

NEW JERSEY SANATORIUM FOR CHEST DISEASES

Glen Gardner, N. J.

RULES AND REGULATIONS

DUTIES OF

SUPERINTENDENT AND MEDICAL DIRECTOR

ADOPTED BY THE BOARD OF MANAGERS

September 19, 1955

The executive officer of the New Jersey Sanatorium for Chest Diseases shall be known as the Superintendent and Medical Director. He shall be subject to the rules and regulation adopted by the Board of Managers of the Sanatorium. The Superintendent and Medical Director shall act as secretary to the Board of Managers but shall not be a member of the Board.

He shall be responsible for carrying out the policies approved and adopted by the Board of Managers. All rules and regulations made by the Board are subject to approval by the Central Board of Control, and shall not conflict with any rules or regulations, statutes or policies established by the State of New Jersey.

He shall be responsible to the Board of Managers for the care and treatment of the patients. He shall be responsible for the direction and supervision of non-medical service functions; however, immediate responsibility for these activities shall be delegated as follows:

The medical service function shall be delegated to the Assistant Medical Director. The non-medical function shall be delegated to the Business Manager. (See attached Organization Chart.)

The Superintendent and Medical Director shall have full administrative authority.

The Superintendent and Medical Director, through the Assistant Medical Director and Resident Staff, shall be responsible for the direction and supervision of medical functions and treatment. This shall be accomplished through staff conferences and periodic visits by the Superintendent and Medical Director to the hospital wards. Medical and surgical treatment shall be in

conformity with the accepted/^{advanced} methods prevailing at the time. He shall establish and conduct such diagnostic and therapeutic clinics as are deemed necessary. These clinics are to be conducted on an ethical plane to aid the physician in the community and not compete with him.

"30:4-159. ADMISSIONS. Any person afflicted with tuberculosis or disease of the respiratory organs requiring prolonged convalescence may be admitted to the sanatorium if he shall have been a resident of the state for at least one year continuously next preceding his application for admission and nothing in this title contained shall be construed to prevent any person regularly accepted for treatment therein from receiving such treatment in the state sanatorium if he shall so desire. The physician's certificate required by sections 30:4-29 and 30:4-30 of this title shall set forth that the tuberculosis or disease of the respiratory organs will require prolonged convalescence. If the number of applications for admission to the sanatorium shall exceed available facilities for care and treatment, then preference shall at all times be given to applicants having tuberculosis or disease of the respiratory organs which is deemed to be of a curable nature. As amended L. 1940, c. 143, p. 308, Sec. 1; L. 1946, c. 253, p. 889, Sec. 1."

"Effective May 2, 1946."

RESIDENT OF STATE: See R.S. 30:4-49 to R.S. 30:4-55.

RESOLUTION passed by the Board of Managers on October 17, 1949:

"BE IT RESOLVED, by the Board of Managers of the New Jersey Sanatorium for Chest Diseases at Glen Gardner, that no person who is epileptic, feebleminded or psychotic shall be received for treatment at the Sanatorium unless the Superintendent

and Medical Director in his judgment and sound discretion determines that his mental condition is such that it will in nowise interfere with the treatment being afforded other patients in the sanatorium and his admission or commitment will not be incompatible with the welfare, health and recovery of other patients."

The Superintendent and Medical Director shall accept, refuse and discharge patients in accordance with the laws of the State and the rules of the Board of Managers, and the Department of Institutions and Agencies. He shall transfer patients to other institutions in accordance with the laws of the State, and the rules of the Board of Managers and the Department of Institutions and Agencies.

He shall be responsible for furnishing facilities necessary for the proper care and treatment of patients, which includes all equipment required for the ordinary care of the patients afflicted with diseases of the chest, etc. He shall be responsible for the condition of all physical property.

He shall be Approval Officer for the hospital

The Superintendent and Medical Director shall be the Appointing Authority and may employ, dismiss or suspend employees in accordance with the rules of the Board of Managers and the Civil Service Commission.

He shall be responsible for the health, welfare and safety of personnel and shall adopt such measures as he deems necessary in accordance with rules and regulations of the Department of Institutions and Agencies and the Department of Civil Service.

With the approval of the Board of Managers, he shall select all Department Heads, subject to the rules and regulations established by the Department of Civil Service.

He shall be responsible for the coordination of the various departments in the sanatorium.

The Superintendent and Medical Director shall prepare a budget for the approval of the Board of Managers, which will show the estimated daily average population; the estimated receipts of the sanatorium; and advise the amount needed from State appropriations. The budget shall show the expected expenditures in detail, and shall include salaries, materials and supplies, current repairs, and any other needed items. When approved by the Division of Budget and Accounting, this budget is then the Superintendent and Medical Director's authority for expenditure within the specifications contained in the budget. Necessary transfers within the institution's budget shall be made on recommendation of the Superintendent and Medical Director and within limits of the approved appropriation for the fiscal year, subject to the approval of the Department of Institutions and Agencies, and the Department of the Treasury. He shall supervise any anticipated plans for new construction, repairs, or additions and replacements that may become necessary, with the approval of the Board of Managers and the Department of Institutions and Agencies.

The Superintendent and Medical Director shall fix fees for x-rays of out-patients, subject to the approval of the Board of Managers.

He shall be responsible for the collection of any and all charges for patients as fixed by law.

The Superintendent and Medical Director shall report periodically (in writing) to the Board of Managers, and a copy of this report shall be sent to the Governor, each member of the Central Board of Control, and to the Commissioner of Institutions and Agencies. Usually, such reports shall be made monthly and contain a report on all medical, business, maintenance and extraordinary personnel matters that have occurred in the previous period.

He shall attend meetings of the governing bodies of the State or the Department and their committees as the hospital's authorized representative.

He shall cooperate with organized medicine as represented by medical societies and shall be a member of such societies (local, state and national.)

He shall be interested and active in health education and in the program of voluntary medical and public health organizations.