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**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
November 18, 1994**

Place: Conference Room 605 (IHS-video conference)
Parklawn Building, Rockville, MD
Date: November 18, 1994
Time: 0900 to 1400 hours

Present: CAPT Judith Bell-Krotoski (OT/CHAIR/HRSA)
CDR Charlie McGarvey (PT/Secretary/NIH)
CAPT William Fromherz (DCP Rep)
CAPT Willis A. Trawick (PT/SAMSA)
LCDR Karen Siegel (PT-Biomechanics/NIH)
CDR Dominic Arentino (OT/IHS)
CDR Becky Parks (OT/NIH)
LCDR Georgia Johnson (OT/SAMSA)
LT Jim Standish (PT/CG)
Sandra Adams (PT/Civil Service)

Video Satellite Site: (Albuquerque, N.M.)

CAPT Jim Jones (PT/IHS)
LCDR Martha Duganne (PT/IHS)
CDR Albert Esparsen (OT/PHS)
CAPT Charlotte Richards (PT/IHS)
LCDR Becky Sellers (PT/IHS)

Guest:

ADM Richard Church

Absent: CAPT Michael Huylebroeck (PT/CPO/IHS)
LCDR Sherry Phillips (OT/FDA)
LT Mark Melanson (OT/SAMSA)
CDR Elaine Corrigan (SP/SAMSA)

I.)

Call to Order: Meeting was opened by CAPT Bell-Krotoski at 0900 hours.

II.)

Agenda: Agenda of November 18, 1994 adopted. (Attachment A)

III.)

TPAC Minutes: Following a short discussion, the past minutes were approved as written.

IV.)

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Open Forum:

A. Welcome

Was extended to the therapists from IHS attending the meeting via video conferencing from Albuquerque, New Mexico. This was the first such videoconference ever established by the TPAC as an effort to establish an improvement in the networking and communication with therapists who are unable to attend these meetings due to their geographic location in the field. special Thanks was extended to Adm. Church, IHS and those therapists involved and Capt. Mike Huylebroeck for making the videoconferencing possible.

A warm welcome was also extended to new TPAC members and field representatives.

B. Action item review

ANNOUNCEMENTS

The November CPO/PAC Chair meeting was rescheduled to December 18, 1994. CAPT Krotoski reported on issues being considered. (see TPAC Chair report below)

C. Request for reports from the field

Field Representatives are asked to submit their field reports to CAPT Bell-Krotoski within two weeks of this meeting,

V.)

New Business

A. Response to OSG Requests (TPAC Chair Report)

1.) Issue: The OSG is interested in the advice of the TPAC as to whether to change the length of the limited tour of duty prior to the establishment of licensure for 1 year to that of a shorter period of time. Following a general discussion a vote was taken of the membership. **There was unanimous agreement to recommend retaining the 1 year limited tour of duty.**

2.) Issue: There is a suggestion from the OSG that additional efforts be made to convey the comments and input of the field to the TPAC and OSG. The TPAC reviewed current efforts (ie: TPAC minutes, Field Representative Reports and Video Conferencing) and agreed to make an attempt to improve the timeliness of the distribution of the TPAC minutes, and continue current efforts toward an expansion of the video conferencing concept and computer networking via e-mail and internet access when appropriate. **Therapists in the field are strongly encouraged to write, fax or telephone TPAC officers with their concerns and comments in order for the information to be conveyed to**

the TPAC and OSG. Telephone numbers and fax numbers are available through the TPAC minutes. LCDR Sellers is also in the process of consolidating both commissioned officers and civilian service therapists into one membership database in order to facilitate improved communication among all therapists.

3.) Issue: Future Promotion Restrictions and Considerations. A rumor has been circulating that there will be no promotions in the next Spring promotion cycle. A general discussion of the precepts, weighting of the precepts and difficulty of therapists in the field to achieve recognition related to the precepts occurred. **All therapists were encouraged to become involved in making contributions to the TPAC, their respective disciplines and the PHS.** (More details re: this issue can be found in the DCP Rep/Staffing Officer Report).

4.) Issue: Consideration in the revision of the TPAC Charter. An issue identifying the need to clearly define the TPAC committee structure, field rep. term of office subcommittee structure authority and voting rights was discussed. **There was agreement that the Charter should be reviewed for possible revision and that it would be an agenda item for the next TPAC Meeting.** Anyone interested in participating in this project should contact the TPAC Chair.

B. Changes in Field Rep Positions

The TPAC Chair announced that CDR Dave Nestor has been appointed to serve as the Phoenix Area Field Rep for IHS.

C.) Considerations Regarding Promotions

Another discussion re: the considerations for future promotion of officers occurred which centered around whether the weighting of the promotion precepts was fair to therapists serving across different agencies which had different missions and resources available to them. Specific issues presented by various therapists concluded in the following assumption: While many therapists regularly perform their duties at a very high level in clinical environments which are often isolated and understaffed, they tend not to receive their promotions in a timely manner and these therapists question the appropriateness of the weighting of the current precepts which do not appear to take into account the availability of time, geographic location, agency mission and other resources which are necessary for the therapist to accomplish all of the precepts.

The TPAC Chair acknowledged these concerns and encouraged all therapists, individually or as a group to **write down their specific concerns** and draft the correspondence to the TPAC Chair so that the TPAC could take this information under advisement and forward these concerns to the OSG. **Therapists were also again strongly encouraged to review their own personnel history of contributions and more specifically highlight the scope and impact of those contributions, made to the TPAC, their**

Agency and the PHS in general, as these are factors that appear to place individual officers in more favorable positions for possible promotion. CDR McGarvey volunteered to submit a checklist document that he had made up for his staff which may be of benefit to officers to review their performance history as it relates to the precepts. He would first submit the document to the TPAC Chair, CPO and Staffing Officer for their review and approval prior to the publication in the minutes.

D.) Position Paper - Therapists and Health Care Delivery.

A short discussion was held on the need to develop a proactive position paper on the types and importance of services provided by therapists in the category and how those various services may support the newer visions and directions of the PHS leadership. **The TPAC Chair has agreed to begin drafting this document and will be relying on the cooperation of all therapists to provide information to her that they may feel would be helpful.**

E.) Medical readiness. Capt. Trawick reported that he had received information from P.T. and O.T. regarding types of services that could be provided by therapists during a medical readiness activity but to date has not received anything from **Speech or Audiology.** He would like to receive a submission from these groups before he proceeds with formulating his final report to the medical readiness group and the OSG. The TPAC Chair indicated that she will attempt to contact representatives from those professional disciplines regarding their possible input.

F.) Uniform Military Task Force. Lt. Standish provided the TPAC with a folder containing a compilation of various regulations, booklets and articles on the proper wearing of the PHS uniform, and appropriate courtesies. The TPAC reviewed this document and discussed the possibility of mailing it to all therapists in a special mailing at a future date. **A further review is planned with the idea of consolidation of all of these articles into a more comprehensive document that can be easily referenced and used by all officers.**

G.) Membership Task Force. Lt. Sellers reported that she had received the membership list for both commissioned officers and civil service therapist in PHS. **A suggestion was made that she consider developing a database to combine both of these personnel systems into one document that could be easily updated by future TPAC officers.** She agreed to make this effort and would benefit by any other officers with a background in database development and processing.

H.) Multiservice Joint Training Assignment Cdr. McGarvey reported that as a result of negotiations between the Capt. Huylebroeck, CPO/PHS and the Department of the Army, **a preliminary agreement has been established between the**

Army and the PHS to support one and possibly two training slots for P.T.'s in the Army Baylor Physical Therapy Program in San Antonio Texas. Final confirmation of the initiative is pending following agreement between each service's Surgeon General. PHS participation in this program would be supported by the Senior COSTEP program and is currently being facilitated by the Bureau of Prisons due to their staffing needs. Attempt is being made to sponsor at least one individual for the class beginning in the Fall of 1995.

VI.) Reports

ChairPerson: See attached report.

Chief Professional Officer: See attached report.

DCP Rep/Therapist Staffing Officer:

Announcements- All therapists should refer to the **Commission Corps Bulletin of October 1994, p.5,** for a detailed description related to precepts and their weighting.

All promotion eligible therapists need to be aware that they should be **reviewing their personnel files by mid November of each year before the deadline for all materials to be submitted to the OPF by end of December.**

Billets appropriate billets are not a precept but will most likely be reviewed by promotion boards in their selection of promotion eligible officers.

In consideration of the **mandated 4% reduction** in personnel by Sept.1995 DCP is unsure of whether we will meet that goal by simple attrition. This will probably not be know until June 25, 1995 or the release of next year's promotion. There has been discussion of "other" avenues of reduction including review of retirement eligible officers, poor performers, and inappropriate billet assignment.

The rumor that there will not be any promotions next year is **unfounded**, and that while reduced, promotions will still be exercised.

A number of other issues were raised by officers re: **the appropriate weighting of the mobility precept vs. the performance precept** for those officers in remote sites in IHS. Also raised was the issue of officers being rated on their COERS by Non- Commissioned Officer supervisors who are unfamiliar with the importance of the performance precept. Other concerns raised with Capt.. Fromherz involved how therapist officers can effectively contribute more to the category or PHS when in fact they are the sole provider for health care services in a remote site. **Again the recommendation was made that these concerns are best addressed when they are in the form of a**

memorandum requesting review by either the TPAC or OSG. Also recommended was that each officer review their current billet and position as it relates to higher levels of responsibility within the PHS.

Future Recruitment Issues: The current contact between the Recruitment branch and THE CIRCLE GROUP will **expire** at the end of 1994. The OSG has reviewed the recommendation of the past task force on recruitment issues but has yet to make a decision of whether they are intending to establish a new branch for recruitment with the OSG. Until such a decision is made, **officers are encouraged to communicate with their agency liaisons regarding the availability of application and processing of the applicants.**

On the issue of retention and the availability of learning about vacancies occurring within the different agencies on a timely basis...all officers and supervisors were reminded to **utilize the VAATS system to both advertise and identify vacant positions.** Capt Fromherz pointed out that currently only one vacancy was being advertised on the VAATS (P.T. Chief, BOP, Rochester Minn.).

An additional recommendation was to revitalize the recruitment committee to include the term retention and to appoint a new chair as the previous chairperson has resigned. The TPAC proceeded in a majority vote to **change the existing recruitment committee name to that of the Recruitment and Retention Committee.** Four TPAC members agreed to serve on this committee; LCDR Siegel (as chair), Cdr. Arentino, Cdr. Miller and Cdr. Parks.

Other Committee Reports (See Attached)

Field Representatives Reports (See Attached)

A discussion of the term of the field reps was accomplished followed by a unanimous vote for a 2 year term.

Other Items of Discussion

The potential impact of **Senate Bill S.20679** (introduced by Senator McCain) as described by William Lucca in the COA bulletin was raised but no new information is available on this bill and it's impact on IHS officers.

There was a general consensus of agreement that the video-conferencing concept was a **positive** method of communicating and discussing issues with therapists across the country and that this form of conferencing should be employed whenever possible.

There was general interest and agreement that a formal process needs to be established to **recognize retiring officers.** The TPAC Chair was encouraged to raise this issue as a topic for discussion at the next CPO/TPAC meeting.

The next TPAC meeting will be scheduled by the TPAC Chair for sometime between the 3rd and 4th week of February 1995. She will

Prepare and distribute an agenda for that meeting at a later date.

Future Action Items:

Future Agenda Items:

Respectfully Submitted,

CDR. Charles L. McGarvey,
Secretary, TPAC

Date

Concur:

Judy Bell-Krotoski
Capt. Judy Bell-Krotoski,
Chairperson, TPAC

2/1/95
Date

Reviewed:

Michael R. Hynkelweck
Capt. Michael R. Hynkelweck,
Chief Professional Officer, Therapist Category

2/1/95
Date

Attachments