

TPAC MINUTES SEPTEMBER 91

Place: 3rd Floor Conference Room
Office of Health Affairs
Food and Drug Administration
Rockville, Maryland

Date: September 26, 1991

Time: 0930 to 1700 hours

Present: LCDR F. Oakley (OT/Chairperson/NIH)
CAPT R. Mansell (PT/CPO/FDA)
CAPT G. Diullo (PT/Secretary/BOP)
CAPT B. Ferguson (PT/Recruitment)
CDR M. Schroeder (PT/Field Representative/FDA)
CDR E. Corrigan (Speech/AHCPR)
CDR W. Trawick (PT/CMHS)
CDR D. Nestor (PT/BOP)
LCDR B. Long (PT/IHS)
LTjg C. Melanson (OT/CMHS)

I. CALL TO ORDER

Meeting opened by LCDR Fran Oakley. CDR David Nestor and CDR Willis Trawick were welcomed to the meeting.

II. REVISED AGENDA OF SEPTEMBER 26, 1991 WAS ADOPTED.

(ATTACHMENT A)

III. TPAC MINUTES APPROVED AS PUBLISHED FROM LAST MEETING.

IV. ON-GOING BUSINESS AND REVIEW OF ACTION ITEMS

A. LCDR Oakley has been reappointed for a second year as the TPAC Chair.

B. TPAC Appointments: (Three year terms)

CAPT Barbara Ferguson (re-appointed)
CAPT Dale Swett (re-appointed)
CAPT Judy Bell-Krotowski (new member)
CDR David Nestor (new member)

C. FIELD REPRESENTATIVES:

CDR Trawick is the Field Representative for the CMHS.
LCDR Shelley Patterson will be the new field representative for HCFA.
CDR Charles McGarvey has been selected as the field representative for NIH.
LCDR Oakley sent a list of therapists to be contacted by each agency to the field representatives as a means of providing feedback from those not on sight.

D. NOTE OF ABSENCE:

CAPT Swett and CDR Hueylebroeck were unable to attend meeting due to lack of IHS funding. The lack of financial support was attributed to restricted funding at the end of the fiscal year. This issue will bear some thought as there may need to be a change in the meeting schedule to avoid a repeat of these circumstances.

E. CHAIR:

Special thanks to individuals who volunteered their services to the TPAC. All applicants were appreciated.

V. RECRUITMENT WORK-GROUP REPORT:

RECRUITMENT WORK-GROUP REPORT (September 25, 1991)

Members: CAPT B. Ferguson, Chair (Reporting to TPAC)
CDR W. Smith, Co-chair
CAPT G. Diullo
LCDR F. Oakley
LT K. Siegel
LT M. Rogers/Smith
LT C. Melanson

With the recruitment plan initially formulated by CAPT G. Hunt, a Strategic Planning Session was held to help implement the plan.

Mission Statement: To attract qualified Therapists candidates to fill Therapy vacancies.

RECRUITMENT BRANCH GENERAL INFORMATION:

- A. Contact with "Circle" for recruitment materials: 1 800 221-9393
1. Therapist brochure.
 2. Tote bags (PHS).
 3. PHS - General literature.

- B. "Myotech" conference support contract. (Reference Workgroup Report)
1. Receptions
 2. Small luncheons
- Contact: Craig Hostetler, (301) 443-5740

- C. Effort geared towards new graduates in general. However, efforts in other areas, i.e. more experienced therapists can be worked out as special project.

- D. LEAD RECRUITER: CAPT Ferguson

Leads are received initially by PHS recruitment screener. All Therapist inquiries are forwarded to the lead recruiter who in turn will notify agencies of individuals with an interest in a specific program. If no agency preference is noted, a follow-up letter will be sent to the individual to help gain information regarding agency preference.

1. Development of vacant positions listing for use by Lead Recruitment. This list will be updated frequently.

*Note: 2. Six weeks of lead time are necessary in order to obtain recruitment materials.

ACTION ITEM: CAPT Ferguson to submit list of Recruitment materials available for publication with minutes of this meeting.

ACTION ITEM: Solicit Field for individuals who would be interested in updating, revising, or enhancing current therapist Brochure. (ACTION SECTION)

ACTION ITEM: Fact Sheet for Occupational Therapists to be developed by LT Melanson. Fact Sheet for Physical Therapists to be developed by K. Siegal. Draft documents will be developed by the December TPAC Meeting.

- E. Mass mailings of recruitment letter will no longer be done as this activity has failed to show significant returns.
- F. Review will be done of past efforts, i.e. which schools have been given the greatest attention in the past for job fairs and visits, which have clinical affiliations. They will then evaluate these schools in regard to the number of PHS applicants. A review will also be done to identify schools having multiple sites for students in the system.
- G. A suggestion was made to allow individuals representing the PHS address Senior Students at the individual schools.

ACTION ITEM: Field members will be asked to submit designs for a Recruitment "T" shirt. (Advertising Specialty) (ACTION SECTION)

- H. Short tours of duty by therapists are still available.
- I. Efforts will be made in the future to coordinate activities at large National Meetings to avoid duplication of exhibits and concentrate manpower for maximum efficiency.

VI. NEW BUSINESS

- A. CHAIR: Future efforts of the TPAC will be directed toward the Field. Input will be solicited through the meeting minutes following the Strategic Planning format.
- B. COA is a suggested resource in clarifying approaches to Recruitment that might be addressed as parody issues with other services. CDR Schroeder to investigate this possibility.
- C. Efforts should be made to publicize our programs in professional publications such as the "P.T. or O.T. Bulletins." An article on the Jr. Costep Program of the PHS was suggested.
- D. CDR Schroeder suggested a proactive posture for development of Therapist Billets in Agencies such as FDA, HCFA, and others where Therapy Specific backgrounds are of great value. This would be part of a coordinated effort to identify future needs of programs for therapists. Many of these needs have national implications.
- E. DRAFT OF REVISED CHARTER

Past action item was to have TPAC members place goals and objectives of this document into a strategic plan format.

At this time, it is asked that field members review this work and provide input.

- 1. GOAL: Represent all Commission Corps and Civil Service Therapists in providing regular advice and consultation to the Surgeon General.

ACTIVITY: Need to identify all members of category in order to represent them.

- * Discussion as to whether or not this goal would be more of a mission statement and whether the activity was a goal.

RESOURCES: CDR David Nestor, LCDR Sandy Graham, LCDR Terry Cavannaugh, LCDR Ed Koziatek.

TASKS: 1. Develop mission statement with goals and objectives.
2. Policies and Procedures development.

TARGET DATE: Draft - December meeting.

2. GOAL: Identify Civil Service and Commission Corps Category members. Problem is identifying civil service members as there is no current data base.

TARGET DATE: December 1, 1991.

RESOURCES: Program directors and membership will be asked to aid in identifying civil service personnel.

ACTION ITEM: The Chair will check with Agencies not represented on the TPAC in regard to civil service members. Report will be available by the December TPAC meeting.

FEEDBACK:

CHAIR: INVITE THERAPIST TO SUBMIT AGENDA ITEMS.
INVITE THERAPIST TO RESPOND TO AGENDA ITEMS.

ANNUAL REPORT - Summary of TPAC Activities of Therapists in the category.

*Suggestion: CPO Study/Analyze the longevity of Therapists in the category.

3. GOAL: Provide advisory assistance to CPO Therapist Category. To serve as a formal and informal communication link for all therapist, CPO, and Surgeon General.

Discussion: Lack of feedback to category members. Question as to whether this is part of the Charter (Basic Mission Statement). CPO Mansell recommended that this remain a goal separate from the Mission Statement.

F. CLINICAL SPECIALIST (0-6)

A. Clinical Specialist Billet - ACTION
1. Compiled for CPO review at this time.
2. Forward to DCP by October.
3. Available for Agency use.
4. Needs to be reviewed annually.

- G. INTRODUCTION AND WELCOME TO BERNIE LONG, IHS THERAPIST TO THE TPAC with a brief description of his current duties given.
FTS #782-7531 commercial #(605) 226-7531
FTS FAX # 226-7670 commercial FAX # (605) 226-7670

Bernie stated that the TPAC Minutes have been a primary source of information for him in regard to activities of the Therapist Category.

- H. CAREER LADDER: CAPT Mansell

- * Develop an 0-6 Deputy Chief Billet for large Medical Referral Centers.
- * This exists in Pharmacist and Engineer categories.
- * TPAC requested a justification for this billet from IHS and CAPT Mansell will provide follow-up.

- I. STRATEGIC PLANNING (PLAN 2001)

ACTION: Educate Officers

- * Survey the category for input on efficiency of the COER.
- * Do you have a problem with the billet system as it now exists? Any suggested changes?
- * Copy standard clinical billets for publication
- * Publish the orientation manual after examining for content. -
CPO Mansell
(Packets from Bob; Kay Pearson S.G. Office)

VII. REPORTS

- A. Chairperson: LCDR F. Oakley
(ATTACHMENT B)
- B. Chief Professional Officer: CAPT R. Mansell
(ATTACHMENT C)
- C. DCP Representative : CAPT W. Fromherz
No report.
- D. Indian Health Service: CAPT D. Swett
(ATTACHMENT D)

- E. Coast Guard: LCDR E. Koziatek
No report.
- F. Food and Drug Administration: CDR M. Schroeder
(ATTACHMENT E)
- G. Carville: CAPT J. Krotoski
(ATTACHMENT F)
- H. National Institute of Health:
 - 1. Occupational Therapy: LT G. Grogan
(ATTACHMENT G)
 - 2. Physical Therapy: CDR C.L. McGarvey
(ATTACHMENT H)
 - 3. Biomechanics Laboratory: LT K. Siegel
(ATTACHMENT I)
- I. Bureau of Prisons: CAPT G. Diullo
(ATTACHMENT J)
- J. Research Award Activity: CAPT J. Birke
No report.
- K. Community Mental Health Services: CDR W. Trawick
(ATTACHMENT K)
- L. Federal Employee Occupational Health: CAPT A. Plumstead
No report.
- M. Therapist Recruitment: CAPT B. Ferguson
(See Recruitment Workgroup Section)
- N. Health Care Financing Administration: LCDR S. Patterson
(ATTACHMENT L)
- O. Education: CAPT B. Brown
No report.

VIII. Next TPAC Meeting:

DATE: Thursday, December 5, 1991.

TIME: 0900 hours to 1600 hours.

PLACE: FDA
Rockville, MD.

Respectfully submitted,

Concur:

CAPT Gene Diullo
Secretary, TPAC

Date: _____

LCDR Frances Oakley
Chairperson, TPAC

Date: _____

Reviewed:

CAPT R. Mansell
Chief Professional Offices\r
Therapist Category