

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES

16 December 2005



Therapist Professional Advisory Committee		
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TPAC MEMBERS	AGENCY	EMAIL	Phone#
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CDR Bart Drinkard	NIH	bart_drinkard@nih.gov	301-451-7566
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LCDR Mike Faz	IHS	Mike.faz@fdih.ihs.gov	928-729-8805
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FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
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LT Justin Feola	BOP WEST	jfeola@bop.gov	(417) 8371738
LT Joseph Golding	IHS AZ	joseph.golding@mail.ihs.gov	(602) 263-1561

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
16 December 2005
1200 EDT**

- | | | | |
|-------|--|----------------|-----------|
| I. | CALL TO ORDER | CDR Gaustad | 1200 |
| II. | Review and Adoption of Agenda | LCDR Dahl | 1205 |
| III. | Review and Adoption of Previous
TPAC Minutes | LCDR Dahl | 1210 |
| | GUEST SPEAKER | | |
| | Introduction of guest | CDR Gaustad | 1210-1240 |
| IV. | REPORTS | | |
| | A. Chief Professional Officer | CAPT McGarvey | 1240-1300 |
| | B. TPAC Chair | CDR Gaustad | 1300-1305 |
| | C. * Administration Committee | LCDR Dahl | 1305-1310 |
| | D. * Information Management | LCDR Newman | 1310-1315 |
| | E. * Readiness Committee | CDR Shapiro | 1315-1320 |
| | F. * Strategic Planning and
Development Committee | LCDR Boles | 1320-1325 |
| | G. * Professional Development | CDR Manrique | 1325-1330 |
| V. | OLD BUSINESS | | |
| | Action Items: | | |
| | 1. Appointment Standards | CAPT Cavanaugh | 1330-1340 |
| | 2. Year of the Child | CAPT Pickering | 1340-1350 |
| | 3. Respiratory Therapy Task Force | CDR Fultz | 1350-1400 |
| | 4. Category coin | CDR West | 1400-1405 |
| | 5. Civil service TPAC participation | LCDR Newman | 1405-1415 |
| | 6. P&P Manual | CDR Payne | 1415-1425 |
| VI. | NEW BUSINESS | | |
| | A. Category Precept and Benchmark Subcommittee | CDR Gaustad | 1425-1435 |
| | B. Appointment Standards Subcommittee | CDR Gaustad | 1435-1445 |
| | C. December Meeting Date | CDR Gaustad | 1445-1450 |
| VII. | OPEN FORUM FOR DISCUSSION | TPAC CATEGORY | 1450-1500 |
| 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.**
 - **PLEASE NOTE: FOR SECURITY PURPOSES CALLERS WILL HAVE TO IDENTIFY CAPT SUSANNE PICKERING AS THE CALL LEADER'S NAME IN ORDER TO JOIN THE CALL.**

Therapist Professional Advisory Committee Meeting Minutes

Date: 16 December 2005 Time: 12:00- 1500 hours EDT Location: Teleconference

I. CALL TO ORDER: 12:05 PM EDT

Roll Call:

<u>MEMBERS</u>	<u>TITLE/PROXY</u>	<u>AGENCY/OPDIV</u>
CDR Scott Gaustad	Chair	BOP/Springfield
LCDR Corey Dahl	Secretary	BOP/Carswell
CAPT Linda Hemingway	LCDR Dahl	BOP/Ft. Worth
CAPT Michelle Hooper		IHS/Oklahoma
CDR Nancy Balash		IHS/Yakama
CDR Bart Drinkard	CDR Shapiro	NIH
CDR Liza Figueroa	Not Present	IHS/Phoenix
CDR Michelle Jordan		HRSA/Rockville
CDR Kathleen O'Neill-Manrique		IHS/Polacca
CDR Eric Payne		BOP/Rochester
CDR Rita Shapiro		CMS/Baltimore
CDR Frank Weaver	LCDR Dahl	IHS/Shiprock
CDR Jessie Whithurst-Lief	CDR Gaustad	BOP/Lexington
LCDR Terry Boles		FDA/Phoenix
LCDR Mike Faz		IHS/Ft. Defiance
LCDR Sue Newman	LCDR Dahl	IHS/Tuba City
LCDR Tarri Randall		IHS/White River
Ex-Officio Member:		
CAPT McGarvey	CPO	NIH

<u>GUESTS</u>	<u>AGENCY/OPDIV</u>
CAPT Susanne Pickering	CDC
CAPT Karen Siegel	NIH
CDR Lois Goode	IHS
CDR Gary Shelton	IHS
CDR Ron West	IHS
LCDR Laura Grogan	OFP
LCDR Monique Howard	CMS
LCDR William H. Pearce, Jr.	IHS
LCDR Jeff Richardson	IHS
LCDR Robert Roe	IHS
LT Teshara Bouie	FDA
LT Brian Elza	IHS
LT Jessica Feda	BOP
LT Alicia Souvignier	IHS

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted by acclamation vote following a motion by LCDR Faz and seconded by CDR Shapiro.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

October 2005 meeting minutes were provided and approved via e-mail to all TPAC members. Minutes were posted to TPAC Web site in November 2005. A motion to adopt the October 2005 meeting minutes by CDR Payne and seconded by LCDR Randall was followed by an acclamation approval vote by the members.

GUEST SPEAKER(S) - None

IV. REPORTS

A. CPO Report

CAPT McGarvey thanked all officers who deployed for hurricane relief. 2400

Commissioned Corps officers have deployed so far.

CAPT McGarvey reported he attended the December 15 OSG meeting during which the CPO's had the opportunity to speak with the Surgeon General. Three main topics were discussed.

- 1) Hardship, Hazardous Duty, and Hard to Fill (Three-H proposal): The Surgeon General stated the idea to recognize officers in these duties is philosophically a good thing but the current proposal may not be the best process to provide incentives for officers to participate in those billets. The proposal will not be included in the 2006 promotion boards. Some work still needs to be completed on this precept.
- 2) "Three and Freeze" proposal: CAPT McGarvey stated this will require significant discussions. The CPO's met with CAPT Furman on how it will affect the promotion process now and in the future. It may also have a significant impact on morale and readiness. The CPO board will draft recommendations and forward to the OSG for review. CAPT McGarvey reported there is a need to recognize good and poor performing officers but the proposal should not discriminate against good performers. The proposal will go into place in the next (2006) promotion boards. Officers should pay attention to the proposal specifics. If an officer has failed to be promoted three times only the officer's agency may seek a special request for the fourth promotion attempt.
- 3) Permanent Promotions: The OSG has signed off on the permanent promotion list. It is now in the ASH office for the final approval.

CAPT McGarvey stated Admiral Knouss distributed documents concerning transformation. The first document included a cover letter from Secretary Leavitt stating strong support for the Commissioned Corps. A number of objectives were listed including establishing Commissioned Corps of 6600 officers and utilizing an active force management system to manage these officers. Also included in the presentation:

- 1) A formal announcement by Secretary Leavitt in mid-January on transformation is expected.
- 2) Five work groups were established as directed by Deputy Secretary Alex Azar to address the size of the Corps, classification and positions, assignments, recruitment and training, and readiness.

The second document addressed issues such as position allocation, billet content, officer assignment system, training, billet approval process, and Corps specific positions.

CAPT McGarvey also mentioned the following:

- The Anchor and Caduceus Luncheon will be held on 4 January 2006 at the Doubletree Hotel in Rockville, MD.
- ADM Babb spoke about readiness and the lessons learned from after-action reports on hurricane relief deployments. He indicated there needs to be better SERT training for officers. There also may need to be more deployment team approaches similar to the DMAT model where mission oriented teams train together before being sent on deployments.
- CAPT Furman would like to have an entire Corps retirement ceremony at the 2006 COA conference in Denver, CO.
- The CPO's have indicated concern about award delays.
- Final approval for the Field Medical Readiness Badge has been requested. There may also be an advanced badge developed.

Q & A: None

B. TPAC Chair Report

CDR Gaustad thanked all Field Reps, task force officers, and the mentor program coordinators and participants. He noted many accomplishments over the past year:

- New TPAC website established
- PAC Chair elections
- New career pathway guide
- Review of appointment standards with special recognition of CAPT Cavanaugh
- Retirement ceremony at COA
- Award guidelines revision
- TPAC policy and procedures manual ongoing update
- TPAC mission and vision statement
- Promotion benchmarks
- Respiratory therapy proposal
- CCMIS website update
- Category coin
- Year of the Child task force
- Category Guide for Deployments update
- Warrant officer initiative
- Civil service participation task force
- Approximately fifty percent of the category deployed this past year

CDR Gaustad stated category readiness now stands at 82.5 percent. He thanked CAPT Terry Cavanaugh for his work as a TPAC member as his term expired this past summer and his seat will be filled by CDR Jessie Whitehurst-Lief. She will serve until June 2007.

(Committee reports provided as attachments A – E)

C. Administration Committee: LCDR Dahl stated TPAC election process is beginning. The call for nominations have been placed in the Commissioned Corps E-Bulletin and TPAC website. LCDR Dahl also reported there are new rules for officers requesting recruiting materials. The Division of Commissioned Corps Recruitment no longer accepts material and funding requests from individual officers. All requests must be made through category leads. The new process was updated on the TPAC website and described to all officers in a December e-mail.

LCDR Grogan reported on the COA Meeting: Topics and speakers are being confirmed for the category day (Tuesday, May 2). She is working on having CEU's applicable to all category professions. The call for papers has closed. Two therapists have submitted papers. There is a need to have officers identify vendors that would benefit all categories. Please E-mail LCDR Grogan possible vendor contact information and comment on what they do. .

D. Information Management Committee: LCDR Newman was not present. CDR Gaustad reported the Civil Service Participation Task Force is collecting data. A report will follow in February.

E. Readiness Committee: CDR Shapiro thanked all category officers who deployed. She stated OFRD is looking for officers to serve as fitness coordinators during conferences such as BOTC for recently called-to-active duty (CAD) officers in the D.C. area. Therapist officers would work with OFRD to develop fitness programs for CAD officers. CDR Shapiro requested that officers wishing to volunteer should contact her.

F. Strategic Growth Committee: LCDR Boles stated data is being gathered through OCCO to update information on category demographics and non-traditional therapist billets. LCDR Boles also reported the following:

- The Recruitment Subcommittee thank you letter may be redundant considering the letter from OCCO.
- A welcome letter and package for new officers is being considered.
- LCDR Boles received a list of fifteen applicants from CDR Martineau in order to assist individuals in the application process and find billets.
- The COSTEP Subcommittee has no chair. As the COSTEP program is lengthy and tenuous, LCDR Boles asked for volunteers in order to work on how the category can better market and recruit people into the COSTEP program.
- More information is needed on IHS scholarship funding.
- Consideration should be made to improve long-term training for Commissioned Corps officers so they have similar benefits as officers in other services in order to obtain assistance for advanced degrees.
- Information is being sought from OCCO for a retention survey.
- Officers are encouraged to volunteer for subcommittees.

G. Professional Development Committee: CDR O'Neill-Manrique reported the Education Subcommittee will meet to discuss issues on best practice and feasibility on Therapist Category CME. Education postings continue on the TPAC website. CDR O'Neill-Manrique also reported the following:

- The Awards Subcommittee developed a scoring matrix which is being finalized.
- The new subcommittee on promotion preparation needs volunteers for active work groups on COER narratives, CV and cover letter, and health assessment checklists.
- The Retirement Subcommittee is in touch with CAPT (ret.) Jerry Farrell and is working on retirement issues for the COA meeting. They are working on sharing information so ceremonies can occur at the local level as well. There are no mandatory retirements in the Therapist Category this year.
- The Career Pathway Task Force was recommended to be deactivated. CDR Gaustad concurred but the issue will be monitored.
- CDR O'Neill-Manrique participates on a Corps career development committee with OCCO members. The issue of tuition assistance is being addressed by the committee.
- She reminded officers that Regular Corps applications are due in February 2006.
- CAPT Siegel stated she will place requests for volunteers on the website in the time-sensitive information location.

V. OLD BUSINESS

Year of the Child: CAPT Pickering reported a script has been developed and will be sent to TPAC members for review. Officers have been requested to submit video clips or photo stills of therapists working with children for the video. Video clips need to be in DVC Pro format. The clips or still photos do not have to be from work in the clinic. Shiprock will produce the video.

Respiratory Therapy Task Force: The proposal has been reviewed by TPAC members. CDR Gaustad thanked CDR Fultz for his work on the task force and stated TPAC members will possibly meet during the second week in January to discuss a plan of action.

Category Coin: CDR West stated officers may now request coins and highlighted the process on the website.

Civil Service TPAC Participation: A report will be presented in February to the PAC.

Mental Health Provider Role: CDR Shapiro stated the task force met and is working to ensure everything is within the scope of practice. Information will be obtained from OFRD on expectations and then professional associations will be contacted. A report will be submitted in February.

VI. NEW BUSINESS

Appointment Standards Review: CDR Gaustad stated that due to the time and energy previously needed to update commissioning standards he would like to create a subcommittee under the Strategic Planning and Development Committee to monitor and discuss appointment board standards on a regular basis. CDR Shapiro moved to create the new subcommittee. LCDR Boles seconded the motion. The motion carried to develop an Appointment Standards Subcommittee of three to four officers with a senior officer as leader. LCDR Boles asked for senior officers to volunteer for the new subcommittee. CDR Gaustad also stated it may benefit the subcommittee to have every therapist category profession may be represented.

TPAC Appointment Letter: CDR Gaustad stated a letter was sent to OCCO and CAPT Rose with no response yet. CDR Gaustad hopes to have information to report in February. The content of the letter included a request to have a record in an officer's OPF of appointment to the TPAC by the Surgeon General and to identify a mechanism to automatically send the information to the OPF.

Policy/Communication Subcommittee Proposal: CDR Gaustad stated he would like to create a subcommittee of four to five senior officers in order to improve the line of communication between senior Corps leadership and the rank and file. CDR Gaustad stated the proposed subcommittee should be able to meet quickly and respond to such requests. He proposed the new subcommittee be placed under the Information Management Committee. CDR Gaustad will have a formal meeting in January with the TPAC to discuss the proposal further.

VII. OPEN FORUM

CAPT Pickering sought to expand the COA meeting audience with non-Commissioned Corps USPHS employees.

CDR Balash asked what direction the Corps or TPAC could offer for officers with advanced degrees to be more autonomous. She asked how we could continue to advocate for autonomy in our practice. CDR Gaustad stated there may be opportunities to educate the agencies on what therapists do and possibly report information at the 2007 APTA Combined Sections Meeting.

CDR Gaustad reported the IHS sponsored NCV/EMG course in November was a success and thanked CDR Goode and Dr. Roger Nelson. There may be a new course next year.

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

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

CLOSING ROLL CALL

CONCLUSION: Meeting adjourned at 15:00 Eastern Time

**Next TPAC meeting: February 2006; call in number: 1-888-381-8510, pass code 87222.
Please identify CAPT Susanne Pickering as the call leader.**

Respectfully Submitted: LCDR Corey Dahl, TPAC Executive Secretary
Concur: CDR Scott Gaustad, TPAC Chair
Concur: CAPT Charles McGarvey, CPO Therapist Category

ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

ATTACHMENT C: INFORMATION MANAGEMENT COMMITTEE REPORT

ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

ATTACHMENT E: READINESS COMMITTEE REPORT

ATTACHMENT F: TPAC MEMBERSHIP SELF-NOMINATION FORM

ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT

MEMORANDUM

TO: CDR SCOTT GAUSTAD, TPAC CHAIR
FROM: LCDR COREY DAHL, ADMINISTRATION COMMITTEE CHAIR
DATE: 12/16/05
RE: ADMINISTRATION COMMITTEE REPORT, DECEMBER, 2005

Finance Subcommittee Report, CDR Ron West, Chair

- The Therapist Category coin has been completed. There are currently twenty-five available for purchase.

TPAC Process Subcommittee, CAPT Rebecca Parks, Chair

Charter Review and Policy & Procedure Manual Review Task Force

CDR Eric Payne, Chair

- The P&P Manual will be sent to the TPAC after review by the TPAC Chair.

COA Meeting Planning, LCDR Laura Grogan

- The Therapist Category Day agenda has been completed and speakers have been identified. Officers are encouraged to submit paper presentations for the general session.

Member Elections Task Force

LCDR Corey Dahl, Chair

- The call for nominations was published in the December Commissioned Corps E-Bulletin. It will also be published in the January bulletin.
- The self-nomination form is available on the TPAC website.

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

DATE: December 16, 2005

To: CDR Scott Gaustad, TPAC Chair
LCDR Corey Dahl, TPAC Executive Secretary

From: CDR Kathleen O'Neill-Manrique, Professional Development Committee, Chair

Re: Professional Development Committee Report
Therapist Professional Advisory Committee
16 DEC 2005 Meeting

Education Subcommittee:

Chair: LCDR Tarri Randall

Members: LT Jeff Richardson, LCDR John Schultz

- Meeting to be set in the New Year to discuss feasibility of a "best practices" subcommittee and a Therapist Category sponsored CME.
- 2-3 volunteers are requested to provide input and assistance as needed for future expansion into these programs
- Education postings continue on the TPAC website.
- The ARMY Management of Combat Stress Casualties Course has room available. It will be held 26 March to 7 April 2006.

Mentoring Subcommittee

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks

- No Report

Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gaustad, CDR Lois Goode

- All awards have been reviewed
- Process included review of other categories procedures for their awards
- Scoring matrix produced to facilitate scoring of nominees award recommendation- no other categories are using a scoring matrix in their award selection process
- Matrix currently under review by CDR Gaustad
- Deadlines for submissions

Special Assignment Awards- 2001-2004

- Resubmitted- previous submissions misplaced – resent to recognize efforts of the officers.

Promotion Preparation Committee

Chair: CDR Michele Jordan

Members: CDR Nancy Balash, CDR Ron West, CDR Kathleen O'Neill-Manrique

- Met 12/8/05, in process of creating mission and vision of the subcommittee
- Additional volunteers will be requested to assist with the formation of future work groups; COER attachment 1 narrative, Promotion year Officer statement, CV and cover letter, self assessment checklists.

Retirement Recognition Subcommittee

Chair: LCDR Julia Woodard

Members: CDR Shapiro, CDR Sue Newman, CDR Ron West, CDR Jean Bradley, CDR Lois Goode

- LCDR Woodard has been in contact with Mr. Barry from Rockville, there are currently no mandatory retirements for the category this year.
- LCDR has been in contact with CAPT (ret.) Jerry Farrell regarding the National COA retirement committee
- LCDR Woodard will be working with the retirement program committee for the 2006 COA in order to share our Retirement Recognition Policy and Procedures
- Recognition year- calendar year coinciding with the dates of the COA Annual Meeting
- In process of developing retirement recognition suggestions/ Packet to share with PHS officers in the field – so that they can provide local recognition and honor the officers at their retiring service Unit/Area/Op div. Officer retiring needs to be involved in the process so that it is tailored to their personal preference.
- PHS Flag available from Atlanta Chapter of COA. LCDR Amanda Dunnick 770-488-1989.

Career Pathways Task Force

Chair: CDR Kathleen Manrique

Members: CDR Liza Figueroa, CDR Rita Shapiro, CDR Dan Weaver, LCDR Tarri Randall, LT William Pearce, LT Jodi Tanzillo, CAPT Charles McGarvey- Advisory

- No further activity, request to be disbanded
- Career Pathways document will still be maintained and updated as a function of promotion preparation Sub Committee

Career Development Committee- OCCO

- CDR Manrique participating on a regular basis
- CDR Michelle Jordan : alternate

ADDITIONAL ITEMS

- Assimilation to Regular Corps applications are due February 2006. Time to plan – especially if physical is required

This Concludes the Professional Development Committee Report
CDR Kathleen O'Neill-Manrique

ATTACHMENT C: INFORMATION MANAGEMENT COMMITTEE REPORT

MEMO

DATE: 12/16/05

TO: CDR SCOTT GAUSTAD, TPAC CHAIR
LCDR COREY DAHL, TPAC SECRETARY

FROM: SUE NEWMAN, PT, TPAC INFORMATION MANAGEMENT CHAIR

RE: TPAC INFORMATION MANAGEMENT REPORT

Web Page Subcommittee, CAPT Karen Siegel, Chair

-The following have been updated or added on the Therapist's Web Site:

- Tuition cost in course listing
- October vacancy report
- Corrections to ARP site
- October Field Report and TPAC Minutes
- link to October CC news about Katrina
- New calls to active duty
- Added 2 more courses to listing
- Added GI bill info to educational committee information
- Updated deployment survey
- ! Post self-nomination announcement
- Post 2006 COA coordinator
- Post Category coin order form
- Updated Associate recruiter information
- 2006 promotion benchmarks
- PHS history links
- Information about tDPT program at Baylor
- Posted COA roommate service

The main site is at <http://www.cc.nih.gov/rm/pt/tpac.htm>

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.

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 are at 1300 EDT on the second Friday of every month. The next meeting will be Friday, July 8th. 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.

-Planning to organize a historical time line for the category as well as doing a "who's who" in the therapist category. Will be calling on category PTs, OTs, and Speech and Language Pathologists/Audiologists to help fill in information from their respective disciplines.

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: Alicia.souvignier@ihs.gov

VI. TPAC Field Report, CDR Liza Figueroa, Coordinator

I. POSITIONS OPEN/ANTICIPATED

• **BOP EAST**

FMC Devens: 1 PT position is still open but has a tentative candidate

• **MULTI-AGENCY**

FDA

HHS wide / PHS CC 0-3 to 0-6

Position: Entomologist

POC: Dr. Douglas Park

Telephone: (240) 793-1514

E-mail: DPark@cfsan.fda.gov

- **IHS MULTI-SITE**

Choctaw Nation Health Care Center

1 Staff PT

Contact: Britt Johnson, PT

Ada, OK

(580) 310-6635

Choctaw Nation Health Care Center

1 Staff PT

Contact: Suzan Abeyta, LPT

Talihina, OK 74571

(918) 567-7046

- **IHS NW/AK**

Sitka: 1 PT Staff

- **NIH**

1 vacancy on Physical Therapy Staff created by the departure of Michael Harris Love. No information available on plans to fill that position.

- **IHS AZ**

Hopi: The PT position has been approved to be an 03, 04, 05 billet- dependent upon the qualifications of the applicant- so this will increase the scope of recruitment efforts.

Chinle: Chief PT position will be vacant

PIMC: Inpatient PT position available.

Pinon: The Chinle PT Dept is currently supporting the new clinic in Pinon with services 2-3 days/week. Permanent positions (2 PT, 1 Assistant, 1 secretary/OA) should be filled over the next several months.

II. CONGRATULATIONS

- **NIH**

CAPT Rebecca Parks received the Clinical Center Director's Award for Science

- **IHS AZ**

PIMC:

CAPT Mark Dardis, CDR Liza Figueroa, CDR Ron West and LT Doug Henry received the Phoenix Area Director's Award for Exemplary Group Performance as members of the Hand Injury surgical and Therapeutic Team

Hopi:

Physical Therapy Department was awarded the HHCC CEO Group Award and the Phoenix Area Director award- for Exemplary Group Performance

- **IHS NM**

Crownpoint: PT Dept received "Department of Month" for October 2005

- **IHS Multi-Site**

Wilma Mankiller Clinic Stillwell:

LT William Pearce, PT, received the USPHS Achievement Medal

Hastings Indian Medical Center:

LT Delana Westman, PT, Became a Certified Wound Specialist
LCDR Cindy Carter, PT, received the USPHS Achievement Medal

Claremore Indian Hospital:

LCDR Bridgett Seago, PT, received the USPHS Achievement Medal

III. NEWS FROM THE FIELD

- **BOP EAST**

FMC Lexington:

A new warden, *Stephen Dewalt* started at Lexington 3 weeks ago.

- **BOP WEST**

FMC Rochester: passed the recent JCAHO survey in October

MCFP Springfield:

CDR Scott Gaustad received a Letter of Appreciation for his lab instructor contributions at the EMG/NCV Beginners Course in Mesa, Arizona, November 17-20, 2005.

CDR Gaustad received an Admiral's Letter of Appreciation for his contributions to the Mississippi Secretary's Emergency Response Team, September 5, 2005.

- **MULTI-AGENCY**

CMS- Baltimore: *CDR Shapiro* organized the CMS-USPHS team for participation in the Race for the Cure 5-K run. Three officers and Six Civil Service members participated on October 01 in Baltimore. Our team raised \$925 for Susan G. Komen Breast Cancer Foundation.

- **IHS AZ**

Chinle: *Mike Powers, PT* is progressing well in the DSc program in Electrophysiology at RMUoHP. This has allowed CSU to offer EMG/NCV studies on a regular basis.

- **IHS NM**

Zuni:

LCDR Ernestine Higdon, PT will be taking on the Chief of PT position at Zuni. She has previously worked at Zuni and is currently working at GIMC. Her start date at Zuni is schedule for January 3, 2006.

Crownpoint: PT department renovations are now complete - new private rooms.

- **IHS MULTI-SITE**

Claremore Indian Hospital:

LCDR Bridgett Seago, PT, recently completed BOTC 3-day training

Tom Stolusky, PT, recently completed McKenzie Part D

Cherokee: PT Department has recently added a program in Manual Lymphatic Drainage. The PT Staff is working on adding of a Phase 3 Cardiac Wellness and Prevention Program

IV. WELCOME/FAREWELL

Welcome:

- **IHS AZ**

Chinle: *LT Matt Armentano PT, OCS* who started in Chinle mid-October

- **IHS MULTI-SITE**

Melissa Still-Seligman, DPT, IHS Scholarship Graduate from University of Central Arkansas. Now at Hastings Indian Medical Center, Tahlequah, OK

- **MULTI-AGENCY**

CMS-Baltimore: LCDR Monique Howard joined the Commissioned Corps as a transfer from the Civil Service effective November 01, 2005. A formal commissioning ceremony will be held at CMS on Tuesday, Dec 13, 2005 at 13:00 during the monthly Commissioned Corps update meeting where all regions participate via Video Teleconference.

- **BOP EAST**

FMC Devens: Has hired a new PT graduate who will be joining the Commissioned Corps, **LT Doug Farentino**

Farewell:

- **NIH**

Michael Harris Love, PT, left the physical therapy section in November to join the faculty of George Washington University.

- **IHS AZ**

Chinle: LCDR Joe Strunce will be leaving Chinle (last day is Jan 19th). He accepted the Chief of Rehab position at NNMC (Shiprock).

- **IHS NM**

Zuni: CAPT Becky Sellers, PT, who is leaving Zuni Hospital after 17 years of service! She has a long list of accomplishments while at Zuni and she will be missed there as well as in this area. She will be transferring to Lawton Indian Hospital in Lawton, OK, where she will be starting up a new PT department. We wish her the best and thank her for all of her contributions. Her last day at Zuni is December 16th.

V. PRESENTATION

- **NIH**

Michael Harris Love and Physical Therapy Staff led a multi-center research educational training program offered on 10/28 to standardize 10-point MMT testing for the Rituximab in Myositis (RIM) protocol.

- **IHS NM**

Crownpoint:

New ergonomic presentation developed by *Lori Lee, PT*, and has been presented to all hospital employees as part of annual employee orientation. She has also begun giving presentations on exercise as part of hospital Lifestyle Balance Program (Diabetes prevention and management) and is beginning to incorporate an exercise component in the weekly Diabetes Clinic.

PT dept had successful PT Open House in October in which we performed posture screens, hamstring extensibility, and conducted a PT trivia contest; we had excellent attendance.

VI. PUBLICATION

- **NIH**

Harris M, Smith M. Orthopedic Interventions for Pediatric Patients: The Evidence for Effectiveness. Pediatric Human Immunodeficiency Virus Infection. Independent Study Course 15.1.6, APTA . Mary A. Wilmarth editor. December 2005.

VII. CURRENT RESEARCH

None reported

VIII. DEPLOYMENTS:

- **NIH**

CAPT Karen Lohmann Siegel deployed to Florida 11/2-10/2005 in support of the Broward County Health Department's Hurricane Wilma relief efforts. There were 65 PHS officers there serving with mobile medical clinics that went out into affected communities and treated citizens affected by the storm or who had limited access to health care after the storm. She served as a team leader with one of the clinics and finalized the data analysis on the 3200 patients treated by all the teams during the entire mission.

CDR Michaele Smith deployed to Baton Rouge, LA, 10/30 to 11/13/05 in a physical therapy role. The mission was on Rampart & Esplanade Streets in New Orleans, just outside the French quarters. She served as Administrative and Team leaders on the deployment.

- **MULTI-AGENCY**

FDA-MD:

LT Teshara Bouie – Deployed to Baton Rouge, LA in response to Hurricane Katrina and provided Needs Assessments to shelters throughout Louisiana and assisted staff at DMORT's National Find Family Call Center with interviewing family and friends of missing persons.

CDC:

CAPT Susanne Pickering deployed to FEMA Region IV Regional Response Coordination Center in Atlanta GA and served as ESF8 Liaison. September 22- October 5, 2005.

- **IHS MULTI-SITE**

Cherokee Hospital:

LCDR Julie Van Leuven, PT was deployed in Oct. to a Special Needs Shelter in Alexandria, LA. There, she did wound care, Diabetic foot care, and assistive device recommendation for evacuees.

CDR Mary Beth Dorgan, PT was deployed in late Sept. to Jackson, Miss. at the SERT and worked in Purchasing and directed placement of deployed CO's

- **BOP WEST:**

MCFP Springfield:

LCDR Justin Feola was deployed to New Orleans, LA and assigned to ESF-8 at the Area Field Office, New Orleans, December 3 - 16, 2005. Justin served as the ESF-8 Liaison Officer.

LT David Engelman was deployed to Florida November 2-10, 2005, in support of the Broward County Health Department's Hurricane Wilma relief efforts. He served on a rapid assessment team, which screened and/or treated patients affected by the hurricane.

X. FUTURE AGENDA ITEMS

1. What type of nomination process is utilized to elect TPAC chair, secretary, committee chairs as well as agency clinical consultants?
2. Consider the addition of working clinical uniforms of, perhaps, scrubs with printed logo. Consider navy with gold logo and maybe printed officer name and rank or discipline. Many of us do wound and foot care which results in soiled uniforms, particularly the salt and pepper variety. Working "uniform" scrubs would be more sanitary, etc. in the clinic.

VII. Commissioned Officers Association, CAPT Suzanne Pickering

-2006 COA Meeting: Adams Mark Hotel, Denver, CO, May 1-4, 2006

VIII. Discipline Liaison

Members: CAPT Michelle Hooper – Audiologist

-Nothing to report

CAPT Rebecca Parks – OT

-Nothing to report

Ms. Beth Soloman – SLP

-Nothing to report

CDR Michael Smith – PT

-The last quad service meeting was 10/20 with Air Force as the host. The minutes have not circulated yet, but here are a few highlights: commissioning of PT Navy is bringing officers on with DPT as an O3; all other services as an O-2. Information has been forwarded to CAPT McGarvey to follow up with. Army and Air Force both say they are planning to revise their regulations, more to follow. Army will be moving toward wireless medical records soon. There will be a SPINE continuing education course offered by the Army in the spring.

ATTACHMENT D: STRATEGIC PLANNING and DEVELOPMENT COMMITTEE REPORT

MEMORANDUM

To: LCDR Corey Dahl, TPAC Secretary
 CDR Scott Gaustad, TPAC Chair

Date: 12/14/05

From: LCDR Terry Boles, Strategic Growth Chair

PHS Therapists category Vacancies

IHS	Duty Location	POC
STAFF PT	KOZEBUE, AK Manilaq Health Center	PAT SAMMARTINO (HUMAN RESOURES) (907) 442-3321
STAFF PT	SITKA, AK Mt Edgecomb Hospital	CAPT TERRY CAVANAUGH (907) 966-8312 TCAVANAUGH@SEARC.ORG
PT DIRECTOR	BETHEL, AK Yukon Kuskokwim Hospital	DAVID FRIDAY 1-800 – 478-8905-EXT 3 DAVID_FRIDAY@YKHC.ORG
STAFF PT	ANCHORAGE, AK Alaska Native Med Center	DOUG MUNOZ (907) 729-1261 dmunoz@akanmc.ihs.gov
Home Health PT	ANCHORAGE, AK Alaska Native Med Center	DOUG MUNOZ (907) 729-1261 dmunoz@akanmc.ihs.gov
STAFF PT	ANCHORAGE, AK	LARISSA LUCA (907) 729-4999
STAFF PT	PHOENIX, AZ Phoenix Indian Med Center	CAPT MARK DARDIS (602) 263-1561 Mark.Dardis@mail.ihs.gov
CHIEF PT	PINON, AZ	LCDR ANDRA BATTACCHIO (928) 674-7223 Andra.battacchio@chinle.ihs.gov
STAFF PT	POLACCA, AZ HOPI HEALTHCARE MEDICAL CENTER	KATHLEEN MANRIQUE (928) 737-6131 Kathleen.Manrique@mail.ihs.gov

CHIEF PT and/or OT * Tribal Position	SNATA ROSA, AZ Archie Hendricks Skilled Nursing Facility	Ms CAROLE DENE GARCIA (520) 361-1800 Cgarcia@toltc.org or Mr. LEE LOITZKY (520) 444-4109 Lolitzky@toltc.org
STAFF PT	SELLS, AZ Santa Rosa Health Center	REBECCA HARRY (520) 383-7303 REBECCA.HARRY@MAIL.IHS.GOV
PT MANAGER	TUBA CITY, AZ	JAMES COWHER (928) 283-2659 JAMES.COWER@TCIMC.IHS.GOV
STAFF PT	TUBA CITY, AZ	JAMES COWHER (928) 283-2659 JAMES.COWER@TCIMC.IHS.GOV
STAFF SPEECH PATHOLOGIST	TUBA CITY, AZ	ANN O'CONNOR (928) 283-2594 ANN.O'CONNOR@TCIMC.IHS.GOV
STAFF PT	CROW AGENCY, MT PHS Indian Hospital	JACKIE BLACK (406) 247-7214 JACKBLACK@BIL.IHS.GOV
STAFF PT	LAMEDER, MT PHS Indian Health Center	JENNIFER ALLIES (406) 447-4400 JENNIFER.ALLIES@MAIL.IHS.GOV
STAFF PT	GALLUP, NM Gallup Indian Med Center	LCDR BARBARA WERITO (505) 722-1505 BARBARA.WERITO@GIMC.IHS.GOV
STAFF PT	ADA, OK Carl Albert Indian Hospital	BRITT JOHNSON (580) 310-6635 BRITT@GW.CNHS.NET
STAFF PT	TALIHINA, OK	SUZANNE ABEYTA (918) 567-7046 SMABEYTA@CHOCTAWNATIONHEALTH.COM
BOP	Duty Location	POC
Health Services Administrator	Federal Correctional Institution Sandstone, MN	DEB BURGESSON (320) 245-2262 #215
STAFF PT (2)	FMC Devens,	CDR MATT TAYLOR (978) 796-1261

	MA	
MULTIAGENCY	Duty Location	POC
HHS - Program Analyst	HHS, DC	ROBERT LOVE (202) 205-4708
HHS - Regional Emergency Coordinator	CHICAGO, IL	ERIN FOWLER (202) 260-5520
HHS - Staff Coordinator	HHS, DC	LT JASON JURKOWSKI (202) 619-7800
US Depart of Agriculture - INTERDISCIPLINARY Consumer Safety Officer	WASHINGTON, DC	Vacancy Announcement Number: FSIS-2006-0035 (202) 720-6617
PHS OCCO		POC
Details / Special Assignments		Detail Project Officer, DCCA, OCCO (240) 453-6006

Partial listing of web sites for vacancy announcements:

<https://jobs.quickhire.com/scripts/FSIS.exe/> (POC: CAPT Cindy Pond, USPHS, DVM, MS Phone: 202-720-7208)

www.usphs.gov/html/other_federal_jobs.html

dcp.psc.gov/VATS/rept_select.htm

www.cdc.gov/ncipc/default.htm

www.fda.gov/jobs/default.htm

www.cms.hhs.gov

www.hrsa.gov

Subcommittee Reports:

Recruitment:

- Draft an invitation letter submitted for review, and researching a follow-up recruitment package to prospective PHS applicants.
- There are 15 Therapists Applicants in various stages of their application. Three applicants are civil service conversions and three more applicants have been offered assignments.

Strategic Growth:

- Focusing on a new category demographics update for web posting, and plan to update non-traditional therapist's billets. Priority given to category demographics update and new presentation format.

Retention:

- Continuing dialog with OCCO regarding information for retention survey to be developed and sent out to category.

COSTEP:

- Need for a Chair for this subcommittee. Plans for this subcommittee to work in conjunction with the Professional Development Committee, and Recruitment Subcommittee addressing recruitment of Sr COSTEPs.

Long Term Training:

- Chair on convalescence leave. Upon return, plans to continue tasks of inquiring about the possibility of PHS creating tuition assistance as other uniformed services have access to and with USUHS in creating a web based MPH program that was mentioned as a possibility by USUHS.

IHS Scholarship:

- Nothing new to report.

ATTACHMENT E: READINESS COMMITTEE REPORT

TPAC Readiness Committee



Rita B. Shapiro, MA, PT
CDR, USPHS
Chair, TPAC Readiness Committee/OFRD Subcommittee
7500 Security Blvd, MSC S3-02-01
Office: 410-786-2177
Mobile: 240-401-8776
Email: rita.shapiro@cms.hhs.gov



December 16, 2005

From: CDR Rita B. Shapiro, Readiness Committee Chair
To: CDR Scott Gaustad, TPAC Chair
LCDR Corey Dahl, TPAC, Executive Secretary

Re: Readiness Committee Report for December, 2005

Nothing to Report.

Rita B. Shapiro, MA, PT
CDR, USPHS



Therapist Professional Advisory Committee Membership Self-Nomination Form

Dear TPAC Members,

I am interested in serving the Therapist Category by contributing as a member of the Therapist PAC. I understand that if selected, I will need to be available for regularly scheduled meetings. I also understand that I will need to accept and complete tasks that are assigned by the TPAC. Please consider my application for membership.

Please indicate previous TPAC membership and or committee and task force participation.	Dates:

Please complete the following:

Circle one:

Name, Rank:	Discipline: PT / OT / AUD / SLP
Agency:	
Address:	
Email:	
Phone:	
Fax:	

Signature: _____ **Date:** _____

Signature of Supervisor: _____

COMPLETE AND RETURN THIS FORM PRIOR TO ^α01 FEB 2006

Please Fax to: CDR Scott Gaustad, TPAC Chair, 417-837-1715 and to
LCDR Corey Dahl, TPAC Executive Secretary, 817-782-4502

Please email your **curriculum vitae** and a **single page cover letter** explaining your interest in serving as a TPAC member to coreydahl@sbcglobal.net. This must be forwarded as an attachment in Microsoft Word format.

^α TPAC Membership elections take place once annually.