

Annual Nursing Service Report, 1960

Lehigh Valley Health Network

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Published In/Presented At

(1960). Annual Nursing Service Report, 1960. *LVHN Scholarly Works*. Retrieved from <https://scholarlyworks.lvhn.org/historicalarchives/930>

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ANNUAL NURSING SERVICE REPORT

YEAR ENDING MAY 31, 1960

A. SERVICE ASSIGNMENTS

	<u>APPOINTMENTS</u>	<u>RESIGNATIONS</u>	<u>LEAVE OF ABSENCE</u>	<u>TOTAL REMAINING 5/31/60</u>
Administrative Supervisors ...	2	2	1	10
	2 Acting	1 Expired		2 Acting
		1 to Coordinator		
		1 to Nsg. Educ.		
Head Nurses (Includes Assts.).	4	5	1	30
	2 Acting	2 to Supervisor		2 Acting
General Staff				
Full-time	115	108	8	131
Part-time	67	80	3	92
Licensed Practical Nurses	11	3	1	20
Student " "	19	2	2	15
Nursing Aides, Nursery Aides, Technicians, Workroom Aides, Messengers & Orderlies	146	88	6	130
Part-time Aides	10	13	-	8
Jr. Nursing Aides				
Full-time	47	46	-	1
Part-time	7	3	-	4
Floor Clerks	14	12	-	22

B. HEALTH SERVICE

	<u>NO. VISITS</u>	<u>MINOR SURGERY</u>	<u>INFECTIONS</u>	<u>INJURIES ON THE JOB</u>
Professional	958	11	12	57
Non-Professional	932	7	35	99

	<u>PHYSICALS</u>	<u>TYPHOID VACCINE</u>	<u>SALK VACCINE</u>	<u>TETANUS TOXOID</u>
	<u>X-RAYS</u> <u>LAB. WORK</u>			
Professional	21	32		38
Non-Professional	22	73	348	-

C. SERVICE ACTIVITIES

Professional

<u>TITLE</u>	<u>WHO/# ATTENDED</u>	<u>WHERE</u>	<u>WHEN</u>
1. Capping Exercises	3	Nurses' Home	6/14/59
2. Capping Exercises	L. Baughn	Nurses' Home	4/24/60
3. Annual Board Meeting	4	Hospital Aud.	6/15/59
4. Commencement Exercises	28	High School	6/19/59

Professional

<u>TITLE</u>	<u>WHO/# ATTENDED</u>	<u>WHERE</u>	<u>WHEN</u>
5. Ground Breaking Program	8 (Approx.)	Allentown Hospital	6/22/59
6. Nurses Needs of Penna.	M. Weider B. Rizzi	Lankenau Hospital	6/11/59
7. Baccalaureate Exercises	2	Muhlenberg Chapel	6/14/59
8. Observation Isolation Procedure	J. McGonigle J. Pansing	Sacred Heart Hospital	6/3/59
9. Disaster Meeting	M. Biery R. Sinkevitch M. Reinmiller H. Benner H. Bauer A. Murphy R. Sinkevitch	St. Michael's Church	6/22/59 & 6/23/59
10. Curriculum Conference		Harrisburg, Pa.	6/24-27/59
11. Accreditation Survey	-	-	8/27-28/59
12. Graduation - Allentown Hospital Practical Nurses	19 (16 of these P.N.)	Hospital Auditorium	1959
13. District #2 PNA, PLN Meetings	R. Sinkevitch - 4 days L. Baughn - 2 days J. McGonigle - 2 days V. Diehl - 2 days N. Fritzinger - 2 days H. Benner - 2 days E. Frock - 2 days E. Boettger - 1 day M. Sowden - 1 day 20 general duty nurses - 1 day	Reading Allentown Bethlehem	9/19/59, 1/16/60, 3/19/60, 5/21/60
14. PNA-INSA Executive Board Meeting	R. Sinkevitch	Harrisburg	10/6/59; 1/29-30/60
15. PLN District #2 Program Meetings	Approx. 25 - 1 day L. Baughn - 2 days R. Sinkevitch - 2 days B. Balliet - 1 day M. Weider - 1 day M. Biery - 1 day J. McGonigle - 1 day 3 Head Nurses - 1 day 1 General staff nurse - 1 day	Allentown Bethlehem	10/7/59 5/25/60
16. Practical Nurse Institute	L. Baughn M. Weider	Norristown	10/15/59
17. Meeting with Muhlenberg Faculty representatives	L. Baughn	Muhlenberg College	10/20/59

<u>TITLE</u>	<u>WHO/# ATTENDED</u>	<u>WHERE</u>	<u>WHEN</u>
17. B. E. Day	L. Baughn R. Sinkevitch	Allentown Hospital	10/21/59
18. Allentown State Hospital Conference	L. Baughn J. McGonigle	Allentown State Hospital	10/22/59
19. Eastern Regional Hospital Meeting	L. Baughn R. Sinkevitch	Allentown Hospital	10/29/59
20. PNA Convention	L. Baughn R. Sinkevitch	Pittsburgh	11/9-13/59
21. Newsbriefs Meetings District #2 PNA	R. Sinkevitch (Own time)	Allentown	12/8/59 2/2/60
22. Tuberculosis Conference	J. Pansing	U. of P.	1/18-22/60
23. Self Evaluation Program in Schools of Nursing Conference	L. Baughn	Philadelphia	1/29/60
24. District #2 PLN Special Board Meeting	R. Sinkevitch (own time)	Allentown Hospital Nurses' Home	2/8/60
25. Cancer Institute	R. Gross	U. of Pa.	2/15-19/60
26. District #2 PLN By-Laws Meetings	R. Sinkevitch (own time)	Allentown Bethlehem	2/16/60, 2/26/60 3/1/60
27. Cancer Symposium	A. Edmondson M. Sowden E. Steiner R. Sinkevitch	Memorial Hospital for Cancer & Allied Diseases New York City, N.Y.	2/23/60
28. A.C.R.N. Convention	J. Burdock F. Hubler	Hotel Statler New York City	2/22-23/60
29. Program Meeting "Hypnosis"	M. Reinmiller A. Murphy R. Sinkevitch (own time)	Sacred Heart Hospital	3/12/60
30. PLN Convention	R. Sinkevitch } D. Hahn } 3 days I. Sherry } B. Balliet } E. Frock } J. Kleckner } 1 day L. Schmidt } D. Dengler } A. Edmondson } R. Gross } R. Christie } J. McGuire } E. Wagner }	Split Rock Lodge	4/4-6/60

Professional

	<u>TITLE</u>	<u>WHO/# ATTENDED</u>	<u>WHERE</u>	<u>WHEN</u>
31.	Keystone Practical Nurse Assoc. Meeting	R. Sinkevitch (own time)	Allentown Hospital	4/29/60
32.	ANA Convention	L. Baughn E. Frock	Miami, Florida	4/28-5/5/60 5/2-5/6/60
33.	Evaluation of Curriculum Workshop	L. Baughn R. Sinkevitch	Nurses Home	5/25/60 - H.D. 5/26-27/60

Social

1.	Rotary Luncheon for Senior Class	L. Baughn R. Sinkevitch	Masonic Temple	6/19/59
2.	Faculty Club Picnic	14	Esser's Home	7/9/59
3.	30+ Allentown Hospital personnel started a bowling league at Rose Bowl - 8/31/59			
4.	St. Luke's Alumnae Tea	R. Sinkevitch	Bethlehem	10/17/59
5.	Faculty Club Dinners	Approx. 20	Hotel Bethlehem	11/28/59
6.	Students Semi-formal Christmas Dance	R. Sinkevitch	Woman's Club	12/18/59
7.	Senior Semi-formal Dance	R. Sinkevitch	Woman's Club	4/29/60
8.	Bowling Banquet	Approx. 20	"Well-House"	5/26/60

D. CHANGES IN NURSING SERVICE DEPARTMENT

Equipment and Physical Changes:

1. Perforator electric drill purchased for neurosurgery.
2. Posey restraints purchased after trial use.
3. Painting done on Trexler Wing, WLN, Sections C & D, E & H, and Nursing administration offices.
4. Old beds, screens, I.V. poles, chairs and cabinets on Section E and Pediatrics have been repainted.
5. Coat locker placed on Sections A & B.
6. New aspirator purchased for Central Supply Room.
7. New bedside table lamps purchased for Section J, and 4 new bedside lamps for EPT.
8. Three Kardex files purchased for supervisors use.
9. Junior Aides purchased 6 new individual care bassinets for Pediatrics.
10. An ice mattress was purchased.
11. Neuro-Psychiatry department received oxygen equipment, etc. for emergency treatment in cardiac arrest.
12. New thermometer racks were purchased and put into use.
13. Chart racks and covers were supplied for those departments that did not have them.
14. New beds and bedside cabinets were purchased for Sections B and H.

15. 12 new over-bed feeding tables were purchased by the Kutztown Ladies Auxiliary for Section A.
16. New medicine card racks and medicine trays were purchased for all departments.
17. Central Supply Room received a new portable aspirator.
18. Hypothermia machine purchased.
19. Jr. Aides purchased decorations, toys, etc. for the Pediatrics playroom.
20. Pediatricians donated an electric train and putz to the playroom on Pediatrics.
21. Section H received a cardiac chair.
22. All patient departments received drug literature file boxes for their reference libraries.
23. Dr. Hilda Ruch donated two self-charging otoscopes and ophthalmoscopes to pediatrics and isolation.
24. Bath tubs and partitions were removed from room 216 on pediatrics to provide more storage space.
25. A Bird respirator was presented to the pediatrics department by the Cystic Fibrosis Foundation.
26. New hampers and nylon laundry bags were purchased and put into use on obstetrics and the East wing.
27. Pay television sets have been installed in all patient areas except West Wing.
28. Dr. Hilda Ruch donated an isolette and aspirator to pediatrics.
29. Curtains were installed in the student infirmary (donated by Alumnae) and around extra beds on Sections C & D.
30. The medicine closet was moved on W1 to the former supply closet in the nurses' station.
31. Ultrasonic washer and dryer for syringes was purchased for Central Supply Room.
32. Misto-jet for use with the Isolette has been added to Pediatric equipment.
33. Two straps were installed on all litters for use in transporting patients to and from x-ray, etc.
34. East Wing received new equipment for new hypodermic procedure.
35. Two sets of shelves, built and installed in Central Supply room.
36. Paper roll was installed on weight litter in Central Supply room.
37. Dressing carts were painted and over-hauled.
38. Jr. Nursing Aides purchased a new T.V. set for W2N.

Procedures and Policy:

1. New thermometer procedure set up throughout the entire hospital.
2. All patient departments started to use color code for charts and beds.
3. Plastiseal has been added to the front of all chart holders for notes to doctors, etc.
4. Day, evening and night supervisors started to use Kardex for reporting to one another at the beginning of each shift.
5. New staffing plan including straight and rotating shifts was set up in all departments.
6. New medicine procedure and hypodermic procedure were started.
7. O.R. revised their call system for emergencies and a copy of this record is submitted to the Nursing Office each week.
8. New chart forms for nurses' notes, doctors' orders, blood pressure sheets, and medication records were put into use throughout the hospital.
9. Casualty and infection forms have been revised.
10. Rectal tubes are now being sterilized in Central Supply room.
11. Operating Room has set up a new procedure for assignment of nurses to the various rooms.
12. Narcotic check sheets are now used on all departments for signatures of nurses checking narcotics at beginning and end of shifts.
13. Improved garbage collection procedure and ice distribution procedure.

Personnel

1. Mrs. Sara Lutsko, Supervisor of In-Service and Auxiliary Program expired.
2. P.M. Floor Clerks were assigned to WL and WLN.
3. One floor clerk transferred to the nursing aide program.
4. Eight women were trained to function as obstetrics technicians.
5. Sixteen nursing aides were promoted to licensed practical nurse status as of 8/24/59.
6. Mrs. Blanche Balliet returned from leave of absence to the position of Assistant Director, Nursing Service in Charge of In-Service Education. She received her B.S. degree from University of Pennsylvania in February 1960.
7. Approximately 12 nurses went from part-time and special hours to full-time when the new staffing plan was put into effect. Several other part-time nurses increased their number of hours of work on week-ends. Six full-time nurses changed to part-time during the year.
8. Mrs. Elizabeth Frock was appointed as Supervisor of Pediatrics 11/30/59.
9. Miss Jacqueline Walsh was promoted from general duty staff to Assistant Clinical Instructor on Pediatrics.
10. Mrs. LaRue Schmidt was appointed to Acting Assistant P.M. Supervisor position replacing Mrs. Marie Smith.
11. Mrs. Marion Choke, Operating Room Supervisor went on leave of absence and Mrs. Jeanette Burdock was assigned to take charge as Acting Supervisor. Mrs. Florence Hubler was assigned as Acting Head Nurse.
12. Mrs. Carolyn Weber has been employed as the new recreational director for Pediatrics.
13. Mrs. Constance Stair was re-appointed to Assistant Head Nurse on P.M.'s on pediatrics retroactive to February 22, 1960.
14. All Nursing Service departments participated in a time study done by Lehigh University.
15. Mrs. MaryLou Krause was promoted from Assistant Head Nurse EPF to Head Nurse on T3, 5/30/60 replacing Mrs. Hazel Benner who transferred to X-ray therapy department.
16. Miss Linda Ruth was promoted from general staff to Head Nurse on Section E 5/30/60 replacing Mr. James McGuire, who resigned to go into Veteran's Hospital work.
17. Mrs. Jean Gilson was appointed as Acting Head Nurse of OPD following Miss Ethel Shay's resignation.
18. Two practical nurses started learning to be OPD technicians 5/31/60 under Miss Ora Phillips' instruction.
19. Mrs. Agnes Edmondson was promoted from Night Supervisor to Obstetrics Coordinator to replace Miss Ora Phillips whose promotion will be effective July 1, 1960.
20. Mrs. Dorothy Dengler was promoted from Head Nurse Obstetrics nights to Assistant Night Supervisor to replace Mrs. Agnes Edmondson.
21. Miss Doris Landis was promoted from general staff to Assistant Head Nurse WLN.
22. Miss Ellen Wagner was promoted from general staff to Head Nurse pediatrics to replace Mrs. Ruth Lakits following her resignation.
23. Miss Sara Werstler was promoted from Assistant Supervisor of In-Service and Auxiliary personnel to P.M. Clinical Instructor.
24. Miss Annette Bray was promoted from general staff to Assistant Clinical Instructor of Obstetrics.

E. IN-SERVICE EDUCATION - NURSING SERVICE PERSONNEL

1. Nurses' in Neuro-Psychiatry began holding conferences with personnel on Sections A & B, WL, WLN. They also are spending time working on these departments with their patients. This needs to be developed farther because we feel both these procedures will improve other personnel's understanding, care, and attitude toward the neuro-psychiatric patient as well as being a benefit to the nurses from Neuro-Psychiatry.

2. The doctors in the operating room began a series of lectures on surgical procedures, etc. to operating room personnel and gave approximately $10\frac{1}{2}$ hours to date.
3. Pediatrics coordinator and supervisor gave their personnel approximately 11+ hours of in-service.
4. Obstetrics supervisor and key personnel gave 276 hours of instruction to their personnel. This includes hours spent in orientation of new personnel.
5. The night supervisors gave approximately $4\frac{1}{2}$ hours of planned in-service to their night personnel.
6. Miss Ora Phillips and Mrs. Jean Gilson has one in-service meeting with dispensary personnel. This was approximately three hours and was for the purpose of discussing changes in procedure, etc.
7. Mrs. Blanche Balliet gave approximately 58 $\frac{3}{4}$ hours of in-service education to nursing service personnel. In addition to that she instructed about 4 classes of nursing aides plus individual male aides, a total of about 72 people. She also instructed a class of grey ladies and individual persons in the Nursing Service department during the year.

F. RECOMMENDATIONS

1. Consider changing classification of Assistant Head Nurse on P.M.'s and Nights on Pediatrics to Head Nurse on those two shifts.
2. Install draw curtains in patient areas wherever needed in order to discard all portable folding screens now in use.
3. Provide new chairs at patients bedsides wherever needed.
4. Purchase new over-bed feeding tables to replace the wooden folding lap type.
5. Purchase additional wheel chairs for departments where needed.
6. Give Isolation a larger refrigerator and purchase a new refrigerator for W1.
7. Purchase new beds with siderails attached and locks on wheels, and new bedside cabinets for W1 and Section E.
8. Consider keeping Recovery Room open later in the evening so post-operative patients are not returned to the departments over meal-time.
9. Consider putting formula kitchen under dietary department.
10. Consider setting up separate medicine closets for Sections A, B, C, D, E, and H.
11. Remove locks from doors in all patient bathrooms.
12. Furnish visitor and patient waiting room areas on East Wing with some comfortable, presentable furniture.
13. Give Sections A and B separate telephones.
14. Have maintenance department check and repair tile floors daily especially on Sections A & B, and EPF.
15. Install rubber mat over floor and ramps on Section E to reduce noise and to make it safer for personnel and patients.
16. Use name bracelets for all patients on admission and during their stay in the hospital to insure prompt identification of patient if he or she faints, etc. when away from own department.
17. Put protective covering over all radiators and heating pipes on patient areas before heat is turned on again.
18. Install supporting rails in tub rooms and lavatories in patient areas where needed.
19. Build and install shelves for storage of feeding trays.
20. Have call bells installed in bath rooms and lavatories for patient emergency use.
21. Provide more emergency oxygen and resuscitation equipment for dispensary.

Respectfully submitted,

Rita M. Sinkevitch, R.N.

Rita M. Sinkevitch
Associate Director
Nursing Service

APPROVED

Laura E. Baughn
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