

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES

27 Aug 2004



| Therapist Professional Advisory Committee | | |
|---|--|--|
| CAPT Charles McGarvey Chief Professional Officer National Institutes of Health Building 10, Room 6s235 10 Center Drive, MSC 1604 Bethesda, MD 20892 Phone: 301-496-2844 FAX: 301-480-0669 E-mail: charles_mcgarvey@nih.gov | CDR Scott Gaustad Chair, TPAC MCFP Springfield, Physical Therapy Department 1900 West Sunshine Springfield, MO 65807 Phone: 417-837-1738/9 FAX: 417-837-1715 E-mail: sgaustad@bop.gov | CDR Rita B. Shapiro Executive Secretary, TPAC Center for Medicare & Medicaid Mail Stop S3-02-01 7500 Security Boulevard Baltimore, MD 21244-1604 Phone: 410-786-2177 FAX: 410-786-8532 E-mail: rshapiro@cms.hhs.gov |

| TPAC MEMBERS | AGENCY | EMAIL | Phone# |
|----------------------------|--------|-------------------------------|-------------------|
| CAPT Terry Cavanaugh | IHS | terry.Cavanaugh@search.org | 907-966-8312 |
| CAPT Linda Hemingway | BOP | lhemingway@bop.gov | 817-413-3435 |
| CDR Nancy Balash | IHS | nbalash@yak.Portland.ihs.gov | 509-865-1717 |
| CDR Bart Drinkard | NIH | bart_drinkard@nih.gov | 301-402-3015 |
| CDR Michelle Jordan | HRSA | mjordan@hrsa.gov | 301-443-2602 |
| CDR Kathleen Manrique | IHS | manrique@nushtel.net | 907-842-5201 |
| CDR Eric Payne | BOP | epayne@bop.gov | 507-287-0674x484 |
| CDR Susanne Pickering | CDC | shp9@cdc.gov | 404-639-8834 |
| CDR Frank Weaver | IHS | frank.weaver@shiprock.ihs.gov | 505-368-6260 |
| CDR Jessie Whitehurst-Leif | BOP | jwlief@bop.gov | 859-255-6812x5362 |
| LCDR Corey Dahl | BOP | cdahl@bop.gov | 817-782-4681 |
| LCDR Jake Magel | IHS | john.magel@shiprock.ihs.gov | 505-368-6265 |
| LCDR Mark Melanson | CMHS | cmela19395@aol.com | 202-645-8733 |
| LCDR Sue Newman | IHS | sue.newman@tcimc.ihs.gov | 928-283-2659 |
| LCDR Tarri Randall | IHS | tarri.randall@mail.ihs.gov | 928-339-3610x697 |

DATES FOR FUTURE TPAC MEETINGS:

October 22, 2004, December 17, 2004, February 24, 2005. CALL IN NUMBER: 1-888-381-8510
 PASS CODE: 87222

Therapist Website: <http://www.cc.nih.gov/rm/pt/tpac.htm>

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 Gaustad or CDR Shapiro.

| FIELD REPRESENTATIVE | AGENCY | EMAIL | Phone# |
|-----------------------------|------------------------|--|----------------------|
| LCDR Liza Figueroa | Field Rep. Coordinator | liza.figueroa@pimc.ihs.gov | (602) 263-1561 |
| LCDR Cindy Carter | IHS Multi-site | cindy.carter@mail.ihs.gov | (918) 458-3260 |
| LT Terry Boles | Multi-Agency | TBOLES@ora.fda.gov | (480) 829-7396 x19 |
| LT Jeffrey Lawrence | IHS NM | Jlawrence@abq.ihs.gov | (505) 552-5431 |
| LCDR Robert Roe | IHS NW | rroe@thhs.cskt.org | (406) 745-3525 |
| LCDR Jenevieve Neros | IHS AK | Jenevieve.neros@searhc.org | (907) 966-8312 |
| LT Justin Feola | BOP WEST | Jfeola@bop.gov | (417) 8371738 |
| LT Michelle Peterman | CMHS | Gatoram2@aol.com | (202) 645-7610 |
| LT Joseph Golding | IHS AZ | liza.figueroa@pimc.ihs.gov | (602) 263-1561 |
| LCDR Fred Lief | BOP EAST | flief@bop.gov | (859) 255-6812 X 362 |
| CDR Karen Siegel | NIH | KSiegel@cc.nih.gov | (301) 496-9890 |

Therapist Professional Advisory Committee Meeting Minutes

Date: 27 August 2004

Time: 12:00- 15:30 hours EDT

Location: Teleconference

I. CALL TO ORDER: 12:10 PM EDT

Roll Call:

MEMBERS:

| | |
|----------------------------|-------------------|
| CDR Scott Gaustad | Chair |
| CDR Rita Shapiro | Secretary |
| CAPT Terry Cavanaugh | |
| CAPT Linda Hemingway | |
| CDR Nancy Balash | |
| CDR Bart Drinkard | |
| CDR Michelle Jordan | |
| CDR Kathleen Manrique | |
| CDR Eric Payne | |
| CDR Susanne Pickering | |
| CDR Frank Weaver | |
| CDR Jessie Whitehurst-Leif | Proxy CDR Gaustad |
| LCDR Corey Dahl | |
| LCDR Jake Magel | |
| LCDR Mark Melanson | |
| LCDR Sue Newman | |
| LCDR Tarri Randall | |

Ex-Officio Member: CAPT McGarvey CPO

GUESTS:

- CAPT Mark Dardis
- CAPT Fran Oakley
- CAPT Rebecca Parks
- CAPT (sel) Karen Siegel
- CDR Jeff Fultz
- CDR Lois Goode
- CDR Gary Shelton
- CDR Michelle Smith
- CDR Liza Figueroa
- CDR Doug Munoz
- CDR Lou Ianuzzi
- LCDR Fred Lief
- LCDR Dan Weaver
- LCDR Ron West
- LCDR Henry McMillan
- LT William Pierce
- LT Justin Feola
- LT Jody Tanzillo
- LT Joseph Golding
- LT David Ingleman
- LT Stephanie Maxfield
- LTjg Henry

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted as written, following motion by LCDR Newman and 2nd by CDR (sel) Jordan.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

Meeting minutes of May 18, 2004 meeting had been provided via e-mails to all TPAC members and were approved following motion by CDR Balash and 2nd by CDR Payne.

IV. OLD BUSINESS

COA 2005 Task Force

CDR Shapiro reported that she was appointed by CAPT McGarvey to be the COA 2005 category representative. She requested that there be a minimum of five members of the task force, per conversation with previous year category day representative CDR Munoz. Following officers volunteered: LCDR Fred Lief, CDR Ianuzzi, LCDR McMillan, and CDR Pickering. CDR Balash for awards, LCDR West for finance, LCDR Magel and LT Tanzillo as advisors. CDR Shapiro reported that the first COA Category day planner's meeting is on Sept 01, 2004 following which she will contact the task force members with a meeting date and time.

V. NEW BUSINESS

A. TPAC Web Page:

CAPT (sel) Siegel stated that the TPAC Web-page was initially created in August 2000. Historically the page has been utilized to post the field rep and TPAC rosters. Also information that is not time sensitive has been posted on the web page i.e. Awards and Retirees bios. To use the roster for rapid communication and to make it password protected would require much more management and space. She would have to confer with the NIH web manager to offer any suggestions. (Action Item)

B. Change in TPAC Minutes Format

CDR Shapiro requested that the TPAC members' information be placed on the front page of the TPAC Minutes and the field reps' information be moved past that. This would allow the category an easy access to TPAC Members. CDR Fultz stated that it was a procedural item and does not require a vote as long as the members agreed. CDR Shapiro will reflect this change with the next meeting minutes.

C. Frequency of TPAC Meetings:

CDR Gaustad posed the possibility of reducing the TPAC meetings to quarterly rather than bimonthly with a hope that would allow for better participation. CDR Balash stated that there are many therapists in remote locations and this is the only means for them to have communication with their peers. Hence it was determined that bimonthly meetings would allow such venue. This is reflected in the updated policies and procedural manual, which she will forward to CDR Gaustad post haste. There was a call for motion to maintain the bimonthly TPAC meetings. CDR Shapiro motioned and was 2nd by CDR Payne.

D. OT Deployment Roles:

CAPT Parks and CAPT Oakley presented that after much deliberation and hard work, as well as getting the approval from the American Occupational Therapy Association (AOTA) they had prepared the deployment roles for occupational therapists. One, an

Occupational Therapist role, and second, the addition of occupational therapists to the list of currently listed professions in the Mental Health Provider deployment role. The Office of Force Readiness and Deployment (OFRD) Subcommittee has included in the new Therapist Category Deployment guide both of these roles. This document will be presented to the OFRD leadership upon approval by TPAC. However, CAPT Parks requested that the committee should approve the OT Roles so that they could be presented right away to OFRD for inclusion in the OFRD Web Site. Motion was made by CDR Pickering to present the two OT roles to OFRD immediately, 2nd by CDR Payne. CAPT McGarvey will present these documents to RADM Babb at the next possible opportunity.

E. Inactive Reserve Roster:

CDR Gaustad reported that there was no new information available at present regarding how this list should be disseminated. We are awaiting information from OCCO. CAPT (sel) Siegel recommended that a link to the roster owner could easily be provided on the current web site.

F. Deployment Notification to the Field Reps:

CDR Figueroa requested that officers who have deployed, send the dates, type and location information to their field representative. This will be compiled and submitted to the TPAC secretary with a copy to the Category Historian (CDR Whitehurst-Lief).

VI REPORTS

A. CPO Report

CAPT McGarvey presented the following report earlier immediately following the adoption of the agenda. He first of all congratulated CDR Gaustad on his selection to TPAC Chair and he also congratulated the new TPAC members. He looks forward to working with all to work hard and to guide our category forward.

1. Congratulations to the Readiness Group for personally contacting everyone in therapist category lacking the basic readiness standards. At the CPO-PAC Chair meeting, CDR Beck reported an overall reduction of the readiness level to 14.32% with therapist category at 14.1%. This was with a caveat that the levels declined due to the change in policy with the implementation of manual circular 377. There have also been numerous technical challenges. A new roster is being developed of the officers who have dropped off the previously compliant list. The policies are changing faster than the officers can accommodate but are definitely pushing forward. Other concern is of Medical Affairs Branch who is in the midst of relocation and staff have not been able to respond to request for waivers etc. All of this is being formatted into a memorandum to be sent to the Surgeon General from the CPO-PAC Chair committee. CAPT McGarvey recommended that officers check their personnel file and also the OFRD file on a regular basis. CAPT Canton has drafted a document for all agencies to grant Administrative Time to their officers to complete the BOTC and the readiness requirements.
2. Regarding license requirements for occupational therapists, CAPT McGarvey reported on the survey conducted by CAPT Parks, which has ascertained that all OT's in PHS have licenses. Should the PAC create a task force to determine if licensure should be a requirement for OT's being considered for commission in the USPHS just like the PT's.
3. The Chiropractic issue: The chiropractor's association made a presentation at Parklawn for the Chiropractors to be commissioned as the Health Services Officers. Initially the therapist category was not invited to comment. However, the Chief of Staff, RADM

Williams determined that the therapist category should formulate a position paper on this issue. A task Force of highly capable therapist officers was put together, who have worked very diligently to put together a draft of the position paper. A 2nd draft is being developed after the comments etc. The position paper once finalized by the task force will be forwarded to the TPAC members for their vote.

4. Billet Issue: Not a great deal has been done in this regard. The Lewin Report has been published, however, no action by the ASH or the OSG has been taken at this time. The therapist category is forward planning in terms of:
 - a. How the billets will be written
 - b. How the billets will be managed in terms of force management
 - c. Assignments pending agency needsCAPT Dave Nestor is taking the lead on these issues. The category needs to work actively on developing the career tracks and pathways for officers. The positions must be correlated to specific training etc. Missions are different for each agency and will be taken into consideration. The already developed benchmarks will also be considered. Recommendation is to appoint a task force to work on developing the career pathways/tracks for the therapist category officers.
5. The Warrant Officers program: Still nothing new to report. RADM Knouss presented that in fact there is now a transformation workgroup that has been developed that meets biweekly. There are 13 officers in the work group and the same number in the resource group. Both the groups are working on the following items: Force Management, Billet Management, Assignments, Training and development, Messaging, Budgeting, development of a "Virtual Academy" to train the officers as well as the much expanded role of the ASH and the Surgeon General.
6. Senior COSTEP: CAPT Furman is working on ways to increase the number of months for the COSTEP program to cover the increased time for the DPT program at the Army Baylor School. Not sure if all will be covered by the BOP or if additional funds will come from other areas.
7. CAPT McGarvey reported that the Unit Commendation award for therapist officers who supported the BMI at COA in Scottsdale has been awarded. The officers should be receiving them soon. The award for the BMI booth at AMSUS has been approved. The Special Assignment awards for the TPAC previous officers is being forwarded to the SG's office.

B. TPAC Chairperson

1. CDR Gaustad charged the committee chairs to submit committee reports to TPAC Secretary at least two weeks prior to the scheduled meeting.
2. Those eligible are urged to submit the packages for assimilation. The importance of becoming assimilated cannot be over emphasized.
3. There have been many questions concerning the various uniforms for deployment, i.e. whether to wear BDU's or working khakis? The best recommendation is to pay attention to what OFRD prescribes as the deployment uniform, woodland BDU's or the cotton khakis. CDR Gaustad advised the mentors and mentees to please be in regular contact so issues like these can be addressed in an ongoing manner.
4. Concerning the transformation, the Lewen Group report is out and is rather large. The SG's work group on transformation has requested that this report not be generally disseminated at this time until some formal action is being considered is decided.
5. To proactively address the concerns of the Lewen Group study, CAPT McGarvey is challenging the professional development committee to develop a career pathway for our category. CDR Gaustad further stated that those officers who are prior military understand the importance of the career pathways very well and should help the new officers with this.

He recommended that the Task Force Members may want to get some information from our sister services to help with the development of these pathways for our category.

New action item:

1. Task Force for development of career pathways: Chaired by CDR Kathleen Manrique as the Professional Development Committee Chair, with members: CDR's Shapiro and Figueroa, LCDR's Magel and Dan Weaver, LT's Tanzillo and Pierce. This task force will gather information from sister organizations on the available career pathways.

2. CAPT (sel) Siegel to check and present the findings for the TPAC Web-site changes and what it would entail to maintain the website. The intention is to restructure the web site by Committees with all subcommittee highlights placed under each committee. Committee chairs should contact CAPT (sel) Siegel to provide input on how they would foresee their committee structure presented via e-mail: Karen_siegel@nih.gov or by phone: 301-496-9890

Committee reports: (Written Reports attached)

Administrative Committee Report: CDR Shapiro briefly discussed the Admin Committee as not many changes since the written report and thanked the volunteers for the COA 2005 task force. Written report is submitted.

Professional Development Committee: CDR Manrique reported that the Awards subcommittee will be meeting in conjunction with the promotion cycle. LCDR's Jordan and West have done very well with the CV format. She recommended that the COER Task force should remain in effect and that now they should be tasked to work on the standard format for the attachment 1. Written report is submitted.

Information Management Committee: LCDR Newman reported that CAPT (sel) Siegel has updated the web page with Awards Page, Educational course list, and the JOAG report. Any updates should be sent to CAPT (sel) Siegel. Written report is submitted. CDR Fultz recommended that a category wide e-mail should be sent when the TPAC minutes are posted on the web site.

Strategic Planning and Development Committee: LCDR Melanson informed that the Retention Survey was sent and the results are being tabulated. LT Maxfield is still working to get the information on the survey she sent regarding the schools that people attended. Written report is submitted.

Readiness Committee: CDR Drinkard informed that OFRD Subcommittee has completed the Therapist Category readiness document that has well defined skills and the deployment roles for the therapist category. The document is being sent to the TPAC members for their concurrence. In terms of urgency the OT and Mental Health roles will be submitted to OFRD. Written report is submitted.

Discipline Liaisons:

Audiology: CDR Weaver: Not much to report except that the Fort Defiance Service unit now has a staff audiologist on board. The justification for the Audiologist billet was prepared and submitted by CDR Shapiro during her tenure as the rehab chief at that service unit.

Occupational Therapy: CAPT Parks: Nothing new to report.

Physical Therapy: CDR Smith: The next Quad service meeting will on September 30, 2004 at Walter Reed Army Medical Center.

Speech and Language Pathology: Ms. Solomon: No Report

JUNIOR OFFICERS:

All junior officers are encouraged to join the Junior Officer list serve:
<http://list.nih.gov/archives/joag.html>

FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

CLOSING ROLL CALL:

MEMBERS:

| | |
|----------------------------|-------------------|
| CDR Scott Gaustad | Chair |
| CDR Rita Shapiro | Secretary |
| CAPT Terry Cavanaugh | |
| CAPT Linda Hemingway | |
| CDR Nancy Balash | |
| CDR Bart Drinkard | |
| CDR Michelle Jordan | |
| CDR Kathleen Manrique | |
| CDR Eric Payne | |
| CDR Susanne Pickering | |
| CDR Frank Weaver | |
| CDR Jessie Whitehurst-Leif | Proxy CDR Gaustad |
| LCDR Corey Dahl | |
| LCDR Jake Magel | |
| LCDR Mark Melanson | |
| LCDR Sue Newman | |
| LCDR Tarri Randall | |

Ex-Officio Member: CAPT McGarvey CPO (Meeting)

GUESTS:

CAPT Mark Dardis
CAPT Fran Oakley
CAPT Rebecca Parks
CAPT (sel) Karen Siegel
CDR Jeff Fultz
CDR Lois Goode
CDR Gary Shelton
CDR Michelle Smith
CDR Liza Figueroa
CDR Doug Munoz
CDR Lou Ianuzzi
LCDR Fred Lief
LCDR Dan Weaver
LCDR Ron West
LCDR Henry McMillan
LT William Pierce
LT Justin Feola

LT Jody Tanzillo
LT Joseph Golding
LT David Ingleman
LT Stephanie Maxfield
LTjg Henry

CONCLUSION: Meeting adjourned at 15:30 Eastern Time

Respectfully Submitted: CDR Rita Shapiro, TPAC Executive Secretary

Concur: CDR Scott Gaustad, TPAC Chair

Concur: CAPT Charles McGarvey, CPO Therapist Category

Attachment A: ADMINISTRATION COMMITTEE REPORT

Memorandum

Date: Aug 23, 2004

To: CDR Scott Gaustad, TPAC, Chair

From: CDR Rita Shapiro, TPAC, Executive Secretary, Administration Committee, Chair

**Re: Administration Committee Report
Therapist Professional Advisory Committee
August 27, 2004 Meeting**

**I. Finance Subcommittee
Chair: LCDR Ron West
Members: LCDR Jeff Richardson**

Current account balance is \$3,973.37. July 01, 2003 to July 01, 2004 \$ 339.71 were spent for retirement recognition and awards. Category fundraiser thus far has raised \$ 200.00 this year from 5 contributors.
For funding requests please follow these guidelines:

Requests for funding through the Therapist Category Henry Jackson Foundation account must include the following information:

- 1.) What is being requested-Name of item?
- 2.) Purpose needed?
- 3.) Quantity needed?
- 4.) Cost per item?
- 5.) *True* Total invoice(Must include shipping costs, *any other* expense incurred, etc...)
- 6.) Deadline funding needed by? (Suggest 6 – 8 weeks in advance)
- 7.) Where to send funding?: Check payable to? Address? Telephone#? Social Security# or Tax ID#? (HJF must pay the company directly. They will not reimburse government employees).

**II. COA Meeting Planning Task Force
Chair: CDR Rita Shapiro for 2005
Members: LCDR Fred Leif has volunteered and more are needed.**

**III. TPAC Processes:
Roster: No action
Member Elections: Call for Self-nominations will be announced in Dec. '04-Jan. '05 CC Bulletin.
Charter Review: No action this time**

This concludes the Administration Committee Report. Thanks to every one's hard work.

Respectfully Submitted,
CDR Rita Shapiro

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

Memorandum

Date: Aug 24, 2004

To: CDR Scott Gaustad, TPAC, Chair
CDR Rita Shapiro, TPAC, Executive Secretary

From: CDR Kathleen Manrique, Professional Development Committee, Chair

**Re: Professional Development Committee Report
Therapist Professional Advisory Committee
Aug 27, 2004 Meeting**

I. Education Subcommittee

Chair: LCDR Corey Dahl

Members: LCDR Tarri Randall, LT Terry Boles, LT Jeff Richardson,
LCDR John Schultz, LT Jeff Richardson

All available PHS seats are filled for the 11-22 October 2004 US Army Neuromusculoskeletal Evaluator Course at Fort Sam Houston, TX. The five Commissioned Corps officers attending have been notified to expect information from the course project officer soon.

Three USPHS officers attended the US Army Joint Operational Course in April, 2004 and three officers were scheduled to attend the US Army Management of Burns and Multiple Trauma Course in August, 2004.

I contacted the US Air Force and they have informed me there are plans for a Neuromusculoskeletal Course in March 2005. The project officer will contact me with specifics as soon as possible. When the dates and available seats are determined, course information will be placed on the Therapist Category website.

Officers interested in attending either the 2005 US Army Joint Operational Deployment Course or 2005 Neuromusculoskeletal Evaluator course should contact LCDR Dahl. Any available seats will be reserved for those requesting them first.

I contacted CAPT Ernst, Specialty Leader for Navy Physical Therapy, and he informed me there are no plans for a Navy Neuromusculoskeletal Evaluator Course in the near future.

II. Retirement Recognition Subcommittee

Chair: CDR Lois Goode

Members: CDR Rita Shapiro, LCDR Sue Newman, and LCDR Julia Woodard

The Retirement Recognition Subcommittee has completed the 2004 Activities. Special thanks to CDR Shapiro, LCDR Woodard, and LCDR Newman for their contributions.

1. The expense report has been submitted to LCDR Ron West, Finance Subcommittee
2. Chair, and reimbursement is to follow.
3. Retirement Recognition Subcommittee will begin planning for the 2005 Recognition to be held at the USPHS COA meeting in September.

III. Mentoring Subcommittee

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks

- one new officer of the ability of participating in the mentoring program
- Two junior officers have been paired with mentors.
- One person decided to withdraw the application as mentor as a result of increased work responsibilities.

IV. Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gausted, CDR Lois Goode

- A. Category Award presentations for 2003 were made on May 18, 2004 during the Category Luncheon. Thank you to all who participated.
- B. CDR Balash is finalizing the awards for previous TPAC members:
 1. TPAC Certificates of Appreciation from the Chair were sent out.
 2. SG Certificates of Appreciation were submitted to the OSG. ***Any award for TPAC work from the OSG MUST have supporting documentation of TPAC assignment.*** The document required is a copy of the TPAC appointment letter from the OSG that each PAC member receives. We need to establish a permanent mechanism for copies of those letters to be sent to the TPAC secretary every time an officer is appointed to any PAC. Letters have been solicited for currently submitted awards.
 3. SG Special Assignment Ribbons are requested by the CPO from recommendations by the TPAC Chair. Current awards are being processed. Note: Special Assignments are for those individuals who perform “special assignments” of at least 30 days, consecutive or non-consecutive, for the PAC. They are not for PAC membership.
- C. Invoices for previous awards were forwarded to appropriate people.

V. Therapist CV Format and COER Task Force

Chair: LCDR Michele Jordan

Members: CDR Nancy Balash, LCDR Ron West

Members of task force have corresponded via email about developing a format for the COER attachment to be completed by the officer. It was decided that this task force could provide guidelines on what to include under each heading and then give an example of an attachment. Development of this sample format is in process.

This concludes the Professional Development Committee Report. Mentoring Subcommittee report remains pending- I will re-forward the document when received.

Thank you Subcommittee Chairs for your prompt reporting, and your work on this Professional Development Team!

CDR Kathleen Manrique

ATTACHMENT C: INFO-MANAGEMENT COMMITTEE REPORT

MEMO

Date: August 16, 2004

From: LCDR Sue Newman, Information Management Committee Chair

To: CDR Scott Gaustad, TPAC Chair
CDR Rita Shapiro, TPAC Secretary

Re: Information Management Subcommittees

- I. Web Page Subcommittee, CAPT Karen Siegel, Chair
CAPT Siegel reports the category website has been updated:
 - TPAC May 18, 2004 minutes are posted
 - Award web page has been updated
 - Educational Listing has been updated at the request of LCDR Dahl. <http://www.cc.nih.gov/rm/pt/educ.htm>CAPT Siegel reports redesigning of the category web page. This topic is on the agenda for the TPAC Meeting.
- II. JOAG, Jeff Richardson, Chair
Refer to report
- III. Historian, CDR Jessie Lief, Chair
Nothing to report at this time
- IV. Retired Therapist Subcommittee, Leo LaBranche and Selden Wasson
 - Based on the June 2004 CC Bulletin announcement for Therapist Retiree to contact CAPT (ret.) LaBranche, CAPT (ret.) LaBranche, reports he has not gotten any calls of interest from Therapist Retirees.
- V. Inactive Reserve, Alicia Souvignier, Chair
 - LT Souvignier will report to permanent Active Duty status in August 2004. No new item to report
- IV. TPAC Field Report, LCDR Liza Figueroa, Coordinator
Refer to report
- V. Commissioned Officers Association, CDR Susanne Pickering

-CAPT Parks has completed her 6 years commitment to the COA Board.

-CDR Pickering is now the elected representative to COA. CDR Pickering will be attending a workshop 08/14/2004 as her first assignment as representative to the COA Board.

VI. Discipline Liaison

Members: CDR Frank Weaver – Audiologist appointed 8/2002

-Nothing to report

CAPT Rebecca Parks – OT

-Nothing to report

CDR Michael Smith – PT

-Next Quad Service Meeting is on 09/30/04 at Walter Reed.

Ms. Beth Soloman – SLP

ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

MEMORANDUM

To: CDR Rita Shapiro, TPAC Secretary Date: 08/24/04

From: LCDR Mark Melanson, Strategic Growth Chair



PHS Therapist Category Vacancies

Open Date

| | | | |
|----------------|------------------|------|-----------------------------------|
| PT | Zuni, NM | 8/04 | Becky Sellers (505) 782 - 7529 |
| PT | Yakima, WA | 3/04 | Nancy Balash (509) 865 - 5166 |
| PT | Ft. Defiance, NM | 5/04 | Mike Faz (505) 786 - 6266 |
| PT | SanCarlos, AZ | 6/04 | Pete Soto (928) 475 - 7235 |
| PT | Sells, AZ | 5/04 | Rebecca Harry (928) 383 - 7303 |
| 2 PT's (Chief) | Lame Deer, MT | 8/04 | Tina Bauer (406)477-4422 ext 4467 |
| 2 PT's and SP | Chinle, AZ | 6/04 | Andrea Batocchio (928) 674 - 7223 |
| Aud | Ada, OK | 6/04 | Human Resources (580)421 - 4585 |
| Aud | Sitka, AK | 8/04 | Terry Cavanaugh (907)966-8312 |
| PT | Crow Agency, MT | 8/04 | Tina Bauer (406)477-4422 ext 4467 |

BOP

| | | | |
|----|--------------|------|------------------------------|
| PT | Carswell, TX | 5/04 | Jean Marzen (817) 782 - 4572 |
|----|--------------|------|------------------------------|

Others

www.cdc.gov/ncipc/default.htm
www.cms.hhs.gov/
www.fda.gov/cdrh/index.html
www.hrsa.gov
www.osophs.dhhs.gov/ophs/

Subcommittee Reports

Recruitment-

- Reports submitted by CDR Weaver and LCDR Dahl
- Currently only 4 applicants are boarded and medically cleared all will called next week.
- ARP meetings on hold until after Labor Day

Strategic Growth

- Report submitted by CDR Gaustad
- A proposed initiative for the subcommittee to contact the National Health Service Corps did happen. An icebreaking discussion with NHSC staff members occurred at the COA conference. A follow-up phone call was made to the staffing officer at NHSC, however this individual is on sick leave until the beginning of Sept.

Retention

- Survey has been submitted to CDR Shapiro to send to all therapists.

COSTEP

- LT Maxfield is forwarding a survey to all officers to help with our recruiting effort.

ATTACHMENT E: READINESS COMMITTEE REPORT

Therapist Category Readiness Committee

Chair: CDR Bart Drinkard



OFRD Sub Committee
Chair: CDR Rita Shapiro
CDR Suzanne Pickering
LCDR Kathleen Manrique
LCDR Corey Dahl
CDR Matt Taylor
LT Terry Boles

Healthy Lifestyles Sub Committee
Chair: CDR Bart Drinkard
CAPT Becky Parks
CDR Jeff Fultz
CAPT Terry Cavanaugh
CDR Lois Good
CDR Jessie Lief

Date: 27 AUGUST 2004
To: CDR Scott Gaustad, TPAC Chair; LCDR Rita Shapiro, TPAC Secretary
From: CDR Bart Drinkard, TPAC Readiness Committee Chair
Subject: TPAC Readiness Committee Report

OFRD Sub Committee

38% of the Officers in the Therapist Category have met basic readiness standards.
ALL OFFICERS ARE ENCOURAGED TO MEET BASIC READINESS STANDARDS
See <http://oep.osophs.dhhs.gov/ccrf/>

Deployment Roles

The OFRD Subcommittee has revised the Therapist Category Readiness Manual / Deployment role descriptions. All disciplines in the Therapist Category were involved. The revised material is to be submitted to TPAC. Following TPAC approval this material will be presented to OFRD.

Healthy Lifestyle Sub Committee

Obesity Education

As part of a collaboration between the USPHS and APTA, obesity education including BMI and waist girth measures was conducted at the 2004 APTA meeting in Chicago, June 29 to July 3. 390 persons participated and were provided pedometers. The Surgeon General gave an excellent keynote address and the USPHS therapist category was highly visible and well represented.

Respectfully,

CDR Bart Drinkard

ATTACHMENT F: Field Report

Date: August 15, 2004

From: CDR Liza Figueroa, TPAC Field Representative Coordinator

To: CDR Scott Gaustad, TPAC Chair, CDR Rita Shapiro, TPAC Executive Secretary

Via: LCDR Sue Newman, Chair TPAC Information Management Committee

Subject: TPAC FIELD REP REPORT AUGUST 27, 2004

I. POSITIONS OPEN/ANTICIPATED OPENINGS:

- **AZ IHS**

Chinle: 1 SLP, AUD to be split with our school district; 2 PT positions

Fort Defiance: Part-time Speech services to begin July 29, 2004

Sells: Staff Physical Therapist position open since 5/04

Tuba City: CLINICAL SPECIALIST PHYSICAL THERAPIST: Must be a Certified Wound Care Specialist and preferably be certified in pediatrics, geriatrics, cardiac care or orthopedics (certifications are to be sanctioned by the APTA or other accrediting agencies recognized nationally by the appropriate discipline).

- **NW IHS**

Lame Deer: Staff PT opening Contact Tina Bauer at NCSU PT at (406) 477-4422.

Crow Agency: Staff PT opening Contact Tina Bauer at NCSU PT at (406) 477-4422.

Browning: Audiology vacancy in Browning, Montana. However, the position is in transition at the moment they don't know if they want to make it part-time, full-time or contract. Contact Charlie Lewis in the Billings Area Office (406) 247-7131.

Yakima: Diabetes Specialist Physical Therapist

- **NM IHS**

Zuni: 1 staff physical therapist position

ACL Hospital: Currently there is no PT staff, but a Chief has been hired. The staff PT position has reportedly been filled, but this could not be confirmed.

II. CONGRATULATIONS

- **FY 2004 PROMOTION BOARD**

| Rank Promoted To: | Captain | | |
|--------------------------|-----------------|--|------------------|
| | NAME | | EFFECTIVE |
| | Karen L. Siegel | | 01/01/2005 |

| Rank Promoted To: | Commander | | |
|--------------------------|-----------------------------|--|------------------|
| | NAME | | EFFECTIVE |
| | Mercedes J. Benitez-McCrary | | 07/01/2004 |
| | Liza M. Figueroa | | 07/01/2004 |
| | Michelle Y. Jordan | | 04/01/2005 |
| | Kathleen M. Manrique | | 07/01/2004 |
| | Jean E. Marzen | | 01/01/2005 |
| | Rita Bakshi Shapiro | | 07/01/2004 |

| Rank Promoted To: | Lieutenant Commander | | |
|--------------------------|-----------------------------|--|------------------|
| | NAME | | EFFECTIVE |
| | Andra F. Battocchio | | 10/01/2004 |
| | Terry Lee Boles | | 01/01/2005 |
| | James Matthew Cowher | | 07/01/2004 |
| | Mike D. Faz | | 07/01/2004 |
| | Jeffrey Joseph Lawrence | | 07/01/2004 |
| | Jackie M. Peterman | | 01/01/2005 |
| | Jeffrey Dean Richardson | | 07/01/2004 |
| | Joseph B. Strunce | | 07/01/2004 |
| | Julie Margaret Van Leuven | | 04/01/2005 |

- **AZ IHS**

Hopi: *LT Brian Elza* passed CSCS certification exam

Phoenix: *LCDR Ron West* graduated Aug 7, from the Arizona School of Health Science's t-DPT program

Tuba City: *LCDR Sue Newman* graduated Aug 7, from the Arizona School of Health Science's t-DPT program

Sells: *Rebecca D. Harry, DPT* passed OCS exam in 6/2004

- **BOP WEST**

USMCFP Springfield:

LT Justin Feola selected to the Special Operations Response Team.

LT David Engelman graduated from the Federal Law Enforcement Training Facility with honors.

CDR Scott Gaustad who was elected as new TPAC chairperson.

FMC Rochester: *CDR Eric Payne* who received a national award for strategic planning from the Bureau of Prisons.

FMC Carswell/FMC Fort Worth: *LCDR Jean Marzen, Lcdr Julia Woodard, and LT Stephanie Maxfield* received a unit commendation award for writing and publishing a New Officer's Handbook for officers assigned to FMC Carswell and FMC Fort Worth.

- **MULTI-AGENCY**

CDC

CDR Susanne Pickering was elected as the Therapist representative to the COA Board of Directors.

The National Smallpox Vaccination Program Team (CDC) of which **CDR Pickering** was a member was awarded the Secretary's Award for Distinguished Service during the Department of Health and Human Services 2004 Honor Awards Ceremony, July 14, 2004.

FDA

LT Terry Boles received Level-I Certification as a Federal Investigator for the US Food and Drug Administration.

CAPT Marie Schroeder received an FDA Recognition Award, Unit Commendation For significant and exceptional performance in investigating and determining the scope of the diathermy interaction problem, and taking regulatory and educational actions to mitigate risks.

Background: Medical Device Reporting alerted FDA of two deaths related to adverse interactions between diathermy and deep brain stimulator devices. CAPT Schroeder played a significant role in a comprehensive investigation and in developing the subsequent regulatory and educational actions taken to mitigate the risks.

III. NEWS FROM THE FIELD:

- **AZ IHS**

Chinle: *LT Andra Battocchio* is in Philadelphia on long-term training in the 6-month Evelyn J Mackin Hand Therapy Fellowship at the Philadelphia Hand Center. Will be there through the end of the year, and then return to Chinle. **First officer of any branch to attend this fellowship.**

Parker: *LT Joe Golding* attended the APTA Conference and participated in the BMI booth, where I educated and recruited for PHS.

Phoenix: *LCDR Ron West* - Aided the Surgeon General for the NCLR conference in Phoenix, on June 28 and 29. Attended the APTA conference and participated in the BMI booth.

ST ELIZABETH'S: New community integration programs created and ran by *LCDR Maria Bacilio, LT Jackie Michelle Peterman, and LT Teshara Bouie.*

NIH

It is with great sadness that we announce the untimely death of *Carol M. Frattali, PhD*, Research Coordinator, Speech and Language Pathology Section. Her clinical and research interests were in the areas of the neuro-cognitive bases of language and its disorders, with focus in discourse processing, social discourse production, and neuro-linguistic approaches to assessment and treatment in aphasia. She is survived by her husband Michael D. Kuzmik, her children Greg, Sara, and Ian Kuzmik, and a large extended family. She will be deeply missed by family, friends, and colleagues both at NIH and throughout the speech language pathology community.

Holly Cintas and CDR Michaele Smith were consultants to five summer research students in conjunction with Track A of the Clinical Research Training Program (CRTP). The following preceptors and students were: *Elizabeth Augustine* for John Friends (University of Puget Sound, UPS); *Holly Cintas* co-preceptor, for Sarah Silver (Towson University); *Michael Harris-Love* for Kristen Abbett (Ithaca College); *Joe Shrader*, for John Popovich (University Southern California, USC); *CDR Michaele Smith* for Amy Zolko (University of Maryland College Park) and Nicole Diaz, a summer administrative student, (Grambling State University, GSU).

- **BOP EAST**

Butner:

Completed their first student externship on July 30th. This is a program that they are developing at Butner

Much change over the next 6-12 months is expected. This change should follow the addition of Orthopedic Surgery at FMC.

The Physical Rehabilitation Department along with the North Carolina

Chapter of the COA will be sponsoring Fitness Testing for CCRF on August 19th and 26th. This is our second annual event.

LCDR Henry McMillan was selected as Vice President of the North Carolina Chapter of the COA.

- **MULTI-AGENCY**

CDC

CDR Pickering completed a 3 credit (semester) graduate course in Ethics, Policy and Law in Public Health through the University of South Florida (April 2004).

Between January to July, 2004, ***CDR Susanne Pickering*** served as the NIP representative on the CDC Planning Committee for the “CDC/AMA First National Congress on Public Health Readiness” held July 20-22, 2004 in Washington, DC. (Over 800 thought leaders in health, public health, national associations, and government attended. ***CDR Pickering*** served as Liaison for the session, “Medico-legal, legal, and regulatory issues of quarantine and containment” with Dr. Richard Goodman, Co-Director CDC Public Health Law Program, Carmella Bocchino, and Bob Rehm of America’s Health Insurance Plans (AHIP) as Co-Chairs.)

CDR Pickering served as Immunization Safety Branch Liaison for the National Immunization Conference held May 11-14, 2004.

CDR Pickering served on a Review Panel for applications for the Centers for Public Health Preparedness. The CPHP program is an important asset to the nation’s public health preparedness and \$26 million funding. (August 2004)

CDR Pickering served on a Review Panel for applications for group-delivered physical activity/exercise programs for persons with arthritis research projects. These projects were funded through the National Center for Chronic Disease Prevention and Health Promotion, Division of Adult and Community Health for a total of approximately \$400,000. (June 2004)

FDA

LT Terry Boles: uncovered 75,600 imported retail units from China containing FDA banned ephedra. The shipment, wholesale value of \$8,424, was detained for either destruction or exportation.

LT Terry Boles discovered imported tea from Paraguay with medical claims of curing viruses. The 96,900 retail units, wholesale value of \$1,469, were destroyed under

LT Terry Boles FDA supervision. Completed the PHS sponsored McKenzie “A” course in July in beautiful Flagstaff, Arizona.

- **NW IHS**

LCDR Karen Kajiwara-Nelson completed the IOTC and received the PHS training ribbon in April 2004.

IV. WELCOME/ FAREWELL

Welcome:

- **AZ IHS**

Fort Defiance: *CDR Betty Garner* Full-time Audiologist began July 19, 2004

- **NM IHS**

Northern Navajo Medical Center: *Alicia Souvignier* new PT
Crownpoint: *Rachel O'Haver* new PT

- **BOP WEST**

FMC Rochester: *LTJG Felipe Guzman-Zamarron* started on July 26, 2004 as the first occupational therapist to work at FMC Rochester.

CPT (Army) Jessica Feda received a conditional offer for a USPHS PT billet. She plans to transfer from the Army in October 2004.

- **BOP EAST**

Butner: *LCDR Jon Shultz* will be transferring from FMC-Ft Worth on November 28th, 2004. He will be placed in a Clinical Specialist position.

Farewell:

- **AZ IHS**

Sells: *LT William Pearce*, transferred to Chief Therapist Position in Stilwell, Oklahoma working for Cherokee Nation

- **NW IHS**

Northern Cheyenne Service Unit: *Russ and Kate Case* are leaving.

- **ST ELIZABETH'S:**

LT Teshara Bouie has transferred to FDA.

V. PRESENTATION:

- **AZ IHS**

Phoenix: *LCDR Ron West* gave a presentation on The Evaluation of Low Back Pain June 9, for the IHS Physician Assistant/Advanced Practice Nurse Continuing Education Seminar sponsored by the IHS Clinical Support Center. It was well attended by PAs and Nurse Practitioners from all over the country

- **NW IHS**

NCSU: PT department participated in monthly prevention events such as cardiac care, diabetes prevention, fitness through yoga, employee ergonomics, and body fat testing.

Flathead Service Unit: *LCDR Robert Roe*-Diabetes and Exercise presentation to area diabetes patients. Also, participated in presentation on stage diabetes management

- **NIH**

CDR Karen Siegel, Kepple TM, Stanhope SJ - Gait Compensations for Hip Muscle Weakness in Idiopathic Inflammatory Myopathy. Proceedings of the Canadian Society for Biomechanics, 2004; 18.

- **BOP WEST**

MCFP Springfield: *CDR Scott Gaustad* presented:

“The Role of the Physical Therapist with WMD’s” at the Commissioned Officer Association gathering in Alaska.

“The Role of the USPHS In Shaping the Nations Health.” to students in the Southwest Missouri State University Physical Therapy Program.

“History and Role of the Public Health Service.” to the Missouri State Reserve Officers Association.

“The Role of the Physical Therapist in Wound Care.” at the 3rd annual Wound Care Symposium presented by CoxHealth.

- **MULTI-AGENCY**

CDC

CDR Pickering: Vaccine Adverse Event Reporting System (VAERS), USA- Web Based Reports: Twenty-one Months Experience. (Haber, **Pickering**, English, Iskander), National Immunization Conference, Nashville, TN. May 2004. (Poster)

STOP (Stop Transmission of Polio) Team 14: Polio Eradication and Immunization

Activities in Ghana. Public Health Professional Conference, Commissioned Officers Association. May 18, 2004.

International Public Health: A Therapist Journey to Ghana. Public Health Professional Conference, Commissioned Officers Association. May 18, 2004.

VI. PUBLICATION:

- **NIH**

Chi-Fishman G, Hicks JE, *Cintas HM*, *Sonies BC*, Gerber LH. Ultrasound imaging distinguishes between normal and weak muscle. Arch Phys Med Rehab 2004; 85: 980-986.
Okunieff P, *Augustine E*, Hicks J, Cornelison T, Altemus R, Naydich B, Ding I, Huser A, Abraham E, Smith J, Coleman N, Gerber L. Pentoxifylline in the Treatment of Radiation-Induced Fibrosis. J Clin Oncol 2004; 22(11):2207-13.

Harris-Love M, *Siegel KL*, Paul S, Benson K. Rehabilitation Management of Friedreich Ataxia: Lower Extremity Force-Control Variability and Gait Performance. Neuro-rehabilitation and Neural Repair 2004;18(2):117-24.

VII. CURRENT RESEARCH:

- **MULTI-AGENCY**

CDC

CDR Pickering

Knowledge, Attitudes and Beliefs of Military Health Care Providers Regarding Reporting Adverse Events Following Immunizations. (in process)

Evaluation of the Vaccine Adverse Event Reporting System (VAERS) Annual Mailing to Healthcare Providers (Physicians). (in process)

VIII. FUTURE AGENDA ITEMS:

- **AZ IHS**

Parker: While I was helping at the BMI booth I had PT's with suggestions: 1) Injury Prevention in Hospitals for employees—the SG recognize hospitals with educational programs for injury prevention; make it competitive. 2) Creighton University: PHS needs to recruit at PT Schools, especially at schools in our high needs areas, i.e. Nebraska, the Dakotas.

IV.

- **NIH**

OT deployment role to be voted on by TPAC

- **NM IHS**

Gallup Indian Medical Center – No news except a concern/comment: How are concerns brought up by individuals or individual service units addressed by the TPAC. *CDR Martha Duganne*, PT, mentioned that she has requested topics be brought up in the past, but has never heard any outcome to those issues.

IX. DEPLOYMENTS:

- **MULTI-AGENCY**

EMERGENCY RESPONSE: *LCDR Grant Mead* was deployed to the U.S. Secret Service MACC (Multi-Agency Communication Center) in Cambridge, MA during the Democratic National Convention deployment

Very Respectfully Submitted:

CDR Liza Figueroa
TPAC Field Representative Coordinator