

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES 22 April 2005



Therapist Professional Advisory Committee		
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TPAC MEMBERS	AGENCY	EMAIL	Phone#
CAPT Terry Cavanaugh	IHS	terry.Cavanaugh@searhc.org	907-966-8312
CAPT Linda Hemingway	BOP	lhemingway@bop.gov	817-413-3435
CDR Nancy Balash	IHS	nbalash@yak.Portland.ihs.gov	509-865-1717
CDR Bart Drinkard	NIH	bart_drinkard@nih.gov	301-402-3015
CDR Michelle Jordan	HRSA	mjordan@hrsa.gov	301-443-2602
CDR Kathleen Manrique	IHS	manrique@nushtel.net	907-842-5201
CDR Eric Payne	BOP	epayne@bop.gov	507-287-0674x5070
CDR Susanne Pickering	CDC	shp9@cdc.gov	404-639-8834
CDR Frank Weaver	IHS	frank.weaver@shiprock.ihs.gov	505-368-6260
CDR Jessie Whitehurst-Lief	BOP	jwlief@bop.gov	859-255-6812x5362
LCDR Corey Dahl	BOP	cdahl@bop.gov	817-782-4681
LCDR Jake Magel	IHS	john.magel@shiprock.ihs.gov	505-368-6265
LCDR Mark Melanson	CMHS	cmela19395@aol.com	202-645-4953
LCDR Sue Newman	IHS	sue.newman@tcimc.ihs.gov	928-283-2659
LCDR Tarri Randall	IHS	tarri.randall@mail.ihs.gov	928-339-3610x697

DATES FOR FUTURE TPAC MEETINGS:

June 24, 2005, AUGUST 26, 2005 CALL IN NUMBER: 1-888-381-8510 PASS CODE: 87222

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

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 Gaustad or CDR Shapiro.

FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
LCDR Liza Figueroa	Field Rep. Coordinator	liza.figueroa@pimc.ihs.gov	(602) 263-1561
LCDR Cindy Carter	IHS Multi-site	cindy.carter@mail.ihs.gov	(918) 458-3260
LT Terry Boles	Multi-Agency	TBOLES@ora.fda.gov	(480) 829-7396 x19
LT Matthew Dabb	IHS-NM	Matthew.dabb@crownpoint.ihs.gov	(505) 786-6266
LCDR Robert Roe	IHS NW	rroe@thhs.cskt.org	(406) 745-3525
LT Justin Feola	BOP WEST	Jfeola@bop.gov	(417) 8371738
LT Michelle Peterman	CMHS	Gatoram2@aol.com	(202) 645-7610
LT Joseph Golding	IHS AZ	joseph.golding@mail.ihs.gov	(602) 263-1561
LCDR Fred Lief	BOP EAST	flief@bop.gov	(859) 255-6812 X 362
CDR Karen Siegel	NIH	KSiegel@cc.nih.gov	(301) 496-9890

THERAPIST PROFESSIONAL ADVISORY COMMITTEE

**MEETING AGENDA
22 APRIL 2005
1200 EDT**

- | | | | |
|-------|--|---------------------|-----------|
| I. | CALL TO ORDER | CDR Gaustad | 1200 |
| II. | Review and Adoption of Agenda | CDR Shapiro | 1205 |
| III. | Review and Adoption of Previous
TPAC Minutes | CDR Shapiro | 1210 |
| | GUEST SPEAKER | | |
| | Therapist Liaison at OCCO | LCDR Martineau | 1210-1220 |
| IV. | REPORTS | | |
| | A. Chief Professional Officer | CAPT McGarvey | 1220-1250 |
| | B. TPAC Chair | CDR Gaustad | 1250-1310 |
| | C. * Administration Committee | CDR Shapiro | 1310-1315 |
| | D. * Information Management | LCDR Newman | 1315-1320 |
| | E. * Readiness Committee | CDR Drinkard | 1320-1325 |
| | F. * Strategic Planning and
Development Committee | LCDR Melanson | 1325-1330 |
| | G. * Professional Development | CDR Manrique | 1330-1340 |
| V. | OLD BUSINESS | | |
| | A. Action Items: | | |
| | 1. TPAC Elections | CDR Gaustad/Shapiro | 1340-1345 |
| | 2. Commissioning Standards | CAPT Cavanaugh | 1345-1350 |
| | 3. Awards Guidelines | CDR Balash | 1350-1355 |
| | 4. CCMIS Web Site | LCDR Newman | 1355-1400 |
| | 5. Charter/P&P Manual | CDR Payne | 1400-1405 |
| | 6. Mission/Vision Statement | CDR Gaustad | 1405-1410 |
| VI. | NEW BUSINESS | | |
| | Respiratory Therapists | CDR Gaustad | 1410-1420 |
| VII. | OPEN FORUM FOR DISCUSSION | TPAC CATEGORY | 1420-1440 |
| VIII. | ADJOURN | | 1445 |

* Committee chairs to report committee projects and/or new information as appropriate or defer to corresponding committee written report to be viewed on the TPAC website.

**TPAC CALL IN PHONE NUMBER: 1-888-381-8510, PASS CODE: 87222.
Future TPAC meeting dates: June 24, 2005, August 26, 2005**

Therapist Professional Advisory Committee Meeting Minutes

Date: 22 April 2005 Time: 12:00- 15:00 hours EDT Location: Teleconference

I. **CALL TO ORDER: 12:35 PM EDT**

Roll Call:

MEMBERS:	Title/Proxy	AGENCY/OPDIV
CDR Scott Gaustad	Chair	BOP/Springfield
CDR Rita Shapiro	Secretary	CMS/Baltimore
CAPT Terry Cavanaugh		IHS/Alaska
CAPT Linda Hemingway	LCDR Newman	BOP/Ft. Worth
CDR Nancy Balash		IHS/Yakama
CDR Bart Drinkard		NIH
CDR Michelle Jordan		HRSA/Rockville
CDR Kathleen Manrique		IHS/Alaska
CDR Eric Payne		BOP/Rochester
CDR Susanne Pickering		CDC/Atlanta
CDR Frank Weaver		IHS/Shiprock
CDR Jessie Whitehurst-Lief	Excused	BOP/Lexington
LCDR Corey Dahl		BOP/Ft. Worth
LCDR Jake Magel		IHS/Shiprock
LCDR Mark Melanson	LCDR Dahl	SMSH/DC
LCDR Sue Newman		IHS/Tuba City
LCDR Tarri Randall		IHS/White River
Ex-Officio Member:		
CAPT McGarvey	CPO	NIH (Prev. meeting)

Category Participants		
PHS Agency	OPDIV	Members
IHS	Chinle, AZ	
	Phoenix, AZ	CAPT Dardis, CDR Figueroa, LCDR West
	Polaka, AZ	
	Shiprock, NM	CDR Shelton, LT's Souvignier, Murdoch, and Tanzillo
	San Carlos, AZ	LCDR Richardson
	Anchorage, AK	LCDR Weaver, LT Jordett
	Juneau, AK	
	Ft. Defiance, AZ	LCDR Faz
	White River, AZ	CDR Goode
	St Ignatius, MT	LCDR Roe
NIH	Bethesda, MD	CAPT Siegel, CDR Smith
HRSA	Belleview Hospital, NY	
OS	Region VIII	
	Rockville, MD	
Non PHS Agency		
BOP	FMC Carswell	CDR Bradley, LT Maxfield
	FMC Springfield	
	FMS Rochester	
USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles
	Rockville, MD	

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted following motion by CDR Balash and 2nd by LCDR Randall. Voice vote per roll call was obtained.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

Meeting minutes of Feb 18, 2005 meeting had been provided via e-mails to all TPAC members and were approved via e-mail by all members. Minutes were posted to TPAC Web site on March 15, 2005. A voice vote per roll call was obtained for approval of minutes as posted, following a motion by CDR Balash and 2nd by CDR Payne.

Invited Speaker:

LCDR Peter Martineau is the therapist category liaison to OCCO. He is a staffing officer in the recruitment and assignment branch of OCCO. He informed that at present time there are numerous applicants from the other service requesting inter-service transfers. He is the Point of Contact for therapist applicants as well as for any open positions postings. He is also a contact for the associate recruiters. He offered that if any TPAC committee or subcommittee, like the recruitment, career development or, strategic growth committee, require information or statistics, should feel free to contact LCDR Martineau. He further informed that currently there are eleven open applications at various stages of processing. He explained the application process and open vs. closed application. He offered assistance to anyone who has questions or concerns regarding the applicants or placement issues. Also that with the transformation moving forward, the new applicants are expected to accept assignments for the need of the Corps i.e. the Therapist category. LCDR Martineau may be contact at: 240-443-6010 by phone or via e-mail at: peter.martineau@hhs.gov

IV. REPORTS

A. CPO Report

In absence of CAPT McGarvey to a previously scheduled meeting, CDR Gaustad included CPO Comments within the TPAC Chair report.

B. TPAC Chair Report

CDR Gaustad congratulated the category in achieving 74.17% basic ready qualified status as of April 14, 2005. He commended the Readiness Committee and the OFRD Subcommittee for the extra effort with phone calls and assistance to officers. He strongly encouraged the category to achieve or better exceed the required 75% mark on May 01, 2005.

He welcomed CDR Michelle Hooper as the new Audiology Discipline Liaison and thanked CDR Weaver for years of service as the audiology liaison and congratulated him on the job well done.

The COA 2005 is approaching fast! We must attempt to have as strong a presence as possible. Therapist category is again leading with the BMI booth. CDR Drinkard will provide details on that. The evening social will be an excellent venue to re-establish old ties. We must all attempt to attend.

Congratulations again to CAPT McGarvey for being selected to receive the Catherine Worthingham Fellow Award. This award is given to a clinician for his/her outstanding contributions to the profession in clinical research and contributions consistently for a period of five or more years.

There is nothing new to report on the Warrant Officer issue at present time. There will be another meeting next and then in May to establish the appointment standards and definitions etc.

There is no progress on the 6th Precept issue. The CPO's and JOAG, again are re-analyzing the purpose and the intent of the precept. JOAG recommendations were that it is important to recognize officer's work but not necessarily use the assignment as a promotion tool but rather as a recruitment tool. As we all know there was a strong opposition to this initiative but it will be looked at further by the work group yet to be established.

CDR Gaustad informed the category that LCDR Jake Magel from the Shiprock Service unit has resigned his commission to join a private physical therapy, spine center as well as involvement with academia in Salt Lake City, UT. He thanked Jake for all his dedication and contributions to the Corps, and wished him the traditional "Fair Winds and Following Seas" To complete LCDR Magel's unfulfilled term on the TPAC LCDR Mike Faz was the first alternate and will be appointed to the TPAC as a voting member beginning July 01 2005. There was a discussion to not leave a position vacant and appoint the alternate immediately. CDR Gaustad asked CDR Payne to look at the current policies and procedures manual and attempt to modify the phrase concerning appointment of the alternates to fulfill a term. The updated wording will be presented to TPAC for vote during next TPAC Meeting on June 24, 2005. The newly elected officers' names were announced however, they are not officially members of the TPAC until the appointment is approved by the OSG.

CDR Gaustad thanked the eighteen officers who self nominated for the TPAC membership and encouraged them to continue to apply. The following members were elected: CDR Scott Gaustad, CDR Liza Figueroa, CDR Michelle Hooper and, LCDR Terry Boles. The alternates are; LT Teshara Bouie, CDR Jessie Whitehurst-Lief and LT Alicia Souvignier. TPAC looks forward to working with new members.

The following officers were welcomed into the Corps: LT Damien Avery, PT, BOP, FMC Butner, NC; LT Jessica Fedda, PT, BOP FMC Rochester, MN; LT Ivy Chan NIH; LT Karen Killman, IHS Zuni NM; LT Irene Jordett, PT IHS, Anchorage, AK. Reserves on extended active duty are LT Joe Rasor at PIMC, Phoenix, AZ; LT Jenny Elton at Tripler Army Hospital, HI

The Surgeon General has declared 2005 as the year of the child. CDR Gaustad asked the category to come up with some ideas if we may want to demonstrate support as a category to this initiative. A task force was formed to look into this issue and come up with a power point presentation that would give a universal message from our group about the year of the child, childhood obesity and other issues in a multidisciplinary approach. With CDR Pickering as the chair and members including: LT Souvignier, LT Murdoch, LT Tanzillo, LCDR Faz, CDR Michelle Smith, CDR Garner the task force was established to leave the door open for more volunteers.

COA 2005 Task Force

CDR Shapiro reported that at the COA conference we will have a very busy but productive category day with excellent speakers as well as retirement ceremony, awards and paper presentations. The evening social event onboard the Spirit of Philadelphia is planned and approx 130 officers have thus far registered for the dinner cruise. The transportation available to the ship and the dress is casual.

V. **Committee reports: (Written Reports are attached)**

Administration Committee: CDR Shapiro reported that the Elections are complete and the results are as follows: New Elected officers to the TPAC are: CDR Scott Gaustad, CDR Liza Figueroa, CDR Michelle Hooper and LCDR Terry Boles. Their appointments of course are pending the OSG Approval. The process has begun and we are awaiting response from the OSG A full committee report is attached.

Finance Subcommittee: Entering in the annual fund raising drive for 2005. The goal is to raise \$ 2,000 for this year. Many of the category activities are supported by the funds from the Henry Jackson Foundation (HJF), the holder of Therapist Category funds. Donations to HJF are tax deductible. To read information: www.hjf.org or go the Therapist Website: <http://www.cc.nih.gov/rm/pt/tpac.htm>

Strategic Growth Committee: LCDR Dahl reported for LCDR Melanson that the vacancies will be posted on the web site and there will be a recruiting booth at the APTA conference.

Professional Development Committee: CDR Manrique submitted a written report.

Information Management Committee: LCDR Newman deferred to the submitted report and acknowledged and congratulated CAPT Keith Varvel on his retirement after a successful career of 29 plus years with the USPHS.

Readiness Committee: CDR Drinkard congratulated all the officers who completed Basic Readiness requirements. He asked officer to contact CDR Drinkard or CDR Shapiro if any further assistance is required. He also provided update on the Healthy Lifestyles Booth at the upcoming COA conference in Philadelphia. Dieticians will be working with us. Please contact LCDR Henry McMillan to volunteer at the booth. There will be BMI measurement and possibly the Body Composition. We will also probably have a portable instrument that measures the resting energy expenditure.

VI. **OLD BUSINESS**

TPAC Elections: Previously reported

Commissioning Standards: CAPT Cavanaugh provided status report that PT appointment standards have been updated and good feedback received. Discipline Liaisons of other specialties are being contacted to solicit input into OT, SLP and AUD.

Awards: CDR Balash reported that the Awards Task Force has submitted various documents to TPAC members for approval and comments on the matrix. One the approval from the TPAC members is obtained the guidelines will be sent to the Awards Board members to use for voting on the awards.

CCMIS Web Site: LCDR Newman reported that the task force is currently working on updating the Therapist Category information on the USPHS.gov web site. The draft is being prepared to be submitted to the TPAC members and CAPT McGarvey for review and comments and approval. It should be sent out with in the next couple of weeks.

Charter/P&P Manual: CDR Payne reported that he is in the process of reviewing the document himself and then send it to the Task Force. He informed that there are not many changes except those that he is able to update from the TPAC meetings. CDR Gaustad encouraged people to submit recommendations for any changes.

Mission/Vision Statement: CDR Gaustad had nothing to report at this time. He feels certain that the Task Force will be ready to present its recommendations at the COA conference on the Category day.

VII. NEW BUSINESS:

CDR Gaustad again addressed the participation by the Civil Service therapists in the TPAC functions. He recommended that a task force be formed to review this issue. LCDR Newman commented that from the therapists in her area, the comment is that TPAC primarily discusses officer issues which are not of much relevance to the CS therapists. Task Force team leader will be LCDR Newman and members will be CDR Gaustad, CDR Shapiro and LCDR Richardson.

Respiratory Therapists issue was brought forward that if they should be considered for commissioning in the USPHS. LCDR West informed that from previous findings, the reason that the Respiratory Therapists were not originally recommended was because of their education level not being at a minimum of Bachelors Degree. The RTs are primarily of the associate degree level. Further discussion on this was tabled for next meeting.

VIII. OPEN FORUM:

CDR Gaustad informed of his involvement at the JODC Course in San Antonio, TX and LT Stephanie Maxfield was also a participant. He encouraged the therapists to participate in this.

CDR Goode requested for volunteers to participate in the retirement ceremony at the COA conference. CDR Shapiro will provide training. Please contact CDR Goode at: lois.goode@mail.ihs.gov

LCDR Boles commented about awards for therapists in the non-traditional billets.

JUNIOR OFFICERS: All junior officers are encouraged to join the Junior Officer List serve: <http://list.nih.gov/archives/joag.html>

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

CLOSING ROLL CALL:

MEMBERS:	Title/Proxy	AGENCY/OPDIV
CDR Scott Gaustad	Chair	BOP/Springfield
CDR Rita Shapiro	Secretary	CMS/Baltimore
CAPT Terry Cavanaugh		IHS/Alaska
CAPT Linda Hemingway	LCDR Newman	BOP/Ft. Worth
CDR Nancy Balash		IHS/Yakama
CDR Bart Drinkard		NIH
CDR Michelle Jordan		HRSA/Rockville
CDR Kathleen Manrique		IHS/Alaska
CDR Eric Payne		BOP/Rochester
CDR Susanne Pickering		CDC/Atlanta
CDR Frank Weaver		IHS/Shiprock
CDR Jessie Whitehurst-Lief	Excused	BOP/Lexington
LCDR Corey Dahl		BOP/Ft. Worth
LCDR Jake Magel		IHS/Shiprock

LCDR Mark Melanson
 LCDR Sue Newman
 LCDR Tarri Randall

LCDR Dahl

SMHS/DC
 IHS/Tuba City
 IHS/White River

Ex-Officio Member:
 CAPT McGarvey

CPO

NIH (Prev Meeting)

Category Participants		
PHS Agency	OPDIV	Members
IHS	Chinle, AZ	
	Phoenix, AZ	CAPT Dardis, CDR Figueroa, LCDR West
	Polaka, AZ	
	Shiprock, NM	CDR Shelton, LT's Souvignier, Murdoch, and Tanzillo
	San Carlos, AZ	LCDR Richardson
	Anchorage, AK	LCDR Weaver, LT Jordett
	Juneau, AK	
	Ft. Defiance, AZ	LCDR Faz
	White River, AZ	CDR Goode
	St Ignatius, MT	LCDR Roe
NIH	Bethesda, MD	CAPT Siegel, CDR Smith
HRSA	Bellevue Hospital, NY	
OS	Region VIII	
	Rockville, MD	
Non PHS Agency		
BOP	FMC Carswell	CDR Bradley, LT Maxfield
	FMC Springfield	
	FMS Rochester	
USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles
	Rockville, MD	

CONCLUSION: Meeting adjourned at 15:00 Eastern Time

Respectfully Submitted: CDR Rita Shapiro, TPAC Executive Secretary

Concur: CDR Scott Gaustad, TPAC Chair

Concur: CAPT Charles McGarvey, CPO Therapist Category

ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT

Memorandum

Date: April 22, 2005

To: CDR Scott Gaustad, TPAC, Chair

From: CDR Rita Shapiro, TPAC, Executive Secretary, Administration Committee, Chair

**Re: Administration Committee Report
Therapist Professional Advisory Committee
April 22, 2005**

I. Finance Subcommittee

Finance Sub-committee Members:

LCDR Ron West, Chair ron.west2@ihs.gov

LCDR Jeff Richardson jeff.richardson@mail.ihs.gov

Account Activity 01 JUL 04 to 22 APR 05:

Collections to date: \$620.00

HJF Money Spent from 01JUL04 to 01APR04: Total \$779.63

\$211.55 Retirement recognition 2004

\$62.00 Special recognition plaque August 2004

\$204.00 Retirement recognition 2005

\$260.00 Award and recognition plaques, COA Meeting 2005

\$42.08 HJF Processing costs

****This does not reflect the monies spent by the COA for the Therapist Category.**

Category Fund Raising Drive 2005, held between April 2005 to July 2005, Results:

GOAL: \$2000.00, Fliers were distributed in April 2005 via the field reps.

Everyone needs to contribute.

Funding Requests:

As of 01JUL05 all financial requests should be submitted to the TPAC Finance Subcommittee for projected expenses in CO year 01JUL05 to 01JUL06.

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

- ✓ What is being requested-Name of item?
- ✓ Purpose needed?
- ✓ Quantity needed?
- ✓ Cost per item?
- ✓ True Total invoice(Must include shipping costs, any other expense incurred, etc...)
- ✓ Deadline funding needed by? (Suggest 6 – 8 weeks in advance)
- ✓ Where to send funding?: Check payable to? Address? Telephone#? Social Security# or Tax ID#? **(HJF must pay the company directly. They will not reimburse government employees).**

Finance Committee Topics:

- There are two ways for the TPAC to pay for expenses:
 - A TPAC committee can request funds. After approval by the finance committee, the requesting committee must get an invoice and the HJF will pay the company directly **(HJF will no longer reimburse government employees for expenses incurred).**

- The COA Meeting planners depend on the PHS Categories for vendor contacts to fill the exhibit hall. In turn, the COA reserves some of the monies collected on the booth space for the individual categories. These funds are used for meeting expenses such as speaker honorariums, awards, recognitions, and retirement ceremonies. The 2003 COA Meeting, Therapist Category Program in Phoenix, AZ was funded in this manner (**COA will not reimburse government employees for expenses incurred**).
- We need help with finding benefactors to our HJF account and COA exhibitor's hall. Please let us know of any potential contacts. As COs we are not able to solicit for monies, however, we can explain the process for HJF donations or participation in the COA exhibit hall to local and national vendors with whom we come in contact. It is acceptable to ask if it would be all right for the HJF or COA to contact them. Currently, the large majority of funds collected for the Henry M. Jackson Foundation account are from three main sources:
 - Large donations of speaker honorarium and cash awards from Therapist Category members.
 - Large donations from a prosthetist from Phoenix, Arizona.
 - The collections from fund drives.
- It is requested that all educational seminars and continuing education workshops that are set up by Therapist Category Members or advertised by the TPAC Education Subcommittee request a generous donation to the Henry M. Jackson Foundation account from all participants. Recommended \$25.00 donation.

II. COA Meeting Planning Task Force

Chair: CDR Rita Shapiro for 2005

Members: CDR Balash, CDR Ianuzzi, CDR Pickering, LCDR Fred Lief, LCDR Magel, LCDR McMillan, LCDR West, and LT Tanzillo

The Category Day agenda has been finalized and CEU's have been applied for. The registration for the evening program in conjunction with the HSO and other categories is on the COA Web Site under conference registration.

There will be a booth for the BMI and Bone Density testing. The room is adjacent to the Exhibits Hall. CDR Shapiro will visit the Conference site with the COA meeting planners in May

III. TPAC Processes:

Chair: CAPT Rebecca Parks

Member Elections: Responsibility: TPAC Executive Secretary:

The elections are complete and new members will receive letter from the OSG very soon.

Charter Review: Chair: CDR Eric Payne No action this time

This concludes the Administration Committee Report. Thanks to every one's hard work.

Respectfully Submitted,
CDR Rita Shapiro

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

Memorandum

Date: APR 10, 2005

To: CDR Scott Gaustad, TPAC, Chair
CDR Rita Shapiro, TPAC, Executive Secretary

From: CDR Kathleen Manrique, Professional Development Committee, Chair

**Re: Professional Development Committee Report
Therapist Professional Advisory Committee
APR 22 , 2005 Meeting**

Education Subcommittee

Chair: LCDR Corey Dahl

**Members: LCDR Tarri Randall, LT Terry Boles, LT Jeff Richardson,
LCDR John Schultz, LT Jeff Richardson**

Nothing to report at this time

Therapists are encouraged to view education information on the TPAC website

II. Retirement Recognition Subcommittee

Chair: CDR Lois Goode

Members: LCDR Rita Shapiro, LCDR Sue Newman, and LCDR Julia Woodard

The Retirement Recognition Subcommittee has continued to make preparations for the 2005 Retirement Recognition Ceremony.

1. Financial arrangements have been made through the Finance Committee for the reimbursement of awards and Ceremony items. **Special thanks to LCDR Ron West and CDR Shapiro** for their work in facilitating these activities.
2. Ceremony program finalized. Need to request support from the field to participate in the Ceremony.
Requested brief agenda item through CDR Gaustad for 4/22/05 TPAC meeting. Those interested in participating please contact Lois Goode for more details.
3. **Home of Record documents received by LCDR Sue Newman (for CAPT Varvel) and LCDR Woodard (for CAPT Hurley). Special thank you to Sue and Julie for their efforts in obtaining this documentation.**
4. **Next meeting to be held May 2, 2005. Will meet again June 6, 2005 at COA for rehearsal. Time TBA.**

Thank you for your attention to this brief update. **Special thank you to the Retirement**

Recognition Team:

CDR Shapiro, LCDR Julia Woodard and LCDR Sue Newman for their efforts...and for being a great group to work with!

III Mentoring Subcommittee

Chair: CDR Michaele Smith

Members: CAPT Rebecca Parks

- One request/match has been made for mentee/mentor this quarter
- Also all matched individuals in the mentoring database should have received a Thank You letter of support for participating in the mentoring program. Signed by CDR Michaele Smith and cosigned by the TPAC chairperson CDR Scott Gaustad.

IV. Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gaustad, CDR Lois Goode

- No report

V. Therapist CV Format and COER Task Force

Chair: LCDR Michele Jordan

Members: CDR Nancy Balash
LCDR Ron West

No report

VI. Career Pathway Task Force

Members:

CDR Kathleen Manrique- Chair

CDR Liza Figueroa

CDR Rita Shapiro

LCDR Jake Magel

LCDR Dan Weaver

LCDR Tarri Randall

LT William Pearce

LT Jodi Tanzillo

CAPT Charles McGravey- Advisory

- Revision of PDC Career Pathways document Completed
- Attached for review

This concludes the Professional Development Committee Report.

CDR Kathleen Manrique

ATTACHMENT C: INFO-MANAGEMENT COMMITTEE REPORT

MEMO

DATE: 04/13/05

TO: CDR SCOTT GAUSTAD, TPAC CHAIR
CDR RITA SHAPIRO, TPAC SECRETARY

FROM: SUE NEWMAN, PT, TPAC INFORMATION MANAGEMENT CHAIR

RE: TPAC INFORMATION MANAGEMENT REPORT

I. Web Page Subcommittee, CAPT Karen Siegel, Chair

The major redesign of the webpage was posted back in January. The recent changes to the site have been much more minor in nature. The most substantial change has been the addition of the Associate Recruiter Program information. The deployment survey results have been updated to include more recent therapist responses and the deployment handbook has been revised. Biographies for officers retiring in 2005 have been added. The flyer for the 2004-2005 fund drive for the Jackson foundation has been posted. Some committee rosters have been updated, as have the vacancy information and the education listing. The February TPAC minutes and transformation information have been posted. We are starting to use the Time Sensitive Information and Hail and Farewell box on the home page as relevant information becomes available.

Comments, suggestions, and postings may be sent to me at karen_siegel@nih.gov or 301-451-7534. Thank you to all the individuals who have provided information to the site <http://www.cc.nih.gov/rm/pt/tpac.htm>.

II. JOAG, LCDR Jeff Richardson, Chair

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.

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

- 1) JOAG had the annual meeting with the Office of the Surgeon General on March 11th, 2005. We met with RADM Richard Carmona, RADM Moritsugu, and RADM Williams. The discussion surrounded the following topic areas:
 - * Deployments/missions
 - * 6th Precept
 - * Warrant Officer Corps
 - * Transformation Memo/Update
 - * Readiness (intermediate/advanced)
 - * Medical standards for commissioning and retention
 - * Recruitment and retention

* COERs and annual workplans

* Year of the healthy child

As soon as the minutes of the meeting are approved they will be shared with the TPAC.

- 2) We also held our regularly scheduled April meeting on the 8th. We had a special guest, CAPT Frank Behan, who joined us to discuss and present "an Officer's Journey".
- 3) I would like to call on all Junior Therapist Officers (Temporary O-4 and below), who are interested, to join one of JOAG's committees and become a Non-voting member and also to sign up for the JOAG listserv at <http://list.nih.gov/archives/joag.html> or by logging on the JOAG website a www.joag.org and clicking on the link for the listserv. Meeting times are at 1300 EDT on the second Friday of every month. The next meeting will be Friday, May 13th. Officers usually meet in the conference room M on the 3rd floor of the Parklawn Building and in Atlanta meet at ATSDR Conf Room 3A. Call-in info is: USA Toll Free Number: 888-807-8641, PASSCODE: 11247

III. Historian, CDR Jessie Lief, Chair

-If anyone has pictures/information (COA meetings, Deployments, Conferences) to include in TPAC history contact CDR Lief at email: jlief@bop.gov.

IV. Retired Therapist Subcommittee, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson

-Nothing to Report

V. Inactive Reserve, LT Alicia Souvignier, Chair

-There are Inactive Reservists interested in doing a short tour of duty if anybody needs to backfill in their clinics. Contact: Alicia.souvignier@ihs.gov

VI. TPAC Field Report, CDR Liza Figueroa, Coordinator

Refer to report

VII. Commissioned Officers Association, CDR Suzanne Pickering

Registration for the COA meeting June 6-11, 2004 in Philadelphia is now open. (www.coausphs.org)

VIII. Discipline Liaison

CDR Frank Weaver – Audiologist

-The new Discipline Liaison for Audiologist will be CDR Michelle Hooper

CAPT Rebecca Parks – OT

-Nothing to report

Ms. Beth Soloman – SLP

-Nothing to report

CDR Michael Smith – PT (refer to report below)

▪ **National Capital Area Uniformed Service Meeting Minutes**

- 16 March 2005
- Host: PHS/NIH

- The meeting was called to order by CAPT McGarvey on 16 March 2005 in the NIH Rehabilitation conference room at 1315.
- **Attendees:**
 - Navy: CDR Brown, Chief PT, Pentagon
 - Air Force: LTC Sandy Guenter, Chief PT, Malcolm Grow
 - Army: LTC Barb Springer, Chief PT, WRAMC
 - PHS: CAPT Charley McGarvey, CPO, Therapist Category, Chief PT Section
 - CDR Karen Siegel
 - CDR Michaele Smith
- **Agenda:**
- **I). History/Introductions (CAPT McGarvey)**
- **Service Updates:**
 - **II). PHS (CAPT McGarvey, CDR Siegel, CDR Smith)**
 - Transformation on hold. Is on Sec Leavitt's desk
 - 33 Officers went on Mercy to help with Asian Tsunami Crisis
 - MD, Nurses, SW, Engineers
 - PHS PTs participated in TSG directed "Healthy Child" by giving out pedometers to those over 25% body fat at APTA booths.
 - Will be coming up with a PHS motto.
 - NIH/PHS research is going well. Clinical research tracks are becoming more and more requested
 - Will be investigating 3D imaging tools and new bio-impedance units for qualitative assessments such as lymphedema.
 - Have Grand Rounds on a monthly basis for 1 hour each. Usually Fridays from 0830-0930. CDR Smith is the POC.
 - Will have a 1 ½ day conference in the fall for Exercises for the CA Patient.
 - CAPT McGarvey will be sponsoring either a Consensus Conference or a Review of Science symposium in 2007 at NIH.
 - **III). Navy (CDR Brown)**
 - Bethesda is seeing AD only. Big staff shortage.
 - Should have 2 new PT accessions in the Navy soon
 - Education: Quarterly education for PTs around the beltway: Dr Murphy spoke in Feb. Dr Nasson from Bethesda will talk about GH Instability in May at Bethesda
 - Requested that other PT Chiefs in the National Capital Region attend this Quad Service Meeting
 - **IV). Army (LTC Springer)**
 - Amputee program: no building yet. Estimate came back over twice as much as the building was budgeted for. Amputees are starting to go to BAMC now. We have seen approx. 250 amputees. Currently treating 97 (inpatients plus outpatients)
 - Discussed lymphedema management/access to care around the beltway.
 - Access to care in general. Most clinics are seeing AD only. WRAMC. Meade, Woodbridge, and Malcolm Grow are seeing all Prime. Leak logs were shared. Bethesda and Quantico and Belvoir have sent many prime patients out to civilian network.
 - All day TBI conference in April 22nd at WRAMC. Sponsored by PM&R and VA. POC is MAJ Lowe. (202) 356-1012 ext 40215

- Research: the main 2 arms are Amputee research and Spine research. We will be getting a manual Ortho Residency graduate starting this June to concentrate on Spine research.
- Amputee research process is underway. 13 proposals were submitted this week for funding decisions. PT submitted 3.
 - **V). Air Force** (LTC Guenter)
- Will be receiving a DPT student for internship. Malcolm Grow is an internship site along with WRAMC. Their new PT is a graduate of the Ortho Residency.
- Discussed possibility of rotating the interns between Malcolm Grow and WRAMC.
 - **VI). CAPT McGarvey** gave the group a tour of the new facilities at NIH Rehab.
 - **Next Meeting:**
 - Host: WRAMC: around June. TBD
 - **Action Items:**
 - None

TPAC FIELD REP REPORT APRIL 22, 2005

Positions Open/Anticipated Openings

- **IHS AZ**

Chinle: 1 PT, 2 SLP and 1 Aud; point of contact is **LCDR Andra Battocchio, PT** (928)674-7225

Hopi: The Chief (Supervisor) PT position (GS-0633-11) was advertised, and closed on 3/28/05. No one applied for the position. So they are going to re-advertise it, soon. The contact person is **Patty Wells** @ 928-737-6296, or **Donita Lomatska** @ 928-737-6374

San Carlos: No positions approved, yet, but a PT Tech position is anticipated to be available, soon.

Tuba City: Chief of Physical Therapy in Tuba City

- **IHS MULTI-SITE**

Choctaw Nation Health Care Center, Talihina, OK: 1 Staff PT - Contact **Suzan Abeyta**, PT (918) 567-7039

Idabel, OK: 1 Staff PT, - Contact **Suzan Abeyta**, PT (918) 567-7039

- **BOP EAST**

FMC Butner: There are two (2) positions available

FMC Devens: One position available now and one slated for August

II. Congratulations

- IHS AZ

Phoenix:

CDR Liza Figueroa, PT has been appointed the IHS Phoenix Area Consultant.

LCDR Ron West, PT has joined the faculty of the Arizona School of Health Sciences as Associate Professor. He is currently teaching the Diagnostic Imaging class.

III News from the Field

- MUTI-AGENCY

CMS:

CDRs Cindy Melanson, OT, Rita Shapiro, PT and CAPT Georgia Johnson, OT served as PHS Science Fair Judges on March 12, 2005, at the Anne Arundel County Regional Science and Engineering Fair in Maryland. We judged 19 entrants in the Medicine and Health Category. The student ages ranged from 11 through 14. Four winners were selected and presented with PHS clocks which were graciously donated by **CDR Frank Weaver, AUD**. The winners also were given Certificates from USPHS. CDR Shapiro and CDR Beck did the presentations on March 17, 2005. We recommend taking the opportunity to serve as a PHS Science Fair Judge if possible. It is great exposure for both the PHS and the local community.

- IHS AZ

Fort Defiance:

LCDR Mike Faz, PT will be begin long-distance learning at Rocky Mountain University of Health Professions for his Doctor of Science in Clinical Electrophysiology

Parker:

LT Joe Golding, PT participating in the Sherman High School Career Fair on April 14, 2005.

San Carlos:

LCDR Jeff Richardson, PT on the birth of his fourth child, Rachel, born March 19th!

Tuba City:

LCDR Sue Newman, PT participated in the annual Tuba City High School Career Day on March 30, 2005

- BOP EAST

FMC Butner: Full time orthopedic surgeon hired. Arthroscopic surgeries are slated to start this summer

- BOP WEST

USMCFP Springfield/FMC Carswell:

LTs Justin Feola, PT and Stephanie Maxfield, PT completed the JointOperational Deployment Course at Fort Sam Houston April 4-8, 2005.

USMCFP Springfield:

LTs Jill Tillman, PT, David Engleman, PT and Justin Feola, PT have recently completed an educational lymphedema management presentation that will be viewable through a web site address. Please call for the web address if you have not already received that information.

- **NIH**

The Rehabilitation Medicine Department and all Clinical Center inpatient and day hospital activities have been relocated to the Mark O. Hatfield Clinical Research Center as of April 2, 2005. Most staff have new phone and fax numbers and all have a new mailing address, but e-mail addresses should be unchanged.

IV. Welcome/Farewell

Welcome:

- **IHS MULTI-SITE**

April Cooper, PT to Claremore Indian Hospital, Claremore, OK

- **NIH**

Mr. Willie Ching, PT has joined the staff of the Physical Therapy Section. He is a Board Certified Specialist in Neurologic Physical Therapy and has approximately 12 years of clinical experience in both in- and out-patient facilities, including a 1 year residency program in Neurology at Moss Rehab/Albert Einstein Medical Center in Philadelphia.

Ms. Stephanie Baker, MS, PT has joined the staff of the Physical Disabilities Branch in a Fellowship position to gain training in the clinical and research applications of movement analysis in a rehabilitation setting. She has 2 ½ years of general clinical experience in physical therapy since graduating from Washington University in St. Louis.

Ms. Kathy Farrell, OT has joined the staff of the Occupational Therapy section and has a special interest in treating patients with neurological disorders.

Farewell:

- **IHS MULTI-SITE**

CAPT (retired) Tom Stolusky, PT from Claremore Indian Hospital, Claremore, OK

- **MULTI-AGENCY**

CDC:

LCDR Christa Themann, AUD, who has applied for inactive status so she can return to school full-time to pursue a PhD in epidemiology. LCDR Themann's last day on official duty will be April 22. She will be working part-time as a contractor at CDC/NIOSH while she is in school.

- **IHS AZ**

Tuba City:

CAPT Keith Varvel, PT -Retired April 1, 2005

V. Presentation

- **NIH**

Siegel KL, Kepple TM, Stanhope SJ, **Cintas HL**, Paul SM, Gerber LH, Marini JC: Walking Patterns of Children with Osteogenesis Imperfecta. 10th Annual Meeting of the Gait and Clinical Movement Analysis Society, Portland OR.

- **IHS AZ**

Phoenix:

LCDR Ron West, PT gave a presentation Exercise and Diabetes to the Community Health Class at the Mesa Community College

- **MULTI-AGENCY**

Hoffman HJ & **Themann CL** (2005). Hearing examination in adults (20 to 69 years old) in the National Health and Nutrition Examination Survey (NHANES), 1999-2004. Presentation at the 30th annual National Hearing Conservation Association conference, Tucson, Arizona.

VI. Publication: None

VII. Current Research: None

VIII. Deployments: None

IX. Future Agenda Items: None

ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

II. MEMORANDUM

To: CDR Rita Shapiro, TPAC Secretary
CDR Scott Gaustad, TPAC Chair

Date: 4/20/05

From: LCDR Mark Melanson, Strategic Growth Chair

PHS Therapist Category Vacancies

IHS		Open Date	
PT	Sells, AZ	5/04	Rebecca Harry (928) 383 - 7303
PT	Lame Deer, MT	8/04	Natanya Riggs (406)247-7246
SP	Chinle, AZ	6/04	Joe Strunce (928) 674 - 7223
2 PTs	Chinle, AZ	12/04	Joe Strunce (928) 674 - 7223
PT	Crow Agency, MT	8/04	Jacky Black (406)247-7214
PT	Nome, AK	10/04	Dorothy Pinkney (907)443-3311
PT Chief	Pollaca, AZ	10/04	Brian Elza (928) 737-6131
PT	Gallup, NM	10/04	Martha Duganne (505)722-1510
Chief PT	Idabell, OK	12/04	Jill Mayes (580)584-6697
PT	Talihina, OK	4/05	Susanne Abeyta (918)567-7046
2 PTs	Tuba City, AZ	4/05	Sue Newman (928)283-2659
PT	Crownpoint, NM	3/05	Matt Daab (505)786-6266
PT	Tahlaquah, OK	4/05	Cindy Carter (918)548-3100
PT	Carl Albert, OK	4/05	Jamie Spence (580)272-7272
PT	ACL, NM	4/05	Steven White (505)552-5431
BOP			
PT	Fort Devens, MA	1/05	Dave Nestor (859)255-6812 ext362
Others			
PT	NIH – Bethesda, MD	11/04	CAPT McGarvey (301)496-2844

www.cdc.gov/ncipc/default.htm
www.cms.hhs.gov/
www.fda.gov/cdrh/index.html
www.hrsa.gov
www.osophs.dhhs.gov/ophs/

Subcommittee Reports

Recruitment-

- Currently only 8 applicants are boarded and medically cleared. All have been called as well as those that have applied but are missing some paperwork. We encourage all officers to seek out applicants. All Associate Recruiters are asked to contact myself or LCDR Corey Dahl (817-782-4681). CDR Steven Blackwell, stated there is money in the Recruiting budget for conferences. I have forwarded dates and locations for the annual PT conference and the National PT Student Conclave. CDR Blackwell mentioned there is a stack of applicants for ARP that have not been processed since he recently came on board.
- ARP meetings had not been held since last summer.
- LCDR Dahl worked with CAPT Siegel to have info for ARPs posted on our web site.

Strategic Growth

- CDR Gary Shelton held 2 subcommittee meetings and the report follows.
- CDR Lois Goode has placed an advertisement for IHS positions in the on-line PT Bulletin.
- A Recruitment booth will be set up at the June 2005 APTA Meeting in Boston with Joe Strunce and Rebecca Harry manning the booth. This was set up by CDR Goode.
- We have yet to hear back from the OCCO recruitment office for support materials.
- Need to develop all therapists into recruitment advocates.
- Future work to be done to understand IHS staffing patterns and develop strategies to identify potential sites and marketing strategies with CDR Goode, CDR Weaver and LCDR Roe.

Retention

- Survey responses have been posted on the web site thanks to all therapists who submitted.

COSTEP

- LT Stephanie Maxfield forwarded a survey to all officers to help with our recruiting effort, she is in the process of putting together a flyer that is category specific as well as a contact list for all ARPs and colleges offering Therapy Category degrees.
- The alumni list has 31 colleges and 54 therapists identified to be contacts with the colleges. Several therapists have agreed to be responsible for more than one school.
- There are 205 accredited institutions and about 150 therapists in the Corps so we need to expand our contact list.

Long Term Training

- LCDR Jake Magel forwarded his report on training through CAPT Seigel through the web site.

ATTACHMENT E: READINESS COMMITTEE REPORT

Therapist Category Readiness Committee
Chair: CDR Bart Drinkard

OFRD Sub Committee
Chair: CDR Rita Shapiro
CDR Kathleen Manrique
CAPT Suzanne Pickering
CDR Matt Taylor
LCDR Terry Boles
LCDR Corey Dahl

Healthy Lifestyles Sub Committee
Chair: CDR Bart Drinkard
CAPT Becky Parks
CAPT Terry Cavanaugh
CDR Jeff Fultz
CDR Lois Good
CDR Jessie Lief

Date: 22 April 2005
To: CDR Scott Gaustad, TPAC Chair; CDR Rita Shapiro, TPAC Secretary
From: CDR Bart Drinkard, TPAC Readiness Committee Chair
Subject: TPAC Readiness Committee Report

OFRD Sub Committee Readiness

All officers: For information on basic readiness standards and to assist others in meeting basic requirements see <http://oep.osophs.dhhs.gov/ccrf/>

From CDR Shapiro:
The Therapist Category Readiness level for Basic Ready Qualified was 67.48 % as of 4/6/05. I contacted all 47 officers on the list provided by CDR Drinkard. As of 4/18/05, 15 of the 47 officers report as having completed all requirements for Basic Readiness Qualified status. This should improve the Category readiness level to 79.6%.

Change of Duty station or address??? Remember to update OFRD contact information

Healthy Lifestyle Sub Committee

Plans are in the works for another healthy lifestyles event at this year's COA meeting. BMI, circumference measures and healthy lifestyle education will be provided. The Dietitian category will participate as well. Plans are to include resting energy expenditure measures.

Contact LCDR Henry McMillan (HMcmillan@bop.gov) if you are interested in staffing this event.

Respectfully,

CDR Bart Drinkard