

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES 17 DEC 2004



| Therapist Professional Advisory Committee | | |
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| TPAC MEMBERS | AGENCY | EMAIL | Phone# |
|----------------------------|--------|-------------------------------|-------------------|
| CAPT Terry Cavanaugh | IHS | terry.Cavanaugh@searhc.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 | 507-287-0674x5070 |
| 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-Lief | 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 | 202-645-4953 |
| LCDR Sue Newman | IHS | sue.newman@tcimc.ihs.gov | 928-283-2659 |
| LCDR Tarri Randall | IHS | tarri.randall@mail.ihs.gov | 928-339-3610x697 |

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| DATES FOR FUTURE TPAC MEETINGS: February 18, 2005, April 22, 2005 CALL IN NUMBER: 1-888-381-8510 PASS CODE: 87222 |
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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 Matthew Dabb | IHS-NM | Matthew.dabb@crownpoint.ihs.gov | (505) 786-6266 |
| 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 | joseph.golding@mail.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 AGENDA
17 DECEMBER 2004
1200 EST**

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|-------|---------------------------------------------------|---------------------|-----------|
| I. | CALL TO ORDER | CDR GAUSTAD | 1200 |
| II. | Review and Adoption of Agenda | CDR SHAPIRO | 1205 |
| III. | Review and Adoption of Previous TPAC Minutes | CDR SHAPIRO | 1210 |
| | SPECIAL REPORT | | |
| | OCCO CAREER DEVELOPMENT OFFICER | LCDR KEATS (GUEST) | 1210-1240 |
| IV. | REPORTS | | |
| | A. Chief Professional Officer | CAPT McGARVEY | 1240-1310 |
| | B. TPAC Chair | CDR GAUSTAD | 1310-1330 |
| | C. * Administration Committee | CDR SHAPIRO | 1330-1335 |
| | D. * Information Management | LCDR NEWMAN | 1335-1340 |
| | E. * Readiness Committee | CDR DRINKARD | 1340-1345 |
| | F. * Strategic Planning and Development Committee | LCDR MELANSON | 1345-1350 |
| | G. * Professional Development | CDR MANRIQUE | 1350-1355 |
| V. | OLD BUSINESS | | |
| | A. Action Items: | | |
| | 1. TPAC Web Site/Page | CAPT SIEGEL | 1355-1405 |
| | 2. TPAC Elections | CDR Gaustad/Shapiro | 1405-1410 |
| | 3. 2005 COA | CDR SHAPIRO | 1410-1420 |
| | 4. Category readiness | CDR GAUSTAD | 1420-1425 |
| | 5. USUHS MPH Program | CDR GAUSTAD | 1425-1430 |
| VI. | NEW BUSINESS | | |
| | A. Action Items | | |
| | 1. TPAC Benchmarks | CDR GAUSTAD | 1430-1435 |
| | 2. Warrant Officer Program | CDR GAUSTAD | 1435-1445 |
| VII. | OPEN FORUM FOR DISCUSSION | TPAC CATEGORY | 1445-1500 |
| VIII. | ADJOURN | | 1500 |

* Committee chairs to report committee projects and/or new information as appropriate or defer to corresponding committee written report to be viewed on the TPAC website.

TPAC CALL IN PHONE NUMBER: 1-888-381-8510, PASS CODE: 87222. Future TPAC meeting dates: February 25, 2005; April 22, 2005.

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| <p>Future TPAC meeting dates: February 18, 2005; April 22, 2005 CALL IN NUMBER: 1-888-381-8510 PASS CODE: 87222</p> |
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Therapist Website: <http://www.cc.nih.gov/rm/pt/tpac.htm>

Therapist Professional Advisory Committee Meeting Minutes

Date: 17 December 2004
 Time: 12:00- 15:00 hours EDT
 Location: Teleconference

I. CALL TO ORDER: 12:15 PM EDT

Roll Call:

| MEMBERS: | Title/Proxy | AGENCY/OPDIV |
|----------------------------|--------------------|---------------------|
| CDR Scott Gaustad | Chair | BOP/Springfield |
| CDR Rita Shapiro | Secretary | CMS/Baltimore |
| CAPT Terry Cavanaugh | | IHS/Alaska |
| CAPT Linda Hemingway | LCDR Dahl | BOP/Ft. Worth |
| CDR Nancy Balash | | IHS/Yakama |
| CDR Bart Drinkard | CDR Shapiro | NIH |
| CDR Michelle Jordan | | HRSA/Rockville |
| CDR Kathleen Manrique | | IHS/Alaska |
| CDR Eric Payne | | BOP/Rochester |
| CDR Susanne Pickering | | CDC/Atlanta |
| CDR Frank Weaver | | IHS/Shiprock |
| CDR Jessie Whitehurst-Lief | CDR Shapiro | BOP/Lexington |
| LCDR Corey Dahl | | BOP/Ft. Worth |
| LCDR Jake Magel | | IHS/Shiprock |
| LCDR Mark Melanson | | SMSH/DC |
| LCDR Sue Newman | CDR Gaustad | IHS/Tuba City |
| LCDR Tarri Randall | | IHS/White River |
| Ex-Officio Member: | | |
| CAPT McGarvey | CPO | NIH |

| Category Participants | | |
|------------------------------|-----------------------|------------------------------------------------------------------------|
| PHS Agency | OPDIV | Members |
| IHS | Chinle, AZ | |
| | Phoenix, AZ | CAPT Dardess, CDR Figueroa, LCDR West, LT Boles |
| | Polaka, AZ | LT Brian Elza |
| | Shiprock, NM | CAPT Hurley, CDR Shelton, LT Souvignier, LT Tanzillo, LT Murdoch |
| | San Carlos, AZ | LCDR Richardson |
| | Anchorage, AK | LCDR Weaver |
| | Juneau, AK | LT Lawrence |
| NIH | Bethesda, MD | CAPT Parks, CDR Smith |
| HRSA | Bellevue Hospital, NY | CDR Ianuzzi |
| OS | Region VIII | LCDR Grogan |
| Non PHS Agency | | |
| BOP | FMC Carswell | LT Maxfield |
| | FMC Springfield | LT Feola, LT Engleman |
| USCG | | |
| CMS | | |
| FDA | | |

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted as written, following motion by CDR Payne and 2nd by CDR Balash. Voice vote per roll call was obtained.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

Meeting minutes of Oct. 22, 2004 meeting had been provided via e-mails to all TPAC members and were approved via e-mail by all members. Minutes were posted to TPAC Web site on Nov. 17, 2004. Voice vote per roll call was obtained for approval of minutes as posted, following a motion by CDR Balash and 2nd by CDR Pickering.

SPECIAL REPORT: Invited Speaker LCDR Ron Keats, OCCO

LCDR Ron Keats presented a brief introduction to the newly formed Career Development Office with in the Office of Commissioned Corps Operations (OCCO). The office working on establishing a new career development program through OCCO and hopes to work with all category PAC's professional/career development committees. He informed of developing a 30-year career development guideline regarding how should an officer position himself/herself at various points in their career. The Career Development Office will also offer career counseling via seminars and working closely with the agency liaisons as well. Career Development is not necessarily about promotion only but more of a career satisfaction and how to best achieve your objectives as an officer. There will be clearer guidelines on OPF and how to get documents in the OPF. Other areas would be officer's involvement at their agency via BOTC/IOTC and the guidelines for that should be coming out very soon. There may be a website available in the near future with this type of information.

IV. REPORTS

A. CPO Report

CAPT McGarvey presented the following report:

1. The American Occupational Therapists Association (AOTA) journal published an article identifying the new deployment roles for Occupational Therapists in disaster situations. The article also acknowledged the number of occupational therapists officers deployed in support of the hurricanes in Florida. The AOTA has expressed a desire to interview some of the officers who were deployed to those venues in order to develop a more in depth article.
2. The document outlining the various options for the Transformation has gone through the agency heads and the CPO board. It is now at the Secretary's desk for a final approval. It is anticipated that the PHS workgroup for transformation will be meeting with the Secretary very soon to discuss all the recommendations.
3. The 6th Precept for promotion was presented at the CPO-SGPAC chair meeting on Dec. 16, 2004. This proposed precept addresses the issue on hard to fill or the hardship positions being either currently served or having been served in the past by the officer. There will be a teleconference with all CPO's on January 12, 2005. CAPT McGarvey would like to get an input from the TPAC via the Benchmark taskforce.
4. Army Baylor program: CAPT McGarvey is working with CAPT Furman and trying to get an appointment with ADM Lawrence on this issue as well as supporting a billet/position to serve on the faculty. The new applications will be due in March 2005; hence issue needs to be resolved before then.
5. Model charter modifications to address the involvement of officers detailed to the OSG are being discussed at the CPO-SG-PAC. Recommendations from PAC's are welcome in the form of a one to two page document outlining that if the officer is working on particular project in the OSG, which does not conflict with the PAC action items, may

- continue to serve on the PAC as a voting member. And the officer should recuse him/her self from voting if the issue pertains to what they are working on in the OSG.
6. Communication and Recruitment CAPTs McGarvey and Bill Stokes are continuing to attend the meetings regarding the advertisements, media and other recruiting efforts.
 7. COA 2005: in the spirit of the Surgeon General's report on Bone Health was recently released CAPT McGarvey challenged the TPAC to present some information in exercises and nutrition as they relate to bone health at the TPAC exhibit booth for BMI. He also recommended offering the calcaneal bone mineral density testing.
 8. The current promotion benchmarks are published on the TPAC website thanks to CAPT Siegel.
 9. From the CPO-SG-PAC chair meeting: Nominations for the new CPO's selection for some of the categories whose current CPO's terms have expired, have been submitted to the agencies for recommendations.
 10. VADM Carmona will be meeting with Surgeon Generals from other services at CDC. This is regular meeting between the SG's, but this time it is time hosted at CDC.
 11. Readiness Update: The Manual Circular (MC) 377 for the readiness standards is now up and in full effect. Based on the requirements from the MC 377, the overall readiness of the Commissioned Corps has reduced to 43% in comparison with the October statistics. The deficiencies seem to be minor like annual PPD tests, periodic chest films for those with positive PPD and physicals (05 year). There are PPM's being developed relating to the retention standards. The goal for 100% basic readiness for PHS by May 31, 2005. The results for permanent promotions are not out yet but are expected anytime.
 12. Awards: The CPO Board has appointed a Task Force under the guidance of RADM Walling. LCDR Scardina is working with him on policy modifications, so that some of the awards would not need to go to the Secretary's office for approval. There may be some additional information required however, if approved, this would significantly reduce the time that it takes to present the awards to an officer.

B. TPAC Chair Report

CDR Gaustad recommended the Information management Committee form a Task Force with regard to the AOTA request for interviewing the officers that had deployed for hurricanes.

With regard to the readiness CDR Gaustad recommended that we should think about developing a "buddy" program to assist other officers including from other categories to become basic readiness qualified. In some agencies like the NIH, CMS and some IHS facilities are already doing. He charged the therapist category to be the leader again with highest readiness. He stated that he with the assistance of CDR Drinkard the Readiness committee chair would present a formal memo to RADM Babb offering the therapist category assistance with this initiative.

Sixth Precept: CDR Gaustad asked that the previous benchmark/precept Task Force to come back on line to discuss this and provide recommendations to the CPO: Members: CAPT Cavanaugh, CDR Gaustad, CDR Balash, CDR Shapiro and LCDR Richardson. The task of this group would be to thoroughly evaluate the proposed matrix and the actual goal of the 6th precept. Also to bring recommendation even alternate solutions, if not already listed on the proposed matrix by CAPT Coppola. CAPT McGarvey must receive comments before Jan 12 as the CPO board is scheduled for a conference call on Jan 12, 2005.

Readiness: Manual Circular 377 is the ONLY instruction that is in effect now not 375. Officers must do either the Presidential Challenge or the APFT for fitness documentation. It must not be mixed. If people want to do the President's Challenge for their own benefit may do so by going on the healthy feds site but not the OFRD.

Congratulations to CAPT Williams and LT Tanzillo for articles submitted and published in the current Commissioned Corps Bulletin regarding the deployments in support of humanitarian missions.

Promotion: Officers up for promotion this year must get their OPFs updated and get all the information in the OPF. Do not delay! If you have immunizations due, get them now and get your physicals in to the MAB no later than Dec 31, 2004.

February TPAC Meeting: CDR Gaustad motioned to move the February 2005 meeting from 25th to the 18th in order for Physical Therapists to be able to attend the Combined Sections meeting from Feb. 23 – 27, 2005. CDR Balash seconded the motion. Voice vote per roll call was obtained. February TPAC Meeting will be on Feb 18, 2005 at 12:00 noon EST. CDR Pickering will reschedule the call line.

Warrant Officer program: This was introduced 2-3 years ago and information was collected by CDR Duganne and he will send out a query to agency chiefs and dept heads for input regarding the WO's and who would they consider being considered for WO PTA's COTA's etc.

COA 2005 Task Force

CDR Shapiro reported that committee has been very active and there are two external groups who will be presenting on the SG's theme of Global epidemic of obesity. There are 4 papers for presentation on the category day and two to three additional papers from the therapists on the general session day in the scientific program.

BMI Booth, CDR Drinkard is attempting to get the Ultrasound equipment for Bone mineral density testing. There will a call for volunteers to man the booth. Therapists please keep that in mind and be prepared to provide support at the therapist category booth conducting the BMI's and providing information on exercise and healthy lifestyles.

Committee reports: (Written Reports are attached)

Administration Committee: CDR Shapiro already addressed the COA 2005 progress.

Strategic Growth Committee: LCDR Melanson reported that there are many open positions but not adequate number of applicants. Retention survey was sent out and report is attached. Recruitment, another survey is being sent out by LT Maxfield for the COSTEP program. LCDR Magel has done an excellent job of preparing a report on the Long Term Training. (Also attached)

Professional Development Committee: CDR Manrique reported there was not much beyond the submitted report. The Career Pathways task force is working diligently on the development of the Career Pathways for our category in different agencies.

Awards: Submit award nominations to CDR Balash

Retirements: Report any upcoming retirements to CDR Goode

Information Management Committee: Report submitted. The junior officers T O-4 and below are encouraged to attend the JOAG teleconferences on the 2nd Friday of every month. Information can be obtained from the JOAG web site: www.joag.org

Readiness Committee: Nothing new to report except the new readiness status already presented by CAPT McGarvey. Officers must sign up for the OFRD list serve.

OLD BUSINESS

TPAC Web Page: CAPT Siegel reported that the progress with the new TAPC Web-site was slow due to the NIH server issues. The new TPAC Page is being designed and will be ready for posting on the new site by next TAPC meeting.

If there are any questions regarding the web page, please contact CAPT Siegel at Karen_siegel@nih.gov please DO NOT contact the NIH web master.

Elections: The Call for nominations has been posted on the TPAC web page as well as was sent out to the field. Officers as well as the civil service therapists are asked to submit self nominations to CDR's Gaustad and Shapiro. TPAC Charter encourages the TPAC membership to be a balanced mix of officers and the civil service therapists.

New action item:

1. Benchmark/Precept Task Force to reactivate along with LCDR Jeff Richardson to review and make recommendations regarding the proposed 6th Precept. The task force to meet next week so as to get the memorandum ready before Jan 12, 2005.

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: | Title/Proxy | AGENCY/OPDIV |
|----------------------------|--------------------|---------------------|
| CDR Scott Gaustad | Chair | BOP/Springfield |
| CDR Rita Shapiro | Secretary | CMS/Baltimore |
| CAPT Terry Cavanaugh | | IHS/Alaska |
| CAPT Linda Hemingway | LCDR Dahl | BOP/Ft. Worth |
| CDR Nancy Balash | | IHS/Yakama |
| CDR Bart Drinkard | CDR Shapiro | NIH |
| CDR Michelle Jordan | | HRSA/Rockville |
| CDR Kathleen Manrique | | IHS/Alaska |
| CDR Eric Payne | | BOP/Rochester |
| CDR Susanne Pickering | | CDC/Atlanta |
| CDR Frank Weaver | | IHS/Shiprock |
| CDR Jessie Whitehurst-Lief | CDR Shapiro | BOP/Lexington |
| LCDR Corey Dahl | | BOP/Ft. Worth |
| LCDR Jake Magel | | IHS/Shiprock |
| LCDR Mark Melanson | | SMHS/DC |
| LCDR Sue Newman | CDR Gaustad | IHS/Tuba City |
| LCDR Tarri Randall | | IHS/White River |
| Ex-Officio Member: | | |
| CAPT McGarvey | CPO | NIH |

| Category Participants | | |
|------------------------------|------------------------|------------------------------------------------------------------------|
| PHS Agency | OPDIV | Members |
| IHS | Chinle, AZ | |
| | Phoenix, AZ | CAPT Dardess, CDR Figueroa, LCDR West, LT Boles |
| | Polaka, AZ | LT Brian Elza |
| | Shiprock, NM | CAPT Hurley, CDR Shelton, LT Souvignier, LT Tanzillo, LT Murdoch |
| | San Carlos, AZ | LCDR Richardson |
| | Anchorage, AK | LCDR Weaver |
| | Juneau, AK | LT Lawrence |
| NIH | Bethesda, MD | CAPT Parks, CDR Smith |
| HRSA | Belleview Hospital, NY | CDR Ianuzzi |
| OS | Region VIII | LCDR Grogan |
| Non PHS Agency | | |
| BOP | FMC Carswell | LT Maxfield |
| | FMC Springfield | LT Feola, LT Engleman |
| USCG | | |
| CMS | | |
| FDA | | |

CONCLUSION: Meeting adjourned at 15:00 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: December 17, 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
December 17, 2004 Meeting**

I. Finance Subcommittee

Chair: LCDR Ron West

Members: LCDR Jeff Richardson

The Finance Subcommittee is continuing to look for funding for category day. Some vendors have chosen to go to APTA Annual conference in Boston hence are not able to support COA 2005 conference. Assistance from category members is sought to solicit their local vendors etc.

II. COA Meeting Planning Task Force

Chair: CDR Rita Shapiro for 2005

Members: CDR Balash, CDR Ianuzzi, CDR Pickering, LCDR Fred Lief, LCDR Magel, LCDR McMillan, LCDR West, and LT Tanzillo

Committee met a couple of times and the agenda is being finalized for the category day presentations. The speakers have been finalized and will include Dr. Stunkard et.al. and Dr. Alvarez et. Al. There will be a retirement ceremony also that day. The evening program in conjunction with the HSO and other categories is being planned.

III. TPAC Processes:

Chair: CAPT Rebecca Parks

Member Elections: Responsibility: TPAC Executive Secretary: Call for Self-nominations has been posted on the Therapy web page and will be announced in January. '05 CC Bulletin.

Charter Review: Chair: CDR Eric Payne 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: DEC 17, 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
DEC 17, 2004 Meeting

Education Subcommittee

Chair: LCDR Corey Dahl

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

Two seats remain for the 2005 Joint Operational Deployment Course at Fort Sam Houston, TX. Interested officers should contact me prior to the end of January. The course dates are 4-8 April, 2005.

LCDR Sue Newman and I drafted a memo at the request of CDR Gaustad to obtain official authorization for Commissioned Officers to wear the field utility uniform (FUU/ BDU) when participating in courses in which the other services are authorized to wear the BDU due to activities in field conditions. The memo was forwarded to CDR Gaustad.

Retirement Recognition Subcommittee

Chair: CDR Lois Goode

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

The Retirement Recognition Subcommittee has continued to make preparations for the 2005 Retirement Recognition Ceremony.

1. Ceremony Date: June 7, 2005 at 1100 hrs, USPHS Annual COA meeting
2. Budget Proposal: Submitted by LCDR Sue Newman to the Finance Subcommittee
3. Biographies: Currently being drafted for CAPT Hurley and CAPT Varvel
4. Voluntary Retirees: *****Please notify the Retirement Subcommittee of any Voluntary Retirees within the Category *****
5. Awards: To be ordered by CDR Rita Shapiro
6. Invitations to be mailed February 2005

Mentoring Subcommittee

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks

- All mentees requesting a mentor have been matched. There has been no activity this quarter regarding requests for a mentor.
- Career Development Opportunities exist for those interested in a
 - Fellowship in Clinical Research at NIH or
 - CCRF clinical hours
 - Development in areas of clinical expertise in areas of
 - Exercise Testing
 - Orthotic/brace fabrication
- Contact CDR Michael Smith @ Michael_smith@nih.gov or 301-402-3014 for more information.

Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gausted, CDR Lois Goode

- CDR Balash co-authored the Awards Recognition Task Force Position Paper that went forward to the OSG last week. The process recommended for OSG activity would keep recognition approval and process within the OSG, instead of moving through agency awards boards as it currently does.
- Therapy Category Award submission deadline for this year is 30 March 2005. Please see the Therapy website for award descriptions and submission criteria. Submissions go to CDR Balash.

Therapist CV Format and COER Task Force

Chair: LCDR Michele Jordan

Members: CDR Nancy Balash
LCDR Ron West

No report

Career Pathway Task Force

Members:

CDR Kathleen Manrique- Chair

CDR Liza Figueroa

CDR Rita Shapiro

LCDR Jake Magel

LCDR Dan Weaver

LCDR Tarri Randall

LT William Pearce

LT Jodi Tanzillo

CAPT Charles McGravey- Advisory

- Reviewed overall mission- to have a document available as a guide for officers to assist with career development
- Emphasized that document would need to be flexible and updated as the Corps Transformation progresses and as the Operating Divisions Career Pathways are finalized and published as well.
- Goal: Draft for TPAC review by Feb 2005 meeting

Work assignments:

CDR Manrique- CDC pathway

CDR Shapiro- CMS pathway

LCDR Randall- BOP

LT Tanzillo- FDA- completed

LCDR Weaver- some non traditional billets, ie Emergency Response Coordinator

CDR Figueroa- Non traditional billets- ie with OS, ASH, Healthy Lifestyles

NIH- Pathway provided by CAPT McGarvey

IHS – pending

This concludes the Professional Development Committee Report.

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: 12/10/04
TO: CDR SCOTT GAUSTAD, TPAC CHAIR
CDR RITA SHAPIRO, TPAC SECRETARY
FROM: SUE NEWMAN, PT, TPAC INFORMATION MANAGEMENT CHAIR
RE: TPAC INFORMATION MANAGEMENT REPORT

I. Web Page Subcommittee, CAPT Karen Siegel, Chair

-Changes to the website since the last TPAC meeting includes:

- 1) deployment survey results under the readiness section
- 2) Sources for uniform items under the links section (contributed by LTBoles)
- 3) NIH PT vacancy under the recruitment section
- 4) Oct TPAC minutes under the TPAC section
- 5) updating the educational listing.

-Also in mid November the web page was down for a few days and following that I changed the appearance of the page including a new background and deleting the NIH header and footer. The page remains on an NIH server, but if anyone

has questions or comments about the page, they are requested to forward those comments to me and NOT the NIH webmaster for attention.

-I am in discussion with the TPAC committee and subcommittee chairs to redesign the existing page to be consistent with the TPAC organizational structure. We continue to make progress in developing material for the new page, but I still do not have an estimated date that the new page will be posted.

II. JOAG, LCDR Jeff Richardson, Chair

The purpose of the Junior Officer Advisory Group (JOAG) is to provide advice and consultation to the Surgeon General, Chief Professional Officers (CPO), Professional Advisory Committees (PAC), and other Commissioned Corps groups on issues relating to professional practice and personnel activities affecting junior officers in the USPHS Commissioned Corps.

I would like to report on the highlights of recent JOAG efforts:

- 1) We are in the process of getting the new JOAG voting members for the 2004-2006 term endorsed. The new Executive staff is well organized and has made assignments for the new JOAG committee chairs and subcommittee chairs. New subcommittees that were organized, include: Budget, COA meeting planning, COA virtual branch, Deployment and Missions, JOAG website, and professional development. If you are interested in participating in one or more of these committees see the info below.
- 2) The JOAG Exec Committee had an opportunity to respond to the recent Transformation memo with RADM Knouss and RADM Moritsugu this past month.

I would like to call on all Junior Therapist Officers (Temporary O-4 and below), who are interested, to join one of JOAG's committees and become a Non-voting member and also to sign up for the JOAG listserv at <http://list.nih.gov/archives/joag.html> or by logging on the JOAG website at www.joag.org and clicking on the link for the listserv. Meeting times have changed to 1300 EDT on the second Friday of every month. The next meeting will be Friday, January 14th. Officers usually meet in the conference room M on the 3rd floor of the Parklawn Building and in Atlanta meet at ATSDR Conf Room 3A. Call-in info is: USA Toll Free Number: 888-807-8641, PASSCODE: 11247

- III. **Historian**, CDR Jessie Lief, Chair
-If anyone has pictures/information (COA meetings, Deployments, Conferences) to include in TPAC history contact CDR Lief at email: jlief@bop.gov.
- IV. **Retired Therapist Subcommittee**, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson
-Nothing to Report
- V. **Inactive Reserve**, LT Alicia Souvignier, Chair
-There are Inactive Reservists interested in doing a short tour of duty if anybody needs to backfill in their clinics. Contact: Allicia.souvignier@ihs.gov
- VI. **TPAC Field Report**, CDR Liza Figueroa, Coordinator

1. **Positions Open/Anticipated Openings**

- NIH
- PT Position available as of Nov 15, 2004
- BOP EAST

Butner:

- There is one unfilled position
- *LT Damian Avery* will be onboard late January 2005
- IHS NM

Zuni: 1 PT position open

NNMC: Anticipate 1 PT opening

- IHS AZ

Chinle:

- 1 opening for staff PT position in the process of filling
- Openings for staff Speech Therapist and Audiologist

Hopi:

- The Chief Therapist position is not posted yet due to a change in the job title and description. Clarification and approval from our Executive Staff . Hopefully, it will not be too much longer before the position can be advertised

2. Congratulations:

- IHS NM

Zuni:

- *CAPT Becky Sellers* was awarded the PHS Achievement Medal for her work with TPAC

Crownpoint:

- *LT Matthew Daab* was awarded the PHS Achievement Medal

- IHS AZ

Chinle:

- Congrats to *LCDR Joe Strunce* on accepting the Chief Physical Therapist position
- Congrats to *Mr. Mike Powers* on accepting the Lead Physical Therapist position

Phoenix:

- *LT Joe Rasor*, PT (reserves and now on 120 day tour of duty), was promoted to LCDR
- *LTJG Doug Henry*, PT, was promoted to LT
- *The Physical Therapy Department at PIMC* was recognized by Northern Arizona University Physical Therapy Program for "Educational Excellence in the Clinical Education" of their doctorate students. CDR Liza Figueroa is the CCCE.

- NIH

Mr. Michael Harris Love, PT, received an award for Academic Excellence from Krannert School of Physical Therapy, University of Indianapolis November 12.

3. News from the Field:

- BOP EAST

Butner:

- Total patient visits have increased two fold to 754/mo
- The PT Department is waiting for Orthopedics to open their department.

Lexington:

- *CAPT Dave Nestor* continues to work with BOP HQ's to try and work out a billet structure based on clinical expertise that adds value to the BOP mission

- IHS NM

Crownpoint:

- Anticipate full-time podiatrist within 2-3 months
- Re-initiating bimonthly orthopedic clinic

NNMC:

- *LT Lorrie Murdoch*, PT, conducting monthly women's health clinic in conjunction with OB/GYN
- Planning joint tribal diabetes presentation on diabetic foot care

- **IHS AZ**

Phoenix:

- *LCDR Ron West* attended the IHS sponsored EMG & NCV course in Phoenix, AZ, Nov 4-7.

Chinle:

- Director of Rehab *LCDR Andra Battocchio* returns in January 2005 from her 6 month fellowship in Philadelphia

Fort Defiance:

- Our Electronic Hospital Record (EHR) process is going very well.

Tuba City:

- *PT Department* hosted an Open House for staff and patients on Nov 4 in recognition of PT Month. Displays of Early Childhood assessment, Specialty Clinics provided, Wound Management, F-scan, and CTS/Plantar Faciitis were available for visitors to hear and learn. Refreshments and prizes were also offered to visitors.

- **NIH**

The Rehabilitation Medicine Department will soon be moving from the Warren G. Magnusson Clinical Center to the Mark O. Hatfield Clinical Research Center, a newly constructed hospital with 242 in-patient beds and 80 day hospital beds. The new Rehabilitation Medicine Department will be located on the first floor of the new facility and include the services of Physical Medicine, Physical Therapy, Occupational Therapy, Speech Language Pathology, Recreation Therapy, and some programs of the Physical Disabilities Branch including the Movement Analysis Laboratory. Patient care activities are anticipated to begin in the new facility sometime in early 2005.

- Career Development Opportunities Exist for those interested in a Fellowship in Clinical Research at NIH or CCRF clinical hours. Development in areas of clinical expertise in areas of Exercise Testing, Orthotic/brace training, Pediatrics. Contact *CDR Michaele Smith* for more information: michaele_smith@nih.gov or 301-402-3014.
- *Earllaine Croarkin* and her husband Jack became the proud parents of Kaitlin Rose 8 lbs, 5 oz, 21 in, born November 28.

- **BOP WEST**

USMCFP Springfield:

- The *Physical Therapy Department*, under the direction of *CDR Scott Gaustad* has been selected to lead the wound care management team for the medical facility.
- *CDR Scott Gaustad* has recently completed a 126hour EMG/NCV certification course at Rocky Mountain University.
- *LT Justin Feola* and *LT Jill Tillman* recently completed the new Doug Kersey course at Fort Sam Houston.
- *LTJG Felipe Zamarron* for achieving honor graduate status at Glynco.

- **LT Justin Feola** recently completed the annual Bureau of Prisons SORT re-certification and as initiated and implemented a comprehensive lymphedema management program.
- **LT David Engelman** has been selected to be the CCCE at USMCFP Springfield.

- **MULTI - AGENCY**

FDA:

- **LT Terry Boles**, PT graduated from the Secretary's Emergency Response Team/LNO II (SERT) OFRD course; December 10, 2004.

OSOPHS:

- **LCDR Laura M. Grogan**,
 - Graduated from the Secretary's Emergency Response Team/LNO II (SERT) OFRD course; December 10, 2004.
 - OT has volunteered to assist and administer the APFT in the Denver area and fellow Family Planning Officers while on travel, to date she has administered six APFT's
 - She is also working at Evans Army Community Hospital two days per month as an OT in Fort Carson Colorado. There she will treat outpatient and inpatient members of the Army and their dependents. In addition, she will be instructing the OT Dept on wound care techniques as well as assist in the development of a hospital wide protocol program
 - She completed EC-A training in Anniston as well as two recent updates in Denver.
 - Completed the Introduction to Disaster Services with Red Cross Volunteer Orientation; December 1, 2004.

4. Welcome/Farwell to:

Welcome:

- **IHS NM**

Zuni: Lori Howeya, PT

- **IHS AZ**

San Carlos: **LCDR Jeff Richardson** has taken the position of Chief Physical Therapy Department

Tuba City: **LCDR James Cowher**, PT will be joining Tuba City Health Care Corporation in January 2005. He will be transferring from BOP/FMC Devens.

- **BOP WEST**

- **LT Jessica Feda** will be joining the staff on 10 Jan 05 as her transfer from the Army was finally approved.

Farewell:

- **IHS NM**

NNMC: **CAPT John Hurley** will retire Feb 1, 2005

- **IHS AZ**

Hopi: *LCDR Jeff Richardson* left HHCC to assume the duties of Chief PT Dept at San Carlos Hospital

- **NIH**

Dwaine Wintz left the Physical Therapy Section in mid November.

- **BOP EAST**

Ft Devens: *LCDR James Cowher* is leaving early January 2005 to start working at Tuba City

5. Presentations:

- **NIH**

Abbett K, **Harris-Love MO**, Joe G, Koziol D: Intrarater and interrater reliability of the Adult Myositis Assessment Tool. 2004 NIH Summer Research Program Poster Day, Bethesda, MD.

Harris-Love MO, Croarkin, E: Gradation of force control in children with Friedreich ataxia: reliability and content validity. 2004 National Institutes of Health Research Festival, September 29, 2004, Bethesda, MD. 2004 American Congress of Rehabilitation Medicine Annual Conference, September 11, 2004, Ponte Vedra Beach, FL.

Popovich JM, **Shrader JA**, Gracey CG, Danoff JV, **Harris-Love MO**, Gerber LH: Quantitative assessment of foot and ankle impairments in persons with rheumatoid arthritis. 2004 NIH Summer Research Program Poster Day, Bethesda, MD.

Popovich JM, **Shrader JA**, Gracey CG, Danoff JV, Gerber LH. Measurement of Navicular Drop in Patients with Rheumatoid Arthritis: Interrater and Intrarater Reliability. Combined Sections, APTA. Nashville, Tennessee. February 2004. Poster.

Zolko A, **Smith M.** Time Distance Parameters of Gait: Smith Magenis Syndrome. 2004 NIH Summer Research Poster Day, Bethesda, MD

- **BOP WEST**

- *LTJG Zamarron* presented an inservice to the medical staff regarding occupational therapy services now available at FMC Rochester.

6. Publications:

- **NIH**

Vanderver AL, Chang T, Letocha AD, Gerber L, **Cintas H**, Paul S, Vanderver G, Reynolds J, Marini JC. Neurologic outcome in osteogenesis imperfecta patients with basilar invagination. *Annals of Neurology* 2004; 56 (suppl 8): 594.

7. Current Research:

- **BOP EAST**

Butner: Continues research on exercise benefits for oncology patients

Lexington: *LCDR Lief* finished paper on categorization of foot ulcer risks for diabetics based on the Hanson Disease Center Scale. The results of categorization of patients with diabetes at FMC Lexington were presented.

8. Deployments:

- **IHS NM**

NNMC: *LT Jodi Tanzillo, OT*, was deployed to Florida to assist with hurricane relief

VII. Commissioned Officers Association, CDR Suzanne Pickering

Registration for the COA meeting June 6-11, 2004 in Philadelphia is now open.
(www.coausphs.org)

VIII. Discipline Liaison

Members: CDR Frank Weaver - Audiologist appointed 8/2002

-Nothing to report

CAPT Rebecca Parks - OT

-Nothing to report

CDR Michaele Smith - PT

-The next QUAD service meeting is scheduled for 12/15/04, at the National Naval Medical Center (NNMC), 13:00 hours. A full report will follow.

-CPO's voted to discontinue the Environmental Scan.

Ms. Beth Soloman - SLP

-Nothing to report

- CDR Eric Payne has set up an extensive database on non-traditional positions and these have been forwarded to CAPT Karen Siegel.
- CDR Gary Shelton held a subcommittee meeting and the report follows.
- Concern about not being able to fill current vacancies before seeking new positions.
- Need to update and re-establish contacts with potential for future billets.
- Find out the President's plans for rural community health facilities.
- Need to coordinate efforts with the recruitment subcommittee.

Retention

- Survey responses have been tabulated thanks to all therapists who submitted. See the results following.

COSTEP

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

Long Term Training

- LCDR Jake Magel forwarded his report on training through CDR Scott Gaustad.

ATTACHMENT E: READINESS COMMITTEE REPORT

No Report this period