



Therapist Professional Advisory Committee

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Please share this copy of the TPAC minutes with your professional staff. If you have information you would like to pass on, or have a question for TPAC please do not hesitate to contact your Field Representative.

<u>FIELD REPRESENTATIVE</u>	<u>AGENCY</u>	<u>EMAIL</u>	<u>Phone#</u>
Ms. Tina Bauer	IHS Northwest	Tina.Bauer@mail.ihs.gov	(406)-477-4422
LCDR Bart Drinkard	NIH PTs	bdrinkar@nih.gov	(301) 402-3015
CDR Betty Garner	IHS Multi-site	ababgarner@cableone.net	(580) 421-4585
CDR Alicia Hoard	HRSA	alicia.hoard@usa.net	(225) 756-3758
CAPT Georgia Johnson	HCFA	gjohnson4@hcfa.gov	(410) 786-6859
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LCDR Michael LaPlante	IHS AZ	Michael.laplante@fdih.ihs.gov	(520) 729-3247
LCDR Mark Melanson	CMHS	Cmela19395@aol.com	202-645-4954
CAPT Fran Oakley	NIH OTs	foakley@nih.gov	(301) 402-3019
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Ms. Beth Solomon	NIH SLP	bsolomon@nih.gov	(301) 496-8831
LT Shakira Strickland	IHS NM	Shakira@gimc.ihs.gov	(505) 722-1510
LCDR Dan Weaver	IHS AK	dweaver@anmc.org	(907) 729-1249

FUTURE TPAC MEETINGS:

The next TPAC Meeting will be on Friday: 15 DEC 00 from 0800 – 1100 hours, MST. CDR Fultz will be chairing this next meeting from Phoenix. Future dates and times for TPAC Meetings are as follows, 23 Feb 2001 from 0800 – 1100 hours, MST. Videoconferencing will be available at the usual sites in Rockville, Albuquerque, and Phoenix. Others may participate via teleconferencing.

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
15 DEC 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 R. West
 - B. Action Item Review J. Fultz
- V. OLD BUSINESS
 - A. Category T-Shirts R. West
- VI. NEW BUSINESS
 - A. Field Representative Changes R. West
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson J. Fultz
 - C. Awards Committee G Johnson
 - Awards Work Group I. Williams
 - D. CCRF Committee G. Mead
 - E. Education Committee G. Mead
 - F. Fitness/Wellness Initiative Committee R. Parks
 - G. Recruitment and Retention Committee D. Aretino
 - Mentoring Task Force M. Smith
 - Recruitment for Therapist Category M. Melanson
 - Home Page K. Siegel
 - H. Strategic Growth Committee J. Hurley
 - I. Discipline Liaisons:
 - Audiology L. Simpson
 - Occupational Therapy R. Parks
 - Physical Therapy M. Smith
 - Speech Language Path B. Solomon
 - J. COA Therapist Representative R. Parks
 - K. COA Meeting Task Force B. Sellers
 - L. Newsletter D. Brueggemann
 - M. Junior Officer report C. Melanson/M Jordan
 - N. Field Representative Reports R. West
 - IHS T. Bauer
 - B. Garner
 - G. Shelton
 - M. LaPlante
 - D. Weaver
 - R. Shumway
 - A. Hoard
 - B. Drinkard
 - F. Oakley
 - B. Solomon

BOP
Community Mental Health Services
HCFA
Multi-agency

P. Royall
M. Melanson
G. Johnson
M. Jordan

NOTICE:

TPAC Committee Chairs, Task Force Chairs and Field Representatives should e-mail their reports in Word format to LT West by 11 DEC 00; Wyldewest@yahoo.com and please cc them to CDR Fultz; jeffrey.fultz@shiprock.ihs.gov

Any TPAC members unable to attend this meeting need to send their proxy to a category member that will be present.

If there are additional items to be added to this agenda, please contact me prior to the meeting. I can be reached by e-mail (see above) or phone (505) 368-7100.

Thank you,

CDR Jeffrey Fultz

THERAPIST PROFESSIONAL ADVISORY
COMMITTEE
MEETING MINUTES
27 OCT 2000

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
27 OCT 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
 - A. Appointment Board Standards J. Fultz
- VI. NEW BUSINESS
 - A. CCRF Committee J. Fultz/G. Mead
 - B. Therapist Category Roster List R. West
 - C. Policy and Procedures R. West
 - D. Promotion Board Work Group J. Hurley
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson J. Fultz
 - C. Awards Committee G Johnson
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 - J. COA Meeting Task Force B. Sellers
 - K. Newsletter D. Brueggemann
 - L. Junior Officer report C. Melanson/M Jordan
 - M. Field Representatives R. West

Therapist Professional Advisory Committee Meeting Minutes

Date: 27 OCT 2000

Time: 10:00 – 13:05

I. CALL TO ORDER:

Roll Call:

Rockville: CDR Jeff Fultz (Member, Chair)
LCDR Bart Drinkard (Member)
CDR Micheale Smith (Mentoring)
LT Grant Mead (Member, Education)
CAPT Willis Trawick (Guest)
CAPT Georgia Johnson (Member, Awards)
CAPT Rebecca Parks (Member)

Phoenix: CAPT Leo LaBranche (Member)
LT Ron West (Member, Exec Secretary)

Phone: CDR Lois Goode (Member)
LCDR Richard Shumway (Member)
CAPT Becky Sellers (COA Ed. Day)
LCDR Scott Gaustad (Guest, Springfield, MO)
CDR Nancy Balash (Member, Historian)
LT Damien Avery (Guest, Fort Worth, TX)
LT Sue Newman (Guest, Fort Worth, TX)
LTJG John Dewey (Guest, Fort Worth, TX)

CMHS/St. E. LCDR Mark Melanson (Member)
LTJG Michelle Peterman (Guest)
LCDR Cindy Melanson (Guest)
LTJG Ayanna Hill (Guest)
LTJG Teshara Bouie (Guest)
CDR Michelle Coleman (Guest)

Present during the meeting but not at roll calls:

CAPT Ivana Williams (Member)
Albuquerque: CAPT Jim Jones (Guest)
CAPT Dominick Arentino (Member, Recruitment and Retention)

Proxies: CAPT Rebecca Parks for Ms. Beth Solomon
LCDR Frank Weaver for CAPT David Brueggemann

II. REVIEW AND ADOPTION OF AGENDA:

CDR Jeff Fultz: Are there any additions or corrections to the agenda? I move that we approve and adopt the agenda as written. **Seconded. Unanimous in the affirmative.**

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

CDR Jeff Fultz: Are there any additions or corrections to the TPAC Minutes for 25 AUG 2000? I move that we approve the TPAC Minutes for 25 AUG 2000 as written. **Seconded. Unanimous in the affirmative.**

IV. OPEN FORUM

INTRODUCTION OF GUESTS:

CDR Jeff Fultz: CAPT Mike Flyzik will join us a few moments from now. He serves as our liaison from the OSG. Also, welcome to those new participants who are guests and joining us for the first time.

ACTION ITEM REVIEW:

T-Shirt Task Force:

LT Ron West: I would like to thank my task force members; LCDR Liza Figueroa, LT Joe Rasor, and LT Jeff Richardson for their work in the creation of a Therapist Category Logo to be printed on the T-Shirt. We have distributed the images out for review. I would like to get approval of the design by the TPAC membership before I proceed with the making of the screen for printing. We have three hurdles that we are going to have to solve: 1. We need to come up with the color and style of T-Shirt. 2. We need to figure out how we can collect the money for the T-Shirts up-front. 3. We need to figure out how we can distribute the T-Shirts.

It has been recommended that we go with traditional colors of navy blue and gold, royal blue and gold, black and gold, or red and white.

It has been recommended that we use the Jackson Foundation for collection of the payments for the T-Shirts. The Jackson Foundation will take 10% of all contributions, so the price for the T-Shirts will be elevated somewhat. I would like to suggest that we use the meager funds that are in the Jackson Foundation right now to make the screen. I would also suggest that we have a fundraiser for the Jackson Fund. We can give the donation information to individuals and businesses that might donate.

I would like to use the COA Meeting for distribution of the T-Shirts to the general population and then mail out the rest. We may have to increase the price of the T-Shirt to include shipping charges.

I also recommend that we continue with the T-shirt task force and report in the December TPAC Meeting regarding our progress of setting up the screen and coming up with the price of each T-Shirt.

CAPT Charlotte Richards: The funds in the Jackson Foundation are very meager. We need more contributions. We need everyone to contribute.

LT Grant Mead: I liked the first version that was emailed originally.

CDR Jeff Fultz: So we need to make some decisions on type of T-Shirt and Color today. Are there any objections to the traditional colors of navy and gold? (None) Are there any objections to having a plain T-Shirt style? (None) Okay then we will make this an **action item** for the next meeting. The Task Force will have for the next meeting the cost of making a screen, printing the T-Shirt, and a price and manner of distribution.

CAPT Leo LaBranche: I recommend that we get a count on the number of T-Shirts that we will need before we proceed too much farther.

LCDR Bart Drinkard: We should have the field reps pole those persons they represent and come back with a number and size of T-Shirts that people want.

CDR Jeff Fultz: You can probably use the new email roster to contact people and ask them about T-Shirt size.

Charter Review:

CDR Jeff Fultz: Before we have CAPT LaBranche speak I would like to make a few comments. I spoke with CAPT Flyzik from OSG. He is in charge of the Model Charter. He recommended that we make our TPAC Charter as generic and broad as possible. He recommended that we put specifics in our TPAC Policies and Procedures Manual (P&P). A PAC Charter is very difficult to change so we should keep it broad. It has to be reviewed every three years and changes have to be submitted to the OSG for approval. This process can take several months. The TPAC can make changes to the P&P during any meeting where there is a majority. The TPAC membership has all received copies of the recommendations made by the Charter Review Task Force. There is only one area that may require in depth discussion. The other recommendations, for the most part, are straightforward. Are there any objections to focusing our discussion on this one area? (None) We will turn the time over to the Task Force Chair, Leo LaBranche.

CAPT Leo LaBranche: The Model Charter seemed to be more specific in Section V. Membership, #3. Organizational Representation, compared to our TPAC Charter. Our Task Force came to the

consensus that the Model Charter is too specific in this area and we recommend that the Model Charter be changed. Is there any discussion?

CDR Jeff Fultz: I brought that up for an agenda item for the PAC Chair Meeting yesterday. The meeting was not held, so it has been placed on the agenda for the November meeting. I did have the opportunity to speak with three other PAC Chairs and two out of the three have had situations in their PACs that made it evident that this particular section is being used by the agencies to wield some influence over the PAC. This, in my opinion, is exactly what we want to avoid from happening. In my perspective this section is not in the best interest of the PAC. Selection to be a PAC member is not about serving your agency. The section on Organizational Representation is nothing more than agency quota. When individuals are being considered for membership on a PAC, they should be selected based on their abilities to serve their category. All membership considerations should be agency blind, not agency driven. If we adopt the wording of the Model Charter it will allow agency heads to have undue influence on what we do as a PAC. I am very interested in hearing what others have to say, but before that, I would like to read what the Charter recommends. In Section II of the TPAC and Model Charters: "...While TPAC members are chosen from the respective PHS agencies and organizations, they neither represent agency management nor speak for the agency..." Are there any comments?

CAPT Georgia Johnson: What are our options? Are we supposed to have our charter exactly like the Model Charter?

CDR Jeff Fultz: CAPT Mike Flyzik said that the Model Charter is not set in stone. He further explained part of the reason for charter reviews is to review the Model Charter. We do have some leeway. Our Charter is very simple and broad with its Organizational Review section. It states, "Voting members shall be selected in a representative fashion from PHS Agencies and non-PHS programs in which PHS therapists are assigned."

CAPT Mark Dardis: It is my understanding in the HSO Category that they mandate that a member be physically present at their PAC meetings. With our category we use teleconferencing that allows all agencies to participate. In the HSO Category some agencies might be discriminated against because they do not have the funding to be physically present.

CDR Jeff Fultz: All PAC chairs will be discussing this issue in our November PAC Chair Meeting. The HSO Category is one of those categories that is having trouble with this tenet. Are there any more comments?

LT Damien Avery: May I make an observation. I can see from an idealistic aspect how you would want the PAC agency blind. However, I think that there are unique needs across the agencies and if you fail to have people from each agency, not for that agency to have influence on the PAC but more so that unique ideas can be shared from each of the agencies. I think that you should be careful in making idealistic viewpoints instead of having practical concerns for equal representation of agencies.

CDR Jeff Fultz: That is a great opinion. I would point out that anyone in the Therapist Category can come to our meetings and express their concerns regarding their agency. Your participation in this meeting is evidence of that. We are all listening to you and you are not a member.

Participation is not for TPAC members only, but for everybody regardless of agency.

LT Ron West: We have Field Representatives. Field Representatives represent the agencies.

Perhaps we should highlight this in the P&P so that people will know that the agencies do have an avenue of being represented. I think that this should be included in the mentoring process of new personnel. They should know that it is the Field Representative that will represent the agency to the TPAC.

LT Sue Newman: What are the selection criteria? Perhaps agency can be part of the selection criteria for a member rather than being based on mandate for agency representation. For example: If you have two therapists that are nominated for membership, that have equal qualifications then maybe agency can be the decision maker.

CDR Jeff Fultz: In my opinion, that is what is currently in our charter. In fact we will be speaking on the subject of membership selection criteria when we cover the P&P section of our meeting.

CAPT Leo LaBranche: I think that the details of agency, gender, or whatever representation we have would be better addressed in the P&P manual. Also, clarifying what the Field Representatives do and who they represent. The P&P manual can be changed whenever we

decide that it isn't working for us, but the Charter takes approval from the OSG. I make a **motion** that the changes to the TPAC Charter that were recommended by the Charter Review Task Force be accepted with the Organizational Review Section staying as is.

CDR Jeff Fultz: There is a motion on the floor. Is there a Second? Seconded. Is there any further discussion?

CAPT Leo LaBranche: Point of Clarification: The Charter Review Task Force was charged with the task of reviewing the TPAC Charter and make it general. We believe that we have accomplished the task. It is the Model Charter that is too specific. We are meeting with what we were tasked to do.

CDR Jeff Fultz: Call for roll call vote: The Yea has it.

D. Arentino	not connected
N. Balash	Yea
D. Brueggemann	(Proxy not connected)
M. Dardis	Yea
B. Drinkard	Yea
J. Fultz	Yea
L. Goode	Yea
J. Hurley	not connected
G. Johnson	Yea
L. LaBranche	Yea
G. Mead	Yea
R. Parks	Yea
R. Shumway	Yea
B. Solomon	Yea proxy R. Parks
F. Weaver	not connected
R. West	Yea
I. Williams	Yea

Category Awards: ATTACHMENT A

CAPT Georgia Johnson: CAPT Mark Dardis, CDR Jeff Fultz, and myself have been working on a new award for our category call the "Therapist Clinician of the Year Award". It is going to be different form the Josef Hoog Award in that it will not be research based. We want to include an award for those therapists, both Civil Service and Commissioned Corps that provide patient care services and other services that are not research based. The award will be a plaque.

CAPT Rebecca Parks: I think that this looks great just the way it is. The more recognition that we can have in our category the better we will be. Other categories have awards that recognize accomplishments other than research and I think that it is very timely that we have this award.

CAPT Georgia Johnson: I make a **motion** that we adopt the new "Therapist Clinician of the Year Award" to be a new category award for the therapist. **Seconded. Unanimous in the Affirmative.**

This award will be included in the yearly announcement for award nominations. We are also considering having a "Junior Officer of the Year Award". This will only be for Commissioned Corps Officers. The write-up will be up for review before the December TPAC meeting.

CDR Nancy Balash: As I understand it, the discussion on awards stems from the difficulty in selecting the Josef Hoog Award winner when judging between case studies and academic research. Has the issue on how to handle the Josef Hoog Award been addressed in any way? I think that the new award is a great idea, but I think that the judges of the Josef Hoog Award need clarification on how to compare case studies to pure research.

CAPT Georgia Johnson: I will contact you to look at some criteria for these changes.

V. OLD BUSINESS

APPOINTMENT BOARD STANDARDS

CDR Jeff Fultz: I spoke with CAPT Miller, Deputy Director of Commissioned Personnel and the recommendations that we made as a PAC regarding appointment board standards are being reviewed and several categories have submitted changes to their appointment board standards.

These are high priority items that are being reviewed by DCP. He assures me that we can expect an answer by JAN of FEB 01. The biggest challenge right now is the statement on retroactive pay. It will take tremendous work to do the calculations for T&E changes. I pointed out to him that this only affects those individuals that have come aboard with the DPT degree which is only a few individuals.

VI. NEW BUSINESS

CCRF COMMITTEE

CDR Jeff Fultz: I want to formally establish a CCRF Committee for our TPAC. Its duties will include forming a database, advise the CPO and TPAC Chair on the readiness of officers, and inform the PAC on CCRF activities and training. Is there anyone who would be interested in serving as chairperson of this new committee?

LT Grant Mead: I would like to volunteer to be chairperson of the new CCRF Committee.

CDR Jeff Fultz: I make a **motion** that the TPAC establish a CCRF Committee with LT Grant Mead as Chairperson and CAPT Willis Trawick, LCDR Frank Weaver, CAPT Georgia Johnson, CDR Susanne Pickering and LCDR Scott Gaustead as members. **Seconded. Unanimous in the affirmative.**

LT Grant Mead: CAPT W. Trawick, LCDR S. Gaustead, and myself attended a focus group forum August 24 and 25 at the Office of Emergency Preparedness. This was an opportunity for the three of us to represent the Therapist Category. We helped develop skills lists and deployment criteria for all disciplines in the PHS. We were charged that each category needed to have a written plan by NOV 1. The three of us have since come up with a rough draft of criteria for deployment for CCRF members in our category. I will send out copies of this rough draft to TPAC members and would welcome feedback.

THERAPIST CATEGORY EMAIL ROSTER

CDR Jeff Fultz: The creation of this email roster list is an ongoing challenge. It is not an easy task to contact 134 people and organize the information. I appreciate that LT R. West has taken this on. I think that this will serve us for many years to come.

LT Ron West: I have compiled this email roster for the category. I know that it has flaws and type errors. I have only distributed it to the TPAC members for review. It is not for general distribution at this time. My only concern is with its maintenance. I do not think that it can be done by one person. I think that the main task of maintenance should fall on the shoulders of the field representatives. They should maintain this list and submit changes before every TPAC Meeting to the TPAC Executive Secretary. I suggest that we add this duty to the formal listing of duties for the field representatives in our TPAC P&P. I believe that in the future that this should become part of the duties of a Web Page/Information Technology Committee.

POLICIES AND PROCEDURES

LT Ron West: To all TPAC members, it has been proposed that we include some changes to the TPAC P&P Manual (P&P). The TPAC Charter Review Task Force has recommended that we move some parts of the Charter to the P&P. Also, it has been presented that there needs to be some added clarification to parts of the P&P. The follow in are proposed changes to the TPAC P&P:

It is proposed that we include in the TPAC P&P a policy on the assumption of the TPAC Chair's duties if he/she is unavailable to serve. Currently, there is not a policy set forth. We would recommend that the Ex Officio/Past TPAC Chair assume the duties of the TPAC Chair if he is unable to serve. Is there any comment?

It is proposed that we include in the TPAC P&P a policy on the assumption of the TPAC Executive Secretary's duties if he/she becomes unavailable to serve. Currently, there is not a policy set forth. We would recommend that the TPAC Chair assign the duties of the TPAC Executive Secretary to a TPAC Member. Is there any comment?

It is proposed that we change the term of the Ex Officio/Past TPAC Chair from one year to two years, to coincide with the term of the TPAC Chair. Currently, It is listed as one year. Is there any comment?

As part of the Charter Review, it has been proposed that we include in the Nomination Process Section of the P&P a subcategory for nomination criteria for selection of new TPAC members. Currently, there is nothing that states the nomination criteria. We would recommend that the selection of new TPAC members be primarily based on, but not limited to, the individual's nonmember TPAC involvement and participation (i.e. meeting attendance and committee and task force participation). For those running for their second term, that the selection be primarily based on the individuals previous TPAC contributions. The Mentoring Committee should inform all mentees of the selection criteria for membership on the TPAC. Is there any comment?

CAPT Charlotte Richards: Outstanding!

CAPT Ivana Williams: I am concerned that junior personnel may not have that opportunity. Are we going to eliminate any possibility for them to be selected for TPAC membership? I see that nonmember involvement should be a criteria, but I don't think that we should put so much weight on it. Hopefully, those who are involved in the selection process will take that into consideration, but also consider officers who have never had the opportunity to participate. Perhaps because of geographical or agency assignment it was never made available to the person, but they may have a great deal to contribute to the TPAC.

CAPT Rebecca Parks: I agree with what CAPT I. Williams just said.

CAPT Charlotte Richards: I can see what you mean, but as part of the mentoring program, and we are all mentors, we need to make sure that the junior personnel are participating. There is no reason why they can't be participating in this meeting right now. If they are encouraged to participate and they are active then they get known to the TPAC. That is how they are selected. They can always self nominate, but participation is always open to everyone and that is part of the mentoring process. Today, for instance there are several junior personnel from BOP.

CAPT Ivana Williams: I, as a voting member of TPAC, have no idea who they are, so when their names come forward I will not be able to recall if they have participated or not.

CAPT Charlotte Richards: If they participate in meetings and make comments and volunteer to be on committees then they get known and that is how they get into the TPAC.

CDR Jeff Fultz: Last year we started having the candidates submit a cover letter, as well as their CV with their self-nomination. In the cover letter they can delineate all the meetings that they have attended and any involvement with committees or task forces.

CAPT Ivana Williams: I think that it should definitely be a factor, and it is definitely important. However, I don't think that it should eliminate those who have not participated. I think that they should still be considered.

CDR Jeff Fultz: We are not trying to eliminate anyone. One of the reasons we want this in our P&P is to demonstrate what some of the criteria should be for consideration. It is not the end all.

LT Ron West: It was recommended in the Charter Review that [Section III. OBJECTIVES, #1. Identify and maintain a registry of Civil Service and Commissioned Corps therapists represented by the TPAC.] be placed in the P&P. It is purposed that we include this in the duties of the Field Representatives under the direction of the TPAC Executive Secretary.

It has been purposed that we reformat the self nomination form that is an addendum to the TPAC P&P. Currently, the form consists of one page with several boxes that can be checked for self nomination and committee involvement. We recommend that we make two separate forms. The first form would be for self-nomination for committee involvement. The TPAC Executive Secretary will collect and distribute these forms to the committee chairs on a continual basis throughout the year. The committee chairs will be responsible for contacting each candidate by email or phone to accept or decline their nomination. This will also place the task of designating a set number of committee members on the committee chairs. The second form will be for self-nomination for TPAC membership. This form will be collected by the TPAC Executive Secretary on a yearly basis for inclusion in the nomination process. Are there any comments?

CDR Jeff Fultz: I would add that the purpose of creating two forms is that there is definitely confusion on the self-nomination forms. Many people feel like action is going to be taken ASAP, when in fact selections only take place once a year. This will help eliminate that confusion. The form for TPAC membership will clarify the time lines for the selection process and also include a

request for a CV and cover letter delineating their nonmember participation in TPAC. The Committee and Task Force Self Nomination Form will put some pressure on the committee chairs to get back to people. Some committees need to grow and some committees don't. That is up to the chairperson to decide, but they need to get back to those people so that they don't feel like they are being left out or ignored. Is there any comment from any committee chairs? I make a **motion** that we accept into the TPAC Policies and Procedures Manual the changes as recommended by LT R. West. **Seconded. Unanimous in the Affirmative.**

PROMOTION BOARD WORK GROUP

CAPT John Hurley: The promotion group of Admiral Davidson meets on a monthly basis. We have been discussing the six precepts. To summarize what we have discussed for each precept would be too lengthy. There has been spirited discussion on all the precepts with the sixth precept being no exception. There has been suggestions made and I haven't met too many people who are satisfied with that precept. Since it is a recommendation, why is it a hidden factor in the end? It shouldn't be a hidden thing. This precept also may inhibit mobility instead of enhancing mobility. I have brought up our TPAC recommendations regarding the COER, that we need to gain a better understanding of what an "average officer" is and to try to make that more objective. They call me "Captain Objective". Mobility has been a big topic of discussion. Even in the military, medical personnel are not being moved every two years and they are seeing that there is some value in not being moved as well. Another issue is awards. Some agencies have their own awards and we have been looking into how these awards can be factored into the promotion process. All this leads into career progression and what makes an officer valuable to the Corps. The committee has met 6 or 7 times. In this last meeting there was conflicting schedules so we did not complete uniting all the recommendations. These recommendations will then go to the SGPAC, and they will probably debate it for 6 months to a year. Then they might be in place for the 2002 promotions. It has been very interesting and I feel that I am ready to be on a board now. I told them that I have never been on a board and they said that was good because they wanted someone with a fresh view.

VII. REPORTS

CHIEF PROFESSIONAL OFFICER

CAPT Charlotte Richards: Yesterday we had our CPOPAC Chair meeting. There were several items that were covered. I will try to cover some of the highlights. Before I do that I would like to thank the people who have so graciously consented to be a part of our appointment board. They are people within the Rockville/DC area because of proximity. Every one to three months appointment boards are called to review applications and determine the eligibility of the applicant for the Commissioned Corps. Once they are boarded then they are ready to be brought on as active duty if there is a vacancy. I do appreciate those persons who have replied. You are doing a great job for the category. The next item, it is time for promotions again. For those who did not make it last year and for those who are up for promotion this year I would encourage you to look up your file on the DCP website. Make sure that it is in order. You can speak with a senior officer at DCP, you can talk to your mentor, or call me for assistance and advice. If your agency has any time lines get your information to them. Please do what they ask you to do. The agency recommendation is after-the-fact. Make sure your agency knows who you are.

Yesterday at the meeting it was brought up that Surgeon General Satcher participated in the Marine Corps Marathon and he did complete it. Apparently there were several PHS officers that participated and finished. So we are out there being visible.

CAPT Barror, Chief of Staff, encouraged us all to be members of AMSUS. AMSUS like ROA represents us on the national scene. They are also calling for those members to be nominated for representatives. So if there are members out there that would like to represent the PHS and the Therapists Category, please let me know who you are. For a membership application contact the website www.amsus.org.

CDR Jeff Fultz: CAPT Barror has stressed to all PAC chairs the importance of participation on AMSUS and its committees because PHS is the designated host for the NOV 2002 meeting in

Louisville. This means that USPHS members will be chairing the committees organizing the meeting.

CAPT Charlotte Richards: That is great and if you could recruit as many people from Rockville that would be great. There are several different reports that the SG has put out over the past year and there will be several coming out in the near future. There is one that will come out in December regarding minorities. In January one on youth violence. In March one on women and smoking. There is a call to action promoting sexual health that will come out in December.

One of the things that we were invited to do yesterday is to look at ideas for reports and calls to action. If you have something that you would like to see investigated and come out as a report, please let me know so we can pass that on to the SG.

CHAIRPERSON

CDR Jeff Fultz: In preparation for this meeting I mailed out a package to all category members which included the Presidential Sports Fitness Award program flier. **I challenge all category members to participate in and complete this program yearly.** It is one way that we can demonstrate our commitment to fitness. We have been given great responsibility in the development of the Fitness/Wellness Initiative. It is not that complicated to complete. It is certainly a voluntary effort, but I would like to encourage all category members to participate. Please let me know if you have completed it and send your certificate to your OPF.

During the CPO/PAC Chair Meeting yesterday, CAPT Barror, Chief of Staff, mentioned the recently passed National Defense Authorization Bill. It has a few provisions of special interest to us. This is law now. This allows entitlement of active duty officers in the PHS to the special pays and bonuses of health professional officers in the armed forces. What that will do is to ensure equity; whatever the DOD receives, we will get also. This law also allows for the augmentation of Army medical departments by detailing the reserve officers of the PHS. This refers to active duty reserve officers. This is specific to those who are not Regular Corps. It gives the responsibility to the Secretary of the Army to submit quarterly reports to Congress listing how they have used PHS Reserve Officers to backfill vacancies made by activation of personnel during war. This would not apply to Regular Corps Officers.

EDUCATION COMMITTEE: ATTACHMENT B

CDR Jeff Fultz: There are some date changes to the education report that came out in the last minutes. Namely, the Combat Stress Course, which is for OT and PT only, and which is a field-training course, the date for that is May 7 – 18. It is a two-week course.

FITNESS/WELLNESS INITIATIVE COMMITTEE

CAPT Rebecca Parks: I think a lot of you are already aware of our activities. We are in the phase of creating a network of people who will be our points of contact. What Mike and I have done most recently is solicit interest on the part of officers in various locations. Our ideal intention is to identify at least one person per agency and then have some type of geographical distribution so that large agencies would have more than one representative throughout the country. Once we have the network then we can communicate all fitness information. We have contacted individuals who have volunteered to be points of contact. We are also trying to contact their supervisors to get their approval and support.

CAPT Mike Flyzik: I would like to thank everyone who has volunteered. One issue that has come up is fitness standards with the CCRF. The Commissioned Corps' Wellness program doesn't have standards at all. Our program has gotten away from standardized test and has focused on healthy lifestyle changes. However, one subset that has come up is from OEP. They are interested in establishing some fitness standard if you are going to be on the CCRF roster. We are just at the very beginning. Because CCRF is voluntary, to qualify for their roster you may have to pass a fitness component. We have an Army Colonel, COL Beverly Prichard that is on a fellowship here at OSG from an Army War College. Her background is hospital administration. She has multiple deployments in her history. One of her assignments in her next 10 months here may be working with OEP and CCRF. In a future Commissioned Corps Bulletin article there will be a write-up on the Fitness/Wellness Initiative. There will be an announcement in there for those who completed

the initial survey to link up to the DCP website to complete a follow-up survey. We have thought about creating an interactive CD that we can mail to everybody. Another idea is a website with a community bulletin board. We have thought about a Fitness/Wellness website but we have had some trouble finding a host. We thought about putting it on the Therapist Web site, but we don't want people to think that the Fitness Initiative is exclusive for therapists. I think that we should promote the resources that are already out there. I found out that there is already an agency, the Federal Occupational Health Agency (FOH), whose mission is to provide wellness programs to other agencies. Another resource is the website www.physicalfitness.org. In the local area, the DC COA is having a fitness day at Bally Total Fitness Center.

LCDR Liza Figueroa: I will be presenting the Presidential Sports Fitness Award program in our next Phoenix Area COA meeting. Have you looked into putting the Fitness/Wellness website on the COA website?

CDR Jeff Fultz: How can we help you now?

CAPT Mike Flyzik: Just getting active in your local programs.

CAPT Rebecca Parks: I would encourage everyone to get the Presidential Sports Fitness Award.

LT Sue Newman: Is the information that was collected on the initial survey going to be compiled, evaluated, and distributed so that we can know our deficits and set future goals?

CAPT Mike Flyzik: The person who created the survey is an epidemiologist. He has been performing some initial analysis. I have to get back to him and find out the results of the survey. I think that I have some preliminary stuff. If we want more baseline findings perhaps the personnel in the FOH can do the initial screenings.

RECRUITMENT AND RETENTION COMMITTEE: ATTACHMENT C

LCDR Mark Melanson: Vacancy Announcement

Agency	Vacancies Position	Location and Description
IHS	1 Staff PT	Anchorage, AK Jan/Feb 2001
	1 PT Assistant	Winslow, AZ
	1 PT	Ft. Defiance, AZ
	1 Chief PT	Crownpoint, NM
BOP	1 PT	Butner, NC
	1 OT	Butner, NC
	1 PT	Devens, MA
NIH	0	
CMHS	1 Chief OT	Washington, DC
HCFA	www.hcfa.gov	
HRSA	www.hrsa.gov	
CDC	www.cdc.gov	
Multi-agency	DCP website	

CDR Micheale Smith: I am in the final stages of revising the original mentoring program. I am teasing out what to put on the website and what to put in the packet. Some of the changes that I have added are a list of topics that the mentors should cover, a list of resources, and I am thinking of adding an introduction letter from the CPO. I have received requests from two mentees and two mentors and I have sent out applications to these four individuals. On the letter it states to return the application within the week and I have only received correspondence from one of these individuals. We still need mentors and mentees to apply to boost our program.

CAPT Charlotte Richards: Why do we need a new officer to apply? It seems that anyone new to the Commissioned Corps, regardless of their rank, needs to be mentored.

CAPT Dominick Arentino: It is not a matter of applying, but a matter of getting the names of new officers so that we can set them up with mentors.

CAPT Charlotte Richards: Maybe the supervisors should be responsible for getting those names to you when they have a new person on board.

CAPT Dominick Arentino: We were hoping that message could get out to the supervisors and be reflected in the minutes of this meeting. This has not been something that has been automatic.

Hopefully the supervisors will get the message that they need to let us know when they have a new officer.

LT Ron West: I think that we need to depend on the Field Representatives. The Field Representatives know this information; they just aren't giving it to us. They could easily include this information in their reports and it could be put in the minutes. It is just not happening. The Field Representatives have to act as representatives and report new staff.

CDR Jeff Fultz: I agree with both perspectives. The Field Representatives are supposed to be reporting this information before every TPAC meeting. The other thing that I will volunteer is that CAPT C. Richards and I could put together a letter to all supervisors to let them know that the expectation is that when they have new professional staff to contact the Mentoring liaison so that they can set up a mentor.

CDR Susanne Pickering: We also have officers who are not working in therapist billets who are not being included. Sometimes the civilian supervisors don't understand the Commissioned Corps. Maybe you could get the letter to these supervisors as well.

CDR Jeff Fultz: It may be a little problematic to find these persons, but we can do it.

CDR Marylouise Ganaway: There is no problem in getting a list of new call to active duty officers. Just email me and I can get that list to you. This can also be included in the Basic Officer Training.

CDR Susanne Pickering: Other PAC chairs send a letter to new officers welcoming them and informing them of the mentoring program. This is something that we may want to start.

CDR Jeff Fultz: I would like to commend CDR Smith and Pickering for their work on the mentoring task force. It is definitely a monumental work. We are headed in the right direction. I would also like to thank LCDR M. Melanson for his work on the vacancies list. I wanted to add a comment about the Home Page. I did get an email from CDR K. Siegel. The main thing that she wanted to get out to everybody is that we need to get the category thinking about the web page as a place to post information and a means of communication. We would like to add several things to the web page. One item that we would like to put on the web page is the email roster. Now there are confidentiality and privacy issues with this. I would like everyone to think about what we want on our web page and how to maintain it. We will make this an **action item** for the next meeting. Other items that I would like to see on the website are the TPAC minutes, committee membership, memos, and reports, self nomination forms for committee involvement, self nomination forms for TPAC membership, available educational courses, mentor forms, fitness and wellness issues, and links to different sites. I think that these are all things that can be placed on the website and it will make it more useful and facilitate communication.

STRATEGIC GROWTH COMMITTEE:

CAPT John Hurley: The committee consists of LCDR M. Melanson, CAPT G. Johnson, CDR Nancy Balash, LT Joe Rasor, and myself. I sent out an email summarizing work that I have been involved with in the past and I will submit that with the report so all of you can find out what is going on with VA. Basically, it is on hold until Admiral Davidson meets with Dr. Garthwaite, Under Secretary of Health and CEO of the VA. A big monkey wrench was thrown into the works when Admiral Davidson received a memo stating that no new MOU would be established without the person entering into the agreement having a sponsoring agency. This means that the sponsoring agency would have to guarantee that if the officer was turned back for any reason that they would have to accept him/her back. Other areas that we are looking at for expansion are sister service activities, CCRF participation, communication with the Commissioned Corps applicants. We are also looking into the instructional programs at Baylor and other educational programs where we might be involved. We want to look at the strategic plan and how we can best be utilized. The primary goal is looking at additional employment opportunities. We are going to meet telephonically twice a month to narrow these topics down. That is where we are at and we will continue on.

DISCIPLINE LIAISONS:

CDR Linda Simpson: Audiology not present.

CAPT Rebecca Parks: Occupational Therapy: I attended my first meeting on OCT 17. The next meeting is in JAN. It is a group of officers from the sister services who represent a wide range of services and disciplines. The other initiative that I have taken on is making an OT email roster. This will help with my communication with the OT professionals.

CDR Micheale Smith: Physical Therapy: There is a meeting planned for NOV 14. I will have a report for the next meeting.

Ms. Beth Solomon: Speech and Language Pathology not present.

COA THERAPIST REPRESENTATIVE:

CAPT Rebecca Parks: COA is alive and well and engaged in its full round of activities. It is membership drive time and they are thinking about using a strategy that they used a number of years that was successful in recruiting new members. The approach is to get a retired CPO of each category to write a letter to all of the members of each category who are not members of COA. They would share the benefits that they experienced as a member of COA. This is underway.

COA MEETING TASK FORCE: ATTACHMENT D

CAPT Becky Sellers: CDR Micheale Smith attended a planning meeting a few weeks ago. The dates are 28 –31 MAY 2001(Starting on Memorial Day with a reception). The location is Marriott Wardman Park Hotel. The category specific educational day will be on Wednesday the 30th. They will have a dinner that evening. The dietician category representative has expressed some interest in joining with us to plan our category specific day. We talked about fitness as being the theme. I haven't been able to speak with CAPT M. Flyzik. It might be real timely if we can focus on the Fitness/Wellness initiative. They are encouraging the PACs to have their meetings on Tuesday afternoon so that it will not interfere with the education day. The other thing that we have to think about is getting a speaker for the category awards luncheon. Does anyone have any suggestions?

CDR Susanne Pickering: If the dieticians are joining us for the educational day with the topic of fitness, it fits very nicely with the topic of "healthy lifestyles" instead of just limiting it to "fitness". The long-range plan of the Surgeon General is healthy lifestyles; that includes physical activity and nutrition. The way that fitness is defined might be a little bit narrower than the broad picture.

CAPT Mark Dardis: We should have Surgeon General Satcher speak at our luncheon on how he prepared for his marathon. Then the Therapist Category could present him with an award for letting us work with the Fitness/Wellness program.

CAPT Charlotte Richards: We can make that request, but I don't believe he would be able to do this because of his busy schedule. Most of his time is spent with his other job, that of Assistant Secretary of Health. We should come up with an alternate plan.

CDR Nancy Balash: If we change it to "healthy lifestyles", that includes smoking cessation, substance use, sex behavior, mental health, and environment. It is really broad and I don't know if it is within our expertise to address all of the components.

NEWSLETTER:

CDR Jeff Fultz: The deadline for submission has been extended. Please get your information to him ASAP. dbruegge@anmc.org.

JUNIOR OFFICER REPORT:

LCDR Michelle Jordan: We are getting to the point where we are going through the nomination process of an executive committee. I was nominated to be chair of the Junior Officers PAC. I am going to pursue this. I will be glad when this process is over so that we can get started. We meet the third Friday of every month. There are 14 members that were recommended by their PAC.

DCP REPRESENTATIVE:

CDR Marylouise Ganaway: I wanted to inform you that there are 114 Commissioned Officers in your category. There are 60 Female/54 Males. We will be making these reports on a monthly basis. I will give the PAC Chair this list with names and ranks. You have about 44 applicants and 14 are cleared and boarded. This means that they are ready for placement. One problem is that in your category there are few places to put them. Many of the applicants have their fingers crossed hoping for the VA to come through. The DCP web page is starting a composite vacancy list. Please send all of your vacancies to DCP so that we can get all the vacancies in one site.

FIELD REPRESENTATIVES REPORTS:

LT Ron West: Not all of the field reports have been received. I will continue to contact the field reps and encourage them to turn in their field information so that everyone can be represented.

CLOSING ROLL CALL:

Rockville: CDR Jeff Fultz (Chair)
CDR Micheale Smith (Mentoring)
LCDR Michelle Jordan (Junior Officer Rep./Field Rep.)
CDR Marylouise Ganaway (DCP Rep./Placement Officer)
CAPT Willis Trawick (Guest)
CAPT Georgia Johnson (Member, Awards)
CAPT Rebecca Parks (Member/Fitness/Proxy for Ms. Beth Solomon)

Shiprock: CAPT John Hurley (Member/Past Chair/Strategic Growth)
CAPT Charlotte Richards (CPO)
LCDR Frank Weaver (Member)

Phoenix: CAPT Mark Dardis (Member)
CAPT Leo LaBranche (Member)
LCDR Liza Figueroa (Guest)
LT Ron West (Executive Secretary)
LT Joe Rasor (Guest)

Whiteriver: CDR Lois Goode (Member)

Atlanta: CDR Susanne Pickering (Guest)

Zuni: CAPT Becky Sellers (COA Ed. Day)

Yakima: CDR Nancy Balash (Member, Historian)
Shawn Witherspoon (Guest)

Cape May LCDR Richard Shumway (Member)

Springfield LCDR Scott Gaustad (Guest)

St. E LCDR Cindy Melanson (Guest)
CDR Michelle Coleman (Guest)
LTJG Ayanna Hill (Guest)
LTJG Teshara Bouie (Guest)

Fortworth LTJG John Dewey (Guest)
LT Sue Newman (Guest)

CONCLUSION:

CDR Jeff Fultz: The next meeting will be the **15 DEC 2000** at the same time. If there are no objections this meeting is adjourned.

Respectfully Submitted: LT Ron West, TPAC Executive Secretary, 13 NOV 00.

Concur: CDR Jeff Fultz, TPAC Chair.

Concur: CAPT Charlotte Richards, CPO Therapist Category.

TPAC Subcommittee Reports

- AWARDS COMMITTEE: CAPT GEORGIA JOHNSON – ATTACHMENT A
- EDUCATION COMMITTEE: LT GRANT MEAD – ATTACHMENT B
- FITNESS AND WELLNESS COMMITTEE: CAPT REBECCA PARKS – NO REPORT
- RECRUITMENT AND RETENTION: CAPT DOMINICK ARENTINO – ATTACHMENT C
- STRATEGIC GROWTH COMMITTEE: CAPT JOHN HURLEY – NO REPORT
- COA MEETING TASK FORCE: CAPT BECKY SELLERS – ATTACHMENT D

AWARDS COMMITTEE REPORT

Criteria for Therapist Category Clinician of the Year Award:

1. All criteria should reflect upon the nominee's *clinical accomplishments*.
2. Narrative write-up must include the following:
 - Description of the nominee's significant contribution to clinical healthcare
 - Leadership of the nominee in the work being cited (e.g., developing an innovative approach, initiating significant clinical care activities that have improved outcomes of care)
 - Involvement in health-related professional or community organizations or activities
3. The following criteria will be utilized by the selection committee for the Clinician of the Year award:

Contributions to the professional discipline; as demonstrated by presentations to peers and others, development and implementation of clinical services, displaying skills and abilities deemed exceptional in assisting others to maximize their outcomes/potential, offices held in professional organizations.

Outstanding accomplishments; as demonstrated by description of outcomes from clinical program interventions; recognition; letters of appreciation, awards, or developing and/or improving delivery of therapy related services and patient care.

Career attainment and value to USPHS; as evidenced by such things as professional credentials, specialist qualifications and demonstrated clinical expertise, etc...

VIII. Outstanding leadership; as evidenced by the development or programs or organizational involvement that streamline and /or improve the effectiveness of therapeutic rehabilitation/outcomes.

Instructions for completing the Therapist Category Clinician of the Year Award includes the following;

NAME: Individual's full name as it should appear on the award

PHS RANK: Designated Rank; LTJG, LT, LCDR, CDR, CAPT

PROFESSIONAL

DISCIPLINE: Audiology, Occupational Therapy, Physical Therapy,
Speech/Language Pathology

NOMINATION

CRITERIA: The nominee must be a professional in one of the four disciplines within the Therapist Category of the United States Public Health Service. The criteria are listed above.

PERIOD

COVERED: Dates of service in the Commissioned Corps or Civil Service must be specified.

NARRATIVE: The narrative must include subject matter relevant to the three criteria as described above over the course of the nominee's assigned duty station(s) and/or billet(s). The narrative must be clearly written, avoiding technical jargon and abbreviations, unless clarifying statements are used. The narrative must include specific examples regarding the three primary criteria as cited above. The narrative must not exceed two single-spaced typed pages.

NOMINATION/

ENDORSEMENTS: The nominator must have at least one endorsement signature certifying that the nomination is a true reflection of the individual's work. An endorsement can be from anyone familiar with the individual's contributions.

UNITED STATES PUBLIC HEALTH SERVICE
Health Resources and Services Administration
Bureau of Health Professions
Rm # 8A-09, Parklawn Building
5600 Fishers Lane
Rockville MD 20857

MEMORANDUM
(Please post this in your department)

DATE: 1 October 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

Greetings to you all in the new FY 2001. I have been busy contacting all my fellow therapists in the sister services to once again ask for our participation in joint training opportunities. I am pleased to say that we will have some outstanding opportunities coming up in FY 2001.

I would really like to thank all my colleagues in the U. S. Army, U. S. Air Force, U.S. Navy, and the U. S. Public Health Service for providing me with valuable information and time to discuss our joint training needs. I would also like to say that with this ever changing environment in which we live, it is wonderful to see that the quad services are willing to coordinate and welcome these joint training opportunities.

I would also like to add that I have been tasked to help coordinate the TPAC' s mission to identify Therapist deployment criteria in our Commissioned Corps Readiness Force (CCRF) and the Disaster Medical Assistance Team (PHS-1 DMAT). This will allow the Therapist Category to participate on missions that may not have been available to those wishing to deploy in the past. I would also like to encourage many of our Therapist Officers to take advantage of the various courses offered by the U. S. Army (i.e. Combat Stress Course, C4 Course, etc.) to assist them in preparation for deployment with either the CCRF or PHS-1 DMAT. These are fantastic training opportunities, and I highly recommend your participation.

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

DATES: COURSE TITLE/INSTRUCTORS/COST: SITE/CONTACT:

11/11-11/12/2000	AOTA SIS Symposium	Atlanta, GA <u>Contact:</u> AOTA
11/16-11/19/2000	ASHA National Conference	Washington, D.C. <u>Contact:</u> ASHA
11/28 & 29/2000	The Second National Symposium on Medical & Public Health Response to Bio-terrorism	Washington, D.C. <u>Contact:</u> (800)431-5638, or (847)384-7654
TBA	USAF Temporomandibular Disorder: Course for Therapists SEATS: Two slots for PHS Therapists	Keesler, AFB Biloxi, MS <u>Contact:</u> LT Mead
4/16-4/20/2001*	Advanced Physical Therapy Course Of Evaluation & Treatment of the Spine® Presented by the U. S. Army *Prerequisite: Must have attended U.S. Army NMSE or USAF NMS Course. SEATS: 5 Slots for PHS Therapists	Fort Sam Houston San Antonio, TX. <u>Contact:</u> LT Mead
5/7-5/18/2001	Combat Stress Course® (OT' s & PT' s Only) Presented by the U.S. Army Field Training Course - BDU' s Required SEATS: 4 Slots for PHS Therapists	Fort Sam Houston San Antonio, TX <u>Contact:</u> LT Mead
6/20-6/23/2001	APTA Scientific Meeting	Anaheim, CA <u>Contact:</u> APTA

If you have any new information or corrections to the above dates, please 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

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**Recruitment and Retention Committee – Mentoring
PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTOR APPLICATION**

NAME: _____

GRADE/RANK: _____

PERSONNEL SYSTEM: CIVIL SERVICE _____ COMMISSIONED CORPS _____

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

YEARS IN PHS _____ YEARS IN FEDERAL SERVICE _____

PRIMARY JOB ACTIVITY: ADMIN _____ CLINICAL _____ RESEARCH _____ OTHER _____

ARE YOU WILLING TO ESTABLISH ONE HOUR PER WEEK WITH YOUR MENTEE TO PARTICIPATE IN THIS PROGRAM? _____

PHS ASSIGNMENTS

AGENCY	JOB TITLE	LOCATION	DATES

WHAT EXPERIENCES, SKILLS, VALUES, OR KNOWLEDGE DO YOU WANT TO OFFER TO A MENTEE? (Check and list all that apply)

- ___ Practice and information about interviewing
- ___ Information about job opportunities
- ___ Information about how the personnel system works
- ___ Information about setting career direction
- ___ Improving skills in specific areas

PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTORING AGREEMENT

I will devote up to one hour per week toward participation in the Therapist Mentoring program.

I agree to serve as a mentee/mentor (circle one). I will participate in a voluntary training and give permission for this application to be shared with my proposed mentor/mentee.

I will maintain confidentiality of all materials related to the mentor/mentee, (circle one) and will destroy these materials at the completion of the program.

Signature: _____ Date: _____

Print Name: _____

Public Health Service
Therapist Category
Mentoring Program

October 17, 2000

Dear Mentor:

The Therapist Professional Advisory Committee (TPAC) recently established a Mentor Program in which senior officers (O4 and above) volunteer to serve as mentors to junior (O1 to O3) commissioned officers. Mentors offer an important resource for information on such topics as career development, personnel issues, medical and other benefits, uniforms, military protocol and other issues.

The purpose of this letter is to inform you of this program, and let you know that, if you are interested in serving as a mentor, please complete and return the enclosed "Mentor Application" form by email or fax within one week receipt of this correspondence. Matches are made as closely as possible on interests and needs.

I believe this is a valuable opportunity and urge you to take advantage of it. I look forward to hearing from you.

Sincerely,

/s/

CDR Michaele R. Smith, PT
michaele_smith@nih.gov
301-480-0669 fax

Report from COA Task Force

10/25/00

The Scientific and Category Representative Committees have met a couple of times and provided the following details:

Theme for 2001 COA Annual Meeting: Public Health in the 21st Century: Expanding Our Mission.

Dates: 5/28(Memorial Day)-5/31

Place: Marriott Wardman Park Hotel, Washington, DC

Category Specific Day: Wednesday, 5/30

We have a tentative topic of Fitness for the Therapist Day (no specific title as yet.) The Dietitian Category is interested in possibly doing a joint session on this topic and I am trying to get in touch with their category representative to discuss this.

We have yet to decide on a date and time for the TPAC meeting during the conference-may be either Tuesday afternoon the 29th or Wednesday at the end of the Category Specific Sessions. We don't have any confirmation about an IHS Chief's meeting to be held at this conference.

We will still need to decide if we want to have a social (time will be tight for this) and a speaker for the luncheon.

I will be in touch with other task force members: Bart Drinkard, Michael Smith and Liza Figueroa in the next couple of weeks. Michael attended the first meeting for the Category Representatives in my place.

Respectfully submitted,

CAPT Becky Sellers

FIELD REPRESENTATIVE REPORTS

DATE: October 27, 2000
TO: CDR Jeff Fultz, Chairperson, Therapist Professional Advisory Committee
SUBJECT: NIH TPAC Agency Activity Report
FROM: LCDR Bart Drinkard, NIH Field Representative

I.) Positions open:

IX. None

II.) Congratulations To:

LCDR Bart Drinkard who received the 10 year government service award.

Michael Harris-Love who received a Citation, "Award for Patriotic Service: In Support of US Savings Bonds," Department of the Treasury

CAPT Charles McGarvey on his election to the board of directors for the Lymphology Association of North America

III.) Presentations:

Holly Cintas, presentation at the American Academy of Cerebral Palsy meeting Toronto Canada, September, 2000

Michael Harris-Love, Presentation, "Therapeutic Exercise and Idiopathic Inflammatory Muscle Disease," Myositis Association of America, McLean, VA, October, 2000

CDR Michael Smith, Lecture. "Evaluation of Functional Abilities and Sensorimotor Evaluations in Children with SMS(Smith Maginess Syndrome)." SMS Conference. Rosslyn, VA, September 2000.

IV.) Publications:

Yanovski J, Yanovski S, Gold P, Chrousos G, Sovik K, Feldman S, **Drinkard B.** *Hypothalamic-Pituitary-Adrenal (HPA) Axis Activity During Exercise in African American and Caucasian Women.* J. Clinical Endocrinology and Metabolism, 2000, 85(8): 2660-3.

Cintas H, Danoff J, Strickland D, Gerber L. *BAMF: Ambulatory Status and Self-Perceived Competence in Children with Osteogenesis Imperfecta.* Developmental Medicine and Child Neurology 2000;42:S83-24.

Cintas H, Furst G, Lohmann **Siegel K,** Twaddell W, Gerber L. *BAMF: Brief Assessment of Motor Function: Reliability and Concurrent Validity of the Gross Motor Scale.* Developmental Medicine and Child Neurology 2000;42:S83-17.

Marcus S, **Cintas H,** Marini J, Gerber L. *Temperament and Gross Motor Performance in Children with Osteogenesis Imperfecta.* Developmental Medicine and Child Neurology 2000;42:S83-43.

NIH Physical Therapy Roster

Name/Rank	Email
CAPT Charles McGarvey	charles_mcgarvey@nih.gov
CDR Michaele Smith	michaele_smith@nih.gov
CDR Karen Siegel	karen_siegel@nih.gov
LCDR Bart Drinkard	bart_drinkard@nih.gov
Sandra Adams	sandra_adams@nih.gov
Elizabeth Augustine	elizabeth_augustine@nih.gov
Holly Cintas	holly_cintas@nih.gov
Earllaine Croarkin	ecroarkin@mail.cc.nih.gov
Michael Harris-Love	mlove@mail.cc.nih.gov
Mina Jain	mina_jain@nih.gov
Susan Mihans	smihans@mail.cc.nih.gov
Joseph Shrader	joseph_shrader@nih.gov

Common address and phone/fax numbers

National Institutes of Health
Building 10, Room 6s235
10 Center Drive, MSC 1604
Bethesda, MD 20892-1604
Phone: 301-496-4733
Fax: 301-480-0669

To: Ron West
From: Alicia Hoard
Subject: TPAC Field Report- HRSA
Date: October 27, 2000

CONGRATULATIONS:

CDR Alicia Hoard received The Foreign Duty Award for participating as a faculty member for the Leprosy Control Center in Shirati, Tanzania from 2/99-3/99.

POSITIONS OPEN/ ANTICIPATED: none

NEWS FROM THE FIELD:

CDR Shelley Patterson attended a lecture from Dr. David Satcher at her own facility, 50 United Nations Plaza, San Francisco. Dr. Satcher spoke to a large group of Federal employees for 45 minutes about the HIV/AIDS epidemic in Sub-Sahara, Africa. Additionally, he emphasized political and cultural issues, lack of health education, and lack of preventive services that are resulting in high mortality rates especially among infants and children.

The PT and OT departments are providing training in rehabilitation in HD for Dr. Richard Wing and San Juana Thompson, R.N. from South Texas Hospital OPC in Harlingen, Texas on October 26-27, 2000

WELCOME/ FAREWELL: none

PRESENTATIONS:

CDR Lou Ianuzzi, LCDR John Figarola, and LCDR Denise Brasseaux participated in the National Hansen's Disease: Ambulatory Care Program Conference held at the Embassy Suites Hotel in Baton Rouge, LA September 14-16, 2000

Their presentations included:

Current Rehabilitation & Prevention of Disability Activities, and Facilitating Communication About Surgical Procedures at Summit Hospital presented by LCDR J. Figarola

High Costs of Orthotics & Prosthetics- What Can Be Done? Presented by CDR Lou Ianuzzi and LCDR Denise Brasseaux

LCDR Denise Brasseaux and CDR Alicia Hoard participated as presenters at The Carville Approach to Management of Neuropathic Foot Problems and Optional Casting Lab co-hosted by the National Hansen's Disease Program and The Louisiana State University Health Sciences Center Diabetes Foot Program. The seminar was held at the National Hansen's Disease Program at Summit Hospital in Baton Rouge, LA September 20-22, 2000.

CAPT Judy Bell-Krotoski attended, both as a participant and as a board/ committee member, the American Society of Hand Therapy seminar, combined this year with the American Society for Surgery of the Hand, held at the Convention Center in Seattle, WA October 5-8, 2000.

CDR Alicia Hoard and LCDR Denise Brasseaux presented Disability Prevention – the hand, and Disability Prevention- the foot respectively at the Increasing Your Recognition of Hansen's Disease held at the National Hansen's Disease Program, Summit Hospital facility in Baton Rouge, LA October 24-25, 2000

PUBLICATIONS: none

CURRENT RESEARCH:

Lou Ianuzzi continues research efforts investigating the rate of wound healing with integration of magnets into the total contact cast. The research will

determine if the magnets in the cast will accelerate the healing time of a diabetic foot ulcer.

VIII. FUTURE AGENDA ITEMS TO CONSIDER: none

HRSA TPAC ROSTER:

Name: Judy Bell-Krotoski
Rank: Captain
Discipline: Occupational Therapy
Title: Clinical Research Therapist/Chief Hand & OT Department
Agency: HRSA
Facility: National Hansen's Disease Programs
Address: 1770 Physicians Park Dr., Baton Rouge, LA 70816
Work phone: (225) 756-3738
Fax: (225) 756-3745
Advanced degree/ Special title: Certified Hand Therapist, FAOTA
Email: jbell-krotoski@hrsa.gov

Name: Denise M. Brasseaux
Rank: LCDR
Discipline: Physical Therapy
Title: Chief Physical Therapy Department
Agency: HRSA
Facility: National Hansen's Disease Programs
Address: 1770 Physicians Park Dr., Baton Rouge, LA 70816
Work phone: (225) 756-3747
Fax: (225) 756-3745
Advanced degree/ Special title: Certified Pedorthist
Email: dbrasseaux@hrsa.gov or denise.brasseaux@access.gov

Name: John H. Figarola
Rank: LCDR
Discipline: Occupational Therapy
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Advanced degree/ Special title: Certified Hand Therapist
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HRSA TPAC ROSTER (Cont.):

Name: Alicia S. Hoard
Rank: CDR
Discipline: Occupational Therapy
Title: Senior Staff Therapist
Agency: HRSA
Facility: National Hansen's Disease Programs
Address: 1770 Physicians Park Dr., Baton Rouge, LA 70816
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Advanced degree/ Special title: Certified Pedorthist
Email: alicia.hoard@usa.net or ahoard@hrsa.gov

Name: Lou Iannuzzi
Rank: CDR
Discipline: Physical Therapy
Title: Chief PT Department/ Dept. Director NY Regional HD Program
Agency: HRSA
Facility: Staten Island University Hospital,
New York Regional Ambulatory Care Hansen's Disease Center
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Name: Grant N. Mead
Rank: LT-O3
Discipline: Occupational Therapy (Ortho & Hands)
Title: Senior Management Consultant
Agency: HRSA
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Address: 5600 Fishers Lane, Suite # 8A-09, Rockville, MD 20857
Work phone: (301) 443-4519
Fax: (301) 443-4943
Advanced degree/ Special title:
Email: Gmead@HRSA.GOV

HRSA TPAC ROSTER (Cont.):

Name: Shelley Patterson
Rank: CDR-05
Discipline: Occupational Therapy
Title: Senior Program Management Officer
Agency: HRSA Field Office IX
Facility: Federal Building
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Work phone: (415) 437-7995
Fax: (415) 437-8003
Advanced degree/ Special title: Senior Program Management Officer
Email: Spatterson@hrsa.gov

To: Chairperson, Therapist Professional Advisory Committee

From: LCDR Mark Melanson

Date: 17 Oct 2000

Subject: TPAC Quarterly Agency Activity Report
DC Commission on Mental Health Services

I.	Positions Open:	Contact Person:	Telephone #
	Chief OT	CPT Jeanette Wick	202-645-9900

II. News From The Field:

The hospital passed the recent HCFA survey and accolades go out to Acting Chief OT CDR Michelle Coleman and the following inpatient OT staff: LCDR Cindy Melanson, Ltjg Michelle Peterman and Ltjg Teshara Bouie. These officers work under extreme staff shortages to meet the needs of the CMHS clients.

Thanks go out to NIH and CPT Fran Oakley for their donation of needed craft supplies and tools to the Acute Care OT clinic.

III. Congratulations To:

N/A

IV. Welcome and Farewell: N/A

V. Presentations:

LtJG Steve Spaulding served with other PHS officers during a community Depression Screening Day.

**National Institutes of Health
Occupational Therapy Report**

Date: October 23, 2000
From: Capt. Frances Oakley
Subject: NIH Occupational Therapy Report
To: Cdr. Jeff Fultz, Chair, Therapist Professional Advisory Committee

Congratulations to:

- Capt. Becky Parks who was named the Occupational Therapist Discipline Coordinator by the Therapist Chief Professional Officer.

Positions Open/ Anticipated Openings: N/A

News from the Field:

- The occupational therapists continue to prepare for a NIH visit in November from JCAHO.
- Capt. Bonnie Thornton continues to work with architects to design the occupational therapy space in the new NIH Clinical Research Center (Anticipated opening in 2003).
- Susan Eckloff attended an International Class on the Theory of Sensory Integration.
- Capt. Bonnie Thornton supported the Friends of the Clinical Center Film Festival to raise funds for NIH patients in need.

Welcome/Farewell to:

- Welcome to Mary Zadnik, M.Ed., OTR, who joined our staff as a Civil Service Senior therapist. Mary previously worked at University of Maryland Medical Center in Baltimore, MD.

Presentations

- Joanne Flanagan co-presented with Cdr. Michael Smith "Sensorimotor skills and functional abilities in children with Smith-Magenis Syndrome" at the Second National Smith-Magenis Conference.

Publications: N/A

Future Agenda Items for TPAC to Consider: None at this time.

memorandum
FMC BUTNER, N.C.

DATE: October 20, 2000

REPLY TO Penny Royall, PT
ATTN OF: Health Services Division

SUBJECT: TPAC News from the Field

TO: LT Ron West, Executive Secretary, TPAC
News from the Field:

FMC Carswell:

LT Damien Avery attended the Col Doug Kersey Neuromusculoskeletal Screening Course at Ft. Sam Houston Texas from September 11 through September 22, 2000.

FMC Springfield:

LT William Pearce recently attended the 4th Annual Wound Care Congress held in Myrtle Beach, SC.

FMC Rochester:

LTJG Alicia Souvignier attended a CEU course, "Treatment of Stroke Patients" in July 2000 at the Mayo Clinic.

LCDR Eric Payne is currently serving as an adjunct professor for the graduate program in nursing at Winona State University.

LT Corey Dahl is preparing for the APTA specialization exam in orthopedics. Good luck, Corey!!

The PT Clinic has established a Foot Care Policy and Procedure which is included in FMC Rochester's Health Care Manual.

In recognition of Physical Therapy Month, the PT Clinic is sponsoring an open house for the medical staff at FMC Rochester. The therapists will give demonstrations of the equipment and treatment techniques for common problems seen in the clinic.

All the PTs at Rochester attended a seminar at Mayo Clinic entitled "Research Implications for Neurologic Rehabilitation"

FMC Ft. Worth:

LT Sue Newman, PT attended a course for Clinical Instructor Certification by the ACTA in Fresno, CA.

LTjg John Dewey, PT qualified for the World Triathlon Championships in Canada, July 2001.

CDR Linda Hemingway, PT and CAPT Bob Mansell, PT spoke at the BOP Physician Clinical Update meeting in San Diego, CA.

Barbara Martinez, CTRS attended the Midwest Therapeutic Recreation Specialist Conference in Cincinnati, OH.

The FT Worth Chapter of COA participated in a local Health Fair at the Potters House. The USPHS booth was titled "Stomp Out Stroke". This is a platform issue the Black Commissioned Officers Advisory Group is currently endorsing. LCDR Julia Woodard, OT organized this event with the assistance of LCDR Jean Marzen, PT, LT Sue Newman, PT and LTjg John Dewey, PT. One hundred participants were screened for stroke risks.

To: LT Ron West
From: LCDR Dan Weaver
Subject: TPAC Field Report
Alaska Native Medical Center
4315 Diplomacy Drive
Anchorage, Alaska 99508
Date: October 20, 2000

I. Congratulations:

To CDR Doug Munoz for taking to heart the physical fitness initiative by running a marathon in 3 hours and 14 minutes in early October. This is one-year post ACL repair. Not bad for a 40 year old man!

II. Positions Open: None

III. News from the field:

(Reported by CAPT David Brueggeman, Chief of Audiology at ANMC)
In late September CDR Linda Simpson transferred to the Yakima Indian Reservation in Toppenish, WA. She has been an invaluable member of the Audiology team at AMNC for the past 8 years. Among her many accomplishments, Linda initiated auditory response testing at ANMC, developed an employee hearing conservation program, and served as the USPHS Representative to the Military Audiology Association. Trying to fill her shoes will indeed be a challenge. Staff and patients are saddened by her departure, and we all wish her the best

IV. Presentations: None

V. Publications: None

VI. Current Research: None

VII. Future Agenda Items: None at this time