

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**14 December 2007**



Therapist Professional Advisory Committee		
CAPT Karen Lohmann Siegel Chief Professional Officer Agency for Healthcare Research and Quality 540 Gaither Road Rockville, MD 20850 301-427-1321 (v) 301-427-1640 (f) <a href="mailto:Karen.Siegel@ahrq.hhs.gov">Karen.Siegel@ahrq.hhs.gov</a>	CDR Kathleen O'Neill-Manrique Chair, TPAC Hopi Health Care Center HWY 264, Mile Marker 3 Pollaca, AZ 86042 Phone: 928-737-6130 FAX: 928-737-6153 E-mail: <a href="mailto:Kathleen.o'neill-manrique@ihs.gov">Kathleen.o'neill-manrique@ihs.gov</a>	LCDR Alicia Souvignier Executive Secretary, TPAC Northern Navajo Medical Center PO Box 160 Shiprock, NM 87401 Phone: 505-368-7105 FAX: 505-368-7078 E-mail: <a href="mailto:alicia.souvignier@ihs.gov">alicia.souvignier@ihs.gov</a>

TPAC MEMBERS	AGENCY	EMAIL	Phone#
CAPT Michelle Hooper	IHS	<a href="mailto:michelle.hooper@ihs.gov">michelle.hooper@ihs.gov</a>	580-354-5117
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CDR Liza Figueroa	IHS	<a href="mailto:Liza.Figueroa@pimc.ihs.gov">Liza.Figueroa@pimc.ihs.gov</a>	602-263-1200
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CDR Jon Schultz	BOP	<a href="mailto:jschultz@bop.gov">jschultz@bop.gov</a>	507-287-0674x5070
CDR Rita Shapiro	USCG	<a href="mailto:rita.b.shapiro@uscg.mil">rita.b.shapiro@uscg.mil</a>	202-475-5182
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LCDR Terry Boles	IHS	<a href="mailto:Terry.Boles@ihs.gov">Terry.Boles@ihs.gov</a>	480-829-7396
LCDR David Byrne	CDC	<a href="mailto:dbyrne@cdc.gov">dbyrne@cdc.gov</a>	513-533-8414
LCDR Joe Golding	IHS	<a href="mailto:Joseph.Golding@ihs.gov">Joseph.Golding@ihs.gov</a>	928-669-3343
LCDR Monique Howard	CMS	<a href="mailto:monique.howard@cms.hhs.gov">monique.howard@cms.hhs.gov</a>	410-786-3869
LCDR Henry McMillan	OS	<a href="mailto:Henry.mcmillan@hhs.gov">Henry.mcmillan@hhs.gov</a>	240-453-6035
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LT Chris Barrett	Multi-Agency	<a href="mailto:christopher.barrett@hhs.gov">christopher.barrett@hhs.gov</a>	(240) 453-8279

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
14 DEC 2007  
1200 EST**

- |  |             |           |
|--|-------------|-----------|
| I. CALL TO ORDER                                     | CDR GAUSTAD | 1200      |
| II. REVIEW AND ADOPTION OF AGENDA                    | CDR GAUSTAD | 1205      |
| III. REVIEW AND ADOPTION OF PREVIOUS<br>TPAC MINUTES | CDR GAUSTAD | 1210      |
| IV CHIEF PROFESSIONAL OFFICER                        | CAPT Siegel | 1215-1230 |

**V. NEW BUSINESS**

- |                    |  |              |           |
|--------------------|--|--------------|-----------|
| <b>Information</b> | 1. TPAC Annual Award- Call for Nominations       | CDR Standish | 1235-1240 |
| <b>Action</b>      | 2. Long Term Training/Education Subcommittee     | LCDR Boles   | 1230-1235 |
| <b>Information</b> | 3. Advanced Practice- Education SubCommittee     | LCDR Feda    | 1240-1245 |
| <b>Information</b> | 4. Mentoring Program- call for Volunteer Mentors | CDR Smith    | 1245-1250 |

**VI. OLD BUSINESS**

- |                    |  |                     |           |
|--------------------|--|---------------------|-----------|
| <b>Action</b>      | 1. TPAC Policy Procedure Manual – Readiness PAC Members, Term Limits | LCDR RICHARDSON     | 1305-1315 |
| <b>Information</b> | 2. Retention Survey- updates   | LCDR Cowher         | 1250-1255 |
| <b>Information</b> | 3. Healthy Lifestyle Task Force-                                     | LCDR Joseph Golding | 1255-1300 |
| <b>Information</b> | 4. Public Health/Therapy Professions task force                      | CDR Gaustad         | 1315-1320 |
| <b>Information</b> | 5. 2008 COA Planning Update  | CDR Wooldridge      | 1320-1325 |

**VII. REPORTS**

- |  |                     |           |
|--|---------------------|-----------|
| A. TPAC CHAIR  | CDR Gaustad         | 1325-1330 |
| B. * ADMIN COMMITTEE CHAIR                           | LCDR SOUVIGNIER     | 1330-1335 |
| C. * INFO MANAGEMENT CHAIR                           | CAPT FIGUEROA       | 1335-1340 |
| D. * READINESS COMMITTEE CHAIR                       | CDR SHAPIRO         | 1340-1345 |
| E. * STRATEGIC PLANNING AND<br>DEVELOPMENT COMMITTEE | LCDR BOLES          | 1345-1350 |
| F. * PROF DEVELOPMENT CHAIR                          | CDR Whitehurst-Lief | 1350-1355 |

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| VIII. OPEN FORUM FOR DISCUSSION<br>1355-1415 | TPAC CATEGORY |
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- IX. ADJOURN

## Therapist Professional Advisory Committee Meeting Minutes

Date: 14 December 2007

Time: 12:00- 1355 hours EST

Location: Teleconference

### **I. CALL TO ORDER: 12:00 PM EST**

Roll Call: 1200 EST

<u>MEMBERS</u>	<u>TITLE/PROXY</u>	<u>AGENCY/OPDIV</u>
CDR Kathleen O'Neill-Manrique	Chair, Gaustad	IHS
LCDR Alicia Souvignier	Exec Sec	IHS
CAPT Michelle Hooper		IHS
CDR Martha Duganne		IHS
CAPT Liza Figueroa		IHS
CDR Scott Gaustad		IHS
CDR Laura Grogan		OS
CDR Fred Lief	Schultz	BOP
CDR Jon Schultz		BOP
CDR Rita Shapiro	Golding	USCG
CDR Jessie Whitehurst-Lief	Souvignier	BOP
LCDR Terry Boles		IHS
LCDR David Byrne		CDC
LCDR Joe Golding		IHS
LCDR Monique Howard		CMS
LCDR Henry McMillan		OS
LCDR Jeff Richardson		IHS

#### **Ex-Officio Member:**

CAPT Karen Siegel	CPO	AHRQ
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<u>GUESTS</u>	<u>AGENCY/OPDIV</u>
CAPT Terry Cavanaugh	IHS
CAPT Gary Shelton	IHS
CAPT Frank Weaver	IHS
CDR Jean Bradley	BOP
CDR Jeff Fultz	IHS
CDR Eric Payne	BOP
CDR Michael Smith	NIH
LCDR James Cowher	IHS
LCDR Brian Elza	IHS
LCDR Jessica Feda	BOP
LCDR Ernestine Higdon	IHS
LCDR Karen Kilman	IHS
LCDR Scott Mitchell	IHS
LCDR Thomas Schroeder	IHS
LCDR Joe Strunce	IHS
LCDR Jodi Tanzillo	IHS

LT Jennifer Bebo  
LT Dawn Dineyazhe  
LT Carlos Estevez  
LT Tracy Gualandi  
LT Artresiah Rogers

IHS  
IHS  
BOP  
BOP  
BOP

## **II. REVIEW AND ADOPTION OF AGENDA:**

CAPT Hooper moves to approve the agenda; and LCDR Richardson seconds the motion.  
Approved.

## **III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:**

August 2007 meeting minutes were provided and approved via e-mail to all TPAC members.  
Minutes were posted to TPAC website.

## **IV. CPO Report- CAPT Siegel**

- CAPT Siegel's new email address is: [Karen.Siegel@ahrq.hhs.gov](mailto:Karen.Siegel@ahrq.hhs.gov)

### **- Transformation Update:**

There has been reorganization of Transformation staff. One group will focus on long term issues of more than 1 year duration. Another group will address short term issues such as eCAD, medical clearance, and electronic appointment boards. The later will allow officers outside the DC area to serve on Therapist appointment boards. Some transformation officers were reassigned in order to create 4 teams of Career Assignment Managers (CAMs). The Red CAM team is assigned to Therapists and Nursing and consists of LCDR David Magnotta (nurse), LCDR Henry McMillan (therapist) and LT Joshua Hardin (nurse). Contact information for the Red team will soon be available on the TPAC website. Officers serving on any Transformation workgroup will receive a Letter of Appreciation prior to 31DEC. This letter will automatically be submitted to officer's eOPF as well. CAPT Siegel thanks those officers who submitted feedback to her for her transformation meeting with RADM Shakar, whom she met with yesterday. CAPT Siegel will present more detailed information about our category's role in Transformation at the next TPAC meeting in February.

### **- Billet Redesign:**

CAPT Siegel met with LCDR McMillan, CDR O'Neill-Manrique, and CDR Fultz regarding the beta testing of billets. Based on the work of Billets taskforce headed by CDR Fultz, our category is in very good shape with billet development. The holdup with transferring to the new billet structure is now with the IT System – so that it is now a process issue instead of a content issue.

### **- Promotion Process:**

Deadline for submission of promotion materials is 31 DEC. The CPOs were asked to clarify instructions to promotion boards regarding the *non-recommend* process. There

has been variability across categories on this issue. Final decision is not yet made by OCCO regarding CPOs recommendations, however CAPT Siegel strongly recommends all documents in OPF are current and up to date: CV, cover sheet, OS, ROS, and COERS.

- **SG/CPO/PAC meeting:**

- o The ASG is placing a high priority on addressing childhood obesity.
- o COER redesign process is underway. May pilot new COER design next fall.
- o Compensation branch will transfer to new payroll system. See latest e-Bulletin for details, which include online pay statements.
- o 2007 assimilation cycle was the first year that officers applied and received orders within one year. 218 officers were approved for assimilation, and we are very close to the 2800 ceiling.
- o 1 JAN uniform changes: transition to Navy sweater and eliminate beards.
- o OFRD: HAMR teams are delayed by Continuing Resolution. Some officers have sent in CV expressing interest- but no official call for applications yet. Next quarterly check for Readiness is 31DEC.

**V. New Business**

1. **TPAC Annual Awards-** CDR Standish sent out a call for nominations on 1 DEC for the category awards. Please see attachment F for memo with nomination directions.
2. **Long Term Training**  
LCDR Boles states the mission for this subcommittee is aligned with the mission of the Education subcommittee. He moves to disband this subcommittee and allow the Education subcommittee to continue with this charge. CDR Grogan seconds motion. Motion approved.
3. **Advanced Practice-**  
LCDR Feda reports that the education subcommittee has posted initial draft of advanced practice section on TPAC webpage. It is located under the heading of professional development committee. All officers are invited to submit information to this database, and there are directions on how to make submissions on website. The categories listed are:  
*Specialty Certifications:* A listing of our Category members with a specialty certification.  
*Clinical research contribution:* Posted citations of articles authored by therapist officers.  
*Evidenced Based CEUs:* Course information with reviews.  
*Critically Appraised Topics (CATS):* A progressive means of answering a focused clinical question. In future we hope to post CAT maker software.  
*Evidenced Based Medicine Links*  
*Therapy Presentation Postings*
4. **Mentoring Program**

More mentors for junior officers are needed- please see link on TPAC webpage under Professional Development Committee for forms. Currently 5 Junior officers need mentors. Please update your information if it has been several years since you have submitted a mentoring form.

## **VI. Old Business**

### **1. Policy and Procedure Manual-**

Term limits task force has reconvened to provide a thoughtful method to set up tracking.

Readiness Tracking for TPAC members- still in process.

### **2. Rentention Survey**

LCDR Cowher said survey should be out in next week in Adobe and Excel. Excel version should be submitted via email. Adobe need to be printed and mailed/faxed.

### **3. Healthy Lifestyle**

LCDR Golding reported task force is working and expect a position paper in near future.

### **4. Public Health Task force**

CDR Gaustad will be posting information on this in near future on LISTSERV. Also requesting volunteers to assist in this taskforce.

### **5. 2008 COA planning**

LCDR Schroeder states that category day agenda is set.

Please email CDR Carter at [cindy.carter@his.gov](mailto:cindy.carter@his.gov) if you are planning on retiring between June08-09.

### **6. COA Update: Suzanne Pickering**

[www.phs.cofevents.org](http://www.phs.cofevents.org)

-Call for papers for conference is ongoing; please submit abstract if you are able.

-Cap for COF Conference: COA/COF have requested a cap number. Due to the strong support by ASG for COA/COF Symposium, cap will likely be higher this year.

-80% of AD CC officers are COA members.

-100 year anniversary of COA will be in 2010.

## **VII. Reports**

### **A. Chair Report: CDR Gaustad for CDR O'Neill-Manrique**

- Change to agenda format to move through new and old business before committee reports.
- 2007 has been a remarkable year for our category. We are looking forward to 2008 with changes associated with Transformation. Clinical roles will continue to grow for our category.
- Readiness- please continue to closely monitor Readiness check list in order to maintain Basic Qualified status

- Welcome to new Therapist officers for 2007 and farewell to the officers who retired this year.

**(Committee reports provided as attachments A-E)**

**B. Administration Committee:**

- LCDR Souvignier thanked CDR Ron West for serving as Finance subcommittee chair. CDR West worked hard and was successful at increasing the balance of the Henry Jackson Foundation fund. Any officer interested in serving as Chair of Finance Subcommittee please email LCDR Souvignier.
- Self nominations are being accepted for TPAC. Deadline for submission is 15 Feb 08. Form is included in Administration Committee Report in Attachment A.

**C. Information Management Committee:** See report

**D. Readiness Committee:** LCDR Golding proxy for CDR Shapiro who emphasizes the importance of keeping track of readiness and the following checklist. Quarterly check on 31 Dec.

**E. Strategic Planning and Development Committee:**

- Thank you to CAPT Pickering for volunteering her time to attend the AARC Conference to participate in a military forum.
- LCDR Cowher has put on a lot of work on retention subcommittee. Please participate.
- IHS Scholarships- PT/OT/RT students. RT student will be looking at possible positions in South Dakota.

**F. Professional Development Committee:** Defer to report.

**VII. OPEN FORUM**

LCDR McMillan reports on his new position as a Career Assignments Manager (CAM) on the Red Team which is Nursing/Therapist category. (Magnotta, Hardin, McMillan)

CONCLUSION: Meeting adjourned at 1355 Eastern Time

**Next TPAC meeting: Feb 22 - 1200 EST**

**Call in number: 1-888-381-8510, pass code 87222.**

Respectfully Submitted: LCDR Alicia Souvignier, TPAC Executive Secretary

Concur: CDR Scott Gaustad, immediate-past TPAC Chair

Concur: CAPT Karen Siegel, CPO Therapist Category

**ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT**

**ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

**ATTACHMENT C: INFORMATION MANAGEMENT COMMITTEE REPORT**

**ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT**

**ATTACHMENT E: READINESS COMMITTEE REPORT**

**ATTACHMENT F: Call for Award Nominations**

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

**Join the Therapist Category LISTSERV at [https://list.nih.gov/archives/usphs\\_therapist.html](https://list.nih.gov/archives/usphs_therapist.html)**



**ATTACHMENT A**

**ADMINISTRATION COMMITTEE REPORT**

**MEMORANDUM**

**TO:** CDR KATHLEEN O'NEILL MANRIQUE, TPAC CHAIR

**FROM:** LCDR ALICIA SOUVIGNIER, ADMINISTRATION COMMITTEE CHAIR

**DATE:** 12/14/07

**RE:** ADMINISTRATION COMMITTEE REPORT, December, 2007

**Finance Subcommittee Report, CDR Ron West, Chair.**

There are 26 coins left in the current batch. The coins are currently one of the main sources of finances for our Henry Jackson Foundation Account.

All officers are encouraged to give their vendors the fund raising flier and encourage them to donate.

Reminder that donating to the Henry Jackson Foundation is a tax-deductible donation for end-of-year donations.

**COA Meeting Planning, LCDR Andrea Woolridge**

LCDR Andrea Woolridge is Therapist Category Day chair and LCDR Tom Schroeder is Deputy Chair. Contact the chairs if you are interested in helping on the committee.

Please see their update in meeting minutes.

**Member Elections Task Force**

See self nomination form below. Due by 15Feb08.

For questions please contact [alicia.souvignier@ihs.gov](mailto:alicia.souvignier@ihs.gov)



## Therapist Professional Advisory Committee Membership Self-Nomination Form

Dear TPAC Members,

I am interested in serving the Therapist Category by contributing as a member of the Therapist PAC. I understand that if selected, I will need to be available for regularly scheduled meetings. I also understand that I will need to accept and complete tasks that are assigned by the TPAC. Please consider my application for membership.

Please indicate previous TPAC membership and or committee and task force participation.	Dates:

Please complete the following:

Circle one:

<b>Name, Rank:</b>	<b>Discipline:</b> PT / OT / AUD / SLP
<b>Agency:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Fax:</b>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

**COMPLETE AND RETURN THIS FORM PRIOR TO <sup>α</sup>15 FEB 2008**

**Please Fax to:** CDR Kathleen O-Neill-Manrique, TPAC Chairperson, 928-737-6153 and LCDR Alicia Souvignier, TPAC Executive Secretary, 505-368-7078 (ATTN: REHAB). Please email your **curriculum vitae** and a **single page cover letter** explaining your interest in serving as a TPAC member to [alicia.souvignier@ihs.gov](mailto:alicia.souvignier@ihs.gov). This must be forwarded as an attachment in Microsoft Word format.

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<sup>α</sup> TPAC Membership elections take place once annually.

## **ATTACHMENT B**

**DATE:** December 14, 2007

**TO:** CDR Kathleen O'Neill-Manrique, TPAC Chair  
LCDR Alicia Souvignier, TPAC Executive Secretary

**FROM:** CDR Jessie Whitehurst Lief, Professional Development Committee, Chair

**SUBJECT:** Professional Development Committee Report

The following are the submitted subcommittee reports for the December 14, 2007, TPAC meeting:

### **Awards Subcommittee:**

Chair: CDR James Standish

Members: CAPT Lois Goode, CDR Scott Gaustad

1. All of the nominations for the "Responder of the Year" award have been received, and the committee will forward its recommendations to the CPO. We would like to thank the therapists who submitted their nominations to the committee.

2. The call for the Therapist Category Awards has been sent out to the category and will be addressed in the upcoming TPAC meeting December 14, 2007. Therapists interesting in nominating an individual(s) are reminded to check the TPAC web site for details and criteria regarding awards. Deadline for award nominations is February 1, 2008.

James W. Standish, PT, DPT, MS, OCS

CDR, USPHS

USCG TRACEN Cape May

Cape May, NJ 08204

609-898-6864

[James.W.Standish@uscg.mil](mailto:James.W.Standish@uscg.mil)

### **Education Subcommittee:**

Subcommittee Members:

Professional Development Committee Chair: CDR Jessie Lief

Education Subcommittee Chair: LCDR Jessica Feda

Education Subcommittee Secondary Chair: LT Felipe Zamarron

Members: LCDR Jeff Richardson, LTJG Carlos Estevez, LT Brian Elza, LT Dean Trombley, LCDR Jeff Lawrence, LCDR Henry McMillan, LT Scott Mitchell

The Education Subcommittee was originally tasked by CDR O'Neill-Manrique in December 2005 to look into developing a Best Practices Subcommittee under the Education Subcommittee to highlight the cutting edge work that is being done by the PHS therapists. Another goal put forward by CDR O'Neill-Manrique was to better meet the vision of educating public health leadership in our capabilities as a

category and promote advanced training, proficiency, and specialization certification within our respective fields.

**(NEW!)** The Education Subcommittee has worked diligently under both LCDR Randall and LCDR Feda to develop an informational posting for submission to CAPT Siegel for placement under the Education Subcommittee site on the TPAC webpage. I am proud to announce the “Advanced Practice” page for therapists! This site will allow PHS therapists, audiologists, speech language pathologists, and eventually respiratory therapists to access evidence-based courses, research, and literature. It will broadcast officer’s contributions to research and education. The site will also act as a venue for sharing presentations, information, and clinical mentorship.

The page is currently located on the TPAC webpage under the Professional Development Committee in the Education Subcommittee section. It is searchable by topic and discipline. The site is in the early stages and has undergone significant development and contributions through the work of the Education Subcommittee members, however it is now time for all therapy category officers to review the site and offer their pertinent information to aid in the site’s development and growth!

We are hoping to move the site into the “What’s New” section of the TPAC webpage near the top of the page very soon.

**In addition, the 2008 course listings are complete for 2008 for evidence-based courses offered by our respective professional organizations and sister services:**

2/6/08 APTA Combined Sections Meeting, Nashville TN  
3/31/08-4/11/08 Air Force Advanced Physical Therapy Course (OZO) – Status: Interested PHS officers names already submitted to course POC MAJ Raney  
4/10/08-4/13/08 AOTA Annual Conference and Expo, Long Beach CA  
5/11/08 – 5/16/08 Joint Operational Deployment Course – Two PHS seats, currently four officers interested. Decision to be made by Professional Development Committee Chair  
Combat Stress Casualty Course  
8/18/08-8/22/08 Burn and Trauma Course, San Antonio Texas  
10/27/08-11/7/08 COL Kersey Advanced Clinical and Operational Course, San Antonio Texas

Respectfully submitted,  
Jessica Feda, PT, DPT, OCS, CSCS  
LCDR, United States Public Health Service  
Rehabilitation Services  
2110 E. Center Street  
Rochester, MN 55903  
507-424-5073  
[jfeda@bop.gov](mailto:jfeda@bop.gov)

**Mentoring Subcommittee:**

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks, LCDR Schultz

To: Therapist Professional Advisory Committee Officers

From: Michael R. Smith, PT M Ed

CDR, US Public Health Service

Subject: Request for Mentors

This memo is to inform you of an acute shortage of mentors in the Therapist category. There are several mentors who have mentored 2-3 junior officers over a period of time. In order to keep up with the recent calls to active duty and junior officers entering into our category, it is pertinent that we keep a lively data base of senior officers ready to respond so that mentees can be paired as soon as possible.

For those of you already in the mentoring program, please visit the TPAC web site at [www.cc.nih.gov/rm/pt/tpac.htm](http://www.cc.nih.gov/rm/pt/tpac.htm) , click on Professional Development, then mentoring and renew your request to be a mentor. If you are interested in becoming a mentor, please also visit the web site, complete and fax the Mentor form to me at **301-480-0669**. Remember to obtain supervisor's approval and review the criteria on the web site, as it serves as your orientation to the program. Thanks in advance for your attention in this matter.

**Promotion Preparation Subcommittee:**

Chair: CDR Michelle Jordan

Members: CAPT Nancy Balash, CDR Ron West, CDR Kathleen O'Neill-Manrique,

CDR Jessie Whitehurst Lief, CDR Monique Howard, CDR Tarri Randall

Nothing new to report

**Retirement Recognition Subcommittee:**

Chair: CDR Cindy Carter

Members: CAPT Susanne Pickering, CAPT Lois Goode, CDR Ron West, CDR Jean Bradley, CDR Rita Shapiro, CDR Jessie W. Lief and LCDR Damien Avery

Nothing new to report

## **ATTACHMENT C**

December 11, 2007

To: CDR Kathleen O'Neill-Manrique, TPAC Chair  
LCDR Alicia Souvignier, TPAC Secretary

From: CAPT Liza Figueroa, TPAC Information Management Chair

Re: TPAC INFORMATION MANAGEMENT REPORT DECEMBER 2007

### **I. WEB PAGE SUBCOMMITTEE, CAPT Karen Siegel, Chair**

Web page updates include:

- Updated category profile on the Strategic devel page from CAPT Shelton
- Link to the new appointment standards on the Strategic devel page clarified by LCDR Roe
- Link to the recent JOAG newsletter on the home page from LCDR Fedra
- Included the remaining bios we have for officers retiring this fall on the professional devel page from CDR J Lief
- Posted presentations from COA/COF category day on the education page at the request of LCDR Fedra
- Updated contact info on the Associate Recruiter section of the Strategic devel page for LCDR Souvignier
- Posted October vacancies on the Associate Recruiter section of the Strategic devel page for LCDR Souvignier
- Updates ranks and e-mails under the information management page at the request of LCDR Tanzillo
- Posted Oct Field Report under the TPAC section at the request of LCDR Tanzillo
- Updated the links section and added AARC as one of our professional societies
- Changed the e-mail to CAPT Fran Oakley when you click on the questions/comments button on all pages
- Updated the course listing under education subcommittee of professional devel com for LCDR Fedra
- The new advanced practice section is posted under the education subcommittee for LCDR Fedra and subcommittee.

The main site is at <http://www.cc.nih.gov/rm/pt/tpac.htm>

### **II. JOAG Liaison, LCDR Jessica Fedra, Chair**

To join the JOAG listserv: <https://list.nih.gov/archives/joag.html> and click on “Join or leave the list”.

JOAG committees are currently in need of new members. To learn more about JOAG committees and their vision, please go to <http://www.joag.org/committees.html>

**III. HISTORIAN, CDR Jessie Whitehurst-Lief, Chair**

- Nothing to report

**IV. RETIRED THERAPIST SUBCOMMITTEE, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson**

- Nothing to report

**V. INACTIVE RESERVE, LCDR Alicia Souvignier, Chair**

- Nothing reported

**VI. COMMISSIONED OFFICERS ASSOCIATION, CAPT Suzanne Pickering**

- Nothing reported

**VII. FIELD REPRESENTATIVE COORDINATOR  
REPORT/CATEGORY ROSTER SUBCOMMITTEE CHAIR  
LCDR Jodi A. Tanzillo**

**I. Congratulations To:**

- **BOP WEST**

**FCC Tucson**

Congratulations to LCDR Damien Avery, who will graduate from US Army-Baylor transitional DPT program 12/15/2007.

- **IHS AZ**

**Chinle**

Congratulations to LCDR Jodi Tanzillo, OT and LT Paul Stout, PT who received Letters of Appreciation from Many Farms High School for their participation in the Career/Health Fair conducted 11/16/07.

**Fort Defiance**

Congratulations to LCDR Joe Christ, OT who was awarded the FMRB and an Outstanding Unit Citation award.

### **Hopi**

Congratulations to the Hopi Health Care Center Wound Care Team who is being recognized at the I.H.S National Directors award ceremony.

- **IHS Multi-site**

**Choctaw Nation Health Care Center**

Congratulations to LT Richard Brantley on receiving a USPHS Citation and a Master of Health Administration degree.

Congratulations to Suzan Abeyta, PT who received a Peer Recognition Award from the Oklahoma Area Indian Health Service.

- **Multi-Agency**

Congratulations to CDR Mercedes McCrary, SLP who received a Letter of Appreciation from Montgomery County PS, JF Kennedy High School for being part of a Career Symposium- Careers in Health Care 9/07.

- **NIH**

Congratulations to Hanna Hildenbrand, Senior OT staff, NIH for receiving the Clinical Center Director's Award for collaborative research identifying the phenotypic expressions of rare diseases and for clinical and research contributions to the field of Occupational Therapy.

Congratulations to Susan Robertson and Lucy Swan, Senior OT Staff, NIH who have developed an evaluation and intervention program for women with POI/POF (Primary Ovarian Insufficiency/Premature Ovarian Failure) which is focused on this life changing event to redirect reflections about how to attain a meaningful and purposeful life plan.

## **II. News From the Field:**

- **BOP WEST**

**FMC Carswell**

LT Tracy Gualandi, PT and LT Carlos Estevez, PT have become CPR BLS instructors and have begun Carswell staff certification as a collateral duty.

LT Tracy Gualandi, PT successfully passed her APFT level 4.

CDR Jean Bradley and husband Steve are the proud parents of a son Evan William Ross Bradley who was born on August 7, 2007.

LT Yvonne Robison, PT and husband Will are the proud parents of a second daughter Alyssa Re'ne Robison who was born on October 6, 2007.



- **IHS AK**

**Alaska in General:** The 2008 Alaska Physical Therapy Association meeting will be held in Anchorage at the Alaska Native Medical Center and all members that are veterans will be recognized.

**Bristol Bay Area Health Corp. – Dillingham, AK**

Rod Malstrom, PT is no longer with the Bristol Bay Health Corporation in Dillingham. Currently Pat McAdoo, PT (retired from CC) is serving as a contract PT with some help from some other contract PT's on occasion. Pat has started a program in conjunction with the Assisted Living Facility in Dillingham to go every other Thursday to do fall screenings and fall prevention program. The full time PT position is to be advertised and anyone interested can call and talk with Pat about the open position. Dillingham's hospital was recently recognized by APTA as having 100% membership (this is also true of Nome).

**SEARHC – Juneau Medical Clinic**

On 31 October, the PT Department initiated "Open Gym" hours during lunch and after work for SEARHC staff to utilize exercise equipment. Fifty-five staff members have been oriented to the equipment with approximately a dozen regular users. This supports the organization's goal of promoting healthy lifestyle choices and a fitness culture.

**Norton Sound Health Corp. – Nome, AK**

LCDR Joe Kennedy is now serving as Acting PT Dept Chief. S The former supervisor, Dottie Pinkney, PT, is out on medical leave and is unlikely to return to work due to the severity of her illness. This is a terrible blow to Dottie and to the people of this area as she has been a PT in this locale for about 15 years and was the first full time permanent PT in the Norton Sound region. Therefore, I will be looking for anyone interested in doing short-term assignments in Nome during the spring of '08 and will likely be recruiting for a full time staff therapist late spring, early summer, 2008.

Nome is slated for a new hospital to be completed in 2012 or 2013 with groundbreaking to occur next summer. Right now, we are in the process of working with architects and others in the design team to develop the best space layout and equipment list. Although this is still a few years off, it is good to be involved in the design phase now, as with each step, it brings this closer to reality.

**SEARHC – Mt Edgecumbe Hospital – Sitka, AK**

There is a new staff therapist, Ray Popp, PT. He is a direct hire but is exploring the CO option. Ray is wound care certified, allowing Sitka to begin offering wound care services again.

- **IHS AZ**

**Chinle**

Lyle Bogart, PT started the Maitland Manual Therapy series with his goal to obtain his COMT.

Paul Stout, PT is studying for the OCS exam (March 2008 exam).

LCDR Jodi Tanzillo, OT, LT Erik Cala, SLP, and LT Paul Stout, PT participated in the Chinle Service Unit Mass Immunization exercise on at the Hard Rock Chapterhouse November 29, 2007. The exercise was part of an ICS training designed to allow community members take roles in the ICS structure and to assist them in disaster response.

**Fort Defiance**

LCDR Mike Faz, PT is vacationing for a month in Costa Rica.

**PIMC**

LCDR Terry Boles, PT, in December was the ICS Staging Manager in the Phoenix Area IHS mass vaccination drill to simulate deployment of the Strategic National Stockpile in the event of an avian influenza outbreak.

**Pinon**

The PT clinic remodeled to expand our patient check-in area by 70 sq. feet, which makes for much better patient flow.

The PT Dept assisted with Mass Vaccination Pandemic Flu Drill on 11/29/07 at the remote Hard Rock community Chapter House. 126 community members were vaccinated in 3 hours of operation.

We now have a LOCUMS/traveling PT helping in our clinic through March 2008.

**Tuba City**

Melissa Long, PT and Aaron Jones, DPT presented a sports injury prevention program to the TCHS coaches and staff. The program is based on guidelines from the Santa Monica ACL Prevention Program.

LT Heidi Fisher, PT has implemented a physical therapy professional study group meeting weekly to review case studies, journal articles, and special tests.

- **IHS Multi-site**

**Choctaw Nation Health Care Center**

Choctaw Nation opened a new physical therapy clinic in McAlester, Ok with 1 PT and 1 PTA.

LT Richard Brantley led a 10-week Choctaw Reach 2010 Youth Fitness Challenge.

- **Multi-Agency**

CDR Mercedes Benitez-McCrary, SLP completed a Medical Mission to El Salvador- 11/07.

CDR Laura Grogan, OT and Victor C. Ruggiero are celebrating the announcement of their recent Maui wedding and arrival of their first child. They are expecting to meet the new arrival in early April 2008.

CDR Sue Newman, PT completed a 6 month Leadership Potential Program training sponsored by the USDA on December 7, 2007.

### **III. Welcome/ Farewell To:**

- **BOP EAST**

**FMC Butner**

Welcome to LTJG Tanisha Nobles, PT and LTJG Alice Priest, PT.

- **BOP WEST**

**USMCFP Springfield**

Welcome to LT Michael McClain, PT.

- **IHS AK**

**SEARHC – Mt Edgecumbe Hospital – Sitka, AK**

Welcome to the new staff therapist, Ray Popp, PT.

- **IHS AZ**

**Chinle**

Chinle Hospital bids a sad farewell to LCDR Matthew Armentano, DPT, OCS who will be departing Chinle to join the PT Dept. at Hastings Indian Hospital on Dec. 18<sup>th</sup> 2007.

**Fort Defiance**

Welcome to Jaime Fenton, PT, a new staff therapist.

- **IHS Multi-site**

**Tahlequa Hospital**

LCDR Matthew Armentano, DPT, OCS will be joining the PT Dept. at Hastings Indian Hospital on Dec. 18<sup>th</sup> 2007, transferring from Chinle, AZ.

- **Multi-Agency**

Welcome to LCDR Harvey Ball, SLP who has taken a position as a PHS Watch Officer with HHS/ASPR.

- **NIH**

The Rehabilitation Medicine Department at the NIH is pleased to welcome Donna Gregory as the new chief of Recreation Therapy section and Jerome Danoff, PT, PhD as the new chief of Physical Therapy section effective May 2008.

#### **IV. Presentations:**

- **IHS AZ**

**Chinle**

LCDR Jodi Tanzillo, OT and LT Erik Cala, SLP presented Dysphagia and Geriatric Adaptive Feeding to Certified Nursing Assistants at the Chinle Extended Care Facility.

**PIMC**

LCDR Terry Boles, PT, in November instructed "Patient Movement and Litter Training" to the Phoenix Indian Medical Center's Decontamination Teams. LCDR Terry Boles, PT, in December instructed and recertified the Phoenix Indian Medical Center security forces in "Safe Movement of Patients".

**Pinon**

DM Education presentations for patients continue. Presently developing lecture series for lunch time CME education classes for the medical staff.

**Tuba City**

LCDR James Cowher developed educational programming on pressure ulcers, transfer techniques, and assistive devices for staff from the Navajo Family Caregiver Support Program. This presentation was conducted in the Navajo language by PT Tech Lucinda Yazzie.

Melissa Long, PT presented on Diabetic Foot Care at the Western Navajo Diabetes Expo.

- **Multi-Agency**

CDR Mercedes McCrary, SLP presented toRDF#1- Produced MR Protocol Manual - Medical Records procedure that all of the RDFs in USPHS will use when deployed for officers on sick call and documentation of medical records while maintaining privacy (HIPPA) was completed.

#### **V. Publications**

- **NIH**

Parks R, Cintas H, Chou Chaffin M, Gerber L. Brief Assessment of Motor Function: Content Validity and Reliability of the Fine Motor Scale. Pediatric Physical Therapy 2007; 19:315-325.

Smith MR, Danoff J, Jain M, Long T. *Genetic Disorders: Implications for Allied Health Professionals and Two Case Studies*. Internet Journal of Allied Health Sciences and Practice. Nov 2008.

## **VI. Deployments:**

- **IHS AZ**

**Fort Defiance**

LCDR Mike Faz, PT went proudly to Camp Bullis being deployed with the Commissioned Corp.

- **IHS Multi-site**

**Choctaw Nation Health Care Center**

LT Richard Brantley, PT temporarily filled in at Idabel clinic, one of Choctaw Nation's satellite clinics.

- **Multi-Agency**

CDR Mercedes Benitez-McCrary, SLP is scheduled to deploy to GHSI-Secretary Leavitt's- Global Ministers Health Summit- Nov-Dec 2007.

- **Current Research:** None

- **Future Agenda Items for TPAC to Consider:** None

## **VIII. DISCIPLINE LIASIONS**

*CAPT Frank Weaver – Aud.*

-Nothing reported

*CAPT Rebecca Parks – OT*

-Nothing reported

*Ms. Beth Soloman – SLP*

-Nothing reported

*CDR Michaele Smith – PT*

15 NOV 2007

MEMORANDUM FOR NATIONAL CAPITAL AREA REHABILITATION  
SERVICES ATTENDEES

FROM: 79 MDG/SGCP (Maj Majkowski)

SUBJECT: Quad Service Meeting Minutes for 14 November 2007, 1330 hrs.

Attendees: USPHS: CDR Michaele Smith; AHRQ: CAPT Karen Siegel; USPHS/Coast Guard: CDR Rita Shapiro; ARMY: MAJ Beth Mason (Ft. Meade); USAF: Maj Guy Majkowski

Reminder(s):

- Future meetings have been changed to every 4<sup>th</sup> month (next meeting: February 2008)

I. Standard Agenda

a. USPHS (NIH)

i. Staffing

1. CDR Smith reported that they still have a vacancy for their Chief position. Five interviews have been completed, but no one selected at this time.
2. Capt Siegel has Pac's to the Agency for Healthcare Research and Quality (AHRQ), her slot remains vacant.
3. CAPT Siegel reported that the new SG has not yet been confirmed. They are currently on their second Acting SG.

ii. Access

1. Continued challenges with staffing vacancies and research protocol demands.

iii. Education

1. No items at this time.

iv. Miscellaneous

b. USPHS/Coast Guard

i. Staffing

1. CDR Shapiro reported continued progress with credentialing new providers.

ii. Access

1. The USCG has received approval for establishing limited services (projected one therapist performing evaluations/no tech support at this time) at USCG/HQ clinic.
2. Additional details need to be finalized. Maj Majkowski offered assistance/recommendations based on his experience of setting up the Bolling Satellite PT clinic (staffed by Andrews).

c. USPHS/AHRQ

- i. CAPT Siegel reports settling in to her new position at AHRQ.

d. Army

i. Staffing

1. MAJ Mason reported that Ft. Meade is experiencing a significant technician shortage with a 4 PT to 2-tech ratio at this time.
2. Ft. Detrick has an open GS-12 PT position

- ii. Access
  - 1. All prime enrollees at this time.
- e. Air Force
  - i. Research:
    - 1. LBP study with Josh Cleland is now closed.
  - ii. Staffing:
    - 1. 50% therapist staffing (one GS-11 slot open since Nov 07 and one PT on maternity leave)
  - iii. Access
    - 1. Limited to AD only/post-op patients from MGMC surgeons

## II. New Business

- a. Maj Majkowski provided a brief overview of the JTF CapMed structure to include the JOA under the command of ADM Matecsun (USN) and future concept of NCA integrated healthcare delivery system (INFO).
- b. CDR Smith is looking for a CPD for a deputy chief position. If anyone has one, please forward to CDR Smith. MAJ Mason recommended contacting COL Springer for some references/documents. (OPEN)
- c. PHS, DoD, and VA have initiated the VA recovery coordinator program based on Congressional recommendations. (INFO)
- d. CAPT Siegel inquired if it would be appropriate to invite VA representatives to this meeting since there is an ever increasing amount of interaction between VA and DoD agencies. (OPEN)

## III. Old Business

- a. None

Next host: Bethesda-NNMC will host the next meeting tentatively scheduled for FEB/MAR timeframe.

Meeting adjourned at 1403 hrs.

**IM Report respectfully submitted by:**

**Liza Figueroa, PT, DPT  
CDR, USPHS  
Information Management Committee Chair**

**ATTACHMENT D: STRATEGIC PLANNING and DEVELOPMENT COMMITTEE REPORT**

**MEMORANDUM**

To: LCDR Alicia Souvignier, TPAC Secretary  
 CDR Kathleen O’Neill-Manrique, TPAC Chair

Date: 12/14/07

From: LCDR Terry Boles, Strategic Planning and Development Chair

**I. PHS Therapists Category Vacancies**

<b>Position</b>	<b>Duty Location</b>	<b>POC</b>
<b>ALASKA</b>		
Multiple PT Positions	ANCHORAGE, AK Alaska Native Med Center	DOUG MUNOZ (907) 729-1261 <a href="mailto:dmunoz@anmc.org">dmunoz@anmc.org</a>
STAFF PT	ANCHORAGE, AK South Central Regional Office	LARISSA LUCA (907) 729-4999
STAFF PT	BETHEL, AK Yukon Kuskokwim Hospital	DAVID FRIDAY 1-800 – 478-8905-EXT 3 <a href="mailto:DAVID_FRIDAY@YKHC.ORG">DAVID_FRIDAY@YKHC.ORG</a>
STAFF PT	KOZEBUE, AK Manilaq Health Center	PAT SAMMARTINO (HUMAN RESOURES) (907) 442-3321
STAFF PT	Dillingham, AK Bristol Bay Area Health Corporation	Mr. Doug Holt (907) 842-9480 <a href="mailto:dholt@bbahc.org">dholt@bbahc.org</a> PT Dept: 907-842-9272
<b>ARIZONA</b>		
2 STAFF PT	CHINLE, AZ	LT MATT ARMENTANO (928) 674-7223 <a href="mailto:MATT.ARMENTANO@chinle.ihs.gov">MATT.ARMENTANO@chinle.ihs.gov</a>
AUDIOLOGIST	CHINLE, AZ	LCDR ANDRA BATTOCCHIO (928) 674-7223 <a href="mailto:Andra.battocchio@chinle.ihs.gov">Andra.battocchio@chinle.ihs.gov</a>
2 STAFF PT	FORT DEFIANCE, AZ FT. Defiance Indian	CDR MIKE FAZ <a href="mailto:Mike.faz@ihs.gov">Mike.faz@ihs.gov</a>



	Medical Center	
STAFF PT	PINON, AZ Pinon Health Center	LCDR JEFF LAWRENCE (928) 725-9631 <a href="mailto:Jeffery.lawrence@ihs.gov">Jeffery.lawrence@ihs.gov</a>
PTA	TUBA CITY, AZ	LCDR James Cowher 928-283-2659 <a href="mailto:james.cowher@tchealth.org">james.cowher@tchealth.org</a>
CHIEF PT * Tribal Position	SANTA ROSA, AZ Archie Hendricks Skilled Nursing Facility	Ms CAROLE DENE GARCIA (520) 361-1800 <a href="mailto:Cgarcia@toltc.org">Cgarcia@toltc.org</a> or Mr LEE OLITZKY (520) 444-4109 <a href="mailto:Lolitzky@toltc.org">Lolitzky@toltc.org</a>
<b>CALIFORNIA</b>		
CHIEF PT (05)	Terminal Island, CA FCI Terminal Island	CDR Jean Bradley (817) 782-4572 <a href="mailto:jebradley@bop.gov">jebradley@bop.gov</a>
<b>INDIANA</b>		
CHIEF PT (05)	Terra Haute, IN FCC	CDR Jean Bradley (817) 782-4572 <a href="mailto:jebradley@bop.gov">jebradley@bop.gov</a>
<b>KENTUCKY</b>		
CHIEF PT (06)	Lexington, KY FMC Lexington	CDR Jessie Whitehurst-Lief 859-255-6812 Ext 5362 <a href="mailto:jwlief@bop.gov">jwlief@bop.gov</a>
<b>MASSACHUSETTS</b>		
STAFF PT	FMC Devins Ayer, MA	CDR Matt Taylor 978-796-1000 <a href="mailto:mtaylor@bop.gov">mtaylor@bop.gov</a>
<b>MINNESOTA</b>		
STAFF PT	Cass Lake, MN	Paul Schaefer 218-335-3239 <a href="mailto:Paul.Schaefer@ihs.gov">Paul.Schaefer@ihs.gov</a>
<b>MONTANA</b>		
STAFF PT	CROW AGENCY, MT PHS Indian Hospital	CURTIS BRIEN <a href="mailto:CURTIS.BRIEN@IHS.GOV">CURTIS.BRIEN@IHS.GOV</a>
STAFF PT	LAMEDEER, MT PHS Indian Health Center	JENNIFER ALLIES <a href="mailto:JENNIFER.ALLIES@MAIL.IHS.GOV">JENNIFER.ALLIES@MAIL.IHS.GOV</a>
<b>NEW MEXICO</b>		

O5 Chief Therapist	Santa Fe, NM	Dr. Brett Smoker, Clinical Director Bret.Smoker@ihs.gov (505) 946-9272
STAFF PT	SHIPROCK, NM Northern Navajo Medical Center	LCDR LORRIE MURDOCH (505) 368-7106 <a href="mailto:LORRIE.MURDOCH@IHS.GOV">LORRIE.MURDOCH@IHS.GOV</a>
CHIEF PT	CROWNPOINT, NM	LORI LEE 505-786-6290 lori.lee@ihs.gov
SLP	GALLUP, NM	CDR BARBARA WERITO 505-722-1510 barbara.werito@ihs.gov
<b>OKLAHOMA</b>		
STAFF OT	TAHLEQUAH, OK W.W. Hastings Indian Hospital	LCDR CINDY CARTER (918) 458-3260 CINDY.CARTER@MAIL.IHS.GOV
STAFF PT	CLINTON, OK	TERRI SCHMIDT 580-323-2884 Ext 3314 Terri.schmidt@ihs.gov
STAFF PT Outpatient	ADA, OK	Jamie Spence 580-272-7272 Jamie.Spence@chicasaw.org
<u>SOUTH DAKOTA</u>		
STAFF PT	Sisseton, SD Sisseton-Wahpeton Oyate Health Care Center	Dr. Sandeep Patel, Clinical Director (605) 698-7606 <a href="mailto:sandeep.patel@ihs.gov">sandeep.patel@ihs.gov</a>
<b>WISCONSIN</b>		
STAFF PT	CRANDON, WI Forest County Potawatomi Health and Wellness Center	CHRIS SKAGGS (715) 478-4340 <a href="mailto:CHRIS@FCPOTAWATOMI.COM">CHRIS@FCPOTAWATOMI.COM</a>
STAFF PT	ONEDIA, WI Onedia Community Health Center	KATRINA ELIZONDO (920) 869-4814
<u>MULTI DISCIPLINARY</u>		
PHS Details and Special Assignments		PHS Detail Project Officer, DCCA, OCCO (240) 453-6006  <i>* For possible assignments listed below, contact the PHS Detail Project Officer as well as the POC listed for the job announcement.</i>
Public Health	Boston, MA	Jackie Coleman

Analyst		(301) 443-9289 jacqueline.coleman@hhs.gov
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Partial listing of web sites for vacancy announcements:

<https://jobs.quickhire.com/scripts/FSIS.exe/>  
[www.usphs.gov/html/other\\_federal\\_jobs.html](http://www.usphs.gov/html/other_federal_jobs.html)  
[dcp.psc.gov/VATS/rept\\_select.htm](http://dcp.psc.gov/VATS/rept_select.htm)  
[www.cdc.gov/ncipc/default.htm](http://www.cdc.gov/ncipc/default.htm)  
[www.fda.gov/jobs/default.htm](http://www.fda.gov/jobs/default.htm)  
[www.cms.hhs.gov](http://www.cms.hhs.gov)  
[www.hrsa.gov](http://www.hrsa.gov)

PT- 0633      OT – 0631      SLP – 0665      Aud - 0665

**Recruitment Subcommittee**

Chair: LCDR Alicia Souvignier

Members: LT Phil Chorosevic  
LCDR Damien Avery

Open Business:

1) Monthly updates of therapists vacancies listed on the TPAC website.

Closed Business:

New Business:

- 1) The ARP funded CAPT Suzanne Pickering to present at a military forum at the American Association of Respiratory Care Conference in Orlando, FL on December 3. CAPT Pickering volunteered to attend this event in order to provide information about RT commissioning standards in the Commissioned Corps.
- 2) Reminder to Associate Recruiters to complete 2 recruitment activities and submit to DCCR. The annual reporting period is from 1 April – 31 March.
- 3) If any officer requires recruitment materials, brochures or freebies, please contact LCDR Souvignier

**Strategic Growth Subcommittee**

Chair: CDR Scott Gaustad

Members: CAPT Gary Shelton

Open Business:

1) To conduct a 4 year follow-up analysis of the 2003 Non-traditional Billet Exploration and Development Task Force. The category has experienced continued growth in non-traditional roles and a need for an update should be considered.

Closed Business:

1) The Strategic Growth Subcommittee proposed an update to the 1995 Facility Survey. No interest from the TPAC was noted during the meeting and this was tabled until a future TPAC meeting date.

- a. The purpose of the Facility Survey will be gather specific information about each facility that employs CC or CS professionals of the Therapist Category and

consolidate and create a compendium of these facilities on a CD or hard copy. The survey or boilerplate will include the billet structure (new transformation proposed structure) of traditional and non-traditional billets (MH, Clinical, APH, and Research), job descriptions and etc. This is the reason for the follow-up analysis of the Non-traditional Billet Exploration and Development study of 2003.

New Business:

### **Retention Subcommittee**

Chair: LCDR James Cowher

Members: CDR Mark Melanson

LT Doug Fiorentino

Open Business:

1) The retention survey is in the final stages of completion. During the last TPAC teleconference members requested that the form be made available in Adobe format.

Closed Business:

New Business:

1) The retention survey should be available in fillable Adobe and distributed to the members on or about December 17<sup>th</sup>. The Adobe version can be filled out via computer and will need to be mailed or faxed for return submission.

### **COSTEP Subcommittee**

Chair: LCDR William Pearce

Members:

Open Business:

Closed Business:

New Business: Nothing new to report.

### **Long Term Training Subcommittee**

Chair:

Members: LCDR Teshara Bouie

Open Business:

Closed Business:

New Business:

1) Subcommittee was approved by TPAC for dissolution and long-term training information will be posted through the Education Subcommittee. Thank you to all present and past subcommittee members. This is the last report by this subcommittee.

### **IHS Scholarship Subcommittee**

Chair: LT Toni Donahoo

Members:

Open Business:

1) Currently have three PT students, two OT students and two PTA students on IHS scholarships. All are scheduled to graduate in 2008 except one PT student attending the University of North Dakota and anticipates graduation this month.

Closed Business:

New Business:

1) There is a respiratory therapist graduating the summer of 2008 and is interested in a position in the South Dakota area. She is a scholarship recipient with a two-year payback to Indian Health Service.

**Appointment Standards Subcommittee**

Chair: LCDR Robert Roe

Members: CDR Rita Shapiro

CDR Mercedes Benitez-McCrary

CAPT Frank Weaver

LCDR Teshara Bouie

Open Business:

Closed Business:

New Business: Nothing new to report.

**ATTACHMENT E**

**TPAC READINESS COMMITTEE**

Nothing to report.

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## ATTACHMENT F



## Therapist Professional Advisory Committee

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CAPT Karen Lohmann Siegel  
Chief Professional Officer  
Agency for Healthcare  
Research and Quality  
540 Gaither Road  
Rockville, MD 20850  
301-427-1321 (v)  
301-427-1640 (f)  
Email:  
[Karen.Siegel@ahrq.hhs.gov](mailto:Karen.Siegel@ahrq.hhs.gov)

CDR Kathleen O'Neill-Manrique  
Chair, TPAC  
Hopi Health Care Center  
HWY 264, Mile Marker 3  
Pollaca, AZ 86042  
Phone: 928-737-6130  
FAX: 928-737-6153  
Email:  
[Kathleen.o'neillmanrique@ihs.gov](mailto:Kathleen.o'neillmanrique@ihs.gov)

LCDR Alicia Souvignier  
Executive Secretary, TPAC  
Northern Navajo Medical  
Center  
PO Box 160  
Shiprock, NM 87401  
Phone: 505-368-7105  
FAX: 505-368-7078  
E-mail:  
[alicia.souvignier@ihs.gov](mailto:alicia.souvignier@ihs.gov)

**Dear Category,**

This is to announce the call for the USPHS Therapist Category awards for 2007. **The complete Therapist Category award definitions, criteria, and submission process can be found at [www.cc.nih.gov/rm/pt/tpac.htm](http://www.cc.nih.gov/rm/pt/tpac.htm)** at the Site Map page under the Professional Development Committee/Awards Subcommittee. Below are the Category Awards with a brief description:

### ***William Fromherz Award***

The William Fromherz Award is presented to a career officer in the Therapist Category who is recognized by his/her peers for outstanding contributions in clinical care, program development, administration, or a combination thereof. The officer is recognized for the positive impact his /her contributions have made on the health care profession, the officer's program, and/or the Commissioned Corps during his/her career in the United States Public Health Service.

### ***Josef Hoog Award***

The Josef Hoog Award was developed to foster research and publication by members of the USPHS Therapist category. Papers reflect unpublished works.

### ***Therapist of the Year Award (no longer focused on clinicians)***

The Therapist of the Year Award replaced the Therapist Clinician of the Year Award in 2005. This award is presented to a therapist who is recognized by his or her peers for outstanding contributions in leadership and advancement of public health.

### ***Therapist Clinician of the Year Award***

The Therapist Clinician of the Year Award is presented to a therapist (commissioned corps or civil service) who is recognized by his or her peers for outstanding contributions in the area of clinical healthcare such as developing an innovative approach to therapy or initiating significant clinical care activities that have improved outcomes, as well as involvement in health-related professional or community organizations or activities.

### ***Therapist Junior Officer of the Year Award***

The Therapist Junior Officer of the Year Award is presented to a junior officer who is recognized by his or her peers for overall performance in the delivery of quality healthcare and outstanding contributions in the area of clinical healthcare/healthcare management.

### **Nomination Process**

Nominations for the therapist category awards must be submitted to the TPAC awards chairperson by **01 February 2008**.

Different elements are to be included in the nomination package for each award and are listed in pdf format files below.

[William Fromherz Award](#)   [Josef Hoog Award](#)   [Therapist Junior Officer of the Year](#)

### **Therapist of the Year (no longer focused on clinicians)**

All nomination packages, except, the Josef Hoog Award, should include a brief narrative (1-2 pages) explaining how the therapist meets the award criteria, name of the nominee, PHS rank (for the William Fromherz and Junior Officer of the Year awards), professional discipline, Operating Division/Program, period covered, and appropriate signatures/endorsements. Please note: Nomination packages submitted for the William Fromherz Award from the previous year must be updated and have a new signature/endorsement page.

### **Award Packages should be mailed to:**

CDR James Standish  
USCG TRACEN Cape May  
Health Services Division  
Physical Therapy Department  
Cape May, NJ 08204  
[James.W.Standish@uscg.mil](mailto:James.W.Standish@uscg.mil)  
Fax: 609-898-6962

Respectfully,

/s/

CDR James Standish  
Awards Subcommittee Chair.