

# THERAPIST PROFESIONAL ADVISORY COMMITTEE MEETING MINUTES 19 DECEMBER 2003



Therapist Professional Advisory Committee		
CAPT Charles McGarvey Chief Professional Officer National Institutes of Health Building 10, Room 6s235 10 Center Drive, MSC 1604 Bethesda, MD 20892 Phone: 301-496-2844 FAX: 301-480-0669 E-mail: charles_mcgarvey@nih.gov	CDR Nancy Balash Chair, TPAC Yakima Indian Health Center Physical Therapy Department 401 Buster Rd Toppenish, WA 98948 Phone: 509-865-2102 FAX: 509-865-5166 E-mail: nbalash@yak.Portland.ihs.gov	LCDR Rita B. Shapiro Executive Secretary, TPAC Center for Medicare & Medicaid Mail Stop S3-02-01 7500 Security Boulevard Baltimore, MD 21244-1604 Phone: 410-786-2177 FAX: 410-786-8532 E-mail: rshapiro@cms.hhs.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, CDR Balash or LCDR Shapiro.

FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
LCDR Liza Figueroa	Field Rep. Coordinator	<a href="mailto:liza.figueroa@pimc.ihs.gov">liza.figueroa@pimc.ihs.gov</a>	(602) 263-1561
LCDR Cindy Carter	IHS Multi-site	<a href="mailto:cindy.carter@mail.ihs.gov">cindy.carter@mail.ihs.gov</a>	(918) 458-3260
CDR Lou Iannuzzi	HRSA / USCG	<a href="mailto:Liannuzzi@hrsa.gov">Liannuzzi@hrsa.gov</a>	(212) 562-2748
LT Terry Boles	Multi-Agency	<a href="mailto:TBOLES@ora.fda.gov">TBOLES@ora.fda.gov</a>	(480) 829-7396 x19
LT Jeffrey Lawrence	IHS NM	<a href="mailto:Jlawrence@abq.ihs.gov">Jlawrence@abq.ihs.gov</a>	(505) 552-5431
LCDR Robert Roe	IHS NW	<a href="mailto:rroe@sip.flathead.billings.ihs.gov">rroe@sip.flathead.billings.ihs.gov</a>	(406) 745-3525
LCDR Jenevieve Neros	IHS AK	<a href="mailto:Jenevieve.neros@searhc.org">Jenevieve.neros@searhc.org</a>	(907) 966-8312
LT Justin Feola	BOP WEST	<a href="mailto:Jfeola@bop.gov">Jfeola@bop.gov</a>	(417) 8371738
LT Michelle Peterman	CMHS	<a href="mailto:Gatoram2@aol.com">Gatoram2@aol.com</a>	(202) 645-7610
LCDR Liza Figueroa	IHS AZ	<a href="mailto:liza.figueroa@pimc.ihs.gov">liza.figueroa@pimc.ihs.gov</a>	(602) 263-1561
LCDR Fred Lief	BOP EAST	<a href="mailto:flief@bop.gov">flief@bop.gov</a>	(859) 255-6812 X 362
CDR Karen Siegel	NIH	<a href="mailto:KSiegel@cc.nih.gov">KSiegel@cc.nih.gov</a>	(301) 496-9890

**FUTURE TPAC MEETINGS:**

**DATES FOR FUTURE TPAC MEETINGS:**

20 Feb 04, 16 Apr 04, 18 May 04 at COA. CALL IN NUMBER: 1-888-730-9134 PASS CODE: 38208

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
19 December 2003**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
  - A. Action Item Review N. Balash
  - B. Promotion Process 2004
- V. OLD BUSINESS
  - A. TPAC Restructuring N. Balash
    - Category Historian
    - P&P Manual
  - B. COA 2004 Category Day D. Munoz/N. Balash
- VI. NEW BUSINESS N. Balash
  - A. TPAC Membership  
Self-Nominations
  - B. Field Rep Changes L. Figueroa
- VII. REPORTS
  - A. Chief Professional Officer C. McGarvey
  - B. Chairperson N. Balash

No Committee Reports are due because of TPAC Restructuring

Administrative Committee	R. Shapiro
Strategic Growth Committee	M. Melanson
Information Management	S. Newman
Readiness	B. Drinkard
Discipline Liaisons:	
Audiology	F. Weaver
Occupational Therapy	R. Parks
Physical Therapy	M. Smith
Speech Language Path	B. Solomon
Junior Officer Report	J. Richardson
Field Rep Coordinator: Reports (Summary)	L. Figueroa

**ACTION ITEMS**

- TPAC Member Elections

# Therapist Professional Advisory Committee Meeting Minutes

Date: 19 December 2003

Time: 1200 – 1530 hours EDT

Location: Teleconference

## I. CALL TO ORDER: 1200 PM EDT

Roll Call:

MEMBERS:

CDR Nancy Balash	Chair
LCDR Rita Shapiro	Secretary
LCDR Mercedes Benitez-McCrary	Proxy (Verbal only)
CAPT Terry Cavanaugh	
CDR Bart Drinkard	
CDR Scott Gaustad	
CDR Lois Goode	Proxy CDR Balash
LCDR Michelle Gordon	
LCDR Grant Mead	Proxy LCDR Shapiro
LCDR Mark Melanson	
LCDR Sue Newman	
CAPT Rebecca Parks	Proxy CDR Balash
CDR Eric Payne	
CDR Susanne Pickering	Out of Country
CDR Frank Weaver	
CDR Jessie Whitehurst-Lief	

Ex-Officio Member:	CAPT Charles McGarvey	CPO
	CDR Jeff Fultz	Past Chair

GUESTS:

- CAPT John Hurley
- CAPT Charlotte Richards
- CAPT Mark Dardis
- CDR Karen Siegel
- CDR Gary Shelton
- CDR Michael Smith
- LCDR Julia Woodard
- LCDR Ron West
- LCDR Jake Magel
- LCDR Tarri Randall
- LCDR Kathleen Manrique
- LCDR Liza Figueroa
- LCDR Fred Leif
- LT Jeff Richardson
- LT Terry Boles
- LT Elba
- LT Justin Feola
- LT Dough Henry
- LT Stephanie Maxfield
- LT Corey Dahl

## II. REVIEW AND ADOPTION OF AGENDA:

The agenda accepted as written following motion by LCDR Newman, 2<sup>nd</sup> by CDR Drinkard

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

Meeting minutes of October 24, 2003 meeting had been provided via e-mails to all TPAC members and were approved following motion by LCDR Newman and 2<sup>nd</sup> by CDR Drinkard.

### **IV. OPEN FORUM**

#### **A. Promotion Process:**

CDR Balash talked about the promotion process. She reported that the process at DCP has been very arduous and that there is no new information or change in documentation as of this date. CAPT McGarvey stated that the final information should be coming out very soon and he will send the information as soon as he receives it.

CDR Balash further informed that any one who wishes to opt out of the promotion cycle this year must submit such intent in writing and Notarized to the DCP by January 31, 2004.

The promotion year for submission of documents to DCP for inclusion in the E-OPF has been extended to January 31, 2004.

Decision concerning the Precept 1; Reviewing Official Recommendation; had not yet been made as of the last CPO-PAC meeting.

Bottom line; the CPO and the Chair asked everyone to be patient to get individual documents in order and ready for submission. Those who are eligible for promotion this cycle, will receive communication from Office of Commissioned Corps Force Management (OCCFM) once things are finalized. Format regarding the CV should also come out in time.

The discussion about the promotion process has produced many opinions at DCP also there is investigation and inquest at the congressional level with last letter from the Senate to the Secretary on Dec 10, 2003

#### **A) ACTION ITEM REVIEW:**

1. New Field representative assignments were reiterated and are listed on the page 1 of this document)

### **V. OLD BUSINESS**

A. TPAC Restructuring: The committees, subcommittees respective chairs' and members' names were reiterated and confirmed. (The list is attached Attachment A). One subcommittee was inadvertently omitted, Category Historian. This should fall under Information Management Committee. CDR Jessie Whitehurst-Leif is appointed as the Category Historian .

CDR Balash elaborated on how the restructuring process would work: For description of what all committees tasks would be; see the posted TPAC restructuring document on the Website: <http://www.cc.nih.gov/rm/pt/tpac.htm>

CDR Balash also informed of the call by the MED-CPO CAPT Marsha Davenport, for two O-6 officers names to serve on the COA Leadership panel. The officers would represent the category at COA.

Special Assignment Award nominations are requested for the officers who have served full terms on the TPAC since 2001 and those who made significant contributions to the PAC.

CDR Fultz discussed that when an officer is detailed to the Office of the Surgeon General (OSG), per page 4 of the TPAC Charter, the officer may not serve as a voting member of the PAC. LCDR Newman affirmed that the said officer may perform alternate duties like serve on the subcommittees and may attend all TPAC meetings.

Recommendation was to implement the charter. The committee voted to implement the charter and that LCDR Benitez-McCrary may not be a voting member of the TPAC at present.

CDR Balash also commented that the officers assigned to the OSG could be designated as the TPAC liaison to the OSG. There is now one more open position on the TPAC membership.

## **VI NEW BUSINESS**

### **A. TPAC Membership**

The call for self-nominations to TPAC is out and will be in the January Commissioned Corps Bulletin. People need to submit the self-nominations to BOTH CDR Balash and LCDR Shapiro by Feb 01, 2004

### **B. FIELD REPRESENTATIVES**

LCDR Figueroa, in an effort to streamline the reports and the roster changes, asserted that the Field representatives must send their reports to the Field Representative Coordinator, who will then submit a compiled report to the Secretary. Next she requested the same for changes in the roster as the field rep coordinator is in-charge of the field reps. She recommended that the field representatives assignments be made in conjunction with the TPAC memberships to have a simpler rotational schedule.

She further requested a motion to change the following items in the policies and procedures manual:

Item 3: "Field Reps to send reports to the field rep coordinator"

Item 6: "The field rep coordinator monitors, records changes to the roster and submits to the TPAC executive secretary"

A motion to amend the policies and procedures manual was made by CDR Gaustad and 2<sup>nd</sup> by LCDR Shapiro, motion passed.

## **VII. REPORTS**

### **A. CPO Report**

Any questions or comments re: promotion process? There were over a thousand responses to request for input, many overlapping. Most sticky issues taken care of but there is no real final yet. CAPT McGargvey mentioned the report summary by RADM Marlene Haffner. He asked that if anyone has questions might e-mail him. He has talked with the Army COL Terri Schneider regarding the need for additional resources at Walter Reed Army Hospital, Washington, D.C. and San Antonio, Texas as large numbers of casualties are returning from combat. Discussion is being held regarding a mobilization through the CCRF or as an MOU

between the Army and the USPHS. He also talked about universal credentialing which will then expedite the deployment process. CAPT John Hurley has made a significant progress in this regard, specifically with the pediatric therapists and with the Exceptional Family Member program (EFMP)

More is being discussed in this regard as there were also comments about deployment as one of promotion criteria.

#### B. TPAC Chairperson

CDR Balash asked the category to please access the Commissioned Officer Bulletin regularly. She also asked everyone to register for the COA meeting in Alaska in May 2004 and make effort to attend.

### **Committee reports: (Written Reports attached)**

#### **Administration Committee:**

LCDR Shapiro commented that primary issue had been the roster and that LCDR Figueroa has taken positive steps to getting the roster up to date.

#### **Strategic Planning And Development Committee:**

LCDR Melanson informed that all sub-committees are meeting regularly. With regards to recruiting he mentioned that a new CD Rom is being created by OCCFM in which the requirements are specified by categories.

Recruitment: CDR Weaver reported following vacancies:

Agency	OPDIV	Specialty	Contact
BOP	Springfield, MO	PT	CDR Gaustad
BOP	Carswell, TX	PT	Ms. Jean Marson
BOP	Rochester, MN	OT	CDR Payne
IHS	Anchorage, AK	PT	
IHS	Gnome, AK	PT	
IHS	Ft. Defiance, AZ	PT	LT Faz
IHS	Tuba City, AZ	PT	CAPT Varvel
IHS	Yakama, WA	PT	CDR Balash

CDR Gaustad reported on the activities of Strategic Growth Subcommittee:  
Report Attached

#### **Information Management Committee:**

LCDR Newman reported that CDR Siegel has diligently posted updates on the TPAC Website also she will continue to post information as it is given by LCDR Shapiro. It was again emphasized that in essence of time, all subcommittees must submit reports to their respective committee chairperson who will then present a synopsis at the TPAC meeting and the reports will be posted on the TPAC web page when the minutes are submitted

## Readiness Committee:

CDR Drinkard presented a brief report stating there will be a draft submitted, the highlights were primarily with the CCRF subcommittee which is looking to get more therapists involved in the Fitness Testing to assist with increase in the total CCRF membership numbers. The Healthy Lifestyles subcommittee is developing a work plan for 2004 to address the Public Health Challenges working together for our future.

**Mentoring:** For questions regarding mentorship contact CDR Smith: [michaele\\_smith@nih.gov](mailto:michaele_smith@nih.gov)

### JUNIOR OFFICERS:

All junior officers are encouraged to join the Junior Officer list serve:  
<http://list.nih.gov/archives/joag.html>

### FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

### CLOSING ROLL CALL:

#### MEMBERS:

CDR Nancy Balash	Chair
LCDR Rita Shapiro	Secretary
LCDR Mercedes Benitez-McCrary	Proxy (Verbal only)
CAPT Terry Cavanaugh	
CDR Bart Drinkard	
CDR Scott Gaustad	
CDR Lois Goode	Proxy CDR Balash
LCDR Michelle Gordon	
LCDR Grant Mead	Proxy LCDR Shapiro
LCDR Mark Melanson	
LCDR Sue Newman	Left early
CAPT Rebecca Parks	Proxy CDR Balash
CDR Eric Payne	
CDR Susanne Pickering	Out of Country
CDR Frank Weaver	
CDR Jessie Whitehurst-Lief	

Ex-Officio Member:	CAPT Charles McGarvey	CPO
	CDR Jeff Fultz	Past Chair

GUESTS:	CAPT John Hurley	
	CAPT Charlotte Richards	
	CAPT Mark Dardis	
	CDR Karen Siegel	
	CDR Gary Shelton	
	CDR Michaele Smith	
	LCDR Julia Woodard	Phone disorder
	LCDR Ron West	
	LCDR Jake Magel	
	LCDR Tarri Randall	
	LCDR Kathleen Manrique	

LCDR Liza Figueroa  
LCDR Fred Leif  
LT Jeff Richardson  
LT Terry Boles  
LT Jon Schultz  
LT Peterman  
LT Elba  
LT Justin Feola  
LT Dough Henry  
LT Stephanie Maxfield  
LT Corey Dahl

CONCLUSION: Meeting adjourned at 15:30 Eastern Time

Respectfully Submitted: LCDR Rita Shapiro, TPAC Executive Secretary.  
Concur: CDR Nancy Balash, TPAC Chair.  
Concur: CAPT Charles McGarvey, CPO Therapist Category.



ATTACHMENT A

**ADMINISTRATION COMMITTEE**

The mission of the Administration Committee is to assist the TPAC Chairperson to manage the business and administrative processes for TPAC operations.

**CHAIR:** TPAC Secretary: LCDR Rita Shapiro

**Finance Subcommittee (3) [Same function as prior committee]**

Chair: CDR Jeff Fultz  
Members: LCDR Ron West  
LT Jeff Richardson

**COA Meeting Planning Task Force (4) [Focus upon logistics of organizing times & places]**

Chair: CDR Doug Munoz  
**Members:** LCDR Kathleen Manrique  
LT Alexei Desatoff

**TPAC Processes:**

Member Elections Task Force (3) [Assisting Secretary, must already have served 2 TPAC terms]

Chair: CAPT Rebecca Parks

**Charter Review AND P&P Manual review subcommittee (2)**

Chair: CDR Eric Payne  
Member CDR Jessie Whitehurst-Lief  
CDR Scott Gaustad

**Category Roster Subcommittee (3) [Assisting Secretary]**

Chair: Field Rep Coordinator: LCDR Liza Figueroa  
Members: CDR Scott Gausted  
LCDR Mark Melanson  
CDR Eric Payne

**INFORMATION MANAGEMENT COMMITTEE**

The mission of the Information Management Committee is to receive, organize, and disseminate information for therapists.

**CHAIR:** LCDR Sue Newman

## Web Page Subcommittee (2)

Chair: CDR Karen Siegel  
Member: CDR Eric Payne

## Discipline Liaisons (4)

Members: CDR Frank Weaver      Audiology  
          CAPT Becky Parks      OT  
          CDR Michael Smith      PT  
          Ms. Beth Soloman      SLP

## Field Representatives (11 + Coordinator)

LCDR Liza Figueroa	Field Rep. Coordinator	Liza.figueroa@pimc.ihs.gov	(602)-263-1561	03-Jul
LCDR Cindy Carter	IHS Multi-site	Cindy.carter@mail.ihs.gov	(918)458-3260	03-Oct
CDR Lou Iannuzzi	HRSA / USCG	Liannuzzi@hrsa.gov	(212) 562-2748	
LT Terry Boles	Multi-Agency	TBOLES@ora.fda.gov	(480) 829-7396 #19	03-Oct
LT Jeffrey Lawrence	IHS NM	Jlawrence@abq.ihs.gov	(505) 552-5431	
LCDR Robert Roe	IHS NW	rroe@sip.flathead.billings.ihs.gov		03-Oct
LCDR Jenevieve Neros	IHS AK	Jenevieve.neros@searhc.org	(907) 966-8312	01-Mar
LT Justin Feola	BOP WEST	Jfeola@bop.gov	(417) 8371738	01-Oct
LT Michelle Peterman	CMHS	Gatoram2@aol.com	(202)-645-7610	
LCDR Liza Figueroa	IHS AZ	liza.figueroa@pimc.ihs.gov	(602)-263-1561	03-Jul
LCDR Fred Lief	BOP EAST	flief@bop.gov	(859) 255-6812 X 362	03-Jul
CDR Karen Siegel	NIH	Ksiegel@nih.gov	(301) 496-9890	03-Jul

**Junior Officer Advisory Group (JOAG) Representative:** LT Jeff Richardson

**Commissioned Officers Association:** CAPT Becky Parks (ends June 2004)

**Category Historian:** CDR Jessie Whitehurst-Lief

**Retired Therapists Representative:**

Co-Chaired by: CAPT Selden Wassen and CAPT Leo Lebranch

**Inactive Reserve Therapists Representative:** LT Alicia Souvignier

## READINESS COMMITTEE

The mission of the Readiness Committee is to promote and monitor physical fitness for health and readiness.

**CHAIR:** CDR Bart Drinkard

**Commission Corps Readiness Force (CCRF) Subcommittee (5)** [Function to include liaison role with CCRF Coordinator<sup>1</sup>, facilitating therapist participation in

<sup>1</sup> Role currently filled by CDR Beck.

*CCRF and involvement with Physical Fitness standards development and testing protocols]*

Chair: LCDR Rita Shapiro  
Members: CDR Suzanne Pickering  
LCDR Kathleen Manrique  
LCDR Cory Dahl  
CDR Matt Taylor  
LT Terry Boles

**Healthy Lifestyles Subcommittee (5)** *[Function to include therapist-focused programs and USPHS programs]*

Chair: CDR Bart Drinkard  
Members: CAPT Becky Parks  
CDR Jeff Fultz  
CAPT Terry Cavanaugh  
CDR Lois Goode  
CDR Jessie Whitehurst-Lief

### **STRATEGIC PLANNING & DEVELOPMENT COMMITTEE**

The mission of the Strategic Planning and Development Committee is to identify, analyze, plan and organize appropriate responses to present and future public health challenges for therapists.

**CHAIR:** LCDR Mark Melanson

**Strategic Growth Subcommittee (5)** *[Function to include pursuing additional opportunities for therapists to serve underserved populations and to address initiatives and barriers affecting category growth]*

Chair: CDR Scott Gausted  
Members: CAPT John Hurley  
CDR Eric Payne  
LCDR Kathleen Manrique  
LCDR Rita Shapiro  
CDR Gary Shelton

**Recruitment Subcommittee (3)**

Chair: CDR Frank Weaver  
Members: LCDR Julia Woodard  
LCDR Grant Mead  
CAPT Dave Nestor

**Retention Subcommittee (4)**

Chair: LCDR Michele Jordan  
Members: CDR Karen Siegel

CAPT Becky Parks  
CDR Jeff Fultz  
LCDR Mark Melanson

**COSTEP Subcommittee (1)**

LT Stefanie Maxfield (BOP)  
LT David Honabeger (IHS)

**IHS Scholarship Contact:** LT Toni Allen (Not under TPAC)

**Long Term Training Subcommittee (1)**

Chair: LCDR Jake Magel  
Advisor: CAPT Charles McGarvey

**PROFESSIONAL DEVELOPMENT COMMITTEE**

The mission of the Professional Development Committee is to improve therapist's professional expertise and guide career advancement.

**CHAIR:** CDR Lois Goode

**Education Subcommittee (5)** *[Function to include facilitating and coordinating educational opportunities for therapists, COA Scientific Presentations and Category Day Education & obtaining Continuing Education Credit]*

Chair: LT Cory Dahl  
LCDR Tari Randall  
LT Terry Boles  
LT Jeff Richardson  
LCDR Jon Schultz

**Retirement Recognition Subcommittee (3)**

Chair: CDR Lois Goode  
Members: LCDR Sue Newman  
LCDR Julia Woodard  
LCDR Rita Shapiro

**Mentoring Subcommittee (2)**

Chair: CDR Michael Smith  
CAPT Becky Parks

**Awards Subcommittee (3)** *[Function to include managing category awards for presentation at COA's Category Luncheon (Fromherz, Hoog, Junior Officer of the Year, Clinician of the Year), assisting with other recognition efforts such as Surgeon General certificates, TPAC Certificates of Appreciation, Special Assignment Awards, etc., and providing technical support/writing examples and guidance for USPHS Awards]*

Chair: CDR Nancy Balash  
Members: CDR Lois Goode  
CDR Scott Gaustad

**Therapist Curriculum Vitae Format and COER Task Force (3)**

Chair: LCDR Michele Jordan  
Members: CDR Nancy Balash  
LCDR Ron West

ATTACHMENT B:

Professional Development Committee Report

# Memorandum

**Date:** December 10, 2003

**To:** CDR Nancy Balash, TPAC, Chair; LCDR Rita Shapiro, TPAC, Executive Secretary

**From:** CDR Lois Goode, Professional Development Committee, Chair

**Re: Professional Development Committee Report  
Therapist Professional Advisory Committee  
December 19, 2003 meeting**

## **I. Education Subcommittee**

**Chair: LT Corey Dahl**

**Members:** LCDR Tarri Randall, LT Terry Boles, LT Jeff Richardson,  
LCDR John Schultz, LT Jeff Richardson,

- A. Former Chair, LCDR Sue Newman has transferred info to new Chair, LT Corey Dahl and initial Chair contact to Subcommittee members has been made.
- B. Web page update has been done to include new course offering: Evidence-based Physical Therapy for evaluation and treatment of the Shoulder, by LCDR Jake Magel, January 29-30, 2003, Whiteriver, Az.  
(Please see the Web site for updated information.)
- C. Readiness Training: There are opportunities available through Military Services. **The Education Subcommittee needs to know if these should be covered under this Subcommittee or the Readiness Subcommittee. Please Advise.**
- D. This Subcommittee is available to assist CDR Doug Munoz for COA Category Day Education Planning.

## **II. Retirement Recognition Subcommittee**

**Chair: CDR Lois Goode**

**Members:** LCDR Rita Shapiro, LCDR Sue Newman, LCDR Julia Woodard

- A. Teleconference meeting held 12/1/03.
- B. Space and Equipment request completed for the 2004 Retirement Ceremony, COA Annual Meeting, submitted to CDR Munoz.
- C. Category Retirees 2004: CAPT Bonnie Thornton 09/74, CAPT Charlotte Richards (voluntary). LCDR Woodard to query for possible other voluntary Retirees.
- D. Budget submitted to the Finance Subcommittee by LCDR Newman.
- E. Award order to be placed with Executive Impressions by LCDR Shapiro.
- F. Program specifics under development: i.e. dignitary invitations

## **III. Mentoring Subcommittee**

**Chair: CDR Michael Smith**

**Members:** CAPT Rebecca Parks

We began with 9 matched pairs, since the start of the program, the pairs have decreased from 9 to 3 matched pairs. This shows progress which is what we are striving for in the program. However, I have one officer with specific background and skills in the fitness and wellness area that I've not be able to match with a mentor yet. I've contacted two prospective mentors in the database...not to find a match yet.

**Page Two: Professional Development Committee Report**

**TPAC meeting 19 December 2003**

I'd like to place **a call for new mentors for the database pool**. You may direct them to the TPAC web site for a review of what is entailed. (I've done that in the attachment).

Attached is a request for mentors and renewal of those already in the database.

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\*\*\*\*\*

To: All TPAC Members & non-members

From: Michael R. Smith, PT

Re: Mentoring

Date: December 9, 2003.

All Physical Therapists,

**This is a request for interested persons to mentor a junior officer within our category. Those of you already in the mentoring database, contact me via email so I may update your forms. If you no longer are interested in being a mentor, contact me to delete your name from the database.**

**For those of you new to the program, go to the TPAC website [www.cc.nih.rm/pt/tpac.htm](http://www.cc.nih.rm/pt/tpac.htm), complete and fax the mentoring form to me to be included in the database. The criteria for mentors are also listed on this website. The same process exists for those interested in being mentored.**

Feel free to call or email anytime with questions about the program.

Respectfully,

CDR Michael R. Smith, PT  
301-402-3014  
301-480-0669 (Fax)  
Michael\_smith@nih.gov

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- IV. Awards Subcommittee:**
  - Chair: CDR Nancy Balash**
  - Members: CDR Scott Gausted, CDR Lois Goode**

- A. Transfer of information from previous Awards Committee Chair, CAPT Georgia Johnson, in progress.

- B. **CALL for Nominations for Category Awards: deadline is February 20, 2004. Please submit nominations to CDR Nancy Balash.** See Category Award specifics on Therapist Category Web page, Awards Section.

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**TPAC meeting 19 December 2003**

- C. Award Templates for submission to Category Web page in progress. This is a proposed tool for assisting Officers in nominations.
- V. Therapist CV Format and COER Task Force  
**Chair: LCDR Michele Jordan**  
**Members:** CDR Nancy Balash  
LCDR Ron West

CV format for the future pending DCP Clarification of Benchmarks.  
No other information reported.

This concludes the Professional Development Committee Report.

Thank you,  
CDR Lois Goode



## TPAC Finance Sub-committee Report

### Finance Sub-committee Members:

CDR Jeff Fultz, Chair jeffrey.fultz@shiprock.ihs.gov

LCDR Ron West ron.west@mail.ihs.gov

LT Jeff Richardson jeff.richardson@mail.ihs.gov

### Account Activity:

**Therapist Henry Jackson Foundation (HJF) account balance 11/21/03 \$ 2470.79**

### Funding Requests:

The Sub-committee is seeking information from all committee chairs regarding anticipated funding needs from now until June 30<sup>th</sup> 2004

*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:

Teleconferenced committee meeting took place 21 NOV 03 & 11 DEC 03:

- Sent a follow-up announcement to all category members regarding year-end tax-deductible contributions to the Therapist HJF account
- Redrafted sponsorship letter for vendors
- New sponsorship letter sent out by HJF to 47 vendors
- Sent electronic copy of letter to LCDR Cory Dahl (Education Subcommittee Chair) requesting \$25 donation to HJF from Therapists participating in TPAC sponsored continuing education training
- Considered future business for committee; Budget projection
- Discussed future expenditures and collection processes/mechanisms
- Next Finance Committee meeting will be held on January 15<sup>th</sup> 2004

Respectfully submitted,

CDR Jeff Fultz, Finance Sub-committee Chair

## ATTACHMENT D: STRATEGIC PLANNING & DEVELOPMENT COMMITTEE

### Strategic Growth Subcommittee Report

Good afternoon,

The SGS met December 2, 2003, to discuss current topics/initiatives and to plan future therapist initiatives and opportunities for category growth.

The function of the Strategic Growth Subcommittee is to pursue additional opportunities for therapists to serve underserved populations and to address initiatives and barriers affecting category growth. (TPAC Restructuring Report/SP&DC)

The SGS spent much of the time summarizing past initiatives which included the "Therapist Billet Exploration and Development" (TBED) document. The document was submitted to TPAC June 2003, and was published as an attachment in the June 2003, TPAC meeting minutes. This document can be viewed or printed from the PHS Therapist website ([www.cc.nih.gov/rm/pt/tpac.htm](http://www.cc.nih.gov/rm/pt/tpac.htm)).

The challenge to the subcommittee is to review the document and be ready to discuss what direction we should take the TBED initiative. The subcommittee felt the document is a spring board to many new initiatives which are consistent with SGS's function. Also, please be prepared to discuss other topics/opportunities/directions the SGS should consider.

The next SGS meeting is scheduled for December 16th at 0900 CST. The phone number is the same, (505) 368-7380.

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CDR, USPHS