

THERAPIST PROFESIONAL ADVISORY COMMITTEE MEETING MINUTES 24 APRIL 2002



| Therapist Professional Advisory Committee | | |
|---|--|--|
| CAPT Charlotte Richards Chief Professional Officer Northern Navajo Medical Center Rehabilitation Services Department PO Box 160 Shiprock, NM 87420 Phone: 505-368-7100 FAX: 505-368-7078 E-mail: charlotte.richards@shiprock.ihs.gov | CDR Jeff Fultz Chair, TPAC Northern Navajo Medical Center Health Promotion Program PO Box 160 Shiprock, NM 87420 Phone: 505-368-6306 FAX: 505-368-6324 E-mail: jeffrey.fultz@shiprock.ihs.gov | LCDR Bart Drinkard Executive Secretary, TPAC National Institutes of Health Building 10, Room 6S-235 10 Center Drive, MSC 1604 Bethesda, MD 20892-1604 Phone: 301-402-3015 FAX: 301-480-0669 E-mail: bart_drinkard@nih.gov |

If you have information you would like to pass on, or have a question for TPAC please do not hesitate to contact your Field Representative, CDR Fultz or LCDR Drinkard.

| FIELD REPRESENTATIVE | AGENCY | EMAIL | Phone# |
|----------------------|----------------|----------------------------|------------------------|
| Ms. Tina Bauer | IHS Northwest | Tina.Bauer@mail.ihs.gov | (406)-477-4422 |
| CDR Betty Garner | IHS Multi-site | ababgarner@cableone.net | (580) 421-4585 |
| CDR Lou Iannuzzi | HRSA / USCG | Liannuzzi@hrsa.gov | (212) 562-2748 |
| LCDR Michelle Jordan | Multi-Agency | Mjordan@hrsa.gov | (301) 443-7037 |
| LT Jeffrey Lawrence | IHS NM | Jlawrence@abq.ihs.gov | (505) 552-5431 |
| LCDR Cindy Melanson | CMS | Cmelanson@cms.hhs.gov | (410) 786-0310 |
| LT Jenevieve Neros | IHS AK | Jenevieve.neros@searhc.org | (907) 966-8312 |
| LCDR Sue Newman | BOP WEST | Snewman@bop.gov | (817) 413-3435 |
| CAPT Fran Oakley | NIH PT/OT | foakley@nih.gov | (301) 402-3019 |
| LT Michelle Peterman | CMHS | Gatoram2@aol.com | (202)-645-7610 |
| LT Joseph Rasor | IHS AZ | Joseph.Rasor@pimc.ihs.gov | (602)-263-1561 |
| Ms. Beth Solomon | NIH SLP | Bsolomon@nih.gov | (301) 496-8831 |
| LCDR Matt Taylor | BOP EAST | mtaylor@bop.gov | (978) 796-1000ext.4663 |

FUTURE TPAC MEETINGS:

DATES FOR FUTURE TPAC MEETINGS:

Friday, 28 JUN 02

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
24 APRIL 2002**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
 - A. Introduction of Special Guests J. Fultz
 - B. Action Item Review (See Attachment) J. Fultz
- V. OLD BUSINESS
 - A. Billets Task Force Follow Up J. Fultz
 - B. Foreign Trained Therapists/Appt Board Standards J. Fultz
- VI. NEW BUSINESS
 - A. New TPAC Membership B. Drinkard
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson J. Fultz
 - C. Awards Committee G. Johnson
 - D. CCRF Committee G. Mead
 - E. Education Committee L. LaBranche
 - F. Finance Committee R. West
 - G. Fitness/Wellness Initiative Committee R. Parks
 - H. Recruitment and Retention Committee D. Aretino
 - Mentoring Task Force M. Smith
 - Recruitment for Therapist Category M. Melanson
 - Home Page K. Siegel
 - I. Strategic Growth Committee J. Hurley
 - J. Discipline Liaisons: Audiology L. Simpson
 - Occupational Therapy R. Parks
 - Physical Therapy M. Smith
 - Speech Language Path B. Solomon
 - K. COA Therapist Representative R. Parks
 - L. 2002 COA Meeting Task Force (Atlanta, GA) I. Williams
 - M. Newsletter D. Brueggemann
 - N. Junior Officer Report M. Jordan
 - O. Field Rep Coordinator: Reports (Summary) C. Melanson
 - IHS
 - Alaska J. Neros
 - Arizona J. Razor
 - Multi-site B. Garner
 - New Mexico J. Lawrence
 - Northwest T. Bauer
 - HRSA L. Iannuzzi
 - NIH OT/PT F. Oakley
 - SLP B. Solomon

BOP East
BOP West
Community Mental Health Services
CMS
Multi-agency

M. Taylor
S. Newman
M. Peterman
C. Melanson
M. Jordan

Therapist Professional Advisory Committee Meeting Minutes

Date: 24 APRIL 2002

Time: 1700 – 1900 hours EDT

Location: Teleconference, with Chair in Atlanta, GA

I. CALL TO ORDER: 1710 AM EDT

Roll Call:

MEMBERS:

Attending COA 2002 in Atlanta:

| | |
|-----------------------|-------------------------|
| CDR Jeffrey Fultz | Chair |
| LCDR Bart Drinkard | Executive Secretary |
| CAPT Dominick Aretino | |
| CAPT Georgia Johnson | |
| LCDR Michelle Jordan | |
| CAPT Rebecca Parks | |
| CDR Frank Weaver | proxy LCDR Rita Shapiro |
| LCDR Ron West | |
| CAPT Ivana Williams | |

Via Teleconference:

CDR Nancy Balash
CAPT Leo LaBranche
CAPT Mark Dardis
CDR Lois Goode
LT Grant Mead

Ex-Officio Member: CAPT Charlotte Richards CPO (Attending COA in Atlanta)

GUESTS:

Attending COA 2002 in Atlanta:

| | |
|--------------------------|----------------------------|
| LTC Joseph Moore | Special Guest For COA 2002 |
| CAPT David Brueggemann | |
| LCDR Barabara Cayatineto | |
| LCDR Scott Gausted | |
| CAPT Dave Nester | |
| LCDR Eric Payne | |
| CDR Suzanne Pickering | |
| LCDR Rita Shapiro | |
| CDR Karen Siegel | |
| CDR Michaele Smith | |
| LCDR Matt Taylor | |
| CAPT Willis Trawick | |
| LT Jeff Richardson | |

Via Teleconference:

LT Kathleen Manrique
LCDR Mark Melanson
LCDR Mercedes Benitez-McCrary
CAPT Becky Sellers
CDR Linda Simpson
LT Joe Razor

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was adopted as written

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

The TPAC Minutes for 22 FEB 02 were approved as written

IV. OPEN FORUM

INTRODUCTION OF SPECIAL GUESTS:

CAPT Nester provided a brief history of therapists in the BOP highlighting demographics, clinical programs and future need for therapists including potential expansion of roles for Occupational, Respiratory, and Recreational therapists. Please contact CAPT Mansell rmansell@bop.gov or CAPT Nester dnestor@bop.gov with questions.

ACTION ITEM REVIEW:

- 1) The retirement recognition task force, CDR Goode (chairperson), CAPT Johnson, LCDRs Jordan and Shapiro, provided recommendations for formal recognition of retiring officers and methods for identifying eligible officers. see **ATTACHMENT A**

ACTION ITEM: The retirement recognition task force (CDR Goode chairperson, CAPT Johnson, LCDRs Jordan and Shapiro) will investigate ways to recognize retiring officers by ceremony and present their recommendations at the next TPAC meeting in 28 June 2002.

- 2) CDR Siegel is to investigate ways to make recruitment / job listing information more readily available including appropriate links on the therapist category web page and present recommendations. This action item was carried to the next TPAC meeting on 28 June 2002.

V. OLD BUSINESS

A) CDR Fultz reported that the new billets recommended by the billet review task force and approved by TPAC are in place in DCP.

B) CAPT Richards reported upon recent meetings held at the Office of the Surgeon General (OSG):

- 1) A multi-categorical committee has been established to review appointment board standards and criteria for new discipline inclusion into the USPHS.
- 2) There is agreement on the need to commission respiratory therapists into PHS. However, the process for adding new disciplines is under review, and will be better formalized.

3) Appointment board standards are being reviewed, particularly regarding cross-category equity regarding Training and Experience (T & E) credit awarded upon commissioning.

VI. NEW BUSINESS

A) LCDR Drinkard summarized the TPAC election results:

There were 15 candidates in total
There will be five new TPAC members as of 01 July 2002:

LCDR Mark Melanson
CDR Terry Cavanaugh
LT Joseph Rasor
CDR Suzanne Pickering
LCDR Scott Gausted

Alternates:

CDR Penny Royall
CDR Jessie Lief-Whitehurst

Members who will be completing their 2nd and final TPAC terms 01 JUL 02:

CAPT Dominick Aretino
CAPT Ivana Williams
LCDR Richard Shumway
Ms. Beth Solomon

Member who will be completing 1st term as TPAC Member, (choosing not to run for re-election at this time):

LCDR Ron West

CAPT Richards encouraged candidates, members leaving the TPAC, and all category officers to maintain involvement in TPAC as there are many opportunities to serve which do not involve being a TPAC member.

VII. REPORTS

A) CHIEF PROFESSIONAL OFFICER

See above information under Old Business.

B) CHAIRPERSON

LCDR Ron West received the prestigious 2002 Leadership Award from the American Indian/Alaska Native Commissioned Officer Advisory Committee.

CDR Fultz reminded all of the upcoming TPAC committee openings: current Finance and Recruitment/Retention Committee Chair positions and in August all four Discipline Liaison positions..

In addition CDR Fultz placed a standing call for officers interested in becoming the next TPAC Chair.

C) AWARDS COMMITTEE:

CAPT Johnson reminded category members to consider placing early nominations for next years awards. Very few nominations were received this year. Contact her CAPT Johnson at (410) 786-6859.

D) CCRF COMMITTEE:

LT Mead reported that the Therapist Category Emergency Preparedness Document has been submitted to OEP and is also being reviewed by PHS 1 DMAT.

CAPT Richards detailed some of the constructive critique the document had received during the group panel discussion at the 2002 COA meeting. Committee members who participated in this discussion will be forwarding recommendations to LT Mead for inclusion in a revised document.

E) EDUCATION COMMITTEE:

The continuing education list is posted on the Therapist Category web page.

CAPT LaBranche announced that the Navy has a new musculoskeletal course (beginning this August, location- Portsmouth Naval Hospital) similar to the Col Doug Kersey course offered by the Army. Contact CAPT LaBranche for more information
leo.labranche@tcimc.ihs.gov

F) FINANCE COMMITTEE: See **ATTACHMENT B**

LCDR West reported that initial attempts to raise money for the Henry Jackson fund through corporate donations have not been productive. He suggested an annual fund drive among category members to raise funds for regularly occurring needs such as retirement recognition and category awards. TPAC members concurred.

G) HEALTHY LIFESTYLES COMMITTEE: See **ATTACHMENT C**

CAPT Parks thanked individuals for their healthy lifestyle reports and emphasized the need for continued submission. She also requested that all officers complete the follow-up fitness survey which can be accessed via website www.cdc.gov/nccdphp/dnpa/usphs *User ID = phs, Password = healthy.*

H) RECRUITMENT AND RETENTION COMMITTEE:

Vacancies:

| <u>AGENCIES</u> | <u>LOCATION</u> | <u>POSITION</u> |
|-----------------|--|---------------------------|
| IHS | Gallup, NM | 1 occupational therapist |
| | | 1 physical therapist |
| | Stillwell, OK | 1 physical therapist |
| | Pollacca, AZ | 1 physical therapist |
| | Fort Defiance, AZ | 1 staff PT |
| | Chinle, AZ | 1 audiologist |
| | Parker, AZ | 1 supervisory PT |
| Federal | usa.jobs.opm.gov | Health promotion/wellness |

For those who are interested in recruitment CDs and brochures for PHS in general, please contact Mark Melanson at 202-645-4953.

Home Page: CDR Siegel has posted the latest TPAC meeting minutes, the Emergency Preparedness Document and education information on the category webpage.

Mentoring: CDR Smith reported that we have 8 mentor / mentee pairs. There is a standing call for mentees. Contact her at: michaele_smith@nih.gov

I) STRATEGIC GROWTH COMMITTEE: See **ATTACHMENT D**

J) DISCIPLINE LIAISONS:
No new news was reported

K) COA THERAPIST REPRESENTATIVE:
CAPT Parks reported she will soon be assuming duties as COA board chair. The COA board elections will be soon. All were reminded to vote. The COA is about to initiate a strategic plan for the association.

L) 2002 COA Meeting Task Force
CAPT Williams and the 2002 COA meeting task force were applauded for a job well done.

M) NEWSLETTER:
A standing call for material for the newsletter. Photos are more than welcome. CAPT Brueggemann is investigating the possibility of placing the newsletter on the category webpage. Individuals will continue to submit materials to him. Contact CAPT Brueggemann (dbruegge@anmc.org).

N) JUNIOR OFFICER REPORT:
LCDR Jordan reported that the Junior Officer Advisory Group has produced a brochure describing their function as a cross category group representing junior officers. A recommendation for senior officer advisor has gone forward to the OSG.

O) FIELD REPRESENTATIVES REPORTS:
See Field Reports section on web page.

CLOSING ROLL CALL:

Roll Call:

MEMBERS:

Attending COA 2002 in Atlanta:

| | |
|-----------------------|-------------------------|
| CDR Jeffrey Fultz | Chair |
| LCDR Bart Drinkard | Executive Secretary |
| CAPT Dominick Aretino | |
| CAPT Georgia Johnson | |
| LCDR Michelle Jordan | |
| CAPT Rebecca Parks | |
| CDR Frank Weaver | proxy LCDR Rita Shapiro |
| LCDR Ron West | |
| CAPT Ivana Williams | |

Via Teleconference:

CDR Nancy Balash
CAPT Mark Dardis
CDR Lois Goode
CAPT Leo LaBranche

Ex-Officio Member: CAPT Charlotte Richards CPO (Attending COA in Atlanta)

GUESTS:

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LTC Joseph Moore
CAPT David Brueggemann
LCDR Barabara Cayatineto
LCDR Scott Gausted
CAPT Dave Nester
LCDR Eric Payne
CDR Suzanne Pickering
LCDR Rita Shapiro
CDR Karen Siegel
CDR Michael Smith
LCDR Matt Taylor
CAPT Willis Trawick
LT Jeff Richardson

Special Guest For COA 2002

Via Teleconference:

LT Kathleen Manrique
LCDR Mark Melanson
LCDR Mercedes Benitez-McCrary
CAPT Becky Sellers
CDR Linda Simpson
LT Joe Rasor

CONCLUSION: Meeting adjourned

Respectfully Submitted: LCDR Bart Drinkard, TPAC Executive Secretary.
Concur: CDR Jeff Fultz, TPAC Chair.
Concur: CAPT Charlotte Richards, CPO Therapist Category.

MEMORANDUM

Date: April 17, 2002

To: CDR Jeff Fultz, TPAC Chair

Subject: Retirement Recognition Task Force

Members: CDR Lois Goode
CAPT Georgia Johnson
LCDR Michelle Jordan
LCDR Rita Shapiro

The purpose of the Retirement Recognition Task Force is to recommend a method of retiree identification, and to develop a process of formal recognition of the retiree by the TPAC.

Current procedure includes presentation of the United States flag and an award certificate, prepared by DCP and signed by the Surgeon General/Acting Surgeon General. In the recent past, the TPAC has awarded paperweights to the Retired Officers.

A Retirement Recognition Committee is recommended to complete the following:

1. Track mandatory retirements as listed in the Commissioned Officer Roster and Promotion Seniority List.
2. Obtain information on voluntary retirements through DCP, as requested by the Therapist Category Chief Professional Officer. The letter of request will be prepared by the Retirement Recognition Committee and provided to the CPO to forward to DCP.
3. Provide a letter of recognition for the 30 Year Retiree, to be signed by the CPO and TPAC chair. This letter will include an attachment with the gift selection from which the officer may choose.
4. For those Officers reaching 20 years of service, a letter of congratulations will be sent, signed by the CPO and TPAC chair. This letter will also include a brief list of important contacts to assist in retirement planning.
5. The Retirement Recognition Committee will be responsible for obtaining the retirement gift and awarding it to the retired Officer. The award gift will be funded through the Henry Jackson Foundation Funds.
6. The Retirement Recognition Committee Chair will provide the Chair of the Finance committee with a proposed Cost Report each year (to ensure adequate funding for the awards).

We strongly believe that the Therapist Category Retired Officers deserve the highest recognition and honor for their years of service. We realize that the gift awarded by the TPAC is only a small expression of the appreciation we feel for the Officer's contributions to the Service. Thank you.

Retirement Recognition Task Force
Award Possibilities

30 YEAR CHOICES:

Shadow box/ Flag Case (USAA) = \$100.00

Plaques with a clock 10x13" (HCA) = &88.00

Action Photo with engraved signature(Exec Imp) = &64.00 with 0.20c/letter

Galaxy Globe with Plaque (Exec Imp) = &87.00 with \$50.00 initial set-up fee

26 YEAR CHOICES:

Glass and Brass Swivel desk clock (with seal & name) = &36.00 initial set-up fee \$55.00

Desk clock (smaller varieties) = \$45.00 range

Pencil & Pen desk set = \$15.00 - \$45.00 range.

Quartz watches with official PHS or CO seal on the dial = \$35.00

Plaque With Award Ribbons or rank insignias mounted = ?

20 YEAR CHOICES:

Acrylic paperweight with PHS Insignia (PHS SUP.Ctr.)= &16.00

Queen Anne Pewter Plate = \$18.00

Pen & Pencil Desk set (engraved) = &15.00 – 20.00 range

TPAC Finance Committee Report
24 APR 2002

Members:

LCDR Ron West, Finance Committee Chair
CDR Lois Goode
LCDR Cindy Melanson
LT Joe Rasor

The Finance Committee has been busy organizing a mailing list for the Henry Jackson Foundation. Committee members have been calling therapy product companies to get contact names. Since November 2001 over 130 names with contact information have been collected and submitted to the Henry Jackson Foundation.

To date, no contributions have been donated. However, many of the vendors have given feedback that they have not received a solicitation letter from the Henry Jackson Foundation. The Henry Jackson Foundation claims that all the solicitation letters were sent to the names on the list.

The current plan of action is to:

1. Wait to see if the list yields contributions.
2. Make a list of 20 big name vendors who we can create a relationship with and focus on for donations.
3. Have a therapy category fundraising drive where we solicit the category members:
 - \$5 for LTJG
 - \$8 for LT
 - \$10 for LCDR
 - \$20 for CDR
 - \$30 for CAPT

For those category members who want to make contributions, please make checks payable to:

Henry Jackson Foundation - #5352

send it to:

**Henry M. Jackson Foundation for the
Advancement of Military Medicine**

1401 Rockville Pike, Suite 600

Rockville, MD 20852-1428

ATTN: Liz Chipchosky

Respectfully Submitted:

LCDR Ron West, Finance Committee Chairperson

HEALTHY LIFESTYLES COMMITTEE REPORT (4/24/02)

1. The Region IV Healthy Lifestyle Committee is planning 2 Federal Health & Fitness Day, May 15, 2002 events, one at the Atlanta Federal Center (AFC) in downtown Atlanta and the other at CDC/ATSDR. The Healthy lifestyle focus this year is Nutrition, and adds onto last years theme of Physical Activity.

The Committee is collaborating with staff from the Department of Agriculture to host the AFC event and RADM Jarrett Clinton will be one of the key kickoff speakers.

A key CDC/ATSDR partner is the Atlanta Branch COA, the CDC/ATSDR Lifestyle Office, SHARE, and the CDC Foundation. RADM Stephen Thacker will be the kickoff speaker and lead the walk/run. Another event is being held at the CDC Koger Campus location with a mini Olympics and prizes for participation in the 8 week National Center for Chronic Disease Prevention and Health Promotion "Spring Walk-A-Long." program. RADM James Marks is scheduled to hand out awards.

Numerous activities to raise awareness of Healthy Lifestyles and to promote Federal Health & Fitness Day include articles in organizational newsletters, posters, website information, letters to Region IV federal agencies, among others.

The Committee has also been very active in supporting the COA 2002 Professional Conference Surgeon General's Run/Walk on Monday, April 22 at Piedmont Park. CDR Robyn Brown is chair of this COA committee.

2. Whiteriver has continued the Fitness Assessments - Cibecue clinic held a clinic - seven new participants into the program. Whiteriver had no show for the March Clinic. April has not yet been completed. We are planning a fun run/walk for May.
3. The 10,000 Step Program piloted by our Wellness Team with hospital employees became one of our most successful interventions. Many of us are still wearing our pedometers months after we stopped collecting step totals and giving out incentives. Following that success, 2 multifaceted lifestyle intervention programs (one run by our Nutritionists and one called the "Wisewoman Program") have been able to find funding for pedometers and are offering the 10,000 Step Program as a tool community members can use to facilitate healthy lifestyle choices.
4. CDR Bo Kimsey and CAPT Parks are in the process of implementing a follow-up fitness survey for commissioned officers. It will be accessed at a website, which is being publicized in pay stubs, DCP listserv, Commissioned Corps Bulletin, and through COA. Admiral Moritsugu is fully in support of this data collection. The data will be analyzed to obtain a baseline of how the Corps is doing as a prelude to more activities involving Healthy Lifestyles.

Memorandum

To: TPAC Secretary

From: CAPT John T. Hurley

Date: 4-19-02

Subject: Strategic Growth Committee Report

Members

CAPT John T Hurley
 CAPT Sue Miller
 CAPT Georgia Johnson
 CDR Frank Weaver
 CDR Nancy Balash
 LCDR Mark Melanson
 LT Joe Rasor

As stated in the last report the following initiatives are being placed in a monitoring status until new information is received regarding host site requirements. We have made significant progress in fostering new relations with these agencies. Our committee will continue to keep in contact with them.

VA

DCP negotiations ongoing.

DOD activities

Some acceptance from the ARMY to discuss CC Officers in civilian positions but no further negotiations until host site issues resolved .

Respiratory Therapists

CAPT Richards will be reporting on recent information received at the Appointment Board task force

Exception Family Member Program

Ready and willing agency ready to hire Commissioned Corps Pediatric Therapists. The SGC thought that we were going to access a PSC slot but it did not materialize

Indian Health Service

Active recruitment by Frank Weaver. New slots for Commissioned Corps have been developed.

Therapist Category Fact Sheet

Finished and being polished by Joe Rasor. Final version to be incorporated into internal initiative for increasing awareness of the Therapist Category by all interagency therapists.

NEW SGC DIRECTION

The Strategic Growth Committee met in February to discuss focusing improving awareness of Therapist Category and what we have to offer. The purpose of this initiative is not to convert civil service employees to Commissioned Corps, but to increase the awareness and involvement of all our category members, regardless of their employment designation (CS, CC, or Tribal). This new initiative would be completed in four phases as described below:

Phase One (April)

John Hurley and Frank Weaver will organize Therapist list sent by Bart Drinkard and Jeff Fultz into contact areas for SGC Members. Joe Rasor will complete final version of fact sheet for distribution.

Phase Two (May)

Cover letter developed to distribute with fact sheet information. Cover letter information will include: purpose/intent, TPAC information, and TPAC meeting times. **Cover Letter and pamphlet will then be sent to all TPAC members for approval.**

Phase Three (June)

Hard copy with cover letter and pamphlet will be sent to all members identified. SGC contact information will be included in the packet.

Phase Four (July)

Follow-up phone contact will be made by SGC members to ensure packets were received and answer questions.

Again this initiative is not an attempt to convert anyone to Commissioned Corps. It is to increase involvement of the people in our Category and improve what we do.

CAPT John T. Hurley
Chairperson, Strategic Growth Committee