

140 143

# UPDATE

1980-1981  
1982-1983

TRANSFER AND PROMOTION POLICY

HAVE YOU EVER WANTED TO GET AHEAD -- move up in the world -- seek a new challenge -- a new opportunity? You may be able to do that right here!

According to Mrs. Reilly, Assistant Director of Personnel, "The Center's policy is to promote from within whenever possible. Occasionally, we'll post a new job and explain what qualifications we are looking for. More often, if you are interested in transferring, you can fill out a form in the Personnel Office called a "Request for Transfer". You tell us what other job you are interested in and why you want to transfer. We then keep a special book of all these requests and as positions become available, we review our employee's qualifications. If you have the background required, the Personnel Office will arrange an interview and then, it's up to you!"

\* \* \* \* \*

WELCOME TO THE MAGIC KINGDOM CLUB!

THE HOSPITAL CENTER is now a group member of Walt Disney's Magic Kingdom Club and you, too, can be a member! It costs you nothing and entitles you to discounts on ticket books at Disneyland Park in California and Walt Disney World in Florida and discounts at some motels. Stop in the Personnel Office soon to pick up your membership card!

\* \* \* \* \*

THE MAIL MUST GO ON

THE U.S. POST OFFICE has installed a mailbox immediately to the left of the main entrance of the hospital. Employees are asked to drop their personal mail in this box rather than send it through the intra-hospital mail system.

\* \* \* \* \*

CHANGE IN STAFF MEETING SCHEDULE

WEEKLY STAFF MEETINGS have been changed. Until further notice, staff meetings will be held the second and fourth Wednesday each month in the Board Room at 8:30 a.m.

\* \* \* \* \*

LIBRARY SERVICES

CAROLYN NIPPERT, OUR MEDICAL LIBRARIAN, has prepared a display of library services available at the Hospital Center. The display is located next to the library entrance. Mrs. Nippert invites all to visit the display and take advantage of the services the library offers. Just a few of the services available are bibliography listings, inter-hospital loan services of books and periodicals, photocopying of articles, update services for nursing units and department heads, assistance with researching literature, etc. Housed in the library is a microfilm reader-printer for the reading of back issues of journals, a video-cassette player with video cassettes on a variety of subjects, a Caramate unit for self-instruction, nearly one hundred audio cassette recordings on a multitude of topics, and audio-cassettes for patient instruction. If not in use the library will lend out its tape recorder for employees' use for conferences or other use. If you're not currently using the library to its full advantage, we urge you to do so.

\* \* \* \* \*

THE LEHIGH COUNTY VOCATIONAL-TECHNICAL SCHOOL has several programs available for their students which allow them to attend school part of the day and have an actual work experience part of the day. The employer is called a "training station" and agrees to provide a learning experience for the students and grades them on their ability and attitude. Several departments at the Hospital Center are currently participating as training stations.

There are students training in Housekeeping, Dietary, and Nursing Service. One of their instructors, from the Vo-Tech School, comes by each week to check on their progress and to see if they have problems. Then four times a year they really find out how they are doing when Mr. Birmingham, Mr. Miller and Mr. Ehr Gott turn in their report cards. We hope our "student" employees are enjoying their work experience with us and wish them well.

\* \* \* \* \*

DIGESTIVE DISEASE WEEK

BERNICE MCALOOSE, RN IN ENDOSCOPY, attended a conference in San Antonio, Texas May 16-23. The conference was sponsored as part of Digestive Disease Week. While there, Mrs. McAloose attended a post-graduate course on gastro-intestinal cancer as well as courses offered by the Society of Gastro-Intestinal Assistants. In addition, numerous workshops on endoscopy and laboratory procedures were held, as well as classes on the handling and care of endoscopic equipment.

\* \* \* \* \*



PERSONNEL PROMOTIONS AND TRANSFERS

MILDRED WHITMORE, former Coordinated Admissions Officer, has returned to nursing service as Medical-Surgical Supervisor. Charles Striffler, former Coordinated Admissions Assistant, has assumed the position of Coordinated Admissions Officer.

John Bornn from the Housekeeping Department was promoted to Diener.

Cindy Hofstetter, former part-time Admissions Clerk, has joined us full-time as Receptionist in the X-Ray Department. Cindy's father is employed in our Engineering Department.

We wish them all success in their new endeavors.

\* \* \* \* \*

MORE NEW FACES

ON JUNE 23RD seven new Licensed Practical Nurses will be joining our nursing staff. After orientation they will be joining the ranks of our 3-11:30 and 11-7:30 shifts.

July 7th will bring thirty unit clerk students to the Hospital Center. They will undergo sixty hours of classroom instruction given by the Training Department. Those successfully completing the course will become part-time unit clerks on our nursing units.

\* \* \* \* \*

FIRE! FIRE!

HOSPITAL CENTER EMPLOYEES had a chance to practice using our fire fighting equipment this week. The Western Salisbury Township and Allentown Fire Companies demonstrated the fire fighting equipment we have at the Center. The demonstration was followed by each employee actually using the equipment. The training sessions were well attended and the Center can boast having employees who are prepared to fight fires should the need ever arise.

\* \* \* \* \*

