



The *Great* Canadian  
Catholic Hospital History Project

Documenting the legacy and contribution of the  
Congregations of Religious Women in Canada,  
their mission in health care, and the founding and operation of Catholic hospitals.

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Projet de la *Grande* Histoire  
des hôpitaux catholiques au Canada

Retracer l'héritage et la contribution des  
congrégations de religieuses au Canada,  
leur mission en matière de soins de santé ainsi que la fondation et l'exploitation des hôpitaux catholiques.

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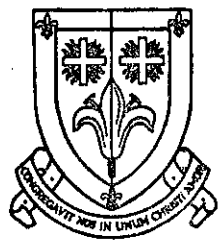
**St. Joseph's Hospital  
Little Current, Ontario  
Annual Report: 1978-1979**

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ST. JOSEPH'S  
H.C.S.P.



Little Current

78 - 79

ANNUAL REPORT

ST. JOSEPH'S GENERAL HOSPITAL  
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ST. JOSEPH'S GENERAL HOSPITAL  
LITTLE CURRENT, ONTARIO  
BOARD OF DIRECTORS AND COMMITTEES  
1978-79

Chairman Mr. S. Fletcher  
Vice-Chairman Mr. S. Harris  
Secretary Mr. P.N. Lilly

COMMITTEES

Management Mr. S. Fletcher - Chairman  
Mr. S. Harris  
Mr. K. Patterson  
Mr. P.N. Lilly

Finance Mr. S. Harris - Chairman  
Mr. R. Charette  
Mr. C. Spec  
Mr. B.G. Turner  
Mr. P.N. Lilly

Building and Property Mr. J.J. Bousquet - Chairman  
Mr. C. McDonald  
Mr. L. LaBarge  
Mr. J. Rowe  
Mr. P.N. Lilly

Joint Conference Mr. S. Fletcher - Chairman  
Dr. D. Stephen  
Dr. J. Bailey  
Mr. C. Valiquette  
Mr. P.N. Lilly

Public Relations Mr. B.G. Turner - Chairman  
Mr. W. Skippen  
Mr. K. Patterson  
Mr. J. Rowe  
Mr. P.N. Lilly

Accreditation Mr. S. Fletcher - Chairman  
Dr. D. Stephen  
Mr. C. Spec  
Mr. W. Skippen  
Mrs. V. Fowlie  
Mr. M. Heise  
Mr. P.N. Lilly

Fund Raising Mr. B.G. Turner - Chairman  
Mr. C. Valiquette  
Mr. C. McDonald  
Mr. L. LaBarge  
Mr. J. Bousquet  
Mr. P.N. Lilly

Special Liaison Mr. S. Fletcher  
Mr. R. Charette  
Mr. P.N. Lilly

ST. JOSEPH'S GENERAL HOSPITAL

MEDICAL STAFF

1978

PRESIDENT  
VICE-PRESIDENT  
SECRETARY

Dr. R.E. Dennie  
Dr. D. Stephen  
Dr. J.A. Henry

COMMITTEES

Admission and Discharge

Dr. R. Dennie, Chairman

Audit & Tissue

Dr. J. Bailey, Chairman

Credentials

Dr. D. Stephen, Chairman

Infection Control

Dr. J. Henry  
Pathologist to be Appointed

Joint Conference

Dr. R. Dennie  
Dr. J. Bailey

Library

Dr. J. Henry, Chairman

Medical Morals

Dr. Bailey, Chairman

Medical Records

Dr. D. Stephen, Chairman

Nursery Physician

Dr. J. Bailey

Pharmacy

Dr. J. Henry, Chairman

Staff Liaison Officer

Dr. J. Henry

ST. JOSEPH'S GENERAL HOSPITAL

DEPARTMENT DIRECTORS

1978

Business and Personnel

Mr. M. Heise

Dietary

Mrs. Barbara Miller

Engineering and Maintenance

Mr. J. Marshall

Laboratory

Mr. S. Tarachandra

Laundry & Housekeeping

Mrs. S. Phillips

Medical Records

Miss J. Gibbs

Nursing Service

Mrs. V. Fowlie

Pastoral Care

Sister L. Trahan

Physiotherapy

Mrs. J. Crockford

Purchasing

Mr. O. Lockeyer

Radiology

Mrs. T. Scott

REPORT OF THE CHAIRMAN OF THE BOARD OF DIRECTORS

APRIL 1, 1978 - March 31, 1979

Another year has come and gone, with many fresh challenges which so far we have been able to cope with.

Twelve regular monthly meetings were held to carry out Hospital business with the aid of various committees. At some we had guests from the Manitoulin-Sudbury District Health Council, as well as Mr. John Ackland from the Ministry of Health. The purpose of these visits was to discuss the possibilities of replacing the old wing of the Hospital which had been recognized as a fire hazard.

The Finance Committee held three meetings. The purpose of one of these meetings was to make this Committee aware of the present financial situation as it pertained to the 1978-79 budget. At another meeting, a salary scale was established for the Administrator for the year 1978. They also reviewed the Auditor's report prior to its presentation to the Annual Meeting.

The Fund Raising Committee held one meeting concerning the Fund Raising Campaign for the new Cardiac Monitoring Equipment.

The Building and Property Committee met with representatives from the Ministry of Health to discuss the replacement of the old wing.

This committee also forwarded a letter to the town of Little Current, re parking area on Vankoughnet Street, hospital property, and are pleased to report that the town of Little Current agreed and delivered the gravel to the proposed site.

A committee comprised of S. Fletcher, Chairman, Dr. Stephen, Chief of Staff and N. Lilly, Administrator met with the Red Cross Hospitals Administrator, Chairman of the Red Cross Hospital Board, Dr. McQuay and members of Mindemoya Hospital to discuss the feasibility of a merger between St. Joseph's Hospital and Mindemoya Hospital. Talks of this nature will continue.

During this year the Manitoulin Health Centre by-laws were received and approved by the Board and forwarded to W.J. Shea, Q.C. for his comments.

Application for a fresh charter has been filled.

The Cardiac Monitoring Equipment has been purchased and is in operation.

I would like to take this opportunity to commend the General Council of the Sisters of St. Joseph, and particularly Sister Sheila Anne Spooner for their generous and whole-hearted support in the hospital administration.

On behalf of the Board members and myself I would thank Mr. Newt Lilly and Mr. Myron Heise for their successful completion of their initial year's service. They are to be commended for a job well done.

Congratulations to the Executive and staff for their dedicated service for we realize that without a staff there would be no hospital.

Dr. Stephen, our Chief of Staff, merits our sincere appreciation, as well as all the medical staff whose work is so vital to the operation of this hospital. A special welcome to Dr. Argals who joined our medical staff during the year.

We would also tender a special "thank you" to the members of St. Joseph's Hospital Auxiliary for their dedicated services.

We want to congratulate all the Committees and their Chairmen, for the faithful discharge of their responsibilities and duties, noting especially the Fund Raising Committee who exceeded their goal in the task of raising the cost of cardiac equipment.

It has been an honour and a pleasure for me to serve as Chairman throughout the past year and I greatly appreciate all the support and co-operation given. It has been a new experience for me, both rewarding and enjoyable.

Respectfully submitted,  
Stephen Fletcher,  
Chairman, Board of Directors



## REPORT OF THE CHIEF OF STAFF

1978

During 1978 the Medical Staff held regular monthly meetings with the exception of July and August. Because of the fact that we had shortage of Medical Staff, we were unable to carry out the full number of committee meetings.

Shortage of Medical Staff was caused by Dr. Bailey's surgery at the end of May and beginning of June and then of course for the period for which he was off during his convalescence until September. The position was worsened by the fact that Dr. Dennie accepted a position in Louisiana and resigned from our Medical Staff in early June. This meant of course that since he was Chief of Staff at that time, that I myself as Vice-President had then to take over. We were very fortunate following this to manage to obtain the services of two locum physicians - Dr. John Henderson who started work in mid June and carried on with us until mid September and Dr. Lloyd Gordon who started with us in the middle of July and remained with us until the first week in September. These two physicians were found to be extremely capable and well accepted by the staff and patients during their stay with us and their help was much appreciated.

During this time also the Cardiac Monitoring Equipment was installed on 200 floor and has since been used on a regular basis and has been found to be extremely satisfactory and useful in our continuing care of cardiac patients and the Medical Staff are extremely grateful to the Board of Directors and the people of Manitoulin Island for raising the necessary funds to have this equipment installed.

In October of 1978 the Medical Staff was again brought back to its usual number by the welcome arrival of Dr. Ivars Argals who has continued to work with us since, and we hope that he will continue to do so.

In November the Medical Staff prepared new by-laws for the Manitoulin Health Centre which were accepted by the Board. Hopefully it will not be too long before these by-laws are in use.

In the early part of 1979 we again ran into a period in which we were short of medical man-power due to the fact that Dr. Henry was injured in an accident in March, and also Dr. Eisenbarth left the Island to take up a

position elsewhere. This has unfortunately meant that people have had to wait for a longer time in the emergency room and also in our offices. Hopefully this situation will be alleviated in June by the arrival of a locum - Dr. Grant Mitchell and on a more long-term basis by the arrival of Dr. Tang in July of this year, who is prepared to stay with us for at least one year.

An on-going dialogue has been held this year between Dr. George Massarella, Pathologist in Sudbury, Mr. Lilly and the Ministry of Health, particularly the licensing branch for laboratories because of the fact that we do not have a Director of Laboratory Service and also because our Laboratory was running into some problems with bacteriological proficiency testing. Dr. Massarella has had a meeting with us early in June and hopefully this problem may now be resolved in the near future.

On behalf of all members of the Medical Staff, I express our gratitude to the Board of Directors and to the members of the hospital staff for their assistance in the past year in our attempts to maintain quality patient care on Manitoulin Island.

Respectfully submitted,  
D. Stephen,  
Chief of Staff 1978

## REPORT OF THE ADMINISTRATOR

APRIL 1, 1978 - March 31, 1979

The challenges of the fiscal year 1978-79 posed numerous problems for all members of the hospital team. With the co-operation of the Board of Directors, Doctors, Administration and Staff, those challenges were met successfully and we now prepare ourselves for the future constraints with which we shall have to live within the fiscal year 1979-80.

On January 19, 1979, Mr. Fletcher, Chairman of the Board of Directors, Myron Heise, Director of Finance, and myself, attended a seminar with the Ministry of Health in Toronto. At the end of that seminar, St. Joseph's Hospital in Little Current was informed of the funds available from the Ministry for the fiscal year 1979-80. After the Ministry identified St. Joseph's Hospital as having surplus beds, and deducted \$72,000. from our budget for that reason, we go into the 1979-80 year with a net increase of 1.27%. Prior to April 1, 1979, the re-organization of some of the departments had already been completed and recommendations submitted to the Board of Directors for their approval so that our budget could be prepared and submitted to the Ministry within the Ministry's net liability.

The old wing of the hospital continues to present many problems in maintenance and energy conservation, as well as shortage of space due to the expansion of the Doctor's clinic. The Building and Property Committee and myself met with architects from the Ministry of Health to seek their support in the replacement of this wing.

The Manitoulin-Sudbury District Health Council have been most co-operative by having their Board of Directors pass resolutions to present to the Ministry of Health for the replacement of the old building at our hospital.

Our submission to the Ministry of Health for the replacement of the old wing is being co-ordinated by Mr. Patey from the Ministry and we are now awaiting approval from the Ministry of Health.

Our Cardiac Monitoring Equipment has been received and has been a great asset to good patient care. We have also purchased from the Cardiac Fund Raising money, a recording Resusci Ann Doll and Resusci Baby Doll for the purpose of maintaining resuscitation skills for our staff.

Ninety-five percent of our nurses, one hundred percent of our ambulance driver-attendants and three Doctors and staff from some of our other departments have obtained their cardio-pulmonary resuscitation diplomas.

In accordance with the Public Hospital Act, Medical Records were destroyed which in turn created a much needed storage space.

By participating in the Ontario Hospital Association Purchasing Program we were able to decrease our costs by three percent.

Department Heads attended sessions of the O.H.A. to update their skills in their profession.

There was a notable increase in out-patient visits to our emergency, radiology and laboratory departments while our in-patient days were down.

The Manitoulin Island Psychological Clinic headed by Dr. Ward continues to meet monthly at our hospital.

The Dental Clinic headed by Dr. Ragnitz, is now in full operation.

Since the resignation of Mrs. Crockford, Director of Physiotherapy at our hospital, we have been unsuccessful in obtaining a replacement for what I believe a most necessary department, in the continuation of patient care. I will however, continue to work towards the recruitment of a Director for the Physiotherapy Department.

To the Hospital Auxiliary our appreciation goes out to you for your hours of service and financial assistance in purchasing equipment.

To Mr. Steve Fletcher, Chairman of the Board of Directors for his tremendous support and guidance throughout the year, I am most grateful.

To all the Board members, I extend my sincere appreciation.

To the Medical Staff, a special word of thanks.

To Department Heads, and staff, I wish to thank you for your continued support and the role in which you play toward the optimum in patient care.

Last, but not least, I wish to thank Sister Spooner for her support over the last year and Sister Trahan for her co-operation and compassionate care toward patients and staff alike.

It is indeed an honor and a privilege to have had the opportunity to serve as your chief executive officer over the past year, and I look forward to the coming year to meet the challenges that lie ahead.

P.N. Lilly,  
Administrator

COMPARATIVE STATISTICS 1977-1978 - 1978-1979

<u>ADULTS AND CHILDREN</u>	<u>April 77-March 78</u>	<u>April 78-March 79</u>
Admissions	1300	1195
Discharges & Deaths	1298	1193
Total Days Stay of Patients Discharged	10478	9256
Average Length of Stay	8.07	7.75
Total Patient Days	10179	9330
% Occupancy	63%	58%
 <u>NEWBORN</u>		
Admissions	112	91
Discharges and Deaths	111	94
Total Days Stay of Patients Discharged	644	529
Average Length of Stay	5.80	5.62
Total Patient Days	651	518
% Occupancy	17%	14%
 <u>CHRONIC</u>		
Admissions	14	16
Discharges and Deaths	16	16
Total Days Stay of Patients Discharged	8739	4615
Average Length of Stay	546.18	288.43
Total Patient Days	4726	4708
% Occupancy	80%	80%
 Total Surgical Operations	 210	 174
 Total Out-Patient Visits	 6550	 7311

REPORT OF THE HOSPITAL AUXILIARY

APRIL 1, 1978 - MARCH 31, 1979

Our Auxiliary started their year by sending out letters to ladies organizations on the Island, requesting assistance in purchasing Cardiac Equipment for the Hospital. In response to our letters, we received approximately \$2000.00 in donations. Along with this amount, we received \$1,000.00 from the Memorial Fund, which still leaves a bank balance of \$1211.00 in this fund.

The community supports our Bridge Marathon and windup party, which is held every spring. This is not a money making project, just a time for friends to meet.

In June our group had a dinner meeting, at which time we invite people from the community who have helped us during the year.

Our life member from Toronto, keeps our showcase well displayed with knitted items. Along with these items we also have supplies from Regal and Avon cosmetics for sale in our showcase.

The patients always look forward to hearing the sounds of the Tuck Cart coming, not only to buy supplies and treats, but to have a friendly chat.

Christmas is not forgotten for the patients who are confined to Hospital at that time, as gifts are purchased for everyone. Not only at Christmas but all year, the children in paediatrics are supplied with new toys, playpens, walkers etc. to make their stay more comfortable.

In December our Auxiliary gave a \$100.00 Bursary to a student from the Manitoulin Secondary School who wishes to further their education in the Nursing or Medical field.

January is the time for the New Years baby. The new mother is given flowers and the baby a gift from the Auxiliary. At this time the reporter from the paper comes in and takes pictures of the Mother and Baby.

Our fund raising projects for the past year consisted of a Bake Sale in October and a very successful Casserole Supper in February. This was our first attempt at a supper, and already we have people inquiring about when the next one will be. Our only raffle was for a "Ceramic Newsboy", and this was won by one of our local residents.

Through publicity our membership has increased from 57 to 72 of which only 34 are active members. This makes us limited to the amount of projects we can undertake. With such co-operative members this made our year very profitable.

Rosemarie Eagleson,  
President.

## AMBULANCE

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

There were 364 calls made by vehicle 678 and 231 calls by vehicle 679 for a total of 595 calls. Of these, 257 calls were to Sudbury.

There were 25,279 miles travelled by vehicle #678 and 14,970 miles by 679, for a total of 40,249 miles.

The break down calls are 237 non emergency and 358 emergency calls, for a total of 595.

The Ambulance Service was fortunate in having only 16 cancelled calls. This includes;- patient refusal, hospital cancellations and Ontario Provincial Police cancellations. There were no crank calls in the 1978-1979 season.

There were two major breakdowns to vehicle #678, neither involving patient transportation. These break downs were to the steering box and differential. We obtained a loner from Sudbury during repairs.

Vehicle #678 was repaired and repainted and put back in A-1 condition. It is hoped that vehicle #679 will be replaced in the coming year.

There was one minor accident to #678 - a dented front fender. This resulted at a motor vehicle collision that the ambulance responded to, when a motor cycle ran into the Ambulance. This accident was no fault of the driver-attendant. The accident was reported in accordance with the Ambulance Act.

Due to the Ambulance being under budget for the first time in twelve years, new cupboards were built and installed. A much needed washroom was also installed in the Ambulance Garage.

I wish to thank the Hospital Board, Mr. Lilly and his administration, Nursing Service and especially the driver-attendants for a job well done. I hope we will attain an even higher standard of patient care in the future.

R.J. Still,  
Supervisor Manitoulin Ambulance Services



## DIETARY DEPARTMENT

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

1978 brought its share of eventful changes for the Dietary Department. The Ministry has continued to present challenges in the form of budget restrictions which seem to grow even more difficult when nutrition service levels are to be maintained. When costs are a determining factor to dietary management there are two contradictory concerns which we consider carefully:

1. There is evidence in hospitals of hospital induced malnutrition. Therefore nutrition service to the patient should be continually scrutinized and daily intake maintained not cut.
2. At a recent seminar - "A critical appraisal of Dietary Budgeting," there was no more up to date information than the procedures which had already been implemented in our Department.

Costs are always present in our minds but it seems that the two big factors still appear to be our distant location and labour. Neither of these two appear to be flexible.

The Dietary Audit procedure was introduced this year. Charting and recording are still in their developmental stages, but in future these will be incorporated into the Dietary Accreditation requirements so the practises will be refined in advance of the actual timetable for implementation. Departmental statistics will result, but a greater benefit will be nutritional data on patients charts. These procedures will provide increased potential for continuing to monitor the earlier mentioned evidence of malnutrition which should and can be avoided.

The Meals-on-Wheels program is going to be able to continue in the community. Mrs. Judy Kift who has co-ordinated the volunteers since the program began in 1973, indicated that she would like to be relieved of her responsibilities. We are indeed grateful to Judy for the 6 years which she co-ordinated this program. The Reverends Barry and Margaret Bain have worked with a Meals-on-Wheels program in Toronto and offered to assume the task of co-ordinating the volunteers. We appreciate their concern for this service and welcome their timely assistance that the program continue uninterrupted.

The dietary consultant services to the Espanola General Hospital continue on a regular basis. There will probably be fewer visits in the future as the department is functioning more efficiently and independantly.

In summary, it has become evident the support of adequate nutrition is acknowledged more readily now than in the past. The general public is more aware of the good nutrition principles promoted by community programs and government nutrition information leaflets distributed through the media. It is gratifying to participate as a Dietitian in a nutrition awareness process - certainly the medicinal rewards of sound nutrition are well documented.

At this time may I take the opportunity to thank Administration and all departments and staff for their continued co-operation. Because of the restraints from the Ministry we have had to work together to combine our efforts to reach our goals - the input by people communicating with each other is healthy . . . . .

Respectfully submitted,  
Barbara G. Miller, R.P.Dt.

## PLANT OPERATIONS AND MAINTENANCE

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

This report is respectfully submitted from the 18 of September 1978 at which time I took employment with the hospital in the capacity of Director of Plant and Maintenance.

When I arrived there were some projects underway. Radiology Department was changing x-ray equipment and this was completed and final electrical inspection done January 1979. The renovations for Dr. Argals office and examining rooms were completed on time for his arrival.

Earlier in the year renovations were carried out for the occupancy of two dentists on 300 floor. This was a large undertaking and took many hours of work to complete with all the new wiring and plumbing to facilitate their new equipment. Also before I arrived there was the installation of new cardiac monitoring equipment on 200 floor.

More moving and renovations were undertaken after the completion of Dr. Argals area. We moved Pastoral Care and the District Health Offices on 300 floor into newly renovated offices, then moved the Director of Nursing and the Nursing Service Offices from 200 to 300 floor. Upon completion of this move we then renovated for two examining rooms and two offices for Drs. Bailey and Stephen and a new business office for the Little Current Clinic.

After this move we took some time to catch up on routine and scheduled maintenance. During this period we had the new wing of the hospital plaster repaired which was in very bad need of it and hopefully in the early fall will be able to do the painting and decorating.

We then renovated the office for the Director of Finance, moved the business office from 200 floor to a newly renovated office on 300 floor and at the present time we are renovating the old business office into two examining rooms, one office and a patient waiting room for the Little Current Clinic.

The parking situation has been somewhat relieved since filling in an area along Vankoughnet Street at the rear of the hospital. It still needs a lot of work and we have the curb stones purchased to put in when this is done.

The Hospital Accident Prevention Committee has recorded a favourable year and committee members have worked hard to ensure a safe environment for patients, visitors and employees. The committee is at the present time in the process of changing to a new format to conform with the new Provincial Law

coming into effect with the enactment of Bill 70.

Fire safety has been carried out and with more time in the future I hope to be able to do more inservice in this area.

The Union Contract with the Plant Operating Engineers was settled in early January and both sides were pleased with the outcome. The new contract runs for fifteen months this term, to bring it in line with the fiscal year end.

The Director of Plant and Maintenance attended a one week course in Montreal with the Electronics for Medicine Co. Ltd. on the electronics of the cardiac monitoring equipment presently in use in the hospital. The Director also attended O.H.A. Engineers seminars for District 10 in Sudbury and all Ontario in Toronto.

The Plant Operation and Maintenance Staff completed many hours of requisitioned work and have kept the routine and preventive maintenance schedules up to date along with their regular work schedule.

The interest and workmanship of all employees in the department is very favourable and at this time I must give thanks to them for their help to me in my new position and with their continued help we will endeavour to provide the same high degree of service in the interest of the patients and fellow employees in the hospital.

I would also like to extend my appreciation to the Department Heads, all staff members and the Administrator for their help and co-operation during the past seven months.

Now to the hard part "energy conservation" - the department stayed within budget during the year but with rising costs it will be harder to do so this year. In closing I would ask that all hospital staff please practise energy conservation to the highest degree.

Respectfully submitted,

Jeff Marshall,

Director of Plant and Maintenance

FINANCE AND PERSONNEL DEPARTMENT

ANNUAL REPORT

April 1, 1978 - March 31, 1979

Staff changes in 1978-79 were minimal with only a part-time admitting clerk being replaced. Because of the staff changes at the end of our fiscal year 1977-78, the hospital converted its payroll system over to the Hospitals of Ontario Computer Payroll based in London, Ontario. At present it has been quite successful with only a few transportation problems on its initial set-up. The cost of the program has averaged out to \$300.00 per month which has created a considerable saving to the Hospital.

In order to accomodate the records of payroll and personnel, renovations to enlarge the Finance Office have been completed.

The hospital budget for the fiscal year 1978-79 has been lived within the net Ministry Liability. This was only achieved through the efforts of all concerned.

The year was very challenging for me and I gratefully thank the office staff, Mr. Lilly and all of the departments for their co-operation and support. I hope the continued support of all will bring us through the crisis of budget restraints for the coming years ahead.

Respectfully submitted by,  
Myron Heise,  
Director of Finance

HOUSEKEEPING DEPARTMENT

ANNUAL REPORT

April 1, 1978 - March 31, 1979

This department is responsible for daily cleaning of 48,000 square feet of floor space. In addition to this, the Operating, Emergency and Delivery Rooms must be cleaned after each case.

Some new plastic wringers and pails were purchased and put into service.

New window curtains for most of the new wing were purchased and put up making it a brighter appearance in each room.

New orange and light blue fire retardent plastic-coated fabric shower curtains were purchased and put into use.

I attended the O.H.A. District Hospital Council #10 last May and October and enjoyed talks given by Gary Tutin on Staff Utilization and Staff Management.

In September Norma Sampson left to undertake new studies.

Doreen Madahbee was hired as full-time staff in her place.

The Housekeeping Staff and I would like to take this opportunity to thank Administration and all other Departments for their co-operation during the past year.

Respectfully submitted,

S.A. Phillips,

Director of Laundry and Linen Services

## LABORATORY DEPARTMENT

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

As in previous years the laboratory was licenced to operate the following departments.

Bacteriology

Parasitology - Pinworm and wet preparation for fungus

Serology - LE Test and RA factor

Immunohaematology

Chemistry

Cytology - Seminal fluid examination

#### General Report

During the budget year the department experienced a steady flow of work. There was an increase in the chemistry units but this was countered by a reduction in Bacteriology with Haematology and Immunohaematology remained fairly constant.

Work is now being referred in from Mindemoya, Wikwemikong Clinic and the Gore Bay Nursing Home. No significant upswing is anticipated because of the refer-in work however.

There will be a slight increase in work units for the 1979-1980 budget year.

A significant trend is developing. Out-patient work load is now greater than the in-patient workload and this will continue.

#### Equipment

The department purchased a freezer for use in blood banking and replaced its bacteriology refrigerator.

#### Communication

All lines of communications were used and the department maintained close contact with all departments within the hospital. The co-operation of all departments was encouraging.

#### Staffing

The department staff remained constant. There were no resignations nor were there any replacements. The staff was strengthened by a student from the Toronto Institute of Medical Technology for one month in 1978.

Comments

A shift from in patient work to out patient work has already taken place. The department will have to adjust to excess demands placed on it by the Emergency Department.

I would like to express thanks to the Department Directors, the Administrator and every member of the hospital staff for their co-operation during 1978.

My colleagues in the department served extremely well and without complaints to them, I express thanks for their help and co-operation.

Sanjay Tarachandra, B.A, A.I.M.L.S  
Director, Laboratory Services



LAUNDRY & LINEN DEPARTMENT

ANNUAL REPORT

April 1, 1978 - March 31, 1979

During the past year our total soiled linen poundage was only 210,895 pounds. Due to low patient days, our poundage naturally went down as well. We were 22,970 under our budgeted amount of 233,865 pounds.

There was no staff turn-over during the past year.

This past summer, we were able to hire Mrs. Pat Collins as summer relief.

Mrs. M. Charlton was hired to replace Mrs. S. Genereux who was on maternity leave, and Miss S. Jewell was hired as the part-time relief during the summer months.

This past year a new pony press was purchased for the laundry and will be installed when it arrives.

I attended "Clean Canada" trade show in the Queen Elizabeth Building, Exhibition Grounds in Toronto, last October. Coinciding with this show was a seminar for Laundry Managers and C.A.I.L.M. Business meeting within the Queen Elizabeth Building - both were informative and interesting.

I would like to take this opportunity to thank the Administrator and all Departments for their co-operation during the past year.

Respectfully submitted,

S.A. Phillips,

Director of Laundry and Linen Services

MEDICAL RECORDS DEPARTMENT

ANNUAL REPORT

April 1, 1978 - March 31, 1979

The two points of interest in the Medical Record Department during the fiscal year 1978 are as follows:

In accordance with the Public Hospitals Act, Sections #43, #44 and #45, old charts have been destroyed from the year 1945 up to and including the year 1958. All death charts up to and including the year 1973 have also been destroyed.

Briefly, a chart may be destroyed if it is (a) twenty years following date of discharge or (b) five years following the death of a patient. However, charts must be kept for twenty years following the eighteenth birthday if the patient was under eighteen at the time of discharge.

Medical records is currently re-indexing and re-filing all charts which could not be destroyed. It is hoped this will be completed by the end of June.

All death charts, currently kept in the Medical Records Office, will now be stored in the basement. The destruction of old charts has made this space available. This will produce more room for current charts in the Record Office for the next year or two at which time possibly microfilming may have to be considered or larger office space.

There was a new ICD-9 (International Classification of Diseases, Ninth Revision) introduced. The World Health Organization developed this revision and will continue its work in developing revisions of ICD in the future. This coding is broken down into four volumes as follows: Classification and Alphabetical indexes of Diseases and Classification and Alphabetical Indexes of Therapeutic and Surgical Procedures. A two day seminar was held in January re new coding procedures. These are now being taught to Mrs. Moggy and Mrs. Noon.

Structured Medical Audit was continued re diabetes mellitus. Two comparison studies were done. Medical Audit must be continued to ensure accreditation.

I would like to thank all Departments for their co-operaiton during the year 1978.

Miss Jane Gibbs, H.R.T.,  
Medical Records Department

## NURSING SERVICE

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

By continued adjustment of staffing patterns, the nursing department managed to accomplish budgetary savings. Orientation was again required as eight R.N.'s, five R.N.A.'s and one Orderly- Ambulance Attendant joined the part-time staff. We were fortunate that the majority had previous experience and were able to adjust rapidly to their new employment.

We are very grateful for and proud of our new cardiac monitoring equipment. This includes two "Electronics for Medicine" bedside monitors; a central console at the nursing station, a "Roche" portable monitor - defibrillator; and a second crash cart which is kept near the monitoring equipment. This leaves our Harco monitor-defibrillator and crash cart continuously available in the Emergency Room area. The staff have become increasingly proficient in the use of the equipment and interpretation of ECG readings. From June until April we cared for eighty-seven patients during a total of two hundred and sixty-one days of continuous monitoring.

In September and April, instructors from Sudbury conducted training sessions in Cardio Pulmonary Resuscitation. Three of our doctors and about ninety-five percent of the nursing staff attended the one day courses. We have now purchased our own Recording Resusci Ann doll and Resusci baby doll from the cardiac fund monies. This will enable us to practice and maintain our resuscitation skills.

Our long stay patients enjoyed several outings and are also invited to take part in special activities at the Centennial Manor. The Hospital Auxiliary is very helpful in supplying toiletries, tray favours and small gifts for these patients, as well as toys for the pediatric area.

Obstetrical deliveries decreased from one hundred and seven in 1977 to ninety-one in 1978. Five of these infants were premature, and four had some form of anomaly.

Patient visits to Emergency Department increased this year to a total of 7,311. Our four visiting specialists conducted clinics in cardiology, general surgery and plastic surgery throughout the year.

During February and March much planning took place for the closure of

six beds in April and the resultant change in budget and staffing allotments. We will strive to maintain safe and satisfactory levels of nursing care as we undertake these changes.

The co-operation of the Hospital Board, Administrator, Medical Staff and all Hospital departments has been much appreciated by myself and the nursing staff.

Mrs. Virginia Fowlie, Reg. N.  
Director of Nursing Service.

PURCHASING DEPARTMENT

ANNUAL REPORT

April 1, 1978 - March 31, 1979

During the year we negotiated the renewal of thirty-nine (39) existing contracts for supplies and also entered into five (5) new contracts. These contracts are in conjunction with the Ontario Hospital Association Purchasing Program.

Although most contracts contained a percentage increase we did have a decrease of 3% in disposable hypodermic needles which was very gratifying in that this item is used extensively in the hospital.

Some contracts contain a manufacturers price increase clause upon thirty (30) days notice but most of them are firm for the period of the agreement.

All items on the approved 1978-79 equipment list were purchased however we have not listed them as they will be reported by each department involved.

In May I was elected Secretary of the O.H.A. District Council #10 Purchasing Standing Committee for a two (2) year term.

In November I attended the Purchasing Section of the Annual Ontario Hospital Association Convention in Toronto and had the opportunity to view the new products and equipment on display by the various companies.

We anticipate the coming year to be a trying one and we look forward to being of service to each department in helping them live within their budgets.

At this time we would like to thank the Administrator, Department Heads and staff for their co-operation during the past year.

Respectfully submitted,  
O.D. Lockyer,  
Director of Purchasing.

## RADIOLOGY DEPARTMENT

### ANNUAL REPORT

April 1, 1978 - March 31, 1979

In this past year installation of the replacement x-ray table and fluoroscopic equipment was finalized and everything seems to be working well.

We encountered several processing problems during this period, most of which our Maintenance Department handled. One problem should be eliminated with a change of brands in processing chemicals. A quality control system has been introduced to aid in determining the cause of film density problems.

The silver recovery service was discontinued by the supplier due to the low volume of fixer. Several other reclaiming companies were contacted to supply this service but they also felt it was not worthwhile due to the volume. Should we experience an increase of a constant nature the service will be reinstated.

Due to a shortage of storage space for both x-ray films and reports, a locked cupboard on 400 floor was provided to house old ECG's and reports. Some old x-ray film was destroyed in accordance with P.H.A. regulations to provide room for current film files.

At the request of the Radiologists, films are now being sent for reporting on a daily basis, Monday through Friday, whenever possible. This has resulted in x-ray reports being available to Doctors faster than previously in most cases.

At the request of the Cardiologists, due to the change in the OHIP fee schedules, ECG reports are now received by collect telephone calls. Also at their request, transmission of ECG's for immediate reporting has been terminated after normal working hours. The procedure for ECG's done on emergency call-back now is that current tracings are compared with any previous tracings by the physician and technologist. This is one example where we may be of assistance by utilizing the cardiology training which the Hospital enabled us to receive.

Recently, to improve patient waiting conditions, and to provide patients with necessary information, we installed several signs in the x-ray area. They

have not been 100% effective as we have found that many patients don't bother to read them; however, there has been a beneficial result since installation.

Several cassettes were purchased this year enabling us to proceed further in our aim to reduce radiation to patients. An integral part of this goal is the formation of new technical exposure factors which have to be worked out and tested for new examination, body type and age group and while not complete as yet, they are well on the way. We also purchased a special gonad shield which attaches to the x-ray collimator and is in many cases more effective and comfortable than the patient lead apron.

It is with mixed emotions that I write my last annual report as Director of Radiology, St. Joseph's Hospital. I have enjoyed and shall certainly miss my work and my relationships with the hospital employees, the Medical Staff, Department Directors and the Board. I am confident that the support, co-operation and guidance I have received from all of these people will be given wholeheartedly to my replacement, Mrs. Hiusser.

Respectfully submitted,  
Mrs. T. Scott, R.T.R.,  
Technical Director,  
Director of Radiology.