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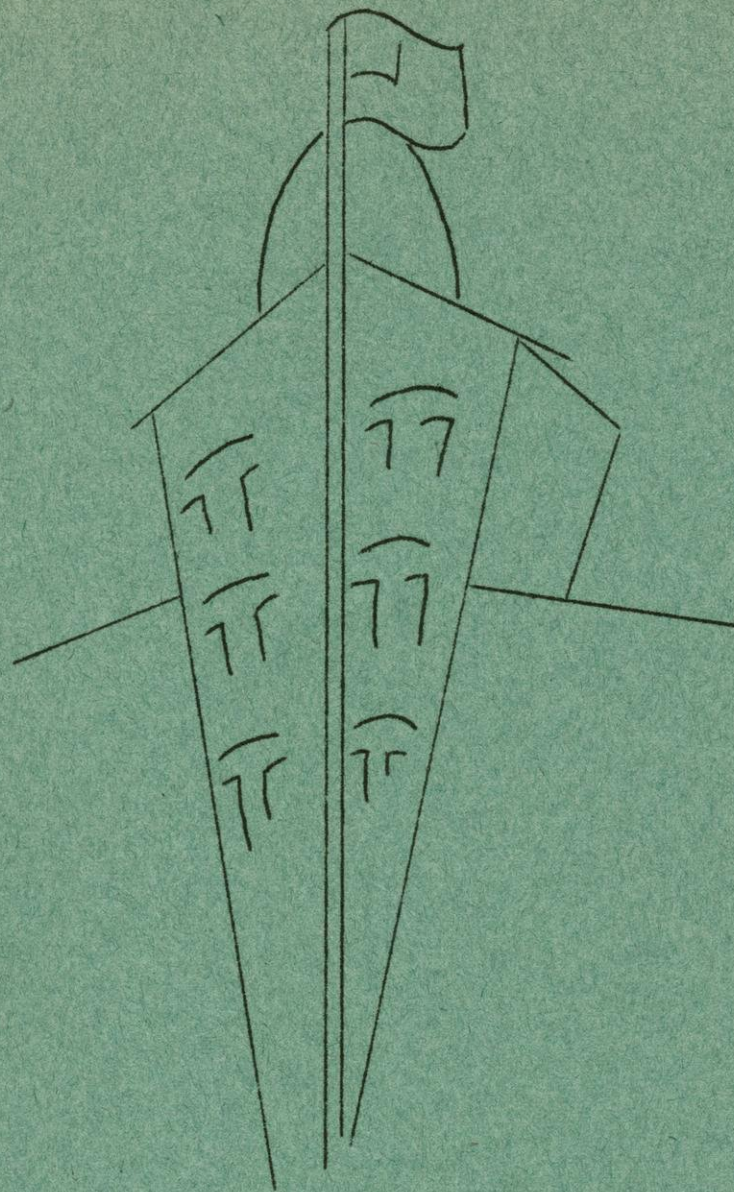
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the annual report of the
winnebago state hospital to
the state board of public welfare
october 10, 1962

WINNEBAGO STATE HOSPITAL

ANNUAL REPORT

TO

STATE BOARD OF PUBLIC WELFARE

October 10, 1962

This annual report of the Winnebago State Hospital to the State Board of Public Welfare covers the year from October 1961 to October 1962. Our primary emphasis during this year has been an attempt to improve the effectiveness of the Winnebago State Hospital and to develop methods of gauging our effectiveness. We are approaching adequate numbers of staff and facilities. There are available fairly efficient materials and technics for the treatment of the mentally ill. Still lacking is a satisfactory method of evaluation of treatment.

This report is geared primarily to our attempts to refine our technics and to evaluate our efforts. Most emphasis will be placed in the clinical areas for our non-clinical services appear to be efficient and adequately audited.

The page references in this narrative summary refer to more complete reports available in the Appendix.

MEDICAL STAFF (Page 3a)

Our Medical Staff has increased to 16 full-time physicians, 13 of them formally trained in their appropriate specialty. Four of these trained psychiatrists are either now or have been members of the Department's training program. This increase in staff has allowed for a less hectic treatment program and more time for critical review of patient care. Committees have been established to evaluate the adequacy of our medical records. The Infection Committee is functioning smoothly and efficiently. Limited studies of drug effectiveness have been carried out. There has been more liaison and better consultation with other departments. The Medical Staff has begun to take more interest in the milieu of the hospital. An informal self-education program is getting under way. All these changes have led to a demonstrable improvement in patient care.

PARALLEL SERVICES (Page 3a)

In July 1962 four adult Psychiatric services, one Geriatric service, and one Children's service, were established. The four Psychiatric services are parallel in the sense that they give the entire range of treatment to all of their patients. They are organized on a semi-autonomous basis. Patients are

assigned to these services by area of geographical origin. This reduces duplication of work, allows more meaningful contact with community agencies, and reduces the size of these functioning units to a personal and wieldy level. It also allows for continuity of service from beginning to end of hospitalization. It minimizes the development of chronic wards and the neglect of less demanding patients.

CHILDREN'S UNIT

(Page 3b)

The Children's Unit is now under the care of a psychiatrist. The children are housed in one 24-bed ward in Hughes Hall, and has begun to spill into a second ward. In the near future this unit will require both full wards with a capacity of 48 beds. Presently only boys are housed in the Children's Unit for we have too few pre-adolescent girls to make feasible a separate unit for them. The school program is functioning well with three of the four teaching positions filled. In spite of active recruitment, the principal's position has not been filled to date.

OUT-PATIENT CLINIC

(Page 3b)

In February 1962 our Psychiatric Out-Patient Clinic was begun on a limited basis. There has been gradual expansion to an average of 41 patient-hours per month. A secretary for this service has recently been hired to allow more formal record keeping and to coordinate appointments, which will allow more active use of this department.

DENTAL DEPARTMENT

(Page 4)

During the course of the past year there was a shift to systematic rehabilitation of certain segments of the hospital population, including the children and the long-term patients. This is in contrast to the previous policy of self-referral similar to that in private practice. The Dental department still promptly evaluates all new admissions and handles emergencies and semiemergent problems.

This new philosophy was upon recommendation of the dental survey team sponsored by the Division of Mental Hygiene. The effectiveness of this approach has been demonstrated during the past year.

NURSING SERVICE

(Page 4)

This is probably the most unwieldy service in the hospital because of its large number of employees, 24-hour coverage, multiple and sometimes contradictory function (custody and treatment), geographical dispersion, and the wide range of classification of personnel. During the past year the primary emphasis in Nursing Service has been directed towards increasing adequacy of supervision, in-service training of all personnel, and more adequate keeping of records. To date the following improvements have been noted:

1. More equitable assignment of all personnel to provide nursing coverage in all areas.
2. Considerable reduction in the use of restraint.
3. Reduction in injuries and patient complaints.
4. Some reduction in non-nursing functions.
5. Improved job description and instigation of nursing policy and nursing procedure manuals.
6. Better supervision of grounds by specific assignments to this area.

SOCIAL SERVICE

(Page 6)

There has been increased coordination between Social Service and the Medical Staff to better serve the patients. Two social workers have been incorporated in each parallel treatment team. There has been increased emphasis on intramural Social Service activities, and a decreased emphasis on extra-hospital activities, as indicated by a 50% reduction in travel.

The establishment of the parallel treatment services has resulted in an increased emphasis on serving new admissions and in release planning, which has caused a reduction in time available for casework therapy. The parallel treatment service has allowed for more effective community communication, and also better communication within the service team.

INDUSTRIAL THERAPY

(Page 8)

During the year an Industrial Therapist was hired, and in July an assistant was hired. Their functions are two-fold: to see that work assignments are therapeutic in motivating patients for gainful employment and developing job satisfaction; and, secondly, they are to recruit patient help for jobs needed about the hospital. These two functions are not necessarily mutually exclusive. The functions of this department have been greatly complicated by the increased intensity of patient treatment and decreasing duration of hospitalization. The shortage of patient help is becoming more critical. Not only are patient days decreased, but due to early discharge, patient help is less efficient.

VOCATIONAL REHABILITATION

(Page 8)

Under the auspices of this department there has been more movement of patients into the community. There are patients enrolled in the Work Adjustment Center in Menasha. Patients are gainfully employed in Oshkosh. Selected children are attending school in Oshkosh. Assistance has been given to the Mental Health group which is actively planning a Half-Way House in the county.

PSYCHOLOGY

(Page 9)

The effectiveness of this department has been limited due to the inability to recruit staff. We presently have only one full-time psychologist. During the summer we employed two Psychology students and one trained psychologist on a limited term basis. Post-doctoral students will be available if we are able to recruit staff adequate to supervise them.

ACTIVITY THERAPY

(Page 10)

There has been considerable curtailment of various Activity Therapy functions due to inability to recruit personnel.

PHARMACY
(Page 11)

Towards the end of the fiscal year it became obvious that we would exceed our drug budget by approximately \$30,000. This brought forcibly to our attention the fact that our procedures for control of the use of drugs and auditing of their use were, at best, approximate. A more streamlined drug accounting system has been established and a quarterly audit of the use of drugs has been established. This has not been completely satisfactory due to lack of personnel to carry out the necessary audits. In the coming year we do not anticipate difficulty staying within our drug budget of \$100,000 by more discriminate use of tranquilizers and by the use of less expensive sizes and forms of the tranquilizers. There will be no curtailment of the clinical program but a more efficient use of our resources.

FIRE AND SAFETY COMMITTEE
(Page 12)

This committee has been extremely active during the past year in the area of education, inspection, and correction of hazardous conditions, and in the evaluation of the reported 52 fires. In addition to the routine corrections continually necessary in an institution this size, they recommended and saw the completion of enclosure of the trash chutes with explosion vents, refitting of the trash chute doors, more frequent cleaning out of trash chutes, and the installation of sprinklers at the top of the chutes.

This committee with the fire brigade was responsible for the annual training program involving all employees, and continuous training of key members of the fire brigade.

REGISTRAR'S DEPARTMENT
(Page 14)

This Department includes the stenographic pool and Medical Records, as well as Registrar functions. While there has been gradual improvement in operations and increase in efficiency, this department has been handicapped by a large turnover of stenographic help and increased demands caused by the more active treatment program and a larger medical staff.

FOOD SERVICE
(Page 14)

During the past year the Food Service department was placed under the direction of the Food Service Manager, allowing our single dietitian to function more in the area of her professional competence.

MAINTENANCE AND ENGINEERING
(Page 15)

The above-listed changes and modifications in program have had considerable impact on the Engineering and Maintenance department. There has been considerable remodeling, repair and improvement of our present facilities. Much remains to be done.

INFIRMARY BUILDING

Construction of the Infirmary Building remains approximately on schedule. Completion is expected in the summer of 1963. There was partial demolition of the north wings of the Main Building as a part of this Infirmary Building contract. This has resulted in some temporary crowding of other women's wards. After the Infirmary Building is completed there is a second stage of demolition of the north wings of the Main Building. Approximately 270 patients will remain in the Main Building.

POWER PLANT ADDITION

Construction is now under way to add to the capacity of our Power Plant. When complete, our Power Plant should be adequate for all needs in the foreseeable future.

CHILDREN'S UNIT

Plans have been completed and bids published for partial development of the Children's Unit in the basement of Hughes Hall.

PLANSOUT-PATIENT DEPARTMENT

During the coming year we plan to expand our Out-Patient Department to include four hours weekly of each psychiatrist, social worker and psychologist. Tentatively, the Out-Patient Department will be limited to previously hospitalized individuals, but if time is available, pre-hospital screening will be attempted.

Through the use of the Out-Patient Department it is anticipated that the duration of hospitalization can be reduced and the need for re-hospitalization reduced.

PSYCHIATRIC RESIDENCY PROGRAM

During the coming year the groundwork will be laid for an accredited psychiatric residency program to involve approximately six first-year residents. It appears impractical to begin this residency prior to July, 1964.

APPLIED RESEARCH PROGRAM

Further work will be done in an effort to more formally evaluate technics and procedures in both the clinical and administrative areas.

INFIRMARY BUILDING

The Infirmary Building will be completed and occupied towards the end of the coming year. This will allow further demolition of the Main Building, and a more active Geriatrics program.

CHILDREN'S UNIT

The classroom-treatment area of the Children's Unit will be completed during the coming year. This should make the educational and psychological treatment of the children more efficient.

REDUCTION OF HOSPITAL SIZE

Official reduction of the hospital size to 950 patients has been tentatively authorized by the Director of the State Department of Public Welfare. Strenuous efforts will be made to make this an actuality and further reduce hospital population.

APPENDIX

1

Personnel by Function on June 30, 1962

	<u>1962</u>		<u>1962</u>
Administration		Social Service	10
Superintendent	1	Laboratory	3
Business Office	5	X-ray	3
Clerical	29	Physicians	
Telephone Operators	5	Full-time	10
Storekeepers	2	Part-time	11
Nursing Service		Med. Students	6
Nurses		Engineering	
Full-time	64	Power Plant	12
Part-time	10	Craftsmen	22
Lic. Prac. Nurses	13	Food Service	63
Aides	280	L.T.E.	1
Barber	1	Children's Unit	
Beauticians	3	Teachers	2
Activity Therapy		Housekeeping	42
Therapists	7	Laundry	22
Aides	6	Canteen	3
L.T.E.	4	Farm	3
Volunteer Coordinator	1	Pharmacy	2
Psychology		Watchman	1
Psychologists	1	Motor Vehicle Operator	1
L.T.E.	3		
Dental			
Dentists	2		
Assistant	1		
Chaplains			
(Part-time)	3		
		Total	<u>658</u>

There were 6 resignations, and 6 additions to the Medical Staff during the year. Of 18 full-time M. D. facilities, $2\frac{1}{4}$ were vacant.

9 additions to Nursing Service since June to total 83 nurses.

5 additions to the Medical Staff since June to total 16 full-time physicians.

APPENDIX

2

Winnebago State Hospital

Patient Population

(Last Day of the Month)

	<u>1961</u>	<u>1962</u>
January	1048	1043
February	1048	1019
March	1001	969
April	1049	939
May	1085	912
June	1019	925
July	1102	922
August	1061	879
September	1089	
October	1096	
November	1075	
December	991	

APPENDIX

3

Winnebago State Hospital 1961 - 1962

	<u>Rated Bed Capacity</u>	<u>Population June 30, 1962</u>
Main Building	287	374
North Cottage	46	44
Barracks	51	64
Kempster Hall	189	197
Hughes Hall	<u>196</u>	<u>246</u>
	769	925

Population Movement

The following summary does not include Home Visits or Elopements.

<u>Additions</u>		<u>Separations</u>	
First Admissions	958	Releases	726
Re-admissions	663	Conditional Releases	503
Transfers In	114	Deaths	64
		Transfers Out	366
		Others	<u>57</u>
	<u>1735</u>		1716
RHV	1488	HV	1561
RUA	62	UA	102
Decrease in admissions over last year			- 8.6%
Decrease in Resident population			- 9 %
Percentage of Re-admissions			38 %
Average Daily Population			1022
County Hospital Surgical Transfers			68
Transfers from Wisconsin Home for Women			6
Section 957 Commitments (Criminal)			6
Number of Autopsies			19
Percentage of Autopsies			29.68%
Alcoholics			17.74%

APPENDIX

3(a)

MEDICAL STAFF

During the past year there has been the usual turnover of medical staff in that eight physicians have left employment here, whereas eleven physicians joined out staff. This gain of three physicians, however, does not truly reflect the changes that have taken place in that only two physicians who joined the staff had residency training whereas ten physicians who joined the staff have had at least three years of specialty training. The psychiatric staff has now ten trained physicians, three of whom are Board Certified and four Board Eligible. This represents the highest number of trained psychiatrists on the staff in the history of this hospital. In addition, we have made some decided efforts to supplement the work of the regular staff with part-time physicians. This included the hiring of medical students for the summer who have continued to work on a part-time basis, mostly over the week-ends, throughout the year. In this way, we have been able to cut down on the volume of the work that each physician had to handle and have been able to increase the quality of our medical and psychiatric program. At the beginning of the year, we had a backlog of uncompleted histories sometimes extending as far back as six to eight months. At the present time our histories are usually completed within a month to six weeks. At the beginning of the year diagnostic and discharge staffs were held separately by the superintendent and the clinical director with approximately 250 patients per month being seen and evaluated in these staffs. Since we were able to hire competent chiefs of services this function has been delegated to them.

PARALLEL TREATMENT

Early in the spring of this year a pilot project of parallel treatment service was initiated on the male service in the main building. This project under the direction of a trained psychiatrist was proven a success and was the immediate reason for initiating the parallel treatment program for all the psychiatric services effective July 9. Although it is too early to evaluate this re-organization of service, it appears that it is generally working out well and in the long run will prove to be an improvement in the quality of patient care. One of the main features of this new program is the fact that the patients will generally have only one doctor during their time of hospitalization and even when they continue on an out-patient status, this continuation of service should prove to be a definite advantage to the patient as well as the administration since duplication of work is hereby avoided.

APPENDIX

3(b)

CHILDREN'S UNIT

The Children's Unit now has three teachers and the classroom instruction has greatly improved in quality as well as in quantity. We have not been able to hire a principal. The Children's program in genera has suffered by the lack of coordination but since a trained psychiatrist was assigned to this unit exclusively, improvement in the overall program can be anticipated.

OUT-PATIENT CLINIC

In the beginning of May the Out-Patient Clinic was formally organized and presently approximately 41 patients are seen in a month's time. This service is given as part-time assignment to the full-time staff. It is expected that there can be considerable increase in the service presently rendered expecially after the fee schedule has been worked out. A steno-typist was hired especially for the Out-Patient Clinic and she will establish a regular filing system as well as take over the coordination of appointments.

NEW RECORD SYSTEM

On August 13 a new format of the medical and psychiatric work-ups was adopted which replaces our previous admission notes and histories. It is hoped that this new procedure will enable us to evaluate patients more quickly, thereby shortening their time in the hospital. A final summary and regularly spaced progress notes was also put into effect, which should result in a marked improvement of our records.

ACCREDITATION

Throughout the year one of our major goals was to work toward accreditation and we feel that with the changes listed above the medical staff has substantially contributed toward obtaining accreditation, which is being scheduled in September 1962.

APPENDIX

4

DENTAL CLINIC

The Dental Clinic has operated this past year on an established "priority of service system". Detailed examinations and most dental needs have been completed for patients who have been in residence five years or longer. This group is about 40% of the total population.

The addition, in December 1961, of a part-time dentist made this partial preventive dental program possible. The establishing of priorities of dental services always imposes limitations to certain population groups. In this year's program, 60% of the hospital was placed on an "emergency status". While this was an improvement, it still presents a problem to the dental staff, because maintaining an adequate level of dental health, especially in children, is an important factor in the ultimate solution to improved dental health of the total population.

A program of denture identification has been developed. All new appliances are processed with the patient's name embedded into the appliance. Old appliances are marked in code; the reason for this is that code markings are easier to cut into dentures than numbers or letters.

A portable prophylaxis unit called "Cavitron" was added to the clinic. This unit enabled the staff to treat gingivitis and periodontitis more effectively.

Plans for the new dental clinic were completed.

DEPARTMENT OF NURSING

The Division of Nursing Service has placed a registered nurse on each floor of the Administration Building for all three shifts. We are currently using make-shift nursing stations on these floors, but find that the patient care has improved considerably. There is much less use of restraint in patient management.

Nursing Policy Manual and Nursing Procedure Manual are currently being formulated. This is being achieved by efforts from selected members of the nursing staff, such as Head Nurses, Staff Nurses, Nursing Supervisors, and Institutional Aides.

Job descriptions are being developed by the nursing personnel.

APPENDIX

5

We dropped eight Institutional Aide positions from the budget as was requested. We had a total of 292 for Institutional Aides, which includes L.P.N. men and women.

26 of our Institutional Aides have been conducting Remotivation sessions all through the year. 394 sessions have been held, involving 7 to 18 patients in each session.

Mail bags for all the wards in Kempster, Hughes Hall, and four wards in the Administration Building have been instituted, and there is some improvement in communication.

The Institutional Aides Supervisors' offices have been combined, which has required less personnel in that we no longer take from the ward areas to relieve these assigned personnel. We have eliminated some duplication of effort and are striving to make the tasks more uniform. We have also assigned women aides on some of the men's wards, and men aides on some of the women's wards, and we feel that this has improved the milieu of the wards in which this has been accomplished.

Four of our Licensed Practical Nurses were given a thirty-hour course in the administration of oral medication and are now assisting the Professional Registered Nurses in this task on four of the wards in the Administration Building.

American Red Cross basic first-aid courses were started November 15, 1961. Eight Professional Registered Nurses, 13 Licensed Practical Nurses, and 51 Institutional Aides have completed the course.

We have added additional forms to the patients' charts, such as weight records and admission notes.

The Division of In-Service Education is conducting Institutional Aide trainee orientation courses for all newly-employed Institutional Aides. This course is currently 96 hours in length; however, we have devised a revision making it a total of 80 hours. In addition to the newly-employed Institutional Aides, we included two Institutional Aides who have been employed for ten to fifteen years and have not had any formal classroom teaching. We are including one or two Institutional Aides from Winnebago County Hospital in each one of these courses.

In addition, each newly-employed Institutional Aide trainee is given an intensive three-day orientation to the hospital policies, nursing policies, and is taught simple nursing tasks that they may perform on the ward to which they are assigned, such as bed-making, bed baths, and feeding of patients.

APPENDIX

6

We have also assisted in planning and implementing the twenty-hour general orientation for all new employees within the hospital.

The Division of Nursing Education was re-approved by the Wisconsin State Department of Nursing.

This Division has also taken an active role, upon request, in the development of the In-Service Education program for the graduate nurses.

A total of 174 Professional Student Nurses have completed the twelve-week basic psychiatric nursing program. Efforts are being made to create a library on psychiatric nursing for the professional and practical student nurses. We feel very encouraged with the progress we have made in this area.

We feel that progress has been made in improvement of patient care, although we recognize that we have much more to be accomplished in this area. We feel that the enthusiasm of all the nursing personnel will make this possible in the very near future.

SOCIAL SERVICE

I. Changes

Employees

1. 20% turn-over in professional staff. Replacements (2 stipend students) began work June 1962.
2. 50% turn-over in secretarial staff.

Program

1. Admission: Social evaluations are being obtained on all new patients.
2. Parallel treatment: Two Social Workers are assigned to each treatment team.
3. Referrals: Majority of referrals are for release planning.
4. Casework treatment (group): Has been a "start and stop" operation, indicating confusion as to need, acceptance, and lack of integration into total hospital treatment program. Social Service has a somewhat different approach to such a program but more preparation and staff is needed before such a program can be developed and integrated into hospital and community treatment programs.

APPENDIX

7

5. Casework (individual): Average number of treatment cases has decreased. (July 1961, 74 cases) June 1962, 24 cases). Probable explanation:
 - a. emphasis on serving new admissions;
 - b. routine services and responsibilities consuming more time;
 - c. amount of time spent on release planning;
 - d. emphasis on chemotherapy and shorter period of hospitalization.
6. Family care: somewhat curtailed.
7. Geriatrics: more nursing home placements initiated.
8. Community activity:
 - a. Travel by private car reduced (1959-60, 51,000 miles; 1960-61, 40,032 miles; 1961-62, 17,922 miles)
 - b. The communities are expecting greater cooperation.
 - c. Contacts are more of a supervisory or consultive nature.

II. Problems

1. Communication remains a problem but situation is improving.
2. Lack of community resources and staff size remains a problem.
3. Retaining experienced staff members is becoming more important to develop and maintain parallel treatment unit programs.
4. Family care program being curtailed.
5. Placement of hospitalized children through the Division for Children and Youth.
6. Integrating program with other clinical services in order to utilize all the skills of professional caseworker.

III. Progress

1. Communications and integration has increased.
2. Needs, in the area of staff and program development, have been clarified to a greater degree.
3. Attempt to standardize Social Service in the State Hospitals has been started.
4. Gate fund now available when administratively approved.
5. Admission services to patient, relatives, and community has improved.
6. Possibility of organizing a discharge service is becoming more of a reality.

APPENDIX

8

INDUSTRIAL THERAPY

Industrial Therapy was established as a department on November 6, 1961. At that time the Industrial Coordinator assumed the responsibility for assigning all patients to jobs within the hospital and several new procedures were introduced. Work areas are notified by a Work Therapy Referral of the assignment of a patient to a particular area. This referral form reflects pertinent information about an individual patient that would be of concern to Work Supervisors.

A consistent procedure for assignment has been established and is used throughout the hospital. Job descriptions of those assignments available to patients were written.

Records on each working patient now exist. These records include all assignments and reassignments, progress reports, location of specific assignment and other necessary data. Follow-up reports on working patients are written more frequently and with the advent of assistance in the department will become even more intensive.

The greatest problem in the Industrial Therapy Department is a shortage of personnel. An Industrial Therapy Assistant is authorized, which will greatly relieve the work load. One additional therapist would be desirable and ideally one for each parallel service.

The program seems to be progressing satisfactorily. A great boon to the establishment of the department has been the cooperation of virtually all personnel concerned.

VOCATIONAL REHABILITATION

Patients referred to Vocational Rehabilitation	175
Patients now on Vocational Rehabilitation active case load	125
Job Placements during past year	42
Patients receiving training through Vocational Rehabilitation	18
Patients enrolled at Work Adjustment Center at Menasha ...	8
Patients receiving Therapy through Rehabilitation	7
Patients who have left the hospital and are being followed up by Vocational Rehabilitation	44

APPENDIX

9

All patients referred to Vocational Rehabilitation receive Vocational counseling and guidance so that they will have a realistic job objective when they leave the hospital. Other services such as schooling, training, supportive therapy, job placement, and artificial appliances are furnished in the cases that warrant it.

In order to be of most service to the patient and the hospital, Vocational Rehabilitation works closely with the Medical Staff and the clinical department heads.

PSYCHOLOGY

During the year a total of 271 patients were administered test batteries totaling 995 tests. In addition, 23 new aide employees were evaluated by means of 69 group administered tests.

As a contribution to the hospital treatment program 237 group therapy sessions and 57 individual psychotherapy sessions were held with in-patients. Beginning in February, 1962, there was active participation in the therapeutic community program. With reference to the latter the full-time services of one staff member through May were used, this being reduced to half-time beginning in mid-June.

Teaching activities included 23 lectures and demonstrations to nursing students and 103 in-service training sessions. There was also participation in 6 hospital tours from five of the neighboring colleges. The first step in establishing a training program for graduate students in psychology was instituted last summer with the presence of a full-time student from the University of Arizona, this being increased to two full-time students in mid-June of this year. During the year the department was also responsible for the supervision of seven volunteer students from Oshkosh State College.

The Psychology Department has assumed a major responsibility insofar as the alcoholic program is concerned in scheduling meetings with Nursing Service.

With the resignation of two staff members at the Psychologist I and II levels at the end of last summer the decision was made to require doctoral qualifications for all staff positions in the future. In January, 1962, one psychologist was added to the staff, his services ending with his resignation in June of this year. There was a temporary summer replacement. The department has experienced considerable difficulties in recruitment during the year.

APPENDIX

10

ACTIVITY THERAPY

During the past year, Activity Therapy has been confronted with an acute staff shortage. Vacancies have occurred at all levels, but are predominate in the Occupational Therapy section.

Total Positions - 21 Positions Filled - 12 Positions Vacant -9

Since Activity Therapy functions as a coordinated department, we are able to maintain Activity Therapy programs in all hospital areas that were previously serviced; however, development of new programs and plans to accomplish some short range goals have had to be postponed. An average of 3-3/8 Activity Therapy staff are assigned to each building, as contrasted to a previous 6-3/8 average. Based on a monthly average, the 1961-62 Activity Therapy caseload was: 52 patient groups, meeting three times per week, with an average of 16 patients per group. Average monthly patient contacts: 5,234. In an effort to compensate for the current lack of personnel, Activity Therapy staff have spent more time, proportionately, acting as activity consultants to ward areas, to stimulate and assist in ward centered activity planning.

Significant Developments

1. Five staff members who had been classified as Institution Aids have been reclassified as Therapy Assistants.
2. The Music Therapy program now includes an increased number of group activities that utilize music to encourage verbal communication (Teen Age Record Club, Music Appreciation, etc.), in addition to their program of activities in which communication occurs primarily through the music (Rhythm Band, Community Singing, etc.).
3. Occupational Therapy is increasingly involved in prevocational testing.
4. Recreational Therapy has included physical education in their programming for adolescents and young adults.

Significant Program Deletions

1. The Hughes Hall Occupational Therapy clinic and the Occupational Therapy physical disabilities program have been discontinued, due to the current staff shortage. In addition, the staff shortage has forced a reduction in the amount of Recreational Therapy staff time available to the women's services, in the amount and quality of Occupational Therapy service in Kempster Hall, and has retarded the development of the Activity Therapy program for the children and adolescents.
2. The lack of Occupational Therapy supervisory personnel is gradually weakening this section. Two of the three clinics continue to operate; however, program refinement and growth and staff development are at a standstill.

APPENDIX

11

PHARMACY

Pharmacists - 2

Total Purchases - \$103,325.00 less cash discounts 25.0% increase

Psychochemicals dispensed - \$66,900.00 28.2% increase

Other medications and surgical supplies - \$36,425.00 22.3% increase

The increased use of antiparkinsonism drugs to combat the parkinsonism caused by the psychochemicals increased \$4,375.00, a 199% increase accounts for 21.2% of the total increased expenditure. Medication other than psychochemicals and antiparkinsonism medications increased only 8%.

Cost of medication and surgical supplies per patient per day
27.6¢ up 5.3¢ per day.

Home passes and discharge prescriptions 10,000 up 26.5%.

The increases can be in part explained by

1. Average population up 4.4%
2. Increased utilization of antiparkinsonism drugs (accounting for 21.2% of total expenditure increase.
3. Increased staff and subsequent intensified treatment.
4. Decreased free goods. Legislation has limited samples supplied by manufacturers' representatives, and clinical samples of Elavil, Parnate, Trilafon and Vesprin were furnished free in 1961 and are now being purchased. Tofranil was supplied free for about half of 1961 and was purchased the entire year of 1962.
5. A slight inflationary trend has increased our expenditures. This has been particularly noticeable in surgical supplies.

LABORATORY

30,401 laboratory procedures were done.

X-RAY

X-rays	6157
EKG	602
EEG	265
BMR	63
Achilles Reflex Tests	75
Total	7162

APPENDIX

12

FIRE AND SAFETY COMMITTEE

The fiscal year 1961-62 showed a decline in fires reported from 60 to 52, or a decrease by 13-1/3%.

The following is a recapitulation of fires as reported for the fiscal year ending June 30, 1962:

A. Incidents by month: (52)

July 1961 - 3	Nov. 1961 - 5	March 1962 - 3
Aug. 1961 - 13	Dec. 1961 - 8	April 1962 - 4
Sept. 1961 - 3	Jan. 1962 - 2	May 1962 - 1
Oct. 1961 - 7	Feb. 1962 - 2	June 1962 - 1

A decrease from the previous year of 8 fires.

B. Incidents by buildings: (52)

<u>Bldgs.</u>	<u>No. of Fires</u>	<u>% of Total Fires</u>	<u>Ratio of Fires per No. of Patients</u>
Main	27	52%	1 per 14
Kempster	13	25%	1 per 15
Hughes	7	14%	1 per 31

The Main Building constitutes the greatest hazard with 52% of fires reported occurring in this building. This is an increase by 17% over the previous year.

C. Incidents by cause: (52)

Smoking and/or matches	37	72%
Electrical	2	05%
Miscellaneous	7	13%
Unknown	5	10%

Despite rules and regulations regarding the use of smoking material, the greatest hazard remains in the disposal of used smoking material.

D. Calls for outside assistance are as follows:

<u>Date</u>	<u>Time</u>	<u>Bldg.</u>	<u>Area</u>	<u>Fire Dept. Assistance</u>
8/5/61	9:45 A.M.	Main	10 North	Oshkosh Fire Dept.
11/3/61	4:35 P.M.	Kempster	Cafeteria	Oshkosh Fire Dept.
12/13/61	9:55 A.M.	Hughes	A Sect.	Oshkosh Fire Dept.
				(False Alarm, no charge)
2/8/62	11:00 A.M.	Infirmary	Job Site	Oshkosh Fire Dept.

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A total of \$1,700 was paid to the Oshkosh Fire Department, \$167.79 was paid to replace bedding damaged by fire. These expenditures were covered by the State Insurance Fund.

Of the 52 fires reported, 20, or 38%, occurred between the hours of 4:30 P. M. and 7:00 A. M. Also of concern is that of the 52 fires, 14, or 27%, occurred on Saturdays or Sundays.

Records indicate there were 292 injuries during 1961-62, 195, or 67%, of which were patient-induced.

Recapitulation of results of fire protection:

- 1956 Enclosed stairway in Main Building (Center and new construction).
- 1957 Beginning of educational program of new employees in use of fire fighting equipment, fire prevention, and safety.
- 1958 Started a fire fighting brigade training program.
Installed fire hose racks in basement of Main Building.
- 1958 Closed openings between attics to provide fire stops, Main Building.
- 1958 Completed installation of fire doors.
- 1958 Annual fire demonstrations started for all personnel.
- 1959 All maintenance shops were moved from the Main Building.
- 1960 Old power house and laundry buildings razed. Fire escape added to center rear of building.
- 1960 Automatic sprinkler systems installed in Food Service and Kempster Hall incinerator rooms.
- 1960 Set up smoking regulations for the hospital.
- 1960 Code system devised to alert and give assistance in search of areas where hazards may exist, such as undetermined odors.
- 1960 Fire and Safety Committee organized.
- 1960 Locks installed on basement doors of Main Building to prevent loitering.
- 1960 Exit lights installed in basement of Main Building.
- 1961 Telephone call system for off-duty employees of Nursing Service.
- 1962 Forms for monthly fire inspection group.
- 1962 Installed sprinkler heads at top of dirt chutes.
Enclosed tops of dirt chutes.

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REGISTRAR

The volume of work in the Registrar's office has increased greatly during the past year, due mostly to changes in the treatment program, such as quicker turn-over of patients, expansion of the home visit program, the need for more statistics, etc. We have also taken on additional tasks; some clerical duties and some of the supervisory work of the record room in the absence of a Medical Records Librarian. In the near future we are adding an assistant to the Registrar and hope to take over some tasks from the Nursing Service.

During the past year a Stenographer III was placed in charge of the stenographic pool. This has relieved the Registrar considerably and permits closer supervision and training of the stenographers and typists.

There have been many inter-office changes in the medical office personnel. This resulted in all new personnel in both the Record Room and Registrar's office. Eight girls left the service, only two of them for other positions.

We have recently assigned stenographers to the treatment units and have made some physical changes in the location of the stenographic staff, now having three girls in the Kempster office. The charts for Kempster patients have all been moved to the Kempster office.

FOOD SERVICE

We served 1,208,039 meals at a per meal cost of .212 as compared to 1,197,861 in 1960-61 at a cost of .2078 per meal.

We experienced no unusual personnel problems other than the voluntary demotion of Mrs. Swisher.

Patient workers, in all sections of the department, are very short and acute on week-ends due to passes.

We provided a new service the past year, packing 765 lunches for patients working outside the hospital.

New equipment received and installed the past year consisted of a 600-gallon bulk milk cooler, a rotary milk can washing machine, and a heavy-duty G. E. range in the diet kitchen.

We received favorable publicity in the local papers on our holiday meals.

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MAINTENANCE AND ENGINEERING

Favorable results were experienced in combating return line corrosion during the year. A new water consultant was selected, the Nalco Chemical Company, who started a new type of filming amine treatment. After six months it is noted that there is much less product of corrosion found in traps, strainers, and condensate receivers where such materials collect.

Work has been started in finding solutions to the corrosion problem present in our well water. The first step is the installation of an iron filter at the No. 2 well house. Subsequent additions of treatment of phosphates to the water will be expected to alleviate the problem.

A new boiler is under construction for the additional heating load caused by the addition of the Infirmary Building to our physical plant. The boiler addition entails the addition of volume to the power plant, and the installation of a 50,000 lb. per hour coal burning boiler. The added efficiency of a larger boiler with a proper stoker will go a long way toward improving the coal costs.

Building and Mechanical Maintenance

The following is a list of the more important projects completed by the Maintenance Department during the past year:

1. Extensive repairs were made to the No. 2 Well pump at the beginning of the year. This entailed removal of the pump and 150 feet of casing, and replacement of the casing, together with the shaft, bearings, and bearing holders. All this work was done by our own personnel, with the exception of renting a crane.
2. Residence #6 was completely renovated with replastering and painting in all areas.
3. A bulk milk tank was installed in the creamery, together with the refrigeration unit, a new floor surfacing, and junked the old milk can cooler.
4. The east hydro area in Kempster Hall was converted to office areas. New walls were built, window vents installed in the glass block windows, fluorescent lights installed, tile floor patched, and the entire area painted.
5. Two offices were built in Hughes Hall lounges. New walls were built with birch wainscoating to match the existing areas, glass panels above.

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6. Wards 3/4 South in the Main Building were renovated. Plaster was patched, the old mop boards removed and replaced with concrete, and all surfaces repainted.
7. Tubs and showers were installed in the North Cottage. Tiled wall partitions were made around two tubs, and two tile showers built, with a plastered masonry wall for privacy.
8. Underground leaks in the Hughes Hall water piping were repaired twice. One hole in the pipe was probably caused by corrosion from the outside of the pipe. The other break was a straight beam fracture, caused by the movement of the ground.
9. A new roof was installed on the chicken house, which was in a poor state of repair.
10. The interior of Residence 2 was repainted.
11. The Barracks furnace rooms were fire-proofed by installation of metal lath and plaster as a fire stop.
12. Two new showers were installed in the Barracks, making the bathing facilities complete in that area.
13. Renovation was made of 2 Rear of the Main Building for new quarters for the Credit Union.
15. Acoustical tile was installed in the end room of Music Therapy wing, Hughes Hall Basement. This tile makes the room usable for group activities in that area.
16. Installed a new diet stove in the kitchen of the Service Building.
17. Two new medicine rooms were installed in A and B Sections, Hughes Hall.
18. Work has begun in remodeling the dishwashing area in the Hughes Hall cafeteria. Crowding in sorting dishes in the original area and lack of room and ventilation made it necessary to remove the west wall of this room. Changes in stainless steel work and installation of a sink will complete this project.

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Outside Contracts

1. The exterior of the water tower was painted the first of the fiscal period. Subsequent inspection showed that the interior of the tank should also be painted. This project is budgeted.
2. The Infirmary Building was started on August 15, 1961. Completion date in April, 1963.
3. Rerouting of the storm sewer in front of the Main Building was started, together with releveling of the ditch along the town road, addition of culverts. This project is not completed.
4. The supplier of the Surgery conductive flooring material came back and made corrections to the floor, making it acceptable to us.
5. Asbestos siding was put on Residence 6.
6. Trim painting was started on the Main Building. This project has not been completed, there having been an added \$1000 to the contract to be completed the summer of 1962.
7. The boiler house addition was begun.
8. The iron filter installation was begun.
9. The Kempster Hall repiping project was not completed during this fiscal year due to added work load from the other institutions for the Waupun Central Warehouse crew.
10. The parking lot was regraded and blacktopped. Marking of the stalls and placing of the concrete bumpers was done by the maintenance crew.

Contemplated Projects for 1962-63

The following is a list of major projects that are expected during the next fiscal year. Some are old projects that were put aside while other work was completed.

1. Complete the Hughes Hall dishroom pass-through and sink installation.
2. Renovate and make changes in Kempster Hall x-ray darkroom.

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3. Install four nurses stations in the Main Building.
4. Paint trim on Residence 6 (in progress).
5. Paint the exterior of Residence 7.
6. Paint the fire escapes, Main Building.
7. Install porch roofs over the steps from the canteen and south entrance, Main Building.
8. Install two light poles by Main Building and South Cottage.
9. Build a sun shelter at the beach.
10. Installation of additional ventilation, Hughes Hall (in progress)
11. Building of the Adolescent Unit, Hughes Hall.
12. Installation of pressure reducing stations on high pressure steam, Power Plant and Main Building.
13. Install used metal stairway on the Blacksmith Shop.
14. Build a spraying booth for the Paint Shop.
15. Install a flush sink in Kempster Hall Morgue.
16. Rebuild Hughes Hall incinerator stack.
17. Install three tubs with showers in the South Cottage.
18. Put a new roof on the garage, Residence 1 (contract)
19. Complete roof and roof slab corrections, Service Building.
20. Repair condensate lines, Main Building tunnels.
21. Patch paint in Kempster Hall after the repiping is completed.
22. Paint the exteriors of Roothouse #2 and the old Blacksmith Shop.
23. Install additional bathing facilities, 8 North, Main Building.
24. Repaint 3 Rear, Main Building.

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HOUSEKEEPING

Building Service

We expanded our mail delivery service to include the ward areas of Kempster Hall and Hughes Hall.

There was considerable moving of furnishings throughout the year, with the biggest single move occurring in September. We then assisted in the evacuation of 3, 4, 5, 6, 11 & 12 North, Main Building, prior to demolition.

Revision of our Training Manual was completed.

Laundry Service

Pounds of linen processed	1,404,085
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Allied Crafts

Repaired or recovered 202 pieces of upholstered furniture.
Repaired or replaced 336 window shades and 131 venetian blinds.
Repaired or installed 169 curtain fixtures.
Made numerous other repairs, i.e., beds, mattresses, carpeting, linoleum or cork surfaces, etc.
Cost of materials used \$2,723.85

Repaired 1423 pairs of shoes, plus other leather repairs.
Made 544 pairs of canvas slippers, plus other canvas repairs.
Cost of materials used \$579.86.

GARDEN AND GROUNDS

In addition to routine care of grounds, the garden produced 206.4 tons of fruits and vegetables.

A survey of all elm trees was made and so far we have a clean slate. Some dead trees were removed. Some shrubbery has been planted on the grounds.

