

UPDATE

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ATTENTION MEDICAL STAFF

PHYSICIANS ARE REMINDED that the visitation policy at the Center is that children under 12 years of age, except in the most unusual cases, should remain in the front lobby while their parents or other adults visit patients. In an unusual case, if a physician wishes to have special privileges given to allow a child to visit, it is suggested he notify the nurse on the unit so she in turn can notify the receptionist in the front lobby. This will save the family much embarrassment and confusion when the receptionist asks them not to take children to the nursing unit, when as a matter of fact, the physician has given them special permission.

MEDICAL STAFF APPOINTMENTS

Seven new physicians were recently appointed to our medical staff. They are:

Antonio C. Almazan, M.D.-Family Practice-Courtesy
William Frailey, M.D.-General Surgery-Associate
Donald B. Kopenhaver, M.D.-OB-GYN-Consulting
Frederick H. Martin, M.D.-Family Practice-Courtesy
Alexander Nedwich, M.D.-Pathology-Associate
James A. Pantano, M.D.-Internal Medicine-Associate
William M. Trachtenberg, M.D.-Ophthalmology-Courtesy

HYPERALIMENTATION

A reminder to residents - orders for hyperalimentation should be written by 2:30 pm in order to allow the Pharmacy adequate time to fill the orders.

DICTATION CHANNEL SELECTORS

Channel selectors were recently installed on the dictation equipment. The channels are as follows:

- A. Channels 1, 2, and 3 are to be used for history and physical reports and consultations.
- B. Channels 4 and 5 for operative reports.
- C. Channel 6 - There are three units which are connected on this one number. This line is to be used for all discharge summaries and all old dictation such as operative reports and history and physical reports which are done in the doctors' dictation room in Medical Records.

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EVENTS OF THE DAY

THE LATEST ADDITION TO OUR LOBBY is a letterboard which is titled "Events of the Day". Early each morning we will post events of interest that will be occurring that day and their location within the Hospital Center.

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MAKE OUT THE LIGHT, VONST

WITHIN THE PAST FEW MONTHS A CONSERVATION COMMITTEE has been organized at the Center comprised of 16 members from various departments of the hospital. The primary purpose of this committee is to conserve hospital resources by reducing waste as well as costs. For example, during the summer months the hospital's electric bill is \$24,000. If all employees would help by turning off unnecessary lights, the bill could be reduced by approximately \$1,000. The Conservation Committee needs everyone's help in order to meet their goal. This can be accomplished by asking ourselves throughout the day -- IS THAT LIGHT NECESSARY?

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THE DOCTOR IS IN

JUST A REMINDER TO ALL EMPLOYEES - Dr. Charles Rose, M.D., Employee Health Physician, is available in the Employee Health Office from 8 to 10 am Monday through Friday.

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8/8/75

TENNIS ANYONE?

THE HOSPITAL CENTER HAS RECEIVED A CHALLENGE from the Reading Hospital and Medical Center to a tennis match. Both men and women players are needed to make up the Hospital Center's winning team. If you are interested, please contact Tom Dondore in the Training Office at 2026.

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TYSON ELECTED TO HCSC COMMITTEE

ROBERT TYSON, CHIEF PHARMACIST, has been elected to the Pharmacy Committee of the Hospital Central Services, Inc. This committee represents some thirty hospitals and deals with the bidding of contracts for the purchase of pharmaceutical items at the lowest possible price to participating hospitals.

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VOLUNTEER NEWS

ONCE AGAIN THE VOLUNTEER DEPARTMENT has tallied up an impressive number of hours for the month of July. 164 adult volunteers served 3,012 hours and 40 junior volunteers gave 1,617 hours of service. In addition, 96 volunteers contributed 879 hours to man the Gift Shop and Gift Cart.

The Center was fortunate to have several college students give unselfishly of their vacation to "help out" as needed. Kristin Graeffee has given 300 hours and Kim Lisk served 160 hours. Barry Henritz totaled 334 hours and continues to work on weekends.

Pat Alunni, a familiar face to all, has contributed over 1,200 hours since the hospital opened. A special thanks is due her.

Twelve junior volunteers participated in the messenger-communication system pilot study. We thank them for their cooperation.

Norine Shafer, Director of Volunteers, is recruiting for volunteers. If you know of any interested persons, ask that they call 821-3123 for an appointment and interview with Mrs. Shafer.

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SODA BREAK

EVERYONE ENJOYS A SODA BREAK, be it morning, afternoon or at lunchtime. The Cafeteria sells four different kinds of soda and the vending machine in the service elevator lobby has two additional flavors available. Personnel are reminded that sodas issued to nursing units are for patients and are not to be "brown bagged" by personnel to the Cafeteria. For 15¢ you can have your choice of six flavors and spare our patients a long, thirsty afternoon!

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A LEAVE OF ABSENCE is absence from work without pay for a specified period of time as approved by the Hospital Center. It is a privilege extended to the Center's employees as conditions permit.

Leaves of absence may be considered for the following reasons:

- A. Military - for annual reserve training or for enlistment during national emergencies.
- B. Maternity - the employee may work for as long as is deemed safe by her physician and as long as she is able to perform her duties as determined by her supervisor. The employee will normally return to work approximately six weeks post-delivery. Should post-delivery complications arise, the employee may request that the leave be converted to a health leave.
- C. Health - the employee must submit a physician's statement to his department head. Health leaves may not exceed six months.
- D. Education - the employee must return to employment at the Center following an educational leave.
- E. Personal - for other extenuating personal circumstances for up to sixty days.

Approval of leave requests will depend on the reason for the request, past performance, length of service, and the needs of the department. Insofar as possible, the employee will return to his former position or one commensurate with it upon return from the leave.

Accrual of all fringe benefits is suspended during the leave with the exception of life insurance and employee discounts. All benefits are suspended, however, for educational leaves and for military inductees.

Employees granted a leave must notify their department head one week before the end of the leave to verify their return and to allow for proper scheduling. If extenuating circumstances arise, the employee should request an extension prior to the expiration of his leave. Failure to return at the expiration of the leave will result in immediate termination.

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