

Hotel Dieu Hospital

Kingston, Canada



School for

**MEDICAL RECORD
LIBRARIANS**



CONDUCTED BY

The Religious Hospitallers of St. Joseph

Requirements Academic ~~for~~ ^{have senior matriculation} ADMISSION

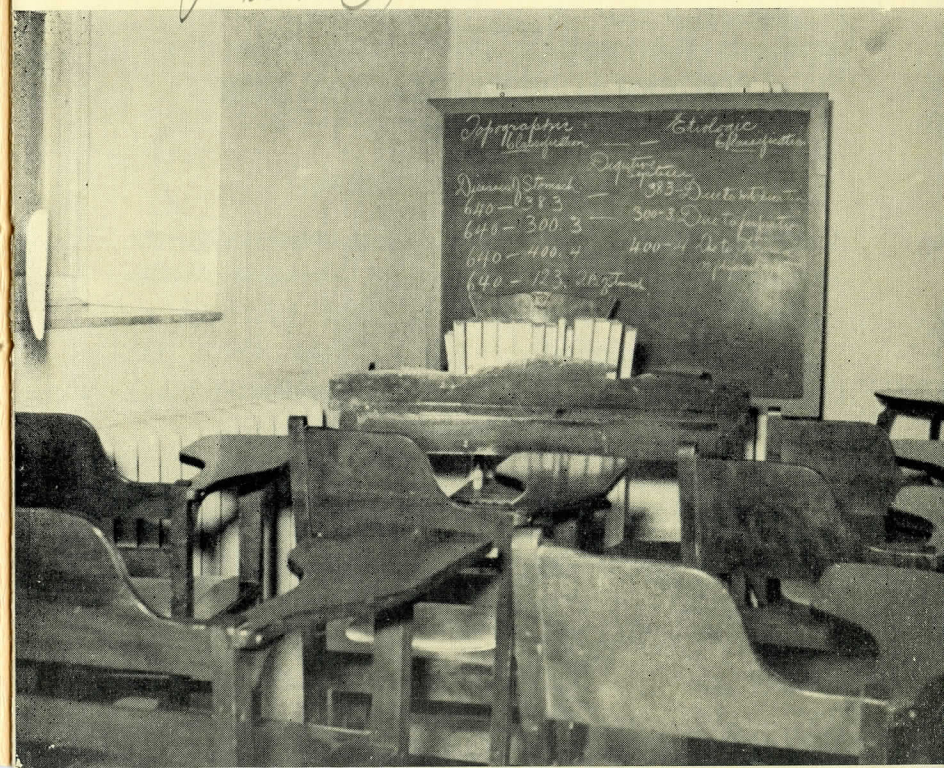
The candidate must ~~be~~ ^{be} graduated from an accredited high school, or ~~be~~ a registered nurse graduated from an accredited school of nursing, and must also offer a proficiency in shorthand and type-writing.

Personal

The Medical Record Librarianship is a profession, and as such it demands character, pleasing personality, tact, neatness, accuracy, persistency and a sense of responsibility.

Age *Applicants for the course should be*
Applicants for the course should be between the ages of 21 and 35 years.

The minimum age limit is 19 yrs
between 21 and 35 yrs
Candidates over 35 years will not be accepted



DESCRIPTION OF THE COURSE

Length of course is ^{So who} ~~one year~~ (12 months). Classes are enrolled in ^{September} ~~January and August~~ of each year. If after a preliminary period, the student is found to be unsuited for the work, she is so advised, in which case the monthly fees will not be refunded.

The course is a combination of theoretical and practical instruction with actual participation in hospital medical record library routine. It includes compilation and correlation of data for complete medical records; medical and surgical dictation; out-patient and in-patient record keeping under the unit system and record library statistics. Instruction is given in cross-indexing according to the ~~nomenclature in use at the present time with special emphasis upon the~~ Standard Nomenclature of Disease and Operation.

GENERAL INFORMATION FOR APPLICANTS

TUITION AND EXPENSES

One hundred and twenty dollars (\$120.00) for the course, payable monthly in advance. In cases of withdrawal for any other than physical disability, no refund will be granted. A registration fee of ten dollars (\$10.00) must accompany the application blank and will be credited to amount due for tuition.

White uniforms to be worn during hours on duty. ~~The approximate cost of books and uniforms will be twenty dollars (\$20.00) for the course.~~

LIVING ACCOMMODATIONS

Students will be able to find satisfactory living accommodations near the hospital. Students will receive their ~~noon lunch~~ ^{meals} at the hospital each day except Sunday.

HOURS

Hours in the school are from 9 a.m. to 4 p.m. During the period designated to Medical Essentials, ~~students will be required to attend the lectures from 4 p.m. to 6 p.m.~~

GRADUATION

The School Diploma and Pin will be awarded to those who have honourably and successfully completed the course.

EXAMINATIONS

Examinations are set by the Registration Board. Each successful candidate receives a certificate of registration signifying that she is a "Registered Record Librarian." "R.R.L."

PLACEMENT

The Hospital will assist the graduate in securing a position whenever possible. Our aim has been to establish contact between employer and applicant.

THEORETICAL INSTRUCTION

ANATOMY AND PHYSIOLOGY

The aim of this course is to give the student an appreciation of the structure, arrangement and normal functioning of the body, so that she will be equipped to analyse and cross-index the various diseases. ~~The course includes both theory and laboratory work.~~

THEORY OF RECORD KEEPING

This course is taught by lectures, demonstration and by individual practice under supervision. It includes the analysis of the Medical Record; duties and responsibilities of the medical record librarian; principles of filing; methods of cross-indexing according to the Standard Nomenclature of Disease; seminars on the various problems of the record room.

MEDICAL TERMINOLOGY

By learning a few principles of word construction and a number of commonly used words, the student soon becomes familiar with this intricate terminology. Prefixes which are constantly encountered are presented first, followed by common suffixes and the principles for making compounds. Then a comprehensive list of important medical terms is analysed. Finally, the definitions of diagnostic and operative terminology are taught.

MEDICAL ESSENTIALS

The aim of this course is to give the student a general understanding of the diseases and conditions requiring surgical intervention, causes, symptoms and

surgical procedures involved and to give an understanding of the principles underlying surgical procedures. The course includes theory and demonstration.

MEDICAL AND SURGICAL DICTATION

A course designed to familiarize the student with the outlines to medical and surgical terminology. It is also intended to teach the principles of setting up histories and various types of operations.

PSYCHOLOGY

The object of this course is primarily to give the student a general knowledge of the ordinary human mind and its workings. She is taught to apply this knowledge to situations that may arise in the pursuit of her profession and to train herself to face the daily routine of hospital work with consideration for the personnel of the hospital and for the public as she comes in contact with it.

