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NINETEENTH ANNUAL REPORT
OF THE
ANCORA PSYCHIATRIC HOSPITAL
FOR THE PERIOD ENDING JUNE 30, 1973

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Ancora Psychiatric Hospital

REPORT OF THE BOARD OF TRUSTEES

To: Robert L. Clifford
Commissioner
Department of Institutions and Agencies

This is the nineteenth Annual Report of the Board of Trustees of Ancora Psychiatric Hospital.

The Board wishes to express its appreciation for the Commissioner's visits, his leadership and support, along with the continuing cooperation and proven effectiveness of the hospital's Medical Director and Chief Executive Officer, Farrell R. Crouse, M.D.

The beginning of the fiscal year went into reorganizational structuring of the Board in which John S. McQuade, D.D.S., was unanimously reelected Chairman, Everett L. Jones, Esq., as Vice-Chairman and Corneil A. Cuomo as Secretary. Reappointments to Board membership were expedited and the Board welcomed J. Gardner Crowell for a three-year term to expire in June, 1975. The Board now has a complement of six members.

Full implementation of major on-going programs was carried out, dealing mostly with the highly successful Milieu Therapy initiated last year. In this program, patients were provided with additional funds of up to \$1.50 per patient per month from the Welfare Fund for extra treats and outdoor recreational activities which incurred praises from the patients and the staff administering them.

The other projects, Phase I of the Hospital Improvement Plan Program progressed smoothly into Phase II, whereby renovation and redecoration of patient areas were enhanced by the addition of furnishings, furniture and equipment in a continuing effort to match, as much as practicable, the home atmosphere and to contribute to the process of minimizing the dehumanizing aspects of institutionalization.

Public relations were given impetus in the light of adverse publicity during an election year. Several community mental health agencies were invited to attend our Board meetings as guests, during which time mutual problems were discussed, especially as it concerns the out-patient clinics and the future of community mental health centers. Dr. McQuade continued to serve on the State Mental Health Board.

Several awards and commendations were issued. The Food Service was cited for the State's recognition of its initiation of utilizing soy bean

protein which proved highly nutritious and enhanced patients' diets while reducing food costs. As the proud recipients of a trophy for the "best over-all appearance in competition with 45 other companies at the Newfield Dedication Ceremony", The Board awarded a plaque to the employee-sponsored Ancora Volunteer Fire Association and Ladies Auxiliary.

All employees were thanked for their donations to the Patients' Welfare Fund through the Combined Charities effort. A resolution was awarded to Dr. Townsend, husband of the late Matilda Townsend for her humanitarian service to our patients for a period of seventeen years. Mrs. Townsend was active in the formation of the Auxiliary, served as an officer and as an active volunteer since its inception.

As a consequence of our participation in community affairs, we were in turn the recipients of several commendatory letters from several individuals and groups, such as State colleges, community colleges, nursing schools, vocational schools, high schools and military establishments. The hospital hosted 350 Scouts and adult Scouters in a camporee which was deeply appreciated by the Camden County Council of the Boy Scouts of America.

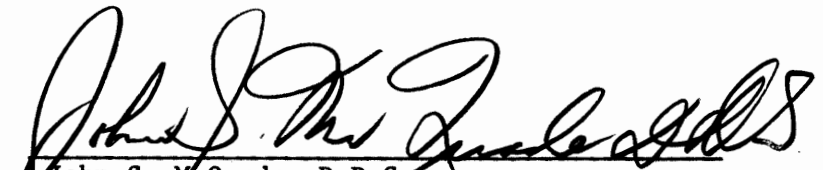
Other worthwhile projects were completed. New roads and markers were installed in a general improvement program for the hospital cemetery. The Multi-Faith Chapel was air-conditioned and ceiling lights installed. An appropriate plaque listing donors was purchased. A new hospital brochure was conceived and widely distributed to enhance community awareness of our services and purposes.

To insure compliance of Statutes and Administrative Orders, an on-going review is being undertaken of hospital policies and procedures for proper ratification and forwarded to appropriate departmental personnel wherever indicated. Reappointments to the Medical Staff and delineation of privileges were endorsed. The by-laws of the Board were reviewed in accordance with guidelines promulgated by the State Board of Institutional Trustees and the Joint Commission on Accreditation of Hospitals for psychiatric facilities.

An active recruitment drive had been started for needed personnel. Priorities were given to the Atlantic City Out-Patient Department, to medical and nursing departments and to the dire need for housekeeping positions. Our full quota for first year psychiatric residents has been met and other applications are pending.

In the area of labor relations, the ratification of union contracts has considerably lessened misunderstandings and friction so efforts are now possible to discuss mutual problems and aspirations in a more constructive and conducive atmosphere. Adverse publicity has simmered down as our public contacts increased.

In summary, the Board is in complete accord with the objectives and functions set forth by the State Board of Institutional Trustees and fully support the programs of Ancora's administration. The recent appointment of Martin H. Weinberg, M.D., as Director of the Division of Mental Health and Hospitals is hailed here as both timely and refreshing and a keen sense of optimism prevails as to his ability to help further our cause, especially in terms of budgetary support for our programs to insure reaccreditation by the Joint Commission on Accreditation of Hospitals.



John S. McQuade, D.D.S.
Chairman

ANCORA PSYCHIATRIC HOSPITAL
TABLE OF ORGANIZATION

DIRECTOR
Division of Mental Health and Hospitals

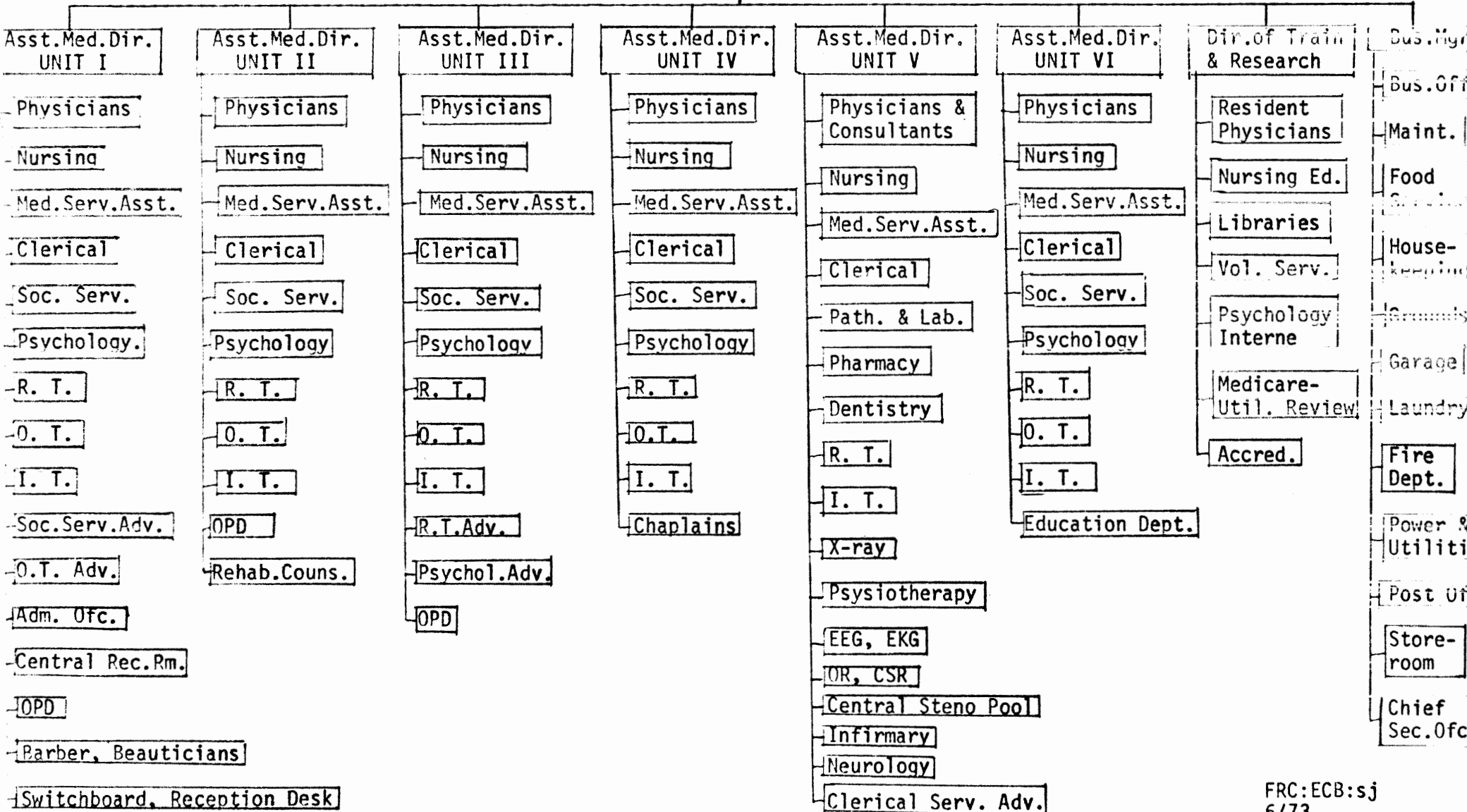
Personnel Director

Medical Director & Chief Executive Officer

Deputy Medical Director

Nursing
Advisor

Public Health
&
Sanitation



HOSPITAL POPULATION MOVEMENT

	<u>Unit I</u>	<u>Unit II</u>	<u>Unit III</u>	<u>Unit IV</u>	<u>Unit V</u>	<u>Unit VI</u>	<u>Total F.Y. 1973</u>	<u>Comparison with 1972</u>
First Admissions	315	489	562	-	71	70	1507	-292
Readmissions	265	680	693	-	51	18	1707	+ 86
Transfers-In	10	5	12	-	13	-	40	+ 14
Births	-	-	-	-	-	-	-	-
TOTAL ADMISSIONS	590	1174	1267	-	135	88	3254	-192
Returned from - Home Family Care	11	43	33	1	8	-	96	- 38
Unauthorized Leave	5	9	18	-	-	-	32	- 1
Med.-Surg.-Treatment	1	-	-	-	11	-	12	- 1
Discharged	544	939	1087	46	33	81	2730	-313
Discharged from - Home Family Care	19	75	42	30	-	-	166	+ 38
Unauthorized Leave	9	26	23	1	1	1	61	- 14
Med.-Surg.-Treatment	-	-	-	1	5	-	6	+ 3
Transfers-Out	10	13	12	3	9	-	47	- 22
TOTAL DISCHARGES	582	1053	1164	81	48	82	3010	-308
Released to - Home Family Care	23	141	48	33	-	-	245	- 21
Unauthorized Leave	14	36	42	1	1	1	95	- 13
Med.-Surg.-Treatment	1	-	-	1	18	-	20	+ 1
Deaths	17	62	64	90	3	-	236	- 3
Average Daily Resident Population	121	292	300	392	73	27	1205	- 41
Female	57	156	149	276	35	6	679	
Male	64	136	151	116	38	21	526	

MEDICAL DIRECTOR'S MESSAGE

The past year was the nineteenth of Ancora's existence. An outline of the major events which occurred will serve to illustrate the principles which guide the hospital administration and will point the way toward illustration of the programs visualized for the coming year.

The past year's activities were centered around changes in various programs which had as their goal, as always, the restoration of the patient's mental health and return to functional membership in his community. Heavy emphasis was placed on milieu therapy as exemplified by the conversion of large dormitories into smaller rooms in an effort to increase patient privacy and to approximate as closely as possible, in a hospital, normal surroundings.

Elevators are now operational in all patient areas. A two-phase project aimed at increasing patient welfare was instituted. Phase I involved the purchase of furniture and equipment, while Phase II involved the refurbishing and renovation of patient areas. The increase to \$1.50 per patient per month in the supplement to patient recreational activities from the Patients' Welfare Account was an important adjunct to this program. Recreation activities designed to promote social interaction and alleviate the frustrations inherent in any hospital environment met with a great deal of success.

An ad hoc committee on adjunctive therapy was named representing occupational, industrial and recreational therapy, library, volunteer services, the business division, nursing department, medical staff and training department. The function of this committee is to coordinate all patient related activities in an effort to provide an integrated therapeutic regime for each patient.

For the first time in this hospital, a concept which may be likened to "patient government" was instituted. The creation of a platform for the discussion of problems common to patients and hospital staff has proven to be an important motivational tool.

The housekeeping and sanitation problems inherent in an institution with a physical plant like Ancora's coupled with a rapid turnover of patient population remain vexing. A partial solution to these problems was realized by the formation of a housekeeping task force. While the availability of more personnel in this task force would enhance its effectiveness, we believe that the idea is a good one and should be continued. The housekeeping and sanitation problems will also be attacked by exercising the painful option of converting some institutional attendant positions into housekeeping positions.

Commissioner Clifford, Frank Musa of the Bureau of Community Health Services, Samuel Peronne of the Division staff visited the hospital and undertook an impartial evaluation of the entire hospital as a result of several critical articles in the press. Mr. Clifford returned at the conclusion of the evaluation by Mr. Musa and Mr. Peronne and discussed their findings and the implementation of their recommendations.

During the past year successful programs were continued and new programs were instituted; among the former were the acceptance of a new group of Resident Physicians for training, continuation of the hospital's Open House program, fostering good community relations and others. The latter included additions to the Continuing Medical Education Program and several changes in the Table of Organization aimed at streamlining administrative responsibilities.

Statistical analyses have always proven to be good indicators of Ancora's worth in terms of initiative, quantity and quality of service. While below those of the previous year, our admissions are still an impressive 3,254. The total intake in all categories reached 3,394 patients and releases totaled 3,370, excluding deaths. The total resident population as of June 30, 1973 was 1,174 and the average daily population for the year was 1,205 which is 41 less than the previous year. Seven-day commitments remain the most utilized (51%) followed by voluntary applications with 33%. Seven-day conversions to voluntary commitments amounted to 59%. The out-patient departments continued to provide after-care services to our family-care and discharged patients in addition to intake from the community whenever feasible. An active recruitment drive with mass advertising has been initiated to fill the vacancy for a qualified psychiatrist to head the Atlantic City clinic. The Burlington County After-Care Clinic was increased to a once-weekly program which included individual and group psychotherapy and counseling. The weekly clinic held at Cumberland County was phased out with the operational funding of the Cumberland County Mental Health Center which agreed to render follow-up services to out discharged patients in that region. Social Service contacts with relatives and community agencies reached a new high. Redeployment assured compliance with standards requiring a Master's Degree Social Worker in every Unit and made possible the assignment of a Social Worker in the Admission Office for the first time to obtain social histories of incoming patients.

Ancora was allocated no new positions in the fiscal 1973 budget. We believe that the approval of our requests for additional personnel for fiscal 1974 is vital to the continuation of successful programs and the addition of new programs. We are encouraged in this belief by the appointment of Martin H. Weinberg, M.D., as Division Director, whose leadership has been so sorely needed for so long.

HOSPITAL UNIT I(Burlington County and outside Ancora
catchment area)

During the 1972-73 fiscal year, Ancora Psychiatric Hospital admitted 3,254 patients which represents a decrease of 192 over last year's total; this again was made possible through a concerted effort by the Out-Patient Clinics. Of this total, 1,507 were first admissions, representing a decrease of 292 over last year. There were 1,707 readmissions, which represents an increase of 86 over last year's number. There were additionally, 40 patients transferred in from other State institutions.

Of the hospital's 3,254 admissions, there were 18% admitted to Hospital Unit I (Burlington County and outside Ancora catchment area); 36% to Hospital Unit II (Atlantic, Cape May and Cumberland Counties); 39% to Hospital Unit III (Camden, Gloucester and Salem Counties); 0% to Unit IV (Geriatrics); 4% to Hospital Unit V (Medical-Surgical); and 3% to Hospital Unit VI (Children's Unit).

Total additions to the hospital census during the year were 3,394 as follows:

First Admissions	1,507
Readmissions	1,707
Transfers-In	40
Returned from Home Family Care	96
Returned from Unauthorized Leave	32
Returned from Medical-Surgical Treatment	<u>12</u>
Total	3,394

Total releases from the hospital census during the year, excluding deaths, were 3,370, as follows:

Discharged	2,730
Transfers-Out	47
Released to Home Family Care	245
Discharged from Home Family Care	166
Released to Unauthorized Leave	95
Discharged to Unauthorized Leave	61
Released to Medical-Surgical Treatment	20
Discharged from Medical-Surgical Treatment	<u>6</u>
Total	3,370

This year's total number released on Trial Visit was 2,803.

HOSPITAL UNIT I (continued)

As of June 30, 1973, there was a resident population of 1,174 patients. These 1,174 patients were in residence in six Hospital Units as follows:

<u>Hospital Unit</u>	<u>Number of Residents</u>	<u>Percentage of Resident Population</u>
I (Regionalized)	104	9
II (Regionalized)	281	24
III (Regionalized)	293	25
IV (Geriatrics)	398	34
V (Med.-Surg.-Neuro.)	67	6
VI (Children's Unit)	31	2
	<u>1174</u>	<u>100%</u>

The average daily population for Unit I was 121.

Specialized programs and seminars have been developed for and presented to community and school groups (nursing, social sciences, future physicians, psychology, governmental agencies, volunteers and police). There has been on-going communications and meetings with mental health groups. There was increased activity with outside agencies to provide follow-up, training and financial support for the released patients.

The Burlington County Out-Patient Clinic is held every Tuesday at Mount Holly and has been providing care to 164 discharged patients. Care is provided by a physician, psychologist, social worker, and public health nurse. The treatment provided is individual therapy, emergency care, pharmaco-therapy controls, group therapy and home follow-up where needed (in addition to clinic days, this service is provided during the week by the public health nurse). The clinic scheduled 1,442 appointments and 1,198 patients were seen during the year.

In addition to performing in an advisory capacity, the Occupational Therapy Advisor spent considerable time in resolving problems, training Occupational Therapy personnel and in setting up programs. In the Unit I Occupational Therapy Program there were 400 newly admitted patients, 1 from Unit II; 1,067 were accommodated plus 1 from Unit II during the year, and there were 14,066 treatment hours. The Recreational Therapy Program had a total patient attendance of 5,099 at 651 schedule activities. This program was greatly enhanced by the parties sponsored by the Board of Trustees. Industrial Therapy had 312 patients participate in the program.

The Social Service Advisor had 1,172 patient, collateral and inter-agency contacts. In addition, she is supervising the Unit I social workers, providing training to the Hospital social workers, resolving problems and is setting up new programs. The Unit social workers had 5,675 patient and collateral contacts. The homes and patients in the Home Family Care program are visited on a regular basis, and the patients are referred to Welfare when they have made a satisfactory adjustment outside the hospital. A new dimension has been added, with a Social Worker taking histories in the Admission Office and arranging for other families to come in and provide supplemental patient information.

HOSPITAL UNIT I (continued)

The Psychologist has provided group therapy on 140 occasions which has provided care to 2,000 patients, held 40 group psychotherapy sessions for a total patient attendance of 400, and 300 in-patient psychological evaluations.

The Admission Office, Reception Desk, Switchboard, Print Shop and Unit Record Room have functioned smoothly even under stress situations and have provided excellent service.

The Central Record Room has been able to remain current with its daily work despite increased work loads and changes in personnel. The Nursing Department has encountered some problems due to labor relation demands and staff shortages. To alleviate these problems on-going staff training has been provided to increase staff awareness and capabilities.

HOSPITAL UNIT II

(Atlantic, Cape May and
Cumberland Counties)

This Unit of 366 beds had an average daily resident population of 292 during the past year.

On July 17, 1972, Dr. Barb, Assistant Medical Director of Unit II, transferred to the Camden Out-Patient Clinic, at which time Dr. N. Gujrathi assumed the duties of Acting Assistant Medical Director of this Unit. On October 3, 1972 W. Wilson Wren, M.D. joined the staff and became Assistant Medical Director of Unit II.

The Out-Patient Clinic continues to function out of the facilities at 1601 Atlantic Avenue, Atlantic City, New Jersey. It is continuing to provide post-hospitalization, after care of patients discharged from this hospital and Home Family Care supervision. The pre-hospitalization preventive care has recently been curtailed due to the lack of a permanent psychiatrist.

The weekly visits to Cumberland County were discontinued on December 6, 1972 when the Cumberland County Guidance Center took over follow-up care for Ancora patients from that county.

The Unit Social Workers had a total of 3,017 patient contacts, 659 contacts with relatives and 1,512 referrals to community resources. The Psychology Department performed 112 individual psychological evaluations, 331 individual psychotherapy and counseling sessions and 84½ hours were given in family counseling.

There were 116 patients newly assigned to the Industrial Therapy Program during the year. The following is the total patient participation in Occupational Therapy Programs operated in Unit II at the end of the year:

Unit I	1 patient	32 hours
Unit II	591 Patients	15,382 hours
Unit III	64 patients	2,512 hours

HOSPITAL UNIT II (continued)

Also 47 patients participated for a total of 2,697 hours in the Unit III Occupational Therapy Program.

Environmental changes occurred in August 1972 when the elevators which were installed in Birch and Larch Halls were put into use. This proved to be most valuable as it allowed food service to take meals directly to the wards. It also enabled nursing personnel to transport patients on stretchers and in wheelchairs between first and second floors and the tunnel area without subjecting them to hazard of possible injury while going up and down the stairs.

Dormitories of two wards within the Unit were converted into seven rooms per dorm with four beds per room. Milieu Therapy has been carried out under the direction of nursing and has been very successful through the provision of monies from the Patients' Welfare Fund.

A patient activities program has been initiated in Unit II involving Nursing, Occupational Therapy, Recreational Therapy, Industrial Therapy and the Psychology Department. This program provides a more intensive type of therapy and has been coordinated so that it involves every patient in one area or another. Also, school programs for both retarded and psychotic patients have been reinstated for our patients in conjunction with the school program in Unit VI.

A building emergency cart was improvised for usage in cases of emergency until the crash cart arrives from the Main Building. This cart contains everything which might be needed in any type of an emergency situation.

In the Spring of 1973, the original visiting area in the lobby section of Larch Hall was renovated for the purpose of utilizing this area as the Record Room, Steno Pool and Secretary's Office. This has already proved to be a more efficient arrangement. There is now adequate space and better supervisor is provided. The backlog in the Steno Pool and Record Room which has existed throughout the year due to vacancies is now being diminished.

HOSPITAL UNIT III

(Camden, Gloucester and Salem
Counties)

The average daily resident population was 300 during the past year. Unit III had 1,267 admissions during the year.

The Out-Patient Department, in addition to increasing the efficiency of the department by revision of several procedures both clerical and clinical, has conducted 3,997 patient interviews during the past year. This reflects a 36% increase over the number of interviews conducted last year.

The Unit social workers conducted 3,807 patient interviews reflecting a 15% increase over last year.

HOSPITAL UNIT III (continued)

The Psychology Department had 185 individual psychological evaluations, 31% less than last year; it provided 803 patient hours of individual psychotherapy, reflecting an increase of 20%; it provided 1,606 patient hours of group psychotherapy, reflecting an increase of 7%. This reflects more time with more patients.

In Occupational Therapy 708 patients participated in 19,924 hours of therapy. These figures included many very short-term patients. The average attendance daily is 55 in this program.

Within the Unit there were 373 recreational therapy meetings serving an attendance total of 9,600 Unit patients.

In addition to providing skilled nursing care for an average daily census of 300 patients, the Nursing Department provided orientation and training for 8 affiliating groups of students from various colleges, hospitals and high schools in the community. The rearrangement of staff to provide more on second shift has resulted in better supervision on the wards.

Milieu therapy subsidized by patients' welfare funds continues to be beneficial to the patients in providing expanded social and recreational activity. A patient government was instituted in Cedar Hall which provided a platform from which patients are able to discuss problems related to their environment and care. From this organization evolve work assignments by and for patients to improve cleanliness of wards and cooperation in daily ward activities; such as making beds. The benefits include a greater awareness of individual responsibility.

Instituted during the year was a pilot program of records keeping wherein progress notes by all disciplines are entered, handwritten, into the patients' ward charts. This tends to eliminate a great deal of duplication in the handling of patient information.

The Unit continues to maintain a healthy public relations policy of providing tours and speakers to any and all community groups who tender their requests to the Medical Director.

HOSPITAL UNIT IV

(Geriatrics)

The average daily resident population was 392 during the past year in this 434-bed Unit. At the end of the fiscal year there were 420 patients in residence in this Unit. There were 157 transfers to the Medical-Surgical Unit and 78 patients returned to this Unit from the Medical-Surgical Unit. One hundred and seventy-five patients from other hospital Units were transferred to this Unit during the year.

HOSPITAL UNIT IV (continued)

The Social Service Department had 1,854 patient and collateral contacts and 1,990 consultations and conferences with medical, professional and community services. The total number of Unit IV patients who participated in the Occupational Therapy Program was 118; the participation reflected 17,912 patient-hours. In Recreational Therapy there were 20,588 patients attending for a total of 622 meetings.

Religious services were conducted throughout the year as scheduled by hospital full and part time chaplains. This hospital was without the services of a full time Protestant Chaplain for the entire fiscal year (1972-73). The Reverend Fred Buker was interviewed for this position in February 1973; he is expected to start employment July 2, 1973. Father Robert Craven was appointed Acting Director of Chaplain Services in November 1972 and is to be commended for his devotion to duty in meeting the religious needs of all patients regardless of their faith.

The Unit Record Room experienced some backlog during the year due to the still existing vacancy of a Clerk Transcriber position.

HOSPITAL UNIT V

(Medical-Surgical-Neurological)

The average daily resident population was 73 during the past year.

The Laboratory reported a total of 140,780 tests. There were 237 deaths during the year and the autopsy rate was 43.06%. The Pharmacy filled 37,096 prescriptions. The Dental Department recorded 5,422 patient visits. The X-ray Department completed 13,114 exposures on 6,052 patients and 595 employees.

The Physiotherapy Department administered 6,025 treatments to 473 patients. The Electroencephalography Department performed 3,633 Electrocardiograms and 326 Electroencephalograms.

The Operating Room reported 46 major and 46 minor operations were performed during the year. The total anesthetics administered was 83. There were 2,500 patients treated in the various Medical Specialty Clinics. The Neurology Department examined 235 patients in consultation and treated 72 in-patients.

The Unit Record Room and Steno Pool remained on a current basis.

HOSPITAL UNIT VI

(Children's Unit)

The average daily resident population in this Unit was 27 for the past year. There were 70 admissions, 18 readmissions, 81 discharges and 2 transfers into this Unit.

The Social Service Department reported 580 patient interviews, 726 patient counseling, 810 collateral contacts with relatives and friends, 610 collateral contacts with the Division of Youth and Family Services and 565 collateral contacts with outside agencies and professional personnel.

A total of 99 patients participated in the Occupational Therapy Program for a total of 4,767 hours. The total treatments administered was 3,721 with an average of 15 patients seen daily. The Occupational Therapy Program for the adolescents presently consists of three one-hour sessions in the morning and one and one-half hour sessions in the afternoon. These programs are held in the Cedar Hall classrooms.

During the fiscal year the Psychology Department completed 47 psychological evaluations based upon test batteries which included a total of 174 individually administered tests. Approximately 158 hourly sessions were spent in individual psychotherapy while 23 group psychotherapy sessions were conducted.

Patient attendance in Recreational Therapy for the year totaled 13,102 with 1,320 scheduled meetings.

Highlights of recreational activities for the year included: trips to Campbell Soup Company Museum in Camden; the beach in Margate, Ventnor and Brigantine; the Steel Pier in Atlantic City; Bass River State Forest; the Atco National Bank; Radio City Music Hall; Clementon Park; Belleplains Park; Lake Absegami; Storybook Land; New Hope, Pennsylvania; Parvin State Park; Valley Forge; the Philadelphia Zoo; the Bridgeton Zoo; shopping trip to Cherry Hill Mall and Echelon Mall; Six Gun Territory; Longwood Gardens; Batsto; and various hospital activities were held for these children.

A donation of \$500 was received from the Turrell Fund for the fiscal year 1972-73 to be used for the indigent children and adolescents. An additional amount of \$300 was received in May 1973 which enables these children to purchase Occupational Therapy Projects which they make during the year.

The first Ancora Summer Camp Program funded under E.S.E. Title I ended in August 1972. The Camp Program involved the patients camping out on assigned nights. During daytime hours, recreational activities, remedial reading and math and home economics courses were available to the children. The winter program officially began on September 1, 1972. A more concentrated effort was made to include more of the 17 to 20 year-old patients from the other buildings in this program. The first annual Camp Awards Programs was held in August 1972 with an all night camp session for the children.

Educational trips were utilized to supplement classroom instruction. These were planned and scheduled for individual classes and for the entire student body. The Education Department reported a total of 10,727½ student hours for 332 participating patients.

DIVISION OF TRAINING AND RESEARCH

There were 4 residents in training during the past fiscal year. One resident successfully completed his psychiatric training; 1 resident joined our medical staff; one terminated upon completion of training. Three residents remain in training as of June 30, 1973. Thirteen applicants were interviewed during the year and 10 were accepted for training in July 1973.

The Residency Training Program Manual was completely revised during the year. The Residency Training Program was revised to conform with the 1972 "Guide for Residency Programs in Psychiatry and Neurology". The Psychiatric Residency Training Program was surveyed on November 6, 1972 by Dr. George E. Farrar, Representative of the Council on Medical Education. As a result of this survey, the Residency Review Committee for Psychiatry and Neurology representing the American Board of Psychiatry and Neurology and the Council on Medical Education, approved the continuation of our training program for another three years, May 1, 1973 to May 1, 1976. With the receipt of this notice of approval, Ancora will have completed 18 years of continuous full accreditation for Psychiatric Residency Training.

During the past year the first Continuing Medical Education Program was developed in conjunction with Hahnemann Medical College. Physicians attending the sessions in this program received credit from the American Academy of Family Practice. The second Continuing Medical Education Program in Medicine developed in conjunction with the Academy of Medicine of New Jersey during the past year and credit was also granted for this series.

In addition to our standard affiliations, centralized residency training programs, Menlo Park Child Diagnostic Center, Trenton Psychiatric Hospital, the program was up-graded by the addition of affiliations at the following institutions: Camden County Guidance Center affiliations, Our Lady of Lourdes Hospital Affiliation and the Ancora Out-Patient Clinic affiliation.

There was a total of 10 employees in training during the past year at local community colleges who were granted scholarships by the Nursing Scholarship Committee. Four of these students are in their first year of training and 6 students graduated. The Nursing Scholarship Committee approved 5 candidates for Program II for the Fall of 1973.

Two attendants began the Attendant-LPN Program in September 1972 and will completed the program in September 1973. Three attendants began LPN training in February 1973 and 3 attendants will begin LPN training in September 1973.

Eighty-five attendants entered the three-week orientation course during the 1972-73 fiscal year. There were seven cycles conducted. This level of training continued to function effectively throughout the year. Students successfully completing the training were assigned to the clinical areas.

The Medical, Patients' and Nurses' Libraries continued to expand over the past year. The Medical Library had 7,167 books at the close of the year, the Nurses' Library had 911 and the Patients' Library had 6,123.

DIVISION OF TRAINING AND RESEARCH (continued)

The Suicide Prevention Telephone Service continued to function with 24-hour coverage. During the past year 108 calls were received by this Ancora Psychiatric Hospital service.

During the past year the Ancora Auxiliary provided 12,308 hours of service to the patients. The regular trips of the Canteen Cart to patient areas brought total sales of \$14,009.08. Included in the total hours contributed by the volunteers were 1,718 hours in the Clothing Room where good used clothing was provided free to 1,469 patients.

On May 21, 1973 the annual Medicare compliance survey was held and we were then informed this hospital is in compliance with Medicare regulations and requirements as listed under the Conditions of Participation.

Physicians on the Utilization Review Committee reviewed 664 charts during the year and 484 Medicare patients were reviewed regarding recertification; 148 Medicare charts were processed for Blue Cross.

PERSONNEL DEPARTMENT

The organization changes referred to in the Annual Report for the Fiscal Year 1971-72 proved to be of great benefit to this Department during the past year. For about two months during the fiscal year the clerical staff was reduced by 40% because of a resignation and transfer. The staff is now functioning with a full staff; both professional and clerical.

During the Fiscal Year 1972-73 the Promotional and Reclassification System became permanent. The system was replaced by a new one which has yet to begin functioning in an organized manner. Under the new system the Department of Civil Service will make all reclassification and promotional decisions while the hospital will provide what is in effect clerical support.

The Employee Performance and Evaluation System is now an accomplished fact. Job descriptions and standards have been prepared for all classified employees of the hospital. Salary increment recommendations have been made on the basis of these distributions and it appears that the program has developed no problems.

The hospital is able to keep most vacancies filled most of the time. Turnover remains a problem, but during the past year our recruiting efforts have been successful. It remains difficult to fill Registered Nurse positions, but Graduate Nurses and Head Nurses are easy to recruit at the present time.

The Ancora Combined Charities Committee has not yet held its annual meeting. However, two checks were issued in the amount of \$300.00 each, in order to meet the state-wide campaign for the American Cancer Crusade. Our checks were sent to the Camden County Unit and the Atlantic County Unit.

BUSINESS DIVISION

A team of State Auditors is at this hospital to audit the fiscal records through April 30, 1973. It is estimated they will be here for approximately two to three months. A representative of the C.P.A. firm Touche Ross and Company was in to discuss a cost survey of our records in order to establish standards which should result in more revenue from Federal sources. As a result of this proposed survey, Central Office advised us that they are recommending a temporary position of Accountant III to maintain this cost system.

The Security Department, which recently became administratively responsible to the Business Department, gave 24-hour coverage to the hospital grounds during the past year. The Department's activities included 567 general police investigations, 19 criminal investigations and 154 traffic investigations. In its identification work the department recorded fingerprinting and photographing 3,553 patients, 414 employees and 279 student nurses.

The Fire and Safety Department conducted 179 accident investigations, answered 52 fire calls, held 24 orientation classes and held 3 unannounced fire drills during the past year.

A report was received from the Fire Marshal's Office of an inspection of our Medical-Surgical Unit. The report indicated that a number of deficiencies existed under Life Safety Code #101. These deficiencies were brought to the attention of Central Office who will try to make funds available to rectify these conditions.

The Food Service Department continued providing a high standard of service, but again considerable difficulty has been encountered due to the lack of sufficient employee and patient help. To overcome these problems, it has been necessary to use considerable overtime to provide the necessary services. During the year the Food Service Department began utilizing Soy Protein in our food preparation. This highly nutritious preparation has gone a long way to reflect a reduction in our high meal costs.

The Vehicular Garage has operated as in the past in the quonset hut type building which is most inadequate for these activities. A budget request again has been made for these buildings but was not approved.

The Grounds Department which has been handicapped by the lack of sufficient help has had great difficulty in maintaining the hospital grounds. A used Fox Sander which was purchased from the Transportation Department was completely disassembled, sandblasted, repaired and repainted and made ready for use as the need arises. A request was made of the Transportation Department through Central Office to have the depressed areas at the entrance steps to most of our buildings repaired. This was requested in December 1972 but no action has yet been taken. The concrete grave markers at the Hospital Cemetery were completed, name plates set in, and final grading and seeding completed. In conjunction with this beautification, a new access road to the cemetery was made by our hospital personnel.

BUSINESS DIVISION (continued)

The Laundry processed a total of 4,932,202 pounds of which 61.5% was for this hospital, the remainder was for Vineland State School, Vineland Soldiers' Home and Leesburg Prison Farm. As has been reported previously, this Laundry has encountered considerable difficulty in getting sufficient inmate personnel from Leesburg Prison Farm, making it impossible on numerous occasions to supply other hospitals with clean linen. It has been necessary for us to notify the other institutions we serve to send their soiled linen out to a commercial laundry as it has been impossible for us to process it.

The Building Service Department operated the ward linen rooms and provided clothing and linen as required. The Housekeeping Task Force, which is an important segment of the Housekeeping Department, has done the hospital's heavy cleaning. Numerous additional requests have been made by the various hospital units but have been refused due to the heavy workload of this Unit. These problems have been encountered due to the fact that the Nursing Personnel who formerly did this work have been advised that certain aspects of their cleaning chores are not part of their regular duties. This refusal by the nursing personnel has resulted in the requests being made of the Housekeeping Department which is not sufficiently staffed to take on these additional duties.

During the year, our Maintenance Department, in addition to the routine maintenance, completed the following projects: the replacement of the Service Building Sanitary Drain Lines in the patients' cafeteria which resulted in a major renovation; the completing of the conversion of the shower rooms in Evergreen Hall, formerly the Student Nurses' home, which has been converted to small apartments for married employees; and the completing of the toilet rooms in Birch and Cedar Halls.

During the fiscal year, the two wells that have supplied the hospital with water broke down and it was necessary to connect on a temporary basis to the new well that has been dug to supply us with water. Funds have been requested to rehabilitate Well #4 and other funds were requested to have Well #5 replaced. At the present time, the hospital is being supplied by one well which is new and not working properly, inasmuch as it is pumping sand and at the present time nothing has been determined as to the cause of the problem.

The Division of Building and Construction notified the roofing company who was making the emergency roof repairs on our buildings to cease his repairing as the work he has done on several of the building resulted in more leaks than there were before he started. The contract was terminated by the Division of Building and Construction and it is very probable that this will go into litigation. In the meantime, a new consultant has been hired by the Division of Building and Construction to recommend the best way of handling this problem. It was recommended that the roofs on five patient buildings be immediately replaced and the remaining roofs be replaced within the next several years.

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