a Fitness/Wellness Conference the last week in August. Fonda Dosela (PT Department Assistant) attended and returned with information on Wellness Activities. She is also part of the Whiteriver Service Unit Wellness team and will be organizing wellness activities in the future.
  - b) We have completed continued Fitness Assessments and Programming August 21st and September 18th. 12 people participated in the last two sessions. We have had 3 people retest, and compared to last year, 2 of those people have decreased their BMI and improved their cardiovascular scores. We are also working on a "Faces of Fitness" bulletin board to recognize

participants in the Fitness Program, as well as provide general fitness information.

c) A Fun Run/Walk is planned for 10/2/01.

5. CAPT Parks and CDR Smith met with CDR Dusty Rhodes (Veterinarian) in July to discuss the formation of a NIH healthy lifestyles committee. It is conceived that the committee would act as an advisory and resource for those in the NIH community who are interested in starting or continuing a healthy lifestyle program. Most outside activity for the Fitness center on campus has been cancelled due to strict security. Members are asked to display the NIH and fitness center ID before they can work out.
6. CDR Cavanaugh reports that in Sitka the "10,000 steps" program for employees is off to a great start with a lot of positive feedback from participants. The first round of incentives has been distributed to all who submitted a record of their steps. The Wellness team is preparing to sponsor another SPARK training. (SPARK stands for Sports, Playful Activity and Recreation for Kids). They will again bring in trainers to teach school employees fun methods that increase youth activity. As a result of our first training, there are now new or enhanced activity programs operating during and after school in several Southeast Alaska communities. The next training will bring in additional communities.
7. CDR Fultz formally began his new position in the Health Promotion program as Fitness/Wellness Coordinator for the Navajo Area August 13, 2001. CDR Fultz is currently working with the Rehab Services Department in Shiprock to initiate an Employee Wellness Clinic service. The primary goals for this clinic are to provide ready access for employees to obtain professional consultation regarding their individual fitness and wellness. He will be evaluating employee fitness levels and then developing individualized programs to address the needs identified and meet collaborative goals. This will include performing CCRF physical fitness level determinations. Additionally, as part of this service, CDR Fultz will provide work site ergonomic evaluation/assessment with recommendations. The clinic will be based out of the Health Promotion Program, but services will be integrated with the Physical Therapy program at Northern Navajo Medical Center. CDR Fultz expects to formally initiate this program by mid-October.

# Memorandum

**To:** TPAC Secretary

**From:** CAPT John T. Hurley

**Date:** 9-27-01

**Subject:** Strategic Growth Committee Report

## Members

CAPT John T Hurley  
CDR Sue Miller  
CDR Nancy Balash  
LT Joe Rasor  
LCDR Mark Melanson  
CAPT Georgia Johnson  
LDCR Frank Weaver

**Below is a report from the last SGC meeting held 9-19-01**

### **MOU agreements**

MOU's are still on hold. There are two PHS officers detailed to the VA. PHS sponsors them both and as I understand it PHS pays for benefits. In one case the salary is split between VA and PHS. Admiral Davidson requests that we stay on hold and not call his office asking for updates. I should be the first to know what's happening.

I have been in contact with CDR McGuinnes who is with Immigration Services. CDR McGuinnes is the primary person involved with the Exceptional Family Member Program (EFMP) RADM Davidson was very interested in CDR McGuinnes's previous progress with the EFM program and the potential hiring of PHS Commissioned Corps Officers. RADM Davidson asked that I contact him and re-initiate negotiations. I have since contacted CDR McGuinnes and he is getting information together for RADM Davidson. If some of these slots could be filled with our Officers it would open slots for OT, PT, Speech, and Audiology. As I receive information I will let you all know.

### **DOD activities**

There is a small blanket agreement between DOD and PHS. We may be able to detail a PHS Officer to a DOD agency. Many DOD agencies hire civilian employees. Once a Military slot has been converted to civilian it is almost impossible to convert it back. As I understand it there is potential to hire a Commissioned Officer into one of these slots. CDR Nancy Balash has made contact with the ARMY and negotiations are underway for a position.

### **Indian Health Service**

We were recently tasked with the responsibility of determining numbers of actual respiratory Therapists that are commissionable. Frank Weaver developed a list of hospitals from the registry that had Respiratory Therapy Capability. Lt Joe Rasor readily accepted the assignment and called all of the facilities. The information received is included in this report.

Frank Weaver has been contacting Indian Health Facilities to find new potential places for our therapists. These facilities will be reported at the TPAC meeting.



## Therapist Category Fact Sheet

At the last TPAC meeting CDR Fultz asked that our committee develop a fact sheet that would describe who we are as a category and define procedures for commissioning. Jeff discussed this with LCDR Mark Melanson over the last TPAC teleconference call. Mark is now working with CAPT Sue Miller and putting this information together. Preliminary information from this report will be available at the TPAC conference call.

## Commissioned Corps Applicants

LCDR Melanson has been doing a great job keeping track of who is currently fully qualified in the CC applicant pool. He has been giving them ongoing information as to what is available. He will give us a report at TPAC.

Thank you for all of your hard work and commitment to the goals of our committee and TPAC.

John T Hurley

### Respiratory Therapists of the Indian Health Service Report

#### Therapist Professional Advisory Committee

#### Strategic Growth and Expansion Committee

City, State	Hospital	Phone Number	Number of RT	Number of Bachelor Level
Anchorage, AK	Anchorage Native Medical Center	907-729-1994 x1384	15	2
Barrow, AK	Samuel Simmonds Memorial Hospital	907-852-4611	0	0
Bethel, AK	Yukon-Kuskokwim Hospital	907-843-6300 x6463	4	1
Fairbanks, AK	Chief Andrew Iassac Health Center	907-452-8181 x5675	0	0
Sitka, AK	Searhc Mt. Edgecumbe Hospital	907-966-8544	1	0
Chinle, AZ	PHS Comprehensive Hlth Care Facility	928-674-7001 x7246	3	0
Cibique, AZ	PHS Indian Health Care Center	928-332-2560	0	0
Fort Defiance, AZ	PHS Indian Hospital	928-729-5741 x3570	5	0
Polacca, AZ	Hopi Health Care Center	928-737-6002	0	0
Kayenta, AZ	PHS Indian Health Care Center	928-697-4000	0	0
Parker, AZ	Parker Indian Hospital	928-669-2137	0	0
Peach Springs, AZ	Peach Springs PHS Indian Hlth Center	928-769-2204	0	0
Phoenix, AZ	Phoenix Indian Medical Center	602-263-1200 x1620	6	0
Sacaton, AZ	Gila River Health Center	520-562-3321	0	0
San Carlos, AZ	PHS Indian Hospital	520-475-2371	0	0
Sells, AZ	PHS Indian Hospital	520-383-7251	0	0
Tonalea, AZ	PHS Indian Health Center	928-672-2611	0	0
Tsaile, AZ	PHS Indian Health Center	928-724-6100	0	0
Tuba City, AZ	Tuba City Indian Medical Center	928-283-2501 x2596	9	6
Tucson, AZ	Indian Medical Center	520-295-2480	0	0
Whiteriver, AZ	PHS Indian Hospital	928-338-4911	0	0
Winslow, AZ	PHS Indian Health Center	928-289-4646	0	0
Yuma, AZ	PHS Indian Hospital	928-344-2000	0	0
Covelo, CA	Round Valley Indian Health Center	707-983-6404	0	0
Hoopa, CA	Hoopa Health Association	530-625-4261	0	0
Clewiston, FL	Big Cypress IHS Center	863-983-5151	0	0
Plummer, ID	Benewah Medical Center	208-686-1931	0	0
Cass Lake, MI	PHS Indian Hospital	218-335-3200	0	0
Browning, MT	Browning Indian Hospital	406-638-2626	0	0
Crow Agency, MT	Crow Agency PHS Hospital	406-638-3500	0	0
Harlem, MT	PHS Indian Hospital	406-353-3192	0	0

Lame Deer, MT	PHS Health Center	406-477-4400	0	0
Lodge Grass, MT	PHS Indian Health Center	406-639-2317	0	0
Poplar, MT	PHS Indian Health Center	406-768-3491	0	0
Albuquerque, NM	PHS Indian Hospital	505-248-4000	0	0
Crown Point, NM	Comprehensive Health Care Facility	505-786-5291	0	0
Gallup, NM	Gallup Indian Medical Center	505-722-1000 x462	10	0
Mescalero, NM	PHS Indian Hospital	505-671-4441	0	0
San Fidel, NM	PHS Indian Hospital	505-552-6091	0	0
Santa Fe, NM	PHS Indian Hospital	505-988-9821	1	0
Shiprock, NM	Northern Navajo Medical Center	505-368-6002 x6990	11	0
Tohatchi, NM	PHS Indian Health Center	505-733-8100	0	0
Zuni, NM	PHS Indian Health Center	505-782-4431	0	0
Cherokee, NC	PHS Indian Hospital	828-497-9163	0	0
Belcourt, ND	PHS Indian Hospital	701-477-6112 x399	1	0
Fort Yates, ND	Standing Rock Sioux Tribe	701-854-3831	0	0
Ada, OK	Carl Albert Indian Hospital	580-436-3980 x6592	2	2
Claremore, OK	PHS Hospital	918-342-6200 x6314	0	0
Clinton, OK	Clinton Indian Hospital	580-323-2884	0	0
Lawton, OK	PHS Indian Hospital	580-353-0350	0	0
Tahlequa, OK	WW Hastings Indian Hospital	918-458-3100 x3164	1	0
Warm Springs, OR	PHS Indian Health Center	541-553-1196	0	0
Eagle Butte, SD	PHS Indian Hospital	605-964-7724	0	0
Fort Thompson, SD	PHS Indian Health Center	605-245-2285	0	0
Rapid City, SD	PHS Indian Hospital	605-355-2500	0	0
Rosebud, SD	PHS Indian Hospital	605-747-2231 x404	1	0
Sisseton, SD	PHS Indian Hospital	605-698-7606	0	0
Wagner, SD	PHS Indian Hospital	605-384-3621	0	0
Fort Duchesne, UT	PHS Indian Health Center	435-722-5122	0	0
Toppenish, WA	Yakima PHS Indian Health Center	509-865-2102	0	0
<b>Totals:</b>			<b>70</b>	<b>11</b>

Respiratory Therapists numbers are of Full Time employees (GS/Tribal Hire). Contract RT numbers are not included.

**15.7% in our survey have Bachelor degrees. (11 of 70)**

Agency	RT's	Bachelor Level
BOP		0
NIH	0	0
St.Elizabeths Hospital	2	2

**American Association for Respiratory Care did a survey, with 2000 RT's responding.**

24.6% = bachelor's degree

5.1% = master's degree

6.6% = doctorate degree (Data from Bill Dops at AARC 1-972-243-2272)

**FIELD REPRESENTATIVE REPORTS**  
**September 2001**

**IHS New Mexico**

**ACL:**

- I. Congratulations: N/A**
- II. Positions Open: N/A**
- III. News From The Field:** LTs' Randall and Lawrence have been busy with the Laguna Acoma Fall High School sports programs. LT. Lawrence is going to be attending Maitland MT-2 and Mckenzie Part B in the next few weeks. LT Lawrence coordinated for the non-profit group Fit-4-Free to present to the Acoma 1LT Governor about the possibility to set up a community wellness gym for the Acoma Pueblo at no cost to the tribe except for providing the space. This would include training the trainers, providing the equipment and educating all of the Acoma tribal members who participate in the program. The 1LT Governor was very interested and is going to have the group present to the tribal council so they can vote on this.
- IV. Welcome/Farewell: N/A**
- V. Presentations: (Who, What, Where &When): N/A**
- VI. Publications: N/A**
- VII. Current Research: N/A**
- VIII. Future Agenda Items For TPAC to Consider: N/A**
- IX. Changes to Email Roster: N/A**

**Crownpoint:**

- VIII. Congratulations: N/A**
- I. Positions Open: Chief PT Position**
- II. News From The Field:** LT. Faz "Mike" and Seldon have been keeping busy. Mike reports that Seldon has been a BIG help at the clinic.
- III. Welcome/Farewell: N/A**
- IV. Presentations: (Who, What, Where &When): N/A**
- V. Publications: N/A**
- VI. Current Research: N/A**
- VII. Future Agenda Items For TPAC to Consider: N/A**
- VIII. Changes to Email Roster: N/A**

**Gallup: Did not receive any updates prior to send this report**

**Santa FE: No news to report per CDR Esparsen.**

**Shiprock:**

- I. Congratulations: N/A**
- II. Positions Open: Staff PT,**
- III. News From The Field:** OT position has been filled. CDR Fultz has been busy with his new position as Fitness/Wellness coordinator for the Navajo nation. He has been busy working with the Rehab services dept. to initiate an Employee Wellness Service Clinic. He also worked with the Navajos nation's dept. of Behavior Health to help coordinate the Navajo Nations 10<sup>th</sup> annual Red Ribbon Relay Run.  
  
LT. Murdoch just returned from the NMSC course at Ft. Sam Houston.
- IV. Welcome/Farewell: N/A**
- V. Presentations: (Who, What, Where &When):** LT. Magel reports there is going to be an orthopedic special Interest Group meeting on October 31<sup>st</sup>. This will be presented by Capt. Leo LaBranche from Tuba city on principles of David Butler's concerning the mobilization of the peripheral nervous system. For more info contact Jake at 505-368-7119.
- VI. Publications: N/A**
- VII. Current Research: N/A**
- VIII. Future Agenda Items For TPAC to Consider: N/A**
- IX. Changes to Email Roster: N/A**

**Zuni:**

- I. Congratulations: N/A**
- II. Positions Open: N/A**
- III. News From The Field:** CAPT. Sellers reports that the staff PT position has been filled
- IV. Welcome/Farewell: N/A**
- V. Presentations: (Who, What, Where &When): N/A**
- VI. Publications: N/A**
- VII. Current Research: N/A**
- VIII. Future Agenda Items For TPAC to Consider: N/A**
- IX. Changes to Email Roster: N/A**

## **IHS Arizona**

**Date:** September 28, 2001

**To:** CDR Jeff Fultz, Chairperson, Therapist Professional Advisory Committee

**Subject:** TPAC Field Report- Arizona

**From:** LT Joe Rasor, Arizona Field Representative

### **I. Positions Open:**

- A. Fort Defiance has one open PT staff position.
- B. Fort Defiance has a pending fill for the Chief PT Position

### **II. New From the Field:**

- A. Whiteriver has 2 PT students from Holland.
- B. Phoenix has 1 PT student from Az School of Health Sciences
- C. LTJG Allen and LT Reidhead from Whiteriver attended BOTC.
- D. LT West from Phoenix attended BOTC.
- E. Hopi Health Center started and opened the doors to Physical Therapy patient care on August 20<sup>th</sup>. LT Richardson has a full load.
- F. LCDR West from Phoenix was elected Treasurer for the Phoenix COA Chapter.
- G. LT Rasor and CAPT Dardis from Phoenix attended a wound conference.
- H. CAPT Dardis from Phoenix attended a conference to renew his Hand Therapy Certification.

### **III. Welcome/Farewell:**

- A) LT Richardson moved to the Chief PT Position at Hopi Health Center who transferred from Sells PHS Indian Hospital.
- B) LCDR LaPlante moved to the Chief PT Position at Winslow PHS Health Center who transferred from Fort Defiance Indian Hospital.
- C) LT Pearce moved to the Staff PT Position at Sells PHS Indian Hospital starting October 29. He is transferring from Springfield, MO – BOP.

### **IV. Presentations:**

### **V. Publications:**

### **VI. Current Research:**

### **VII. Congratulations:**

- A. LCDR LaPlante successfully defended his Doctoral research project titled: The Lumbrical/Interossei Specific Examination of Median/Ulnar Motor Distal Latency, an Extensive Study of Normal Values Compared Within Age Groups.

**Future Agenda Items to Consider:** None identified.

## CMHS

TO: Chairperson, Therapist Professional Advisory Committee  
FROM: LT Michelle Peterman  
DATE: 21 Sep 2001  
SUBJECT: TPAC Quarterly Agency Activity Report  
Department of Mental Health (DMH)

I. Congratulations:

None

II. Positions Open:

None

III. News from the Field:

LCDR Mark Melanson's program "Stamps for a Living" received a \$15,000 grant from United Way to hire someone to promote the stamp program.

LCDR Mark Melanson's gave a tour of "Stamps for a Living" to the Social Work Professional Advisory group and the DC Mayor's office personnel.

LCDR Mark Melanson volunteered as a crisis counselor for NW Family Center.

CDR Coleman performed as a crisis intervention volunteer for FEMA during the flood disaster in Washington, DC.

CDR Coleman completed the following workshops: "Neurobiology fo Stimulant Dependence", "Treatment of withdrawal from Alcohol and Opiods", "Psychiatric Management of Patients with Substance Abuse and Major Psychiatric Disorders", and "Cognitive Behavioral Therapy for Substance Abuse".

LT Danell Hiltz and LTJG Teshara Bouie completed debriefing training given by the DC Mental Health Association.

LT Bacilio, LT Peterman, LT Hiltz, and LTJG Bouie provided crisis counseling at various mental health centers throughout DC following the terrorist attacks on our country.

IV. Welcome and Farewell:

St. Elizabeths would like to welcome Danell Hiltz our new Occupational Therapist working in our continuing care program.

## **HCFA**

**Date:** September 26, 2001

**To:** CDR Jeff Fultz, Chairperson, Therapist Professional Advisory Committee

**Subject:** TPAC Field Report- HCFA

**From:** LCDR Cindy Melanson, HCFA Field Representative

VIII. **Positions Open:** Check website at [www.hcfa.gov](http://www.hcfa.gov) for vacancies.

IX. **New From the Field:**

- CAPT Johnson was deployed to the Emergency Operations Center (Office of Emergency Preparedness) in Rockville, MD from September 11 through September 23<sup>rd</sup>.
- LCDR Melanson will serve as the Field Rep Coordinator for the Therapist Professional Category.
- LCDR Melanson now serves on the Finance Committee for TPAC.
- LCDR Melanson completed her first state visit to the territory of Puerto Rico as the National Account Representative in August 2001. This initiative was part of the Secretary of Health's Tommy Thompson plan to be more responsive to the states and territories of the United States.

X. **Welcome/Farewell:** none

XI. **Publications:** none

XII. **Current Research:** none

XIII. **Future Agenda Items to Consider:** none



**U.S. Department of Justice**  
*Federal Bureau of Prisons*

*Federal Medical Center*

*Fort Worth, Texas 76119-5996*

MEMORANDUM FOR      To:    LCDR Bart Drinkard, Executive Secretary, TPAC  
                                 From:   LCDR Sue Newman  
                                 Date:   September 26, 2001  
                                 Subject: BOP West Field Report (Aug-Sept 2001)  
   -FMC Carswell  
   -FMC Fort Worth  
   -FMC Rochester

I.      **Congratulations:** None

II.     **Positions Open/Anticipated Openings:** None

III.    **News from the Field:**

-The BOP Therapists held their Bi-Annual Therapists Specialty Education at FMC Carswell on July 31-August 2, 2001.

-LT Corey Dahl (Rochester) was deployed to New York City with the Commissioned Corp Readiness Force.

LTJG Alicia Souvignier (Rochester) attended the two-week Army Doug Kersey Neuromusculoskeletal Course.

IV.    **Welcome/Farewell to:**

-FMC Fort Worth said farewell to LTJG John Dewey who transferred to the Bureau of Prison's Federal Medical Center at Butner, North Carolina.

V.      -Welcome LT Jon Schultz, PT to the Bureau of Prison's Federal Medical Center at Fort Worth, Texas. LT Schultz transferred from the U.S. Army

VI.    **Presentations :**

-LT Corey Dahl (Rochester) presented "Use of Back Braces – a critical review" to the medical staff at FMC Rochester.

-LCDR Eric Payne (Rochester ) presented "A review of Cardiac Rehabilitation" to the FMC Rochester Medical Staff.

VII.   **Publications:** None

VIII.   **Current Research:** None

IX.    **Future Agenda Items:** None

X.     **Changes to e-mail and mailing roster:**

-LTJG John Dewey at FMC Butner see BOP East Report.

-LT Jon Schultz's e-mail: FTW0165@BOP.GOV, ph# (817) 413-3435, FMC Fort Worth Staff Physical Therapist.

-LTJG Stephanie Maxfield, Physical Therapist at FMC Carswell, e-mail: CRW6289@BOP.GOV