

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES 23 AUG 2002



Therapist Professional Advisory Committee		
CAPT Charlotte Richards Chief Professional Officer Northern Navajo Medical Center Rehabilitation Services Department PO Box 160 Shiprock, NM 87420 Phone: 505-368-7100 FAX: 505-368-7078 E-mail: charlotte.richards@shiprock.ihs.gov	CDR Nancy Balash Chair, TPAC Yakima Indian Health Center Physical Therapy Department 401 Buster Rd Toppenish, WA 98948 Phone: 509-865-2102 FAX: 509-865-5374 E-mail: nbalash@yak.Portland.ihs.gov	LCDR Bart Drinkard Executive Secretary, TPAC National Institutes of Health Building 10, Room 6S-235 10 Center Drive, MSC 1604 Bethesda, MD 20892-1604 Phone: 301-402-3015 FAX: 301-480-0669 E-mail: bart_drinkard@nih.gov

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, CDR Balash or LCDR Drinkard.

FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
Ms. Tina Bauer	IHS Northwest	Tina.Bauer@mail.ihs.gov	(406)-477-4422
CDR Betty Garner	IHS Multi-site	ababgarner@cableone.net	(580) 421-4585
CDR Lou Iannuzzi	HRSA / USCG	Liannuzzi@hrsa.gov	(212) 562-2748
LCDR Michelle Jordan	Multi-Agency	Mjordan@hrsa.gov	(301) 443-7037
LT Jeffrey Lawrence	IHS NM	Jlawrence@abq.ihs.gov	(505) 552-5431
LCDR Cindy Melanson	CMS	Cmelanson@cms.hhs.gov	(410) 786-0310
LT Jenevieve Neros	IHS AK	Jenevieve.neros@searhc.org	(907) 966-8312
LT Alicia Souvignier	BOP WEST	asouvignier@bop.gov	(817) 413-3435
CAPT Fran Oakley	NIH PT/OT	foakley@nih.gov	(301) 402-3019
LT Michelle Peterman	CMHS	Gatoram2@aol.com	(202)-645-7610
LCDR Liza Figueroa	IHS AZ	liza.figueroa@pimc.ihs.gov	(602)-263-1561
LCDR Matt Taylor	BOP EAST	mtaylor@bop.gov	(978) 796-1000ext.4663

FUTURE TPAC MEETINGS:

DATES FOR FUTURE TPAC MEETINGS: Friday, 23 AUG 02; Friday 25 OCT 02; Friday 20 DEC 02

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
23 AUGUST 2002**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
 - A. Action Item Review N. Balash
- V. OLD BUSINESS N. Balash
- VI. NEW BUSINESS
 - A. TPAC Membership N. Balash
 - B. Election of New Chair for Finance Committee N. Balash
 - C. Category Historian N. Balash
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson N. Balash
 - C. Awards Committee G Johnson
 - D. CCRF Committee G. Mead
 - E. Education Committee L. LaBranche
 - F. Finance Committee J. Rasor
 - G. Fitness/Wellness Initiative Committee R. Parks
 - H. Recruitment and Retention Committee M. Melanson
 - Mentoring Task Force M. Smith
 - Home Page K. Siegel
 - I. Strategic Growth Committee J. Hurley
 - J. Discipline Liaisons:
 - Audiology L. Simpson
 - Occupational Therapy R. Parks
 - Physical Therapy M. Smith
 - Speech Language Path M. Benitez-McCrary
 - K. COA Therapist Representative R. West
 - M. Newsletter D. Brueggemann
 - N. Junior Officer Report M. Jordan
 - O. Field Rep Coordinator: Reports (Summary) C. Melanson

Therapist Professional Advisory Committee Meeting Minutes

Date: 23 AUG 2002

Time: 1000 – 1300 hours EDT

Location: Teleconference, with Chair in BC, Canada

I. CALL TO ORDER: 1000 AM EDT

Roll Call:

MEMBERS:

CDR Nancy Balash	Chair
LCDR Bart Drinkard	Executive Secretary
CAPT Terry Cavanaugh	
CAPT Mark Dardis	
CDR Jeffrey Fultz	
CDR Lois Goode	
CAPT John Hurley	
CAPT Georgia Johnson	
LCDR Michelle Jordan	
CAPT Leo LaBaranche	
LT Grant Mead	Proxy J. Fultz
LCDR Mark Melanson	
CAPT Rebecca Parks	
CDR Suzanne Pickering	
LT Joe Rasor	
CDR Frank Weaver	Proxy R. Shapiro

Ex-Officio Member: CAPT Charlotte Richards CPO

GUESTS:

CDR Penny Royall
LCDR Jake Magel
CDR Linda Simpson
LCDR Liza Figueroa
LCDR Eric Payne
LCDR Mercedes Benitez-McCrary
CDR Karen Siegel
LCDR Matt Taylor
LCDR Rita Shapiro
LT Jeff Richardson
CDR Linda Simpson
LT Joseph Golding
LT Alicia Souvignier
LCDR Ron West

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was adopted as written

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

The TPAC Minutes for 28 June 02 were approved as written

IV. OPEN FORUM

ACTION ITEM REVIEW:

- 1) LCDR Drinkard reported that field representatives were emailed to remind category members that education listings are posted on the therapist category webpage.

V. OLD BUSINESS

No old business was discussed

VI. NEW BUSINESS

A) TPAC Membership / Field Representative Changes:

CDR Balash announced that LT Rasor would be leaving the Corps 01 Sep to attend Osteopathic Medical School. CDR Whitehurst-Lief, 1st alternate from the last TPAC election, was appointed to serve as TPAC member.

LT Alicia Souvignier will serve as the new BOP West Field Representative.

CDR Balash will appoint a new AZ Filed representative prior to the next TPAC meeting.

B) Election of Finance Committee Chairperson:

CDR Fultz was nominated and elected by the PAC as the new Finance Committee Chair.

C) Category Historian:

A task force was created and charged to provide TPAC with recommended duties and term of office for the category Historian.

Task force members include: LCDR McCrary, Task Force Chair
CDR Pickering
LCDR West
CDR Balash

ACTION ITEM:

The Category Historian Task Force is to provide recommended duties and term of office for the category Historian at the next TPAC meeting 25 OCT 02.

VII. REPORTS

A) CHIEF PROFESSIONAL OFFICER

See **ATTACHMENT A**

B) CHAIRPERSON

No new news was reported

C) AWARDS COMMITTEE:

Category members are reminded to consider placing early nominations for awards. Contact CAPT Johnson at (410) 786-6859.

CDR Goode reported that the retirement recognition subcommittee is continuing ceremony design and planning. (see **ATTACHMENT B**)

D) CCRF COMMITTEE:

LCDR Drinkard reporting for LT Mead: "The CCRF committee continues to develop a new draft of the disaster document. Our priority has been to reorganize the main body and develop appropriate appendices to augment the main body information. The content of the draft # 12 that was distributed has not been deleted, but reorganized to reflect a more user friendly model. The committee is hoping to have the next draft available for review by October 2002."

E) EDUCATION COMMITTEE:

CAPT LaBranche reported that the Mckenzie part C course went well. 2002 spaces for the Col Doug Kersey NMSC course (in September) have been filled and 3 spaces for 2003 are open. One space for the 2003 Advanced Spine course remains open. The continuing education list is posted on the Therapist Category web page. Contact CAPT LaBranche for more information leo.labranche@tcimc.ihs.gov

F) FINANCE COMMITTEE: See **ATTACHMENT C**

All individuals are reminded that donations to the Henry Jackson Foundation can be made by credit card by calling:

Elizabeth Price Chipchosky
Special Projects Program Administrator
Henry M. Jackson Foundation for the Advancement of Military Medicine
240-453-8876 vox
301-424-5771 fax

G) HEALTHY LIFESTYLES COMMITTEE: See **ATTACHMENT D**

CAPT Parks reported that CDR Fultz, CAPT Richards and CDR Balash recently presented a summary of the healthy lifestyles program along with recommendations for future direction to ADM Moritsugu. A similar presentation for the SG and CPO Pac may take place in the near future.

All officers are requested to complete the follow-up fitness survey which can be accessed via website www.cdc.gov/nccdphp/dnpa/usphs *User ID = phs, Password = healthy.*

H) RECRUITMENT AND RETENTION COMMITTEE:

LCDR Melanson reported that the Recruitment and Retention Committee is planning a “job satisfaction survey” for the therapist category.

Vacancies:

AGENCIES	LOCATION	POSITION
IHS	Gallup, NM	1 occupational therapist
	Ft. Belknap, MT	1 physical therapist
	Pollacca, AZ	1 physical therapist
	Fort Defiance, AZ	1 speech pathologist
	Ft. Lamé Deer, MT	1 physical therapist
	Tahlequah, OK	1 physical therapist
Federal	usa.jobs.opm.gov	Health promotion/wellness

For those who are interested in recruitment CDs and brochures for PHS in general, please contact Mark Melanson at 202-645-4953.

Home Page: CDR Siegel has posted the latest TPAC meeting minutes.

Mentoring: There is a standing call for mentees. Contact CDR Smith: michaele_smith@nih.gov

Several category members discussed issues regarding the Basic Officer Training Course (BOTC) tuition. CAPT Hurley introduced CAPT Don Morgan as a special guest to discuss this matter:

- 1) The 5 day BOTC tuition is reimbursed to the attending officer’s agency
- 2) The 3 Day BOTC tuition is NOT reimbursed to the officer’s agency

I) STRATEGIC GROWTH COMMITTEE:

CAPT Hurley outlined the SGC’s new initiative to increase TPAC awareness (for CORPS and Civil Service therapists) via informative packets to be mailed to category therapists.

The TPAC agreed that a summary of TPAC minutes could be included in these packets if pre approved by LCDR Drinkard, CDR Balash and CAPT Richards.

CAPT Hurley requested input from category members regarding future SGC activity.

CAPT Hurley reported that IHS scholarship recipients may be able to attend the Army Baylor Physical Therapy program in the near future.

J) DISCIPLINE LIAISONS:

CDR Simpson has contacted professional organizations and is to meet with other military professionals to discuss roles in disaster response.

CAPT Parks reported that the American OT Foundation has created a task force to study Occupational Therapist's roles in crises.

LCDR Benitez-McCrary reported that the American Speech Language and Hearing Association (ASHA) has been investigating disaster response roles.

K) COA THERAPIST REPRESENTATIVE:

CAPT Parks stated that the COA board has begun strategic planning.

L) 2003 COA Meeting Task Force

LCDR West reported that the 2003 meeting theme may be "Public Health Infrastructure" especially as related to Homeland security, or "Public Health in Action". Meeting dates will be 14-20 June 2003 in Scottsdale AZ. Other members commented that therapist category day topics need not be entirely consistent with the meeting theme.

M) NEWSLETTER:

A standing call for material for the newsletter. Photos are more than welcome. Contact CAPT Brueggemann (dbruegge@anmc.org).

N) JUNIOR OFFICER REPORT:

No new news was reported

O) FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

CLOSING ROLL CALL:

Roll Call:

MEMBERS:

CDR Nancy Balash	Chair
LCDR Bart Drinkard	Executive Secretary
CAPT Terry Cavanaugh	
CAPT Mark Dardis	
CDR Jeffrey Fultz	
CAPT John Hurley	
CAPT Georgia Johnson	
CAPT Leo LaBaranche	
LT Grant Mead	Proxy J. Fultz
LCDR Mark Melanson	
CAPT Rebecca Parks	
CDR Suzanne Pickering	
LT Joe Rasor	
CDR Frank Weaver	Proxy R. Shapiro

Ex-Officio Member: CAPT Charlotte Richards CPO

GUESTS:

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CDR Linda Simpson
LCDR Liza Figueroa
LCDR Eric Payne
CDR Karen Siegel
LCDR Matt Taylor
LCDR Rita Shapiro
LT Jeff Richardson
LCDR Ron West

CONCLUSION: Meeting adjourned

Respectfully Submitted: LCDR Bart Drinkard, TPAC Executive Secretary.
Concur: CDR Nancy Balash, TPAC Chair.
Concur: CAPT Charlotte Richards, CPO Therapist Category.

CPO REPORT FOR 23 AUGUST 2002

As you know, Richard Carmona received Senate confirmation and became our Surgeon General on 23 July 2002. This afternoon, Friday 23 August, there will be an all hands videoconference to welcome, introduce, and hear from VADM Carmona. The Conference will be held at 3 PM in the FDA studio located at 16071 Industrial Drive, Gaithersburg, MD. All CPO's are expected to attend.

IHS has been field-testing a new field utility uniform similar to the DoD khaki colored BDU. If approved, this work uniform will be used during deployments and as directed by the uniform authority.

Medical Reserve Corps (MRC) is not to be confused with the PHS uniformed Ready Reserve. MRC is to be an all-civilian corps of private citizen medical volunteers to serve during disaster and emergency situations. They will be non-federal, are non-deployable, and will serve at the local/community level.

The Agency Recommendation (6th Precept) remains a hot issue! IHS loathes it, but seven other agencies are reluctant to let it go. Looks like it is no longer on hold and will be continued at least through this next promotion cycle.

The Office of the Surgeon General wants us more involved with DoD counterparts and our professional associations. In light of events since 9-11, we need to be represented and a big part of initiatives such as plans for disaster management and preparedness. All discipline liaisons have been briefed and kept abreast of information as it unfolds.

For the past several months, CPO's have been expected to provide a bi-weekly report to the OSG. This Environmental Scan, as it is called, keeps the OSG informed of issues important to the various categories, and the Surgeon General in turn uses this information to keep the Secretary informed. I urge you all to let me know of information and issues that would be of interest to the OSG and to the Secretary. The outline calls for an internal review (things going on in the Therapist Category), external review (Category and discipline-specific issues going on in our professional associations, DoD, VA, etc.), and any legislation that impacts our respective disciplines. Please send any tidbits. The next report is due August 27th. Discipline Liaisons have been very responsive and helpful, and Therapist scans are informative.

The call has gone out to all agencies requesting nominations for new Chief Therapist Officer. This time agencies have been more supportive of the position and responsive to the call, so I anticipate a selection board to be convened in September with a new CPO on board by 1 October. I have to confess that I am not anxious to relinquish this appointment, as it has been the capstone and highlight of my long career in public service, 17 years of which has been as a PHS officer. I am very thankful I was given this opportunity to represent all therapists of the United States Public Health Service, and my only regret is that we have been unable to tie up so many loose ends. Unfinished business of import that I hope to see come to fruition includes:

- The Healthy Lifestyle Initiative and establishing a permanent fulltime fully funded billet for a Commissioned Corps Healthy Lifestyle Coordinator;

- Overcoming the host vs. no-host barrier to establishing MOU's and placing our officers in VA and DoD positions;
- Working with the other categories to develop a process by which new disciplines can be approved for commissioning, and adding respiratory therapists to the Therapist Category;
- Accomplishing 100% Therapist Category enrollment in CCRF, and through a user friendlier edition of our Therapist Category Handbook enlighten others to the critical role we as therapists can play in a post disaster deployment.

As far as accomplishments, I would ask you all to look at the Category and see what we as a team have accomplished this past four plus years. The most important accomplishment to me is that we as individual disciplines have come together as a cohesive team, and have learned to appreciate and respect unique contributions each of us can make to our comprehensive team and to our mission. Now that we have come together, I challenge you to forge on in the spirit of camaraderie and cohesion as the movers and shakers you have become. Among the many things you have accomplished during my time as your CPO include:

- Appointed a Category Historian to compile a comprehensive category history with updates including pictorial history to be archived in the office of the PHS Historian.
- Accepted the Surgeon General's challenge to embrace, research, develop, and coordinate a Healthy Lifestyle program for the Commissioned Corps.
- Successfully lobbied for a two year Healthy Lifestyle Coordinator detail to the Office of the Surgeon General.
- Initiated contact with the VA, networked and negotiated to establish an MOU for PHS therapist officers, and made preliminary inroads for all PHS officers once the host vs. no-host barrier is surpassed.
- Initiated contact with the DoD Exceptional Family Member Program, networked and successfully negotiated positions for PHS therapists once the host vs no-host barrier is surpassed.
- Made significant inroads with the Army, successfully negotiating seats for two PHS therapists in the eighteen month US Army/Baylor Postprofessional Doctoral Fellowship in Orthopedic and Manual Physical Therapy, and opening the door for a PHS student in the sports medicine fellowship at West Point.
- Worked hard to effect change on such major issues as promotion precepts, appointment standards, recruitment and retention, standardized billets, commissioning new disciplines, fitness standards, readiness and disaster preparedness, "new corps" initiative, centralized command and control, and so on.
- Established a Category Web Page.
- Established teleconferencing hubs to enhance greater TPAC attendance and participation. Our Category, by the way has the distinction for greatest participation by percentage.
- Illustrated the impact and value added of a COA Category Day, which has since become a standard and an expectation for all Categories at our annual conference.
- Established Discipline Liaisons to assist and advise the CPO and the TPAC on discipline specific matters. They also represent the PHS Therapist Category, networking and meeting with their DoD and VA counterparts as part of a quad service team.
- Established an active mentoring program whereby officers new to the Corps may communicate regularly with an assigned senior officer on anything of concern to the new officer including career development.
- Developed Category T-shirts, evidence of identity, cohesion, and team building.
- Developed an evolving, working tool, "Handbook to the Therapist Category, Contributions and Capabilities During Disaster Response."
- Developed a model recruitment program.

- Developed and implemented two new awards: Junior Officer of the Year and Clinician of the Year.
- Developed a task force to research, propose, and implement a formal Therapist Category procedure to recognize and honor our retirees.

Thank you all for your dedication and the vital support you have given to this Category, the United States Public Health Service, and to me.

Charlotte B. Richards
Chief Therapist Officer

Date: August 16, 2002

To: CDR Nancy Balash, TPAC Chair
CDR Bart Drinkard, TPAC Secretary

cc: CAPT Georgia Johnson, Awards Committee Chair

Re: Retirement Recognition Subcommittee
Report for August 23, 2002 TPAC Meeting

From: CDR Lois Goode
CAPT Georgia Johnson
LCDR Michelle Jordan
LCDR Rita Shapiro

The Retirement Recognition Subcommittee is making progress planning for the 1st Annual Therapist Category Retirement Ceremony. This memo is to update you on the plans.

1. We are drafting the 20 year Recognition Letter, which will include contact information on preparing for retirement.
2. The Web page is also being drafted to include "Hall of Fame" biographical information on our current year retirees as well as links to retirees from previous years. The COA Retirement Ceremony invitation will also be included on the web page. (Thank you CDR Siegel.)
3. The Financial estimates are as follows:

Awards (13 is minimum order) @ 32.40 ea	
Less than min charge	50.00
Initial set-up.....	55.00
Freight.....	?
Totals	525.50
4. Goal dates: 15 Oct 2003 gift order
15 Jan 2003 send invitations and 30 yr letters.
01 Mar 2003 RSVP date
15 Mar 2003 Web page bio updates
5. Please see the attached Retirement Subcommittee Plan

Thank you.

TPAC Finance Committee Report

23 AUG 2002

Members:

LT Joe Razor, Finance Committee Chair
CDR Lois Goode
LCDR Cindy Melanson
LCDR Ron West

Account Activity:

Our balance as of 5/31/02 was \$388.07

Our current balance as of 8/16/02 is \$1099.07

Therapist Category contributions: \$751.00

Vendor contributions: \$250

Our category drive was a big success at increasing our budget. If you have not contributed you are strongly encouraged to do so. See below.

Funding Requests:

The Retirement Recognition Subcommittee is planning for the 1st Annual Therapist Category Retirement Ceremony and has submitted a Financial Request.

Awards (13 minimal order)	@ \$32.40 each
Less than minimal charge	@ \$50 each
Initial set up	@ \$55.00
Freight	@ ?
Estimate Subtotal	@ \$525.50

In the initial stages of this Committee we are unable to draw a budget. However committees will need to submit financial needs so that we will know what our financial goal must be.

Future Items to Consider:

Committee will continue to fund raise and project from this year for a budget for next year.
Committee will review and approve Financial Requests as submitted.
Committee will develop a Financial Request Form.

News:

LT Joe Razor will be going to medical school and a new Finance Committee Chairperson will need to be selected to continue the financial planning for the TPAC.

For those category members who want to make contributions, please make checks payable to:

Henry Jackson Foundation - #5352

send it to:

Henry M. Jackson Foundation for the Advancement of Military Medicine

ATTN: Liz Chipchosky

1401 Rockville Pike, Suite 600; Rockville, MD 20852-1428

Respectfully Submitted:

LT Joe Razor, PT, Finance Committee Chairperson

HEALTHY LIFESTYLES COMMITTEE REPORT (8/23/02)

1. CAPT Cavanaugh reports that the latest initiative in Sitka is a "Caught In Action" program sponsored by their Health Promotion Staff. From July 1st to October 31st, employees are encouraged to be on the look out for fellow employees who bike, walk/jog, or carpool to work and email the name of that employee, who will receive a gift certificate and entry in a monthly drawing.
2. CDR GOODE says that Whiteriver is continuing their efforts in the area of Diabetes Prevention with exercise and diet.
3. CDR Pickering reports that the Region IV Healthy Lifestyles Committee has been quiet over the summer. They plan to hold a Fun Fitness Testing Day for CCRF Testing this fall.