

Therapist Professional Advisory Committee Meeting Minutes

Date: June 9, 1997

Time: 1730 to 2000 hours MST

Location: 32nd Annual COA Meeting
Sheraton El Conquistador
Tucson, AZ

Attendees:

CDR Becky Sellers (Chair)
LCDR Karen Lohmann Siegel (Secretary)
CAPT Michael Huylebroeck (CPO)
CAPT Judith Bell (member)
CAPT Charles McGarvey (member)
CAPT Charlotte Richards (member)
CAPT Willis A. Trawick (member)
CDR Dominick Aretino (member)
CDR David Bruggemann (member)
CDR Michael Flyzik (member)
CAPT Jim Jones (field rep)
CAPT Marie Schroeder (field rep)
CDR John Hurley (field rep)
CDR Georgia Johnson (field rep)
CDR Rebecca Parks (field rep)
LT Bart Drinkard (field rep)
LCDR Jeffrey Fultz (education task force)
CAPT Keith Varvel (guest)
CDR Terry Cavanaugh (guest)
CDR Mark Dardis (guest)
CDR Susanne Pickering (guest)
CDR Selden Wasson (guest)
Ms. Gloria Hershman (guest)

Absentee TPAC members:

CDR David Nestor (represented by proxy)
LCDR Ivana Williams (represented by proxy)
LT Richard Shumway
Ms. Beth Solomon (represented by proxy)

I. Call to Order

The meeting was called to order by the Chair at 1730 MST.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. Additional item of new business included award presentations and normal volunteer study recruitment.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the February 28, 1997 meeting were accepted as published.

IV. Open Forum

A. Introduction of Guests

See list of attendees on Page 1.

B. Action Item Review

Item: Any therapist who would like a copy of the video Military Customs and Courtesies should send a blank tape to CAPT Bell and she will arrange to make you a copy.

CAPT Bell reported that the donor copy of the video has been received and she will distribute the video to those who have requested copies. LCDR Siegel reminded officers that LCDR Standish also compiled some printed material to support the video. The support material was published as Attachment I to the December 1, 1995 TPAC minutes. Those officers who do not have a copy of this material may request one from LCDR Siegel.

Item: Therapists who received a copy of the facility survey are strongly encouraged to complete the survey and return it as soon as possible to LT Drinkard.

LT Drinkard reported that all except 5 of the facility surveys have been received. He will contact the remaining facilities to encourage their response. LT Drinkard thanked all those who have responded thus far. Results should be available at the next TPAC meeting and will be published on the category web page. The address is:

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

Item: Any therapist in IHS who has information on therapist vacancies is requested to forward the information to CDR Hurley.

CDR Hurley reported that he has developed a data base of IHS vacancies for PT, PTA, OT, SLP, and AUD positions and a listing of therapists potentially interested in filling those vacancies. This listing is available to interested therapists by contacting CDR Hurley and he will fax it to you. There was an interest in expanding this data base to include other agencies as well if a volunteer could be identified to coordinate this activity.

ACTION ITEM: All TPAC members should consider volunteering to coordinate a vacancy tracking and potential applicant data base for the agencies other than IHS. If no volunteer comes forward, CDR Sellers will individually request a TPAC member to coordinate this activity. CDR Sellers will contact CDR Nestor to learn of similar activities that may be underway in BOP.

B. Action Item Review (*continued*)

Item: LCDR Siegel will forward the list of completed therapist applications on file in DCP to CDR Hurley for his recruitment efforts.

Completed.

Item: CAPT Biedenkapp will provide CAPT Jones with contacts in DCP who coordinate retirement and award activities.

CAPT Jones reported that CAPT Biedenkapp has not identified any contacts in DCP who can inform the category when officers are preparing to retire, but CAPT Jones will try to follow-up with the new category staffing officer. CAPT Jones also reported that the Surgeon General's Medallion is not appropriate as a retirement award. Recipients must be selected by OSG to receive this award. The type of retirement award needs to be determined on an individual basis.

Item: CDR Sellers will contact CAPT Huylebroeck to identify a mechanism by which the TPAC or CPO can be informed when awards are presented and receive a copy of the award.

No mechanism has been identified.

ACTION ITEM: CDR Sellers will contact the new therapist staffing officer to identify a mechanism by which the TPAC or CPO can be informed when awards are presented to therapist officers.

Item: LCDR Siegel will forward the list of active duty therapists to CDR LaBranche so it can be compared against the category roster he has developed.

LCDR Siegel provided this information to CDR LaBranche. CDR Aretino reported that he has a copy of the updated roster and will provide it to any interested individuals that contact him.

Item: LCDR Siegel will call CDR Nestor to discuss how future updates to the policy and procedure manual will be made.

LCDR Siegel discussed this issue with CDR Nestor, but no decision was made.

ACTION ITEM: LCDR Siegel will follow-up with CDR Nestor to finalize this issue.

C. Request for Reports from the Field

CDR Sellers reminded field representatives of the importance of receiving their reports in a timely fashion so that she can use the information to develop her quarterly report for the Surgeon General. Reports received before the minutes were distributed are included as attachments to Section VI.

V. New Business

A. Election of Officers

No additional TPAC members expressed an interest in serving as officers. A motion was made to accept the current officers for an additional year by acclimation and the motion was passed unanimously.

B. Promotion Precepts/Agency Recommendation

A position paper on the agency recommendation promotion precept is under development by CAPTs Bell and McGarvey. Three problem issues and associated recommendations identified in the current draft were reviewed and discussed at the meeting. Suggestions were made to retain the issues individually, but combine all the recommendations in priority order to include a suggestion to completely eliminate the precept followed by changing the mechanism by which it is implemented. The following action items were unanimously approved by the TPAC.

ACTION ITEM: CAPT Bell will complete the position statement on the agency recommendation promotion precept and circulate it to the TPAC for final comment. Once approved, CDR Sellers will submit the paper to the Office of the Surgeon General and send a copy to the CPO.

C. Bicentennial Calendar/Activities

CDR Sellers reported that she has submitted a picture from the recent foot course held in Phoenix to be included in the 1998 PHS Bicentennial calendar. Other information about bicentennial activities is included in **Attachment B**.

D. Awards

CDR Sellers presented the William Fromherz Award and accompanying plaque to CAPT Jim Jones. CDR Sellers also read the award nomination to the TPAC. All in attendance congratulated CAPT Jones, the first recipient of the new award. CAPT McGarvey suggested that the TPAC send a copy of the nomination to Kathy Fromherz and information on the award with a picture to PT: Magazine of Physical Therapy.

CDR Sellers presented a PHS Citation to CAPT McGarvey in recognition of his work as TPAC Chair. CDR Sellers also thanked outgoing TPAC member CAPT Bell for her work on the PAC and for her tenure as PAC Chair.

E. Normal Volunteer Study Recruitment

CAPT McGarvey reported that NIH would like to recruit Native Americans to serve as normal controls for research studies conducted at NIH (**Attachment C**). NIH would like as diverse a representation as possible in their healthy controls to improve generalizability of their research results. Participants in this program receive free travel, free room and board at the NIH Clinical Center, and a stipend for their participation in studies lasting 1-3 months. Participants also have the opportunity to volunteer in research labs or clinical departments at NIH when they are not directly participating in research studies. This can be a valuable experience for individuals planning future careers in science or medicine.

ACTION ITEM: If anyone knows of any Native Americans who may be interested in

participating in the normal volunteer program at NIH or has any questions about the program, they are encouraged to read **Attachment C** and contact Joan Mallin, director of the clinical research volunteer program at 301-496-4763.

VI. Reports

Chairperson

CDR Sellers reviewed the action plan for the TPAC from the last year. The Fromherz award was developed and awarded. Category participation in the COA meeting was a success. Up to 25% of the category has participated in TPAC activities through the use of video teleconference. TPAC Minutes have been reduced in length. The yearly report of these and other category activities is under development. The Chair report is included in **Attachment D**.

Chief Professional Officer

CAPT Huylebroeck and CDR Nestor will be attending the graduation of ENS Corey Dahl from the Army-Baylor PT program on June 27. CAPT Huylebroeck thanked CDR Sellers, Chair and LCDR Siegel, Secretary for their contributions to TPAC in the past year.

CPO/PAC Chair Meeting Summary

CDR Sellers reported that effective July 1, the acting Surgeon General, Dr. Audrey Manley will retire from the PHS Commissioned Corps. The May CPO/PAC Chair meeting was canceled, and the next meeting is scheduled for June.

DCP Rep/Therapist Staffing Officer

As of May 1, 1997, the therapist category has a new staffing officer, LCDR Doris Ravenell-Brown. She may be reached at 301-594-3482 or email at

dravenell-brown@psc.dhhs.gov

LCDR Ravenell-Brown was unable to attend the TPAC meeting, but did introduce herself at the category luncheon and provided **Attachment E** to update the category on DCP activities.

Recruitment and Retention Committee/Therapist Category Archives

CDR Aretino reported that CAPT Richards, CDR Bruggemann, CDR Pickering, and LT Drinkard are working with him on updating the therapist archives. He will be contacting other therapists in the category for information to assist completing this project and plans to update the TPAC on the groups activities at the next meeting.

COA Therapist Representative

CAPT Schroeder attended the COA House of Delegates meeting. A major issue for COA is membership retention and they are developing new ways to recruit and retain members. A web page is planned and should be on-line soon.

Awards Committee

CDR Sellers thanked CAPT Richards and CAPT Birke for their efforts in establishing and awarding the William Fromherz award this year. She encouraged officers to begin thinking about next year's nomination process and to submit nominations early next year.

Education Task Force

LCDR Fultz will be sending out another mailing soon, so no formal report will be distributed with these minutes. He expects to have updated information from the other uniformed services courses sometime in June. The Army is willing to open a slot in their P.T. ortho residency program for a PHS officer in 1999. LCDR Fultz also requested that the TPAC consider a future agenda item related to a strategy to maintain seats in the Army-Baylor program which are currently approved on a year-by-year basis. CAPT Huylebroeck recommended that the TPAC send a letter to the director of BOP, Dr. Moritsugu, thanking him for his support of the program and noting its positive impact on morale.

ACTION ITEM: The TPAC will draft a letter to Dr. Moritsugu thanking him for his support of physical therapy training positions in the Army-Baylor program.

P&P Task Force

Task force activities are complete. The only remaining issue is to identify a mechanism to update the manual as policies change.

Home Page Task Force

As previously reported, the updated facility survey currently underway will be posted on the home page once completed. Including recruitment information compiled by CDR Hurley is under consideration.

Medical Readiness

CAPT Trawick provided an update of CCRF activity in **Attachment F**. Three therapists of 214 registrants participated in the second annual training conference. To date, 4 officers in the therapist category are fully qualified, and a total of 24 have volunteered which is 25.3% of the category.

ACTION ITEM: Those therapists who are still interested in volunteering for the CCRF are advised to consult the February TPAC minutes for the application form. Questions about the program may be directed to CAPT Trawick at 202-373-7987 or 202-373-7888 or to the chair of the CCRF, Dr. Moritsugu at kmoritsugu@bop.gov

Inter-service Advisory committee

CAPT McGarvey attended the most recent meeting on 5/7/97. He provided an updated service advisor list in **Attachment G**. News from the meeting includes: the Navy has placed 12 therapists on carriers; the 3 year demo project with chiropractors is half way completed and a preliminary report is available; CPT codes for physical therapy are being adopted so second insurers can be charged for services. CAPT McGarvey also reported that LCDR Michaele Smith has coordinated development of a competency based orientation for physical therapists at NIH which is available to other interested therapists.

COA Meeting Task Force

CDR Sellers thanked all officers who participated in the development and implementation of the therapy activities associated with the COA meeting. Activities included a one-day instructional course in pediatrics, the chiefs' meeting, the TPAC meeting, 3 specialty sessions of 18 presentations, and a two-part mini-session.

Mentoring Program

CDR Pickering has a notebook of materials from the mentoring course recently held. Other members of the category CAPT Bob Mansell, CDR Mike Flyzik, and LCDR Michaele Smith should be getting their copies soon, and an extra copy will be provided to the TPAC Chair. Contact these officers if you are interested in more information about the program.

Recognition of Retired Officers

See comments above under action item review.

Field Representatives

CDR Sellers thanked the field representatives for their reports which are included in **Attachments H through M.**

VII. Adjourn

The meeting adjourned at 2000 MST. The next meeting will be held in September 26 at 1000 EDT or 800 MDT. Meeting announcements will be distributed to TPAC members.

Respectfully submitted:

LCDR Karen Lohmann Siegel
Secretary, TPAC

Date

Concur:

CDR Becky Sellers
Chair, TPAC

Date

Concur:

CAPT Michael Huylebroeck
Chief Professional Officer,
Therapist Category

Date

ACTION ITEM SUMMARY:

If **any therapist** knows of any Native Americans who may be interested in participating in the normal volunteer program at NIH or has any questions about the program, they are encouraged to read **Attachment C** and contact Joan Mallin, director of the clinical research volunteer program at 301-496-4763.

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LCDR Siegel will follow-up with CDR Nestor to finalize the issue of how future updates to the policy and procedure manual will be made.

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The **TPAC** will draft a letter to Dr. Moritsugu thanking him for his support of physical therapy training positions in the Army-Baylor program.