

## Therapist Professional Advisory Committee Meeting Minutes

Date: August 23, 1996

Time: 0920 to 1230 hours EDT

Location: IHS Office of the Director  
Parklawn Building, Room 605  
5600 Fishers Lane  
Rockville, MD 20857

Attendees:

In Rockville:

CDR Becky Sellers (Chair)  
LCDR Karen Lohmann Siegel (Secretary)  
CAPT Willis A. Trawick (member)  
LCDR Ivana Williams (member)  
LT Richard Shumway (member)  
Ms Beth Solomon (member)  
CDR Georgia Johnson (field rep)  
CDR Sidney Stephens (DCP rep)

In Albuquerque:

CAPT Charlotte Richards (member)  
CDR Dominic Aretino (member)  
CAPT Jim Jones (field rep)  
CDR Leo LaBranche (field rep)  
LCDR Jeffrey Fultz (education task force)

On Conference Call to Rockville:

CAPT Judith Bell (member) from Carville, LA  
CAPT Jim Birke (awards task force) from Carville, LA for award discussion only  
CDR David Brueggemann (member) from Anchorage, AK  
CDR Michael Flyzik (member) from Fort Worth, TX

Absentee TPAC members:

CDR Charles McGarvey  
CDR David Nestor

## I. Call to Order

The meeting was called to order by the Chair in Rockville at 0920. Albuquerque site participated via videoteleconference. Other sites participated via telephone conference call to Rockville.

## II. Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**.

## III. Adoption of Previous TPAC Minutes

The previous TPAC minutes from the meeting of the May 15, 1996 meeting were accepted as published with one exception. The address for contributions in memory of CAPT Fromherz was incorrect as it was received and published. The correct street address is 10800 Lockwood Drive (not 10900).

## IV. Open Forum

### A. Welcome TPAC members

The chair welcomed all TPAC members, field representatives and other guests to the meeting. Special recognition was given to new TPAC members CDR Aretino, CDR Flyzik, LCDR Williams, LT Shumway and Ms Solomon.

### B. Action Item Review from May 15, 1996 meeting minutes.

CAPT Thornton's memo regarding the mobility promotion precept was discussed. It was decided that this issue should be addressed separately from the agency recommendation precept (see later discussion), and the agency recommendation precept was given priority at this time.

#### **ACTION ITEM:**

CDR Sellers will thank CAPT Thornton for her memo, which generated awareness and discussion of the issue within the category, but which the TPAC will not be able to act on at this time. CDR Sellers will encourage CAPT Thornton to forward these concerns to DCP directly.

CDR McGarvey has received agency approval for the new TPAC members and has submitted the list of nominees for surgeon general approval. New members have not received notification from the surgeon general.

#### **ACTION ITEM:**

CDR Sellers will review status of the letters with CDR McGarvey.

CDR McGarvey forwarded the proxy to LCDR Siegel who placed the proxy on TPAC letterhead and included it in previous minutes.

**ACTION ITEM:**

CDR Sellers will include a copy of the proxy with each meeting announcement so that TPAC members who are unable to attend the meeting can submit a proxy to assure a quorum.

CDR McGarvey sent a letter to Dr. Haffner expressing TPAC concerns about representation of therapists at the COA meeting. CDR Sellers also has discussed these issues with RADM Haffner (see new business).

LCDR Siegel delayed forwarding the educational opportunity listing to CDR Stephens for posting on the DCP bulletin board until further discussion could be held about distribution of the information (see education task force report).

The latest education task force was included as an addendum with the most recent TPAC minutes.

C. Request for reports from the field

CDR Sellers requested reports from the field and reported that several reports had already been received.

V. New Business

A. Promotion Precepts - Agency Recommendation

CDR Stevens reported on how the agency recommendation was incorporated into the promotion process during the last promotion cycle and provided several handouts included in **Attachment B**. On page B-1 is the board scoring sheet. Each board member rates each officer on each of the five precepts by assigning a score between 0 and 100. Each board member checks the appropriate recommendation box. At least 3 of 5 board members must check not recommended for an officer to be not recommended for promotion.

After the scoring sheets are completed, all board members' scores for each of the first five precepts are added together and weighted according to the criteria on page B-2. After this step is complete, the maximum possible score for an officer is 85 points.

The remaining 15 possible points are determined by the agency recommendation. The

agency recommendation sheet is on page B-3. Officers placed in the highest cohort received 15 points for the agency recommendation precept. The second group received 12.75 points (85 points on 0 to 100 scale), the third group received 10.375 points (70 on 0-100 scale), and the fourth group received 8.25 points (55 on 0-100 scale). Officers received 0 points if their agency did not recommend them for promotion. These points were added to the score obtained from the first 5 precepts (85 points maximum) to determine each officer's total score (100 points maximum) and position on the rank order list. The success rate for promotion was determined from the number of billets and retirees. The profile for the therapist category is shown on page B-4.

Promotion board members did not know the results of the agency recommendation (6th precept) until after they had completed scoring the first 5 precepts. Board members did see the rank order list of officers before and after the agency recommendations were incorporated, but they could not change their rating on the first five precepts after viewing the final rank order list. In general, incorporation of the agency recommendation did not produce large changes in the rank order list.

Each agency developed their own protocol to determine the agency recommendation. It was supposed to be based on the officer's contribution to the mission of the PHS and the value added by the officer. The agency protocols were provided to DCP and these were made available to the promotion boards.

This concluded CDR Stephens remarks and was followed by an open discussion of the implications of the agency recommendation on the promotion process. Many individuals expressed specific concerns about various aspects of the new process. CDR Stephens reported that since this 6th precept was implemented for the first time this past promotion cycle, the process is under review by DCP and comments about the process are welcome.

### **ACTION ITEMS:**

All officers with concerns about the promotion process are advised to submit their comments directly to RADM Sue Dahlmann in the Division of Commissioned Personnel and to forward a copy to the TPAC Chair, CDR Becky Sellers.

CDR Sellers will investigate if the issue is of concern to other categories and possibly raise the issue for discussion at a future CPO/PAC Chair meeting.

CDR Sellers will develop a TPAC position paper on the agency recommendation precept for possible review at the next TPAC meeting.

Therapists assigned to each agency will be identified to solicit their agency's protocol for determining the agency recommendation from their agency liasons (list is in **Attachment C**). Once obtained, these protocols should be forwarded to CDR Sellers to assist in the development of the position paper.

<u>Agency</u>	<u>Volunteer</u>
HRSA	LCDR Williams

BOP	CDR Flyzik
NIH	LCDR Siegel
IHS	CDR Sellers will request CAPT Huylebroeck to assist.
CG	LT Shumway
FDA	CDR Sellers will request CAPT Schroeder to assist.
HCFA	CDR Johnson will request CDR Patterson to assist.
SAMSHA	CDR Johnson
FOH	CDR Siegel will request CAPT Plumstead to assist.
Carville	CAPT Bell

## B. Policy and Procedure Manual

CDR Nestor forwarded a copy of the latest version of the Policy and Procedure Manual (minus appendices) to LCDR Siegel a few days prior to the TPAC meeting. A copy was faxed to Albuquerque during the TPAC meeting. TPAC members had been given the opportunity to review a prior version of the manual this spring. Following a brief discussion, the policy and procedure manual was unanimously accepted as a working document of the TPAC. A copy of the document is included in **Attachment D**.

In a related matter, CDR Sellers noted that the TPAC charter specifies that the charter must be reviewed every three years. It has been three years since the last review. A copy of the charter is included in **Attachment E**.

### **ACTION ITEM:**

Therapists should review the attached charter for any necessary modifications and forward their recommended changes to CDR Sellers. TPAC members should be prepared to discuss the charter at the next TPAC meeting.

## C. COA

CDR Sellers reported that a major initiative as TPAC Chair will be to increase therapist category participation at the COA meeting. The next COA meeting will be held in Tucson, AZ in June of 1997. The theme of the meeting will be Protecting the Public's Health: New Global Challenges.

CDR Sellers has met with RADM Marlene Haffner regarding the scientific content of the COA meeting. Dr. Haffner was supportive of a therapist specialty session. RADM Haffner also suggested that therapists consider submitting ideas for a mini-session. These sessions typically include a moderator with 2 to 3 speakers on a special topic of general interest. The first meeting notice describing these sessions should be distributed in September or October. CDR Sellers thanked RADM Haffner for her support of therapist participation in the COA meeting.

CDR Sellers also would like the category to develop a one day continuing education session that would qualify for CEUs. CAPT Jones mentioned that a pediatric program

under development by CDR Hurley was a possibility.

Laurie Johnson at COA will coordinate other aspects of the COA meeting such as identifying space for therapist meetings. The TPAC meeting probably will be held around 5:30 to 7:30 one evening so that it does not conflict with other sessions. CAPT Huylebroeck is supportive of holding a chief's meeting in conjunction with the COA meeting and will try to obtain funding for this meeting.

CDR Sellers recognized that funding to attend the meeting is difficult to obtain for some therapists in the category. Holding a continuing education seminar that grants CEUs may allow some therapists to receive funding. IHS should grant officers administrative leave to attend the meeting, and RADM Haffner will follow-up with any IHS therapists that have difficulty getting approval for administrative leave. CDR Sellers also would like to coordinate sharing hotel rooms, to decrease the cost to those attending the meeting.

To accomplish all these goals for the meeting, CDR Sellers would like to develop a task force to coordinate TPAC efforts to prepare for the COA meeting.

### **ACTION ITEMS:**

CAPT Jones and LCDR Fultz agreed to co-chair the COA program task force.

CDR Sellers will meet with CAPT Jones and LCDR Fultz to develop the charge to the task force.

CAPT Bell volunteered to serve on the task force.

CDR Sellers will contact CDR Nestor and LTjg Mead in Lexington and will review self-nomination forms for additional volunteers.

CAPT Varvel has volunteered to help facilitate MAC flight arrangements.

CDR Sellers will advise CAPT Schroeder of TPAC plans for the COA meeting so CAPT Schroeder can follow-up with the COA board as needed.

CDR McGarvey volunteered to review abstracts submitted for the scientific sessions.

### **D. William Fromherz Award**

In Carville, CAPT Bell invited CAPT Birke to join the TPAC meeting on her conference call line. CAPT Birke has produced a plaque to serve as the award and developed a list of tentative criteria for the award. A call for nominations and reviewers need to be identified soon so that the first award can be presented at the COA meeting in June.

A discussion was held as to whether the Fromherz award should replace the Hoog award. The number of papers submitted for consideration for the Hoog award decreased and no award has been given for several years. The committee favored the idea of continuing the Hoog award for research and adding the Fromherz award to include areas other than research such as clinical and administrative achievements. CAPT Bell reported that CAPT Birke (no longer on the line) was willing to continue to oversee the Hoog award as he has done in the past, but that others need to be involved in finalizing and

administering the Fromherz award. CAPT Richards agreed to chair a new TPAC awards subcommittee, and CAPT Trawick, CAPT Jones, and CDR Aretino also volunteered to participate.

**ACTION ITEM:**

CDR Sellers will inform CAPT Birke of the decisions made with regard to both the Hoog and Fromherz awards.

VI. Reports

Chair

CDR Sellers reviewed the highlights of her report included in **Attachment F**.

CPO report

CDR Sellers reported that CAPT Huylebroeck has nominated therapists to serve on several task forces established in a visioning committee report from the Office of the Surgeon General. The task force areas include leadership, mission, emergency response, and visibility/advocacy.

CPO/PAC Chair Meeting

CDR Sellers reported that both she and CAPT Huylebroeck attended the last CPO/PAC Chair meeting via conference call on July 25. No handouts or minutes from that meeting have been received. CDR Sellers would like a therapist in the DC area to attend the meeting so that the category is physically represented in the conference room.

**ACTION ITEM:**

CDR Sellers will contact CDR McGarvey or CAPT Trawick to attend the next CPO/PAC Chair meeting in September. LCDR Williams volunteered to attend if others are not available.

DCP Rep/Therapist Staffing Officer

See above discussion on agency recommendation promotion precept.

Recruitment and Retention Committee

CDR Sellers is stepping down from the Recruitment and Retention Committee as she assumes the position of Chair. CDR Aretino will replace CDR Sellers on the committee. CDR LaBranche will continue to work on the committee to coordinate the category roster. The roster (**Attachment G**) has been updated recently and can include telephone and fax numbers and e-mail addresses.

**ACTION ITEM:**

All therapists are requested to provide CDR LaBranche with any corrections or additions to the category roster, especially telephone and fax numbers and e-mail addresses. (CDR LaBranche can be reached at the address and number listed in the roster.)

#### COA Therapist Representative

No report was available.

#### Awards Task Force

See above discussion on the Fromherz and Hoog awards.

#### Education Task Force

LCDR Fultz provided the current list of training opportunities (**Attachment H**).

LCDR Fultz proposed a new plan to circulate the list of educational opportunities for therapists. He would like to distribute the list every six weeks through department chiefs within each agency via fax. A list of agency chiefs does not currently exist and needs to be generated. In addition, LCDR Fultz would like to survey the therapy directors to get information on available funding and courses offered by each facility (Attachment H-3).

#### **ACTION ITEMS:**

All therapist who are therapy department directors or who are the only therapist in their administrative area are strongly urged to complete the continuing education survey to provide the requested information to the education task force and to be placed on a list to receive periodic announcements of continuing education opportunities for therapists.

LCDR Fultz will develop the list of therapy directors from the category roster and from responses to the survey.

#### P&P Task Force

See item B under New Business.

#### Home Page Task Force

CDR Siegel shared that CDR McGarvey reported that the results of the past facilities survey has been included on the therapist category home page.

#### Medical Readiness



CAPT Trawick provided an update on the Commissioned Corps Readiness Force. Currently 770 officers have signed up and are in various stages of completing work to become ready. Within the therapist category, 22 officers of 95 or 23% of the category is participating (**Attachment I**). A recent training conference in Bethesda, MD saw 396 registrants including 3 therapists. The Office of the Surgeon General strongly encourages officers to participate and is documenting participation in the officer's personnel file. Officers wishing to participate need the approval of their immediate supervisor and agency liason. Officers should receive administrative leave when participating in CCRF activities. Questions may be directed to CAPT Trawick or Steve Moore in OSG. An additional memo to CPO/PAC Chairs is also included with Attachment I.

#### Therapist Category Archives

No report was available from CDR Phillips.

#### **ACTION ITEM:**

CDR Sellers will contact CDR Phillips and CDR McGarvey for an update about archive development.

#### Inter-service Advisory Committee

No report was available.

#### **ACTION ITEM:**

CDR Sellers will contact CDR McGarvey for an update on inter-service activities.

#### Field Reports

Field reports are included in the remaining **Attachments J-Q**.

#### Field representative updates:

CDR Flyzik, the former BOP field representative is now a TPAC member. He recommended that LCDR Penelope Royall in Butner, NC serve as the new BOP field representative.

Within IHS, there is some redundancy in reports from the several field representatives.

#### **ACTION ITEMS:**

LCDR Siegel will contact LCDR Royall to serve as the new BOP field representative.

CAPT Jones will contact the other IHS field representatives to clarify which representatives report on which therapists to minimize redundancy in reports.

#### VII. Adjourn

The meeting adjourned at 1230 hours. The next meeting is scheduled for November 22.

Respectfully submitted:

\_\_\_\_\_  
LCDR Karen Lohmann Siegel  
Secretary, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CDR Becky Sellers  
Chair, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CAPT Michael Huylebroeck  
Chief Professional Officer,  
Therapist Category

\_\_\_\_\_  
Date

## **ACTION ITEM SUMMARY:**

### All therapists:

All officers with concerns about the promotion process are advised to submit their comments directly to RADM Sue Dahlmann in the Division of Commissioned Personnel and to forward a copy to the TPAC Chair, CDR Becky Sellers.

Therapists should review the attached charter for any necessary modifications and forward their recommended changes to CDR Sellers.

All therapists are requested to provide CDR LaBranche with any corrections or additions to the category roster, especially telephone and fax numbers and e-mail addresses. (CDR LaBranche can be reached at the address and number listed in the roster.)

All therapist who are therapy department directors or who are the only therapist in their administrative area are strongly urged to complete the continuing education survey to provide the requested information to the education task force and to be placed on a list to receive periodic announcements of continuing education opportunities for therapists.

### TPAC members and other volunteers:

CAPT Jones and LCDR Fultz agreed to co-chair the COA program task force.

CAPT Bell volunteered to serve on the task force.

CAPT Varvel has volunteered to help facilitate MAC flight arrangements.

CDR McGarvey volunteered to review abstracts submitted for the scientific sessions.

Volunteer therapists assigned to each agency will be identified to solicit their agency's protocol for determining the agency recommendation from their agency liasons (list is in **Attachment C**). Once obtained, these protocols should be forwarded to CDR Sellers to assist in the development of the position paper.

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TPAC members should be prepared to discuss the charter at the next TPAC meeting.

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LCDR Siegel will contact LCDR Royall to serve as the new BOP field representative.

CAPT Jones will contact the other IHS field representatives to clarify which representatives report on which therapists to minimize redundancy in reports.

TPAC Chair:

CDR Sellers will thank CAPT Thornton for her memo, which generated awareness and discussion of the issue within the category, but which the TPAC will not be able to act on at this time. CDR Sellers will encourage CAPT Thornton to forward these concerns to DCP directly.

CDR Sellers will review status of the TPAC nomination letters from OSG with CDR McGarvey.

CDR Sellers will include a copy of the proxy with each meeting announcement so that TPAC members who are unable to attend the meeting can submit a proxy to assure a quorum.

CDR Sellers will investigate if the issue is of concern to other categories and possibly raise the issue for discussion at a future CPO/PAC Chair meeting.

CDR Sellers will develop a TPAC position paper on the agency recommendation precept for possible review at the next TPAC meeting.

CDR Sellers will inform CAPT Birke of the decisions made with regard to both the Hoog and Fromherz awards.

CDR Sellers will meet with CAPT Jones and LCDR Fultz to develop the charge to the task force coordinating therapist activity at the COA meeting.

CDR Sellers will contact CDR Nestor and LTjg Mead in Lexington and will review self-nomination forms for additional volunteers.

CDR Sellers will advise CAPT Schroeder of TPAC plans for the COA meeting so CAPT Schroeder can follow-up with the COA board as needed.

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