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TWENTIETH ANNUAL REPORT
OF THE
ANCORA PSYCHIATRIC HOSPITAL
FOR THE PERIOD ENDING JUNE 30, 1974

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ANCORA PSYCHIATRIC HOSPITAL
REPORT OF THE BOARD OF TRUSTEES

To: Ann Klein, Commissioner
 Department of Institutions and Agencies

The is the twentieth Annual Report of the Board of Trustees of Ancora Psychiatric Hospital.

The Board wishes to express its appreciation to Commissioner Klein for her leadership and support, especially her efforts which resulted in the restoration of a significant amount of money originally deleted for the hospital's Fiscal 1975 Budget.

The Board also wishes to express its appreciation to Martin H. Weinberg, M.D., Director, Division of Mental Health and Hospitals, for his dynamic leadership and support of Ancora's programs.

Finally, the Board wishes to express its opinion to the effect that Farrell R. Crouse, M.D., Medical Director and Chief Executive Officer, has continued to serve the needs of the patients and employees of the hospital in a dedicated manner.

At the beginning of fiscal year 1975, the Board undertook its annual reorganization. Everett L. Jones, Esq., was unanimously reelected Chairperson; Ruth J. Madara was unanimously reelected Vice-Chairperson; and Corneil A. Cuomo was elected Secretary.

During the course of the past fiscal year, Mrs. Dorothy B. McGlade was appointed a member by the State Board of Institutional Trustees to fill the unexpired term of Mrs. Ruth A. Schlesinger.

The eminently successful Milieu Therapy program, initiated two years ago, was continued with the financial support of the Board. The various medical components of the hospital report that social events paid for out of Milieu Therapy funds are among their most successful programs.

Phase II of the Hospital Improvement Program continued under the leadership of Mrs. Madara, with patient lounge areas completed in hospital units III, IV, V, and VI. The Medical Director has expresses the opinion that the Hospital Improvement Program has been a therapeutic as well as an aesthetic success. At the present time the Board is seeking competitive bids for the replacement of all black and white television sets in patient areas with color sets. As part of the same program, the Board plans to have installed a new and more effective antenna system. During the course of the last year, the Board has had installed in the Anchorage a new floor, grill and an NFPA approved fire extinguishing system.

The Board voted the 1974 Humanitarian Award to Ruth J. Madara. Mrs. Madara was cited for planning, organizing and carrying out the Board's Hospital Improvement Program.

The Board gave a savings bond to Dorothy LoSasso, R.N., in recognition of her election as Ancora's Employee of the Year. The Board recognized Mrs. Irene Lounsberry for having won an employee suggestion award of nearly \$1,000 for a suggestion which will save the State of New Jersey approximately \$10,000 a year.

In February 1974 the Hospital was surveyed by a team from the Joint Commission on Accreditation of Hospitals. It is noted that Ancora was the first hospital in New Jersey to be surveyed as a psychiatric facility under the standards promulgated by the newly formed Council on Psychiatric Facilities of the Joint Commission on Accreditation of Hospitals. The hospital received a one year accreditation. It is the belief of the Board that the primary reason for the receipt of a one rather than a two year accreditation was the fact that the recommendations in the report of the State Fire Marshal on the survey conducted by his office in November 1973 had not be implemented. While the hospital had other deficiencies, those deficiencies can only be characterized as insignificant in comparison with its failure to meet National Fire Protective Association standards. The correction of the deficiencies noted by the office of the Fire Marshal will be a major financial undertaking. The Board urges that funds for this undertaking be provided as rapidly as possible, because continued accreditation depends on meeting NFPA standards; and the Board feels that a fully accredited hospital can best serve the needs of the patients for whose care it is responsible.

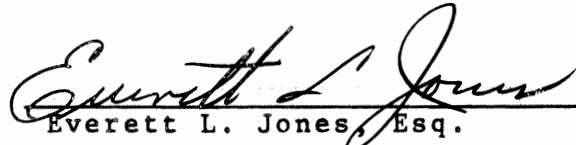
At the request of the Reverend Fred Buker, the Reverend Robert Craven and Rabbi Seymour Rosen, Protestant, Catholic and Jewish Chaplains respectively, the Board authorized the hiring of an organist and choir director for the Chapel. The Chaplains report that the addition of music to religious services has been a significant addition.

The Board noted with approval and commendation the revised format for the hospital's 19th Annual Open House. For the first time, community agencies concerned with mental health in Ancora's catchment area were invited to participate in our Open House in an effort to demonstrate to the public that the hospital, while large and highly visible, is one of many mental health resources in south Jersey. The new Open House format was successful and will be repeated next year.

The Board unanimously supported Commissioner Klein's proposal to house Leesburg prisoners on the grounds and voted a conditional approval of the proposal pending review of the final details of the plan.

The Board wishes to indicate its appreciation to Deputy Commissioner Robert E. Mulcahy for his detailed and lucid explanation of the Commissioner's proposal at its June 1974 meeting. Deputy Commissioner Mulcahy's presentation did much to allay the fears of the community residents who attended the meeting.

To sum up, the past fiscal year has been a time of change for this hospital. The overwhelming majority of the changes that have taken place have been beneficial and it is hoped that the Department of Institutions and Agencies and the Division of Mental Health and Hospitals will continue to work in concert with the Board in aid of maintaining the high reputation of Ancora Psychiatric Hospital in the field of mental health.



Everett L. Jones, Esq.
Chairman

DIRECTOR
Division of Mental Health and Hospitals

Board of Institutional Trustees

Ancorage

Welfare Fund (Patients)

Medical Director and Chief Executive Officer

Personnel
Department

Security
Department

Administrative
Assistant

Deputy Medical Director

Environmental
Health and
Sanitation

Medical Audit

Nursing Advisor

Nursing Education

Nursing Audit

Asst. Med. Dir.
UNIT I

Physicians

Nursing

Med. Serv.
Asst.

Clerical

Soc. Serv.

Psychol.

O. T. Print
Shop

R.T.

O.T. Advisor

Soc. Serv. Adv.

Adm. Ofc.

Cent. Rec. Rm.

OPD

Barber, Beauticians

Switchboard,
Reception Desk

Asst. Med. Dir.
UNIT II

Physicians

Nursing

Med. Serv.
Asst.

Clerical

Soc. Serv.

Psychol.

O.T.

R.T.

Rehab.
Counselor

OPD

Asst. Med. Dir.
UNIT III

Physicians

Nursing

Med. Serv.
Asst.

Clerical

Soc. Serv.

Psychol.

O.T.

R.T.

R.T.
Advisor

Psychol.
Advisor

OPD

Accreditation

Asst. Med. Dir.
UNIT IV

Physicians

Nursing

Med. Serv.
Asst.

Clerical

Soc. Serv.

Psychol.

O.T.

R.T.

Chaplains

Asst. Med. Dir.
UNIT V

Physicians

Consultants

Nursing

Med. Serv.
Asst.
Clerical

Soc. Serv.

Path. & Lab.

Pharmacy

Dentistry

R.T.

X-Ray

Psychotherapy

EEG, EKG

OR, CSR

Infirmery

Neurology

Utilization
Review

Asst. Med. Dir.
UNIT VI

Physicians

Nursing

Med. Serv.
Asst.

Clerical

Soc. Serv.

Psychol.

O.T.

R.T.

Education
Department

Volunteer
Services

Assoc. Dir. of
Training and
Research

Resident
Physicians

Libraries

CME

Medicare

Business Manager

Business Office

Maintenance

Food Service

Housekeeping

Grounds Dept.

Garage

Laundry

Fire Department

Power & Utilities

Post Office

Storeroom

HOSPITAL POPULATION MOVEMENT

	Unit <u>I</u>	Unit <u>II</u>	Unit <u>III</u>	Unit <u>IV</u>	Unit <u>V</u>	Unit <u>VI</u>	Total F.Y. 1974	Comparison with 1973
First Admissions	379	435	526	-	57	88	1485	-22
Readmissions	260	633	650	-	54	36	1627	-80
Transfers-In	3	14	7	-	-	-	24	-16
Births	-	-	-	-	-	-	-	-
TOTAL ADMISSIONS	642	1082	1183	-	111	118	3136	-118
Returned from -								
Home Family Care	17	33	40	2	1	-	93	-3
Unauthorized Leave	10	15	27	1	1	1	55	+20
Med.-Surg.-Treatment	2	-	-	1	26	-	29	+17
Discharged	582	928	1062	50	48	121	2791	+61
Discharged from -								
Home Family Care	10	79	15	17	-	-	121	-45
Unauthorized leave	19	31	32	2	-	2	86	+25
Med.-Surg.-Treatment	-	-	-	-	3	-	3	-3
Transfers-Out	2	11	7	-	2	-	22	-25
TOTAL DISCHARGES	613	1049	1116	69	53	123	3023	+13
Released to -								
Home Family Care	25	85	58	22	-	-	190	-55
Unauthorized Leave	29	48	60	2	1	3	143	+48
Med.-Surg.-Treatment	2	-	-	1	34	-	37	+17
Deaths	22	36	56	68	1	-	183	-53
Average Daily Resident Population	119	271	280	393	70	35	1168	-37
Female	50	153	130	277	36	12	658	
Male	69	118	150	116	34	23	510	

MEDICAL DIRECTOR'S MESSAGE

The most significant event at Ancora Psychiatric Hospital during the past year was the survey and subsequent accreditation by the Joint Commission on Accreditation of Hospitals. For the first time in its history Ancora received a one rather than a two year accreditation. We believe that the one year accreditation was a result of at least two factors, the most significant of which was the existence of a report of the State Fire Marshal's office indicating that the hospital did not meet many of the National Fire Protective Association standards. This report was received by the hospital approximately one week before the accreditation survey. In addition, Ancora was the first hospital in New Jersey to be surveyed under standards of the newly formed Psychiatric Council of the JCAH. We are working with the office of the Division Director and the Division of Building and Construction in an effort to correct the deficiencies noted in the State Fire Marshal's report. Hopefully Ancora will receive a two year accreditation when it is next surveyed.

After a long recruiting effort, the hospital was able to find a qualified psychiatrist to head the Atlantic City Out-Patient Clinic. Nandkishor Gujrathi, M.D., a psychiatrist formerly assigned to hospital Unit II, assumed the duties of Chief of the Atlantic City Out-Patient Clinic on May 1, 1974.

Ancora, along with the rest of the nation, survived the energy crisis of late 1973 and early 1974. The entire staff of the hospital is to be commended for the efforts put forth to save on fuel oil, gasoline and electricity. The one beneficial effect of the energy crisis was that it was an excellent object lesson on how to get along with less, a lesson very valuable in a period of rising costs if patient care is not to suffer.

The hospital is very proud of the 19th Annual Open House, held in May 1974. For the first time we asked various community agencies interested in mental health to participate with us in Open House and to help us portray Ancora as one of many inter-related mental health resources. We feel that this year's Open House has gone a long way toward dispelling the image of the yellow brick "insane asylum" out in the woods.

In April 1974, Leo L. Sell, M.D. transferred from Ancora to the staff of the Division Director as Assistant Director, Community Mental Health Services. Dr. Sell, who had served as Director of Training and Research, has been and will be sorely missed. Engracio Balita, M.D., Deputy Medical Director has assumed the duties of Director of Training and Research.

The position of Protestant Chaplain, vacant for more than a year, has been filled by the Reverend Fred Buker. This means that the hospital has a full component of chaplains and that the religious program can make a greater contribution to the therapeutic milieu.

During the course of the past year, a new system of patient charts has been put into effect. Briefly, the system entails the use of a single chart rather than a "ward chart" and a "record room chart" as in the past. The new system has been made possible by concentrating on making as many chart entries as possible by hand. The result is that clinical and ancillary information is located in the same area as the patient thus enabling us to use the information more effectively.

The Hospital Improvement Program sponsored by the Board of Trustees has made significant progress in the past year. Hospital Units III, IV V and VI have received home-like furniture for their lounge areas through the efforts of the Board. This furniture elicited several favorable comments from the JCAH surveyors.

The reports of the individual units and divisions of the hospital follow.

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

During the 1973-74 fiscal year, Ancora Psychiatric Hospital admitted 3,136 patients which represents a decrease of 118 over last year's total; this again was made possible through a concerted effort by the Out-Patient Clinics. Of this total, 1,485 were first admissions, representing a decrease of 22 over last year's number. There were additionally, 24 patients transferred in from other State institutions.

Of the hospital's 3,136 admissions, there were 20% admitted to Hospital Unit I (Burlington County and outside Ancora catchment area); 34% to Hospital Unit II (Atlantic, Cape May and Cumberland Counties); 38% to Hospital Unit III (Camden, Gloucester and Salem Counties); 0% to Hospital Unit IV (Geriatrics); 4% to Hospital Unit V (Medical-Surgical); and 4% to Hospital Unit VI (Children's Unit).

Total additions to the hospital census during the year were 3,313 as follows:

First admissions	1,485
Readmissions	1,627
Transfers-In	24
Returned from Home Family Care	93
Returned from Unauthorized Leave	55
Returned from Medical-Surgical Treatment	29
Total	3,313

Total releases from the hospital census during the year, excluding deaths, were 3,393 as follows:

Discharged	2,791
Transfers-Out	22
Released to Home Family Care	190
Discharged from Home Family Care	121
Released to Unauthorized Leave	143
Discharged to Unauthorized Leave	86
Released to Medical-Surgical Treatment	37
Discharged from Medical-Surgical Treatment	3
Total	3,393

This year's total number released on Trial Visit was 2,705.

As of June 30, 1974, there was a resident population of 1,154 patients. These 1,154 patients were in residence in six Hospital Units as follows:

HOSPITAL UNIT I (continued)

<u>Hospital Unit</u>	<u>Number of Residents</u>	<u>Percentage of Resident Population</u>
I (Regionalized)	124	11
II (Regionalized)	287	25
III (Regionalized)	272	23
IV (Geriatrics)	390	34
V (Med.-Surg.-Neuro.)	50	4
VI (Children's Unit)	<u>31</u>	<u>3</u>
	1,154	100%

The average daily population for Unit I was 119.

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 in Mount Holly and has been providing care to 167 discharged patients. Care is provided by a physician, psychologist, social worker, public health nurse and occupational therapist. The treatment provided is individual therapy, emergency care, pharmacotherapy controls, group therapy and home follow-up where needed (in addition to clinic days, this service is provided during the week by a public health nurse). The clinic scheduled 1,218 appointments and 980 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 329 newly admitted patients and 1,006 patients were treated for a total of 11,091 treatment hours. The Recreational Therapy Program had a total patient attendance of 5,068 at 597 scheduled activities. This program was greatly enhanced by the parties sponsored by the Board of Trustees. Industrial Therapy had 321 patients participate in the program.

The Social Service Department had 10,922 patient, collateral and inter-agency 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. The social worker assigned to the Admission Office was able to obtain 355 histories and 561 interim histories. The Psychologist completed 96 individual psychological evaluations, held 33 in-patient individual psychotherapy and counseling sessions, 42 out-patient individual psychotherapy and counseling sessions, 123 in-patient group psychotherapy and counseling sessions and 39 out-patient group psychotherapy and counseling sessions.

HOSPITAL UNIT I (continued)

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 many 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 276 during the past year.

Dr. W. Wren, Assistant Medical Director submitted his resignation effective October 12, 1973. Dr. George assumed the duties of Acting Assistant Medical Director effective October 9th and subsequently was appointed Assistant Medical Director of Unit II. Dr. Eugene Mlynarczyk joined the staff of Unit II on December 10th and Dr. N. Gujrathi became Chief of the Atlantic City Out-Patient Clinic on May 1, 1974.

The Out-Patient Clinic continues to function out of the facilities at 1601 Atlantic Avenue, Atlantic City, New Jersey and to provide follow-up social services to discharged patients and to those on the hospital's Home Family Care Program. These services include group and individual counseling, consultation with and referral to other community agencies and consultation with Home Family Care sponsors.

On July 1, 1973 there were 57 patients in residence on Home Family Care. As of June 15, 1974, 84 patients had been placed, 29 were returned to the hospital, 78 were discharged and 1 died leaving a total of 33 patients on Home Family Care in 8 sheltered care homes. Of the 78 patients who were discharged, about one third were referred to and accepted for either Disability Assistance or Supplemental Security Income. The remaining patients were discharged to themselves or to their families after appropriate social and financial planning had been effected.

HOSPITAL UNIT II (continued)

During the year a referral procedure has been established with the Cumberland County Mental Health Center and a liaison person has been designated in order to facilitate communication between that agency and the hospital. This procedure has been partially successful, but there are still minor problems to be worked out. We have also established a closer working relationship with the Atlantic County Public Health Nurses, two of whom now routinely attend our discharge staffs and who are available for consultation. The majority of our discharged patients from Atlantic County are now referred to the Public Health Nurses for follow-up home visits. At the present time we have not had too much feed-back regarding the effectiveness of this new procedure, but we hope to be able to make additional comments on this program at a later date.

The Unit social workers had a total of 4,767 patient contacts, 740 contacts with relatives and 2,095 referrals to community resources. One hundred and three Home Family Care visits were made.

The Psychology Department performed 125 psychological evaluations; 268 patients were counseled individually for 110 patient hours and 2,421 patient hours were given in group psychotherapy. Various new programs were instituted including activity programs for the retarded, remotivation for chronic patients and a weekly music therapy program was begun. Much of this was carried out by volunteers.

There were 136 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	15 patients	1,197 hours
Unit II	326 patients	14,271½ hours
Unit III	84 patients	2,180 hours

Also 20 patients participated for a total of 661 hours in the Unit III Occupational Therapy Program, 2 patients were admitted to the Occupational Therapy Program in the Unit I Print Shop with 5 treatment hours and 1 patient received 3 hours of treatment in Occupational Therapy while on the Medical-Surgical Ward in Unit V.

There were 473 recreational activities provided for the patients in Unit II during the past year with 7,885 patients in attendance, and 3,590 patients attended centralized activities.

A more concentrated effort has been used in Birch Hall to motivate the chronic patient toward better grooming. Hair care and styling for those unable to go to the beauty shop has been done on the ward by psychiatric aides. The use of make-up has boosted the morale of the patients. Patients have been encouraged to have clothes brought in from home or to wear clothes that are available from the Volunteers Service. The oral hygiene program has been a great success in Birch Hall and responsible patients are responsible for their own oral hygiene. The overall grooming program is a big step toward motivation whether the patient returns to the community or remains in the hospital. A volunteer comes in one time a week to play the piano and patients participate in a sing-a-long and dancing.

HOSPITAL UNIT II (continued)

The Milieu Therapy Program continues to provide snacks and parties for the patients.

"D" Wards in Birch and Larch were opened for sleeping only. Until staffing is such that we can staff these wards full time the patients' charts remain divided on the other three wards and patients receive their medications and treatments there. Hopefully these wards will be opened this year. This will reduce the work load on the other wards in each building and a more concentrated remotivation program can be put into practice.

An ongoing program on the closed ward continues to provide activities for patients unable to leave the ward.

HOSPITAL UNIT III

(Camden, Gloucester and Salem
Counties)

The average daily resident population was 238 during the past year. Unit III had 1,184 admissions during the year.

The Out-Patient Department conducted 4,225 patient interviews during the past year. It opened 317 cases during the year, 151 of which were new patients added to the caseload. The total number of cases closed amounted to 323 and the number of cases remaining at the end of the year was 342.

The Unit social workers conducted 3,681 patient interviews and 908 family interviews.

The Psychology Department had 168 individual psychological evaluations, provided patients with 1,330 hours of individual psychotherapy and 2,824 patient hours of group psychotherapy.

In Occupational Therapy 586 patients participated in 18,065 hours of therapy and the Unit placed 88 patients in the Industrial Therapy Program during the year.

Within the Unit there were 457 recreational therapy meetings serving an attendance total of 8,575 Unit patients.

The Nursing Department continued its policies of in-service training of its personnel, orientation of affiliating students, remotivation along with total care of patients and the utilization of funds for milieu therapy. Its present staff amounts to 100 employees; during the year 63 employees were hired and 41 employees separated.

HOSPITAL UNIT IV

(Geriatrics)

The average daily resident population was 393 during the past year in this 434 bed Unit. At the end of the fiscal year there were 411 patients in residence in this Unit. There were 151 transfers to the Medical-Surgical Unit. Sixty-nine deaths were recorded from Unit IV during the year. One hundred and thirty four patients from other hospital Units were transferred to this Unit during the year.

The Social Service Department had 1,998 patient and collateral contacts and 3,888 consultations and conferences with medical, professional and community services.

In Recreational Therapy there were 23,848 patients attending a total of 622 meetings and in centralized activities an additional 74 events were scheduled with 5,918 patients in attendance. There were 71 new patients assigned to the Occupational Therapy Program during the year for a total of 16,030 hours of participation and 8,006 treatments. There were 40 patients assigned to the Industrial Therapy Program during the year.

Religious services were conducted throughout the year as scheduled by hospital chaplains. Rev. Fred Buker joined our staff on July 2, 1973 as a full time Protestant Chaplain. An on site visit by the Standards Committee of the Clinical Pastoral Education, Eastern Region on March 18, 1974 resulted in Ancora receiving provisional accreditation as a training center. The first Unit of Clinical Pastoral Education (12 weeks) was started on June 3, 1974 with three students participating under the supervision of Rev. Buker. Funds were made available by the Board of Trustees to pay for the services of a piano player to assist at Sunday Services.

The Unit Record Room remained current in routine work for most of the year. No problems were encountered with respect to operation of equipment during the year and currently it is in satisfactory condition.

HOSPITAL UNIT V

(Medical-Surgical-Neurological)

The average daily population for the fiscal year was 70 patients.

In February, 1974 a Social Services Department was created on this Unit designed to render services exclusively to Medical-Surgical patients.

Relocation of the Central Supply Room to the ground floor is being carried out by the Maintenance Department. This area will be larger and will include a decontamination room where dirty supplies can be received and cleaned. This area will also include a large, modern ultrasonic console for cleaning supplies and a steam gun for cleaning large items.

HOSPITAL UNIT V (continued)

A post-operative room where all fresh post operative patients are cared for has been instituted on both F-3 and M-3. A new method of showering bedridden patients has been devised and is being used successfully. Sitting rooms with colored television, writing desks, carpeting and drapes, etc. have been provided by the Board of Trustees and are being enjoyed by those patients in better contact as an area for relaxation, visiting and letter writing.

The Laboratory performed 153,823 tests. There were 186 deaths and 81 autopsies for an annual autopsy rate of 44%. The Pharmacy filled 40,218 prescriptions. The Dental Department recorded 5,560 patient visits. The X-Ray Department completed 13,400 exposures on 5,420 patients and 517 employees.

The Physiotherapy Department administered 7,309 treatments to 3,869 patients. The Electroencephalography Department performed 3,424 electrocardiograms and 294 electroencephalograms.

The Operating Room reported 53 major and 52 minor operations were performed during the year. The total anesthetics administered was 130. There were 4,831 patients treated in the various Medical Specialty Clinics. The Neurology Department examined 263 patients in consultation and received 25 new admissions.

The Infirmary reported 304 pre-employment physicals completed; 10 inmates treated; 9 visitors and 1,350 employees.

The average number of patients assigned to the Industrial Therapy Program was 6. The Recreational Therapy Program had a total patient attendance of 11,509 at 489 scheduled activities.

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

HOSPITAL UNIT VI

(Children't Unit)

The average daily resident population in this Unit was 35 for the past year. There were 88 admissions, 30 readmissions and 121 discharges.

The Social Service Department reported 360 patient interviews, 898 patient counseling, 925 collateral contacts with relatives and friends, 666 collateral contacts with the Division of Youth and Family Services and 470 collateral contacts with outside agencies and professional personnel.

A total of 97 patients participated in the Occupational Therapy Program for a total of 4,268 hours. The total treatments administered was 3,853 for an average of 15 patients seen daily. During July and August the Occupational Therapy Program was carried on at the children's camp site.

HOSPITAL UNIT VI (continued)

During the fiscal year the Psychology Department completed 67 psychological evaluations based upon test batteries which included a total of 258 individually administered tests. Approximately 198 sessions were spent in individual psychotherapy while 88 group psychotherapy sessions were conducted. A total of 178 hours were spent in various remotivation activities. An aggregate of 30 sessions of family counseling and/or child study team conferences were attended.

Patient attendance in Recreational Therapy for the year totaled 11,030 with 1,084 scheduled meetings.

Highlights of recreational activities for the year included: a culminating trip to Six-Gun Territory for the adolescents and a beach trip to Atlantic City for the exceptional children. Other trips taken during the fiscal year were to Moffa's Farm, Echelon Mall, Valley Forge, New Lisbon to attend the Christmas Show, New York City, Hammonton News, Vineland Times, Storybook Land, Longwood Gardens, Clementon Park, Washington, D.C., Parvin State Park, Roy Rogers restaurant, Belleplains State Park, Bridgeton Zoo, Steel Pier and Lake Absegami.

A donation of \$500 was received from the Turrell Fund for the fiscal year 1973-74 to be used for the indigent children and adolescents.

The school year began with the Second Annual Camp Program funded under E.S.E.A., Title I for the year 9-1-72 and ending 8-31-73. Twelve seasonal employees were hired for the program. The winter program officially began September 1st with 5 teachers. Another teacher and a Speech Therapist, II joined the staff during the year. A special physical education course was initiated for the exceptional children and a fine and gross motor, everyday skills and language development program continued. Patients from ages 17 to 20 continued to be included for one hour tutoring a day.

The General Educational Development Program was initiated for students in the Unit and the Comprehensive Educational Manual was revised and distributed. The Education Department reported a total of 11,815½ student hours for 410 participating patients.

The Volunteer Services Program was reassigned to Unit VI as of May, 1974 with Mr. Sorge, Volunteer Services Director being under the jurisdiction of Dr. Santos.

During the past year the Ancora Auxiliary provided 13,067 hours of service to the patients. The regular trips of the Canteen Cart to patient areas brought sales of \$12,199.05. Included in the total hours contributed by the volunteers were 1,756½ hours in the Clothing Room where good used clothing was provided free to 1,464 patients.

DIVISION OF TRAINING AND RESEARCH

On April 15, 1974 Dr. Iluminado Ortanez was appointed Chief Resident in the Training Division.

There were 10 residents in training during the past year; 1 resident successfully completed psychiatric training; 1 resident joined our medical staff; 1 terminated upon completion of the first year of training. Nine residents remain in training as of the end of June, 1974. During the year approximately 91 inquiries regarding the program were received; 8 of the applicants were interviewed and 4 were accepted for training in July, 1974.

Efforts were made to make sure that the Residency Training Program meets the requirements of the American Board of Psychiatry and Neurology and the Council on Medical Education of the American Medical Association.

Affiliation has been provided for our psychiatric residents for training experiences in Our Lady of Lourdes Hospital in Camden, New Jersey. On September 3, 1973 the first Ancora resident began his affiliation and since then an Ancora resident has been assigned to Our Lady of Lourdes Hospital monthly. To date the affiliation has been extremely successful and provides a new link in the chain of hospital community relationship and services and exposure of the psychiatric resident to the different medical and surgical departments.

The Psychiatric Residency Training Program affiliation with the Ancora Out-Patient Clinic in Camden was resumed in September 1973 with the assignment of a full time psychiatric resident to that clinic for experience in Out-Patient psychotherapy, crises intervention and community psychiatry. This affiliation also strengthened hospital-community ties, improved continuity of care for patients and assisted in reducing the length of stay for hospitalized patients.

In order to assist the psychiatric residents in understanding and communicating effectively with staff and patients, a course entitled "English as a Second Language" was conducted by Rutgers University. The course began on March 8, 1974 and ran for ten sessions. This course also meets the specification and requirements for programs of International Education Exchange in Medicine.

During the past year the Continuing Medical Education Program was conducted in conjunction with Hahnemann Medical College. Physicians attending the sessions in this program received Category #1 Credit toward the American Medical Association Physician's Recognition Award. Credit is also given by the American Academy of Family Practice for attendance at the lectures.

There was a total of 9 employees in training during the past year in local Nursing Programs who were granted scholarships by the Nursing Scholarship Committee. Four of these students completed their first year of training, 1 student completed 2 years and 4 scholarships were withdrawn for various reasons.

DIVISION OF TRAINING AND RESEARCH (continued)

Two attendants began the Attendant-LPN Program in September 1972 and completed the program in September 1973. Three attendants began LPN training in February 1973 and completed the program in February 1974 and 3 attendants began LPN training in September 1973; 2 will complete the program in September, 1974 and one scholarship was withdrawn.

One hundred and nine attendants entered the three-week orientation course during the 1973-74 fiscal year. There were 9 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 7,210 books at the close of the year, the Nurses' Library had 1,011 and the Patients' Library had 6,003.

PERSONNEL DEPARTMENT

The Labor Market during the past fiscal year was more favorable than it had been in recent years. As a result of this and more intensive recruiting and screening efforts, the average vacancies during the fiscal year was only 4.5% of our total budgeted positions. Turnover rate has decreased 1% during the last fiscal year.

Among the new responsibilities of the Personnel Department are the SLI Committee and Physicians' Credentials Committee Meetings. Early indications are that the SLI Committee will effectively streamline the SLI process and at the same time tend to discourage questionable SLI claims.

During the year the Civil Service Certification procedure has undergone a change and our positions have been slotted into program elements according to function and "bureau". Unit numbers assigned to various titles have become more specific in that they are now programmed to identify the unit and/or function in accordance with the Hospital Organizational Outline and administrative structure.

Because of an amendment and court opinions involving the Unemployment Compensation Act, our ex-employees are now eligible to apply for Unemployment Compensation. Additional and more detailed information on employees terminating their employment is now necessary to adhere to the process and procedures which the Division of Unemployment Compensation requires. This has also generated additional detailed written and verbal communications with various local offices and, in certain cases, a hospital representative should be present for compensation hearings at various levels.

PERSONNEL DEPARTMENT (continued)

Changes in the Health Benefits Program have necessitated the gathering of certain legal documents to legitimize employees' coverage. The fiscal year has also witnessed an increase in Major Medical Claims and counseling to individual employees regarding these.

The hospital now receives the following IBM printouts: Sequential position listing for each account number, position list by title group, organizational outline by Unit, seniority listing and a list of individual anniversary dates. These have been valuable tools in obtaining and verifying information as part of the on-going personnel process and they are also used for special requests for information.

Previous Annual Reports have contained a list of constantly difficult to recruit positions. Generally this year, except for Occupational Therapist, there is no necessity for this in those titles previously listed.

BUSINESS DIVISION

The Office of Fiscal Affairs completed a comprehensive audit of the financial records of this hospital for the period July 1, 1971 to April 30, 1973. The audit report which was submitted to the hospital included the comment that the fiscal records of this hospital reflected proper internal controls over the special funds and that the accompanying records were "exceptionally" well maintained.

At the request of the Superintendent of the Leesburg Prison Farm, the hospital furnished them with three truck drivers for two days in order to deliver bread and other necessary staples to other State institutions that are serviced by the Central Bakery at the prison. Arrangements have also been made with the Superintendent of Leesburg to furnish them with two hospital dump trucks, two truck drivers, and the Northwest shovel to assist them in digging a swimming area on the prison grounds.

Due to the energy crisis and the high price of Fuel Oil #6, it was necessary for us to severely curtail the use of steam and to manually turn off heat when it is not necessary in the buildings. It was also necessary to take drastic steps to conserve the use of electricity due to the high cost of this service. Curtailment of this utility enabled us to keep costs down to the prior year level even though the unit cost increased.

The existing lease at the Camden Clinic will expire on October 31, 1974. A request has been made to Central Office to renew this lease.

The Fire and Safety Department conducted 162 accident investigations, answered 81 fire calls and held 24 orientation classes and 17 unannounced fire drills during the past year.

BUSINESS DIVISION (continued)

The Food Service Department was inspected by a representative of the New Jersey State Department of Health and received a satisfactory evaluation. As has been reported in prior years, considerable difficulty has been encountered due to the lack of sufficient employee and patient help, necessitating the use of considerable overtime to provide the necessary services. The high cost of food items and the high cost of milk that this hospital has to pay has taxed the Food Service Department to the utmost in order to serve nourishing meals and live within the amount of funds appropriated for this purpose. To add to these burdensome prices, we were also notified by the Federal Commodity Distribution Center that many of the Federal Surplus Commodities that we have been getting would no longer be available to us.

The Grounds Department, which has been handicapped by the lack of sufficient help, has had great difficulty in maintaining the institutional grounds. Additional summer help has not been made available due to the lack of sufficient appropriated funds. Hopefully this help will be available to us at the beginning of the new fiscal year. The Grounds Department, with the assistance of the Maintenance Department, erected concrete curbs and enlarged the parking area at the rear of Elm Hall which has been needed for quite some time. This enlargement has alleviated many of the problems encountered by our trucks getting to the loading platforms to service this building. Due to the exorbitant costs of liquid fertilizer, it was decided this year to use regular fertilizer which was applied by our Grounds' crews to only part of the hospital grounds.

The Laundry processed a total of 4,904,888 lbs. of which 62.8% was for this hospital, the remainder was for the Vineland State School, Vineland Soldiers' Home and Leesburg Prison Farm. Sufficient inmate help to operate this laundry has not been received from Leesburg Prison Farm until recently. In order to alleviate some of the problems that we have had, a meeting was held with representatives of Central Office and the Superintendent of Leesburg Prison which resulted in the institution of a new program, effective April 1st, by working the inmates until 8 p.m. on Monday nights. This added work time will enable these men to have every other Friday afternoon off for special visitation privileges at the prison. This program has not worked satisfactorily as we do not get sufficient help to minimally staff the laundry on Friday afternoons.

The Building Service Department operated the ward linen rooms and provided clothing and linens as required. As our budgetary requests were not approved, it was necessary for the hospital to fabricate new drapes for the auditorium by our Sewing Room. The Task Force which is responsible for all heavy cleaning in patient areas has continued cleaning all areas including steam tunnels, crawl spaces, tunnel areas, stairways, stairwells, and also has given assistance to other areas as required. These employees which consist of one foreman building maintenance worker and four senior building maintenance workers have been approved in temporary non-budgeted positions since 1966.

BUSINESS DIVISION (continued)

During the year our Maintenance Department, in addition to routine maintenance, have concluded the following major projects: replacement of fuel lines at the power house, installation of the communitor at the sewage pumping station, installation of the new sanitizing system for the service building, installation of new fluorescent lights at the serving area in the employees' cafeteria, and work has been started on the new location for the central surgical supply.

During the fiscal year, Well #4 was rehabilitated and was put into service until such time as Well #6 was re-developed by the contractor, Layne-New York Corporation, for an additional sum of \$8,000. Many problems have been encountered with our new water treatment facilities and the system has not yet been accepted by the State. The electrical feeder wires, known as Loop "A", to approximately 40 of our street lights have been grounding out and all attempts to find the source of these leaks have proved to no avail. It will be necessary to replace the entire loop which amounts to approximately 20,000 ft. of high voltage cable. A Transfer of \$35,000. has been submitted to the Budget Bureau of make these repairs. Just recently Loop "C", which comprises approximately 39 street lights, has shown the same characteristics as Loop "A" and it is felt this will also have to be replaced.

Farrell R. Crouse, M.D.

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Medical Director and Chief Executive Officer