

OCCUPATIONAL HEALTH PHYSICAL THERAPY SPECIAL INTEREST GROUP
THREE YEAR STRATEGIC PLAN
2004-2006

Each year, three years of planning is completed by the OHPTSIG Executive Board				
Committees/Offices:				
	President	Margot Miller		
	Vice President	Kathy Rockefeller		
	Secretary	Barb McKelvy		
	Treasurer	Nicole Matoushek		
	Practice & Reimbursement Committee Chair	Drew Bossen		
	Education Committee Chair	Dee Daley		
	Research Committee Chair	Dave Miller		
	Membership Committee Chair	Jennifer Steiner	e-Blast	
	Nominating Committee Chair	Linda Nicoli		
	Nominating Committee	Jennifer Pollak, Frank Fearon		
General Overall Goals				
1	To manage the SIG in a professional and responsive manner			
2	To define, communicate, and promote the unique role of physical therapist in occupational health & safety			
3	To identify, share and support the evidence base in occupational health & safety			
4	To provide opportunities for professional development and education			
5	To assume a leadership role in monitoring and influencing the practice of occupational health PT			
6	To facilitate positive relations between SIG, Section, other PTs, and members of wider occupational health community			
Objectives 2006-2009				
	Define, establish & market the role of Occupational Health & Ergonomics in Physical Therapy			
	Utilize the Practice Analysis in Occupational Health Physical Therapy -- specialist certification; education manual; residencies & fellowships			
	Monitor, respond, and participate -- government, regulatory and other external activities/agencies/organizations related to Occupational Health			
	PT and PTA educational programs			
	Outreach -- increase membership; improve communication			
	Serve as a resource for practicing therapists			
	<i>Format of this Document:</i>			
	· Shaded rows = Objectives			
	· Un-shaded rows = Action Plans			

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Goal/Plan	Objectives/Action Plans	Person	Target Date	Status	CompDate
1.1	Hold annual nominations & elections for SIG officers	Nominating Chair	Ongoing		
1.1a	Establish nominating slate	Linda			
1.1b	Identify qualities & skills for productive SIG; all members encouraged to consider open positions	All			
1.1c	Ensure board members are current with identified responsibilities	Kathy? Linda?			
1.2	Board of Directors to meet five times annually	President	Feb (mtg); April, June, Sept, Dec (conf calls)		
1.2a	CSM San Diego	Deb	02/06/06		Completed
1.2b	conf call - April '06	Margot	04/18/06		Completed
1.2c	conf call - June '06	Margot	06/28/06		Completed
1.2d	conf call - Sept '06	Margot			
1.2e	conf call - Dec '06	Margot			
1.3	Hold annual business meeting at CSM	President			
1.3a	CSM Boston	Margot			
1.3a	CSM San Diego	Deb	02/02/06		Completed
1.4	Review and confirm committee appointments	BOARD	Ongoing		
1.5	Review and update by laws as necessary	BOARD	Ongoing		
1.6	Maintain a Policy and Procedure Manual	Vice President			
1.6a	Working w/ Tara as she is doing this for Ortho Section overall	Kathy	still in process		
1.7	Maintain and update Strategic Plan	Vice President			
1.7a	Review strategic plan & update at each BOD meeting & call	Kathy	04/18/06		Ongoing
1.7b	Distribute updated Strategic Plan to Ortho Section	Barb			
1.8	Nominate members for awards and recognize outgoing officers	Nominating Chair			
1.9	Complete and monitor annual budget.	Treasurer			
1.9a	Update BOD on current budget situation at each meeting & call	Nicole	06/29/06		Completed
1.9b	Provide OHPTSIG Board with proposed 2007 budget	Nicole			
1.9c	Submit proposed 2007 budget to Ortho Section	Nicole			
1.10	Maintain current BOD roster and send to Ortho Section	Secretary			
1.10a	updated roster	Barb		current as of 4/18/06	04/18/06
2.1	Compile/edit OPTP, inc. OHPTSIG Board reports, to the membership via OPTP	Secretary			

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2.1a	Submission for	Barb		
2.1b	Submission for	Barb		
2.1c	Submissions for	Barb		
2.1d	Submission for	Barb		
2.2	Share minutes/reports w/ OHSIG Board Members, Ortho Section (Tara) & Ortho Board Liaison (Bill O' Grady)	Secretary		
2.2a	Share reports	Barb	Feb reports shared	
2.3	Establish & maintain an OHPTSIG component to the Ortho Section Web Site	Secretary		
2.3a	Monitor website; recommend changes	Barb Margot		Ongoing
2.4	Efforts to increase membership	Membership Chair		
2.4b	Develop further strategies for increasing membership	Jennifer		
2.5	Enhance communication with membership	BOARD		
2.5a	Email Blast quarterly	Jennifer		
3.1	Encourage presentation of research and posters at conferences	Research Chair		
3.1a	Pursue specific slots for OH platforms at CSM; recruit specifically for platforms & coordinate with Ortho Section programmer	David		
3.1b	Box ad in June OP to encourage people to submit proposals on OH topics for platforms and posters for 2007 CSM. Ask Tara to send the box ad we have used before.	Barb		
3.2	Define and improve research in Occupational Health PT & Ergonomics	Research Chair		
3.2a	Hooked on Evidence and membership submission of articles	David		Jun-06
4.1	Provide educational opportunities	Education Chair		
4.1a	Discuss programming for CSM & PT Annual Conference	Dee		
4.2	Promote advanced level Orthopaedic Home Study Courses on topics relevant to Occupational Health.	BOARD		

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4.2a	Provide copies of Home Study Course at CSM for people to peruse	David	02/01/06	09/13/04 - Generally dependent on what Ortho brings unless we get/buy a copy & chain it to the table when unattended	
4.2b	Re-visit question of additional OHPT home study courses; possible electronic programming. Will add this as an agenda item to discuss 09/30/05	David	09/30/05	Relook at this topic once Practice Analysis is complete- I get calls for "more than a weekend course" in ergonomics occasionally and some members seem interested in overall occ med preparedness. ?? Regional meetings with occ health member facilities	
5.1	SIG Occupational Health Guidelines	BOARD			
	Review existing guidelines for current content; prioritize need for updates		2007		
5.2	Practice Analysis	BOARD			
5.2a	Publication of practice analysis	Deb		in process, with Ken Harwood	
5.3	O*NET	BOARD			
5.3a	Continue to monitor charges from DOL re modifications to O*NET				
5.4	OSHA Activities	Kathy			
5.4a	OSHA Alliance			will update in mid-July	
5.7	Pursue strengthened relationship with Ortho Section Practice Committee & APTA re Practice & Reimbursement issues	Practice Chair			
5.7a	E-mail minutes to Ortho Section SIG Liaison after each OHPTSIG BOD meeting & call	Barb			
5.8	Strengthen Occupational Health Education in PT Education Curricula	BOARD			
5.8a	Occupational Health Education Manual (similar to Manipulation Education Manual)		2007	concurrent w/ review of Guidelines	
5.9	Strengthen APTA support for role of Physical Therapist in Ergonomics	BOARD			
5.9a	Pursue motion to HOD re APTA position statement regarding role of PT in Ergonomics ("PTs do Ergonomics")	Deb			
5.10	Assist general practicing PTs in managing work-related issues in accordance with the Guide to PT Practice	BOARD			
5.10a	Place an article in Advance Magazine regarding physical therapists in Ergonomics	Dee	12/02/04	Dee to submit article to two types of publications	