

## **Therapist Professional Advisory Committee**



**Place:** Physical Therapy Conference Room US Naval Hospital, Bethesda, MD

**Date:** September 7, 1989

**Time:** 10:00 a.m. - 4:15 p.m.

**Present:** CAPT R. Nelson (PT/Chair); CAPT W. Fromherz (PT/CPO/DCP); S. Adams (PT/Civil Service Representative); CAPT G. Barenz (OT); CAPT G. Diullo (PT); CAPT R. Mansell (PT); LCDR F. Oakley (OT/Secretary); CAPT R. Parrette (PT); CDR G. Schofield (OT/Field Representative); LCDR M. Schroeder (PT/Field Representative); and CAPT D. Swett (PT).

- I. The meeting was called to order by the Chairman at 10:00 a.m.
- II. The agenda was accepted with the following modifications:
  - A. PHS Recruitment Branch Report was added to the agenda outline. CDR Ferguson is the responsible individual for that report.
  - B. CAPT Fromherz is both the CPO and DCP representative, his reports will be combined in the TPAC minutes and future agenda outlines.
- III. The minutes of the June 29, 1989 meeting were adopted as published.
- IV. Open Forum:
  - A. The meeting began with an award of Certificates of Appreciation and a photo session to honor outgoing TPAC members:

**CAPT R. Mansell, FDA, Rockville, MD**  
**CAPT R. Parrette, USCG, Cape May, NJ.**

B. The TPAC extends sincere appreciation to CAPT Mansell and CAPT Parrette for their hard work and commitment in support of the therapist category.

C. TPAC welcomed newly appointed members:

**CAPT G. Barenz, HRSA, Rockville, MD**  
**CAPT G. Diullo, BoP, Springfield, MO**

D. TPAC welcomed newly appointed field representatives:

**CDR G. Schofield, CMHS, Washington, DC**  
**CDR M. Schroeder, FDA, Rockville, MD**

E. TPAC appreciates that therapists are submitting typewritten reports for inclusion in the TPAC minutes. The reports save us a considerable amount of time in preparing the minutes. Each report will be included as an attachment to the minutes.

**Action Item:** If you have any questions or comments about submitting TPAC reports or agenda items, please contact CAPT Nelson at 304-291-4810 or FTS 923-4810.

V. Reports:

A. Chairperson: CAPT Nelson

1. The sub-committee reports have been re-organized into the body of the TPAC agenda. The individuals responsible for the reports remain the same. The TPAC liaisons have been removed.

**Action Item:** The typewritten reports are due to CAPT Nelson 10 working days following the TPAC Meeting.

2. A special "*Thank You*" to CAPT Hunt for a job well-done. Gary has spent many hours revising the PHS geographic therapist survey. The results are evident, the therapists have a valuable tool for recruitment and career development.

3. A special "*Thank You*" to the PHS Recruitment Branch for all the support they have given to the recruitment activities for the therapist category in the past year.
4. Two vacancies for the TPAC membership will be available on September, 1990. If you are interested in possible appointment to the TPAC please fill out attachment A.
5. Revised TPAC roster completed (Attachment B). Please note that FAX numbers are now included with the appropriate telephone numbers.

**Action Item:** Errors in information presented in the roster should be mailed to CAPT Nelson.

6. Recent publication entitled: "*Standards and Criteria for the Development and Evaluation of Comprehensive Federal Physical Fitness Programs*". Please see attachment .

B. Chief Professional Officer/DCP Representative: W. Fromherz

1. A Standardized billet ad hoc committee has been established and will meet November 15-17, 1989 in Washington, DC. A report of that ad hoc committee will be available at the December 7, 1989 TPAC meeting. The TPAC members will have input into the suggested revisions. Distribution of the draft form of the standardized billets will be distributed in the near future.

**Action Item:** Further information may be obtained by writing to CAPT Fromherz, CPO.

2. The process to revise the therapist recruitment brochure will begin in January, 1990. The anticipated publication will be June, 1990.

**Action Item:** Suggested changes to the therapist recruitment brochure should be in writing and sent to CAPT Gary Hunt by January 31, 1990.

3. An editorial note about the format of the recruitment brochure. The current format does not follow the individual cards as originally requested. The publication individual cards made production costs prohibitive. A compromise was reached which resulted in the production of the current format.

**Action Item:** A special "*Thank You*" to CDR Beth Lee (PHS Recruitment Branch) for her help in all stages of the brochure development.

4. Vacancy Announcement Tacking System (VATS) is updated and appears as attachment D.

C. Indian Health Service - CAPT Swett - Please see report Attachment E.

D. Coast Guard - CAPT Parrette - Nothing new to report.

E. FDA - CDR Schroeder - Nothing new to report.

F. Carville - CAPT Krotoski/CAPT Birke - Nothing new to report.

G. NIH

1. Occupational Therapy - LCDR Oakley - Please see report Attachment F.

2. Physical Therapy - Lt Smith - Please see report Attachment G.

H. NIOSH - LCDR Nestor - Nothing new to report.

I. Bureau of Prisons - CAPT Diullo - Please see report Attachment H.

J. Research Award Activity - CAPT Birke - Nothing new to report

K. Commission on Mental Health Services (CMHS) - CDR Schofield - Please see report Attachment I.

- L. Federal Employee Occupational Health (FEOH) - CAPT Plumstead  
Nothing new to report.
- M. PHS Recruitment Branch - CDR Ferguson - Nothing new to report.
- N. Communications - CAPT Krotoski - Nothing new to report.
- O. Education - CDR Brown - Please see report Attachment J.

**Action Item:** Interested therapists please contact CDR Brown for future publication of the *Spotlight* articles for their facility.

CDR W. Brown  
PHS Indian Hospital  
West Will Rogers and Moore  
Claremore, OK 74017

- P. Recruitment/Career Development - CAPT Hunt
  - 1. Revised PHS geographic therapist survey completed. Survey results mailed to all active duty therapists. Please see Old Business, item C.
  - 2. PHS Recruitment Regional Coordinators correspondence (two memos dated 9/4/89 and 10/16/89). Please see attachment K.
  - 3. Senior COSTEP information. Please see attachment L.

## VI. Old Business

- A. TPAC suggested minor revisions to the Management Assessment Tool (i.e., CARE) Survey. CARE is an acronym for Clinical, Administrative, Research, and Education. The purpose of the survey is to obtain a description of Clinical, Administrative, Research and Education tasks performed in each position. The survey will assist TPAC's recruitment and career development efforts. CAPT D. Swett will forward the survey to each therapist.

**Action Item:** The results of the survey will be reviewed at the December 7, 1989 TPAC meeting. Distribution of the survey will be

after the December TPAC meeting.

**B. TPAC continued to work on the Therapist Recruitment Plan.**

1. TPAC reviewed the Therapist Category Recruitment Plan with particular emphasis on the methods and time table to complete the objectives.
2. The recruitment plan will be sent to CAPT Hunt for input by the recruitment committee. Final review will be held at the March, 1990 TPAC meeting.

**C. The revised PHS geographic survey of therapist assignments, compiled by CAPT G. Hunt was presented to TPAC. This document is in excess of 100 pages and includes all geographic areas that support a therapist assignment. CAPT Fromherz volunteered to investigate the possibility of having the survey copied and mailed to all therapists.**

**Action Item:** The revised PHS geographic therapist assignment survey has been mailed to all therapists.

**VII. New Business**

**A. TPAC discussed the idea of identifying a therapist COSTEP coordinator to aid in the recruitment of former COSTEPs. TPAC suggested that the coordinator would be responsible for developing and implementing a follow-up program for COSTEPs who have completed their COSTEP assignment. CAPT G. Diullo volunteered to work with the COSTEP coordinator.**

**Action Item:** Individuals who want to serve as a COSTEP coordinator should contact CAPT Diullo 417-862-7041 (EXT 146).

**B. Standardized billets ad hoc committee formed. Please see the CPO/DCP report.**

C. Additional news items about the therapist category - please see attachments M & N.

**Action Item:** Therapist news items for inclusion in the TPAC minutes should be sent to:

LCDR Fran Oakley  
National Institutes of Health  
Occupational Therapy Department  
Building 10, Room 6S235  
9000 Rockville Pike  
Bethesda, Maryland 20892

**Next TPAC Meeting:**

Date: December 7, 1989

Time: 10:00 a.m. to 4:00 p.m.

Place: Physical Therapy Conference Room  
US Naval Hospital, Bethesda, MD

**Action Item:** Please forward written reports no later than December 15, 1989 to:

CAPT Roger Nelson  
NIOSH, DSR  
944 Chestnut Ridge Road  
Morgantown, West Virginia 26505-2888

Respectfully Submitted:

*/s/ 9/14/89 -*  
LCDR Frances Oakley  
Secretary, TPAC  
September 12, 1989

Concur:

*[Signature]*  
CAPT Roger M. Nelson  
Chairman, TPAC  
November 12, 1989

Reviewed:

*/s/*  
CAPT William Fromherz  
Chief Professional Officer  
Therapist Category