

Therapist Professional Advisory Committee



Place: Physical Therapy Conference Room
US Naval Hospital, Bethesda, MD

Date: December 7, 1989

Time: 10:00 a.m.

Present: CAPT R. Nelson (PT/Chair); CAPT W. Fromherz (PT/CPO/DCP); CAPT M. Barenz (OT); CAPT G. Diullo (PT/BoP); CAPT N. Hartman (PT); LT M. Rodgers-Smith (PT/NIH); CDR G. Schofield (OT/Field Rep); LCDR M. Schroeder (PT/Field Rep); CAPT D. Swett (PT/IHS), and guest CAPT J. Ebner (OT/NIH)

- I. The meeting was called to order by the Chair at 10:00 a.m.
- II. The Agenda (Attachment A) was accepted as published.
- III. The minutes of the September 7, 1989 meeting were adopted as published.
- IV. Open Forum
 - A. The TPAC members welcomed CAPT J. Ebner who is a member of the ad-hoc committee on standardized clinical billets. He served as the resource person to the TPAC for the planned discussion on standardized clinical billets.
 - B. The TPAC members thanked the ad-hoc committee on standardized clinical billets for a job well-done. The discussion and results follow in item VII, A of these minutes. The members of the Ad-Hoc Committee are:

CAPT W. Fromherz CPO/Chair; CAPT J. Ebner (OT); CAPT G. Diullo (PT); CAPT D. Swett (PT); LCDR D. Nestor (PT), and LCDR K. Diepold (DCP) who served as a consultant.
 - C. **CDR Regis Turocy USN, Head PT/OT Naval Hospital, Bethesda** was specifically noted by all TPAC members for his continued assistance to the PHS Therapists. CDR Turocy has made the Physical Therapy Department's conference room available to the TPAC for the past year. His professional and courteous assistance is greatly appreciated.

- D. The TPAC recognized the continued extra efforts expended by CAPT W. Fromherz on behalf of the Therapist Category in the areas of career development, recruitment and retention. His efforts on behalf of the officers are the field is greatly appreciated.
- E. TPAC recognized those officers who received PHS honor awards (Attachment B). Special note was taken for CAPT Barbara Sloop who was awarded the *Surgeon General's Exemplary Service Medal*.

V. Reports:

A. Chair: CAPT R. Nelson

- 1. The chair attends the monthly Chief Professional Officer/Professional Advisory Committee meetings as often as possible. The CPO/PAC meetings enable better communication between the Chair and the Therapist category members. Some reports from those meetings and other publications are presented as an appendix to these minutes for review by the Therapist category members.
- 2. Information that is central to the Therapist category but not directly related to the TPAC function is presented in the appendix to these minutes.

Action Item: Any information of general interest to the Therapist category may be forwarded to the Chair for distribution as TPAC appendix material. Please send a good quality copy to:

CAPT R. Nelson
NIOSH, DSR
944 Chestnut Ridge Road
Morgantown, West Virginia 26505

- 3. A self-nomination form for possible TPAC appointment is included with this issue of the TPAC minutes (Attachment C). All self-nominations will be considered, regardless of the officer's geographic location.

Action Item: Please fill out the self nomination form and return no later than February 14, 1990 to:

CAPT R. Nelson
NIOSH, DSR
944 Chestnut Ridge Road
Morgantown, West Virginia 26505

4. The chair thanks LCDR M. Schroeder for graciously recording the minutes for this meeting.

B. Chief Professional Officer/DCP Representative: CAPT W. Fromherz

1. There are 26 vacancies PHS system-wide for the therapist category. This represents a **28 percent vacancy rate**. Every effort must be made to recruit therapists into these vacant spots. *Recruitment is the responsibility of all members of the Therapist category.*
2. Clarification of clinical billet assignments was presented by Bill Fromherz. He explained that an individual may be placed in a billet that has the *same or higher* grade than the therapist holds. A therapist may be placed in a billet one grade *lower only* in an isolated hardship billet/site. Bill also described how both the Career Development Plan and the CARE survey were used in the development of the standardized clinical billets.

Action Item: For further information about clinical billet assignments please contact CAPT W. Fromherz at (301) 443-3930 or FTS 443-3930.

3. Senior COSTEP packages have been sent to all therapist education programs. If you do not have a copy of the Senior COSTEP program please see TPAC minutes dated September 7, 1989.
4. Draft of Recruitment Summary Black/Hispanic Officers appears in the appendix of these minutes.
5. Draft plan for promotion cycle 1990, went to agency representatives at their November, 1989 meeting. An article in the Commissioned Corps Bulletin will be forthcoming. All therapist officers are encouraged to carefully review this article.
6. W. Fromherz is lobbying to have the number and type of PHS support activities allowed on the Officer Information Survey (OIS) increased so that it represents the officers field activities. For example, the associate recruiter activities, TPAC field representative activities, and PHS new officer orientation that occurs in the field.
7. A draft functional statement related to the office of all Chief Professional Officers has been developed (Attachment E).

8. An updated Vacancy Announcement Tracking System (VATS) listing the 26 current vacancies is attached (F).
 9. The CPO extended a job "*well-done*" to the Ad-Hoc Committee on Standardized Clinical Billets. Many long days and nights went into the development of the billet descriptions. The committee members are recognized in the Open Forum section of these minutes.
 10. A recruitment package, including a letter of introduction signed by Dr. Mason and W. Fromherz (Attachment G) has been sent to all therapist education programs.
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- C. Indian Health Service: CAPT Swett - Please see attachment H.
 - D. Coast Guard: CAPT Parrette - Nothing new to report.
 - E. FDA: LCDR Schroeder - Nothing new to report.
 - F. Carville: CAPT Krotoski/CAPT Birke - Please see report attachment I.
 - G. NIH:
 1. Occupational Therapy Service - LCDR Oakley - Please see report attachment J.
 2. Physical Therapy Service - LT Smith - Please see report attachment K.
 - H. NIOSH: LCDR Nestor - Please see report attachment L.
 - I. Bureau of Prisons: G. Diullo - Please see report attachment M.
 - J. Research and Professional Activities: CAPT Birke - Nothing new to report.
 - K. CMHS: CDR Schofield - Please see report attachment N.
 - L. FEOH: CAPT Plumstead - Please see report attachment O.
 - M. PHS Recruitment Branch: CDR Ferguson - Please see report attachment P.

N. Therapist Recruitment: CAPT Hunt

1. CAPT Swett presented a draft letter to use as an initial contact for therapist professional school contacts. When completed, all therapists will be asked to use this letter as a guide to contact their alma mater.

Action Item: Any therapist who wants a copy of the letter should contact:

CAPT Gary Hunt
Physical Therapy Department
Medical Center for Federal Prisoners
Springfield, MO 65802

2. CAPT Diullo presented the recruitment plan and survey developed by CAPT Hunt (Attachment Q).

Action Item: TPAC thanks Gary for his continued exemplary efforts on behalf of the therapist category recruitment activities.

3. LT Karen Lohmann (PT/NIH) has developed a recruitment package for NIH. The TPAC will request a copy of the recruitment package and share with the Therapist category with the March 1, 1990 minutes.

4. COSTEP recruitment: The rate of former COSTEPS joining the PHS after an assignment is unknown. CAPT R. Nelson requested a profile of those COSTEPs who have accepted a PHS commission.

Action Item: CAPT Diullo will contact the COSTEP coordinator LCDR Ivana Williams (PT) to obtain the information needed. CAPT Diullo will prepare a report for the March 1, 1990 TPAC meeting.

5. CAPT Jim Ebner recommended that CDR B. Ferguson be contacted to ascertain the possibility of offering COSTEP and/or student experiences in the administrative tract (e.g., National Health Service Corps).

Action Item: CAPT Jim Ebner will report his findings about the administrative tract assignments to the March 1, 1990 TPAC meeting.

6. The recruitment committee feels that a pictorial description of the PHS therapist community functions would be desirable for recruitment purposes. CAPT Hunt has indicated an interest in the further development of a pictorial display for an recruitment package to compliment the existing brochure.

Action Item: CAPT Hunt has indicated that he will try to complete a draft pictorial brochure for use by Therapist recruitment and submit to the March 1, 1990 TPAC meeting.

7. Revisions to the current Therapist recruitment brochure are due to CAPT Hunt no later than January 19, 1990. Please address comments directly to:

CAPT Gary Hunt
Physical Therapy Department
Medical Center for Federal Prisoners
Springfield, MO 65802
FAX (417) 862-5248

- O. Education: CDR Brown - Please see "*SPOTLIGHT*" attachment R.

Action Item: Therapists who want to submit an article for the continuing series entitled "*SPOTLIGHT*" are requested to contact CDR Brown:

CDR William Brown
Physical Therapy Department
PHS Indian Hospital
Claremore, OK 74017

VI. Old Business

- A. Career Development strategic planning - Tabled until March 1, 1990 TPAC meeting.
- B. The Career Development Plan and the CARE survey (Attachment S) served as a vital link to the development of the standardized clinical billet descriptions. The clinical billet descriptions were not developed in a vacuum, rather they are based on the results of input from the therapist category.

Action Item: The TPAC extends a job "*well-done*" to CAPT Dale Swett and the Gallup IHS Hospital support staff for all the extra effort in summarizing the results of the CARE survey. TPAC also extends a "*thank you*" to all the therapists who have had input into the CARE survey.

- C. A document will be developed by the Chair and CPO which will chronicle the research basis that underlies the development of the standardized clinical billets using the Career Development Grid and the CARE survey.

Action Item: The document will be submitted to the TPAC for their review/approval at the March 1, 1990 meeting.

VII. New Business

- A. The standardized clinical billets were reviewed by the TPAC. Comments from the individual therapists and agency representatives were received and reviewed by the TPAC. All comments were read and reviewed. Minor reorganization of duties and editorial changes will be made prior to submission to the agencies. CAPT G. Barenz has volunteered to assist the CPO with the final editing stages in the billet descriptions.
- B. The standard clinical billet descriptions and the table of organization have been approved by DCP pending minor changes. Agencies will assign therapist officers to appropriate billets. Completed final draft of standardized clinical billets are attached (T).
- C. An awards coordinator for the Therapist category is requested. The functions and responsibility will be developed at the March 1, 1990 TPAC meeting.

Action Item: Any therapist interested in becoming an awards coordinator and helping in the development of the function and responsibility statements should contact CAPT R. Nelson at (304) 291-4810 or FTS 923-4810 no later than February 14, 1990.

VIII. Next TPAC Meeting

Date: March 1, 1990
Time: 10:00 am to 4:00 p.m.
Place: Physical Therapy Conference Room
US Naval Hospital, Bethesda, MD

Action Item: Please forward agenda items and reports in writing no later than February 14, 1990 to:

CAPT Roger Nelson
NIOSH, DSR
944 Chestnut Ridge Road
Morgantown, West Virginia 26505

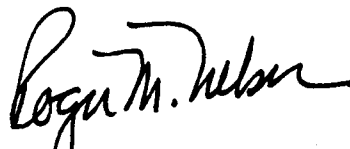
FAX (304) 291-4904 FTS 923-4904

Respectfully submitted:



LCDR Marie Schroeder
Substituting for LCDR Fran Oakley
Secretary, TPAC
December 8, 1989

Concur:



CAPT Roger M. Nelson
Chair, TPAC
December 26, 1989

Reviewed:



CAPT William Fromherz
Chief Professional Officer
Therapist Category