

TPAC Minutes

Place: Physical Therapy Conference Room,
National Naval Medical Center,
Bethesda, Maryland.

Date: December 6, 1990.

Time: 1000 to 1600 hours.

Present: LCDR F. Oakley (OT/Chairperson/NIH)
CAPT R. Mansell (PT/CPO/FDA)
CAPT G. Diullo (PT/Secretary/BOP)
CAPT W. Fromherz (PT/DCP)
CAPT D. Swett (PT/IHS)
CDR M. Huylebroeck (PT/IHS)
CDR M. Schroeder (PT/Field Representative/FDA)
CDR E. Corrigan (Speech/AHCPR)
CDR G. Schofield (OT/Field Representative/CMHS)
LT M. Smith (PT/NIH)
LTjg C. Melanson (OT/CMHS)
S. Adams (PT/NIH/CIVIL SERVICE)
(Guest) CDR B. Thornton (OT/NIH)

- I. The meeting was called to order by the Chairperson at 1000 hours.
- II. The Agenda (Attachment A) was accepted as written.
- III. The minutes of the September 27, 1990 meeting were adopted without correction. Attachment F was incomplete. The Indian Health Report is presented in the complete form following the I.H.S. report for this meeting. (Attachment F)
- IV. Open Forum
 - A. The chair and TPAC welcomed CAPT Robert Mansell to this TPAC meeting in his newly appointed position of CPO. TPAC congratulates CAPT Mansell and looks forward to working with him.
 - B. TPAC Meeting Work Sheet:
Each TPAC member received a work sheet one week prior to the TPAC meeting. Entries made on the work sheet will be used as reference material by the chair. The work sheet will be used to maximize input of each member and optimize the time needed to cover material.

C. Action Item Summary:

This document will be used in an attempt to monitor follow-up on action items from the previous meeting(s). All action items from the September TPAC meeting were completed.
(Attachment B)

D. Ex-Officio TPAC Retired Member:

The chair noted that an interest has been voiced for having a Retired Representative TPAC member. CAPT Mansell stated that at least one PAC does have a Retired Representative. The TPAC members agreed that such a member would be valuable to the TPAC. Including a Retired Representative on the TPAC will require a TPAC Charter revision. The decision was made to make this a pilot program of one year.

ACTION ITEM: LCDR Oakley will approach Roger Nelson to fill this post and will report back at the March 7 TPAC meeting. TPAC Charter revision to be considered at March Meeting.

E. Conference Call:

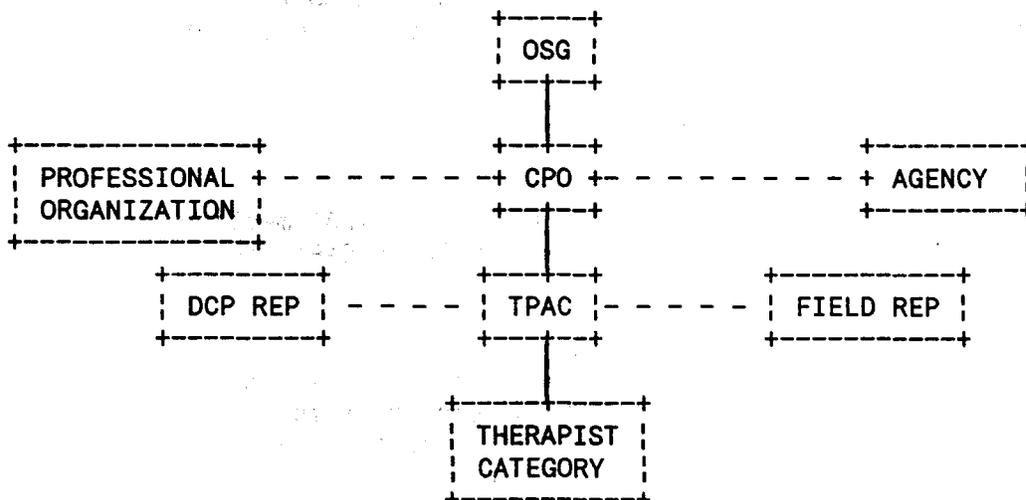
Some committee members have requested the use of a conference call for participation in the TPAC meetings. This request was not favored by the group present. A variety of reasons were given in opposition to this format.

ACTION ITEM: The chair will request feedback from committee members in regard to difficulties encountered in funding, meeting attendance, and any issues that may be of benefit to other members in the future. Further discussion will occur at the March 7 meeting.

F. Objectives & Functions of CPO:

Document circulated to each member by the chair.
(Attachment C)

G. Organizational Chart:



H. Information Received:

Correspondence from TPAC members will be processed by the TPAC Chairperson. The finalized response to the correspondence will be forwarded to final designation. A copy will go to CPO for review and comment.

I. Field Representatives:

01. Term of Office - none in present charter.
02. Serve to provide information to TPAC from Agency. TPAC meeting attendance is encouraged but not mandatory.
03. If more than one member from an agency attends the TPAC meeting, the report submitted to TPAC will be by mutual agreement of the individuals.
04. Field representatives are encouraged to communicate freely with TPAC Committee members and the TPAC Chair.

J. Identification of Civil Service Therapists in the Field:

Each member of TPAC was asked to aid in this effort. Total support also requested from individuals in the field.

ACTION ITEMS:

01. Please contact Sandra Adams (301 496-4733) by March 1, 1991 if you have knowledge of a civil service member of the Therapist Category.
02. Ms. Adams will report status of roster at the next meeting.

V. REPORTS:

A. Chairperson: LCDR F. Oakley

01. Solicitation for Upcoming TPAC Vacancies.

The 9/27/90 TPAC minutes which contained a self nomination form may have reached some therapists after the deadline. Therefore, the deadline for self nomination for possible TPAC appointment has been extended to March 1, 1991. Furthermore, All self nominations will be considered regardless of the officer's geographical location. Please refer to the 9/27/90 TPAC minutes for a discussion of the TPAC member selection process.

ACTION ITEM: Therapists are invited to complete the self nomination form (Attachment D) and return it to LCDR Oakley no later than March 1, 1991.

02. Revised TPAC Roster.

A corrected TPAC Roster is attached. (Attachment E)

03. TPAC Minutes.

Thank you to CAPT Gene Diullo, Secretary of TPAC, and the Bureau of Prisons for the outstanding job they did with the last TPAC Minutes. I continue to receive very positive feedback regarding the minutes from individuals in the field.

B. Chief Professional Officer: CAPT R. Mansell

First, I would like to say that I am very proud and pleased to have been selected by the Surgeon General as the Chief Professional Officer for the Therapist Category. I look forward to working closely with the Therapist Professional Advisory Committee (TPAC) and ask for your support.

Second, as your CPO, I speak for all therapists in expressing our appreciation and gratitude to CAPT Bill Fromherz for his outstanding leadership and service to the Therapist category in his tenure as CPO. Bill will receive the PHS Citation and Plaque for his service to the category. This award will be officially presented to Bill at our next TPAC meeting, March 7, 1991. Furthermore, I am happy to state that our category will continue to benefit from Bill's insight, dedication, and leadership as he continues to serve on the TPAC as our DCP representative.

C. DCP Representative: CAPT W. Fromherz

- o Results of 1990 Promotion Cycle are to be released by December 26, 1990.
- o Information on the 1991 Cycle will be reviewed in the December 1990 issue of the Commissioned Corps Bulletin.
- o All officers are encouraged to review the 1991 promotion cycle article. DCP is providing this information to assist officers in meeting deadlines. Those officers who are not up for promotion in 1991 should utilize the information contained in the article to assist them in their career planning.
- o All officers wishing to review their Official Personnel File (OPF) and to discuss career plans either in person or by teleconference are encouraged to contact: William Fromherz, Deputy Chief, Officer Development Branch at (301) or FTS 443-9000 to make an appointment.

D. Indian Health Service: CAPT D. Swett
Please see report (Attachment F)

E. Coast Guard: LCDR E. Koziatek
Please see report (Attachment G)

F. Food and Drug Administration: CDR M. Schroeder
Please see report NEW BUSINESS, ITEM C. FDA

G. Carville: CAPT J. Krotoski/CAPT J. Birke
Please see report (Attachment H)

- H. National Institute of Health
 - 01. Occupational Therapy: LT G. Grogan
Please see report (Attachment I)
 - 02. Physical Therapy: LT M. Smith
Please see report (Attachment J)
 - 03. Biomechanics Laboratory: LT K. Siegel
Please see report (Attachment K)
- I. Bureau of Prisons: CAPT G. Diullo
Please see report (Attachment L)
- J. Research Award Activity: CAPT J. Birke
Please see report (Attachment M)
- K. Comm. Mental Health Service: CDR G. Schofield
Please see report (Attachment N)
- L. Federal Employee Occup. Health: CAPT A. Plumstead
Please see report (Attachment O)
- M. PHS Recruitment Branch: CDR B. Ferguson
Please see report (Attachment P)
- N. Therapist Recruitment: CAPT G. Hunt
See ONGOING BUSINESS - ITEM B
- O. Education: CDR B. Brown
Please see SPOTLIGHT (Attachment Q)

VI. ONGOING BUSINESS:

- A. Clinical Specialist Billet:
 - 01. Suggestions from TPAC at the last meeting were addressed by the clinical specialist subcommittee. The operational definition of clinical specialist was revised in order to address the concern that the specialty certification should be equivalent to the requirements contained in the matrices. The subcommittee was split on the issue put before the group. Three members were for the specialty certification as sole qualifying criteria, three members were against, and one declined to make a decision.
 - 02. Options for possible considerations:
TPAC vote vs. survey of the field or convening of a workgroup.
 - 03. Update of "Specialist Billet (06)" which contained a new operational definition was distributed to members.
(Attachment R)

04. At issue for the subcommittee was whether specialty certification would stand alone or be considered as part of the process encompassed in the matrices. Discussion centered about the issue of the certifying body and the criteria used in the certification. Concern was voiced that in some instances credentials as a specialist could be attained without meeting stringent standards as currently exist with APTA and that body's specialist process. Current standards in the Physical Therapy specialist certification process would satisfy matrix requirements. Concern was voiced that recognition as a specialist by a body other than the national professional organization of the individual might be used to dilute rigid standards.
05. In addition, some criteria exists within PHS standards for the attainment of a particular grade/rank. These standards must be included in the "Clinical Specialist Billet."
06. Emphasis was placed again on the fact that this billet would have to stand up to audit and that the criteria used should be stringent enough to identify a qualified "clinical" specialist.
07. Removal of TPAC from any implied position as a credentialing body (currently the case in Standard Billet for Clinical Specialist 0-6) would result when standards are finalized and approved.
08. Review of the changes made from previously submitted document (refer to minutes of TPAC 09-27-90 and attachment P). Revisions made are as follows:

ITEM #1 - ACADEMICS
No change.

ITEM #2 - SPECIALTY CERTIFICATION
Evidence of satisfactory completion of a specialist examination and/or certification from respective organization (i.e. APTA, AOTA, ASHA, etc.) following specific didactic demonstration of advanced levels of competency.

ITEM #3 - EXPERIENCE
No change. Discussion centered about the issue of 40% at direct patient care in Specialty area versus number of hours or number of cases in Specialty area.

ITEM #4 - CONTINUING PROFESSIONAL EDUCATION (C.P.E.)
Minimum length of course should be forty hours. Changed to : Minimum of 90 total hours in courses used to qualify.

ITEM #5 - RESEARCH
Discussion centered around the fact that an individual contributes expertise in the research model. Those functioning in a technical manner would not fulfill the criteria.

criteria.

Page 7

Delete - "Or - perform critical analyses... etc."

Recommendation at this juncture was that this document be studied by members of TPAC. Questions should be addressed to LT Smith. In the future a work group will be convened on this issue.

ADDENDUM:

LCDR Oakley will convene a special TPAC workgroup that will include members of the subcommittee on clinical specialty certification. It is imperative for TPAC to consider a mechanism that is fair and reasonable for all therapists to have the opportunity to achieve clinical specialty status. The work group will be charged with developing an alternative to professional association board certification for therapists to be assigned to the 06 clinical specialist billet. This alternative process will serve as a guide to officers, agencies, and the Division of Commissioned Personnel to assure that officers assigned to the 06 clinical specialist billet truly possess qualifications that reflect specialty status.

The workgroup will develop a document that will be submitted to TPAC for review. The workgroup will convene January 31 -February 1, 1991 in the Washington DC metropolitan area.

ACTION ITEM: All therapists are encouraged to contact LCDR Oakley no later than 1/29/91 with their recommendations regarding clinical specialty certification suggestions and issues.

B. Therapist Recruitment Plan:

01. Chair recommended that some minor updates occur on the current document and that it be forwarded to the Recruitment Branch as a status report. Further updates could be made as necessary at a later date.

ACTION ITEM: The chair will contact CAPT Gary Hunt, head of the Recruitment Committee with TPAC feedback. A finalized document will be forwarded to the Recruitment Branch by January 11, 1991.

02. Background information on this issue was supplied to the newly appointed Committee members. It was suggested that informational material be sent with the plan to Recruitment division.

C. Recruitment Screening Tool:

CAPT Swett presented two forms to the Committee (attachments S & T). The "Recruitment/Placement Screening Record" has been used in the past to gain necessary information in a rapid fashion. At a later date, contact can be made and follow-up information has been recorded on "IHS THERAPY Recruitment/Placement Record."
CAPT Swett provided background and commentary on the recruitment process

- D. Review Draft of TPAC Policy & Procedures:
LCDR Nestor reported to the Chair that work on this document is still being processed and the "Draft" will be finished at a later date.
- E. Review Draft of Instrument for Retrieval of Input from Therapists in the Field:
CAPT Swett stated that this topic would be more meaningful if presented after discussion of "Strategic Planning." He has researched the topic and has draft documents for presentation.
Action on this item was deferred to the March 7, 1991 meeting.

VII. NEW BUSINESS:

- A. Strategic Planning 1991:
Action deferred. Number of activities ongoing. There will be an attempt to get everything down in a "State of the Union" document answering such questions as: "Where are we and what direction do we want to go?"
- B. Nomination for Upcoming TPAC Vacancies:
LT M. Smith, CAPT N. Hartman, CAPT D. Swett, and CDR B. Ferguson will be completing their term of appointment during 1991. The nomination process to fill these vacancies will be followed.
- C. TPAC Meeting Sites:
FDA: CDR Schroeder reported that the FDA would be a possible meeting site. Lead time would be necessary to permit scheduling of a conference room. The Woodfin Hotel is close and offers government rates for those members attending from out of town. There is a shuttle bus from the Metro as well.
NIH: Available parking is the primary problem with this site. The meeting time would be changed to 0900 hours in order to facilitate parking. A conference area has been identified.
PARKLAWN: Lack of parking and conference areas have eliminated this site.
BETHESDA: The Navy is willing to continue the current arrangements made to use this site.
- D. The meeting was adjourned at 1630 hours.

E. Next TPAC Meeting:

Date: Thursday, March 7, 1991
Time: 0900 hours. *Note time change.
Place: Physical Therapy Conference Room
National Naval Medical Center
Bethesda, Maryland

Respectfully submitted

Gene Diullo

CAPT Gene Diullo
Secretary, TPAC
Date: 1/8/91

Concur:

VERBAL *FO*

LCDR Frances Oakley
Chairperson, TPAC
Date: 1/8/91

Reviewed:

1/9/91

CAPT R. Mansell
Chief Professional Officer
Therapist Category