

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
FRIDAY, FEBRUARY 18, 1994**

Place: Conference Room I
Parklawn Building, Rockville, MD
Date: February 18, 1994
Time: 0900 to 1500 hours

PRESENT: CDR David Nestor (PT/Chair/BOP)
CDR Charlie McGarvey (PT/TPAC/NIH Secretary)
CDR Elaine Corrigan (SP/HRSA)
LCDR Karen Siegel (PT/NIH)
CAPT Willis A. Trawick (PT/SAMHSA) Field Rep
Sandra Adams (PT/Civil Service)
CAPT William Fromherz (DCP Rep)
LCDR Sherry Phillips (OT/FDA)
LT Jim Standish (PT/CG)

CALL TO ORDER: Meeting opened by CDR Nestor at 0900 hours.

AGENDA: Agenda of February 18, 1994 was adopted. (Attachment A).

TPAC MINUTES: Past minutes were approved with minor corrections.

OPEN FORUM:

1. **Issue:** Welcome New TPAC Members.
Actions: CDR Nestor welcomed (2) new TPAC members:
LCDR Sherry Phillips, (OT, FDA) and LT. James Standish. (PT, Coast Guard).

2. **Issue:** Status of CPO Vacancy.
Conclusion: CDR Nestor reported that as of the date of this meeting - no formal selection has been made by the Surgeon General for our CPO. Notification will most likely be published as a separate notice contained in these minutes when they are mailed to TPAC membership.

Special Notices and Action Items: (See Attachment (B)).

3. **Follow-Up on Comments Re: Quad Service Credentials Form:** (Attachment C)
Action: CDR McGarvey requested any and all input regarding the physical therapy credentialing form as published in the last TPAC minutes (October 29, 1993 - Attachment I). - Following a general discussion of the form, it's operational definitions, application and

intent - it was the consensus of the group that this issue required further time for appropriate review and comment.

Conclusion:

Action Item: Each TPAC member would review the document again and provide CDR McGarvey with their comments prior to the next scheduled Quad service meeting on March 8, 1994.

Action Item: This issue would be listed as an agenda item for the next TPAC meeting to be held on April 7, 1994 at the COA meeting in Baltimore.

4.) Staffing Trends and Issues:

Action: As per the request of CDR. Nestor, CDR. McGarvey presented an updated database on all therapist in the commissioned corps by rank, discipline state and agency. Also presented were predicted retirement scenarios for the category between the years 1994-2005. (See Attachment D). A discussion regarding current and future strength of the category took place with emphasis on need for strong recruitment and retention of commissioned officers across all agencies.

5.) Final Report of Recruitment Issues Workgroup:

Action: Attachment E. is the second draft of the final report of the Recruitment Issues Workgroup. A third and final draft is being produced and will be presented personally by Assistant Surgeon General and Chairperson Richard Bertin, Ph.D. to the Deputy Surgeon General Audrey Manley in March 1994.

6.) DCP Report and Update:

Action: CAPT Bill Fromherz reported on three areas:
a.) Installation of a new telephone system in DCP. (Attachment F).
b.) Reminder to all officers that it is imperative to have name, date and serial numbers on all materials submitted by officers to DCP for inclusion into their official Personnel Folder (OPF).
c.) Transfers of officers 06 and above are being reviewed by individual agencies as to whether to allow transfers of 06 officers between agencies. Officers are advised to contact their own agency representatives for details regarding the (06) ceiling for each agency.

7.) COA Annual Conference Update: April 5-8, 1994
Baltimore, Maryland
Omni Inner Harbor Hotel

Action: CDR Nestor reported that there will be a professional specialty luncheon on Thursday, April 7th. All therapist officers are

encouraged to attend. Fee is \$23.00 per person - payable with registration to the COA meeting. Also, the next TPAC meeting will be held immediately following the luncheon, for the remainder of the afternoon. Again, all attending officers are encouraged to attend. Details regarding times and location of these functions are to be published in these minutes.

8.) Specialist Billet Issue:

Action: CDR Nestor reported that he has received a verbal request form DCP to review and advise DCP on the "appropriateness" of the placement of a therapist in a clinical specialist billet (06). CDR reviewed the history of the standard clinical billet process and opened discussion on the issue.

Conclusion: It was the consensus of the group that CDR Nestor should make contact with the DCP representative to request a formal, written requisition for action on this item. Once received the TPAC will act on this issue as an agenda item - if no request is received the item will be tabled.

Additional action items related to this issue as follow:

- a.) CDR Corrigan is to review past TPAC minutes related to the approved process and procedures related to the implementation of clinical specialist billets (standard) and report on this at the next TPAC meeting.
- b.) The TPAC will review the general guidelines and criteria previously established and determine the need for any future revisions if necessary.

9.) Quad Service Advisory Report: (Attachment G)

CDR McGarvey submitted a recent copy of the minutes from the last Quad service meeting - these meetings continue on a quarterly basis with CDR McGarvey representing the CPO/TPAC chair of the USPHS.

10.) World Confederation of Physical Therapy (June 25-30, 1995) in Washington

D.C.:

Action: See Attachment (H).
A question was raised as to whether uniforms should be worn. CDR Nestor reported that Yes, officers should wear their uniform (summer dress blue if):

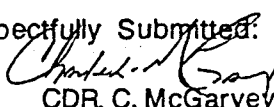
- a.) The officer was a participant in the WCPT (ie; presenter).
- b.) If other uniformed services wear uniforms.

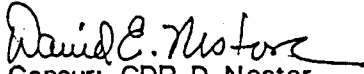
11.) Agency Reports: (See Appropriate Attachments).

- 12.) Agenda for April 7th, 1994 TPAC Meeting: (See Attachment (I)).
- 13.) New and Updated TPAC Membership Roster: (See Attachment (J)).

Please submit agenda items no later than April 3, 1994 to:

CDR David Nestor, Chair TPAC
 Physical Therapy Department
 FMC Rochester
 P.O. Box 4600
 Rochester, MN 55903-4600
 507-287-0674 Ext 1-35484 *all*
 507-282-3741 (FAX)

Respectfully Submitted:

 CDR. C. McGarvey
 Secretary, TPAC


 Concur: CDR. D. Nestor
 Chairperson, TPAC

Reviewed:

CPO, Therapist Category