

TPAC MINUTES MAY 91

Place: 3rd Floor Conference Room
Office of Health Affairs
Food and Drug Administration
Rockville, Maryland

Date: May 16, 1991

Time: 0900 to 1630 hours

Present: LCDR F. Oakley (OT/Chairperson/NIH)
CAPT R. Mansell (PT/CPO/FDA)
CAPT G. Diullo (PT/Secretary/BOP)
CAPT D. Swett (PT/IHS)
CAPT N. Hartman (PT/HCFDA)
CDR M. Huylebroeck (PT/IHS)
CDR M. Schroeder (PT/Field Representative/FDA)
CDR E. Corrigan (Speech/AHCPR)
CDR G. Schofield (OT/Field Representative/CMHS)
CDR B. Ferguson (PT/Recruitment)
*CDR B. Thornton (OT/NIH)
LT M. Smith (PT/NIH)
LTjg C. Melanson (OT/CMHS)
DR. R. Nelson (PT/Retired Representative)
* S. Adams (PT/NIH/Civil Service)

GUEST: Susan Miller (OT/Acting Chief CMHS)

* Denotes presence during AM only.

I. Meeting called to order at 0905 by the Chair LCDR F. Oakley.

Opening Comments: This is the last meeting for CAPT Neil Hartman and LT Michael Smith who have dutifully served their 3 year term. Their service to the Committee was applauded.

II. The Agenda (Attachment A) was accepted as written.

III. The last TPAC minutes were approved as published.

IV. OLD BUSINESS

A. CLINICAL SPECIALIST ALTERNATIVE METHOD:

01. The Chair called for a vote on the question of having an alternative method of certification for a Clinical Specialist at the 0-6 grade.

Voting members present unanimously approved an alternative method.

02. A second vote was called for on the issue: Whether an individual certified by the alternative method must take a board examination when it becomes available.

DISCUSSION:

CAPT Swett proposed that it be mandatory that a Clinical Specialist take a certifying exam once it became available for a specialty. This stipulation was felt to be a necessary element in the adoption of the alternative method of certification for a Clinical Specialist at the 0-6 grade.

CDR Thornton proposed that an individual serving as a Clinical Specialist prior to the availability of a certifying exam be grandfathered into the specialty while all future candidates be required to pass the examination.

A number of scenarios were presented by members using the above noted positions. The final conclusion being that administrative considerations would be necessary in resolving specific case issues.

03. Recommendation by work group to have documents notarized was tabled at this time.
04. It was recommended that Agencies (IHS, BOP, FDA, NIH, etc.) be encouraged to use a committee approach in the selection of clinical specialists. That the committee be made up of disciplines within the Therapist Category with augmentation by Personnel when making selections of Clinical Specialists.
05. It is highly recommended that all Agencies follow criteria as stated in the Alternative Method for the Therapist Category.
06. It was clarified that an individual can occupy an 0-6 billet without necessarily being eligible for the 0-6 grade.
07. It was recommended that TPAC update the alternative method to clinical specialization as needed but minimally review the method on an annual basis.

08. LT M. Smith reviewed the Reference Forms attached and noted that these parallel forms currently used by the APTA in their credentialing process.

09. ACTION ITEM: TPAC members are to review the forms and report back to LT Smith by June 10, 1991. LT Smith will prepare the final draft for the next TPAC meeting.

V. Introduction of CDR Tom Perez - Commission Corps Awards Coordinator
(REFER TO AWARDS SECTION)

VI. STRATEGIC PLANNING: RETRIEVAL DOCUMENT/TPAC GOALS AND OBJECTIVES

A. CAPT Hartman took the TPAC Charter and listed each goal with the objectives related to that particular goal. It was noted that objective #4 under goal IV on page 3 of ATTACHMENT B is a newly formulated one and is subject to discussion. Continuing education was considered to be an important element, however attempts at providing a complete list for all the category disciplines would entail a great deal of work.

B. Training Exercise:

GOAL:

Act as an advocate to create new positions for Therapist Category.

OBJECTIVE:

Identify needs through assessment.

ACTIVITIES:

- (1) Identify Grade levels needed.
- (2) Seek funding
 - (a) Convince management of need.
 - (b) Amount necessary.

*Time frames may be developed for any segment of the plan.

C. The goal of strategic planning for the TPAC is to get feedback from the field as to how the TPAC is doing and to direct efforts of our committee.

01. TPAC STATUS REPORT - To state what activities took place for each goal and objective. This report will be presented to Category members who will in turn have an opportunity to offer suggestions, agree with methods, or make no comment. There may even be a recommendation to abandon some activities, objectives and goals.

02. ACTION ITEM: 4 goals with 18 objectives will be sent out to each TPAC member for input over the summer. LCDR Oakley will gather and compile data in order that the work can be done at the September TPAC meeting.

VII. NEW BUSINESS: CDR. Barbara Ferguson - Recruitment Committee Chair

- A. STATUS REPORT - CDR Ferguson expressed her appreciation to CAPT Gary Hunt for all the work he has done in the past three years. Information has been forwarded to CDR Ferguson by CAPT Hunt. (ATTACHMENT C)

01. Review of past activities has shown that we continue to have about the same percentage of vacancies.
02. Need to identify which activities have proven to be the most successful.
 - a) Recruitment brochure - revised (example)
 - b) Input from members as to which activities should be continued.
03. Dr. Nelson - Do we know what factors are responsible for individuals accepting positions? (Examples)
 - a) Co-Step
 - b) Loan re-payment
 - c) Senior Co-Step

Information can be obtained from individuals by means of a survey vehicle.

04. Future suggestions - Retention issues - Survey recently separated Officers. (CDR D. Arentino has submitted a survey form - ATTACHMENT D.)
 - a) One individual had noted that there was not enough diversity in assignments.
 - b) Plan marketing strategies in terms of what therapists are looking for today.
 - c) Dr. Nelson noted that most frequently new therapists identify with professionals who have shown a personal interest in their progress as a therapist.

- B. DISCUSSION TOPICS:

1. Salaries
2. Loan Repayment
3. Specialization

NOTE: Recruitment would like to have specific requests from the category. CDR Ferguson suggested that it might benefit the therapist category if a formalized plan to include funding be submitted on a FY basis.

C. RECRUITMENT PLAN REVIEW

01. Goal of reducing the vacancy rate to 0% was felt to be impractical. It was suggested that an incremental reduction would be more appropriate. LCDR Oakley reported that historically this issue had been discussed before and the 0% was a goal that was unattainable but represented the ideal outcome.

02. A discussion of the referral process ensued. CDR Ferguson is the designated individual in Recruitment who will receive the information on interested parties. She will secondarily route the information to the agency level and contact will be made with the inquiring party. A form was introduced that will be used to gather further information from the individual at the agency level. Names would be shared between agencies in an effort to complete a successful encounter. Feedback would return to CDR Ferguson (Lead Recruiter), then to the Recruitment Branch to close the loop. Use of the telephone was encouraged as a means of expediting the process. Completion of the process should be in a one month time frame.

03. Minority Recruitment
The TPAC was reminded that Minority Recruitment is and has been a primary goal for the group. Dr. Nelson asked that consideration be given the term "Culturally Diverse" as our efforts move into the next FY.

04. Regional Recruiters (ATTACHMENT F)
Most individuals designated as such declined to continue in this capacity citing lack of time as their main reason. CAPT Swett noted that individuals often dedicated time to recruitment when it was to fill positions directly affecting their operation. CDR Ferguson stressed that we need to continuously be involved in the recruitment effort. This is often the case in facilities that have student training programs.
 - (a) A discussion of the viability of the Junior and Senior COSTEP programs pointed out that the Senior COSTEP commitment was a positive factor in filling vacancies.
 - (b) Tuition reimbursement is another recruitment tool that has been successfully used by the VA system.
 - (c) CDR Huylebroeck noted that individuals with prior military service were attracted to the PHS system. With military cutbacks this might be an area of potential new recruits.

- 05. OBJECTIVE: Develop revision of Recruitment Brochure. Future brochures should be sensitive to different cultures. More pictures should be included.
- 06. OBJECTIVE: Pursue short term tours of duty. This has worked in the past for IHS, especially in certain remote areas. However, the past contact (Bob Falter) is now in the Recruitment Branch and the program has been dismantled. The therapist recruitment committee will pursue the future of such a program.

VIII. REPORTS

- A. Chairperson: LCDR F. Oakley
(See Minutes)
- B. Chief Professional Officer: CAPT R. Mansell
Please see report (ATTACHMENT G)
- C. DCP Representative: CAPT W. Fromherz
No report
- D. Indian Health Service: CAPT D. Swett
Please see report (ATTACHMENT H)
- E. Coast Guard: LCDR E. Koziatek
No report
- F. Food and Drug Administration: CDR M. Schroeder
No report
- G. Carville: CAPT J. Krotoski/CAPT J. Birke
Please see report (ATTACHMENT I)
- H. National Institute of Health:
 - 01. Occupational Therapy: LT G. Grogan
Please see report (ATTACHMENT J)
 - 02. Physical Therapy: LT M. Smith
Please see report (ATTACHMENT K)
 - 03. Biomechanics Laboratory: LT K. Siegel
Nothing to report
- I. Bureau of Prisons: CAPT G. Diullo
Please see report (ATTACHMENT L)
- J. Research Award Activity: CAPT J. Birke
Please see report (ATTACHMENT M)

- K. Community Mental Health Services: CDR G. Schofield
Please see report (ATTACHMENT N)
- L. Federal Employee Occupational Health: CAPT A. Plumstead
No report
- M. Therapist Recruitment: CDR B. Ferguson
See meeting minutes.
- N. Education: CDR B. Brown
Please see report (ATTACHMENT O)

X. Next TPAC Meeting:

Date: Wednesday, September 25 and Thursday, September 26, 1991

Time: 0900 hours to 1600 hours

Place: To be announced at a later date.

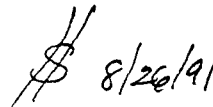
Respectfully submitted



CAPT Gene Diullo
Secretary, TPAC

Date: 8/26/91

Concur:



LCDR Frances Oakley
Chairperson, TPAC

Date: _____

Reviewed:



VERBAH
8/26/91

CAPT R. Mansell
Chief Professional Officer
Therapist Category