

Therapist Professional Advisory Committee Meeting Minutes

Date: February 28, 1997

Time: 0830 to 1030 hours MST

Location: Conference Room

IHS Headquarters West

5300 Homestead Rd. NE

Albuquerque, NM

Attendees:

In Albuquerque (via conference call):

CDR Becky Sellers (Chair)

CAPT Charlotte Richards (member)

CDR Dominick Aretino (member)

CAPT Jim Jones (field rep)

CDR John Hurley (field rep)

In Phoenix (via video teleconference with Rockville):

CDR Leo LaBranche (field rep)

CDR Selden Wasson (guest)

CDR Mark Dardis (guest)

LT Deborah Simoneck (guest)

LTjg Ron West (guest)

In Rockville (via video teleconference with Phoenix and conference call to other sites):

CAPT Willis A. Trawick (member)

CDR Charles McGarvey (member)

LCDR Karen Lohmann Siegel (secretary)

LCDR Ivana Williams (member)

LT Richard Shumway (member)

Ms. Beth Solomon (member)

CDR Georgia Johnson (field rep)

LT Bart Drinkard (field rep)

CDR Susanne Pickering (guest)

LT Mark Melanson (guest)

CAPT John Biedenkapp (DCP rep)

via conference call:

from Carville, LA: CAPT Judith Bell (member)

from Anchorage, AK: CDR David Bruggemann (member)

from Fort Worth, TX: CDR Michael Flyzik (member)

from Lexington, KY: CDR David Nestor (member)

Absentee TPAC members: none!

I. Call to Order

The meeting was called to order by the Chair in Albuquerque. All sites participated via conference call with the exception of Phoenix which participated via video teleconference with Rockville.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. One additional item of new business was added to the agenda: PHS Bicentennial.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the November 22, 1996 meeting were accepted as published.

IV. Open Forum

A. Action Item Review

Copies of video on military customs and courtesies:

Headquarters has not announced any plan to mass produce the video. CAPT Huylebroeck has a copy of the video which he will send to CAPT Bell.

ACTION ITEM:

As reported in the previous minutes, any therapist who 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.

DC area volunteers for PHS Meetings:

CDR Sellers thanked therapists in the DC area that have represented the category at recent meetings including CAPT Trawick (CPO/PAC Chair), CDR McGarvey (quad service), and CDR Pickering (mentoring).

Therapist Archives:

CDR Aretino has received the packet of information from CDR Phillips. No other volunteers have come forward to assist the category complete the therapist archives.

COA meeting abstracts:

In the previous minutes, therapists were encouraged to submit abstracts for the COA meeting to justify a therapy session. CDR McGarvey reported that 18 abstracts were submitted and that 3 therapy sessions will be held at the COA meeting.

New minutes distribution:

LCDR Siegel reported that only one comment was received about the reduced length of the minutes and new distribution plan and that the comment was favorable.

Facility listing:

LT Drinkard obtained a copy of the facility list from LCDR Fultz and mailed out an updated facility survey. Information collected from the survey will be placed on the

category web page to serve as a career development and recruitment tool. CDR Sellers thanked LT Drinkard for his efforts.

ACTION ITEM:

Therapists who received a copy of the facility survey are strongly encouraged to complete the survey and return it as soon as possible to LT Drinkard.

Recognition for retired officers:

CAPT Jones had attempted to contact CAPT Biedenkapp to discuss issues regarding recognition for retired officers raised at the last TPAC meeting, but was unsuccessful. The discussion occurred at the February TPAC meeting since both CAPTs Jones and Biedenkapp were in attendance.

ACTION ITEM:

CAPT Biedenkapp will provide CAPT Jones with contacts in DCP who coordinate retirement and award activities.

In a related area, CDR McGarvey reported that the Dec 96 issue of *PT: Magazine of Physical Therapy* included an article about CAPT Fromherz that reported he had been posthumously awarded the Distinguished Service Medal (DSM). The TPAC was unaware that CAPT Fromherz had been nominated for and received this award. CDR Flyzik reported that the Orthopaedic section also wanted to honor CAPT Fromherz and would like a copy of the DSM narrative.

ACTION ITEM:

CDR Sellers will contact CAPT Huylebroeck to identify a mechanism by which the TPAC or CPO can be informed when awards are presented and receive a copy of the award.

Agency recommendation promotion precept:

CAPT Bell has developed a draft position statement. See additional discussion under section V. B.

B. Request for Reports from the Field

Reports received before the minutes were distributed are included as attachments with section VI.

V. New Business

A. Election of new TPAC members

CDR Sellers reported that the election of new TPAC members occurred via fax and that the process worked well. CAPT Richards and CAPT Trawick were each re-elected to another three year term, and CDR Hurley, LCDR Fultz, and LT Robinson were elected to their first three year terms, all effective July 1, 1997. These officers must be approved by their agencies before serving on the TPAC. In the event that they are unable to serve, the following alternates were selected: CDR Wasson, CDR Dardis, CDR LaBranche, CDR Pickering, and Dr. Shotland. CDR Sellers offered congratulations to the new and returning members and thanked the other therapists who offered their names for consideration on the ballot.

An additional issue was raised concerning the use of alternates to fill vacancies that may

arise due to mid-year resignations from the TPAC. A motion was made, seconded, and unanimously approved to give the TPAC Chair the authority to appoint alternates from the most recent TPAC election to serve for the remaining portion of the term of any TPAC members that resign during mid-year.

B. Promotion Precepts/Agency Recommendation

CAPT Bell reported that a draft statement is under development regarding the agency recommendation promotion precept. The statement contains five recommendations which CAPT Bell compiled from the comments originally sent to CDR Sellers. The draft statement is currently under review by CDR Sellers and CAPT Huylebroeck.

ACTION ITEM:

CAPT Bell will circulate the draft position statement on the agency recommendation promotion precept to TPAC members for review and comment.

C. Recruitment Activities

CDR Hurley reported that he is a recruiter for IHS for therapy category positions and will be calling facilities to get information on available positions and brief position descriptions. An attempt may be made to coordinate therapist recruitment activities of IHS with other agencies such as BOP.

ACTION ITEM:

Any therapist in IHS who has information on therapist vacancies is requested to forward the information to CDR Hurley. He may be reached via phone at 505-368-7100 or fax at 505-368-6260.

D. PHS Bicentennial

CDR Sellers reported that 1998 is the bicentennial of the PHS. The scientist category is developing a calendar in honor of the event. Each month will feature a different category and include photographs. Materials will need to be gathered before the next TPAC meeting. CAPT Richards volunteered to help with this effort.

VI. Reports

Chairperson

Report is included in **Attachment B** along with other information recently distributed to PAC Chairs.

Additional issues:

Five applications were received for junior costep positions and selections were scheduled at DCP on March 3 and 4.

CDR Sellers reported that she received a memo inquiring about whether pedorthics certification was approved for non-physician board certified pay and when this pay will be available. Specialty areas approved or recognized by the AOTA and APTA have been approved for this pay, which does not include pedorthics. Consult the December 1996 issue of the Commissioned Corps Bulletin for a complete list of approved specialties. CDR Nestor reported that DCP will need to cut orders for those officers eligible to receive special pay which is expected by April 1. Once pay is received, it will be retroactive to October 1996.

Chief Professional Officer

No report.

CPO/PAC Chair Meeting Summary

CDR Sellers reported that:

- RADM Peter Frommer has been named interim Chief of Staff in the office of the Surgeon General.
- The office of the Surgeon General is merging with the office of the Assistant Secretary of HHS. It is not known if a combined Surgeon General/Asst Secretary position will be created and what responsibilities the position will have over the commissioned corps.
- CPOs may be able to be extended an additional three years beyond a 30-year career.
- The Commissioned Corps Bulletin may move all information on PACs including requests for nominations to Fax Back to allow space for other items.

DCP Rep/Therapist Staffing Officer

In Rockville, CAPT Biedenkapp circulated a roster of all active duty therapists, grouped by category and discipline, and a list of completed and approved therapist applications on file in DCP.

ACTION ITEM:

LCDR Siegel will forward the list of active duty therapists to CDR LaBranche so it can be compared against the category roster he has developed.

LCDR Siegel will forward the list of completed therapist applications on file in DCP to CDR Hurley for his recruitment efforts.

Recruitment and Retention Committee

See discussion under section V. C. above.

COA Therapist Representative

No report.

Awards Committee

CAPT Richards provided a copy of the procedure to nominate officers for the new William Fromherz award with the November TPAC Minutes. This year the nomination deadline is March 31, but it will be Jan 31 in the future. A plaque has been developed for the award which will be presented at the category luncheon at the COA meeting this June.

Education Task Force

The most recent report from LCDR Fultz is included in **Attachment C**.

CDR Hurley reported that he recently taught a 1 week section on pediatrics at the Baylor physical therapy program. While in Texas, CDR Hurley had an opportunity to meet with ENSs Dahl and Avery, and passed some of their concerns on to CAPT Huylebroeck. Finally, Baylor will make 2-3 slots available in next year's incoming class, which BOP will probably use.

P&P Task Force

The policy and procedure manual developed by the task force has been completed and approved by the TPAC. Thanks go to CDR David Nestor task force chair, and members CAPT Keith Varvel, CAPT Andy Smith, CDR Mike Flyzik, and LTjg Grant Mead.

ACTION ITEM:

LCDR Siegel will call CDR Nestor to discuss how future updates to the manual will be made.

Home Page Task Force

As previously reported, the updated facility survey currently underway will be posted on the home page once completed.

Medical Readiness

CAPT Trawick provided a list of members in the CCRF by category, agency, and training code in **Attachment D**. To date, 3 officers in the therapist category are fully qualified. The contact for the CCRF is CAPT Mike Dinberg who can be reached at 202-307-2867 ext 170. The next CCRF national training conference will be held May 19-23 in the Washington DC area at a cost of \$50, with additional fees of \$25 each for ACLS and field training. Watch for future updates in the Education Task Force Report.

Therapist Category Archives

CDR Aretino currently has the packet of information on the history of the category which was originally developed by CAPT Roger Nelson. CDR Aretino reported that the document primarily focuses on P.T. with some coverage of O.T. He would like to expand the O.T. section and add information on Speech and Audiology, but needs assistance from senior therapists in the category as well as retired officers to complete this task. The goal is to complete this document for the 1998 PHS Bicentennial.

Inter-service Advisory committee

CDR McGarvey reported that no quad service meeting has been held since the previous TPAC meeting. Minutes from the next meeting will be circulated with the TPAC minutes. CDR McGarvey expressed his appreciation that the upcoming foot course made space available to therapists in the other services.

COA Meeting Task Force

CDR McGarvey serves on the scientific program committee for the upcoming COA meeting. He reported that 18 abstracts were submitted by therapists and that he will be presenting a mini-session on physical therapy for cancer patients. CDR McGarvey reported he received many positive comments about the response from the therapy category, and that therapy abstracts out-numbered those submitted by several larger categories. Details on the sessions are included in **Attachment C**.

CDR Hurley reported that a one-day multi-disciplinary pediatric course will be presented on Sunday at the COA meeting. The course outline also is included in **Attachment C**.

ACTION ITEM:

Any therapist planning to attend the pediatric course offered at COA should inform Edith Morris at 505-722-1505 by May 2.

Mentoring Program

CDR Pickering reported that 5 officers have expressed an interest in the mentoring program. The next meeting on mentoring will be held on March 10 and 11. CDR Pickering and LCDR Michael Smith will attend this meeting.

Recognition of Retired Officers

See discussion under section IV. A. Action item review.

Field Representatives

CDR Sellers thanked the field representatives for their reports which are included in **Attachments E through H.**

VII. Adjourn

The meeting adjourned at 1030 MST. The next meeting will be held the evening of Monday, June 9 at the COA meeting in Tucson.

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:

As reported in the previous minutes, any therapist who 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.

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Any therapist in IHS who has information on therapist vacancies is requested to forward the information to CDR Hurley. He may be reached via phone at 505-368-7100 or fax at 505-368-6260.

Any therapist planning to attend the pediatric course offered at COA should inform Edith Morris at 505-722-1505 by May 2.

TPAC members and other volunteers:

CAPT Biedenkapp will provide CAPT Jones with contacts in DCP who coordinate retirement and award activities.

CDR Sellers will contact CAPT Huylebroeck to identify a mechanism by which the TPAC or CPO can be informed when awards are presented and receive a copy of the award.

CAPT Bell will circulate the draft position statement on the agency recommendation promotion precept to TPAC members for review and comment.

LCDR Siegel will forward the list of active duty therapists to CDR LaBranche so it can be compared against the category roster he has developed.

LCDR Siegel will forward the list of completed therapist applications on file in DCP to CDR Hurley for his recruitment efforts.

LCDR Siegel will call CDR Nestor to discuss how future updates to the policy and procedure manual will be made.