



Institute of Private Practice Physical Therapy Fact Sheet

President

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What is the Institute of Private Practice Physical Therapy ?

The mission of the Institute of Private Practice Physical Therapy (Institute) is to foster understanding, learning, research, and related projects to advance private practice physical therapy. To this end, the Institute develops cutting-edge events and provides resources to address the critical and emerging issues and competencies important for physical therapists aspiring to, or already in, private practice. The Institute also strives to fill gaps in health policy research and analysis by providing funding to foster critical health policy projects relevant to physical therapist autonomous practice.

How is the Institute organized?

The Institute is led by a President and supported by the PPS Executive Director. There are nine members on the Institute Board of Directors. At least a majority of the Board of the Institute shall consist of current members of the Private Practice Section Board of Directors. Board members are typically appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. Board members begin their term at the PPS Annual Conference.

The Institute may choose to establish Task Forces to carry out the work it undertakes.

How often does the Institute meet?

The Institute meets two times in-person each year. It may hold conference calls at other times during the year at the discretion of the President.

Who pays my expenses?

When approved by the PPS Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

What are my responsibilities?

Board members are expected to attend the PPS Annual Conference and Graham Sessions.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend two face-to-face meetings and any scheduled conference calls.
2. Advise the Programming Committee in planning for the Annual Graham Sessions.
3. Identify and fund research and related projects specific to private practice physical therapy.

4. Chair a task force for project completion if requested.

What are the qualifications?

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS member database.
- Must be able to respond to queries promptly.
- Must attend PPS Annual Conference and Annual Graham Sessions.

President Position Description:

The key roles of the President are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteer, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Institute’s strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Institute, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership, and partners, rather than on the interests of an individual or limited group, and works toward the accomplishment of the Institute’s goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the PPS Board of Directors.

What are the President’s responsibilities?

1. Attend all face-to-face meetings and conference calls.
2. Collaborate with staff liaison to develop meeting agendas.
3. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
4. Communicate regularly with Board members to ensure that volunteer obligations are fulfilled.
5. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
6. Accept and complete special assignments as requested.
7. Choose a task force chair for selected projects.
8. Provide reports to the Board of Directors on the activities of the Institute.
9. Promote the Institute’s strategic plan by the completion of goals and objectives as assigned.