

HOSPITAL SUPERINTENDENTS' MEETING
Friday, September 18, 1964
Room 500 — Centennial Building
St. Paul, Minnesota
55101

PRESENT: Anoka State Hospital
Fergus Falls State Hospital
Hastings State Hospital
Moose Lake State Hospital
Rochester State Hospital
St. Peter State Hospital
Willmar State Hospital
Minnesota Security Hospital
Brainerd State School & Hospital
Cambridge State School & Hospital
Faribault State School & Hospital
Owatonna State School
Minnesota Residential Treatment Ctr.

DPW: Mr. Morris Hursh
Dr. Richard Bartman
Dr. Robert Pfeiler
Mr. Herbert Gardner
Dr. Arthur Gallese
Mrs. Miriam Karlins
Miss Marlis Butler
Mr. Richard Ames
Mr. Ardo Wrobel
Mr. Ronald Lang

1. Minutes of the June 12, 1964 meeting were approved as written.

2. JOINT COMMISSION on ACCREDITATION of HOSPITALS

A. Dr. Vail announced that the Joint Commission on Accreditation of Hospitals has approved the accreditation of the Fergus Falls State Hospital following the evaluation of the hospital survey conducted in June, 1964 by Dr. Edith Brown, a field representative of the Commission. The report covering the Commission's recommendations and comments on both the Fergus Falls State and Anoka State Hospital was read and discussed (charges for accreditation are \$310).

B. Dr. Vail reported that a Committee to study Accreditation recommendations as well as making a thorough review of the administrative medical records system has been named. It is felt extremely important that all hospitals have uniform records.

He also advised that a workshop on Accreditation be arranged — to which all Directors and Administrators be invited.
(see D.J.V.'s memo 9-22-64 Workshop scheduled for 10-20-64)

The Committee appointed:

Chairman — Robert Hoffmann,	Fergus Falls State Hospital
Dr. Docherty,	Anoka State Hospital
Judy Bittman,	Anoka State Hospital
Dr. Heck,	Rochester State Hospital
Dr. Funke,	Department of Public Welfare
Ron Lang,	Department of Public Welfare
M.R. MacIntyre,	Department of Public Welfare

3. FEASIBILITY of discussion on legalities of Confidentiality, etc.

Dr. Vail announced that Galen Cadle, Special Assistant Attorney General assigned to Department of Public Welfare has visited several hospitals for discussion on the Laws of Confidentiality. Mr. Cadle will be glad to accept invitations from any of the hospitals if they wish assistance on this subject.

4. POLICY on intermittent private hospitalization for State patients:

Dr. Vail announced that there should be a definite policy to permit intermittent private hospitalization (either for physical or mental care) for our State hospital patients whose relatives desire a period of care elsewhere. This assumes that there would be nothing against such a move in individual cases. Relatives should bear the cost of involved transportation.

5. PRE-EMPLOYMENT Physical Examinations:

Mr. Herbert Gardner, chairman of the Committee drawing up a new employee physical examination form and procedures, reported that there is great variation of this examination among the hospitals. He reported that the newly recommended form will be ready for consideration at the December Superintendents' meeting.

Committee:

Chairman — Mr. Herbert Gardner, DPW
Dr. Dorothy Hutchinson, Glen Lake State San.
Dr. Lawson, State Health Department
Mr. Milton Fisher, Rochester State Hospital
Mr. Harold Peterson, Brainerd State School & Hospital

6. CANCER DETECTION PROGRAM

Dr. Vail reported that the Mental Health Medical Policy Committee recommends a cancer detection planning program

be carried out in all hospitals and schools with the methods and plans for the program formulated by a Cancer Detection Committee. It was agreed that the standard hospital physical examination should be equal to that offered by hospitals and physicians in the community and that the recommendation "each person should have a yearly cancer check-up" should not be ignored.

Dr. Vail also reported further on plans under consideration by the State Medical Association (see #6 - Minutes June 12, 1964 Superintendents' Meeting) to assist our hospitals and schools for the mentally ill and mentally retarded in developing improved medical care programs. Too, it is hoped that improved liaison with community physicians may be promoted. To carry out this assistance, a Medical Advisory Committee will be appointed by the Association. It is hoped these Committees will have a continuing active interest in both our medical and aftercare programs.

The Committee members are:

Chairman: Dr. Norvin Smith, Hastings State Hospital
Dr. Rafael Fernandez, Anoka State Hospital
Dr. Frank Heck, Rochester State Hospital
Dr. Jean Sauer, St. Peter State Hospital
Mrs. Alvira Hiltz, Chief, Nursing Services, DPW.

(see memo sent under date September 22, 1964)

7. COMMUNICABLE DISEASE CONTROL; re-establish committee

Dr. Vail reported that the committee on immunization appointed in March, 1964, has been dissolved and a new Committee on Communicable Disease Control appointed as recommended by the Mental Health Medical Policy Committee. The Committee members are:

Chairman - Dr. Donald Petersen, Willmar State Hospital
Dr. David Berkman, Rochester State Hospital
Dr. Heinz Bruhl, Faribault State School & Hospital
Dr. Margaret Horrobin, Minn. Residential Treatment Ctr.

The Committee is free to enlarge, subdivide, or appoint consultants. It is recommended that a consultant from the State Health Department be invited to attend the meetings.

The job of the Committee will be to develop standardized policies and procedures with regard to communicable disease control in the institutions within Medical Services Division. (see memo sent under date of September 22, 1964).

8. CIVIL SERVICE TASKS: Change titles of Central Office jobs

Dr. Vail announced that the title of "consultant" is not a proper one for several of the central office staff members. This is based on the fact that careful analyses of the jobs show that they act as his personal delegates in assisting in the development and coordination of programs and policies.

These following changes are made at Central Office level — but do not carry a Civil Service change at this time.

Mr. Wrobel — will now be: Chief, Rehabilitative Therapy Programs
Mrs. Hiltz — will now be: Chief, Nursing Programs
Miss Butler — will now be: Chief, Social Service Programs

9. Dehumanization progress report:

Dr. Vail announced that three of a series of six Institutional Assemblies on Dehumanization have now been scheduled. They will be held September 23rd, October 16th and October 30th, at Oak Terrace Nursing Home. The remaining three will be scheduled after Legislature 1965. These assemblies are open to hospital personnel at all levels. Mrs. Karlins is in charge of planning and reservations.

Dr. Vail discussed the problem of segregation of toilet facilities in the hospitals — referring to signs which read "Women Patients" "Employees only" etc. The question of legality was raised — based on the recent Civil Rights legislation. It was suggested that further information may be secured on the subject from Dr. Knudson, State Health Department (see D.J.V.'s memo 9-11-64).

Mrs. Karlins requested that Directors and Administrators submit reports covering their Dehumanization programs so that they may be incorporated in the yearly report. She raised the following questions:

- a. are discussions on Dehumanization being continued?
- b. are plans being formulated for patient's property storage space?
- c. are plans being formulated for privacy in visiting?
- d. are personnel encouraged to attend Institutional Assemblies?

10. Family-hospital-patient relationships

There was general discussion on the many problems involving family, hospital and patient relationships. These revolve around the procedures of administration, admissions, visiting,

correspondence, relationships with the relatives, the problem family, etc. It was felt that these problems afford tremendous material to be studied and considered in developing programs.

It was suggested that a Family-Hospital Relationship discussion group be formulated -- on a small group basis -- for a two day meeting. Possibility of securing NIMH (tap) funds to cover costs for such a workshop will be given consideration.

11. OPERATION CITIZENSHIP

Dr. Vail announced that October 13th is the last day for registration for eligibility to vote in the General Election November 3, 1964. He advised that all hospitals plan programs for patient participation in voting -- stressing that care must be exercised in how this is accomplished as it must be completely impartial. Candidates are to be welcomed for speaking purposes if both parties are equally represented. It was advised that perhaps such a program should be held on one designated day or evening -- thus, it could be considered as an educational program.

Mr. Cadle, Assistant Attorney General, assigned to D.P.W. discussed Minnesota Statutes covering forms and procedures for registration and voting by absentee ballot which may be used for the voluntary patient. Minnesota Statutes 200.02 Subd. 25 covers the non-ability of the "committed by the court as mentally ill, mentally retarded, senile, psychopathic" personality patient to vote. (see DFW memo 9-17-64 as distributed)

Dr. Vail suggested a "straw vote" be held by the hospital on Election Day giving patients an opportunity to cast a secret ballot (with simulated ballots) in an accessible central place in the hospital. This should be entirely voluntary or permissive on the patient's part. Some of the hospitals have held such elections in the past and found them very satisfying. (see memo from Ardo Wrobel September 24, 1964)

Mrs. Karlins reported that the League of Women Voters are most willing to give assistance in stressing that voting is a responsibility of all citizens as well as providing volunteer help, posters, sample ballots, etc. (see memo from Mrs. Karlins, September 22, 1964 which gives names of League's available).

12. ANTI-POVERTY BILL

Copies of Public Law 88-452, 88th Congress were distributed. This Law is "An Act to mobilize the human and financial resources of the nation to combat poverty in the United States." It is known as the Economic Opportunity Act of 1964.

Dr. Vail requested that this Bill be carefully read as hopefully we may set up several projects under its provisions. At the present time, procedural aspects are unknown -- but projects to be considered may be written and ready for submission to Central Office and the Governor's Office for consideration as soon as complete information is available. Dr. Vail referred to page 10 "Selection of students"; page 11, title 11 -- which he feels are so general they include almost anything. On page 30, Sec. 603 pertaining to Volunteers-- Dr. Vail has written to Sargent Shriver for pertinent information. Mrs. Luther, Administration Assistant to Governor Rolvaag will have the applications when they become available.

13. Other: a. Salaries for Dentists

Dr. Vail announced that the Institutional Dentists have presented a request to Civil Service for "Re-assignment of Dental salary levels and secondary range". Negotiations with Civil Service have centered around two main issues:

- (1) a general improvement in the salary picture for dentists
- (2) the establishment of an additional range for the institutions dental position, to take into account such factors as the size of the operation, the amount of supervision of other dentists that may be involved, and the merit of the individual dentist in a one man department.

At present there is one dentist classification -- in Range 39. Dr. Vail suggested Range 39 for the Staff Dentist and Range 42 for the Senior Staff Dentist. He requested that all Directors send in their particular interests or wishes in this matter -- so as to have their guidance before making a commitment in the form of a recommendation to Civil Service (see Dr. Vail's memo 9-23-64)

b. Minnesota Association for Mental Health

Mrs. Florence Lehmann, Executive Director and Mrs. Grace Wilson, Program Research Director, Minnesota Association for Mental Health spoke on the background and function of the Association and how it works cooperatively with the Department of Public Welfare and Medical Services Staff. Mrs. Wilson explained the program currently being developed aimed at promoting and extending volunteer services to the County Welfare Departments and the State hospitals for the mentally ill. To implement this program, each of the County Mental Health Association Chapters (41 chapters in the State) are developing volunteer services for both county welfare departments and State hospitals. (see booklet "Purpose and Goals" as passed out at this meeting).

c. Physical Therapist

Dr. Vail reported that Mrs. Crawford, a Physical Therapist employed by the State Health Department is presently visiting the State hospitals for exploratory purposes in pointing out the value of adding a trained physical therapist to our hospital staffs. The Health Department is presently conducting three week training institutes in physical therapy for registered nurses — with tuition at \$150.

Dr. Tyce reported that Rochester State Hospital has trained two Faribault State School and Hospital nurses in physical therapy techniques so that they are equipped to give recommended therapy to post-operative orthopedic cases. They will be willing to train other R.N.'s if hospitals wish to make use of this service.

Dr. Vail feels the addition of a trained Physical Therapist an asset to State hospital staffs and plans to further this discussion with Dr. Mildred Norval, Director, Crippled Children's Unit, D.P.W.; Mr. Malbon, Hastings State Hospital; Dr. Tyce, Rochester State Hospital and Ardo Wrobel, D.P.W.

Mrs. Hiltz was designated to follow through on this and coordinate information at the Central Office level.

d. Dr. Arthur Gallese, newly appointed Chief Psychologist and Research Coordinator, was introduced to the group. Plans were announced for the Annual Research meeting to be held in January, 1965, at which the staff trips will be reported, for example by Dr. Zeller, and Mr. Malban, Hastings State Hospital; Dr. Tyce, Rochester State Hospital and Ardo Wrobel, D.P.W. and others who have taken research trips.

e. The next Superintendents' Meeting is scheduled for Friday December 18, 1964, Room 500, Centennial Building at 10 A.M.