May 1965

A Suggested Plan for a Diocesan Conference on Medical Education and Research in Catholic Hospitals

Catholic Physicians' Guilds

A Suggested Plan

for a Diocesan Conference on Medical

Education and Research in Catholic Hospitals

It is suggested that a conference be the vehicle for inaugurating diocesan attention to Medical Education and Research in our community hospitals within each diocese. A one-day conference would serve as a good means of giving thorough attention to the examination of the current status of Catholic hospitals, as well as improving the continued educational program in Catholic hospitals of your diocese.

1. *Recruiting an Organizing Committee*

   This committee should be made up of a thorough cross section of the Catholic medical community concerned with this problem. It is suggested that the committee might include the following:

   Honorary Chairman —

   The Most Reverend Bishop.

   Chairman —

   A leading Catholic physician who has an academic background and is aware of the objectives of Catholic hospitals.

   Committee Secretary —

   The Diocesan Director of Catholic hospitals.

   Committee Membership —

   Chairman of each local Catholic Physicians' Guild in diocese.

   Administrator of each Catholic hospital.

   Chairman of the Advisory Board of each Catholic hospital. Diocesan Director of Education.

2. *Scene of Institute*

   The use of a college or senior high school facility is recommended. This would provide a large auditorium or hall where a keynote meeting could be held and would also provide additional rooms, if sectional meetings would be considered. If this is not possible, the local hotel would make their facilities available in return for scheduling any luncheons, dinners, etc.

3. *Time of Meeting*

   It is desirable that this conference take place soon after the Meeting in New Orleans, Louisiana. An invitation list is recommended for a satisfactory diocesan conference. Consideration should be given to inviting the following:

   The governing bodies of Catholic hospitals.

   The members of Lay Advisory Boards of Catholic hospitals. All Catholic physicians of the diocese. Officers of the medical staff of each Catholic hospital.

Heads of all departments of each Catholic hospital.
Members of the joint conference committee of each Catholic hospital.

4. *Programing*

Speakers should be carefully chosen and should be the best qualified, whether they are Catholic or non-Catholic.

Morning Session

8:00 a.m. Mass
(alternate time).
9:30 a.m. Keynote Address.
10:00 a.m. First Conference.
10:45 a.m. Intermission.
11:00 a.m. Second Conference.
11:30 a.m. Third Conference or Panel Discussion.
12:00 noon — 12:30 p.m. Lunch (Bishop).

Afternoon Session

2:00 p.m. Fourth Conference or Round Table Discussion with an appointed leader for 10-15 people.
3:15 p.m. Intermission.
3:30 p.m. Final Conference.
4:45 p.m. Adjournment.
5:00 p.m. Mass
(alternate time).

PLANNING A DIOCESAN CONFERENCE

1. Arrange initial meeting of organizing committee.

2. Select date of conference, allowing at least 3-4 months to complete arrangements.

3. Select place centrally located with proper facilities.

4. Choose topics to be presented.
    (a) Diocesan newspaper
    (b) Local newspapers
    (c) Guild and hospital newsletters

9. Appoint local committee —
    (a) Property chairman
    (b) Luncheon arrangements
    (c) Mass arrangement
    (d) Exhibits

5. Choose speakers for conference.

6. Organizing secretary begin contacting recommended speakers.

7. Prepare invitation list of those to be invited to conference —
    (a) Physicians
    (b) Administrator
    (c) Lay Advisory Board

8. Arrange publicity —