

Therapist Professional Advisory Committee
Meeting Minutes
Thursday, April 7, 1994

Place: Omni Inner Harbor Hotel
Baltimore, Maryland
(USPHS COA Annual Conference)

Date: April 7, 1994

Time: 1330 to 1500 hours

Present: CDR David Nestor (PT/TPAC Chair/BOP)
CDR Charles L. McGarvey (PT/TPAC Secretary/NIH)
CAPT Michael Huylebroeck (PT/CPO/IHS)
CAPT William Fromherz (DCP Rep)
CAPT Willis A. Trawick (PT/SAMHSA)
CAPT Judy Bell-Krotoski (OT/HRSA)
CAPT Andrew Smith (PT/IHS)
CAPT James Birke (PT/HRSA)
CDR Elaine Corrigan (SP/HRSA)
CDR Marie Schroeder (PT/FDA)
CDR Fran Oakley (OT/NIH)
LCDR Karen Siegel (PT/NIH)
LCDR Sherry Phillips (OT/FDA)
LCDR Rebecca Parks (OT/NIH)
LT Jim Standish (PT/CG)

Call to Order: Meeting opened by CDR Nestor at 1330 hours.

Agenda: Agenda of April 7, 1994 was adopted. (Attachment A)

TPAC Minutes: Past minutes approved with minor corrections.

Open Forum:

- A. 1. A formal welcome was made by CDR Nestor to all therapists attending the TPAC meeting.
2. Announcements:
 - a. CDR Nestor announced that this would be his last meeting as TPAC Chair.
 - b. CAPT Michael Huylebroeck was selected as Therapist Chief Professional Officer by the USPHS Surgeon General effective April 1, 1994.
 - c. CDR Nestor announced that CDR Wayne Smith was preparing the final draft of the therapist roster. The updated roster will be published in Fall 1994.
 - d. An advanced manual therapy course is being sponsored by the four uniformed services. It is to be held on May 2-6 in San Antonio, Texas. Approximately five PHS officers will be attending this course. LT Jeff Fultz will serve as one of the instructors.
 - e. Field Representatives are asked to submit their field reports to CDR David Nestor within two weeks of this meeting.
3. Election of New TPAC Chair:

CAPT Judy Bell-Krotoski (OT/HRSA) currently stationed at the Gillis W. Long Hansen's Disease Center in Carville, LA was elected as the new TPAC Chair.
4. Selection of New TPAC Members: (Attachment B)

TPAC reviewed the nominations for new TPAC members. Two vacancies currently exist. TPAC members selected the following individuals to be nominated to serve on the TPAC.

 - * a. CAPT Willis Trawick (PT/SAMSHA)
 - * b. CAPT Charlotte Richards (PT/IHS)

* Appointment of these nominees is contingent upon Agency & OSG approval. Official notification of appointment will be not later than 9-1-94.

B. 1. Therapist Clinical Specialist Billet Issue:

Issue: What is the role of the TPAC in assigning individuals to the Standard Clinical Specialist Billets?

Following a lengthy discussion the following recommendations were approved by the TPAC members to delineate the appropriate policy dealing with the section "Recommendations to TPAC from the Workgroup on Clinical Specialization" (TPAC minutes: March 7, 1991 - See Attachment C)

TPAC members recommended that:

- a. Officers who receive board specialization from their respective professional associations (i.e., American Physical Therapy Association, American Occupation Therapy Association, American Speech and Hearing Association) will be considered for the eligibility as a clinical specialist. Officers must also satisfy the minimum qualifications for each billet (05, 06) as listed in the standard clinical specialist billet description.
- b. Officers who are applying for a clinical specialist billet who do not possess certification from the above listed professional associations must apply through the alternate method to Board Certification (TPAC minutes - March 7, 1991) in order to be considered for a clinical specialist billet.

Further discussion by the group resulted in a consensus that a position paper needed to be written in order to establish a central board to review applicant credentials. CDR Nestor agreed to work with CAPT Bell-Krotoski in drafting this position paper. CAPT Fromherz requested that a copy of the draft be sent to him and CDR Kenneth Diepold, DCP billet specialist.

C. Proper Uniform at International Professional Meetings:

CDR Nestor urged all therapists who might be considering wearing their uniforms at international professional meetings to contact ASG Suzanne Dahlman, Director DCP, for proper guidance and formal permission to wear the uniform.

D. OT Combined Conference:

CDR Fran Oakley announced that she has been asked to begin participating in a quad service activity at the Combined Annual Conference of the Canadian and American Occupational Therapy Association, July 9, 1994. (See Attachment D)

Therapists wanting to provide Fran with input from the field should contact her at 301-496-2844.

E. DCP Representative Report:

- a. CAPT Fromherz announced that a new PHS identification card was being issued to officers attending the COA meeting. More information on how officers in remote areas might obtain new cards will be forthcoming.
- b. New APPLES Forms will soon be mailed to all officers. All officers were encouraged to complete and return the APPLES promptly.
- c. All officers are encouraged to date their new curriculum vitae's and also place their PHS serial number on all material submitted to their Official Personnel Folder (OPF). New updated Officer Information Summaries (OIS) are routinely sent to officers for review prior to their promotion review.
- d. Reminder to all therapists in the field about the new telephone

number for Officer Developmental Branch (ODB) - 301-594-3360.
(See Attachment F of TPAC minutes for February 18, 1994)

- e. Promotion board results will not be available before July, 1994.

Meeting adjourned at 1500 hours.

The next TPAC meeting will be held Friday, August 26, 1994, 0900-1630 hours at Parklawn Building, 5600 Fisher Lane, Rockville, MD, Conference Room O.

Please submit agenda items no later than August 15, 1994, to:

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502-642-4731
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Respectfully Submitted:

/s/ Charles McGarvey
CDR Charles McGarvey
Secretary, TPAC

Concur:

David Nestor
CDR David Nestor
Chairperson, TPAC

Reviewed:

/s/ CAPT Michael Huylebroeck
CAPT Michael Huylebroeck
CPO, Therapist Category

