

Therapist Professional Advisory Committee Meeting Minutes

DATE: 28 JAN 2000
TIME: 0835 to 1122 MDT
LOCATION: Conference Room IHS Headquarters West
5300 Homestead Rd. NE

ATTENDEES: Albuquerque, New Mexico

CAPT Charlotte Richards (Chief Professional Officer)
CAPT Becky Sellers (Ex Officio)
CAPT Jim Jones (Field Rep)
CDR Jeff Fultz (Acting Chair/Executive Secretary)

In Rockville: (Conference call):

CAPT Willis Trawick (Member)
CAPT Rebecca Parks (Member)
CAPT Ivana Williams (Member)
CDR Mike Flyzik (Member)
CDR Georgia Johnson (Member)
CDR Karen Siegel (Home Page)
LCDR Bart Drinkard (Field Rep.)
LCDR Mark Melanson (Field Rep.)
LCDR Doris Ravenell-Brown (Guest, Division of Commissioned Personnel)
LTJG Stephen Spaulding (Guest)

Via Conference call:

CAPT Dave Brueggemann (Member)
CAPT Dominick Aretino (Member)
CAPT Mike Huylebroeck (Guest)
CDR Lois Goode (Member)
CDR Susanne Pickering (Mentoring)
LCDR Richard Shumway (Member)
LCDR Nancy Balash (Field Rep./Historian)
Ms. Beth Solomon (Member)

In Phoenix (Video conference call):

CAPT Mark Dardis (Member)
LT Ron West (Guest)
LT Liza Figueroa (Guest)
LTJG Joseph Rasor (Guest)

Proxies:

CAPT John Hurley
CDR Leo LaBranche
LT Grant Mead

I. Call to Order

The meeting was called to order by the Acting Chair at 0835 local time. The

delay in beginning the meeting was due to an Appointment Board in Rockville concluding late. CDR Fultz welcomed all in attendance and reported that CAPT Hurley would not be available to Chair today's meeting. He stated that CAPT Hurley had required corrective surgery to repair a hernia acquired earlier in the week. CDR Fultz reported that there was no delineation of authority for a circumstance such as this specified in either the TPAC Charter or the TPAC Policies and Procedures document. CDR Fultz stated that he was asked by CAPT Hurley to serve as chair for today's meeting, and had reviewed information pertinent to the meeting with CAPT Hurley. He then asked if there were any objections to having him chair the meeting. There were no objections stated by the TPAC Membership in attendance.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. Several members from Rockville and Phoenix reported that they had not yet received the revised agenda for today's TPAC Meeting. Arrangements were made to fax out copies to both sites. CAPT Brueggemann stated that he needed some time put into the agenda today to speak about the Therapist Category Newsletter. CDR Fultz said time would be made to hear about the Newsletter. The agenda for the meeting was accepted with the addition as described.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the 22 OCT 99 TPAC Meeting were accepted as written.

IV. Open Forum

A. Introduction of Guests

CAPT Mike Huylebroeck, IHS Senior Clinician, Whiteriver, AZ
LCDR Doris Ravenell-Brown, Acting Therapist Category Staffing Officer,
DCP, Rockville, MD.

LT Ron West, Physical Therapist, Phoenix Indian Medical Center, Phoenix, AZ

LT Liza Figueroa, Physical Therapist, PIMC, Phoenix, AZ

LTJG Joseph Rasor, Physical Therapist, PIMC, Phoenix, AZ

LTJG Stephen Spaulding, Occupational Therapist, DC Commission on Mental
Health Services, Washington, DC

B. Action Item Review

ACTION ITEM: *A Discipline Coordinator Task Force was created with Ms. Solomon as its Chair, with CAPT Brueggemann and CDR Smith as members. The purpose of this task force is to establish specific job requirements and a job description for the liaisons, as well as to define a selection process (member vs. non-member TPAC eligible?) This Task Force will report its progress at the next TPAC Meeting. CDR Fultz deferred this discussion to New Business.*

ACTION ITEM: *Junior officers interested in serving as the Therapist Category's representative to the soon to be established Junior Officer PAC need to contact CAPT Richards immediately. CAPT Richards is requesting a brief synopsis of*

why the junior officer feels they can take on this responsibility successfully. This will be reported upon at the next TPAC Meeting. CDR Fultz deferred this discussion to New Business.

V. Old Business

A. Fitness/Wellness Initiative

CDR Flyzik reported that everyone should have received a copy of the Presidential Sports Awards Program in the mail. He thanked all the officers involved in getting this mailing out to the entire Commissioned Corp. CDR Flyzik reported that he had spoken to all the Chief Professional Officers (CPOs) of the different categories to encourage them to have their members become actively involved in this effort on a local level. He stated that the Dallas Commissioned Officer's Association (COA) Branch has begun an outstanding program in their region. He described how this group had sent some individuals to the Navy's training program and had followed up with fitness consultations for members with specific recommendations for exercise and nutrition. CDR Flyzik concluded by stating that he expected the Dallas COA Branch to report on the progress of this effort at June's COA Meeting in Scottsdale, Arizona.

CDR Flyzik reported that he had heard from several therapists requesting to become involved. He stated that he would like to see them all become active in local programs in their areas to begin with. He reported that he would be getting in touch with these individuals and others once he starts his detail at the Office of the Surgeon General (OSG) beginning sometime in March.

CDR Flyzik reiterated that the basic philosophy behind the Fitness/Wellness Program is one of personal responsibility, centered upon voluntary active participation. The program's goals are to:

1. Educate the Commissioned Corps on wellness.
2. To train on safe and effective ways of maintaining wellness.
3. Motivate for wellness as a permanent lifestyle change.

CDR Flyzik reported that a couple of PHS Therapists had recently attended the Wellness Training offered by the Navy. LTJG Spaulding and LCDR Melanson stated that they had participated in this three-day training in New London, Connecticut. They reported that this course was to train instructors how to teach others about healthy lifestyles; smoking cessation, exercise, nutrition, stress management, etc. LCDR Melanson reported that while this course did not strictly follow the US Coast Guard wellness model, it did provide an enormous amount of information. This information included videos, lectures, handouts, and a CD ROM with the entire course on it for reference. CDR Flyzik thanked CAPT Richards and CAPT Hurley for their work in getting our category and the Commissioned Corp involved in this initiative. He stated that he would like to see

therapists continue to be at the forefront of the Fitness/Wellness Initiative. CDR Flyzik reported that once his detail begins in Rockville, he will be available to offer assistance for anyone needing help with local programs.

Fitness/Wellness Initiative Committee

	<u>Phone#</u>	<u>e-mail:</u>
CDR Flyzik (Chair)	(301) 443 – 4000	mflyzik@osophs.dhhs.gov
CAPT Parks	(301) 402 – 3017	rebecca_parks@nih.gov
LCDR Shumway	(609) 898 – 6864	rshumway@tracencapemay.uscg.mil

B. Therapist Recruitment

CDR Fultz stated that there is a challenge with our current recruitment chain as our Staffing Officer position has been “realigned” by the Division of Commissioned Personnel (DCP). He reported that as a result of this, the Therapist Category did not have someone available to take general calls on recruitment. CDR Fultz asked the group for feedback on what should be done to manage recruitment responsibilities given the realignment.

LCDR Ravenell-Brown confirmed that the DCP is undergoing a significant realignment. She reported that this process should be completed by 01 MAR. The role of Category Staffing Officer will be eliminated in this process. LCDR Ravenell-Brown reported that the newly created Assignment Branch will be assuming recruitment and placement responsibilities over all the categories within the Commissioned Corp. A Support Branch will serve to take over some of the other responsibilities including career counseling (more in a group setting), team training for new officers, facilitation of access of Officer’s Personnel Folders (OPFs) electronically, assemble information for officers up for promotion, etc. She reported that LCDR Cheryl Wiseman would be serving as the Therapist Category Staffing Officer until that position is eliminated, as LT Jordan has already transferred into another position. LCDR Wiseman can be contacted at (301) 594-3458 or at e-mail: cwiseman@psc.gov

LCDR Ravenell-Brown reported that LT Jordan’s handout on career progression was an excellent reference resource for officers. LCDR Ravenell-Brown reported that she would notify CAPT Hurley and CDR Fultz once she knew the name of the individual in DCP responsible for therapist recruitment activities.

LCDR Melanson stated that he had many more positions to report upon today, especially those available within the Indian Health Service (IHS). He thanked the Field Representatives for providing the information to put this report together.

<u>Agency</u>	<u># Vacancies</u>	<u>Position Location(s) & Description(s)</u>	
IHS	6	Gallup, NM	Staff PT&Senior PT
		Shiprock, NM	Chief OT

Acoma/Laguna, NM Staff PT
 Tahlequah, OK Chief PT
 Sitka, AK Staff PT
 (Call CDR Cavanaugh 907 966-8311)

BOP	1	Lexington, KY	Senior Staff
		(Call CAPT Nestor 606 255-6812 Ext.362)	
NIH	0		
HCFA		Check Website: www.hcfa.gov	
HSRA		Check Website: www.hrsa.gov	
CMHS	1	Washington, DC	Chief OT
Multi Agencies		Check DCP Webpage	

CDR Pickering reported that several officers had contacted her regarding opportunities within Centers for Disease Control (CDC). She recommended that anyone interested in CDC positions go to www.cdc.gov and look under training/employment.

Information on therapist vacancies needs to be provided to LCDR Melanson. He can be reached at voice mail pager Ph# (202) 898 – 9460 or e-mail: Cmela19395@aol.com

C. CCRF Final Report and Database

CAPT Trawick reported that the CCRF Task Force had completed its task and forwarded the information to CDR Downs CCRF Director, CAPT Hurley and CAPT Richards. He stated that the feedback he had received from CDR Downs was very positive, and completed her “portfolio” for the Therapist Category. CAPT Trawick reported that he was proud of the comprehensive fifteen page document the Task Force compiled. He thanked the Task Force members; CAPT Brueggemann, CAPT Dardis, Beth Solomon, CDR Patterson, CDR Pickering, and LT Mead for their efforts.

CDR Fultz congratulated CAPT Trawick and the Task Force for their work. He stated that he had seen a final draft of the document and found it to be exceptionally thorough, detailed and comprehensive in answering the four questions posed. CDR Fultz asked CAPT Trawick how the database of active CCRF members would be maintained. CAPT Trawick reported that he had already discussed this with CAPT Hurley. He stated that the plan was to have active members of CCRF within the Therapist Category keep their information updated with the TPAC Chair (CAPT Hurley) and the CPO (CAPT Richards). CAPT Trawick suggested that any and all specialized training and expertise could be relevant to CCRF missions.

CAPT Trawick reported that he had served on the committee reviewing applications for the CCRF Badge. He stated that anyone applying for the badge

needed to have all documentation of training qualifications in place first, as it will save time. He added that those who had applied for this should receive feedback regarding the status of their badge application shortly.

Applications for CCRF can be obtained by contacting:

CCRF Website=<http://oep.osophs.dhhs.gov/ccrf/>

e-mail: USPHS.CCRF@USA.NET

VI. New Business

A. Discipline Coordinators

Ms. Solomon reported that she and the other Task Force members (CAPT Brueggemann, CDR Smith) had a conference call meeting in December to discuss their mission. Several questions were generated from this meeting which needed to be brought back to the TPAC for clarification, as listed below.

1. Would the Discipline Coordinator be involved in sister service meetings?

CDR Fultz responded that this would certainly be one of the purposes of having such a liaison position. He stated that the individuals appointed to these positions would be serving as a discipline representative for our CPO at the sister service meetings. CDR Fultz added that currently CAPT McGarvey is serving in this capacity representing CAPT Richards at the Quad Service meetings for Physical Therapy. Other disciplines have similar meetings in the other services, without representation from the USPHS.

2. Who would the individual be, in terms of their qualifications? Ms. Solomon stated that the Task Force had concluded that the individual could be either Civilian or a Commissioned Officer. She added that they should also be recognized by peers as being very knowledgeable in their field.

Ms. Solomon stated that the Task Forces discussion of the selection process for the Discipline Coordinators had gotten “bogged down” as more formal arrangements were discussed. She reported that she had been in contact with CAPT Hurley regarding the difficulties in developing a selection process for the Discipline Coordinator. Ms. Solomon stated there was a question as to whether or not the TPAC Charter would need to be modified to incorporate the selection criteria for the liaison positions. CDR Fultz reported that there is a process for the selection of any type of liaison position within the charter, but it is generic.

CAPT Richards stated that she was not certain how she would make arrangements with the other disciplines, but in the Army Medical Specialist Corp they have their Corp Chief (analogous to the CPO) and they also have their individual discipline chiefs. She commented that the Navy and Air Force have a similar arrangement. CAPT Richards reported that the Discipline Coordinators

would need to be senior level person; O5 – O6, or equivalent CS grade. She also stated that the individuals serving as liaisons would be representing the Therapist Category CPO when participating in quad-service meetings.

There was a lengthy discussion among several of the meeting participants regarding the selection process for Discipline Coordinators.

CDR Fultz reported that he had discussed the selection process for the Discipline Coordinators with CAPT Hurley at length. He stated that the role of these individuals is to report to the Office of the Surgeon General as needed, on their specific disciplines for the CPO (as directed by), then also to the TPAC Chair. CDR Fultz stated that the Discipline Coordinator's duties are not only for the TPAC. Instead, they are primarily serving in a capacity representing the CPO. He stated that given this role, the CPO should be the one making the selection, not TPAC. CDR Fultz suggested that it would be most appropriate for interested individuals to submit self-nominations to the CPO, with follow-up interviews, as needed, for selection to be made by the CPO. CAPT Richards stated that she supported this concept for the selection process, as these individuals would be representing her. Ms. Solomon stated that this process would be much easier to establish for the Task Force.

LT West asked for clarification regarding the whether or not the Discipline Coordinator's positions were to create more representation on the TPAC for those professions not as well-represented. CDR Fultz stated that the TPAC has been becoming proactive in developing more representation across all the disciplines. He commented that he saw these liaison's role as one primarily to represent and provide information for the CPO as necessary, but to also report on information gathered at quad-service meetings to the TPAC. There would be a Discipline Coordinator for each of the professions represented in the Therapist Category; Audiology, Physical Therapy, Occupational Therapy, and Speech/Language Pathology.

Ms. Solomon put forth the question does the Policy and Procedures or Charter for TPAC need to include this job description and selection process? She expressed concern that changing either of these documents would be very difficult. CDR Fultz stated that this is really not a significant problem and could certainly be done, if necessary. He read the following from the TPAC Charter:

Liaison Members (non-voting): The TPAC may identify individuals to serve in a liaison capacity to provide information or assist with activities, e.g., the DCP Category Staffing Officer, a representative from the Recruitment Branch, etc.

CDR Fultz stated that the way things are structured in the TPAC Charter provides a great deal of latitude as to how to establish a new liaison position. He

suggested that the Task Force should put together a final proposal for consideration, and TPAC can define the mechanism of how this should take place. CDR Siegel added that this could be a job description we could consider adding to the Policy and Procedure Manual for TPAC, as that document is much easier to change than the Charter. CDR Fultz responded that he agreed that the job description and selection process should be defined and put into the Policy and Procedures for TPAC.

ACTION ITEM: The Discipline Coordinator Task Force (with Ms. Solomon as its Chair, and CAPT Brueggemann and CDR Smith as members) will develop a final draft document regarding the selection process, criteria and job description for consideration by TPAC Members one month prior to the next TPAC Meeting. Before sending this out to the membership, the Task Force will review this document with the CPO and TPAC Chair for their input. The Task Force's final draft proposal for the establishment of Discipline Coordinators will be reviewed and voted upon at the next TPAC Meeting 28 APR 00.

B. Junior Officer Involvement

CAPT Richards announced that two Junior Officer Liaisons had been selected for the Therapist Category;
LCDR Cindy Melanson and LT Michelle Jordan.

LCDR Melanson reported for that due to a family emergency his wife (LCDR Cindy Melanson) was not able to be at this meeting. He stated that she had not yet met with the other category's Junior Officers.

C. COA Educational Day

CAPT Sellers stated that the schedule of presentations had just been finalized for the Therapist Category Education Day, June 10th during the COA Meeting in Scottsdale, Arizona. She reported that the theme for this year's educational program is "Care of the Elder Client." CDR Fultz reported that CAPT Hurley had said that Lori Johnson of COA expects that many officers from other categories will want to attend the Therapist Category's Educational Day program, due to its interdisciplinary content. He thanked CAPT Sellers and CAPT Dardis for their efforts in putting this program together. Please see **Attachment B**.

D. Henry Jackson Foundation

CDR Fultz reported for CAPT Nestor. \$130 is currently available in the fund. CDR Johnson reported that \$90 would cover the costs for category awards. CDR Fultz commented that if there was more funding available our category would have greater latitude in sponsoring a variety of different activities for our members. He added that if every TPAC Member contributed \$20 to the fund, that would give us \$300 to use for whatever purpose we choose; social events, more recognition awards for deserving individuals, etc.

To learn how to make a contribution to the Henry Jackson Foundation Fund for the Therapist Category, please see **Attachment C**.

E. TPAC Membership Expansion

CDR Fultz reported that he wanted to open a discussion regarding expanding the membership size of the TPAC. CDR Fultz reported that while the TPAC's fifteen members has done very well, the Therapist Category has taken on a number of challenging tasks, and additional members would be beneficial. He mentioned that the Fitness Initiative project, in particular, will require labor intensive effort on the part of the TPAC. CDR Fultz suggested that the TPAC Membership be expanded from fifteen to seventeen members. He stated that the TPAC Charter allows for expansion of the TPAC Membership to twenty.

CAPT Aretino asked CDR Fultz if he had any additional duties in mind when proposing this expansion of the membership. CDR Fultz responded that as a TPAC Member they would be available to chair committees, work on projects as assigned by TPAC, and generally provide more individuals to get the work of TPAC accomplished. He also stated that there is a great deal of participation within the Therapist Category, and this would extend the opportunity to be a TPAC Member to more of these individuals. CAPT Aretino stated that he supported that, but his only issue with this was that the new members not be from the same area, so that the home unit would not suffer due to being chronically short-staffed when TPAC Members were attending meetings.

CAPT Sellers stated that the TPAC ought to consider what some of the other PACs do to ensure that their membership remains diverse. She reported that the HSO Category has "assigned membership" meaning that they have a pre-determined number of members from different disciplines as well as different agencies. CAPT Sellers reported that one advantage to having membership mandated in this way is that you would never have multiple members from the same service unit. She added that the Therapist Category has always relied upon the membership to vote along the lines of diversity as specified in the TPAC Charter. CDR Fultz stated that fair representation across all the membership is critically important. CDR Fultz commented that CAPT Seller's idea of assigned membership could be revisited and considered more fully when the TPAC Charter is being reviewed for renewal in about six months.

LCDR Balash stated that she agreed with the proposal to expand the TPAC Membership. She reported that through the inclusion of the sixth precept for promotion it is almost a requirement that officers participate in the TPAC if they want to be promoted. She expressed concern that if TPAC positions are not available for individuals up for promotion, especially junior officers, it really was not fair to them. CAPT Richards stated that she felt that was a valid point. She added that if the TPAC Charter allows the membership to expand to twenty, she recommended that we do that. CDR Siegel interjected that expansion of the

membership should be gradual so that approximately one third of the membership comes up for election in any given year, as per the requirements of the charter. CDR Fultz stated that he appreciated CDR Siegel's input, and that was actually why he was recommending an increase of two additional members at this time. He added that it would also give the membership a chance to observe the progress of the TPAC over the course of the next year, before giving any consideration to further expansion.

There was a further discussion regarding the purpose of expanding the TPAC Membership. Concerns were expressed by several individuals that the proposed expansion be considered solely based upon the needs of the TPAC and not for any self-serving, promotion precept purposes. CDR Fultz agreed with these points and reiterated that the main purpose for expansion is not self-serving, it is to serve others. He added that he believed the Therapist Category and TPAC were at a point in time when we have taken on such a high profile task (Fitness/Wellness Initiative) for the category, the USPHS and the Surgeon General that a couple more members would be helpful. CDR Fultz also stated that another major effort underway was the VA Initiative, and that there was a probability now that the category would undergo significant growth over the course of the next several years.

CAPT Huylebroeck reported that participation in TPAC activities as part of the sixth precept for promotion (Agency Recommendation) did not mean that the officer needed to be a member of TPAC. He pointed out that there were many different means of actively participating in TPAC, via Task Force projects, serving as a Field Representative, serving on committees, and attending TPAC meetings regularly to provide input and offer assistance as needed.

CAPT Trawick asked CDR Fultz if he had a time-line for the increase in TPAC Membership to occur. CDR Fultz reported that he would like to have a vote on this today, so that if it was approved, the upcoming election on membership for TPAC would include two additional openings, for a total of seven positions this year. He stated that one of the current members (CAPT Trawick) would be going off the TPAC as he has served two three year terms, and is not eligible for reelection. The other four members whose terms are up are eligible for reelection to another three-year term on the TPAC. All four of these individuals put in self-nomination forms for reelection to TPAC.

CAPT Parks asked if both CAPT Richards and CAPT Huylebroeck would provide their opinions on expansion of the TPAC. CAPT Richards stated that she supported the proposed expansion of the TPAC by two additional members. CAPT Huylebroeck reported that he thought it depended upon the purpose of the proposed expansion. He stated that if the TPAC needs additional officers to accomplish its mission, then it ought to expand its membership. If it is being considered to offer people an opportunity for promotion, then it should not

happen.

CDR Fultz made a motion that the TPAC expand its membership from the current membership of fifteen to seventeen members. This would add two additional members to the TPAC. This motion was seconded by CAPT Trawick.

A *roll call vote was taken with results as follows:

10 in favor of the motion, 1 opposed, 3 abstentions

*(CDR Flyzik had left the meeting prior to this vote being taken)

The motion to expand the TPAC Membership by two additional members was approved.

F. TPAC Membership Nominations/Voting Procedure

CDR Fultz reported that 24 self-nominations along with some cover letters and CVs had been received for consideration for TPAC Membership. He reported that he would be sending out the TPAC Membership election ballots, together with copies of all the cover letters and CVs submitted, to all the current members in the next couple of weeks. He stated that the vote needed to be taken prior to 01 MAR. CDR Fultz added that he appreciated the time people had taken to submit their CVs along with self-nomination forms, as this would help the members better evaluate and consider those people nominated for TPAC.

G. DCP Realignment

Please see LCDR Ravenell-Brown's report dealing with DCP realignment under Old Business, Therapist Recruitment.

H. Newsletter

CAPT Brueggemann reported that the Fall edition of the Newsletter came out in late October. He stated that the Winter edition has been delayed a little bit, the new deadline for submissions is 15 FEB, with a goal of getting it out by the end of February. He requested that people send him articles, pictures, anything that we might want to see included.

CAPT Brueggemann reported that he had had another change in e-mail address, his new e-mail address is: dbruegge@anmc.org

VII. Reports

A. Chief Professional Officer

CAPT Richards stated that we had already heard about what was happening with the Fitness/Wellness initiative. She reported that we all should have received our packets by now, and should be actively participating in the Presidential Sports Awards program.

CAPT Richards discussed the possibility of modifying the current appointment

standards to take into account the new entry level Doctorate programs out there. She reported that other categories had successfully accomplished this. She added that these categories now bring in their entry level doctorates in at the O-3 (LT) level. CAPT Richards reported that there would be many more of these candidates potentially coming on board in the near future, and it was important that they be given appropriate credit for their advanced degree.

CAPT Richards stated that she would like the TPAC to vote on changing the appointment standards to include the new entry level Doctorate programs and provide for constructive credit to include eight years towards the training and experience date calculation.

CAPT Parks commented that she had participated in an appointment board just this morning where the issue of the Doctorate in Physical Therapy (DPT) had come up. She stated that so far it appeared that Physical Therapists would be the discipline most affected, due to the sheer numbers of programs out there. CAPT Parks added that it seemed to her that there was quite a bit of differing and strongly felt opinions as to what was the appropriate amount of credit to give these candidates.

CDR Fultz stated that the issue here is equity, and whether or not therapists coming into the USPHS are having their training considered fairly when compared to other professions, such as medical doctors and pharmacy doctorates who come in as O-3s (LTs). He reported that with regards to incoming officer's rank determination, it is all based upon the calculation for training and experience date (T&E). He added that individuals are given 4 years of credit for a Bachelors degree, 5 years of credit for a Masters degree, but for the doctorate Therapists are given whatever number of years it took to obtain that degree, instead of automatically being given 8 years of credit like the pharmacists and medical doctors receive.

CDR Siegel stated that she would very much like to see the issues posed by the new Doctorates in PT and OT resolved, because they continue to cause great difficulties for appointment boards. She suggested that a task force be established to help iron out these issues by making a proposal for TPAC to vote on. Whatever the results, they could be passed along to DCP for consideration.

CDR Johnson reported that she had spoken to Steve Hand and Phil Needles in DCP regarding the subject of T&E date determination for the entry level doctorates in the Therapist Category. Mr. Needles works in the area of DCP which is directly involved in establishing and interpreting appointment standards. He had a specific recommendation regarding this subject which he wanted to insert into the appointment standards, pending approval of the TPAC and his supervisors, see below;

Doctor of Physical Therapy (DPT); effective March 1st, 2000, eight years of credit are awarded for completing basic education leading to a DPT degree, provided that at the time the degree was conferred, the program was accredited by the American Physical Therapy Association.

ACTION ITEM: CDR Fultz established a Appointment Standards Task Force to investigate the appointment standards for the disciplines in the Therapist Category. Their assignment includes the following:

1. Learn what the appointment standards are currently for the Therapist Category and compare these standards to other categories within the USPHS.
2. Provide a recommendation regarding the appropriate T &E date credit for the entry level doctorate degree for the disciplines represented within the Therapist Category, taking Mr. Needle's proposal into consideration.

The recommendations of this Task Force are to be presented to the TPAC at the next meeting and voted upon.

CAPT Williams will serve as the Appointment Standards Task Force Chair, with CAPT Aretino, CDR Siegel, and LCDR Melanson as members.

Please see **Attachment D** for CAPT Richard's updated report.

B. Chairperson

CDR Fultz reported that CAPT Hurley is very enthusiastic about the status of the Memorandum of Understanding (MOU) with the Veterans Administration (VA). CDR Fultz read from a letter sent to CAPT Hurley by Harry Marshall, the Rehabilitation Director for the VA. The content indicated that the MOU was generally accepted by all the clinical individuals, but needed further review by their lawyers. CDR Fultz reported that it is not known just how long this process will take. He stated that it would probably be several months before the MOU is full in place between the VA and USPHS.

C. COA Therapist Representative

CAPT Parks reported that due to the weather conditions in the mid-Atlantic states, the last COA Board meeting had been canceled. She reported that the COA membership numbers were down, but that it very well may be due to the Commissioned Officers numbers being down within the USPHS generally. CAPT Parks spoke about COA's efforts at obtaining contributions from retirees of the USPHS.

CAPT Parks reminded everyone that this year's annual meeting for COA would be in Scottsdale, Arizona. She stated that she is on the Scientific Program Planning Committee. CAPT Parks reported that there will be some very well-known speakers this year, including ADM C. Everett Koop. There is also a session planned where a physician who is the Chair of Childhood and Adolescent Psychiatry at the University of Miami, (Florida) is going to talk about childhood

violence and the aftermath of Columbine and how to consider this as a public health issue.

CAPT Parks reported that the next two Annual Meetings for COA will be held in Washington, DC [2001] and Atlanta, Georgia [2002] respectively.

D. Awards Committee

CDR Johnson reported that she had e-mailed all the TPAC Members and Field Representatives information about the Therapist Category Awards; William Fromherz and Josef Hoog Awards. The deadline for nominations for both of these awards is 31 MAR 00. Copies of the awards criteria and nomination process can be obtained from CDR Johnson at gjohnson4@hcfa.gov

CDR Johnson stated that she had provided CDR Siegel with photos of this past year's recipients of the awards for posting on the Therapist Category Home Page. She added that certificates of appreciation had been sent out to all the other individuals submitting papers for consideration for the Josef Hoog Award.

CAPT Williams reported that there was no new information regarding the Virtual Wall.

Please see **Attachment E** for CDR Johnson's report and for criteria and nomination protocols for the William Fromherz and Josef Hoog Awards.

E. Recruitment and Retention Committee

Mentoring Activities

CAPT Aretino reported that he had some information to share about the mentoring program. CDR Pickering stated that she was working with CDR Smith, and CAPT Aretino on developing the mentoring program. She reported that the program was initiated in a pilot form six months ago, with five pairs of officers working together. CDR Pickering reported that every therapist has received a copy of the mentoring guidelines, which was sent out approximately 1 to 1 ½ years ago. She stated that there had been a great deal of interest expressed by many therapists to participate. She added that currently there were many more mentors than mentees. CDR Pickering reported that a six-month evaluation form for the program had been sent out to get objective feedback regarding the mentoring effort. She stated that they are looking at ways to improve the program, probably by making the training for mentors more structured. She reported that several conference calls with the group members had been done, but that the logistics of this were very problematic. CDR Pickering added that an article regarding mentoring would be published in the next Therapist Category Newsletter.

Questions, suggestions or requests regarding mentoring activities for the Therapist Category can be directed to;

CAPT Aretino e-mail: daretino@gimc.ihs.gov or (505) 722-1510
CDR Smith e-mail: michaele_smith@nih.gov or (301) 402-3014
CDR Pickering e-mail: shp9@cdc.gov or (770) 488-4879

CDR Pickering reported that there apparently some confusion regarding the sponsorship program. She stated that the sponsorship program and the mentoring programs were different. She reported that the sponsorship program was more of a local effort to orient new staff members to the facility and area, whereas the mentoring program is more of a career development program.

CAPT Aretino added that more people will be involved in the mentoring program for the Therapist Category in the near future. He stated that the information packet was quite lengthy, but if people would simply look at the first few pages of it, they would see what the responsibilities of mentors are, and what the goals of the program are for mentees.

CDR Fultz stated that he felt the best aspect of the mentoring program was the facilitation of one on one interaction between a senior officer and a junior officer. CAPT Richards asked if one of the goals of the mentoring program was to get every single new officer a mentor shortly after they come on board at a site in the USPHS. CDR Pickering stated that the sponsorship program would take care of officers for their first six months, then after that, if they were interested, junior officers could participate in the mentoring program.

CAPT Richards asked if all new officers were being assigned a sponsor. CAPT Aretino stated that he believed that the sponsorship program was one that was dependent upon the unit or agency the individual officer was assigned, and that it was not a universal program. CAPT Richards reported that she was surprised to learn that there were mentors out there without mentees when there were so many new junior officers coming into the service, with little or no formal guidance provided on site. CAPT Richards suggested that it should be an automatic process for new officers to have a mentor assigned to them shortly after they come on board, regardless of their rank, as they are all new to the service (USPHS). CDR Pickering responded that she had been working with LT Jordan to try and establish something along those lines. CAPT Aretino reported that he liked the idea of having all new officers assigned a mentor, and that he would work with the group to try and establish a mechanism for this to occur. CAPT Aretino stated that currently, it was a new officer's supervisor who was responsible for getting them involved with the mentoring program.

Home Page

CDR Siegel reported that she had faxed a copy of the working version home page to CAPT Hurley. CDR Fultz reported that CAPT Hurley was impressed with home page, and that he would get back to CDR Siegel shortly regarding the questions she had posed for him. CDR Siegel stated that she had developed an

elementary proficiency with HTML now, so a process is in place now for the home page setup with links and subpages setup. She reported that it is working pretty well now. The subheadings for the Home Page are under the following categories:

- CPO*; with CAPT Richards name and contact numbers
- TPAC*; with a list of the committee members, and field representatives with links for their e-mail addresses.
- Staffing*; which will include the facilities survey information
- History*; which will include a copy of the Category History from LCDR Balash, and hopefully pictures from the pictorial history album that CAPT Aretino helped develop.

- Fitness/Wellness*; will include links, and information on what contributions the Therapist Category has made to this program.
- Mentoring*; frequently asked questions, and other types of information, with CDR Smith and CDR Pickering as points of contact.
- Education*; will include course listings, etc.
- Awards*; with sections for William Fromherz and Josef Hoog Awards, digital photos of award recipients will be included.
- Recruitment*; includes text from therapist recruitment brochure. Links to the various professional organizations which represent the disciplines within the Therapist Category.

CDR Siegel will be seeking out additional information from various individuals to keep this information current. CDR Siegel can be reached at (301) 496-9890 karen_siegel@nih.gov for additional information.

Recruitment

This subject was discussed under Old Business, Therapist Recruitment.

Archives

Nothing to report at this time.

F. Sister Service Activities

CDR Fultz reported for CDR LaBranche. No information regarding outside activities has been shared with CDR LaBranche for several months now. CAPT Hurley has asked that anybody in the Therapist Category working with other services in any capacity please share this information with CDR LaBranche.

CDR LaBranche can be contacted at:

Tuba City Indian Medical Center	e-mail address:
Physical Therapy Department	llabran1@tcimc.ihs.gov
PO Box 600	Ph# (520) 283-2659
Tuba City, AZ 86045	Fax# (520) 283-2516

LCDR Balash reported that the Yakima Service Unit had been approached to provide health care services for the civil service employees of the US Army training center close to Yakima. She stated that this would include an additional 6000 beneficiaries.

G. Education Committee

CDR Fultz reported for LT Mead. He reviewed the upcoming courses available.

Please see **Attachment F** for LT Mead's report.

CDR Fultz commended LT Mead for the outstanding job he has done taking over responsibilities as the Chair of the Education Committee. He noted that LT Mead has done a lot to facilitate the development of new courses for USPHS Therapists to participate in. CDR Fultz noted that his efforts have benefited the entire Therapist Category.

H. Field Representatives Reports

See **Attachments G – K**.

VIII. Adjourn

The meeting adjourned at 1122 MDT. The TPAC meeting scheduled for 18 FEB 00 has been canceled. The next meeting will be held 28 APR 2000 with the usual videoconference and teleconference sites.

Respectfully submitted:

CDR Jeff Fultz
Executive Secretary, TPAC

Date: 16 MAR 2000

Concur:

CAPT John Hurley
Chair, TPAC

Date: 16 MAR 2000

Concur:

CAPT Charlotte Richards
Chief Professional Officer, Therapist Category

Date: 16 MAR 2000

ATTACHMENT A

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING AGENDA

28 JAN 2000

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
 - A. Introduction of Guests
 - B. Action Item Review
- V. OLD BUSINESS (Brief Discussions)
 - A. Fitness Initiative M. Flyzik
 - B. Therapist Recruitment M. Melanson
 - C. CCRF Final Report and Database W. Trawick
- VI. NEW BUSINESS
 - A. Discipline Coordinators B. Soloman
 - B. Junior Officer Involvement M. Melanson for C. Melanson
 - C. COA Educational Day M. Dardis/B. Sellers
 - D. Henry Jackson Foundation D. Nester
 - E. TPAC Membership Expansion (Vote) J. Fultz
 - F. TPAC Membership Nominations/Voting Procedure J. Fultz
 - G. DCP Realignment D. Ravenell-Brown
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson J. Hurley
 - Veterans MOU
 - C. COA Therapist Representative R. Parks
 - D. Awards G. Johnson
 - Category Awards I. Williams
 - E. Recruitment and Retention Committee D. Aretino
 - Recruitment M. Melanson
 - Mentoring Activities S. Pickering
 - Home Page K. Lohmann-Siegel
 - F. Newsletter D. Brueggeman
 - G. Sister Service Activity L. LaBranch
 - H. Education Committee J. Fultz for G. Mead
 - I. Field Report Summary J. Fultz

NOTICE

Any TPAC member or field representative unable to attend this meeting should forward their reports in digital format (via e-mail attachments or on diskettes) to Jeff Fultz. No hardcopies please, as the minutes are now all in digital form.

Thanks!

John T. Hurley
TPAC Chairperson

ATTACHMENT B

Schedule for Category Specific Day at COA, 10 JUN 2000

Theme: *Care of the Elder Client: A Multidisciplinary Approach*

- 9:00 am-9:55 am **Medical Aspects of Dementia**
Dr. Bruce Finke, MD, Coordinator, IHS Elder Care Initiative,
Primary Care Physician, Zuni IHS Hospital, Zuni, NM
- 9:55 am-10:10 am Break
- 10:10 am-11:05 am **Medication Use in the Elderly**
CDR LuDel White, RPh, Assistant Chief Pharmacist,
Zuni IHS Hospital, Zuni, NM
- 11:05 am-12:00 pm **Visual Changes Associated with Aging**
CDR Ron Sellers, OD, FAAO, Chief of Optometry Services,
Zuni IHS Hospital, Zuni, NM
- 12:00 pm-1:30 pm Luncheon
Speaker: ADM Bluespruce (Retired USPHS)
- 1:30 pm-2:25 pm **Hearing Loss in the Elderly American Indian Population**
LCDR Frank Weaver, Chief of Audiology, Northern Navajo
Medical Center, Shiprock, NM
LCDR Betty Garner, Audiology/ENT Manager, Chickasaw Nation
Health Systems, Ada, OK
LCDR Gari Smith, Phoenix Indian Medical Center, Phoenix, AZ
- 2:25pm-3:20 pm **Dementia**
CDR Fran Oakley, MS, OTR, BCN, FAOTA
Rehabilitation Medicine Department Research Program
Coordinator, NIH, Bethesda, MD
- 3:20 pm-3:45 pm Break
- 3:45 pm-4:40pm **Cognition Changes in Older Adults and Their Effects on
Functional Performance**
LT Laura Grogan, OTR, Staff Occupational Therapist, Gallup Indian
Medical Center, Gallup, NM

ATTACHMENT C

CONTRIBUTIONS TO THE HENRY M. JACKSON FOUNDATION

To make a donation to the Henry M. Jackson Foundation is very straightforward.

The Therapist Category Account is #5352.

Checks need to be made out to: "**Henry M. Jackson Foundation-5352.**"

No cover letter is required.

The Envelope *must be* addressed to the attention of Dr. Bryce C. Reddington, Ph.D, as he is the Special Projects Program Director. He can be reached at (301) 294-1226 if you have any questions.

The address to send a donation is:

**Henry M. Jackson Foundation
ATTN: Dr. Bryce C. Reddington, Ph.D.
1401 Rockville Pike, Suite 600
Rockville, MD 20852**

ATTACHMENT D

CPO Report
March 14, 2000

All our hard work laying the groundwork, preparing the initial fitness initiative proposal, presenting to the Surgeon General and the CPO's and PAC Chairs, and planning and refining our first strategy, has paid off. CDR Mike Flyzik has been reassigned on a two-year detail to the Office of the Surgeon General, and he's ready to represent and market our Category and take the PHS fitness initiative to the next stage. Many dedicated therapists and others have worked long and hard to get us to this historic point, and I would like to acknowledge and thank some of the key players: CAPT Charles McGarvey, CAPT Becky Parks, LCDR Richard Shumway, and last but not least, CDR Mike Flyzik. Mike can't do all that will be required alone, so I'm sure he will be calling us to help our Category carry this initiative successfully forward. Mike's first day on duty at the Office of the Surgeon General was March 6th, and if you would like to tell him hi or offer any help, he can be contacted at (301) 443-4000. I just spoke with Mike this morning, and his office is in Parklawn Building Rm. 18-38.

The fitness initiative for Commissioned Corps PHS officially rolled out during COA 1999 at the Surgeon General's Run. During our last CPO/PAC Chair Meeting it was announced that civil servants are anxious get on the bandwagon. The plan, therefore, is to roll out the fitness initiative for civil servants April 28th during the Parklawn Classic, an annual walk/run and fitness event at the Parklawn Building in Rockville, MD. Mike further reports that the plan is to go national next year with an event at each DHHS/PHS facility to coincide with the Parklawn Classic. Please begin thinking about what you would like to sponsor or help sponsor at your facility. I would like to see all Therapist Category officers work together and take the lead as we roll out nationally. Please check with Mike for details.

LT John Magel (Jake) is doing very well in the U.S. Army Orthopedic Physical Therapy Residency Program. He feels very fortunate and extremely proud to be the PHS student in this elite quad-service program. I saw Jake a few weeks ago during a visit to Ft. Sam Houston to attend a humanitarian assistance course, and he gave me a great tour of the new Brooke Army Medical Center and their astounding physical therapy department—huge and really state of the art!

The U.S. Army Orthopedic Physical Therapy Residency Program is one of three orthopedic residency programs recognized by the APTA, is also recognized by the American Association of Orthopedic Manual Therapists, and is the only program to be recognized by both. The program takes a regional approach to teaching. In other words, students begin with a comprehensive study of the lumbar spine, and then they observe and treat only lumbar spine patients. From there they go on to study, do observations, then evaluate and treat the thoracic spine, the cervical spine, and finally the extremities. Jake finishes his course in December 29, 2000.

If you think you may be interested in the Army Orthopedic PT residency, now is the time to seek approval from your agency or duty station to attend and for funding.

The program itself is at no charge to PHS, but the FTE must be funded at some level. Jake's funding came from his IHS duty station. He still maintains his FTE here at Shiprock and will owe a two for one payback to Shiprock when he returns. For more information, please contact: Orthopedic Physical Therapy Residency, Brooke Army Medical Center, Fort Sam Houston, TX 78234-6200.

If you may be interested in a Sports Medicine-Physical Therapy Residency at West Point, MAJ Josef H. Moore, Chief PT and Director of that program, has asked me to advocate for a PHS resident. This program is also eighteen months long. The Army has applied to Baylor University for a doctoral degree for both the Orthopedic and Sports Medicine programs, and approval looks favorable. You can contact MAJ Moore at the United States Military Academy, Keller Army Community Hospital, West Point, NY 10996. His phone number is (914) 938-3324.

The issue of Therapist Category appointment standards continues to be a hot topic, but the other services are not willing to do much about constructive service credit for entry-level doctorates at this time. It was discussed again at the last Quad Service Meeting attended by CAPT Charles McGarvey. The Army is the most hesitant about pursuing change because of its possible effect on the Army Baylor Program in Physical Therapy, since students in that program receive a master's degree. Both the Army and the Navy are concerned about the effect of constructive service credit on promotion status, and that a senior LT/CPT MS may end up being supervised by a junior CPT with a doctorate. While I can understand the military's concerns, our category has elected not to wait on the Department of Defense to make the first move. This issue has been addressed formally through the TPAC forming a task force whose purpose is to develop a proposal to changing our appointment standards for those with entry level doctorates.

DCP is in the initial stages of reorganization, and officers can look forward to a lot of positive change as the Commissioned Corps becomes more automated and accessible on the web. An unfortunate spin off of reorganization, however, has been that categories will no longer have an assigned staffing officer at DCP. The expectation is that officers will be able to access their OPF on their own and that categories will need to promote and increase their mentoring programs. If you would like information about OPF access, etc., you can call toll free 1-877-INFODCP.

A CPO/PAC Chair committee has been researching and working on an awards package recognizing those who serve and have served on PAC's and as CPO's. The proposal was for a ribbon to recognize PAC members who have successfully completed their term of office, a device to be worn on the ribbon for PAC Chairs, and a separate ribbon for CPO's. The ribbon package has been approved by Heraldry and sent forth to the Surgeon General.

Speaking of recognition, I would like to personally congratulate several officers who have achieved their Clinical Specialist Certification: LT Jean Marzen, LCDR Eric Payne, CDR Leo LaBranche, and CAPT Mark Dardis. I know this may not be all-inclusive as officers being recognized are all physical therapists. AOTA and ASHA also certify in various clinical specialties, and I would like to recognize and congratulate officers who are occupational therapists, audiologists, and speech therapists as well. Please keep me informed of any special recognition, awards, specialty certifications, etc. that you have received. Although I must apologize for not recognizing this officer sooner, I would also like to congratulate CAPT Pat McAdoo for receiving the Lucy Blair Award at the 1999 annual meeting of the American Physical Therapy Association.

The VA initiative is moving along very nicely at this point, and we hope to have Therapist Category officers assigned to VA facilities soon. It appears that our first officer assigned to a VA hospital may be an audiologist at a DC area facility. I would like to personally commend CAPT John Hurley for laying the groundwork and spending many long hours negotiating, networking, pouring over draft agreements, phone conferencing, and getting all the appropriate parties at VA and DCP together and on the same page with this bold, insightful, and potentially very beneficial venture. CAPT Hurley has done an outstanding job. Thanks, John!

We have two student COSTEPs in the 1999-2001 Army Baylor Physical Therapy Program at Ft. Sam Houston, TX, ENS Stephanie Maxfield and ENS Scott Mitchell. Upon graduation these young officers will be assigned to Bureau of Prisons. To date we have had five officers funded by BOP graduate from that program, and all are presently on active duty serving in federal prison medical facilities. I had an opportunity to meet Ensigns Maxfield and Mitchell in early February when I was at Ft. Sam Houston, and to speak to their class, as well as to this year's graduating class. I also had a chance to point out a very young 2LT Richards, Class of 1968, among all the many students and many classes covering the hallowed walls of the Army Academy of Health Sciences. I barely recognized that youthful face, but it smiled back none-the-less.

Please note my new e-mail address. I look forward to hearing from you.

CAPT Charlotte B. Richards
Chief Therapist Officer
Charlotte.Richards@shiprock.ihs.gov

ATTACHMENT E

DATE: 28 December 1999

FROM: CDR Georgia A. Johnson
Chair, TPAC Awards Committee

SUBJECT: William Fromherz Award
Josef Hoog Award

TO: All Therapist Category Officers

Once again, it is time to prepare for the William Fromherz and Josef Hoog

Awards. We would like to present both the William Fromherz Award and the Josef Hoog Award at the 2000 COA meeting in Phoenix, Arizona and are therefore soliciting your interest, support and nominations for both awards.

Attached are descriptions and criteria for each award. Please feel free to contact me at 410-786-6859 Monday through Friday between 7:00 AM and 5:30 PM EST if you have any questions.

Deadlines for nominations will be 31 MAR 2000 and all nominations must be submitted for consideration to T-PAC by that date. Please send your nominations to me at the address listed below.

Please honor deserving colleagues with your nominations. Thank you.

CDR GEORGIA JOHNSON
HCFA/CMSO/DEPHG
Mail Stop S2-14-26
7500 Security Blvd.
Baltimore, Maryland 21244-1850

THE WILLIAM FROMHERZ AWARD

CALL FOR PAPERS

The William Fromherz annual award and plaque is presented to a career officer in the Therapist Category who is recognized by his/her peers for outstanding contributions in either clinical care, program development, administration, or a combination thereof. The officer is recognized for the positive impact his/her contributions have made on the health care profession, the officer's program, and/or the Commissioned Corps during his/her career in the United States Public Health Service.

This award was created in memory of CAPT William Fromherz whose career contributions and accomplishments so positively impacted on the programs to which he was assigned, the physical therapy profession he represented, and the USPHS Commissioned Corps he so proudly served. Through presentation of this award we continue to be inspired by CAPT Fromherz who taught leadership by action, guidance through friendship, and respect through example.

Nominations for the William Fromherz Award must be submitted to the TPAC Awards Chair, prior to 31 March of the award year. The presentation will be made at the annual USPHS COA meeting. Nominations will be accepted from a fellow officer, civilian co-worker, or administrator. A narrative must accompany the nomination identifying the officer, his/her program, specific accomplishments or contributions throughout the officer's career and what makes them significant and worthy of consideration, and what impact the nominee has made on the profession, program, USPHS, or Corps. Guidelines for the nomination may be obtained through TPAC.

Selection for the Award will be made by a committee of peer officers at the O5-O6 grade levels selected by the TPAC Chair in consultation with the Chief Professional Officer. Officers being nominated for the award may not serve on the selection committee. Former recipients of the award will be requested to serve on the selection committee for up to three years following receipt of the award. The committee will have appropriate professional and program representation. Judging and selection will be based on documentation provided in the nomination narrative.

INSTRUCTIONS FOR COMPLETING THE WILLIAM FROMHERZ AWARD NOMINATION

- NAME: Officer's full name as it should appear on the award.
- PHS RANK: Designated rank; LT, LCDR, CDR, CAPT.
- PROFESSIONAL CATEGORY: Physical Therapy, Occupational Therapy, Speech/Language Pathology, Audiology.
- PROGRAM: IHS, BOP, NIH, DCP, NIOSH, DC CMHS, HCFA, HRSA, CDC, etc.
- NOMINATION CRITERIA: The nominee must be a career officer with 10 years or more of service in the USPHS Commissioned Corps. Although prior military and civilian service is important, it is not to be included for consideration for this award.
- PERIOD COVERED: The narrative must reflect the body of an officer's work over the course of a career in the United States Public Health Service. Dates of Commissioned Corps service must be specified.
- NARRATIVE: Must focus on the officer's contributions and accomplishments over the course of the officer's career.
Must cite specific actions, their significance and their impact.
Should consider variety of service, degree of creativity, depth, breadth and quality of work.
Must be clearly written, avoiding use of technical jargon unless clarifying statements are included. Words must be written out, not abbreviated, and must be spelled correctly.
Must not exceed five single-spaced typed pages.
- SIGNATURES/
ENDORSEMENTS: In support of the nomination, at least two endorsements are required. Nominator and endorsement signatures with appropriate signature blocks are required to complete the nomination and to certify that the narrative is a true reflection of the officer's work. Endorsements may be accepted from a fellow officer, a civilian coworker, or an administrator familiar with the officer and his/her PHS contributions and accomplishments.

JOSEF HOOG AWARD

CALL FOR PAPERS

You are invited to submit papers for consideration for the Josef Hoog Award. The purpose of the annual Josef Hoog Award is to foster research and publication by the Therapist Category of the USPHS. Papers should reflect unpublished work performed by USPHS therapists. Judging will be by reviewers selected by TPAC.

GUIDELINES FOR PREPARATION OF MANUSCRIPTS

1. Type double spaced on 8 ½ x 11 paper.
2. Right and left margins at least 1 inch.
3. Number pages clearly.
4. Cite all references by number in the text and list them numerically at the end of the paper.
5. Photographs, drawings, charts and graphs should be clearly labeled and cited in the text.

CRITERIA FOR JOSEF HOOG AWARD: See attached.

DEADLINE FOR RECEIPT OF PAPERS: 31 MAR 2000.

CRITERIA FOR JOSEF HOOG AWARD

- I. Content
 - A. Preliminary material
 - B. Introduction
 - Background
 - Purpose
 - C. Techniques
 - Methods and procedures
 - Analysis
 - D. Outcome
 - Results
 - Discussion
 - Conclusion
- II. Specific considerations for scoring
 - A. Introduction: Must inform the reader of what is going to be covered clearly, quickly and simply.

Background: Tells what has been done before.
May include brief literature review
Should indicate need for this study

Purpose: Should simply and specifically tell what this study meant to accomplish
 - B. Methods and procedures:

Tell what subjects were used and how they were selected
Tell what equipment was used
Name the commercial equipment
Very briefly describe fabricated equipment
Describe data collection procedures
Describe statistical design
 - C. Analysis: Tell how data was analyzed
 - D. Results: Unbiased description of results
Collected data

Analyzed data

- E. Discussion: Value of results
Support of hypotheses
Suggested new hypotheses
Possible sources of error in study
Other points may be covered in “discussion”

- F. Conclusions: Must logically follow from results
Must be supported by results
Must be unbiased

- G. Relevance of study:
Impact on clinic practice
Contribution to understanding or validating therapy
procedures

UNITED STATES PUBLIC HEALTH SERVICE
Health Resources and Services Administration
Rm #8A-09, Parklawn Building
5600 Fishers Lane
Rockville, MD 2857

MEMORANDUM

(Please post this in your department)

DATE: 01 March 2000

FROM: Grant N. Mead, LT (0-3), USPHS
Chair, TPAC Education Committee

SUBJECT: Continuing Education Opportunities

TO: Therapist Professional Advisory Committee (TPAC)
Therapist Department Chiefs
Uniformed Services Rehabilitation Departments

The Spring Season is slowly making it's way through the Winter of 2000. I hope this is finding you all in good health and spirits. We have quite a few conferences and course offerings throughout the Spring, and that momentum should carry us through to the Fall. I hope that a great majority of you have had the opportunity to take advantage of the diverse selection of educational and professional opportunities.

During the last installment of the TPAC Education supplement, I discussed the National Disaster Medical System (NDMS). The 2000 NDMS Annual Conference has been scheduled, and you may access the information at:

<http://ndms.dhhs.gov>

This will help any of you who are interested in the continuing educational opportunities offered through NDMS or are lucky enough to attend the annual conference this year in Las Vegas, Nevada. The conference has been scheduled for the 29th of April through the 3rd of May. The itinerary is posted on the web site and is fairly extensive.

We can look forward to attending the Commissioned Officers Association of the US Public Health Service 2000 Public Health Professional Conference in Scottsdale, Arizona. The scheduled dates are the 6th of June through the 10th of June. Make your reservations now! Feel free to access the registration on the web at:

<http://www.coaphs.org>

On these next few pages, I have listed all of the continuing education courses that I am aware of at this time. Most of the courses listed are reduced or no cost to PHS and other uniformed service therapists. Please note the dates for the upcoming conferences and professional meetings. Course listings that do not have number of available seats for PHS/uniformed service therapists are considered full.

UPCOMING COURSES/CONFERENCES/MEETINGS FOR THERAPISTS

<u>DATES:</u>	<u>COURSE TITLE/INSTRUCTORS/COST:</u>	<u>SITE/CONTACT:</u>
3/13-3/16/2000	USAF Temporomandibular Disorder Course for Therapists	Keesler, AFB Biloxi, MS
3/31-4/3/2000	AOTA 80 th Annual Conference & Expo	Seattle, WA (301) 652-AOTA
4/29-5/3/2000	National Disaster Medical System (NDMS) 2000 Annual Conference Hotel Registration Deadline: 27 MAR 2000	Las Vegas, NV <u>Contact:</u> Beth Marshall (410) 642-1857
5/1-5/5/2000*	"Advanced Physical Therapy Course on Evaluation & Treatment of the Spine" Presented by the US Army *Prerequisite: Must have attended US Army NMSE or USAF NMS Course SEATS: 5 Slots for PHS Therapists	Fort Sam Houston San Antonio, TX <u>Contact:</u> LT Mead
5/20-5/23/2000*	"McKenzie Part D Course" *Prerequisite: Must have documented completion of Parts A - C to attend. FEE: \$100 made out to McKenzie Institute and \$50 local fee made out to CAPT Keith Varvel. Registration: NLT 01 MAR 2000 SEATS: Open to PHS Therapists (Only one seat remaining for military participant) INSTRUCTOR: Robert Metcalf	Northern AZ Univ. Flagstaff, Arizona <u>Contact:</u> CAPT Keith Varvel Box 600, TCIMC C/O Phys. Therapy Tuba City, AZ 86045 (520) 283-2659
6/06-6/10/2000	2000 Public Health Professional Conference Presented by the Commissioned Officers Association of the United States Public Health Service Registration Deadline: 01 MAY 2000 Hotel Registration Deadline: 12 MAY 2000	<u>Contact:</u> Laurie Johnson (252) 726-9202

6/14-6/18/2000	Annual APTA Conference & Exposition	Indianapolis, IN (800) 999-2782 Ext. #3395
8/17-8/20/2000	"McKenzie - Part A Course" Registration: NLT 01 JUN 2000 SEATS: Open to PHS Therapists (3 Seats open for DOD Therapists) FEE: \$60 Registration Fee (Courses A through C) One time fee for McKenzie Registration \$100 Course Fee (Total \$160)* *Payment to be made out to LTJG Roe INSTRUCTOR: Gregory Silva, PT, Dip.MDT	Northern AZ Univ. Flagstaff, AZ <u>Contact: LTJG Roe</u> (520) 729-3247
9/11-9/22/2000	"COL Doug Kersey NMSE Course for Physical Therapy Officers" Presented by the US Army SEATS: 4 slots for PHS Therapists	Fort Sam Houston San Antonio, TX <u>Contact: LT Mead</u>

If you have any new information or corrections to the above dates, feel free to submit them to me by either FAX, Mail, Phone, or E-Mail. Thank you.

Grant N. Mead, LT (0-3), USPHS
 Health Resources & Services Administration
 Rm #8A-09, Parklawn Bldg
 5600 Fishers Lane
 Rockville, MD 20857

Ph#(301) 443-4519
 FAX# (301) 443-4943
 E-Mail: gmead@hrsa.gov

ATTACHMENT G

United States Public Health Service
Indian Health Service
Yakama Indian Health Center
401 Buster Rd.
Toppenish, WA 98948

DATE: 9 February 2000
FROM: LCDR Nancy Balash, Northwest IHS Field Representative
SUBJECT: TPAC Field Report, Northwest
TO: CAPT John Hurley, Chair, Therapist Professional Advisory Committee

I. Congratulations to:

LCDR Greg Huefner for his billet upgrade to Sr. Staff Therapist.
LCDR Nancy Balash for completion of "Diabetic Foot Problems", a CME manuscript for JOSPT.

LCDR Nancy Balash on her Achievement Award.

II. <u>Positions open:</u>	<u>Site:</u>	<u>Contact:</u>
1 Physical Therapist	Yakama IHS	LCDR Nancy Balash 509-865-1717
1 Physical Therapist	Lame Deer IHS	Tina Bauer 406-477-4422

III. News from the field:

Yakama Service Unit physical therapy and nutrition departments, having procured an IHS DM grant, are utilizing \$1000/mo from the grant to purchase extra depth shoes for people with, or at high risk for, diabetes. Dubbed the "Keep Your Feet" program, the shoe purchases require a nominal co-pay from clients, as determined by WIC income guidelines. The program will continue for the duration of the grant.

Blackfeet Community Hospital is slated for renovation of the PT dept., to begin in April. Jennifer Ruhlman, a Sr. PT student from the University of Vermont, will start an 8 week internship at Blackfeet IHS in March.

IV. Welcome/Farewell to:

Welcome to Christina "Tina" Bauer, the new physical therapist at Lame Deer, MT.

V. Presentations:

“Utilizing Assistive Devices”, given to the nursing staff at Yakama Service Unit by LCDR Greg Huefner, PT, and Janice Mesplie, PTA.

VI. Current Research:

Yakama Service Unit PT dept. has completed data collection on people with diabetes. They are working with Mike Mueller, PT, PhD, from Washington University, to analyze the data and come up with meaningful statistics. The data has been collected on 580 diabetics. Good job to LCDR Huefner and Ms. Mesplie!

Respectfully submitted,

ATTACHMENT H

National Institutes of Health
Building 10, Room 6s235
10 Center Drive, MSC 1604
Bethesda, Maryland 20892-1604

NATIONAL INSTITUTES OF HEALTH PHYSICAL THERAPY SERVICE REPORT THERAPIST PROFESSIONAL ADVISORY COMMITTEE

DATE: January 28, 2000
TO: CAPT John Hurley, Chairperson, Therapist Professional Advisory Committee
SUBJECT: TPAC Agency Activity Report
FROM: LCDR Bart Drinkard, NIH Field Representative

I.) Positions open:

None

II.) Congratulations:

To the following Civil Service Therapists upon receiving performance awards:
Joseph Shrader
Michael Harris-Love

III.) Presentations:

Lohman-Siegel K.:

Co-presenter of mini-course entitled "**Redefining the Role of Muscle Groups during Gait**" offered at the 61st Annual Assembly of the American Academy of Physical Medicine and Rehabilitation in Washington, DC.

Presented the **Application of clinical gait analysis in rehabilitation** to students in the physical therapy program at Howard University.

Minal Jain:

University Lecture. "**Rehabilitation of the Child with Cancer**". Mary Mount University Graduate Physical Therapy Program. Arlington, VA

Susan Mihans

Lectures: **“Pulmonary Management in Physical Therapy.”** Howard University Physical Therapy Program. Washington, DC

Michaele Smith

Invited Speaker. **“Pediatric HIV: An Overview”**. American Academy of Physical Medicine and Rehabilitation (AAPMR). Wash., DC

Elizabeth Augustine

Invited Speaker. **“What is Cording and is it related to Lymphedema?”** Y-Me Open Door Progress. Bethesda, MD

Holly Cintas

Poster Presentation. **“Temperament and Physical Performance in Children with Osteogenesis Imperfecta.”** NIH Research Festival.

Teleconference. **“Evidence Based Medicine.”** Graduate Physical Therapy students at George Washington University. NIH, Bethesda, MD.

IV.) Publications:

Shrader J. **Nonsurgical management of the Foot Affected by Rheumatoid Arthritis.** J Orthopedic & Sports Physical Therapy. 29 (12): 703-717, 1999.

Gerber NL and Augustine EA. :

Chapter Contribution. Harris J, Lippman M, Morrow M, Osborne K (eds). *Rehabilitation Management: Restoring Fitness and Return to Functional Activity.* In Diseases of the Breast. Lippincott, Williams & Wilkins, Phila PA pp1001-1007. 1999.

ATTACHMENT I

To: CDR Jeff Fultz
From: CDR Alicia Hoard
Subject: TPAC Quarterly Field Report
Gillis W. Long Hansen's Disease Center
Carville, Louisiana
Date: December, 1999

I. CONGRATULATIONS: none

II. POSITIONS OPEN/ ANTICIPATED: none

III. NEWS FROM THE FIELD:

CDR Lou Ianuzzi, CDR Alicia Hoard, and LCDR Denise Brasseaux attended the Pedorthic Footwear Association's 41st Annual Symposium & Exposition at the Fairmont Hotel, New Orleans, Louisiana, November 11-14, 1999.

The OT and PT Departments at Carville remain in transition while the facility moves from Carville to Summit Hospital in Baton Rouge, Louisiana. Infirmary patients have already been moved to the new facility. OT/PT staff accommodate both sites until renovations are complete. The anticipated date for the move is January, 2000.

The OT and PT Departments at Carville are contributing to a Hospital-wide Web site designed to provide information and education about Hansen's Disease for professionals, patients, and the general public. We anticipated the Web site to be up and running by early January, 2000, corresponding with the opening at the new facility in Baton Rouge.

IV. WELCOME/ FAREWELL: none

V. PRESENTATIONS:

CAPT Judy Bell-Krotoski presented "Therapy and Research" to the Occupational Therapy class at Indiana University on October 2, 1999.

VI. PUBLICATIONS:

CDR Lou Iannuzzi co-authored an article about the history and evolution of the Total Contact Cast including current uses involving ultrasound bone stimulators and modifications to include Patellar Tendon Bearing for rear foot ulcers and Symes amputations. The article is published in November 99 issue of Podiatry Today.

VII. CURRENT RESEARCH:

CDR Lou Iannuzzi continues research efforts testing Apligraf and Dermagraft in combination with the Posterior Walking Splint, for treating chronic leg and plantar foot ulcers.

VIII. FUTURE AGENDA ITEMS TO CONSIDER: none

ATTACHMENT J

To: CDR Jeff Fultz

From: LT Dan Weaver

Subject: TPAC Quarterly Report
Alaska Native Medical Center
4315 Diplomacy Drive
Anchorage, Alaska 99508

Date: December 6, 1999

I. Congratulations:

To CAPT Hal Egbert (Retired) for receiving the Aurora Award from the Alaska Chapter of the American Physical Therapy Association for outstanding clinical practice and professional leadership.

To LT Dan Weaver for passing the national board exam in Pedorthics and becoming a Certified Pedorthist.

II. Positions Open: None

III. News from the field:

Welcome to Irene Boyd, MPT. Irene became a member of our professional staff at the Alaska Native Medical Center Physical Therapy Department in October 1999.

IV. Presentations:

CDR Pat McAdoo was an invited speaker at the APTA National Student Conclave in Dallas this year and has been invited to speak next year when it is held in Cherry Hill New Jersey.

V. Publications: None

VI. Current Research: None

VII. Future Agenda Items: None at this time

ATTACHMENT K

To: Chairperson, Therapist Professional Advisory Committee
From: LCDR Mark Melanson
Date: 3 Dec 1999
Subject: TPAC Quarterly Agency Activity Report
DC Commission on Mental Health Services

I. Positions Open: Contact Person: Telephone #
None

II. News From The Field:

LCDR Mark Melanson and LtJG Stepen Spaulding attended a 3 day Health Promotion Course in Groton CT with 2 other PHS officers and 70 Navy personnel. Both officers presented a training module at the conference.

LTJG Ayanna Hill and CDR Michelle Coleman prepared a dinner to support the PHS Annual Toy Drive that raised several hundred dollars for needy children in the District.

We would like to thank Michelle Jordan for her outstanding presentation on DCP issues and Career Progression to all CMHS OTs.

LTJG Spaulding received a Letter of Appreciation for setting up and helping run Field Day for 220 Forensic patients.

LTJG Teshara Bouie sustained a concussion and broken humerus in a motorcycle accident on 11/21/99 our thoughts and prayers are with her.

LCDR Mark Melanson has expanded the Stamps For a Living Business to the community by establishing 15 more work adjustment slots for the deaf-mentally ill.

III. Congratulations To: N/A

IV. Welcome and Farewell: N/A

V. Presentations: N/A