

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 29, 1993

Place: Conference Room
Parklawn Building, Rockville, MD
Date: October 29, 1993
Time: 0900 to 1500 hours

PRESENT: CDR David Nestor (PT/Chair/BOP)
CDR Charlie McGarvey (PT/TPAC/NIH Secretary)
CAPT Judith Bell-Krotoski (OT/GWLHDC)
CDR Elaine Corrigan (SP/HRSA)
LCDR Karen Siegel (PT/NIH)
LT Mark Melanson (OT/SAMHSA)
CAPT Willis A. Trawick (PT/SAMHSA) Field Rep
CDR Marie Schroeder (PT/FDA) Field Rep
Sandra Adams (PT/Civil Service)
CAPT William Fromherz (DCP Rep)

CALL TO ORDER: Meeting opened by CDR Nestor at 0900 hours.

AGENDA: Agenda of October 29, 1993, was adopted (Attach. A).

TPAC MINUTES: Past minutes were approved with minor corrections.

OPEN FORUM:

1. **Issue:** Joseph Hoog Award
Conclusion: A question was raised regarding the status of the Joseph Hoog Award.
Action: CDR Nestor will contact CAPT J. Birke regarding the status.
Follow-up: Next TPAC meeting (02/18/94).
2. **Issue:** Status of Facility Survey
Conclusion: Completed submissions from participating agencies are undergoing final review and editing.
Action: These will be published and mailed to all therapists in the category as a separate mailing within two months as per CDR Nestor.
3. **Issue:** Status of Updated Therapist ROSTER
Conclusion: This is being completed by CDR W. Smith and will be published at a later date as per CDR Nestor.
4. **Issue:** Status of Therapist Scientific Program at USPHS COA Conference in Baltimore, MD., April 4-8, 1993
Conclusion: CDR Nestor has received confirmation that the TPAC will be allocated one full day (tentatively April 4, 1994) for a scientific/educational program. All officers, particularly junior officers, are encouraged to attend this conference.

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Election of a new TPAC Chairperson will be held at the TPAC meeting during the April 1994 COA conference.

Action: Detailed information regarding therapist participation in this program will be published by LCDR K. Siegel and CDR Nestor after the February meeting.

5. Issue: Retirement of CDR Wayne Smith
Conclusion: CDR Wayne Smith has indicated that he plans to retire from his current position as Chief, IHS Hospital, Sacaton, AZ, effective August 1994. The position is to be posted in the spring of 1994. There will be a need for a volunteer to serve as co-chairperson on the TPAC recruitment/retention subcommittee.

Action: Interested officers should contact CDR Nestor regarding their consideration of this position.

6. Issue: Status of New Chief Professional Officer
Conclusion: CDR Nestor attended the CPO/TPAC meeting held on October 28, 1994, and strongly encouraged DCP to proceed with the processing of the four nominations for CPO as soon as possible as we have experienced this vacancy since July 1993. It was reported that results from these nominations should be completed over the next six weeks and a selection of a new CPO should be released by mid-January, 1994.

7. Issue: Revised Apples and OIS Form/Database
Conclusion: CAPT William Fromherz, Chief, Officer Development Branch, Division of Commissioned Personnel conducted a lengthy presentation and discussion on the new APPLES and OIS documents (see appended information). He requested review and comments of both these documents by the TPAC. A number of questions were raised by the TPAC members regarding utilization and accessibility of these databases. The APPLES program is designed to promote officer development throughout their careers. Accessibility to this database can be processed currently through three methods/contacts as follows:

- (1) CPO - The chief professional officer can access APPLES information on all therapist category officers in any agency.
- (2) Agency liaisons - The agency liaison can access information on all category officers within the agency.

- (3) ODB/OSG - The branch can access information on all officers in all categories and in all agencies.

Program managers and CPO are to utilize these databases to search for appropriate candidates to fill existing positions within PHS. Officers eligible for promotion will automatically receive a copy of the OIS for review and updating prior to submission of their personnel record to the promotion board. Any officer requesting their O.I.S. at other times may do such by submitting a written request to the Privacy Act Coordinator, ODB/OSG, Parklawn Building.

All information to be placed in personnel files should be addressed directly to File Room ODB/OSG and should contain name and PHS serial number on each document (refer to August 25 TPAC minutes).

8. Issue: Executive Order 12839 - Memorandum Regarding a 4% Downsizing of Personnel within the Commissioned Corps by 1995 (see appendix)
Conclusion: All officers should review the appended draft document as it relates to proposed reductions through retirement and recommended decreases in promotion eligible officers. More information on this issue will be forthcoming as OSG decides on a course of action.
9. Issue: Policy and Procedure - Failure of Permanent Promotion (see appendix)
Conclusion: All officers should review the attached information as it identifies the consequences of not being recommended for permanent promotion over two consecutive board reviews.
10. Issue: Update on Acceptance of Honoraria (see appendix)
Conclusion: All officers who have not been advised of this issue through their respective agency should review this latest memo.
11. Issue: Combined Sections Meeting (CSM) in New Orleans, LA; February 1994
Conclusion: American Physical Therapy Association has solicited the assistance of the TPAC in extending an invitation to Surgeon General Elders to serve as Keynote speaker at CSM in New Orleans.
Action: CDR Nestor has initiated the proper protocol to facilitate this activity.

12. Issue: TPAC Membership Profile (see appendix)
Conclusion: CDR Nestor raised the issue that it may be in the best interest of the TPAC to increase the total TPAC membership from 10 to 12. TPAC members agreed by consensus to increase membership by 2 members to 12 members. A vote on the current nominees was held and the results were as follows:
(a) LT. James W. Standish, P.T. (HRSA/USCG) - elected - term [8/96].
(b) LCDR Sherry Phillips, O.T. (FDA) - elected - term [8/96].
CDR Nestor also raised the issue of the need to consider renominating current TPAC members for a second term.
Action: TPAC members agreed by consensus to renominate and extend current TPAC members to a second term. Results are as follow:
(a) CAPT Mike Huylebroeck - P.T. (IHS) - term extended [8/96].
(b) CDR Elaine Corrigan - SP. (SAMHSA) - term extended [8/96].
(c) Sandra Adams - P.T. (C.S.) - term extended [8/96].

13. Issue: COSTEP Position Paper
Conclusion: The final position paper on the need for headquarters to support the senior COSTEP program as the main recruitment program was presented to the office of the Surgeon General at the CPO/PAC Chair meeting on October 28, 1993, by CDR Nestor. Three of the strategic objectives related to the COSTEP program were proposed by CDR Nestor and TPAC members. They are as follows:
(a) Development of a sound/slide presentation on COSTEP program.
(b) Development of a document which compares and contrasts the cost/impact of contracting therapy services vs commissioning officers for such services.
(c) Investigation of the current frequency, location, and effectiveness of PHS orientation programs for COSTEP officers in different agencies.
Action: CDR Nestor will draft a "lesson plan" on presentation of COSTEP materials and TPAC position; Deadline February 1, 1994. CAPT Huylebroeck, CDR Corrigan, and LT Mark Melanson will draft a cost/impact statement of advantages vs disadvantages of contract vs commissioning officers

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in the provision of therapy services. Deadline February 1, 1993.

14. Issue: Orientation Program for New Officers
Conclusion: A concern was raised that new officers who have not been able to attend regular orientation programs have the opportunity to participate in some form of orientation to PHS. CDR Nestor related that this has been a topic raised in the House of Delegates as a COA resolution and is currently being investigated by the OSG.
Follow-up: Any information related to this issued by DCP.

15. Issue: Report on Interservice Therapist Advisory Committee
Conclusion: Chiropractic issue: Tri-services (Army, Navy, and Air Force) are currently working on scope of practice for chiropractors commissioned in the armed forces. Currently there is legislative authority to commission chiropractors but no appropriations for their employment.

The Army, Navy, and Air Force are working on a "standardized" credentialing form to be used by the military services in the event of "managed care" authority. A credentialed officer in one service would have the same scope of clinical practice to work in another uniformed site.
Action: The TPAC has been asked to comment and review the draft credential form. A draft of this form will be sent to CDR Nestor for review and publication in the TPAC minutes.

16. Issue: Next TPAC Meeting
Conclusion: The next TPAC meeting will be held Friday, February 18, 1993, in the conference room, Parklawn Building, Rockville, MD.

17. Issue: All TPAC Staff: Agenda item for TPAC meeting
Conclusion: Review objectives of TPAC and place in priority.

Meeting adjourned at 1500 hours.

Please submit agenda items no later than December 3, 1993, to:

CDR David Nestor, Chair TPAC
Physical Therapy Department
FMC, Rochester
P.O. Box 4600
Rochester, MN 55903-4600
507-287-0674 Ext 135
507-282-3741 Fax

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Respectfully Submitted:



CDR C. McGarvey
Secretary, TPAC

Concur:



CDR D. Nestor
Chairperson, TPAC

Reviewed:

Vacant

CPO
Therapist Category

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
OCTOBER 29, 1993

- I. Call to Order
- II. Adoption of agenda
- III. Adoption of previous TPAC minutes
- IV. Open Forum
 - A. Welcome Guests
 - B. Action item review
 - C. Request for reports from the field
- V. Committee Business
 - A. Election of TPAC Committee Members
 - B. Strategic Planning Session
 - C. April 1994 COA Annual Conference
 - D. Inter-Service Therapists Advisory Committee Report
 - E. Facility Survey
- VI. Reports
 - Chairperson-----D. Nestor
 - Chief Professional Officer-----Vacant
 - CPO/PAC Chair Meeting Summary-----Vacant
 - DCP Rep/Therapist Staffing Officer-----W. Fromherz
 - Recruitment Committee-----B. Ferguson
W. Smith
 - COA Therapist Representative-----M. Schroeder
 - Research Award Activity-----J. Birke
 - Education-----S. Graham
 - Indian Health Service-----M. Huylebroeck
 - Coast Guard-----E. Koziatek
 - Food & Drug Administration-----M. Schroeder
 - Carville
 - Occupational Therapy-----J. Bell-Krotoski
 - Physical Therapy-----J. Birke
 - National Institutes of Health
 - Occupational Therapy-----B. Parks
 - Physical Therapy-----J. Whitehurst
 - Biomechanics Laboratory-----K. Siegel
 - Bureau of Prisons-----F. Levy
 - Community Mental Health Services-----W. Trawick
 - Federal Employee Occup. Health-----A. Plumstead
 - Health Care Financing Admin.-----S. Patterson
 - Center for Disease Control-----C. Themann