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RETYPE FROM ORIGINAL

FARIBAULT STATE HOSPITAL

April 18, 1968

David J. Vail, M.D.

Medical Director

Department of Public Welfare

Roger A. Johnson, M.D.

Institution Programs Director

Statement of responsibilities for the new position of Institution Program Coordinator at Faribault State Hospital.

The Institution Programs Coordinator (or Institution Programs Director) will be responsible for developing, evaluating and implementing patient programs. He will function under the Medical Director and Hospital Administrator and will act as an extension of their authority and responsibility to institute patient programs. He will coordinate programs between units to ensure optimal use of equipment and staff. In this capacity he will also evaluate unit organizational structure to make better use of buildings and render programs more workable.

The institution Programs Coordinator will most of all act as a general information officer; reading, filtering and evaluating periodicals and pamphlets and appropriately extending information to units and buildings. In this regard, he will also meet with unit personnel and assist units in materializing program ideas.

In all, he will be responsible for all patients' programs in the Faribault State Hospital. This responsibility will at times involve him with the patient through other programming personnel.