# THERAPIST PROFESIONAL ADVISORY COMMITTEE MEETING MINUTES 25 OCT 2002



# Therapist Professional Advisory Committee

CAPT Charlotte Richards	CDR Nancy Balash	CDR Bart Drinkard
Chief Professional Officer	Chair, TPAC	Executive Secretary, TPAC
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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, CDR Balash or CDR Drinkard.

FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
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 lannuzzi	HRSA / USCG	Liannuzzi@hrsa.gov	(212) 562-2748
LCDR Michelle Jordan	Multi-Agency	Mjordan@hrsa.gov	(301) 443-7037
LT Jeffrey Lawrence	IHS NM	Jlawrence@abq.ihs.gov	(505) 552-5431
LCDR Cindy Melanson	CMS	Cmelanson@cms.hhs.gov	(410) 786-0310
LT Jenevieve Neros	IHS AK	Jenevieve.neros@searhc.org	(907) 966-8312
LT Alicia Souvignier	BOP WEST	asouvignier@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
LCDR Liza Figueroa	IHS AZ	liza.figueroa@pimc.ihs.gov	(602)-263-1561
LCDR Matt Taylor	BOP EAST	mtaylor@bop.gov	(978) 796-1000ext.4663

## FUTURE TPAC MEETINGS:

DATES FOR FUTURE TPAC MEETINGS: Friday 13 DEC 02 ; 28 FEB 2003 ; 25 April 2003

# THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING AGENDA 25 October 2002

I.	CALL TO ORDER	
II.	REVIEW AND ADOPTION OF AGENI	DA
III.	REVIEW AND ADOPTION OF PREVI	OUS TPAC MINUTES
IV.	OPEN FORUM A. Action Item Review 1) Category Historian Task Fore	N. Balash ce Report
V.	OLD BUSINESS	N. Balash
VI.	<ul> <li>NEW BUSINESS</li> <li>A. Welcome New TPAC Members</li> <li>B. Terms of Appointment</li> <li>C. Orthotics/Prosthetics Issue</li> <li>D. Surgeon General's Honor Guar</li> <li>E. Promotion Precepts</li> </ul>	N. Balash N. Balash N. Balash J. Bell/Krotoski N. Balash N. Balash
VII.	Physical T	nmittee M. Melanson M. Smith K. Siegel J. Hurley L. Simpson nal Therapy R. Parks herapy M. Smith
	Speech La K. COA Therapist Representative L. 2003 COA Meeting M. Newsletter N. Junior Officer Report O. Field Rep Coordinator: Reports	anguage Path R. Parks R. West D. Brueggemann J. Richardson (Summary) C. Melanson

# **Therapist Professional Advisory Committee Meeting Minutes**

Date: 25 OCT 2002 Time: 1000 – 1300 hours EDT Location: Teleconference

# I. CALL TO ORDER: 1000 AM EDT

# Roll Call:

- MEMBERS:
  - CDR Nancy Balash CDR Bart Drinkard CAPT Terry Cavanaugh CAPT Mark Dardis CDR Jeffrey Fultz CDR Scott Gaustad CDR Lois Goode CAPT John Hurley CAPT Georgia Johnson LCDR Michelle Jordan CAPT Leo LaBaranche CDR Jessie Lief LT Grant Mead LCDR Mark Melanson **CAPT Rebecca Parks CDR Suzanne Pickering CDR Frank Weaver**

Chair Executive Secretary- Proxy CAPT Parks

Proxy LCDR Figueroa

Proxy CDR Balash

- Ex-Officio Member: CAPT Charlotte Richards CPO
  - GUESTS: CAPT Judy Bell-Krotoski Ms Beth Solomon LCDR Liza Figueroa LCDR Cindy Melanson LCDR Mercedes Benitez-McCrary CDR Michaele Smith LCDR Rita Shapiro LCDR Ron West LT Jeff Richardson

# II. REVIEW AND ADOPTION OF AGENDA:

The agenda was revised and approved to include introduction of a special guest under open forum

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

The TPAC Minutes for 23 AUG 02 were approved as written with one amendment under item "L" - 2003 COA Meeting section to include the sentence "CDR Siegel and LCDR West stated that the COA meeting category day theme does not have to be the same as the overall meeting theme."

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

A) Introduction of Special Guest:

CAPT Judy Bell-Krotoski from Carville, LA was introduced as a special guest to speak about issues related prosthetics and orthotics legislation.

B) ACTION ITEM REVIEW:

The Category Historian Task Force action item (to provide recommended duties and term of office for the category Historian) was moved to the next TPAC meeting 13 DEC 02.

# V. OLD BUSINESS

No old business was discussed

#### VI. NEW BUSINESS

A) CDR Balash welcomed new TPAC members and field representatives:

Members CDR Gaustad CDR Whitehurst-Lief CDR Pickering LCDR Melanson CAPT Cavanaugh

Field Representatives LCDR Figueroa LT Souvignier

- B) Terms of appointment: CDR Balash reminded all that it is the responsibility of all persons holding office to know when their term of appointment (e.g. TPAC member, Field rep etc.) expires.
- C) Orthotics /Prosthetics Issues: CAPT Bell-Krotoski introduced issues affecting professional practice related to Orthotics and Prosthetics (OP):

#### Background

Legislation was introduced by OP "groups" (The term "group" used in this discussion was non-specific) and passed by congress last year :

1) regulating practice relating to OP

2) instituting mandatory educational program certification/regulation by an OP group

3) all persons providing OP services are to be board certified and recognized by an OP group.

Key details are yet to be decided by a rules negotiating committee (meetings to be held OCT 02-June 03) prior to sending final recommendations to Secretary Thompson for approval. Seats on the committee will include OT and PT. Some Key decisions include:

Exemption of OT and PT from regulation Definition of terms Billing codes Domains of practice

CAPT Bell-Krotoski (citing prior conversation with CAPT Richards and CDR Balash) suggested that TPAC produce a position paper to be forwarded to the SG and Sec Thompson.

CDR Fultz suggested that current state regulated scopes of practice be used in development of such a paper.

CDR Balash formed a task force to create a position paper on the recent OP legislation to be forwarded to the SG and Sec Thompson. Members of the task force include:

CAPT Bell-Krotoski, Chair CAPT Aretino CDR Smith LT Mead CAPT Dardis (pending notification) CDR Balash

The next meeting of the rule negotiating committee will be 02 DEC 2002.

D) Surgeon General's Honor Guard:

CDR Balash called for participation in the SG honor Guard and described its role (e.g. opening ceremonies, color guard, escort etc.) For more information contact LCDR Robin Scheper (Honor Guard training officer) in DCP.

#### E) Promotion Precepts

CDR Balash reported that input is needed regarding the promotion process. The CPO PAC has developed a task force to study equitability of the promotion precepts. The 6<sup>th</sup> precept is not being considered for amendment at this time. RADM Wyatt and ADM Williams are co-chairs of the task force and are accepting ideas from the field. Feedback is due by 28 OCT. CAPT Cavanaugh (fax 907-966-8300) volunteered to collect and forward information to the task force.

#### **VII. REPORTS**

A) CHIEF PROFESSIONAL OFFICER

#### See ATTACHMENT A

CAPT Richards outlined current topics of interest:

CORPS transformation (more to come from Secretary Thompson)
 CCRF (see attachment A) officers on the CCRF roster have 6 months to complete all training if they have not done so and become fully qualified for deployment
 "Officership" may be a new promotion category (wearing of the uniform, leadership, training, mobility)

#### **B) CHAIRPERSON**

CDR Balash reporting:

- The TPAC P&P will be reviewed for any needed changes. TPAC committee and task force missions and member composition will be collected into a single document by CDR Drinkard.
- 2) The Therapist category roster:

CDR Balash motioned that the Therapist Category Roster be maintained by the Recruitment and Retention Committee with the assistance of the TPAC Secretary, Strategic Growth Committee and Filed Representatives. The motion was seconded and unanimously approved.

- 3) There will soon be a call for TPAC member self-nominations for the 2003 election. CVs and letters of interest in serving the TPAC will be requested.
- 4) The revised TPAC Charter is to be submitted to the OSG for approval.

5) CDR Balash reminded the TPAC that documents produced by TPAC committees must be approved by TPAC prior to release.

- 6) Discipline Liaison positions have expired. Therapist category senior officers (05/06) or equivalent civil service therapists are eligible for appointment. Current Liaisons are eligible for reappointment. Contact CAPT Richards and CDR Balash.
- 7) CPO and SG PAC meetings are held monthly. Any officer wishing to forward information to other PACs or categories should contact CDR Balash and or CAPT Richards.

#### C) AWARDS COMMITTEE: see ATTACHMENT B

Category members are reminded to consider placing nominations for awards. Contact CAPT Johnson at (410) 786-6859.

CDR Goode reported that planning continues for the retirement ceremony to be held at the COA meeting next June.

#### D) CCRF COMMITTEE:

LT Mead stated that the CCRF committee is continuing revision of the therapist disaster response manual.

CDR Balash urged officers currently on the CCRF roster to review and complete criteria for fully qualified CCRF status. In particular the online computer based training is being emphasized. The CCRF criteria are listed on the CCRF website

# E) EDUCATION COMMITTEE:

Educational listings are posted on the TPAC website. Contact CAPT LaBranche for more information leo.labranche@tcimc.ihs.gov

F) FINANCE COMMITTEE: See ATTACHMENT C

# G) HEALTHY LIFESTYLES COMMITTEE: See ATTACHMENT D

H) RECRUITMENT AND RETENTION COMMITTEE:

# Vacancies:

AGENCIES	LOCATION	POSITION
IHS	Ft. Belknap, MT Pollacca, AZ Fort Defiance, AZ	1 physical therapist 1 physical therapist 1 speech pathologist
Federal	usa.jobs.opm.gov	Health promotion/wellness

For those who are interested in recruitment CDs and brochures for PHS in general, please contact Mark Melanson at 202-645-4953.

Home Page: CDR Siegel has posted the latest TPAC meeting minutes.

Mentoring: There is a standing call for mentees. Contact CDR Smith: michaele\_smith@nih.gov

# I) STRATEGIC GROWTH COMMITTEE:

J) DISCIPLINE LIAISONS:

Ms Solomon reported that the SLP / Audiology professional association, ASHA, is interested in defining / developing disaster response roles and resources.

Communication has been established with other professional organizations (e.g. AOTA, APTA) as well. Discipline liaisons are awaiting direction from the OSG on how to proceed further.

K) COA THERAPIST REPRESENTATIVE:

#### M) NEWSLETTER:

A standing call for material for the newsletter. Photos are more than welcome. Contact CAPT Brueggemann (dbruegge@anmc.org).

# N) JUNIOR OFFICER REPORT: See ATTACHMENT E

# O) FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

CLOSING ROLL CALL: Roll Call: MEMBERS:

	CDR Nancy Balash CDR Bart Drinkard CAPT Terry Cavanaugh CAPT Mark Dardis CDR Jeffrey Fultz CDR Scott Gaustad CDR Lois Goode CAPT John Hurley CAPT Georgia Johnson LCDR Michelle Jordan CAPT Leo LaBaranche CDR Jessie Lief LT Grant Mead LCDR Mark Melanson CAPT Rebecca Parks CDR Suzanne Pickering CDR Frank Weaver	Chair Executive Secretary- Proxy CAPT Parks Proxy LCDR Figueroa Proxy CDR Balash
icio Member:	CAPT Charlotte Richards	CPO
GUESTS:	CAPT Judy Bell-Krotoski Ms Beth Solomon LCDR Liza Figueroa LCDR Cindy Melanson LCDR Mercedes Benitez-Mc CDR Michaele Smith LCDR Rita Shapiro LCDR Ron West LT Jeff Richardson	Crary

CONCLUSION: Meeting adjourned

Ex-Officio

Respectfully Submitted:	CDR Bart Drinkard, TPAC Executive Secretary.
Concur:	CDR Nancy Balash, TPAC Chair.
Concur:	CAPT Charlotte Richards, CPO Therapist Category.

# ATTACHMENT A

# **CPO Report**

**Corps Transformation:** still in working stage and not yet approved to go public—waiting for the Secretary to roll it out.

# **CCRF:**

- Handouts showing % of enrolled officers in descending order by category and by agency (point made that less than 10% of docs are enrolled, only 38% of RN's, by Agency CDC is an abysmal 10%).
- Rostered officers—shows a very low % of those that have met all requirements. The deadline announced last year is being extended another 6 months.
- 2003 training courses include 4 CCRF Basic Courses, each with an allowed enrollment of 100 officers.
- Talk about extending the BOTC course to include CCRF Basic.
- Civilian and Military support for CCRF is phenomenal.
- CCRF Responder of the Year Award: calling for nominations from each Category.
- RADM Babb very concerned about deployed officers (all officers in the public eye representing PHS) are in uniform. In the future, any awards given officers deployed by CCRF will not be given to officers not in uniform.

DCP Comments:

- VIG (Vaccinea Immune Globulin) Program: Looking for volunteers to be vaccinated and 10 days later have blood drawn to create the serum. RADM Davidson sent info out on List Serve yesterday.
- Critical Skills Retention Bonus: a DoD initiative. Impacts certain medical specialties, nurse anesthetists and OR nurses, all dentists. Is on hold because of 03 funding issues.
- Defense Authorization Bill: there is a filtered list at DCP and includes an increase for basic pay for 2004.
- Billet information: on DCP website. Your is billet # is on your orders. You can call up your billet description. Listing by #, description, category.
- Promotion Task Force looking at precepts. Comments can be sent to any member of the task force. RADM Wyatt at NIH and RADM Williams, Engineer CPO, are TF leaders.

**Officership:** Willingness to walk the walk and talk the talk.

- Wearing of the uniform.
- Completion of basic, advanced, and career officer PHS training.
- CCRF qualification.
- Willingness to move—geographic mobility for the good of the Corps.
- Showing career progression.
- Stepping out of discipline specific box into positions of leadership.
- Leading by example.
- Et Cetera.

# ATTACHMENT B

TO:	CDR Nancy Balash TPAC Chair	October 11, 2002
FROM:	CAPT Georgia Johnson Chair, TPAC Awards Committee	
SUBJECT:	Committee Report	

- 1. Attached is a report for the Retirement Recognition Subcommittee. This committee has done a great job and once again, the Therapist category will be leading the "PACs."
- 2. For anyone planning to nominate an individual for one of the four 2003 Therapist TPAC Awards, information can be found on the TPAC web page.

To: CAPT Georgia Johnson, Awards Committee Chair

Re: Retirement Recognition Subcommittee Report

From: CDR Lois Goode LCDR Rita Shapiro LCDR Michelle Jordan

The Retirement Recognition Subcommittee is continuing to make progress in preparations for the 1st Annual Therapist Category Retirement Ceremony. This memo is to provide an update on our activities.

- 1. We are finalizing the 30 year Retiree letter and continuing to work on the 20 year Letter of Congratulations.
- 2. The draft for the Retirement Ceremony invitation has been completed and we hope to have this posted on the Web site January 7, 2003.
- 3. Initial contact with the 30 year Retirees will be in January; to inform them of our plans and request biographical information which we will highlight on the Web page "Hall of Fame".
- 4. The Finance Committee meets 10/17/02 following which we should know if and when our financial request will be approved. Award orders pending approval. Request itemization listed in the TPAC minutes; estimated total cost is 525.50.
- 5. LCDR Michelle Jordan has obtained possible contact information on a Honor Guard from Tucson.

We will continue to pursue a committment for the honor guard to open our Retirement Ceremony.

Thank you for your work on this subcommittee, and for your support. We are looking forward to honoring our Retirees!

# ATTACHMENT C

# HEALTHY LIFESTYLES COMMITTEE REPORT (10/25/02)

CDR Goode reports from Whiteriver that:

1. CCRF Annual Physical Fitness testing sessions completed by PT - 4 participants (one at Level 3, three at Level 1). The goal is to establish 80% fitness testing among the Whiteriver Service Unit "CO Fitness Club," with 50%

achieving at least Level I fitness.

2. Continued Physical Fitness testing open to all employees - one new participant into the program.

3. October 22nd. Second Annual 3 mile fitness fun run/walk was held.

CAPT Cavanaugh reports from Alaska that:

The Health Promotions staff is sponsoring a "Get in the Swim" program, offering "low impact water aerobics for women with concerns about being overweight." The class will take place 2 afternoons per week from now through December 5th.

CDR Pickering reports that:

On September 25, 2002, in Recognition of the 1st National Women's Health and Fitness Day, the Office of Women's Health and the National Center for Chronic Disease Prevention and Health Promotion held a "CDC Walk and Talk Along."

The Region IV Healthy Lifestyles Committee plans to meet October 29.

# ATTACHMENT D

#### **TPAC Finance Committee Report**

25 OCT 2002

Finance Committee Members:

CDR Jeff Fultz, Finance Committee Chair jeffrey.fultz@shiprock.ihs.gov CDR Lois Goode LCDR Cindy Melanson LCDR Ron West

# Account Activity:

# Our current balance as of 16 OCT 02 is \$1432.22

This represents an increase of \$1100 dollars since May 2002.

Therapists have contributed over \$800 to our account since the fund drive began.

If you have not yet contributed towards our fund drive, please do so. See below for address and code information. Please note that the code for our account is now an alphabetical code: PHS-PT. (The old numeric code will work also).

For those who would like to make contributions, please make checks payable to:

# Henry Jackson Foundation – PHS-PT

send donation to: Henry M. Jackson Foundation ATTN: Liz Chipchosky 1401 Rockville Pike, Suite 600; Rockville, MD 20852-1428

#### **Funding Requests:**

In August the Retirement Recognition Subcommittee submitted a detailed financial request to cover the expense of the recognition awards for our category's retirees. This request is in preparation for the 1<sup>st</sup> Annual Therapist Category Retirement Recognition Ceremony at the COA Meeting in Scottsdale, Arizona, June 2003. The Finance Committee reviewed this request (please see below) and recommends approval.

Retirement Recognition Subcommittee Request:

ITEM DESCRIPTION:	PURPOSE:	QU	ANTITY:	COST:	TOT	AL:
Awards Retire	ement Recognition 13	\$32.40/ea	\$421.20			
[Desk Clock/PHS Seal/N	Name Plate/Yrs Service]					
Less than minimum (20)	order charge @ \$50	1	\$50.00	\$	50.00	
Initial set up fee	PHS Seal on Award Surf	face 1	\$55.00	\$	55.00	
Shipping/Handling			1	\$ 5.00	\$ 5	5.00
TOTAL REQUESTED AMOUNT: \$ 531.20						

To date, this is the only formal funding request received. Additional funding requests are anticipated from the Awards Committee to cover expenses associated with the Therapist Category Awards (given during the COA Annual Meeting), as well as the Retirement Recognition Subcommittee, (for post-ceremony reception expenses and invitation stationary). If there are other requests pending, please notify CDR Fultz as soon as possible. *Requests for funding through the Therapist Category Henry Jackson Foundation account must include the following information:* 

- 1.) What is being requested-Name of item?
- 2.) Purpose needed?
- 3.) Quantity needed?
- 4.) Cost per item?
- 5.) *True* Total (Must include shipping costs, *any other* expense incurred, etc...)
- 6.) Deadline funding needed by? (Suggest 6 8 weeks in advance)
- 7.) Where to send funding?: Check payable to? Address? Telephone#? Social Security# or Tax ID#?

# Finance Committee Activities:

HJF #333 Form filed to make necessary changes in fund manager and members listed;Fund Manager: CDR Jeff Fultz, TPAC Finance Committee ChairMember: CDR Nancy Balash, TPAC ChairMember: CDR Bart Drinkard, TPAC Executive SecretaryThe Therapist Category Chief Professional Officer is also listed as a member for this account.

Teleconferenced committee meeting took place 17 OCT 02:

- 8.) Reviewed the Retirement Recognition Subcommittee funding request.
- 9.) Delineated what information is needed for HJF funding requests (see box above)
- 10.)Discussed strategy for facilitating fund-raising/donations:
  - Phone contact with Clinical Department Chief Therapists to obtain name/address/phone information on ONE vendor they do regular business with.
  - > Committee members will identify 4 major therapy vendors to make contact with.
  - Once Ms. Chipchosky returns from maternity leave in November, review & implement the personalized request letter developed by Finance Committee previously.
  - Develop formalized *Thank You* letter from finance committee chair. Modify letter regularly with updated information on how money has been utilized. Phone call follow-up as well.
- > Considered future business for committee; Annual Budget projection.
- Next committee meeting will be 21 NOV 02. Plan to have regular teleconferenced meetings (monthly).

Respectfully submitted for your consideration,

CDR Jeff Fultz, Finance Committee Chair

# ATTACHMENT E

To: Therapist Professional Advisory Committee
From: LT Jeff Richardson TPAC JOAG Liaison
Date: 12/23/2002
Re: JOAG report

As this is my first report I want to say that I appreciate the opportunity to serve as the Liaison between the TPAC and the JOAG, and I am grateful for the nomination and support of CDR Nancy Balash and CAPT Char Richards. I also want to recognize the service that LCDR Michelle Jordan has performed as the outgoing Liaison and as the current JOAG Chair. I also appreciate her assistance to me in getting started as the current Liaison.

The purpose of the Junior Officer Advisory Group (JOAG) is to provide advice and consultation to the Surgeon General, Chief Professional Officers (CPO), Professional Advisory Committees (PAC), and other Commissioned Corps groups on issues relating to professional practice and personnel activities affecting junior officers in the USPHS Commissioned Corps. To this end the JOAG has organized five committees to accomplish it's goals.

I would like to report on the highlights of recent JOAG efforts:

1)A major objective is to contact all newly called to active duty junior officers and invite them to participate in the JOAG monthly teleconference held the third Friday of every month. We are trying to work with DCP to establish a master list of all junior officers. At the same time we have developed two brochures, which I will attach to my report, welcoming new officers and disseminating information about what they need as they begin their careers. The welcoming committee brochure was presented last month to the RADM Moritsugu and the CPO's and PAC Chairs and is now being utilized by the BOTC/DCP/PSC.

2)The HSPAC Group is collecting information that relates to the current lack of category staffing officers. They have asked the JOAG to give its perspective regarding what are the five main drawbacks related to the current lack of category staffing officers.

3)Two junior officers have also been selected to serve on the promotion process review workgroup. (LCDR Jordan was on the charging Task Force for this workgroup and was asked to be a part of it, but wanted other junior officers to have this opportunity)

4)Junior officers are encouraged to join CCRF and the Honor Guard.

5)The JOAG may start a monthly CC Bulletin column entitled 'technical tools from JOAG.' 6)Several of the committees have developed position papers on code of conduct and recruitment and retention for junior officers.

LCDR Jordan has suggested that I take time and consider how I can reach junior officers of the therapist category. I like that idea and I will discuss my ideas about it in the next report.

LT Jeff Richardson PT, DPT, OCS, ATC Chief Therapist Hopi Health Care Center Physical Therapy Department