

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
AUGUST 26, 1994**

Place: Conference Room O
Parklawn Building, Rockville, MD
Date: August 26, 1994
Time: 0900 to 1400 hours

Present: CAPT Judith Bell-Krotoski (OT/CHAIR/HRSA)
CDR Charlie McGarvey (PT/TPAC/NIH Secretary)
CAPT Michael Huylebroeck (PT/CPO/IHS)
CAPT William Fromherz (DCP Rep)
CAPT Willis A. Trawick (PT/SAMSA)
CDR Fran Oakley (OT/NIH)
LCDR Sherry Phillips (OT/FDA)
LCDR Becky Sellers (PT/IHS)
LCDR Karen Siegel (PT/NIH)
Lt. Mark Melanson (OT/SAMSA)
Sandra Adams (PT/Civil Service)

Call to Order: Meeting was opened by CAPT Bell-Krotoski at 0900 hours.

Agenda: Agenda of August 26, 1994 adopted. (Attachment A)

TPAC Minutes: Following a discussion of the dates of office on the roster, the past minutes were approved.

Open Forum:

- A. Welcome new TPAC members**
CAPT Willis Trawick
CAPT Charlotte Richards IHS
CAPT Judith Bell (Krotoski) (re-appointed)
- B. Action item review**

ANNOUNCEMENTS

The August CPO/PAC chair meeting was held August 17, 1993. CAPT Huylebroeck reported on issues being considered and TPAC. CAPT Bell-Krotoski attended as new TPAC Chair.

C. Request for reports from the field

Field Representatives are asked to submit their field reports to CAPT Bell-Krotoski within two weeks of this meeting.

New Business

A. Joint Training Course, and Multiservice Meetings

Report multiservice meeting, Canadian/AOTA CDR Rebecca Parks, and CDR Francis Oakley-
See Report attached.

Report first joint training course-
See Article attached

B. Response to OSG Requests For Review/Comment

The TPAC Chair is receiving increasing information from the Office of the Surgeon General (OSG) requesting response and input. In order to assure dissemination of information on a timely basis, and representation from all officers in the category on matters affecting the Therapist Category, changes in the TPAC are being considered within the framework its approved charter.

OSG Special Study Group Recruitment Report

CDR Charles McGarvey worked on the initial workgroup, and already had a lot of input. The Co-Step program is part of the current interest. [We need to find out who is on, or who might be sent to represent the Therapists]

OSG Medical Readiness Coordination Board

CAPT Willis Trawick has been representing the TPAC on this Board, and provided the TPAC with updated information. The TPAC endorsed the need for developing readiness of therapists volunteers, and for assuring therapist category participation in this PHS initiative.

ACTION: Established Medical Readiness Task Force.
Chair, CAPT Willis Trawick (PT/SAMSA)
LT Rebecca Parks, and LTJG Mark Melanson

Mission: To attend meetings of the Medical Readiness Coordination Board, keep the TPAC informed of status/needs, and encourage therapist category participation. (See Commissioned Corps Bulletin next Month)

Other uniformed services have already established Medical Deployment Information in medical readiness programs. These can be examined for usefulness in structure for the Therapist

Category. CDR McGarvey will address for PT, CDR Oakley for OT? Handbook information can be included with minutes.

Poindexter Award Nominations

Nominations were requested. Announcement included in minutes.

OSG Strategic Plan Goals and Objectives

PHS is developing a new recruitment facility to help PHS meet changing mission. PHS is moving away from health care provision, in general, to prevention programs. At this time, it is believed the Therapist Category needs to be pro-active, and identify roles, taking each strategic plan objective and identifying posture for category as it is now, future, and training needs.

TPAC Plan for addressing:

1) Develop a bilateral response arm for issues/requests for information coming from, and input into the OSG.

ACTION: Established Membership Committee to update TPAC Roster and keep it up to date. LCDR Becky Sellers Chair. LTJG Mark Melanson will work on the committee.

TPAC Committees by approved charter must be chaired by a voting member, but any officer can work as committee members, or sub-committee chairs.

- CDR Leopold Labranche has access to computers and may be able to help. A most recent list can be obtained from Charles Lewis?, HSO (office in Billings, Montana). Civil Service will be included as well as Commissioned Corps, but ways will have to be found to identify all Civil Service Therapist Category personnel working in PHS programs. Information on collective talent bank will be accessed from APPLES and survey information. E Mail for all officers will be explored. Ways in involving speech and audiology officers will be explored.

ACTION: Restructured Field Representative positions to interface with a limited number officers, and assume role of transmitting information to category officers for quick response and input, and follow-up of surveys, etc. (in addition to current role of providing summary reports from officers at Agencies, and distribution of TPAC minute) (See DRAFT new description of TPAC Field Representatives)

2) Draft a position paper re Therapist Category for OSG use on potentials/assignments including:

- 1) What can therapists offer now?
- 2) What are the training needs to accomplish?
- 3) What can therapists do in the future?

ACTION: All TPAC members will participate in drafting and a position paper. The draft will be widely circulated to other officers in order to draw upon collective talents. ALL THERAPIST CATEGORY OFFICERS ARE INVITED TO PARTICIPATE WITH INPUT. PLEASE REVIEW STRATEGIC DIRECTIONS, AND SEND COMMENT TO TPAC MEMBER, OR CHAIR.

ACTION: Established Training Needs Task Force.
LCDR Sherry Phillips, Chair.

Mission: In addition to identification of current talents and professional skills of officers which could be utilized in OSG identified strategic directions (see summary), to determine what types of training are needed to enhance participation of the therapist category in these directions, and to investigate ways of making suitable training available for therapist category officers.

ACTION: Established Uniform Military Protocol Task Force.
Chair, LT James Standish (PT/CG) - if agrees

Mission: To review current information regarding military protocol provided in uniformed service training programs, and explore ways of making this information available to all PHS therapist category officers in a way they not only know protocol for interfacing with other services, they are comfortable with correct execution of protocol.

The CPO was charged with taking concerns regarding need for orientation of PHS officers in general in military protocol to the OSG. Phil Needle and Russel Green were suggested as good contacts. It was suggested the TPAC tap into what has already been established by the Joint Chief's meeting. CAPT Trawick offered to also investigate what has already been done and how we fit.

AHA Executive Award for Excellence
AHA Federal Health Care Executive Special Achievement Award
Nominations requested. **Announcements attached.**

C. Field Rep positions

[Potential volunteers from self-referrals and other
CAPT Andrew Smith IHS/Flagstaff, AZ, LCDR Susan Miller
SAMSA/Commission on Mental Health Services, CAPT Bonnie
Thornton NIH, LCDR Susanne Pickering SAMSA, CDR Mike
Flyzik BOP/Fort Worth, TX, IHS]

New Field Representatives

Carville - to be determined

IHS

CAPT Jim Jones, Navaho

LCDR Sandra Graham, Alaska

CDR Albert Esparsen, Albq., Oak., Nashville, Cherokee

CDR Mark Dardis, Phoenix, possibly Montana, designee?

Commission on Mental Health Services

LCDR Georgia Johnson

(Need to include representatives of speech and audiology-
[contact Charles Lewis, Montana (CHECK NAME), CDR Elaine
Corrigan].

Martha Duganne?

LCDR Bernard Long PT/Physician Recruiter was appointed to the
American Indian Alaskan native Commissioned Officer's Group. LT
Rebecca Parks will ask that he send a report including specific
responsibilities, and role.

D. Therapist Clinical Specialist Billet Issues

Specialty billets were discussed, and it was reconfirmed
that the TPAC will review applications for specialty
billets and make recommendations if the application meets
the specialty billet, or if recommendation billet should
be otherwise classified.

E. Inter-Service Therapists Advisory Committee Report

Report of Quad-Service Meeting- CDR McGarvey, CAPT
Huylebroeck

CDR McGarvey has spearheaded TPAC representation to these
meetings, along with CAPT Huylebroeck for PT, and CDR Fran Oakley
for OT.

ACTION: It was recommended and decided we formalize both a TPAC PT Representative position to Quad Service, to be filled by CDR Charlie McGarvey, and OT Representative, to be filled by CDR Fran Oakley, and table the speech and audiology question until the interactions are a little further along.

Uniformed Services Chiefs Meeting.

Discussed possibility of Assigning PHS Co-Steps to other uniformed service facilities.

The Joint Chiefs meet monthly for PT every 3rd Wednesday of every month. This group started during the Gulf War, so we would be prepared for back-up. The first PHS officer to attend was CAPT Bob Mansell when he was CPO. Currently, the group is reviewing a uniformed credentialling process, and joint training courses. They want to do more together with PHS. This started with the PT discipline. There is an OT rep that has not yet been contacted. It is recommended this contact be made, along with exploring other representatives in the Therapist Category for audiology and speech.

ACTION: Established Privilege Standards Task Force
CDR Charlie McGarvey, Chair, CDR Oakley, CDR Corrigan
(if agrees), **one in Alaska?**

MISSION: To review credentialling standards being developed by other uniformed service, and recommend compatible PHS standards to encourage across service potential assignments, and mutual interactions in the Category.

F. Recruitment Issues

Difficulties were discussed regarding recruitment and moral during a 4% reduction in force, and limited promotions, which are expected to be even tighter next year. It was discussed that newer officers need to understand that the service is moving away from patient care delivery to prevention, and early intervention. New officers can expect career assignments, but in diversified areas. It was felt important to emphasize the strength of the CORPS comes from its diversity, and mobility of assignments. With many officers now highly competitive for limited promotions, officers can no longer expect that by time alone they will retire at O6. As in other uniformed services, many will retire at lower grades. It was felt important to create as much opportunity for advancement and opportunities for contribution as possible, in order that an officer can develop a well rounded career profile. Officers should

not just be driven by promotion, but opportunities for career advancement and diversity.

G. Promotion Process Issue

One therapist officer had requested the TPAC make a recommendation to the OSG that the mobility element considered for promotions be given more weight. The TPAC felt that it would be not be a good idea to recommend a change in weight of one element without considering the whole process. The TPAC is considering reviewing all of the elements for recommendation on review of Therapists officers.

Reports

Chairperson-----J. Bell-Krotoski
Report attached.

Chief Professional Officer-----M. Huylebroeck
Report attached, Continuing Education Survey Attached -
Respond to CPO.

CPO/PAC Chair Meeting Summary-----M. Huylebroeck
There is a possibility IHS therapist category officers close to Albuquerque and Phoenix could participate in TPAC meetings through video conference if the meetings were held in the IHS headquarters office in the Parklawn Building. The first video conference is being held November 18, 1994. PLEASE LET THE CPO OR TPAC CHAIR KNOW OF ANY OTHER VIDEO-CONFERENCING POSSIBILITIES, AND THESE WILL BE INVESTIGATED.

DCP Rep/Therapist Staffing Officer-----W. Fromherz
The APPLES Survey is being revised and will be sent out in January. Therapists need now to make appointments to review their personnel files to avoid a rush of reviews later.

Recruitment Committee-----B. Ferguson
(Need to check regarding status) The Co-Step positions were discussed, and need to encourage Agency support. Funding is always a limitation, and the fact it is difficult for Agencies to know ahead of time what positions they will have. If outside funding sources could be found this program would be facilitated. Karen Siegel (PT/NIH) showed the final recruitment pamphlet, and passed them around. These are now available, (See attached pamphlet).

COA Therapist Representative-----M. Schroeder
Research Award Activity-----J. Birke
Hoog Award deadline for submission extended.
Report attached.

Education-----S. Graham
Indian Health Service-----M. Huylebroeck
There is a possibility IHS therapists could participate in
TPAC Meetings if IHS Room is used with videoconference -
will be tried next TPAC Meeting, November 18, 1994.

Coast Guard-----J. Standish
Report attached

Food & Drug Administration-----M. Schroeder
Carville
Occupational Therapy-----J. Bell-Krotoski
Report attached

Physical Therapy-----J. Birke
National Institutes of Health
Occupational Therapy-----B. Parks
Physical Therapy-----C. McGarvey
Biomechanics Laboratory-----K. Siegel
Bureau of Prisons-----F. Levy
Community Mental Health Services-----W. Trawick
Federal Employee Occup. Health-----A. Plumstead
Health Care Financing Admin.-----S. Patterson
Center for Disease Control-----C. Themann

TASKS

Ebner Award follow up.

Need policies and procedures for Membership Committee.

Need letters thanking participants on pamphlet project -
consider unit citation.

Need letter from CPO charging CDR McGarvey to access APPLES info
for membership roster information/talent bank. (On reviewing this,
I believe information collected for one purpose can only be used
for that purpose under privacy act - need to review, or add use
to APPLES questionnaire going out in January).

Need to contact new and potential field reps.

Need to determine terms of office for committee chairs,
and field representatives.

CPO to carry forward to OSG TPAC concerns the in order to be ready
for interservice cooperative assignments, officers need to be
familiar and comfortable with military protocol.

Need to review charter and Education and Recruitment Committee chairs - by charter chairs need to be on committee.

Need to follow up getting input on draft position paper (include strategic plan summary, and solicit comments in minutes - act on field rep positions).

DRAFT ROLES FOR FIELD REPRESENTATIVES

Responsible for representation/communication with limited number of officers for quick interactive response to TPAC (average 10).

Report to the TPAC prior to meetings, 4 times a year.

Keep current list of job vacancies, and potential vacancies (work with Recruitment Committee).

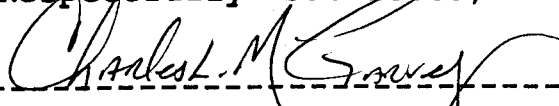
Report upcoming meetings in area of interest to Category officers (work with Education Committee).

Disseminate TPAC Minutes and other information from OSG and TPAC on timely basis.

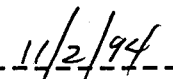
Gather information and officer input on a timely basis, and follow-up surveys, etc.

(Roles will be reviewed annually)

Respectfully Submitted,



CDR. Charles L. McGarvey, Secretary, TPAC

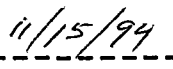


Date

Concur:



Capt. Judith Bell Krotoski, Chair, TPAC



Date

Attachments