

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES **13 DEC 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 Nancy Balash Chair, TPAC Yakima Indian Health Center Physical Therapy Department 401 Buster Rd Toppenish, WA 98948 Phone: 509-865-2102 FAX: 509-865-5166 E-mail: nbalash@yak.Portland.ihs.gov	CDR 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 Balash or CDR 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
LT Alicia Souvignier	BOP WEST	asouvignier@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
LCDR Liza Figueroa	IHS AZ	liza.figueroa@pimc.ihs.gov	(602)-263-1561
LCDR Matt Taylor	BOP EAST	mtaylor@bop.gov	(978) 796-1000ext.4663

FUTURE TPAC MEETINGS:

DATES FOR FUTURE TPAC MEETINGS:

28 FEB 2003 ; 25 APRIL 2003; 17 JUNE 2003, COA meeting , Scottsdale, AZ

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
13 DEC 2002**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
 - A. Action Item Review N. Balash
 - 1) Category Historian Task Force Report
- V. OLD BUSINESS N. Balash
 - A. Update on Orthotics/Prosthetics Issues Bell-Krotoski
- VI. NEW BUSINESS
 - A. TPAC Member Election B Drinkard
 - B. Discipline Liaisons N Balash
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson N. Balash
 - C. Awards Committee G. Johnson
 - D. CCRF Committee G. Mead
 - E. Education Committee L. LaBranche
 - F. Finance Committee J. Fultz
 - G. Fitness/Wellness Initiative Committee R. Parks
 - H. Recruitment and Retention Committee M. Melanson
 - Mentoring Task Force M. Smith
 - Home Page K. Siegel
 - I. Strategic Growth Committee J. Hurley
 - J. Discipline Liaisons: L. Simpson
 - Audiology R. Parks
 - Occupational Therapy M. Smith
 - Physical Therapy B. Solomon
 - Speech Language Path R. Parks
 - K. COA Therapist Representative R. Parks
 - L. 2003 COA Meeting (USPHS Professional Conference) R. West
 - M. Newsletter D. Brueggemann
 - N. Junior Officer Report J. Richardson
 - O. Field Rep Coordinator: Reports (Summary) C. Melanson

Therapist Professional Advisory Committee Meeting Minutes

Date: 13 DEC 2002

Time: 1200 – 1445 hours EDT

Location: Teleconference with chair in Yakima, WA

I. CALL TO ORDER: 1000 AM EDT

Roll Call:

MEMBERS:

CDR Nancy Balash	Chair
CDR Bart Drinkard	
CAPT Terry Cavanaugh	
CAPT Mark Dardis	
CDR Jeffrey Fultz	
CDR Scott Gaustad	
CDR Lois Goode	Proxy CAPT Johnson
CAPT John Hurley	Proxy LCDR Melanson
CAPT Georgia Johnson	
LCDR Michelle Jordan	Proxy CDR Drinkard
CAPT Leo LaBaranche	
CDR Jessie Lief-Whitehurst	
LT Grant Mead	
LCDR Mark Melanson	
CAPT Rebecca Parks	
CDR Suzanne Pickering	
CDR Frank Weaver	

Ex-Officio Member: CAPT Charlotte Richards CPO

GUESTS:

CAPT Judy Bell-Krotoski
Ms Beth Solomon
Ms Karen Kajiwara
LCDR Liza Figueroa
LCDR Cindy Melanson
LCDR Mercedes Benitez-McCrary
CDR Michaele Smith
LT Jenny Elton
LCDR Jake Magel
LCDR Kathleen Manrique
LCDR Rita Shapiro
LCDR Matt Taylor
LCDR Ron West
LCDR Eric Payne
LT Corey Dahl
LT Jeff Richardson

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was adopted as written.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

The TPAC Minutes for 25 OCT 02 were approved as written.

IV. OPEN FORUM

A) ACTION ITEM REVIEW:

A) ACTION ITEM: The Category Historian Task Force is to provide recommended duties and term of office for the category Historian. See **ATTACHMENT A**.

LCDR Benitez-McCrary summarized task force recommendations.

There was brief discussion as to whether the category historian should be a TPAC member. Several members stated that maintaining the historian position as an appointment would allow greater category participation in TPAC activities.

ACTION ITEM TPAC members are to review the task force recommendations for incorporation into the policy and procedures manual (attachment A) prior to the next TPAC meeting.

V. OLD BUSINESS

A) Orthotics / Prosthetics Issue update:

CAPT Bell reported that TPAC members involved in drafting a position statement regarding recent orthotics / prosthetics legislation have completed a revised draft of the document.

This document is to be sent to the rules negotiating committee which will provide recommendations for key details of the legislation to Secretary Thompson this Spring.

CDR Balash commented that the position statement is to be approved by TPAC prior to being forwarded to the Surgeon General and that this may have to be done by email in the interest of achieving timely review.

ACTION ITEM TPAC members are to review the orthotics/prosthetics position statement for approval prior to the next TPAC meeting 28 FEB 2003.

VI. NEW BUSINESS

A) TPAC Member Election

CDR Drinkard reported that all members and the field should have received the TPAC member self nomination form by email. All **nominations are due by 01FEB 03**. Candidates are to fax their signed nomination form and email CV and brief cover letter stating their interest in serving on TPAC to CDR Drinkard and CDR Balash. Several committee chair positions will be open this year. The nomination form will be posted on the category website.

B) Discipline Liaisons

CDR Balash congratulated officers appointed / reappointed to Discipline Liaison positions:

- SLP – Ms Beth Solomon
- PT – CDR Michaele Smith
- OT – CAPT Becky Parks
- AUD – CDR Frank Weaver

VII. REPORTS

A) CHIEF PROFESSIONAL OFFICER

CAPT Richards reported on current topics of interest:

- 1) Concerning the current review of promotion precepts send recommendations to CAPT Cavanaugh and CDR Balash
- 2) There was a good response to the call for participation in the Surgeon General's honor guard
- 3) Any therapist category CCRF deployment photos should be sent to CDR Angela Martinelli, Office of Emergency Response AMartinelli@OSOPHS.DHHS.GOV
- 4) Congratulations to CDR Penny Royall who was appointed acting director of the Presidents Counsel on Physical Fitness

B) CHAIRPERSON

ACTION ITEM CDR Drinkard is to forward the updated category roster to the field.

- 1) Curriculum Vitae (CV) Format:
Several officers participated in a discussion of CV format including agency specific formatting. CDR Balash is to forward a copy of the basic CV format recommended by DCP to CDR Siegel for posting on the category webpage.
- 2) USAF Musculoskeletal Screening Survey:
CDR Balash, CAPT Richards and LCDR Magel and others discussed category participation in the USAF survey designed to assess therapist competency in musculoskeletal screening.

TPAC unanimously approved category participation in this survey and CAPT Richards will forward a letter of endorsement to Capt Childs, USAF stating PHS therapist willingness to participate. More information will follow on how to access the survey website.

ACTION ITEM CAPT Richards will forward a letter of endorsement to Capt Childs, USAF stating PHS therapist interest in participating in the musculoskeletal survey.

ACTION ITEM CDR Drinkard is to forward the category roster to Capt Childs, USAF for the musculoskeletal survey.

- 3) Therapist Category Representation at AMSUS meeting:

The next AMSUS meeting will be in NOV 2003 in San Antonio, TX. LCDR Shapiro is to report at the next TPAC meeting on the possibility of having PHS therapist representation to interface with the quad services at this meeting.

C) AWARDS COMMITTEE: see **ATTACHMENT B**

Category members are reminded to consider placing nominations for awards. Contact CAPT Johnson at (410) 786-6859. The **deadline** for award submissions is **04 April 2003**. See ATTACHMENT B for details of the retirement ceremony to be held in June 2003 during the COA conference.

D) CCRF COMMITTEE:

LT Mead stated that the CCRF committee is continuing revision of the therapist disaster response manual. The most recent draft will be reviewed at the next TPAC meeting 28 FEB 2003.

In addition, a one page deployment readiness fact sheet will be developed by the CCRF committee.

See **ATTACHMENT C** for Corps-wide data on CCRF membership and deployment.

E) EDUCATION COMMITTEE:

Educational listings are posted on the TPAC website. Contact CAPT LaBranche for more information leo.labranche@tcimc.ihs.gov

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

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

H) RECRUITMENT AND RETENTION COMMITTEE:

Vacancies:

<u>AGENCIES</u>	<u>LOCATION</u>	<u>POSITION</u>
IHS	Ft. Belknap, MT Pollacca, AZ Fort Defiance, AZ	1 physical therapist 1 physical therapist 1 speech pathologist
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.

Mentoring: For questions regarding mentorship contact CDR Smith: michaele_smith@nih.gov

I) STRATEGIC GROWTH COMMITTEE: see **ATTACHMENT F**

J) DISCIPLINE LIAISONS:

No new information at this time

K) COA THERAPIST REPRESENTATIVE:

CAPT Parks reporting:

- 1) Online registration is available for the COA 2003 conference in Scottsdale, AZ
- 2) A "Welcome aboard" ceremony is to be held in Bethesda Jan 15 for the Surgeon General and his wife
- 3) COA membership is near an all time high (approximately 7000 members)
- 4) See the COA Frontline publication for recent legislative successes

L) 2003 COA MEETING TASK FORCE:

LCDR West reporting:

- 1) The COA 2003 annual conference will be June 15-18 in Scottsdale, AZ
- 2) See conference information and registration information online at <http://conference.coausphs.org/>
- 3) Hotel room rates (\$59.00) will be available 3 days prior to and 3 days after the conference ends.
- 4) Category day will include
 - a. an educational session (not finalized at this time)
 - b. category luncheon
 - c. paper presentations
 - d. TPAC meeting
 - e. Retirement ceremony
 - f. Informal social get together
- 5) There are tentative plans for a continuing education course on orthopedic therapy to be held following the conference.

M) NEWSLETTER:

A standing call for material for the newsletter. Photos are more than welcome. Contact CAPT Brueggemann (dbruegge@anmc.org).

N) JUNIOR OFFICER REPORT: See **ATTACHMENT G**

LT Richardson encouraged all junior officers to join the Junior Officer list serve: <http://list.nih.gov/archives/joag.html>

O) FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

CLOSING ROLL CALL:

Roll Call:

MEMBERS:

CDR Nancy Balash	Chair
CDR Bart Drinkard	Secretary
CAPT Terry Cavanaugh	
CAPT Mark Dardis	
CDR Jeffrey Fultz	
CDR Scott Gaustad	
CDR Lois Goode	Proxy CAPT Johnson
CAPT John Hurley	Proxy LCDR Melanson
CAPT Georgia Johnson	
LCDR Michelle Jordan	Proxy CDR Drinkard
CAPT Leo LaBaranche	
CDR Jessie Lief-Whitehurst	
LT Grant Mead	
LCDR Mark Melanson	
CAPT Rebecca Parks	
CDR Frank Weaver	

Ex-Officio Member: CAPT Charlotte Richards CPO

GUESTS:

- CAPT Judy Bell-Krotoski
- LCDR Liza Figueroa
- LCDR Cindy Melanson
- LCDR Mercedes Benitez-McCrary
- CDR Michael Smith
- LCDR Jake Magel
- LCDR Kathleen Manrique
- LCDR Rita Shapiro
- LCDR Matt Taylor
- LCDR Ron West
- LCDR Eric Payne
- LT Corey Dahl
- LT Jeff Richardson

CONCLUSION: Meeting adjourned

Respectfully Submitted: CDR Bart Drinkard, TPAC Executive Secretary.
Concur: CDR Nancy Balash, TPAC Chair.
Concur: CAPT Charlotte Richards, CPO Therapist Category.

*Historian Task Force Report
November 22, 2002.*

*Members: CDR. Pickering, LCDR. Benitez-McCrary
LCDR. Ron West.*

***Job Description** – The task force defined the duties of the Ad Hoc – Historian position as follows, specific duties of the Historian and the fact that this position reports to the TPAC Chairperson*

TERM: Two Parts: 4 years active where during the last 2 years the Historian Elect shadows the TPAC Historian prior to assuming his term..

The following recommendations are submitted for consideration:

- *The Historian would be an Ad Hoc- TPAC Member*
- *Historian reports to the TPAC via digital and written report to the membership during every scheduled TPAC meeting.*
- *TPAC membership should elect a **Historian** as well as a **Historian Elect**.*
- *Historian Elect should be prepared to assume the role of Historian if the need arise.*
- *The Historian creates a report for the TPAC Chair prior to each TPAC meeting and plans to discuss its contents if necessary with the TPAC Chair.*
- *TPAC official document keeper other than meeting paraphernalia.*
- *The Historian's term would be **TWO** years and can occur twice for a total of **four** years. During the third year the Historian- Elect will shadow the Historian to assure quality and continual service.*
- *The report should include but not be limited to:
photographs, invitations, announcements, awards, promotion and PHS items.
The Historian is responsible for interviewing TPAC members and non- members if he the information would add to our archives.*
- *The historian shares this report with our PHS Historian once approved by the TPAC membership.*
- *Prior to completion of the Historian's term the TPAC membership will revisit the job description and consider a review of the assigned duties and tasks completion.*
- *Collects copies of lectures, public presentations, journal publications or research activities as authored by TPAC membership and U.S. Public Health Service, Commissioned Officers*

- *Contacts the other PHS- PAC historians or PAC chair's to collect and secure information that is of historical value. This information in turn will be added to our archives.*
- *Establishes and maintains a list of contacts and acquisitions.*

Respectfully Submitted to TPAC Membership for review and vote on December 13, 2002 at 12 noon:

*By: LCDR. Mercedes Benitez McCrary, Chairperson of Task Force
CMS. Baltimore:410-786-5716 (o)*

MEMORANDUM

TO: CDR Nancy Balash
TPAC Chair

December 5, 2002

FROM: CAPT Georgia Johnson
Chair, TPAC Awards Committee

SUBJECT: Committee Report

1. Attached is a report for the Retirement Recognition Subcommittee.
2. Just a reminder for anyone who is planning to nominate an individual for one of the four 2003 Therapist TPAC Awards, information can be found on the TPAC web page.

To: CAPT Georgia Johnson,
Awards Committee Chair

Re: Retirement Recognition Subcommittee TPAC Report

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

This memo is an update on the Retirement Recognition Subcommittee activities.

1. Contact has been made with Tim O'Neill, COA meeting planner, about extending our conference room time to include the 5:30 – 7:00 pm Retirement Ceremony. He didn't foresee a problem with this. He will also check into cost for the Hotel to cater a small reception.
2. Executive Impressions will be sending us a written proposal on the cost of awards. The PHS Seal has been sent to him. We will submit the order to the Finance Committee and Executive Impressions in January.
3. Web Site Posting to begin in January with the Retirement Ceremony Invitation. Contact with the 2003 Retirees will be made in January with a request for biographical information which we will also include on the Web Site.
4. We are continuing to seek a commitment from a Honor Guard for the ceremony. In the event we are unable to find one, the Color Guard will be formed from members of the Therapist Category.

If you have any questions, please contact me. Thank you for your work and support to honor our Retirees!

ATTACHMENT C

CCRF Membership Requirements

Roster Requirement	#Officers Qualified
Total CCRF Membership	1252
Current Login (Within 3 months)	1039
Current BLS Certification	993
Current Annual Physical Fitness Test Successfully Completed	395
Immunizations Started	898
Height/Weight (registered)	908
Moduled Started	555
Roster Training Modules Completed (4)	437
All Training Modules Completed	75

CCRF Membership Composition

Category	# officers in category	# in CCRF	% CCRF in category	# officers deployed in 2002 to date	% of CCRF members deployed
Nurse	1095	378	39.5%	70	18.5%
EHO	356	99	27.8%	18	18.1%
Therapist	121	33	27.3%	6	18.1%
Pharmacist	778	211	27.1%	31	14.2%
Engineer	404	81	20.0%	13	16.0%
HSO	795	155	19.5%	38	24.5%
Dentist	522	88	16.9%	8	9.1%
Dietician	77	13	16.9%	0	
Veterinarian	94	15	15.9%	8	53.3%
Scientist	243	24	9.9%	11	45.8%
Medical	1236	120	9.7%	31	25.8%

CCRF Event Deployment

Event	Total	DEN	EHO	ENG	HSO	MED	NURSE	PHARM	SCI	THER	VET
2002 Winter Olympics	25			1	4	4	12	4			
Avian Flu Response	13				1	3			2		
Chu'uk	5		1			2	2				7
DC DOH Immunization Support	41				2	8	31				
Hurricane Lili	32		2	2	5	4	13	5	1		
IMF Meeting	1				1						
NPS Smallpox Support	10	1	1		2		1	5			
Olympics-Secretary's EOC	13	1	2	3	1		1		2	2	1
Secretary's EOC	29	3	6	3	9	2		4		2	
SG Run-ACL'S Strike Team	7	1			1		3	2			
State of the Union	24	1	1	1	4	6	2	5	3	1	
Terrorist Response - Homeland Security EST	2				1			1			
Terrorist Response - Secretary's OC	32	1	5	3	7	2	5	5	3	1	
	234	8	18	13	38	31	70	31	11	6	8

TPAC Finance Committee Report

13 DEC 2002

Finance Committee Members:

CDR Jeff Fultz, Finance Committee Chair jeffrey.fultz@shiprock.ihs.gov
CDR Lois Goode lois.goode@mail.ihs.gov
LCDR Cindy Melanson cmelanson@cms.hhs.gov
LCDR Ron West ron.west@mail.ihs.gov

Account Activity:

Our current balance as of 17 DEC 02 is \$1432.22

Funding Requests:

Funding requests are anticipated from the Awards Committee to cover expenses associated with the Therapist Category Awards (given during the COA Annual Meeting), as well as the Retirement Recognition Subcommittee, (for post-ceremony reception expenses and invitation stationary). If there are other requests pending, please notify CDR Fultz as soon as possible.

Requests for funding through the Therapist Category Henry Jackson Foundation account must include the following information:

- 1.) What is being requested-Name of item?
- 2.) Purpose needed?
- 3.) Quantity needed?
- 4.) Cost per item?
- 5.) *True* Total (Must include shipping costs, *any other* expense incurred, etc...)
- 6.) Deadline funding needed by? (Suggest 6 – 8 weeks in advance)
- 7.) Where to send funding?: Check payable to? Address? Telephone#? Social Security# or Tax ID#?

Finance Committee Activities:

Teleconferenced committee meeting took place 21 NOV 02:

- 8.) Discussed strategy for facilitating fund-raising/donations:
 - Made e-mail contact with Clinical Department Chief Therapists (58) to obtain name/address/phone information on *local* vendors they do regular business with. (see attachment-pg 2 of this report)
 - Follow-up e-mails to chiefs who have not yet responded to initial requests.
 - Telephone follow-ups from Finance Committee members to those chiefs not responding to request.
 - Developed and approved a new funding request letter (see attachment-pg 3 of this report)
 - Will develop formalized *Thank You* letter from finance committee chair. Plan to modify letter regularly with updated information on how money has been utilized. Phone call follow-up as well.
 - Considered future business for committee; Annual Budget projection.
 - Next committee meeting will be 16 JAN 03. Plan to have regular teleconferenced meetings (monthly).

Respectfully submitted for your consideration,

CDR Jeff Fultz, Finance Committee Chair

e-mail message sent to all clinical chiefs

November 16th 2002
Good afternoon!

I am writing to you on behalf of the Finance Committee of the Therapist Professional Advisory Committee (TPAC). We are trying to reach all the Therapy Chiefs and Directors throughout the Public Health Service. As part of our committee's charge, we are working to develop means of increasing our category's Henry M. Jackson Foundation Fund (HJF). To accomplish this, I am asking for your help. One resource that hasn't been adequately pursued are the businesses you work with regularly. Naturally, we do not want to jeopardize your relationship with these vendors. Essentially all we would like to do is develop a list of local vendors for the HJF to contact by mail. Liz Chipchovsky is our account manager for the HJF. She will send out a nicely worded, therapy-specific request letter for contributions to the individuals on this local vendor listing. A copy of this request letter is attached for your review. HJF will send out these requests to local vendors *just once a year*, in the fall. Any assistance you might provide in educating these individuals about our category activities and educational programs would be helpful.

Thank you for your time and consideration.

The information needed is as follows:

Company Name
Contact Name
Phone Number
Address

Members of the Finance Committee will be contacting you by phone if we do not hear from you. Please contact me if you have any questions or concerns.

CDR Jeff Fultz, DC, PT, OCS, CProT
Chair, Finance Committee
Therapist Professional Advisory Committee
Phone: (505) 368-6306
jeffrey.fultz@shiprock.ihs.gov

Funding Request Letter for therapy department vendors

Dear _____ ,

This letter is to ask for your support for improving continuing education programs for therapists working in the U.S. Public Health Service. We are writing to request an unrestricted educational grant to support the Therapist Professional Advisory Committee (TPAC) to the Office of the Surgeon General. The TPAC represents all physical therapists, occupational therapists, speech pathologists, and audiologists in the U.S. Public Health Service. The TPAC facilitates and supports continuing education programs for the many therapy professionals who work to promote the health of the nation in times of peace and national emergency.

Therapists serving in the U.S. Public Health Service work in many settings throughout the expansive U.S. Department of Health and Human Services, as well as in other federal agencies including:

- **Indian Health Service**
- **National Institutes of Health**
- **Centers for Disease Control and Prevention**
- **Food and Drug Administration**
- **Health Resource and Services Administration**
- **Substance Abuse and Mental Health Services**
- **U.S. Coast Guard (Dept of Transportation)**
- **Bureau of Prisons (Dept of Justice)**
- **Centers for Medicare and Medicaid Services**
- **DC Commission on Mental Health Services**

Contributions to this account facilitate the development of specialized continuing education programs for therapy professionals within the U.S. Public Health Service. We appreciate your support in helping us to maintain the highest possible state of readiness and professional skills. Please consider providing a grant of **\$1,000, \$500, or \$250**. Of course, a grant of any amount would be *greatly appreciated*.

To provide support for the therapists in the U.S. Public Health Service please make your check payable to “**Henry Jackson Foundation – PHS-PT**” and mail it to the address below. If you would prefer to contribute using your credit card, or if you have any questions, please contact Liz Chipchosky directly at (240) 453-8876.

Henry M. Jackson Foundation for the
Advancement of Military Medicine
1401 Rockville Pike, Suite 600
Rockville, MD 20852-1428
ATTN: Liz Chipchosky

The Henry Jackson Foundation is a private, not-for-profit organization that is registered in the State of Maryland. Our Federal Taxpayer Identification Number is 52-1317896. Contributions to the Foundation are tax deductible to the extent allowed by law.

Thank you for your support.

Sincerely,

Elizabeth P. Chipchosky
Special Projects Administrator
Henry M. Jackson Foundation
cc: CDR Jeff Fultz
Chair, Finance Committee, TPAC

HEALTHY LIFESTYLES COMMITTEE REPORT (12/13/02)

1. CDR Goode reports from Whiteriver that:
 - a. P.T. coordinated the 2nd Annual National Diabetes Month Whiteriver Service Unit - focusing on wellness and healthy lifestyles. It was well attended (164 participants - great for our service unit!).
 - b. The Phoenix Area Director, Mr. Don Davis, MPH, has set forth the "Walk the Talk Challenge". Health Care leaders and providers are asked to become involved in a 6-month weight loss challenge and exercise program. The commitments are sent to the Area Office. After 6 months there will be an Area Health Summit and Celebration.

2. CAPT Cavanaugh reports that in Sitka they are planning an "Indoor Winter Walking Program". Arrangements have been made with a community school to allow registered participants to walk on the indoor gym track where it's never icy.

Memorandum

To: TPAC Secretary

From: CAPT John T. Hurley

Date: 12-12-02

Subject: Strategic Growth Committee Report

Members

CAPT John T Hurley
CAPT Georgia Johnson
CDR Frank Weaver
CDR Nancy Balash
LCDR Mark Melanson
CDR Penny Royall
LCDR Scott Gousted
LCDR Eric Payne

Conference Call Minutes 12-10-02

Topics from the prior SGC meeting were reviewed. The Strategic growth Committee discussed topics for new direction. These topics are listed below:

1. Defining new and current roles for our category members

Areas and jobs that we already occupying
Identification of non-traditional roles

2. Roles for Therapists regarding children and obesity

3. Pilot program development such as the BOP medium security pilot project

4. Community outreach programs such as work being done in Community Health Centers

5. Proactively in filling slots in CDC FDA, and other agencies. This includes identification of unknown slots

6. Developing and organization of accurate information regarding (Being done by R+R

- Sites that have Therapists
- Demographics
- Vacancies
- Work environments

7. Ergonomic issues

The committee agreed that identification of traditional clinical sites for therapist is already being done by the Recruitment and Retention Committee. The identification of non-traditional

positions would benefit members of our category who may not know about non-clinical positions. Recent non-clinical positions have been filled by Therapists. Once new positions were identified they could be listed through the normal recruitment database.

TPAC discussion regarding the promotion process should be reviewed since there is a perception that being in a non-clinical position scores lower. A second phase to this process could involve advocating for therapists in the identified positions. The second phase will be discussed at a later date.

Eric Payne volunteered to lead a SGC subcommittee regarding traditional and non-traditional position identification. Other subcommittee members are Mark Melanson and Eric Payne

Previous projects that require a host site are the VA initiative, DOD activities, Exceptional Family Member Program and Indian Health Service activities such as 638 sites. Each Strategic Growth Member took charge of reviewing current activities for these agencies and when host site requirements change our committee will make contact. Agency responsibilities are listed below:

John Hurley	VA/EFMD
Scott Gousted	DOD
Erik Payne`	RT
Frank Weaver	HHS/638

The third phase of our outreach letter campaign is over. The third letter of invitation went out along with the TPAC summary. We had 10 responses, which is approximately 10% of the listed people. The committee felt that this was fairly successful and hopefully these people will be active participants of our category.

John T Hurley, Chairperson
Strategic Growth Committee

ATTACHMENT F

To: Therapist Professional Advisory Committee
From: LT Jeff Richardson TPAC JOAG Liaison
Date: 3/17/2003
Re: JOAG report

The purpose of the Junior Officer Advisory Group (JOAG) is to provide advice and consultation to the Surgeon General, Chief Professional Officers (CPO), Professional Advisory Committees (PAC), and other Commissioned Corps groups on issues relating to professional practice and personnel activities affecting junior officers in the USPHS Commissioned Corps. To this end the JOAG has organized five committees to accomplish its goals.

I would like to report on the highlights of recent JOAG efforts:

- 1) A major objective is to contact all newly called to active duty junior officers and invite them to participate in the JOAG monthly teleconference held the third Friday of every month. We are trying to work with DCP to establish a master list of all junior officers. At the same time we have developed two brochures, welcoming new officers and disseminating information about what they need as they begin their careers. The welcoming committee brochure was presented to RADM Moritsugu and the CPO's and PAC Chairs and is now being utilized by the BOTC/DCP/PSC. The brochures are in a constant state of review. The JOAG brochure is going to be updated with a new picture of the Surgeon General and JOAG members.
- 2) The HSPAC Group is collecting information that relates to the current lack of category staffing officers. They have asked the JOAG to give its perspective regarding what are the five main drawbacks related to the current lack of category staffing officers.
- 3) Two junior officers have also been selected to serve on the promotion process review workgroup. (LCDR Jordan was on the charging Task Force for this workgroup and was asked to be a part of it, but wanted other junior officers to have this opportunity) Junior officers are encouraged to join CCRF and the Honor Guard.
- 4) The JOAG may start a monthly CC Bulletin column entitled 'technical tools from JOAG.'
- 5) Several of the committees have developed position papers on code of conduct and recruitment and retention for junior officers.
- 6) The election process for new JOAG leadership is currently under way for the next year. We will elect new JOAG leadership perhaps by the end of December or January.

LCDR Jordan has suggested that I take time and consider how I can reach junior officers of the therapist category. I like that idea and I have made some preliminary efforts and talked to LCDR Mark Melanson regarding identifying new officers in our category, and I have tried to talk to CDR Michaele Smith regarding mentoring. I will continue with these efforts.

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