

Therapist Professional Advisory Committee Meeting Minutes

Date: February 27, 1998

Time: 0810 to 1130 MST

Location: Conference Room

IHS Headquarters West

5300 Homestead Rd. NE

Albuquerque, NM

Attendees:

In Albuquerque (on video conference call):

CDR Becky Sellers (Chair)

CAPT Charlotte Richards (member)

CDR John Hurley (member)

LCDR Jeffrey Fultz (member)

In Phoenix (via video conference with Albuquerque):

CAPT Michael Huylebroeck (CPO)

CDR Mark Dardis (guest)

LT Deborah Simoncek (guest)

LTjg Ron West (guest)

In Rockville (via video conference with Albuquerque and conference call to other sites):

CAPT Willis A. Trawick (member)

CAPT Charles McGarvey (member)

LCDR Karen Lohmann Siegel (secretary)

LCDR Ivana Williams (member)

Ms. Beth Solomon (member)

CAPT Keith Varvel (COA task force)

CDR Georgia Johnson (field rep)

CDR Susanne Pickering (mentoring rep)

LCDR Doris Ravenel-Brown (DCP rep)

LCDR Bart Drinkard (COA task force)

LCDR Cindy Melanson (guest)

LT Mark Melanson (guest)

LT Kellie Clelland (DCP rep)

via conference call:

CDR David Brueggemann from Anchorage, AK (member)

LT Grant Mead from Lexington, KY (guest)

Absentee TPAC members (proxies provided to TPAC Chair):

CDR David Nestor

LT Richard Shumway

I. Call to Order

The meeting was called to order by the Chair in Albuquerque at 0810.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the November 21, 1997 meeting were accepted as published.

IV. Open Forum

A. Introduction of Guests

LCDR Doris Ravenel-Brown and LT Kellie Clelland attended representing DCP.

B. Action Item Review

CDR Sellers reported that the charge statements for the Bicentennial and Jackson foundation task forces are being developed and will be forwarded to the task force chairs when completed.

LCDR Siegel requested feedback on the position statement on the agency recommendation promotion precept from CPO and PAC chairs via e-mail. CDR Sellers reported a limited response from other categories, so it is difficult to move forward on the issue at this time. She also reported that changes are being considered that will effect how the precept will be implemented in the future. CDR Sellers thanked CAPTs Bell and McGarvey for their work on developing the position statement.

CDR Sellers provided the CPO appointment criteria to CAPT Dean.

C. Request for Reports from the Field

Reports are included in the attachments.

V. Old Business

A. Certificates of Appreciation

Certificates of appreciation were completed and mailed so they could be included in officer OPFs before the December 31 promotion deadline.

ACTION ITEM: CDR Sellers will provide a list of recipients of the certificates of appreciation for inclusion in future TPAC minutes. CDR Sellers also will send certificates to the individuals who have assisted in the video teleconference process for TPAC meetings.

B. Henry M. Jackson Foundation

TPAC has requested that a special project fund be established. The project coordinator is CAPT Huylebroeck as CPO. Additional members of the liaison committee include CDR Sellers as TPAC Chair and LCDR Fultz as education committee chair. CDR Sellers thanked CAPT Nestor for his efforts on behalf of the category, and hoped he would continue to support the TPAC in this area after his term of membership on the TPAC expires.

ACTION ITEM: Therapist should provide CAPT Nestor with the name, address, and phone number of potential donors to the Jackson foundation fund and should not solicit contributions directly. CAPT Nestor may be reached at 606-255-6812 ext 362.

C. Reorganization of Recruitment/Retention Committee

CDR Aretino was unable to attend the TPAC meeting due to inclement weather, but did forward a report (**Attachment B**). Based on his recommendations, a motion was made, seconded, and unanimously passed that the task forces of the home page, archives,

recruitment, bicentennial, and mentoring activities all be consolidated under the recruitment subcommittee of the TPAC.

D. Mentoring Draft

CDR Pickering is coordinating mentoring activities for the TPAC. She has recently transferred to CDC in Atlanta and can be reached at 404-639-6331 (voice), 404-639-6207 (fax), or shp9@cdc.gov (e-mail). Agency specific contacts for mentoring include LCDR Michael Smith for NIH, CAPT Mansell for HRSA/BOP, and CDR Flyzik for IHS. A draft of the therapist category mentoring report is being developed. Issues to be addressed include identifying and training participants as well as funding for the activities.

ACTION ITEM: CDR Pickering will circulate the draft mentoring report to the TPAC and agency mentoring contacts for review and comment.

E. CPO selection

A board met to select the next CPO for the therapist category on Feb 25, and a selection was made, but had not yet been made public by the time of the TPAC meeting. Later it was announced that CAPT Charlotte Richards had been named the new CPO (**Attachment C**). Congratulations Charlotte!

VI. New Business

A. AMSUS Meeting

CAPT McGarvey reported that the next AMSUS meeting will be held Nov 8-13, 1998 in San Antonio, TX. PHS is the service responsible for hosting the meeting this year. CAPT Bob Falter will be coordinating PHS activities at the meeting and would like proposals for programming from PHS officers. CAPT Varvel is willing to coordinate a repeat of the ergonomics program at the AMSUS meeting and the TPAC unanimously approved this activity.

ACTION ITEM: CAPT Varvel will coordinate an ergonomics program to be offered at the 1998 AMSUS meeting.

B. TPAC Membership Election Results

CDR Sellers reported the results of the recent TPAC election. Members leaving the TPAC this year include CAPT McGarvey, CAPT Nestor, CDR Sellers, LCDR Siegel, and CDR Brueggemann, with only CDR Brueggemann eligible for reappointment to another term. The officers selected to serve three-year terms included, CDR Brueggemann, CDR LaBranche, CDR Parks, LCDR Michaelis-Goode, and LT Mead, and the first alternate was CDR Johnson. CDR Sellers is now obtaining agency approval for these new members and will then forward the nominees to the Surgeon General for approval. Election of new TPAC officers will be held at the June TPAC meeting to be held at the COA meeting. The TPAC year begins on July 1.

C. Reorganization of Field Representatives/Task Force

CDR Sellers noted that she would like to change the field reporting process. The reports she is requested to submit by the Office of the Surgeon General have changed, so not all information is necessary. Other PHS categories and IHS therapists are using a newsletter to distribute general information to the field. For these reasons, CDR Sellers requested and the TPAC agreed to explore the possibility of developing a therapist category newsletter. CDR Brueggemann will oversee this activity, and CAPT Richards, CDR Hurley, LCDR

Fultz, and LT Meade agreed to assist him.

ACTION ITEM: CDR Brueggemann will report back to the TPAC on the recommendations of the group exploring the possibility of establishing a therapist category newsletter.

VII. Reports

Chairperson

CDR Sellers commented on the upcoming changes within the TPAC and on the appointment of a new Surgeon General.

Chief Professional Officer

CAPT Huylebroeck reported that there was one month remaining in his tenure as CPO. He described the last four years as interesting and challenging and thanked both his deputy chief, LCDR Lois Michaelis-Goode, and the PTA at his facility for their support during his term. He noted that despite the wide geographical distribution of the PAC, participation in meetings is high, and therapists from all agencies have the opportunity to participate. He also commented on category accomplishments including a continuing education program second to none, and expected its continued growth with the support of the Jackson foundation fund. PR is going well with magazine articles about corps therapists, and recruitment has been so successful that there are no current vacancies in IHS or BOP. He also noted that there is a new Surgeon General wearing an extra stripe because of his dual appointment as Assistant Secretary of Health. He thanked the therapists who supported him during his term as CPO. All the TPAC members joined with CDR Sellers and CAPT McGarvey to thank CAPT Huylebroeck for his efforts on the category's behalf while serving as CPO.

CPO/PAC Chair Meeting Summary

CDR Sellers has been participating in the meetings via telephone, and CAPT Trawick has represented the category in person. Highlights from recent meetings include: new Surgeon General is on board as of Mar 11; the Office of the Surgeon General will be combined with the Assistant Secretary for Health; CPO/PAC Chair meetings will be held in downtown DC, not Parklawn; ADM Dahlman retired in Jan and CAPT Mike Davidson was selected the new director of DCP; a recent analysis of the new promotion precept revealed that only 1 of 11 officers was affected by the additional precept; and the report by DHHS to Congress on the commissioned corps will be presented Mar 1. Finally, CDR Sellers has been requested to appoint a representative to a work group on category awards.

ACTION ITEM: LCDR Williams was appointed to serve as the category representative to the work group on category awards.

DCP Rep/Therapist Staffing Officer

LT Kellie Clelland is the new therapist staffing officer. She reported that she is looking forward to working with the category and provided a report (**Attachment D**). CDR Sellers thanked LCDR Ravenel-Brown for her contributions as therapist staffing officer and wished her luck as the new staffing officer for the sanitarian and scientist categories.

Recruitment and Retention Committee

CDR Hurley reported that recruitment was going well, with no current vacancies in IHS.

The recent P.T. Advance article on the PHS generated lots of interested callers. CDRs Johnson and Brueggemann reported that similar articles are under development for OT and Audiology publications. Currently, not all agencies are reporting therapist vacancies to CDR Hurley, but they are encouraged to do so. St. Elizabeth's currently has 4 OT positions. A recruiting booth at a recent physical therapy meeting generated 91 contacts from interested students and therapists, and coordinators looking for clinical education sites. Another booth is planned for the PT meeting in June. CDR Aretino is serving as a recruitment contact at the OT meetings, but a representative for speech and audiology is still needed. Other officers assisting CDR Hurley are LTjg West, coordinator of scholarship orientation, and LTjg Cayatineto, scholarship coordinator. Finally, the BOP will not support an officer in the Baylor program next year. They are concerned that they may not have expected positions for new graduates due to delays in construction of new facilities.

COA Therapist Representative

The new COA board member representing the therapist category has not contacted the TPAC.

Awards Committee

CAPT Richards reported that nominations were received for both the Hoog and Fromherz awards, and that the selection process will begin soon. Kathy Fromherz, Bill's wife, will present the Fromherz award at the category luncheon at COA. CAPT McGarvey suggested that the TPAC present the luncheon speaker at COA with an award such as the bicentennial ribbon.

ACTION ITEM: CDR Sellers will explore a mechanism to recognize the COA luncheon speaker.

Education Committee

LCDR Fultz continues to distribute education updates. His most recent report is included in **Attachment E**. He also wanted to clarify that officers do not need an EIN# for their training requests when there is no registration fee for the course.

Policy and Procedure Task Force

CAPT Nestor has forwarded an updated TPAC Charter and Policy and Procedure manual to LCDR Siegel. Future updates to both documents will be done by the TPAC Secretary. The updated charter with a description of how to handle uncompleted terms was reviewed, modified, and approved by the TPAC.

ACTION ITEM: LCDR Siegel will update the charter and forward a copy to the Office of the Surgeon General.

Home Page Task Force <http://www.cc.nih.gov/rm/pt/tpac.htm>

LCDR Drinkard reported that the most recent facility survey will be sent to field representatives and updated on the web page. LCDR Siegel reported that she provided the web page address to both the National and DC area COA web pages for inclusion on their list of category links. CAPT McGarvey reported that he would like delegate web page management to another therapist.

ACTION ITEM: LCDR Siegel will talk with CAPT McGarvey about managing the web page.

Medical Readiness

CAPT Trawick reported that Acting Surgeon General Clinton signed off on the transfer of the CCRF to the Office of Emergency Preparedness. No training opportunities for officers are currently planned. A recent deployment to respond to the northeast ice storms went smoothly. Officers with any questions or concerns about the CCRF should contact CAPT Trawick.

Therapist Category Archives

CDR Aretino has identified contacts at each agency to assist him in compiling the category archives (**Attachment B**). He also needs pictures of therapist, preferably in uniform, but it is not essential.

Inter-service Advisory Committee

CAPT McGarvey reported that the Army has established a rotating billet that allows a therapist to work with the APTA for one year with a 2 for 1 payback. He also reported that COL Beattie is retiring from the Army, so there will be a change in the group membership.

COA Meeting Task Force

CAPT Varvel is coordinating an ergonomics program for the education session at the COA meeting this year. Speakers from the PHS as well as other services will present the multidisciplinary session (**Attachment E**). CDR Sellers was pleased that the category oriented education programming last year set a precedent for COA participation.

CAPT McGarvey has served on the scientific committee for the upcoming COA meeting and 10 abstracts were accepted for presentation. Tuesday will be the day with the most category specific programming, including the ergonomics course, paper presentations, TPAC meeting, and the luncheon, with special guests Jack Echternach as speaker, and Kathy Fromherz to present the Fromherz award. Additional therapist presentations are scheduled for Wednesday. LCDR Drinkard also noted that there are plans to have a get together after the TPAC meeting on Tuesday.

TPAC members discussed the possibility of having a category booth at COA to highlight the accomplishments of the category. The booth could include the materials being developed by CDR Aretino and LT Robinson for the bicentennial.

ACTION ITEM: CDR Sellers will contact COA about the availability and costs of a booth for the therapist category at the COA meeting. CAPT Huylebroeck will check on funding for such a booth.

Mentoring Program

See discussion under old business.

Recognition of Retired Officers

No report.

Henry M. Jackson Foundation

See discussion under old business.

Bicentennial

LT Robinson was planning to report for LT Shumway but was unable to attend due to

inclement weather. Others were aware that LT Robinson is developing a new brochure, which will hopefully be available at the COA meeting. In addition, articles about PHS therapist are being published in discipline specific publications.

Field Representatives

See reports in **Attachments F-K**.

VII. Adjourn

The meeting adjourned at 1130 MST. The next meeting will be held June 9, 1998 from 1800-2000 EDT at the COA meeting in Alexandria, VA.

Respectfully submitted:

LCDR Karen Lohmann Siegel
Secretary, TPAC

Date

Concur:

CDR Becky Sellers
Chair, TPAC

Date

Concur:

CAPT Charlotte Richards
Chief Professional Officer,
Therapist Category

Date

Addendum:

The TPAC has learned of the recent deaths of CAPT David Nestor's father and CAPT Barbara Ferguson's (ret) husband. The TPAC would like to offer its deepest sympathy to both these officers and their families.

ACTION ITEM SUMMARY:

All therapists:

All therapists are requested to provide CAPT Nestor with the name, address, and phone number of potential donors to the Jackson foundation fund and should not solicit contributions directly.

All officers who are retiring are requested to inform CAPT Jones, so with the permission of the officer, the TPAC can recognize their career of service.

Field Representatives:

Field representatives should assist each agency to identify a recruitment contact to provide information for the therapist recruitment database to CDR Hurley.

TPAC members and other volunteers:

CDR Pickering will circulate the draft mentoring report to the TPAC and agency mentoring contacts for review and comment.

CAPT Varvel will coordinate an ergonomics program to be offered at the 1998 AMSUS meeting.

CDR Brueggemann will report back to the TPAC on the recommendations of the group exploring the possibility of establishing a therapist category newsletter.

LCDR Williams was appointed to serve as the category representative to the work group on category awards.

LCDR Siegel will update the charter and forward a copy to the Office of the Surgeon General.

LCDR Siegel will talk with CAPT McGarvey about managing the web page.

TPAC Chair:

CDR Sellers will provide a list of recipients of the certificates of appreciation for inclusion in future TPAC minutes. CDR Sellers also will send certificates to the individuals who have assisted in the video teleconference process for TPAC meetings.

CDR Sellers will explore a mechanism to recognize the COA luncheon speaker.

CDR Sellers will contact COA about the availability and costs of a booth at the COA meeting for the therapist category. CAPT Huylebroeck will check on funding for such a booth.