

Therapist Professional Advisory Committee Meeting Minutes

Date: November 22, 1996

Time: 700 to 1100 hours MDT

Location: Conference Room

IHS Headquarters West

5300 Homestead Rd. NE

Albuquerque, NM

Attendees:

In Albuquerque:

CDR Becky Sellers (Chair)

CAPT Judith Bell (member)

CAPT Charlotte Richards (member)

CDR Dominick Aretino (member)

CAPT Jim Jones (field rep)

CDR John Hurley (field rep)

LCDR Jeffrey Fultz (education task force)

In Phoenix (via video teleconference):

CDR Selden Wasson (guest)

LCDR Jessie Whitehurst (guest)

CDR Mark Dardis (guest)

LTjg Ron West (guest)

LT Deborah Simoneck (guest)

In Rockville (via video teleconference):

CAPT Willis A. Trawick (member)

CDR Charles McGarvey (member)

LCDR Karen Lohmann Siegel (secretary)

LCDR Ivana Williams (member)

LT Richard Shumway (member)

CDR Georgia Johnson (field rep)

LT Bart Drinkard (field rep)

CDR Susanne Pickering (guest)

CAPT John Biedenkapp (DCP rep)

via conference call to Rockville

from Whiteriver, AZ: CAPT Michael Huylebroeck

from Anchorage, AK: CDR David Bruggemann

from Fort Worth, TX: CDR Michael Flyzik

from Butner, NC: LT Penelope Royall

(time expired on conf call at 0930 hours,

unable to reestablish connection for remainder of meeting)

Absentee TPAC members:

CDR David Nestor

Ms. Beth Solomon

I. Call to Order

The meeting was called to order by the Chair in Albuquerque. Phoenix and Rockville participated via videoteleconference. Other sites participated via teleconference to the Rockville site.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. Two additional items were added to the agenda: the facility survey and upcoming selection of PAC members.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the August 23, 1996 meeting were accepted as published.

IV. Open Forum

A. Action Item Review

Agency recommendation promotion precept: Information on the process by which agency recommendations for promotion are developed have been forwarded to CDR Sellers for 5 or 6 agencies. Policies vary by both category and agency.

Action Item: CAPT Bell will draft a position statement which will be circulated to PAC members for comments and be an agenda item for the next PAC meeting. CAPT Huylebroeck will determine the best way to distribute the paper.

B. Request for Reports from the Field

CAPT McGarvey provided a table which summarized numbers of therapists by discipline and agency in the commissioned corps (**Attachment B**).

CAPT McGarvey reported that while in San Antonio he met with ENS Cory Dahl who is enrolled in the Army Baylor P.T. program. ENS Dahl reported that he has not received copies of the TPAC minutes and provided CAPT McGarvey with a correct address. Follow-up after the meeting indicated that the mailing label previous obtained for ENS Dahl had the incorrect address, so the TPAC files will be updated and future minutes distributed to ENS Dahl.

At the October meeting of the Arizona state Chapter of the APTA, CDR Wasson received a commendation from the APTA for his work with the tribes and as Arizona state chapter president. CDR Sellers received a letter from CDR Wasson thanking her and the TPAC for their role in the recognition that he received.

V. New Business

A. Recognition for PHS Retired Therapists

CAPT Jones submitted a plan to CDR Sellers to recognize retiring PHS therapists. Highlights of the plan include TPAC identifying officers who are planning to retire ideally six months in advance and reviewing the OPF of the retiring officer to develop an honor award nomination that can be presented when the officer retires. CAPT Biedenkapp reported that he would be happy to assist the TPAC with this plan, but reminded the TPAC of the need to be sensitive to privacy issues around advance notice of the retirement of some officers.

Action Item: CAPT Jones will discuss the plan for recognizing retiring therapist officers with CAPT Biedenkapp and report the results to the TPAC.

B. TPAC Charter

The TPAC Charter was reviewed. The intended meaning of some words and phrases in the charter were discussed and clarified. The TPAC voted to accept the charter as it was written at the last revision and published as Attachment E in the August 23 minutes.

C. Mentoring Program

CDR Pickering reported on a mentoring program meeting that she attended on November 8. CAPT Alavanja is chairing an ad hoc committee on mentoring. A report of the committee's activities is expected in December. Some of the committee's activities include coordinating a 1 ½ day course in the DC area in March. Seats in the course will be allocated to each category based on size, and each PAC will be asked to select candidates to attend.

Action Item: Anyone with interest in the mentoring initiative should contact CDR Pickering at (202) 373-6901.

D. Appointment Boards

CDR Sellers was requested by the Personnel Services Branch to nominate O-4 through O-6 regular category officers in the DC area to serve on therapist appointment boards. The list of those nominated appear in **Attachment C**.

E. Special Pay

Special pay for some non-physicians categories was approved in the 1997 defense authorization bill. Requirements to receive special pay include the following: 1) be health care provider; 2) earn post-baccalaureate degree in your profession; 3) be certified by professional board in specialty area; and 4) meet additional criteria. The Compensation Branch of DCP will use DOD guidelines to determine payment schedule based on years of service. Details as to when payments will start or how to apply for them are not yet known. CAPT Ted Westley is the DCP contact for this program and he may be reached at 301-594-2963.

F. Minutes Distribution

The August TPAC minutes and associated materials totaled nearly 100 pages in length. Some field representatives have expressed concern that distributing minutes this long is very difficult for them to do. In contrast, the pharmacy category minutes are 3-4 pages in length. To facilitate distribution of the TPAC minutes, it was proposed that a set of very brief minutes without any attachments be distributed to the whole category and that a complete set of minutes be distributed only to TPAC members, field representatives, and subcommittee chairs. An alternate proposal suggested that only one copy of the minutes be distributed per mailing address with a routing slip containing the names of all therapists to whom the minutes should be circulated for review. The second proposal was favored by those present. In addition, TPAC will attempt to exercise some restraint in the length of the attachments included with the minutes.

Action Item: LCDR Siegel will inform the field representatives of the revised plan to distribute

the TPAC minutes. All therapists should forward comments regarding the new process to LCDR Siegel at 301-496-9890.

G. Military Protocol Video

CAPT Huylebroeck reported that the COA Bulletin included a resolution by the DC area branch that more information on military customs and courtesies were needed. The Bulletin also included a response from the Surgeon General's office that the only video OSG has is outdated. No mention was made of the video produced by LCDR Standish that was shown at a CPO/PAC Chair meeting. CAPT Huylebroeck contacted OSG and learned that the person in OSG who prepared the response to COA did not know of the video. CAPT Huylebroeck informed Mike Lord at COA of the existence of the video.

Additional discussion occurred about how to distribute the video to officers in the field. BOP has decided not to make copies of the video and IHS has not yet made a final decision. Mike Lord at COA may be able to identify some funds to make copies. CAPT Huylebroeck contacted CAPT Grace Rogers and she will send him a copy of the tape made from the original. CAPT Bell reported that Carville can make copies for the cost of the blank video tape or for free if tapes are provided.

Action item:

Any therapist that would like a copy of the video should send a blank tape to CAPT Bell and she will make a copy of Military Customs and Courtesies on the tape. CAPT Bell's mailing address is GW Long Hansens Disease Center, Rehabilitation Research Department, Bldg 30, 2nd floor, 5445 Point Claire Rd, Carville, LA 70721

The video on military customs and courtesies produced by LCDR Standish was aired at the conclusion of the meeting. The video was well received by all in attendance and congratulations to LCDR Standish on a job well done.

H. Facility Survey

LT Drinkard reported that he plans to update the facility survey and place the results on the category web page. LCDR Fultz has an updated list of all facilities with contacts that could be used to distribute the survey.

Action Item: LCDR Siegel will provide LT Drinkard with a copy of the facility list.

I. Selection of New TPAC Members

The current membership of the TPAC numbers 13, with 3 terms due to expire in 1997, 5 in 1998, and 5 in 1999. The TPAC charter specifies that approximately 1/3 of the membership should rotate each year. After a brief discussion, the TPAC unanimously voted to increase the membership of the committee by two more members to 15. In 1997, terms expire for CAPT Bell, CAPT Richards, and CAPT Trawick. Both CAPT Richards and CAPT Trawick are eligible for appointment to a second term on the PAC. LCDR Siegel reported that the self-nomination form appeared in the August minutes and that a solicitation for new members will appear in the December issue of the Commissioned Corps Bulletin. New members will be selected at the February TPAC meeting.

New TPAC members: A solicitation for new members appeared with the August TPAC minutes distribution and an announcement was published in the December issue of the Commissioned Corps Bulletin. Those officers interested in nominating themselves to serve as members of the TPAC should have notified the TPAC Chair of their interest to be considered in the next nomination process.

VI. Reports

Chairperson

CDR Sellers reported that she needs to submit quarterly reports to the Surgeon General detailing activities of the therapist category. The reports from field representatives have been useful in developing the report.

CDR Sellers reported that she has been attending CPO/PAC Chair meetings via teleconference and offered minutes of these meetings to be included as **Attachment D**. A local representative is needed at each meeting, especially to collect handouts distributed at the meeting. CDR Sellers also reported that she receives frequent requests for therapist category representation at various meetings in the DC area.

Action Item: Therapists in the DC area that are willing to represent the category at various functions should contact CDR Sellers at (505) 782-4431. Therapists that are aware of upcoming functions that may need category representation should inform CDR Sellers.

Chief Professional Officer

CAPT Huylebroeck reported that IHS is developing a policy on redeployment of officers displaced due to compacting, but that nothing has been finalized as of yet.

CPO/PAC Chair Meeting Summary

See Chair report above and **Attachment D** for copies of the meeting minutes.

DCP Rep/Therapist Staffing Officer

The new therapist staffing officer is CAPT John Biedenkapp. A report is included in **Attachment E**.

CAPT Biedenkapp reported that recruitment functions have returned to DCP and the Officer Development Branch. The recruitment office needs category volunteers to help answer some of the questions posed by callers. One problem is that once callers submit applications and are approved for commissioning, there is no one to match candidates to open positions. DCP currently has 29 applications from therapists that have applied to the commissioned corps and been approved, but they have not been placed. He encouraged any one in need of hiring a therapist review the files for potential candidates.

CAPT Biedenkapp noted that 60 officers in the category are eligible for promotion this year and offered some general comments about the OPF. He reported that in general, the files looked bad because documentation of accomplishments is inadequate. He stated that CVs need to list accomplishments clearly using a bullet format and key words should be bolded. Greater emphasis should be placed on accomplishments and less on duties. He

suggested that officers should keep a daily log of accomplishments from which to develop attachments for the COER. He also suggested that officers write drafts of thank you letters and award nominations if appropriate.

Recruitment and Retention Committee

CDR Aretino thanked CDR LaBranche for his efforts in updating the therapist category roster.

COA Therapist Representative

No report.

Awards Committee

The details of the Fromherz award were pending at the time of the meeting. In the interim, the award has been finalized and details are included in **Attachment F**. The deadline will be later this year than in subsequent years so that the award may be presented at this year's COA meeting.

Action Item: All therapists should review **Attachment F** describing the new Fromherz Award immediately.

Education Task Force

LCDR Fultz provided a list of educational opportunities (**Attachment G**). He thanked CDR Nestor for making 10 additional seats in the upcoming foot course (described in **Attachment H**) available to the Army. LCDR Fultz requested that PHS officers that wish to attend courses offered by the other service branches coordinate their participation through him.

LCDR Fultz presented the results of continuing education survey that he conducted (**Attachment G**). As part of the survey, he developed a list of each therapy department by agency and state/city. The listing includes the chiefs or other contact with telephone and fax numbers. This listing may be useful for other TPAC activities and has been distributed to CDR Sellers and LCDR Siegel. Items included in the survey included clinical position information and funding across agencies. Most agencies combine travel and registration costs into one budget, and there generally is not time limit on time off for courses. LCDR Fultz will distribute the results of the survey to all department chiefs. It is his hope that the information may help therapists lobby their agencies for additional funding for training.

P&P Task Force

The Policy and Procedure Manual has been accepted by the TPAC and was distributed with the TPAC minutes. This completes the assignment to the task force, so it may now be dissolved. The TPAC wishes to thank CDR Nestor and task force members xxxx for this useful document.

Home Page Task Force

CAPT McGarvey reported that there have been no recent changes to the therapist home page, but future plans include updating the results of the facility survey.

Medical Readiness

CAPT Trawick reported that details of the Commissioned Corps Readiness Force have appeared in previous Commissioned Corps Bulletins in 9/94, 10/95, 4/96, and 7/96. The therapist category has the highest participation rate (23%) of any category. OSG continues to encourage participation and an application is included in **Attachment I**. CAPT Trawick also reported that the second training session will be held in the DC area on May 19-23 and the application deadline is yet to be announced. Some discussion has occurred about planning a training session for officers in the field, but no training has been planned.

Therapist Category Archives

CDR Phillips has rotated off the TPAC and wishes to resign from the archives project. CDR Phillips will forward the information that she compiled to CDR Sellers. The original plan was to develop a report for publication about the history of the category. CDR Aretino volunteered to help with this activity.

Action Item: Any therapist interested in helping complete the updated therapist archives should inform CDR Sellers (505) 782-4431.

Inter-service Advisory committee

CAPT McGarvey will continue to attend these meetings on behalf of the therapist category. Minutes from a recent meeting are included in **Attachment J**.

COA Meeting Task Force

CDR Jones reported that he is still waiting to hear from Laurie Johnson at COA regarding the availability of space and time for TPAC activities at the COA meeting this June. CAPT McGarvey submitted a proposal for a general session. CAPT McGarvey reported that he was asked to serve on the scientific program committee for the next COA meeting. He noted that submitted abstracts do not have to describe research projects to be considered.

Action Item: Therapists are encouraged to submit abstracts for the COA meeting so that there are enough presentations to justify a therapy session.

Field Representatives

Field reports are included in **Attachments K through O**.

VII. Adjourn

The meeting adjourned at 1100 hours MST. The next meeting is scheduled for February 28 at 0800 MST.

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 therapists should review Attachment F describing the new Fromherz Award immediately.

Anyone with interest in the mentoring initiative should contact CDR Pickering at (202) 373-6901.

Any therapist that would like a copy of the video Military Customs and Courtesies should send a blank tape to CAPT Bell and she will arrange to make you a copy. CAPT Bell's mailing address is GW Long Hansens Disease Center, Rehabilitation Research Department, Bldg 30, 2nd floor, 5445 Point Claire Rd, Carville, LA 70721

Therapists in the DC area that are willing to represent the category at various functions should contact CDR Sellers at (505) 782-4431. Therapists that are aware of upcoming functions that may need category representation should inform CDR Sellers.

Any therapist interested in helping complete the updated therapist archives should inform CDR Sellers (505) 782-4431.

Therapists are encouraged to submit abstracts for the COA meeting so that there are enough presentations to justify a therapy session.

TPAC members and other volunteers:

LCDR Siegel will inform the field representatives of the revised plan to distribute the TPAC minutes. All therapists should forward comments regarding the new process to Lcdr Siegel at 301-496-9890.

LCDR Siegel will provide LT Drinkard with a copy of the facility list.

CAPT Jones will discuss the plan for recognizing retiring therapist officers with CAPT Biedenkapp and report the results to the TPAC.