

November 10, 1960

Dear Mrs, Barss:

I wish to acknowledge the receipt of your letter of November 3 and an returning herewith your check of \$1.50 as we have not yet determined what charge will be made for the transcript of the workshop held here October 5. X had hoped that it would be ready before this but the pressure of official work has been such that we have only completed the preliminary draft which is being sent to those participating for any corrections they feel should be made. I shall let you know when the final draft is ready for distribution and regret that there has been this delay which has been unavoidable.

A brief description of the training program for our psychiatric aides is as follows

The prospective employee for position of a Psychiatric Aide is given a pre-entrance test. Upon satisfactory completion he is employed as a Psychiatric Aide Trainee. This is his title for one year. During this year he is enrolled in the training program which consists of classroom instruction and clinical ward experience. He receives an approximate 150 hours of class instruction. This course includes three units of study—Orientation, Medical Surgical Nursing and Psychiatric Unit. Clinical experience is obtained by rotations to various nursing services. Evaluations and ward experience records are written for each service. At the end of the year the trainee is permitted to take the Civil Service test for Psychiatric Aide I. Upon passing this he is promoted to Psychiatric Aide 1 and is then on a six months probation before receiving permanent appointment.

The list of jobs you requested as those performed by patients in the moderately to severely retarded categories includes the following*

Dairy	Main Kitchen	Bakery
Vegetable room	Pasteurizer	Laundry
fin shop	Blacksmith shop	Cabinet shop
Carpenter shop	Shoe shop	Mattress shop
Electric shop	Plumbers	Tailor shop
Piggery	Warehouse	Paint shop
Food truck	Gardens	Farm
Male infirmaries	Female infirmaries	Hospital
Patient care in Profound areas	Laundry	truck
Grounds crew	Custodial	Dining rooms
Employees Cafeteria	X-ray room	Central drug supply'
Greenhouse	Central linen room	

I hope that this letter reaches you early enough and will be helpful in presenting your paper on November 18.

Sincerely yours,

E. J. Engberg, M. D.
Superintendent

Mrs. William Barss
Massachusetts Association for
Retarded Children
Harvard Road
Bolton, Massachusetts

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