

# THERAPIST PROFESSIONAL ADVISORY COMMITTEE



Place: Physical Therapy Conference Room, U.S. Naval Hospital, Bethesda, MD

Date: March 15, 1990

Time: 10:00 a.m. to 4:15 p.m.

Present: CAPT R. Nelson (PT/Chairperson/NIOSH); CAPT W. Fromherz (PT/CPO/DCP); CAPT G. Diullo (PT/BoP); CAPT N. Hartman (PT/HCFA); LT M. Smith (PT/NIH); CDR G. Schofield (OT/Field Representative CMHS); LCDR M.Schroeder (PT/Field Representative/FDA); CAPT D. Swett (PT/IHS); LCDR F. Oakley (OT/Secretary/NIH) and guest CAPT R. Leach, (PHS Recruitment Branch).

- I. The meeting was called to order by the chairman at 10:00 a.m.
- II. The agenda (Attachment A) was accepted as published.
- III. The minutes of the December 7, 1989 meeting were adopted as published.
- IV. Open Forum:

A. **CAPT Rice Leach, MD** was introduced to the TPAC members. CAPT Leach is the Chief, U.S. Public Health Service Branch. The following points are from Dr. Leach's presentation:

1. Source of Revenue and Recruitment Plan; PHS Recruitment Branch:  
CAPT Leach indicated that the Indian Health Service and the National Health Service Corps provide the Recruitment Branch's financial support base. These two agencies have identified physicians, nurses, pharmacists, and physician's assistants as priority categories for recruitment. The elements of the recruitment plan were described in detail (Attachment B).
2. Associate Recruiter Program:  
Associate Recruiters who submit five names each year to the PHS Recruitment branch become qualified to receive an *Associate Recruiter Badge*. The badge which will be sent to the officer by the Recruitment Branch and may be worn on the PHS uniform.
3. Recruitment Screening Tool:  
A screening questionnaire needs to be developed for use by the Recruitment Branch personnel when they examine inquiries about the therapist category. CAPT Swett agreed to draft a list of screening questions.

**ACTION ITEM:** CAPT Swett will present the draft list of screening questions to the TPAC members at the May 17, 1990 meeting.

4. Management of Therapist Candidate Files:

CAPT Leach offered to work with CAPT Fromherz to develop a coordinated system for tracking and processing of therapist recruits to assure timely follow-up of personnel activities.

**ACTION ITEM:** CAPT Fromherz will report the status of the therapist candidate file management procedures at the May 17, 1990 TPAC meeting.

5. Position available in the Recruitment Branch:

A PHS recruiter position is currently vacant. Dr. Leach indicated that a person in the therapist category would be a good match for his branch. This position holds an "05" billet.

**Action Item:** Therapists interested in applying for the PHS Recruiter vacancy should call the therapist staffing officer, CAPT William Fromherz at (301) 443-3930 or FTS 443-3930 as soon as possible.

6. "THANK YOU":

The TPAC extended a special "thank you" to both CAPT Leach and the PHS Recruitment Branch for all the support they have provided to the therapist category recruitment activities.

B. CAPT Myrna G. Barenz (Federal Employee Occupational Health Program) announced she will be retiring from the PHS Commissioned Corps effective May 1, 1990. The TPAC wishes CAPT Barenz all the best in her new career and greatly appreciates her efforts on behalf of the therapist category.

V. Reports

A. Chairperson - CAPT R. Nelson

1. Congratulations to the following officers on their promotion:

To Commander:

**Marie A. Schroeder**

To Lieutenant Commander:

**Becky L. Sellers**

Exceptional capability promotion:

To Commander:

**Ivana R. Williams**

2. The chair represented the therapist category at the annual awards ceremony for COSTEPS and COSTEP Preceptors. The awards ceremony was coordinated by CDR Ivana R. Williams. LCDR David E. Nestor received a PHS Citation award as a COSTEP preceptor. The award was the result of a nomination by Michael Timko a COSTEP during the summer, 1989 at NIOSH, Morgantown, West Virginia.
3. A Black Commissioned Officers Advisory Group has been formed. Please see attachment (C) for details.

4. Please use the mail/correspondence designations as noted (Attachment D) when directing specific correspondence to the Division of Commissioned Personnel.
- B. Chief Professional Officer/DCP Representative - CAPT W. Fromherz  
Please see report (Appendix E)
- C. Indian Health Service - CAPT D. Swett - Please see report (Appendix F)
- D. Coast Guard - Open - no report - no field representative assigned
- E. Food and Drug Administration - CDR M. Schroeder - Please see report (Appendix G)
- F. Carville - CAPT J. Krotoski/CAPT J. Birke - nothing new to report
- G. National Institutes of Health  
01. Occupational Therapy - LCDR F. Oakley - Please see report (Appendix H)  
02. Physical Therapy - Lt. M. Smith - Please see report (Appendix I)
- H. National Institute for Occupational Safety and Health - LCDR D. Nestor  
Nothing new to report
- I. Bureau of Prisons - CAPT G. Diullo - Please see report (Appendix J)
- J. Research Award Activity - CAPT J. Birke - Please see report (Appendix K)
- K. Community Mental Health Services - CDR G. Schofield - Please see report (Appendix L)
- L. Federal Employee Occupational Health - CAPT A. Plumstead - Nothing new to report
- M. PHS Recruitment Branch - CDR B. Ferguson - Nothing new to report
- N. Therapist Recruitment - CAPT G. Hunt - Please see report (Appendix M)
- O. Education - CDR W. Brown - Please see report (Appendix N)

**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

V. Old Business:

- A. TPAC reviewed the final draft of the therapist category Career Development Opportunities Diagram. This graphic describes therapist career opportunities and supplements the CARE survey instrument. When the graphics are complete, a final copy will be distributed to all therapists.
- B. Therapist Recruitment Plan - A draft therapist recruitment plan was presented to the TPAC. The comments and suggestions made by the TPAC were communicated to CAPT Hunt. **ACTION ITEM:** CAPT Hunt will review the TPAC comments and prepare another draft for the May 17, 1990 meeting.
- C. The action items from the minutes of the December 7, 1989 TPAC meeting were reviewed:
1. pp2 - Request for general interest areas for Appendix material.  
*Activity* - See appendix these minutes.
  2. pp2 - Request for self-nomination for TPAC membership.  
*Activity* - 12 self-nomination forms received (VI item A).
  3. pp5 - Request for COSTEP coordinator - CAPT Diullo  
*Activity* - See COSTEP report these minutes.
  4. pp6 - Request for SPOTLIGHT article - CDR Brown  
*Activity* - See report these minutes.
  5. pp7 - Request for awards coordinator  
*Activity* - CAPT R. Mansell volunteered.

VI. New Business:

- A. CAPT Nelson reported he received 12 self nominations for the three TPAC vacancies that will be available in September, 1990. CAPT Nelson thanks those therapists who submitted a nomination form. TPAC will maintain its membership configuration in accordance with the TPAC Charter.
1. CAPT Nelson will follow guidelines set up by the Office of the Surgeon General for the TPAC member nomination process:
    - a. All names will be forwarded to the appropriate agency representative for approval/disapproval.
    - b. The approved list of nominees will be reviewed by the CPO.
    - c. A prioritized final list of nominees will be sent by the CPO to the Surgeon General for appointment.
  2. The letter of appointment will be generated and sent by the Surgeon General directly to the appointed officer or civil service employee. Copies of the appointment letter will also be sent to both the agency director and to their respective supervisor(s).

3. CAPT Nelson notified the TPAC members that two elected positions for the TPAC are to be filled for the September, 1990 to September, 1991 term. The Chair and the Secretary positions were opened for nomination. The provisions of the TPAC charter contain specific procedures to follow for election.

**ACTION ITEM:** The Chair will prepare a slate of candidates for the Chair and the Secretary position for consideration by the TPAC members at the May 17, 1990 TPAC meeting.

- B. The approved 05 and 06 Standardized Clinical Specialist Billets were reviewed by the TPAC (Attachment O). The issue of certification of clinical specialties and the extent of the specialization for the therapist category was discussed at length. The TPAC decided to form a special sub-committee to address the issue of billets specialty certification. LT M. Smith agreed to chair the sub-committee consisting of at least two members each representing the Occupational Therapy, Physical Therapy and Speech Language Pathology.

**ACTION ITEM:** LT Smith will present the sub-committee's recommendations on clinical specialization certification at the May 17, 1990 TPAC meeting.

- C. TPAC Charter review/revision: In accordance with provisions contained in the TPAC Charter, a review/revision of the charter is due every three years. CAPT N. Hartman agreed to review the current TPAC Charter. In addition, CAPT Hartman agreed to draft a set of policies and procedures which detail specific aspects of the charter provisions.

**ACTION ITEM:** CAPT Hartman will present both the recommendations for TPAC Charter revisions and a draft policy and procedure manual to the May 17, 1990 TPAC meeting.

- D. COSTEP applications were reviewed and preliminary selections made for the Indian Health Service and the Bureau of Prisons. Other COSTEP information is listed below.

1. A survey form will be developed by CAPT Diullo. The purpose of this survey is to identify significant factors that influence recruitment of COSTEPS.

**ACTION ITEM:** COSTEP preceptors will be responsible for insuring that their COSTEPS complete the survey form and forward it to CAPT Diullo.

2. A one page typewritten report of the COSTEP experience is a TPAC requirement for this years group. The TPAC intends to use portions of the report for future recruitment activities.

**ACTION ITEM:** COSTEP preceptors will be responsible for insuring that their COSTEPS complete the summer activity report and forward it to CAPT Diullo.

3. Nominations for COSTEP and COSTEP Preceptor and Achievement Medal/PHS Citation (when appropriate) is recommended. CAPT Diullo has agreed to assist those officers completing the requisite forms. You may also call CDR Ivana Williams (301) 443-1400 or FTS 443-1400 for information about the COSTEP awards program.

**ACTION ITEM:** COSTEP preceptors will be responsible for completing the nominations (where appropriate) and submitting them to CDR Ivana Williams. Information copies should be sent to CAPT Diullo.

E. Long term goal and strategic planning sessions development for 1991.

**ACTION:** Tabled until May 17, 1990 TPAC meeting.

#### NEXT TPAC MEETING

**DATE:** May 17, 1990

**Time:** 10:00 a.m. to 4:00 p.m.

**Place:** Physical Therapy Conference Room  
U.S. Naval Hospital  
Bethesda, Maryland

**ACTION ITEM:** Please forward agenda items and reports in writing no later than May 3, 1990 to:

CAPT Roger Nelson  
NIOSH, DSR  
944 Chestnut Ridge Road  
Morgantown, West Virginia 26505-2888  
FAX: (304) 291-4904  
FTS 923-4904

Respectfully Submitted:



LCDR Frances Oakley  
Secretary, TPAC  
March 20, 1990

Concur:



CAPT Roger M. Nelson  
Chair, TPAC  
March 30, 1990

Reviewed:



CAPT William A. Fromherz  
Chief Professional Officer