The Personnel Advisory Committee in action. Members are, from left: Paul Wozniak, Helen Latta, Harry Cook, Wilda Mae Ulery, I. J. Shyne, Rose McClellan, R.N., George Horne, and Gerry Connor. (See Page 3 for story.)
Executive Director's Column

Last month's "216" carried the announcement that Mr. David A. Gee had been appointed Assistant Director of the Sanatorium Division of the hospital. Mr. Gee's responsibilities have been extended by the Board of Directors, so that beginning this month he is Assistant Director of the Jewish Hospital. In this capacity, he will continue to be in charge of administration at the Sanatorium Division, as well as purchasing, house staff affairs, certain medical staff activities, "216", liaison with the Women's Auxiliary, and the special problems which he always handles with such aplomb. He will also have jurisdiction over the following departments: Dietary, Pharmacy, and Medical Records. Other duties may be added from time to time.

In February, 1953, Mr. Paul Wozniak, who has served as our very capable auditor in the Business Office for five years, will begin studies at St. Louis University in the course in Hospital Administration, on a part-time basis. While not in school he will continue as a member of the Hospital staff, assisting Mr. Gee in purchasing, and engaging in special projects, surveys, and studies which are always carried on in the administration. This work will become increasingly important to prepare departmental and divisional cost analyses as well as equipment lists for the thousands of items required to furnish the new construction in our medical center.

Next month we plan to open the physiotherapy section which has been equipped through the generosity of Mr. Tannie Lewin. In improvised quarters in the clinic area until the new rehabilitation division is erected, this activity will be under the direction of Dr. Otakar Machek, medical director and psychiatrist of the Miriam Rehabilitation Division in Webster Groves. He will be assisted by physical therapist William Savan.

Board Appointments

Mr. Morton D. May, Vice-President of the Hospital, has been elevated to Life Membership. Mr. May was first elected to the Board of Directors of the hospital in 1914, and served as Vice-President and Treasurer.

Mr. Millard Waldheim has been elected Vice-President to fill the vacancy thus created.

To fill the vacancy on the Board created by the elevation of Mr. May to Life Membership, Mr. Edwin B. Meissner, Jr. has been elected.

Staff Appointments

New appointments of Directors of the Clinical Departments for 1953 were announced on December 18 at a meeting of the Board of Directors as follows: Jerome S. Grosby, D.D.S., Department of Dentistry; Clinton W. Lane, M.D., Department of Dermatology; Arthur E. Strauss, M.D., Department of Medicine; Irwin Levy, M.D., Department of Neuro-Psychiatry; Helman C. Wasserman, M.D., Department of Obstetrics and Gynecology; Harry D. Rosenbaum, M.D., Department of Ophthalmology; Irvin B. Horwitz, M.D. (Cont. on Page 7)
Employees Benefit By Sound Program Developed By New Personnel Department.

The employee - the man who sweeps the corridors or the girl who performs a blood test - determines the quality of a hospital. No hospital can be a happier or more beneficial place for the patient than the employee makes it.

With this in mind, many hospitals including our own have established personnel departments to help in the selection, training, and welfare of employees. Staffing the Jewish Hospital Personnel Department are its director, I.J. Shyne and his secretary, Sharon Mattes.

An important function of a personnel program is the recruitment of suitable employees for any given job that is available. This involves knowing just what each job in the hospital operation consists of and being able to match the qualifications of the prospective employees to it.

VISUAL TRAINING AIDS USED

After recruitment comes orientation and training. Currently, these functions are taken care of entirely by the department to which the employee is assigned where he receives on-the-job-training. While this is the best way for him to learn a new job, there are ways of augmenting this training. In the near future, Mr. Shyne plans visual type training aids on a Hollywood scale. By taking photographs of the right — and wrong — way of doing a job, new and old employees alike will be able to see just where deficiencies lie and improvements can be made.

Another function of the Personnel Department is that of keeping adequate records on all current and past employees. Accurate records give information about the education and training of employees which is valuable in promoting them to a job of greater responsibility.

Whenever possible, employees are upgraded at Jewish Hospital. Records give personal information which can be used in case of emergency or in giving references after the employee has left service at the hospital.

NEW SYSTEM OF RECORDS ANNOUNCED

A new system of records combining visible records and key-sort cards will soon enable the personnel department to describe, index, and find any information regarding its employees. Incidentally, it's to your benefit to tell Personnel when you've completed a new course at night school or think you might be eligible for a position that will soon be vacant.

Employee welfare is still another function of the department. At Jewish Hospital, em-
WARDS AND CORRIDORS

Staff Rounds

Dr. Reiches does get around. We stopped long enough to hear him murmur about his trip to London to lift the fog on the subject of "Spontaneous Healing of Hemangioma." But it was in Paris that he was really Toujour Gai. After the trip to Europe, he headed off for Chicago to attend the American Academy of Dermatology and Syphilology.

Dr. Leon Fox has had his name added to the growing list of distinguished members of the International College of Surgeons. Pretty soon we are going to run a cap and gown loan society.

Dr. Samuel Soule reports that he saw Drs. Ted Bischoff and Bill Swett, former House Staff members at J.H., on a recent trip to the Northwest where he addressed the Oregon Society of Obstetricians and Gynecologists.

The welcome mat is out for Dr. Robert DeWitt who has just come to J.H. as an anesthesiologist.

Dr. Leon Foster has just returned from a nice long vacation in Florida. He visited Dr. Jake Rubin in Savannah and reports that Jake is beating him in the race for the fattest man on the ex-intern staff. Beginning January 1, Dr. Foster and Dr. Arthur Bortnick teamed up as partners in their practice.

Nursing Notes

The Student Nurse Choral Club is making a name for itself. They have practiced faithfully since September, and were rewarded by an invitation to sing in the Regency Room of the Chase Hotel for the Christmas party of the St. Louis Business and Professional Women's Club on December 18th. After their excellent performance, they hurried "home" to sing at the Graduate-Student Nurse Christmas Party held in the Nurses' Residence.

Margaret McLaughlin, R.N. formerly an instructor in the School of Nursing has been appointed regional Public Health Nurse Consultant to the states of Maryland, Virginia, West Virginia, North Carolina, to the District of Columbia, Puerto Rico and the Virgin Islands. She will work with state and territorial health departments, universities, and professional groups in these areas.

The Pediatrics Division in the hospital and the Pediatrics Clinic wish to thank members of the Auduninal Group of the Omega Delta Pi Sorority for the many gifts they have presented to these departments. The children's books, table and chairs, the "wonder horse" and other toys have added much to the enjoyment of children confined to the hospital or visiting the out-patient department. Mrs. H.N. Sager and Mrs. J. Feit have been responsible for the delivery of these fine gifts.

The holiday spirit was much in evidence on December 13th at the Student Nurses' annual Christmas Dance. The gaily trimmed tree, the eggnog and punch and the music of Bonnie Ross's orchestra were enjoyed by all who came.

Congratulations and best wishes on the engagement and approaching marriage of Miss Meryle Stockhus, R.N., Social Science Instructor, to Mr. Milton Moldafsky. The couple is planning a south-of-the-border honeymoon early in 1953.

(Cont. on Page 5)
The intrepid Nelson Shaw, pictured above, in full regalia for an onslaught with paint and plaster has for six years been a prominent member of the maintenance department.

As the official plasterer for the Jewish Hospital, Nelson is continually patching up the holes made in the walls by his co-workers.

A Canadian by birth, he has never lost the characteristic accent which is his trade mark. His extra curricular activities are centered in his avid interest in automobiles. While the nation-wide trend is toward tiny foreign made cars, Nelson likes his to be as large as possible. He has had a veritable menagerie of Lincolns, Cadillacs, and Chryslers. If the car won't do 120 miles an hour on Route 66 (when the state police aren't around) he trades it in on a new one.

When he isn't driving or plastering, Nelson can usually be found perched on a high ladder, pipe in hand, issuing sage comments to all who pass by.

PERSONNEL PROGRAM (Cont. from Page 3)

benefits that any hospital offers its employees. It set up the Suggestion Plan Program; each month suggestions are judged and winners are awarded crisp pieces of currency.

Another result of PAC's work was the employees holiday party in December at which thirty-five "old timers" received ten, fifteen, and twenty-five year service pins, and which is hoped will become an annual affair.

Mr. Shyne also aids department heads in planning personnel needs from a budgetary standpoint and has just completed the monumental task of assembling data for the coming year.

Arrangements for Blue Cross, Missouri Medical and life insurance as well as providing Social Security and retirement information are some of the ways which Personnel can help you. Anything at all regarding employee problems is in the province of the personnel department and is welcome.

NURSING NOTES (Cont. from Page 4)

We welcome Miss Jean Van Dyke to the nursing department, and hope that she will enjoy her work as clinic clerk.

Mrs. Nancy Newton, R.N., staff nurse in the clinic, attended a three-day observation period with the St. Louis Board of Education early in December, through the Social Planning Council's program of acquainting nurses with the services of other community agencies.

Mrs. Ralph Beam (Lois Brinkhoff) and Ralph, Jr. were involved in an auto accident (Cont. on Page 8)

Correction

In last month's issue of "216" an announcement was made of awards of service pins to employees who have served the hospital for a number of years. Through error, the name of Genevive Entriken, night cook was omitted from the list.
Auxiliary News

Membership Increasing

The Auxiliary is proud to have enrolled 1075 women in the few short months of its existence, but feels that many more women have a vital interest in the Jewish Hospital and would join if asked.

Therefore, the Membership Committee has just completed the tremendous job of mailing out 1000 letters to prospective members. It would be a very real achievement if the committee could invite 2000 active members to the annual meeting in May.

Do not take for granted that your friends are already members of the Auxiliary. Contact them and if they are not members, urge them to join right away. Membership blanks can be obtained at any time by calling Mrs. Harry Milton, Membership Chairman at Te-4-8225.

Books Needed

What do you do with your new books after you have read them? Some of them may not be suitable for your permanent bookshelf yet would be too valuable to throw away. The book cart at the hospital needs replenishing. This library cart, manned by volunteers from the Council of Jewish Women, circulates through the hospital serving patients and filling a very real need.

Please leave any books you wish to give in the mail room, Room 184, at the hospital with your name, so we can thank you.

Volunteer Program

The cherry red smock, identification of Auxiliary Volunteers, is very much in evidence at the hospital. In addition to the Gift Gallery, which is staffed by more than 150 volunteers, 50 women have been placed for at least two hours at a time in the mail room, clinic, business offices, admitting office, and laboratories. The most recent endeavor has been to place volunteers in the office of the Operating Room suite, where the work is interesting and stimulating. If you would like to serve in this capacity, please call, Mrs. Meyer Marx, Te. 4-8524 or Mrs. Samuel Freund, De. 0590.

Orientation Meeting

More than 80 women attended the first orientation meeting for volunteers which was held in December. The guest speakers, Miss Edna E. Peterson, R.N., Director of the School of Nursing and Nursing Service, Miss Marguerite Humes, Comptroller, and David A. Gee, Assistant Director, explained the need for volunteers, outlined the duties involved and stressed the do's and don't's of hospital procedure. After many questions were discussed, those who hadn't already volunteered for service did so. There is confidence that the enthusiastic response to the Volunteer Service Program will more than insure its future success.

Contributions To Auxiliary

In memory of:
Mr. Joseph Batt
Mr. Edgar Lorber
Anna Mintz
Donation

Donor:
Ralph and Marjorie Hyman
Mr. and Mrs. Karl Plessner
Celia Farrell
Mrs. Henry Freund
Mrs. Meyer Blocher
Mrs. Rose Guller
Mr. and Mrs. Leon Leonson
Divisional Patter

Miriam Murmurs
(REHABILITATION DIVISION)

Dr. Otakar Machek attended a meeting of the National Vocational and Rehabilitation Association held in Indianapolis recently. He had the opportunity to exchange views with administrators and directors in the field of rehabilitation from all parts of the country and returned with renewed satisfaction in the degree of completeness and high qualifications of the program at Miriam Hospital Division.

There's no stopping a hunter when the season is on! Bill McAfee, a patient at Miriam, was given a three day pass last month and went deer hunting with friends. Bill, a paraplegic, hunted from his wheel-chair and had no difficulty in keeping up with the others. No, Bill didn't bag a deer, but he did have a whale of a time!

The patients of Miriam Hospital Division enjoyed the traditional Christmas festivities which are provided every year. Gifts to each patient and holiday decorations for the buildings came from a special fund given by members of the Hospital Committee. The annual Christmas party given by Mrs. Milton Greenfield in honor of her father's birthday anniversary was held and entertainment was provided by a group of professional singers.

Miriam has affiliated with the Washington University School of Occupational Therapy. A clinical clerkship has been offered since September. In February, students will spend a two month training period at the hospital.

Fee Fee Frolics
(CHRONIC DISEASE DIVISION)

A reception and testimonial dinner was held for Dr. and Mrs. Selig Simon on the occasion of Dr. Simon's retirement as Director of the Sanatorium Division of the Jewish Hospital on December 16. Forty people attended the affair at the Park Plaza Hotel, including members of the Sanatorium Committee and of the Board of the Women's Auxiliary.

Dr. Simon was presented with a bronze plaque and a television set by Mr. Robert H. Mayer, Vice-President of the Board of Directors of the Jewish Hospital and Chairman of the Sanatorium Division Committee.

Social Service Signals
(MEDICAL SOCIAL SERVICE DIVISION)

Miss Mary McKeever, Director of the Social Service Division, spent her vacation with her family in California.

Miss Mary Davis spent Christmas with her family in Minnesota.

STAFF APPOINTMENTS (Cont. from Page 2)
M.D., Department of Orthopedic Surgery; Benjamin H. Senturia, M.D., Department of Otolaryngology; Max Deutch, M.D., Department of Pediatrics; Carl J. Helfetz, M.D., Department of Surgery; James M. Macnish, M.D., Department of Urology.

Other appointments made were those of Hyman R. Senturia, M.D., Co-Director of the Department of Radiology with Paul C. Schneebelen; M.D., J. Albert Key, M.D., Consulting Orthopedic Surgeon; Arthur E. Strauss, M.D., Consulting Cardiologist; and Edward Massie, M.D., Director of the Heart Station.
New Inventory System Goes Into Effect.

KEYSORT CARD

A new inventory system making use of a keysort tabulating card went into effect on January 1. The card (see cut) serves not only as a requisition but also can be used for mass posting to the inventory records.

Formerly, it was necessary to post each item as it appeared on the requisition form to a ledger card for the particular item dispensed. Now by separating all those cards bearing the same item into one group, they can all be marked onto the record sheets at one time.

The same principle can be used in filling orders in the storeroom. First the cards are separated into categories so that the storekeeper can take all of any one item needed by all the departments and divisions requisitioning it from the shelves at one time. After he has all the items assembled in one place he can then divide the cards into departmental categories and fill the orders from one central table.

Besides saving much time in the inventory office and storeroom, the cards give the basis for much statistical information and will immediately reveal quantity and price information for comparisons between one department and another or one month compared to another month.

FREE CHEST X-RAYS TO BE GIVEN

Tuesday, February 10 will be Chest-Plate Day at Jewish Hospital. All employees will have the opportunity to have a chest x-ray made free by the Tuberculosis and Health Society of St. Louis. Reports of the x-rays will be sent to the Personnel Office early in March. Watch your bulletin boards for more information.

NURSING NOTES (Cont. from Page 5)

recently. Baby Ralph was hospitalized here for about a week, but we are happy to report that both are recovering from their injuries.

Miss Rose McClellan, Assistant Director of the School of Nursing and Nursing Service attended a five day Institute on Nursing Service Administration, in December in Chicago. It was conducted by the American Hospital Association and the National Committee for Improvement of Nursing Services.

The program was divided into two major portions: Trends in Medical and Health Care Affecting Hospital Administration and Nursing Service and Influence of Trends in Medical and Health Care in Hospital Administration, Nursing Service and the Community.

For those employees who have to fill in requisitions, they will be glad to know that they no longer have to write the name of their department or the date on their requisitions since these data are punched in at a central punching place.

Other factors that are advantageous are those of accuracy, legibility, and uniformity.
Recent Donations to Jewish Hospital

RESEARCH TRIBUTE FUND
In memory of:

Donor:

Mr. Wallace Renard
Mrs. Sarah Goldflam
Mrs. Marion Josefsberg
Mr. Louis Mankofsky
Mrs. Pollock
Mrs. Julia Kohn
Mrs. Max Sandperl
Mrs. Tillie Ackerman
Mrs. Carrie Gradwohl Rothschild
Mrs. Harriet Yankauer
Mr. Joseph Batt
Mrs. Sarah Cohn
Mr. Julius Oelsner
Mr. M. Cherdakoff
Mr. L. E. Block
Mrs. Max Sandperl
Mr. George Speer

In honor of:

Dr. Llewellyn Sale
Mrs. Harry Franc, 70th birthday
Mr. Jesse Wolfert's birthday
Dr. and Mrs. Salom P. Harris' 25th wedding anniversary

DONATION OF EQUIPMENT

Laundry Equipment, Nurses' Residence
Three air conditioning units
Surgical dressing cart in memory of Mr. Sanford Jacobs
Dental chair

DIABETES RESEARCH FUND
In memory of:

Donor:

Mrs. Albert E. Taussig
Mrs. Albert E. Taussig
Mrs. Albert E. Taussig

In memory of:

Donor:

Dr. Llewellyn Sale
Mrs. Jay Klein
Mrs. Norman Wolf
Mr. and Mrs. Major B. Einstein
Mr. and Mrs. Arthur Lieber
Mr. and Mrs. Major B. Einstein
Dr. and Mrs. Mayer Fleisher
Mr. Richard K. Weil

In memory of:

Donor:

Guntzler Estate (Legacy)

SALE SPECIAL FUND
In memory of:

Donor:

Mrs. M. Cherdakoff

LOUIS M. MONHEIMER MEMORIAL FUND
Donation

BUILDING FUND
In memory of:

Donor:

(Cont. on Page 10)
New Equipment Needed

A piece of new equipment currently needed is an orthopedic walker.

It can be purchased as a memorial donation for $85.00.

DONATIONS (Cont. from Page 9)

LOUIS M. ROTHSCILD MEDICAL LIBRARY FUND

In memory of:                    Donor:
Mr. Sidney Rothschild            Mr. and Mrs. Louis Rothschild
Mr. Sidney Rothschild            Mr. and Mrs. Irvin Bettman, Jr.
Mr. Sidney Rothschild            Mr. and Mrs. Gilbert Rosenthal

PUBLIC RELATIONS FUND

Donation                        Mr. Harry Edison

GENERAL FUND

Toys for Pediatrics             Volunteer Air Society

LEWIS D. BEAUMONT MEMORIAL LABORATORY FUND

Donation                        Beaumont Foundation