

58-SUP-DPW

HOSPITAL SUPERINTENDENTS' MEETING
9:30 a.m., February 28, 1958
St. Peter State Hospital
St. Peter, Minnesota

I. The Minutes of January 31, 1958 Meeting.

These minutes were attached to the agenda for the February 28th meeting, but will be considered at the next meeting.

II. Training Programs.

Mental health training activities are supported by a special state fund (\$105,000 per year for the current biennium), by a PHS grant for a pilot project on the pre-service training of psychiatric aides, and by hospital funds for in-service training of psychiatric aides and other personnel. The special state fund is used primarily for stipends for trainees in the field of social work, nursing, and psychiatry, but some funds are also devoted to psychology, medical students, undergraduate social workers and the in-service training of county welfare workers. A new program for the training of occupational therapists is being instituted.

Licensed Practical Nurse Program.

Mrs. Kilander and Mrs. Wilma Schmidt, reporting on this federally supported program (\$37,000 per year for five years) indicated that the program involves approximately 600 class and 1350 clinical hours of instruction over a 14-15 month period. The first four months are spent at St. Peter State Hospital on basic nursing and body structure and function. Concurrently the students take nutrition, psychology, sociology and personal hygiene at Gustavus Adolphus. Only psychology will be taught at Gustavus in the future, with the other subjects being given by the project staff at St. Peter State Hospital. The next six months are spent at St. Johns Hospital in St. Paul where nursing care of children, mothers, infants, and medical and surgical patients are covered. The students then return to St. Peter State Hospital for nursing care of the mentally ill and aged.

The cost of the program to the students was originally \$250, but with the change in program at Gustavus Adolphus, has been reduced to \$170. This covers uniforms, board, room, books, etc. The first class started in January, 1957, and will graduate in April, 1958. Three classes with a total of 15 students are now enrolled.

Concurrent with this training pilot program a research study is being carried out to determine the relative effectiveness of these pre-service trained personnel and those trained in the several hospitals' in-service training programs.

✓ Following this presentation there was discussion of the pay rates available for the graduates. It was decided that graduates of this program who successfully pass the civil service Psychiatric Aid I examination should be started two steps above the minimum for this class.

In-Service Aid Training Program

Mrs. Irene Schmidt, presenting the program of the St. Peter State Hospital, indicated that all but 34 of their 286 currently employed aids have completed the 120-130 hour schedule. Many of the 34 are Psychiatric Aid IIs with over 15 years service. The 120 hours include 20 hours of orientation, 65 hours on care of the mentally ill, and 45 hours on the care of the physically ill.

Only seven trainees are now in the in-service program, a situation that fosters great interest in the class work.

An in-service training program for Psychiatric Aids II is being planned, but has not yet been initiated. It will cover ward management and advanced patient care.

The 36 registered nurses at St. Peter have organized as a group to improve nursing practices and education of all nursing personnel in the hospital.

During the discussion of this subject, it was brought out that three or four other hospitals have already undertaken a supervisors' aid training program. In addition Moose Lake has an affiliate training program with a practical nurses school in Wisconsin.

There was also discussion on the selection of trainees at the various hospitals. Civil Service requires only that the Otis be given. Some hospitals are having difficulty in getting sufficient applicants who "pass" the Otis at the current cut off score, while others have plenty and in addition carry out additional screening tests including the MMPI. In general it appeared that difficulties existed only in those hospitals where there is a tight labor market. Mr. Gardner was asked to see if Civil Service would allow a lowering of the Otis cut off score at those hospitals where recruiting is difficult and at the same time to set up an evaluation procedure to see if those accepted with lower scores turned out to be significantly different from those meeting current standards as far as skill in caring for patients is concerned. It was brought out that people who are "intelligent" (Otis) are not necessarily "wise". The superintendents were encouraged to institute other selection procedures to see if other important factors (personality, motivation, attitudes) could not be given greater weight in the selection of trainees.

It was also suggested that superintendents in surplus labor areas send lists of qualified applicants they cannot use to Mr. Gardner so that he may pass them on to the hospitals in labor shortage areas.

Affiliate Nursing Program

Mrs. Ruth Hahn indicated that St. Peter has approximately 200-235 affiliates per year. The curriculum is being revised to give increased emphasis to understanding the patient, understanding self, verbal and non-verbal communications skills and ward social structure. The importance of early orientation of affiliates to the hospital was stressed.

Mrs. Hahn also described briefly the program of "extension training" of psychiatric aids in practical nursing skills at St. Josephs Hospital in Mankato. This is an attempt to give in-service trained aids an opportunity to round out their training in practical nursing so that their background will be comparable to the pre-service trained aid.

It was agreed that employees completing this training also should be payed at least two steps above the minimum of Psychiatric Aid I.

Summer Work Program

Following luncheon at the Gustavus Adolphus College, Professor Paul Steen reviewed the past activities of the Summer Work Program and plans for next summer. Mr. Steen reported that in 1954 when the Summer Work Study began there were 14 students and seven were assigned to state mental hospitals and the other seven were assigned to private church institutions, camps, and homes for the aged. This course was designed to provide the students with a thought provoking summer placement which would have an educational value as well as a career selection emphasis. It was also felt that placing the students in summer work positions that the students were provided the greater knowledge of the work being done in the state mental hospitals and even though they might not turn to any of the fields in mental health, they would have a broader knowledge of the problem.

In 1955 there were only seven students applying for Summer Work Study and they were unable to find placement in mental institutions. However, through negotiations with Civil Service a program was developed for these students to come in the program as trainees.

In 1956 the situation was explored with St. Olaf College which had eight or ten students wishing to come into this program and at that time there were 20 students available for summer work as trainees. In 1957, 30 students went to the state mental hospitals. The colleges represented in the 1957 group consisted of St. Olaf, Augsburg, Bethel, University of Minnesota, Mankato and Gustavus Adolphus College.

In 1958 it is proposed to have two courses for the Summer Work Study "Social Work - 385". This course would be designed for the freshmen or sophomores who have finished at least one year of college and qualify. These students could perhaps best be placed as psychiatric aids, though some might well be given other assignments.

"Social Work - 485" would be for those students who have finished three years of college and are interested in service in the various disciplines and who are qualified by academic credits to be aids in psychology, social work, recreation, and chaplaincy services. Some, of course, might be given psychiatric aid assignments.

It was pointed out that these courses were directed toward independent study on the part of the student with a bibliography of literature in the field in which he was interested. They are required to maintain a daily journal of their learning. They are also asked to write a term paper on the job experience and the literature that they have read. It was noted that in-service training programs in the hospitals have been opened to these students and provide part of their training.

Dr. Cameron commented on the revision of the course to include "Social Work - 485" and felt that the assignment of the student should be determined by the superintendent. Dr. Sheeley commented he felt that the service rendered by the student was only secondary in importance and felt that the hospital had an obligation in the educational area and he wished to have that concept

continue. He also mentioned that if those who were there last year could come back as students enrolled in "Social Work - 485" they could be assigned by their preference.

Last year ten students were paid out of training funds in the Central Office and it is felt that we can maintain this level for the coming summer.

There was general discussion as to the payment of these students and it was decided that we would remain at the \$200 a month figure with \$35 deducted for maintenance if required.

There was a poll of the superintendents as to the number of summer students they could absorb:

	<u>Hospital Pay</u>	<u>Central Office Pay</u>
Anoka State Hospital	6	4
Hastings State Hospital*	10	10
Willmar State Hospital	3	Plus any given number
Fergus Falls State Hospital	4	3
Rochester State Hospital	0	Plus any given number
St. Peter State Hospital	6	10
Moose Lake State Hospital	0	6
Sandstone State Hospital	0	4
Cambridge State School & Hospital	15	3
Faribault State School & Hospital	0	2
Owatonna State School	2	1
Total	46	43

*Prefer students in social work - 485

Dr. Steen thinks that they will have approximately 50 to 60 applicants. It was brought out that there will be very careful screening and elimination of any students the school believes for any reason would not fit into this type of program. The selected list will be sent to Personnel. There was a question of placing the selection by the superintendents instead of directing the students to the hospital. There was also a question of how to handle undesirable students after they had started. It was decided that a probation period of one week was sufficient. Dr. Wadsworth, Dr. Sheeley, Mr. Gardner, and Professor Steen, will meet to discuss the various procedures to be followed in placing students.

Social Work and Nursing Stipend Program

The stipend program in nursing began in 1952 under the Division of Public Institutions. Most of the applicants since that time have come from state hospitals where they were either affiliates or staff members. Selection of applicants is made on the basis of their grades, information from references, and information from their autobiography and of considerable importance is the personal interview with the stipend committee. The applicant is free to attend any school with an approved nursing education, nursing administration, or psychiatric nursing program. Since the initiation of this program 27 nurses have been accepted for training of which 14 completed their B.A. Degree. Thirteen received certificates in psychiatric nursing, but not college degrees. Of those who completed their training nine continue to be employed in the Minnesota program. Thirteen have repaid their obligations, and then resigned. Five are presently in school.

Psychiatric Social Work Stipend Program

The Psychiatric Social Work Stipend Program began in 1953. Eligibility requirements of the applicants are:

1. Academic record attained in undergraduate school with a B.A. Degree as a prerequisite.
2. Autobiography.
3. References.
4. Acceptance in an accredited graduate school of social work.
5. Willingness to work in any of our institutions or clinics.
6. Personal interview with the stipend committee.

Since 1953 we have in an unduplicated count, accepted 30 students for graduate training in social work. Of the 30, two withdrew, one because he was unable to maintain adequate standards in school, and the other because he obtained funds elsewhere. Of the 28 remaining students, 13 are still in school. Of these 13, five will be graduating in June, 1958, and 8 in June, 1959. Of the 15 students who had completed their training, one continued in graduate school in the field of psychology, another became involved in military service and has not yet repaid his obligation. Since the start of our program of social work training, 13 trained social workers have returned to work for our department. Of these 13, three students repaid their obligation and obtained employment in some other place. One additional worker transferred to the State Child Welfare Department with our permission. The remaining nine graduates continue to work in our Mental Health Program.

- ✓ A discussion followed concerning the summer placement for first year students. These should not be counted on the complement of the hospital, but rather should be set up in the trainee class with the suggestion of having a salary of two steps below the minimum of Social Worker II. Mr. Gardner will set up such a plan. The salary then would be \$385 per trainee. It was felt this would not conflict with the Medical Student Program.

New Occupational Therapy Stipend Program

Mr. Laurel V. Nelson presented a plan for the training of occupational therapy students on a stipend basis. The same plan that has been developed for social workers and psychiatric nurses will be followed. This will be a two year stipend program with placement in the hospitals for internships. At a recent Mental Health Medical Policy Committee Meeting this program was recommended as this classification was felt to be in critical shortage and that it was necessary for us to train our own workers.

Psychology Training Program

It was pointed out that Veterans Administration has a training program for the doctorate in psychology. Our internship program in the field of psychology is limited to the practicum year with the student enrolled in the Ph.D. course. Mr. Hawkinson feels if we have an unusual case, he would like to use the \$300 a month stipend which is set up for exceptional cases.

Psychiatric Residency Program

Dr. Cameron reported on the progress of the Psychiatric Residency Training Program. Two of our former staff members are in this; Dr. John Reitmann, former Superintendent of Anoka State Hospital, and Dr. Hildegard Graber, of Hastings State Hospital. One physician, Dr. Carl Schwartz, is in his practice year at Anoka State Hospital. Two are still in training at Rochester State Hospital.

New Physician Training Program

Recently the State Board of Medical Examiners approved a resolution which will make it possible for us to establish a new training program for physicians.

This training program is designed for individuals who graduated from foreign schools and who have had specialty training in this country and who will now be able to be employed as "trainees" for a period not to exceed two years in the state hospital system. During this two year period they will be expected to take and pass both the basic science examination and State Board examination so that they can obtain the regular license issued in this state. This program further provides for graduates from schools in this country or Canada to enter into such a program. The total number that we may have at any one time in the state hospital system may not exceed 15.

Each of the persons accepted under this training program should be carefully screened and their credentials reviewed by the Central Office and filed with the State Board of Examiners.

Mr. Gardner will set up a training program for the following categories: Physician II, Medical Specialist I and II, Psychiatrist I and II. On the basis of the individual qualifications and training each person will be selected in the category in which they best fall and will be hired at two steps below the minimum of their specialty, which is the procedure followed in the traineeship program.

III. Procedures to be Followed in Connection with Patient Escapes.

There were a total of 255 escapes last year in comparison with 198 escapees the proceeding year.

There was a review of the present methods used when a patient escapes. Mr. Hursh suggested that each institution establish an organized volunteer group that would be on call for searching purposes. As soon as a patient is noticed missing from the ward or any other area of the hospital the

switchboard operator should be notified immediately and she should get in touch with the proper authorities who will then assess the situation according to each individual situation and then set up a searching process. A determination of the type of patient who has escaped must be considered in any plans. After a search of the immediate environs and failure to find the patient, the local authorities and family should be notified.

There was discussion as to whether or not tracking dogs could be used in searching for extremely helpless escapees. Jack Hatfield of Glenview charges \$250 per day for such tracking service. Mrs. Drisko of Wayzata will help and will charge no fee and wishes to avoid all publicity.

In summary, it was brought out that each hospital should organize a volunteer group for the plan, written up and discussed with all employees so that they know their role when called upon to take care of this kind of a situation. However, this volunteer searching group would only be of use in the immediate environment. If any search is required on a large scale such as recently used in Faribault that type of search should be organized by the sheriff with community assistance.

IV. Patients Suitable for Discharge, Assuming Adequate Community Resources

It is planned to have a fall survey of all patients considered suitable for discharge assuming there were adequate community resources for these patients. A list of definitions of categories of patients was attached to the minutes. The definitions were accepted with the provision that the name of each class should correspond to the terminology used by Public Assistance so that there can be uniform usage and interpretation in dealing with county welfare boards in question of placement of these patients.

The terms agreed upon were: 1. Nursing Home Patient - Maximum or Exceptional Care, 2. Nursing Home Patient - Moderate Care, 3. Nursing Home Patient - Minimum Care, 4. Boarding or Foster Home Patient - Close Supervision, and 5. Boarding or Foster Home Patient - Minimal to No Supervision. We hope to have such a survey made in October or November of 1958.

V. Other Business

1. Payment for Burial of Deceased Patients.

Brief discussion was resumed on the matter of payment for burial of deceased patients who have money in the social welfare account and who do not have relatives or a guardian. It was again stated that there has to be an administrator appointed by the court before this money can be spent. St. Peter State Hospital said that the mortician in that town goes to court for appointment as a special administrator in order to be reimbursed for burial. It was decided that nothing further can be done in this matter until we have legislation changing this.

2. Patients' Clothing - this item was held over.

3. Discharge Clothing - this item was held over.

4. Collections from Patients - this item was held over.

5. Overtime Plan - this item was held over.

VI. Selection of Next Meeting Place and Date.

The next meeting place will be at Owatonna on April 3rd, 1958.

VII. Adjournment

The meeting adjourned at 5:15 p.m.

An Invitation to Spend a Profitable Summer

EARNING WHILE LEARNING

in the

"SUMMER WORK-STUDY IN SOCIAL SERVICE PROGRAMS"

A project for college students who wish to find a summer's paid employment in the field of social welfare and combine this valuable experience with academic study related to the field of placement which earns college credits.

This opportunity is available through

The Summer School
of
Gustavus Adolphus College
St. Peter, Minnesota

in cooperation with

Minnesota's Public Welfare Institutions and Agencies and
other institutions of higher education.

WHAT IS THE EARN-WHILE-YOU-LEARN PLAN?

"Summer Work-Study in Social Service Programs" is the title of two courses offered by Gustavus Adolphus College each summer since 1954. The student applies to study under the program, pays tuition, and earns three semester credits. This study is done independently, that is, regular classes are not held and the student does assignments and follows procedures as directed from a manual with which he is provided. His study relates to the area of service he serves in: mental health, recreation, social work, etc. Several Minnesota colleges have advised in the development and operation of the program. The credits from Gustavus Adolphus are earned as Social Work credits but when transferred to another college they are usually credited as Sociology.

The work placement is arranged by institutions and agencies connected with the Minnesota Department of Public Welfare. The most common placement is as psychiatric aide working with mentally-ill patients or mentally retarded children in a state hospital. For such placement the student must have at least one year of college and other qualifications. (See announcement of course Social Work 385.)

For well-qualified students who are planning their final college summer vacation (i.e., will be Seniors in the Fall) some attractive advanced placements in the state institutions and agencies are available. These are as aides in social work, group work, recreation, teaching, and psychology. (See announcement for Social Work 485.)

Just as the academic aspects of this program are under the control and direction of the College, so the student's selection for employment, and direction and supervision while in employment is in the responsibility of the state institution which employs and pays him. In many instances some of the duties will include attending lectures and conferences which are directly educational although technically a part of the student's employment.

The minimum placement period requires nine weeks of employment and the institutions usually want the student to spend the entire summer (12-14 weeks). The starting time is the second Monday in June; for students whose school term ends late special plans for later starting will be made, if possible.

While efforts will be made to place all well-qualified applicants preference will be given to more mature able students whose record gives the best indication of successful employment service and academic achievement. Especially desirable for the program are students who are planning for some kind of social welfare career.

WORK-STUDY UNDER THE COURSE SOCIAL WORK 385:

Entrance Requirements:

One year of successful college study.
Ability to do independent study.
Good health.
A sincere interest in helping disabled people.
Interest in careers of social service.
Approval by College selection authority.

Job Aspects:

Placement as psychiatric aide (nursing care) in state hospital for mentally ill or mentally retarded.
Supervision and direction from the hospital.
Orientation, in-service, and other special study as required by hospital.
Regular salary. (At present \$200 per month, board and room usually charged at \$35 per month.)
Five day, forty-hour week.
Minimum placement lasts nine weeks. Employer usually desires and may require entire summer.
Selection to be made by the Institution.

Academic Requirements

Enrollment for 3 semester credits. Tuition, \$45.
Attendance at any special pre-study orientation and instruction program. (Possibly one day in St. Paul)
Keeping independent study program on schedule and in line with requirements set forth in Study Manual relating to:

- a) Reading and summarizing recommended material into permanent notes. Readings are equivalent in amount to conventional courses of equal credit.
- b) Recording significant day-by-day learning experiences on the job in a journal kept for the purpose.
- c) Writing a term paper submitted in duplicate of good quality on a specific topic which draws upon and integrates the total learning opportunity. This paper is due shortly after the conclusion of the term of service.

WORK-STUDY UNDER THE COURSE SOCIAL WORK 485:

Entrance Requirements:

Good Health
Three years of successful college work.
Special study in college relating to area of placement.
Interest and plans for a career in an area of social service.
Ability to do independent study.
Approval by College selection authority.

Job Aspects:

Placement on job in social agency or state institution as aide in a professional service program such as counselling, psychology, recreation, social work and teaching.
Direction and supervision from a professional person of the agency or institution staff.
Orientation, in-service, and other special study or training as required by the agency or institution.
Regular salary received. (Currently \$200 per month in state institutions with room and board available for a charge of \$35 per month.)
Five day, forty-hour week.
Minimum placement lasts nine weeks. Employer usually desires and may require entire summer.
Selection to be made by agency or institution.

Academic Requirements:

Enrollment for 3 semester credits. Tuition, \$45.
Attendance at any special pre-study orientation and instruction program. (Possibly one day in St. Paul.)
Independent study project to be kept on schedule and consistent with instructions in Study Manual relating to:

- a) Reading, summarizing, and critically reviewing scholarly material from a recommended bibliography of an amount consistent with requirements of a regular 3 credit course.
- b) A report of the summer's work experience in the form of an outline of assignments and achievements together with a weekly summary of learning experiences.
- c) A term paper submitted in duplicate after the placement is ended. It must be on an approved topic, conform to best standards of composition, and must present a content reflecting intellectual growth, creative thinking, and maturing insights. Publishable quality desirable.