

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES

23 June 2006



Therapist Professional Advisory Committee		
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**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
23 JUNE 2006; 1200 EDT**

I.	CALL TO ORDER	CDR Gaustad	1200
II.	REVIEW AND ADOPTION OF AGENDA	CDR Gaustad	1205
III.	REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES	CDR Gaustad	1210
IV.	REPORTS		
	A. CHIEF PROFESSIONAL OFFICER	CAPT McGarvey	1210-1230
	B. TPAC CHAIR	CDR Gaustad	1230-1240
	C. * ADMINISTRATION COMMITTEE CHAIR	LCDR Dahl	1240-1245
	D. * INFORMATION MANAGEMENT CHAIR	CDR Newman	1245-1250
	FIELD REP COORDINATOR	CDR Figueroa	1255-1305
	E. * READINESS COMMITTEE CHAIR	CDR Shapiro	1305-1310
	F. * STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE	LCDR Boles	1310-1315
	G. * PROFESSIONAL DEVELOPMENT CHAIR	CDR O'Neill-Manrique	1315-1320
	H. * THERAPIST CATEGORY LIAISON	CDR Martineau	1320-1330
V.	OLD BUSINESS		
	A. Action Items:		
	1. TPAC Elections	CDR Gaustad	1330-1400
	2. Review of current Promotion Benchmarks	CDR Gaustad	1400-1405
	3. TPAC Charter Review and Update	CDR Payne	1405-1415
	4. Sharing published information on the TPAC website	LCDR Randall CAPT Siegel	1415-1425
	5. Transformation Task Force	CDR Gaustad	1425-1430
	6. Recommended Retirement Protocol	LCDR Woodard	1430-1435
VI.	NEW BUSINESS		
	A. Action Items		
	1. TPAC Policies and Procedures Review	CDR Gaustad	1435-1445
	2. TPAC Billet Descriptions	CDR Gaustad	1445-1455
	3. Appointment Board for new accessions	CDR Shapiro/Gaustad	1455-1500
	4. Proposal for dedicated phone line	CAPT Pickering	1500-1505
VII.	OPEN FORUM FOR DISCUSSION	TPAC Category	1505-1515
VIII.	ADJOURN		
	* Committee chairs to report committee projects and/or new information as appropriate or defer to Committee written reports to be viewed on the TPAC website.		

TPAC CALL IN PHONE NUMBER: 1-888-381-8510, PASS CODE: 87222. Future TPAC meeting dates: August 25, 2006, and October 27, 2006.

Therapist Professional Advisory Committee Meeting Minutes

Date: 23 JUNE 2006

Time: 12:00- 1500 hours EDT

Location: Teleconference

I. CALL TO ORDER: 12:00 PM EDT

Roll Call:

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

<u>GUESTS</u>	<u>AGENCY/OPDIV</u>
CDR Jeff Fultz	IHS
CDR Ron West	IHS
LCDR Andra Battocchio	IHS
LCDR Monique Howard	CMS
LT Jodi Tanzillo	IHS
LCDR Henry McMillan	BOP
CDR Lois Goode	IHS

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted with a motion by CDR Shapiro and seconded by CDR Payne

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

April 2006 meeting minutes were provided and approved via e-mail to all TPAC members. Minutes were posted to TPAC Web site. CDR Shapiro moved to adopt the April 2006 meeting minutes; seconded by CDR O'Neill-Manrique.

IV. REPORTS

A. CPO Report

CAPT McGarvey was away attending the Annual APTA conference. CDR Gaustad presented information from the CPO report.

B. TPAC Chair Report

- CORPS Transformation:
Works groups continue to forward information to the ASH for review. OCCFM continues to disseminate information re CORPS Transformation via:

- CCMIS website
 - USPHS website
 - CC Bulletin
- Three and Freeze Promotion Policy:
 - The existing policy was amended and immediately approved. Changes include referral to a retention board for officers scoring in the lowest percentiles. See the CC bulletin for more information
 - Officers seeking assistance preparing for promotions may:
 - Review the Career guide on the Therapist Category website
 - Contact CDR Michael Smith re the Therapist Category Mentoring Program
 - Review their OPF
 - Contact the Therapist Category CPO, CAPT McGarvey
- 12 new staff positions (10 in OCCO, 2 in OCCFM) will soon be available for Officers interested in working on CORPS Transformation.
- The SERT acronym has been changed to ERT (Emergency Response Team)
- Therapist Category Basic Readiness is at 79%. Officers may log onto the CCMIS website to check on missing Readiness criteria.
- Any Officer who has not responded to the readiness tier survey will automatically be placed in tier number 3.
- Official promotion results will be published soon
- OCCFM is revising the CCPM to include the following:
 - Easy to read format
 - Web-based
 - Search capacity
 - Cyclic review/policy update
- Manual Circular 377 (Readiness Standards) is being revised. CDR Shapiro will review the revisions and inform the TPAC of important changes
- RADM Halliday is the new Dental Category CPO
- CDR West reported he was detailed to serve on the Secretary's Transformation Action Team for Preparedness for the Month of April. This team was headed by RADM Craig Vanderwagen and tasked by Secretary Leavitt to address the DHHS response to the 10 Recommendations and 1 Critical Action that were given to DHHS from the Hurricane Katrina Lessons Learned White House Recommendations.
[\(www.whitehouse.gov/reports/katrina-lessons-learned/\)](http://www.whitehouse.gov/reports/katrina-lessons-learned/)

The recommendations addressed by the team were numbers 57-66 and Critical Action #10. The recommendations from the team have been incorporated into the transformation of the Commissioned Corps. They were split into current changes and long-term changes for the DHHS. The current changes directly impact the Commissioned Officers to be trained in the National Incident Command Structure (hence the requirement to complete the IS-100, IS-200, IS-700, and IS-800), and rostered into ready and deployable teams (hence the Tiered rostering of the OFRD).

CDR West tried to ensure that therapist professions were recognized in the make up of the teams.

CDR West recommended that Category members prepare themselves and their families by having their license and important papers on file in their email archives and to have a 72 hour go bag for each member of your family. It was also recommended that each individual meet with their department and have a department deployment plan so that whole departments will not be depleted.

C. Administration Committee: No report at this time

D. Information Management Committee:

Field Rep Coordinator: CDR Figueroa reported that BOP has two field rep vacancies and NIH has one field rep vacancy. Contact CDR Figueroa for more information.

E. Readiness Committee:

CDR Shapiro reported that OFRD is requesting therapists to volunteer for Tier 1 Rapid Deployment Force (RDF). Agency concurrence is needed. All officers interested should contact CDR Shapiro at RShapiro@comtdt.uscg.mil with their Name, Rank, Geographic region, and Agency. OFRD will pursue agency concurrence.

CDR Shapiro urged Therapists Officers to finish the FEMA Online training by June 30.

26 Therapist Category Officers are not basic readiness qualified.

F. Strategic Planning and Development Committee: See Attachment A

G. Professional Development Committee:

CDR Smith reported that HHS has an online mentoring program. See www.learning.hhs.gov for more information. Supervisor approval is needed to participate.

H. Therapist Category Liaison: CDR Martineau not present. No report.

V. OLD BUSINESS

TPAC Elections:

CDR Gaustad announced that the beginning of the TPAC operational New Year is July 1. Seven new TPAC members will begin their terms.

CDR Manrique was unanimously elected as the new TPAC Chair.

LCDR Randall was appointed chair of the Professional Development Committee.

CDR Figueroa was appointed chair of the Information Management Committee

LCDR Souvignier was appointed Recruitment Sub Committee Chair

TPAC has the following Vacancies:

- 1) Policy and Procedure Manual Sub Committee Chair – Contact CDR Manrique
- 2) Healthy Lifestyle Sub Committee Chair – Contact CDR Shapiro
- 3) Awards Sub Committee Chair – Contact CDR Randall
- 4) Field Representative Coordinator – Contact CDR Manrique
- 5) Education Sub Committee Chair – Contact CDR Randall

Promotion Benchmarks:

CDR Gaustad reported that the PAC chairs forwarded a white paper with recommended revisions for promotion precepts 1 and 4 to the CPOs.

These revisions will go into effect in promotion year 2008.

CDR Gaustad reminded Officers that the Benchmarks are "What the Promotion Board reads"

TPAC Charter and Policy and Procedures Update

CDR Payne reported that the TPAC Charter was revised in accordance with the OSG model charter and the policy and procedures manual (P&P) was updated. These documents were sent to the TPAC members by email for comments.

CDR Payne motioned that the new TPAC Charter and Policy and Procedures be adopted.

CDR Randall seconded.

The TPAC Charter and P&P were unanimously approved and adopted.

Sharing of Published Information on the Category Website

CDR Randall is to form a task force to determine whether published research articles etc can be posted on the Category website.

Transformation Task Force

LCDR Boles reported that OCCFM is now disseminating information on CORPS Transformation via the CC bulletin and CCMIS website. With these mechanisms in place there is no need to pursue other means of distributing information to the category.

Recommended Retirement Protocol

CDR Woodard asked that Officers planning to retire notify the Retirement Recognition Subcommittee ASAP. A standard format for retirement recognition at COA meetings is being planned.

VI. NEW BUSINESS

TPAC Policy and Procedures Review

The revised Policy and Procedure manual was approved- see above

TPAC Billet Descriptions

CDR Fultz reviewed the history of previous changes to Therapist Category billet descriptions as well as work toward expanding existing Board Certifications eligible to receive Board Certified pay.

CDR Gaustad initiated a Billet Description and Board certified Pay Task Force to:

- 1) Recommend Specialties to receive Board Certified pay
- 2) Review and Update current Billet descriptions for the Therapist Category

CDR Fultz was appointed Task Force chair

Other volunteer members include LCDR Tanzillo, LCDR Bottachio and LCDR Shultz

CDR Fultz requested that Officers from the SLP and Audiology professions also volunteer to serve on the Task Force. CDR Gaustad asked the Task Force to report back to TPAC in DEC.

Appointment Board for New Accessions

CDR Shapiro reported that OCCO has had difficulty obtaining the required number of Therapist Officers to serve on appointment boards.

Until the process can be managed electronically CDR Shapiro requested that DC metro Area Officers (with rank of 04 and higher) participate in a rotating roster. Estimated commitment would be once per year. Contact CDR Shapiro at rshapiro@comtdt.uscg.mil

Proposal for dedicated phone line

CDR Pickering was unavailable. This topic will be moved to the next TPAC meeting.

VII. OPEN FORUM –

CDR Gaustad, as the outgoing TPAC chair, was congratulated on a job well done!

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: 25 August 2006; call in number: 1-888-381-8510, pass code 87222.

Respectfully Submitted: CDR Bart Drinkard, TPAC , member (Stand in for LCDR Dahl)
Concur: CDR Scott Gaustad, TPAC Chair
Concur: CAPT Charles McGarvey, CPO Therapist Category

ATTACHMENT A: INFORMATION MANAGEMENT COMMITTEE REPORT

MEMO

DATE: 06/19/06

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

FROM: CDR SUE NEWMAN, TPAC INFORMATION MANAGEMENT CHAIR

RE: TPAC INFORMATION MANAGEMENT REPORT

WEB PAGE SUBCOMMITTEE, CAPT Karen Siegel, Chair

The following information have been added or updated to the Therapist's Category Web page:

- updated associate recruiter form instructions and changed lead recruiter
- updated educational listing x3
- posted COA agenda and added presentations from category day
- posted April field report and TPAC minutes
- added new field rep and updated TPAC roster
- posted updated vacancies in Apr and May
- changed award descriptions and posted 2006 awardees
- updated category stats
- posted 2006 fundraiser info
- deleted retention subcommittee chair

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

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 have had two meetings and the COA conference since the last report. We met on Friday, June 9th to discuss Commissioned Corps policy and Transformation with ADM John O. Agwunobi, the Assistant Secretary for Health, and with the Surgeon General, VADM Richard H. Carmona.
- 2) We met on the 12th of May with CAPT (ret) Marshall A. Hanson, Director, Legislative Affairs Reserve Officers Association of the United States on about ROA's recent endeavors and with RADM Babb, Director, Office of Force Readiness and Deployment about the Tiered Deployment System for the Corps.
- 3) The COA Conference was enthusiastically attended by many junior officers and the JOAG coin was one of the most sought after items for sale. JOAG handed out several awards at a JOAG meeting at the conference; the JOAG excellence Award went to LT Aimee Treffiletti, and the Junior Officer of the Year went to LCDR Mark Methner. Three therapy officers were able to serve as aide de camps: LT Alicia Souvignier, LT Joe Golding, and LCDR Jeff Richardson
- 4) I would like to announce that the new Therapist representative, selected to serve the next JOAG term (2006-2008) is LT Jessica Feda. Pending OSG and CPO approval, she will begin her term Oct 1, 2006. Other officers from the therapist category that have been active recently in the JOAG are: LT Brian Elza, LT Joe Golding, LT Darren Orgel, LT Alicia Souvignier, and LCDR Laura Grogan, and LTJG Heidi Fisher.
- 5) 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 a 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 on Friday, July 14th, and we'll be joined by RADM Robert Williams, OSG Chief of Staff. Officers usually can meet in the conference room M on the 3rd floor of the Parklawn Building, and in Atlanta can meet at ATSDR Conf Room 3A. The Call-in info is: USA Toll Free Number: 1-866-772-5230, PASSCODE: 4413222

HISTORIAN, CDR Jessie Whithurst-Lief, Chair

Thanks to all officers that have responded to the recent History Survey. Please keep the responses coming. The deadline for responses has been extended to July 7th, 2006.

I plan to apply for a grant from the Commissioned Officers Foundation to fund a therapy category history project. **Anyone interested in being on a committee to help develop this project please contact me at JWLief@bop.gov.**

RETIRED THERPIST SUBCOMMITTEE, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson

-Nothing new to report

INACTIVE RESERVE, LT Alicia Souvignier, Chair

-Nothing to report

TPAC FIELD REPORTS, CDR Liza Figueroa, Coordinator

I. Positions Open/Anticipated Openings

• **IHS AZ**

Parker: A PT Tech position has been approved and a job announcement will occur in the near future

Sacaton:

Tribal Hire for Sacaton Staff PT position

Contact *Steve Schoffstall*

(602)528-1230

SteveS@GRHC.ORG

Tuba City:

Clinical Specialist (O-5)/Staff Therapist

Contact: *LCDR Jim Cowher, PT*

928 283-2659

• **IHS NM**

NNMC:

1 staff PT position open; contact *CDR Joe Strunce*

1 staff/supervisor at 4 Corners Regional Healthcare Facility; contact *CDR Joe Strunce*

• **NIH**

There is one vacancy in the physical therapy section created by the departure of a staff member. Approval has not yet been granted to recruit for this vacancy.

- **IHS NW/AK**

Searhc Mt. Edgecumbe Hospital, AK:

Vacancy for an audiologist at Mt Edgecumbe Hospital in Sitka (907) 966-8312.

- **BOP EAST**

FMC Butner: 1 PT; 1 OT (hand, ADL, cognitive assessment experience); 3 PTA's

FMC Devens: Still has 1 PT vacancy

- **BOP WEST**

FMC Carswell, TX - O5 Clinical Specialist

FCC Tucson, AZ -O5 Chief Therapist

FCC Terre Haute, Indiana - O5 Chief Therapist

FCI, Terminal Island, California - O4/O5 Therapist (still pending determination)

II. Congratulations

- **NIH**

- ***CAPT Charles McGarvey*** was recently awarded his DPT

- ***Dr. Susan Robertson*** completed her PhD in Human Development, School of Education, University of Maryland, College Park, with a dissertation entitled: Socially Co-constructed Transformative Self-regulation: An In-depth Analysis of Goal-driven Guided Reflection in a Man with Bipolar Disorder

- ***CAPT Karen Lohmann Siegel*** was the recipient of the 2006 Josef Hoog award for her research entitled: Gait Compensations for Hip Muscle Weakness in Idiopathic Inflammatory Myopathy

- ***CAPT (ret) Bonnie Thornton*** was the recipient of the 2006 Therapist of the Year award

III. News From the Field

- **MULTI-AGENCY**

USDA: *CDR Sue Newman* successfully completed the Enforcement Investigations and Analysis Officer training at College Station, TX. This intensive 4-week, 3 credits college course was contingent upon continued assignment with the USDA.

- **IHS AZ**

PIMC:

- The department currently has two PTA students from Gateway Comm. College
- *LCDR Terry Boles* has been selected to participate as the Logistic Chief for RDF Team #5

San Carlos:

LCDR Jeff Richardson served as Aide De Camp to VADM Richard Carmona, US Surgeon General at 2006 COA conference

Sacaton: A PT from Sacaton participated as OIC of patient recovery in the recent Coyote Crisis Campaign- a multi- state WMD (biological) disaster drill - this was in conjunction with the AZ, Hawaii, CA National Guard, Scottsdale Healthcare, General Dynamics, FEMA and the USAF Reserves

Tuba City:

- All therapists are certified in ACLS
- TCRHCC completed the Annual Spinal Cord Clinic in April servicing Kayenta, Tuba City, and Winslow Service Units

Parker:

LT Joe Golding was Aide-de-Camp to the Surgeon General 4/29—5/1/06 at the USPHS Professional Conference

- **NIH**

CAPT Karen Lohmann Siegel completed the on-line SERT training course offered through OPHEP.

- **BOP WEST**

The Bureau of Prisons held a Residential Training Program in Raleigh, NC for physicians, mid-level practitioners, and therapist in May, 2006. Fifteen BOP therapists attended the three day training which focused on orthopedic management.

FMC Carswell:

Congratulations to **LCDR Corey Dahl** and his wife **Brandi** who are proud parents of a baby boy! **Connor Shane Dahl** was born on May 18, 2006

USMCFP Springfield:

- CDR Scott Gaustad, LCDR Justin Feola, LT Jill Tillman, and LT David Engelman taught a Restorative Nursing Aide class as visiting faculty at a local community college
- LT Jill Tillman participated in a State of Missouri, Greene County Emergency Response/Terrorism Planning meeting for Southwest Missouri. This was a full scale exercise, which included activating the Strategic National Stockpile emergency system. Another exercise is scheduled for June 2006
- LT Jill Tillman has instituted a Cardiac III and IV rehab program, as well as a Heart Failure Program. LT Tillman is also assisting with Cardiac Treadmill Stress Testing
- MCFP Springfield Physical Therapists are adjunct faculty at a local community college and recently completed a 36 hour educational curriculum to students enrolled in a restorative nurse program (RNA). Our P.T. Department has initiated an institutional RNA program
- LT David Engelman has completed a bariatric educational curriculum, reviewed bariatric products, and is currently designing a bariatric program at MCFP Springfield
- **LCDR Feola** is coordinating the MCFP Springfield Lymphedema Program. He along with LT Engelman and LT Tillman will present the topic, "The Management of Lymphedema Pathology" at the May 2006, BOP Therapist Retreat
- MCFP Physical Therapy department is affiliated with 11 university physical therapy programs and just completed an educational internship with our 5 student.

FMC Rochester:

- Congratulations to **LT Feda** for placing 1st during the recent annual 5K Run for the Deuces
- **LT Zamarron** attended the BOP residential orthopedic training at FMC Butner

• BOP EAST

FMC Butner:

- **Billy Preddy, RT**, has a new baby girl, named Georgia. She was born on 5/20/06

- The new FCI II facility at Butner will open in June 2006. It will house a Physical Rehabilitation "Step Down" unit

FMC Lexington: Started using the new computer software pt. documentation system. The ability to write progress notes has not been developed yet but medical

staff began using the system to track pt. appointments, equipment received, medication orders, etc. It is hoped that by years end, the bugs will be worked out and medical staff will conduct all medical documentation on line

- **IHS NM**

NNMC:

Thanks to *LT Tom Schroeder* and *LCDR Lorrie Murdoch* for their assistance in the medical area in support of the 2006 Shiprock Marathon

ACL:

LT Scott Mitchell was accepted into the Baylor On-line DPT program, to begin in Fall 2006. He will also be taking on the duty of Acting Chief of Physical Therapy

IV. Welcome/Farewell

Welcome:

- **IHS AZ**

Tuba City: *Joli Czamara*, PT Contract Staff

Farewell:

- **IHS NM**

ACL: *LT Steven White* will be leaving ACL, going into the Inactive Reserve, in July 2006. He will be taking a position in Denver, Colorado.

- **NIH**

Earllaine Croarkin has left the Physical Therapy Section after 10 years of Service at NIH

- **BOP WEST**

FMC Carswell: Best wishes to *LCDR Corey Dahl* who will be leaving the BOP on June 30, 2006 to take a job in Washington, DC in the Office of Commissioned Corps Operations as a Personnel Management Specialist

- **BOP EAST**

FMC Butner: Welcome to *LTJG Tanesha Nobles*, MPT. She starts at Butner June 12, 2006.

V. Presentation

- **IHS NM**

NNMC:

May 3rd LCDR Joe Strunce and CDR Lois Goode (Whiteriver) presented, "Evidence-based Practice In Physical Therapy", at the 2006 advances in Indian Health Conference in Albuquerque, NM

- **NIH**

- *CDR Bart Drinkard* presented "Monitoring Exercise Intensity - How hard should I work?" to NIH staff.

- Wainwright W, *Parks R*: FEMA Mental Health Team: Gulfport, Mississippi. US Public Health Professional Conference. Denver, CO.

- *Robertson, SC* & Robertson-Tchabo, EA (2006). Therapist-guided Debriefing Interviews and Client Reflection on Engagement in Activity. American Occupational Therapy Association Annual Conference, Charlotte, NC.

- **BOP WEST**

- *CDR Scott Gaustad* presented a poster on: Flouroquinolones and Achilles' Tendon ruptures at the recent COA conference

- *LT Feda* presented: "Differential Diagnosis of the Patient with Low Back Pain" during the recent COA Conference

- The following BOP Therapists provided presentations at the 2006 BOP Residential Training Program held in Raleigh, NC for physicians, mid-level practitioners, and therapist in May, 2006:

LT Damien Avery

CDR Jean Bradley

LT David Engelman

LCDR Justin Feola

LT Doug Fiorentino

LT Doug Henry

LCDR Fred Lief

LCDR Henry McMillan

LCDR Jon Schultz

CDR Matt Taylor

LT Jill Tillman

LCDR Julia Woodard

- **BOP EAST**

The Bureau of Prisons Retreat on Orthopedics, May 15-19, 2006 was a Huge success. Therapists ran an orthopedic lab for the physicians and PA's. The presentations were well received by all participants. **RADM Newton Kendig** had kind words to say about the contributions of the Therapy Category

Day One:

-**LT Damian Avery** (Butner) addressed the entire assembly of providers concerning the role that physical therapists play in the rehab. setting at the Opening Remarks/Introduction ceremony

Day Two:

- **LCDR Henry McMillan** and **LT Doug Henry** (Butner) presented the Diabetic LEAP/Shoe Policy Program at Butner
- **LCDR John Schultz** (Butner) and **CDR Matt Taylor** (Devens) presented the Lower Extremity Evaluation
- **LCDR Fred Lief** (Lexington) and **LCDR Henry McMillan** (Butner) presented the Upper Extremity Evaluation
- **LT Damian Avery** (Butner) and **CDR Matt Taylor** (Devens) presented the Cervical/Low Back Evaluation

VI. Publication

- **NIH**

Lee JJ, Low JA, **Croarkin E, Parks R**, Berman AW, Mannan N, Steinberg SM, Swain SM: Changes in Neurologic Function Tests May Predict Neurotoxicity Caused by Ixabepilone. J Clin Oncol 24:2084-2091, 2006.

Siegel KL, Kepple TM, Stanhope SJ: Using induced accelerations to understand knee stability during gait of individuals with muscle weakness. Gait and Posture 23(4):435-440, 2006.

McGarvey CL, Pflazer C, and Gergich, N: Breast Cancer Metastasis and Implication on Activity and Ambulation: A Case Report Rehabilitation Oncology. Vol. 24 (1) April 2006.

Siegel K, Kepple T, Stanhope S: Gait compensations for hip muscle weakness in idiopathic inflammatory myopathy. Proceedings U.S. Public Health Service Professional Conference, 133, 2006. (abstract)

VII. Current Research

- **NIH**

CDR Bart Drinkard has completed baseline data collection for a study investigating the effect of an antioxidant on biomarkers and functional outcomes in children with Friedreich's Ataxia

- **IHS NM**

ACL:

Gathering information for a possible clinical research study on the effects of Kinesiotaping for Patella-Femoral Syndrome. They are interested in any information from the field on prior research, information on this topic.

VIII. Deployments: None reported

IX. Future Agenda Items: None requested

Concerns about the liability, legality and adherence to individual state licensure regulations and laws in the Federal System Physical Therapy Practice.

COMMISSIONED OFFICERS ASSOCIATION, CAPT Suzanne Pickering

June 15, 2006 was the last day to vote for COA-Board of Directors for the following categories:

- Dental
- Environmental Health Officer
- Engineer
- Field Representative
- Retired Officer
- Scientist

DISCIPLINE LIASIONS

Members: CAPT Michelle Hooper – Audiologist

-Nothing to report

CAPT Rebecca Parks – OT

-Nothing to report

Ms. Beth Soloman – SLP

-Nothing to report

CDR Micheale Smith – PT

- The next Quad service meeting is scheduled for Tuesday, 6/13/05 1400 hours at NIH. Minutes to follow.

ATTACHMENT B: READINESS COMMITTEE REPORT

I. TPAC READINESS COMMITTEE

Rita B. Shapiro, MA, PT
CDR, USPHS
Chair, TPAC Readiness Committee/OFRD Subcommittee
2100 Second Street, SW
Room 5314
Washington, DC 20593
Office: 202-267-1816
Mobile: 240-401-8776
Email: rshapiro@comdt.uscg.mil



June 7, 2006

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

Subj: Readiness Committee Report for JUNE, 2006

OFRD Subcommittee: Chair, CDR Shapiro

As everyone realizes, OFRD has been quite busy now that we have all been placed in the appropriate Tiers for mobilization. Further, we have been advised that we are all REQUIRED to complete the FEMA Emergency Management Institute (EMI) courses.

According to information received from RADM Babb, the end of June is deadline for taking the 4 FEMA on-line training courses. Below is some information to provide tips that can be helpful to expedite finishing the 4 FEMA on-line courses.

Go to NIMS Training https://ccrf.hhs.gov/ccrf/NIMS_training.htm

Click on individual training course:

Scroll down to the bottom of the page, study the "Course Summary" <<IS-100_Course Summary.pdf>>

"Download Final Exam Questions", mark the answers and use this as your answer sheet <<IS-100_Final Exam.pdf>>

"Take Final Exam" by following your answer sheet to mark the appropriate answers shown on the computer monitor.

Follow instructions carefully to ensure your examination is submitted and recorded correctly

Your test answers, email address and student ID number are critical for successful processing of your test data. Please insure that you properly complete the requested actions.

To receive course completion notification, please be sure your email address is correct and add Independent.Study@dhs.gov to your Friendly Email / Approved Senders list to ensure you receive a completion confirmation email on you exam submission. This action is especially important if you use providers such as AOL, Yahoo, EarthLink, MSN, Hot Mail, or Roadrunner, as your email provider and you use email filters. The email notices are automatically generated at the time your test is processed, and cannot be reproduced.

I can attest that these are not difficult courses but do require some time and concentration.

Basic Life Support (BLS) requirements have changed now. We must all follow the new guidelines as outlined by the American Heart Association (AHA). Please go to the AHA website to view the new requirements at:

<http://www.americanheart.org/downloadable/heart/1132621842912Winter2005.pdf>

Healthy Lifestyles Subcommittee: Chair, CDR Drinkard

Nothing new this period

Respectfully Submitted

Rita B. Shapiro, MA, PT
CDR, USPHS

**ATTACHMENT C: STRATEGIC PLANNING and DEVELOPMENT COMMITTEE
REPORT**

MEMORANDUM

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

Date: 06/22/06

From: LCDR Terry Boles, Strategic Planning and Development Chair

PHS Therapists category Vacancies

IHS	Duty Location	POC
Home Health PT	ANCHORAGE, AK Alaska Native Med Center	DOUG MUNOZ (907) 729-1261 dmunoz@anmc.org
STAFF PT	ANCHORAGE, AK South Central Regional Office	LARISSA LUCA (907) 729-4999
PT DIRECTOR	BETHEL, AK Yukon Kuskokwim Hospital	DAVID FRIDAY 1-800 – 478-8905-EXT 3 DAVID_FRIDAY@YKHC.ORG
CHIEF PT	JUNEAU, AK SEARHC Medical Center	LCDR JEFF LAWRENCE (907) 462-6682 JEFFREY.LAWRENCE@SEARHC.ORG or CAPT TERRY CAVANAUGH (907) 966-8312 TERRY.CAVANAUGH@SEARHC.ORG
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 TERRY.CAVANAUGH@SEARHC.ORG
CHIEF AUDIOLOGIST	SITKA, AK Mt Edgecomb Hospital	CAPT TERRY CAVANAUGH (907) 966-8312 TERRY.CAVANAUGH@SEARHC.ORG Dr JERRY AINSWORTH (907) 966-8366 JERRY.AINSWORTH@SEARHC.ORG
STAFF PT	CHINLE, AZ	LT MATT ARMENTANO (928) 674-7223 Matthew.Armentano@ihs.gov or Andra.battocchio@chinle.ihs.gov
STAFF PT	FORT	CDR MIKE FAZ

	DEFIANCE, AZ FT. Defiance Indian Medical Center	Mike.faz@ihs.gov
CHIEF PT and/or OT * Tribal Position	SANTA ROSA, AZ Archie Hendricks Skilled Nursing Facility	Ms CAROLE DENE GARCIA (520) 361-1800 Cgarcia@toltc.org or Mr LEE OLITZKY (520) 444-4109 Lolitzky@toltc.org
STAFF OT	TUBA CITY, AZ	ANN O'CONNOR (928) 283-2594 ANN.O'CONNOR@TCIMC.IHS.GOV
PT CLINICAL SPECIALIST (0-5)	TUBA CITY, AZ Tuba City Indian Medical Center	JAMES COWHER (928) 283-2659 JAMES.COWER@TCIMC.IHS.GOV
STAFF SPEECH LANGUAGE PATHOLOGIST	TUBA CITY, AZ	ANN O'CONNOR (928) 283-2594 ANN.O'CONNOR@TCIMC.IHS.GOV
STAFF PT	WHITE RIVER, AZ	CAPTAIN (Ret) MIKE HOLYBROECK (928) 338-3610 or Lois.goode@ihs.gov
STAFF PT	CROW AGENCY, MT PHS Indian Hospital	CURTIS BRIEN CURTIS.BRIEN@IHS.GOV
STAFF PT	LAMEDEER, MT PHS Indian Health Center	JENNIFER ALLIES JENNIFER.ALLIES@MAIL.IHS.GOV
CHIEF PT	GALLUP, NM Gallup Indian Med Center	LCDR BARBARA WERITO (505) 722-1505 BARBARA.WERITO@GIMC.IHS.GOV
STAFF PT	SHIPROCK, NM Northern Navajo Medical Center	LCDR JOSEPH STRUNCE (505) 368-7118 JOSEPH.STRUNCE@IHS.GOV
STAFF PT	LAWTON, OK Lawton Indian	CAPT BECKY SELLERS (580) 353-0350 #233

	Medical Center	Becky.Sellers@ihs.gov
STAFF PT	TAHLEQUAH, OK W.W. Hastings Indian Hospital	LCDR CINDY CARTER (918) 458-3260 CINDY.CARTER@MAIL.IHS.GOV
STAFF PT	CRANDON, WI Forest County Potawatomi Health and Wellness Center	CHRIS SKAGGS (715) 478-4340 CHRISS@FPCPOTAWATOMI.COM
BOP	Duty Location	POC
CHIEF PT (05)	Tucson, AZ FCC Tucson	Christopher Lamb (520) 574-7109 clamb@bop.gov or CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
CHIEF PT (05)	Terminal Island, CA FCI Terminal Island	CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
CHIEF PT (05)	Terra Haute, IN FCC	CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
PT CLINICAL SPECIALIST (0-5)	Ft Worth, TX FMC Carlswell	CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
Multi-Agency	Duty Location	POC
HHS - OS	Washington, DC Secretary's Command Center Staff Coordinator	LT JASON JURKOWSKI (202) 619-7800 Vacancy Announcement Number: DCP-0127-001
HHS-OPHS	Washington, DC Executive Assistant to the Assistant Secretary for Health (ASH)	<p>A letter of intent that specifies the title of the position for which the application is being made and curriculum vitae (c.v.) are to be submitted. Listings of presentations, speeches, and publications should be submitted as attachments to the c.v. in that order. The letter of intent must include all information necessary to contact the applicant's current supervisor as well as the applicant. The c.v. should also contain three references to whom the applicant is well known.</p> <p>Application may be made via submission of hard-copy materials or electronically. If submitted electronically, the cover email will be an acceptable substitute for the letter of intent. It is preferred that attachments to emails (i.e., c.v.'s, listing of publications, etc.) be in PDF format, however, attachments that are in Word Perfect or Word format will be accepted.</p> <p>Hard copy materials are to be sent to: RADM Arthur J. Lawrence Deputy Assistant Secretary for Health Operations Office of Public Health and Science</p>

		Room 716 G, Hubert H. Humphrey Building 200 Independence Avenue, S.W. Washington, DC 20201
HHS-OPHS	Washington, DC Flag Aide to the Assistant Secretary for Health (ASH)	<p>A letter of intent that specifies the title of the position for which the application is being made and curriculum vitae (c.v.) are to be submitted. Listings of presentations, speeches, and publications should be submitted as attachments to the c.v. in that order. The letter of intent must include all information necessary to contact the applicant's current supervisor as well as the applicant. The c.v. should also contain three references to whom the applicant is well known.</p> <p>Application may be made via submission of hard-copy materials or electronically. If submitted electronically, the cover email will be an acceptable substitute for the letter of intent. It is preferred that attachments to emails (i.e., c.v.'s, listing of publications, etc.) be in PDF format, however, attachments that are in Word Perfect or Word format will be accepted.</p> <p>Hard copy materials are to be sent to: RADM Arthur J. Lawrence Deputy Assistant Secretary for Health Operations Office of Public Health and Science Room 716 G, Hubert H. Humphrey Building 200 Independence Avenue, S.W. Washington, DC 20201</p>
HHS-OPHS	Washington, DC Liaison Officer to the Assistant Secretary for Administration and Management	<p>A letter of intent that specifies the title of the position for which the application is being made and curriculum vitae (c.v.) are to be submitted. Listings of presentations, speeches, and publications should be submitted as attachments to the c.v. in that order. The letter of intent must include all information necessary to contact the applicant's current supervisor as well as the applicant. The c.v. should also contain three references to whom the applicant is well known.</p> <p>Application may be made via submission of hard-copy materials or electronically. If submitted electronically, the cover email will be an acceptable substitute for the letter of intent. It is preferred that attachments to emails (i.e., c.v.'s, listing of publications, etc.) be in PDF format, however, attachments that are in Word Perfect or Word format will be accepted.</p> <p>Hard copy materials are to be sent to: RADM Arthur J. Lawrence Deputy Assistant Secretary for Health Operations Office of Public Health and Science Room 716 G, Hubert H. Humphrey Building 200 Independence Avenue, S.W. Washington, DC 20201</p>
HHS-OPHS	Washington, DC Regional Health Administrator Positions	For more information: www.hhs.gov/about/regionmap.html
CDC (0-4)	CDC Quarantine Station Quarantine Public Health Advisor	Announcement due to be posted very soon. Job Series: 0685. http://www.usajobs.opm.gov/
PHS OCCO		POC
PHS Details and		PHS Detail Project Officer, DCCA, OCCO

Special Assignments		(240) 453-6006 <hr/> <i>* For possible assignments listed below, contact the PHS Detail Project Officer as well as the POC listed for the job announcement.</i>
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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

PT- 0633 OT – 0631 SLP – 0665 Aud - 0665

Recruitment Subcommittee

Chair: LT Alicia Souvignier

Members:

- Nothing to report.

Strategic Growth Subcommittee

Chair: CDR Gary Shelton

Members:

- Working on a staffing formula for therapists in IHS with the aim to reflect appropriate number of staff to population ratios.

Retention Subcommittee

Chair: Vacant

Members: LCDR Mark Melanson

LT Doug Fiorentino

- Retention Subcommittee is seeking a TPAC member to fill the subcommittee Chair position. Please send your interests to LCDR Boles, Strategic Planning and Development Committee Chair.

- Subcommittee creating new retention survey.

COSTEP Subcommittee

Chair: LCDR William Pearce

Members:

- Nothing to report.

Long Term Training Subcommittee

Chair: LT Ayanna Hill

Members: LT Teshara Bouie

- Nothing to report.

IHS Scholarship Subcommittee

Chair: LT Toni Donahoo

Members:

- Continuing dialogue with 2005 PT graduates and upcoming 2006 PT graduates regarding job placement. In total, there are nine IHS Scholarship Recipients needing job placement.

- Currently reviewing IHS scholarship applications, but no word on how many will be funded yet.

Appointment Standards Subcommittee

Chair: CDR Jessie Whitehurst-Lief

Members: CDR Rita Shapiro

CDR Mercedes Benitez-McCrary

CDR Frank Weaver

LTJG Teshara Bouie

- Nothing new to report.

ATTACHMENT D: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

DATE: June 23, 2006

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
23 June 2006 Meeting

Education Subcommittee:

Chair: LCDR Tarri Randall

Members: LCDR Jeff Richardson, LCDR Jon Schultz, LT Brian Elza, LT Felipe Zamarron, LT Jessica Fedra, LCDR Jeff Lawrence, LTJG Carlos Estevez, LT Dean Trombley, LCDR Henry McMillan

- Responses have been gathered from the survey that was sent out in March and are now being analyzed.
- Education postings continue on the TPAC website.
- The committee will meet on Thurs, June 15, 2006 to finish up the survey tasks and to develop a means to track and post category research on the TPAC web page. This was tasked to the committee by CDR Gaustad.

Mentoring Subcommittee

Chair: CDR Michaele Smith

Members: CAPT Rebecca Parks, LCDR Schultz

- Nine Letters of Appreciation were recently mailed to mentors/mentees who participated in the program of one year duration.
- When signing up for the program, officers are welcome to select a mentee or a mentor if you've already been in the process of mentoring an officer.
- Letters of Appreciation will be sent after the pair has had interaction in the program for a year.
- Mentees are then encouraged to become mentors through the same selection process.
- HHS Career Mentoring Program for their online registration June 8 – July 6 2006. I would encourage officers to participate if they are able, however, keep in mind **these two programs are separate**. Officers are to contact program coordinators with questions at the HHS University website: <http://learning.hhs.gov> . Attached is the HHS flier for on-line registration. All activities for both programs must be approved by your supervisor.

Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gaustad, CDR Lois Goode

- No Report

Promotion Preparation Committee

Chair: CDR Michele Jordan

Members: CDR Nancy Balash, CDR Ron West, CDR Kathleen Manrique, CDR Jesse Whitehurst –Lief

- Consolidation of Benchmarks Proposal reviewed as presented by the PAC Chair Work Group- awaiting further information back.

Retirement Recognition Subcommittee

Chair: LCDR Julia Woodard

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

- This committee met last on June 8, 2006. It was reported that there were no 2006 retirees present at the COA Conference however an informal recognition of retirees, CDR Linda Simpson and CAPT. Louis Iannuzzi was rendered @ Category day. Letters of appreciation and certificates were available for viewing.
- This committee has set a protocol for the conferences to follow:
 1. The TPAC Chair will solicit notification from a prospective retiree via a letter
 2. There will be a cut off date for retirees to announce retirement intentions by Feb. 1st, to allow enough time, preparation and planning for the upcoming conferences
 3. The retiree will send in a CV to be turned into Bios by the 15th of Feb.
- The term was coined “Recognition Ceremony” because of limitations in time on Category Day we will not have a formal retirement ceremony.
- It was agreed upon that there will no longer be presentations of letters from government officials in order to standardize the procedures for all retiring Officers, those who may or may not attend the COA conference. For all Officers in our category that meet the above-mentioned deadline’s Recognition will consist of presentation of.
 - a) PHS flag
 - b) Letter and certificate from the TPAC
 - c) Bios along with photos, if provided will be placed on display during the conference along with the US and PHS flag in shadow boxes.
- The committee members also decided to take on the task of inviting former retirees to attend the COA conference and suggested that a spot for retirees to be added to our category day program

Career Development Committee- OCCO

CDR Kathleen O’Neill-Manrique, CDR Michelle Jordan- Alternate

- The week of June 12th a workgroup of the CPO Board was formed and began meetings to develop implementation plans/strategies to carry out the Career Development aspects of the Commissioned Corps Transformation. CDR James Schaeffer participated in the initial meeting and was pleased to be able to share with the workgroup some of the great work the Career Development Committee has been doing - much of which is very much in line with the principles of the Transformation. CDR James Schaeffer discussed the Training Opportunities Summary and the two position papers which were drafted and explained that our Reps would be bringing these documents soon to their PAC meetings.

- The CPO Board asked to have the documents at that time and these were shared with the board. This may afford "fast track" attention to these issues.

- **Career Development Committee Work Group Product**

- .Training Opportunities for USPHS Commissioned Officers

2 Position Paper:

- Need for IT Infrastructure and Staff Resources to Support Web-based Commissioned Officer Career Development Information
- Advanced Training Requirements of the USPHS Commissioned Corps and Lack of Current Training Support/Opportunity

This concludes the Professional Development Committee Report for the June 23, 2006 meeting