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Director's Newsletter: December 1964 v. 3, no. 2

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BOSTON UNIVERSITY MEDICAL CENTER

Boston University School of Medicine
Massachusetts Memorial Hospitals
Boston University School of Graduate Dentistry

80 EAST CONCORD STREET, BOSTON, MASSACHUSETTS 02118

DIRECTOR'S NEWSLETTER

Vol. III, No. 2

December 1964

Dr. Denis F. Hawkins has been appointed Chairman of the Division of Obstetrics and Gynecology in the School of Medicine, and Chief of those services at the Massachusetts Memorial Hospitals, effective July 1, 1965. Dr. Hawkins, who will carry the title of Professor of Obstetrics and Gynecology, currently is Lecturer in Obstetrics and Gynecology at University College Hospital Medical School in England. He holds degrees in Physiology, Pharmacology, and Obstetrics from the University of London. During 1957 Dr. Hawkins held an appointment at the Harvard Medical School under a Fulbright grant. He has a distinguished record of honors, scholarships, and awards, and has authored many studies in his specialization.

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A \$500,000 grant from the American Cancer Society was made to BUMC to equip a Cancer and Radiotherapy Center. The Center will house a 42 MEV Betatron, of which there is only one other in the world in Norway. It will be used for the treatment of advanced cases of cancer and for training and research.

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On November 18th BUMC was host to over 100 representatives of local industry, corporations, professions, and civic organizations, at a luncheon held at the George Sherman Union of the University. This was the first step in acquainting the community with the plans of the Medical Center in terms of building, program, and fund-raising. Among the participants in the meeting were President Harold C. Case and Trustee Council Chairman Gerhard D. Bleicken. The enthusiastic reception to the presentation of the plans was most encouraging. Shortly representatives of the local press will visit the Center to hear our story and to tell it to the community. Mr. Kosen, BUMC Development Officer, plans an advance gifts period before launching a formal campaign.

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The Claire and Grover B. Daniels Speech and Hearing Clinic was dedicated on Wednesday afternoon, November 18, following the luncheon meeting. Located in the Talbot Building of MMH, the Clinic has been in operation since 1961, but through the generosity of Mr. and Mrs. Daniels, an expansion program has been completed. A commemorative plaque was unveiled in the Clinic.

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The BUMC Machine Shop, located in Room 14 of the Blue Building, is a resource open to all units of the Center. Mr. Forbes, who runs the shop, is an instrument maker, and is highly skilled in making and repairing all types of items, whether in plastic, stainless steel, formica, or other material. He can be reached at Ext. 786, and will be pleased to consult with you on appropriate jobs, regardless of how small they may be. Incidentally, requests for his services are made on BUSM or MMH Purchase Requisitions, not on Work Orders.

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The Boston University Women's Guild, with the cooperation of the MMH Aid Association, met at and toured the Medical Center on November 18th (a busy day around here). Dr. Sydney S. Gellis addressed the meeting, after which the ladies were taken on a tour of the Hospitals and the Medical School Buildings.

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MMH honors to Mrs. Harborne W. Stuart and Mrs. Peter A. Wick, new President and Vice President of the Aid Association; and to Herbert A. Abramson and John T. Padden, new State-appointed Trustees of the Hospitals.

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A Computer Center is being established at BUMC under the direction of Dr. Charles K. Nagy, who began his new assignment on December 1. In the first phase of the operation, a 1620 IBM computer will be used for business as well as scientific purposes. Dr. Nagy will offer courses to faculty and staff in computer usage and language.

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The BUMC Affiliate Board, composed of representatives of the 14 Affiliates of the Center, held their second meeting at dinner on December 2 on Evans 9. Reports were given on the BUMC - Commonwealth of Massachusetts Mental Health Center, and on the Cancer and Radiotherapy Center. Dr. Douglas Farmer led a lively discussion of the problems of urban hospitals in relation to clinical material and research, and the role of the community hospital vis-a-vis a population which is moving out of the cities into the suburbs. The 14 Affiliates include: Boston City Hospital, Boston State Hospital, Robert Breck Brigham Hospital, Carney Hospital, Framingham Union Hospital, Huggins Hospital, Medfield State Hospital, Monadnock Community Hospital, Lemuel Shattuck Hospital, Douglas A. Thom Clinic for Children, Veterans Administration Hospitals in Boston, Brockton, and Providence, and the Worcester Foundation for Experimental Biology.

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Volunteers are urgently needed by the Medical Center. If you have a wife, mother, grandmother, aunt or cousin who would like to devote some time to BUMC, there are plenty of opportunities in offices, in areas related to patient care, and on the patient floors. Miss Rackemann, Director of Volunteer Services at Ext. 220, will be happy to give you information. Incidentally, male volunteers are also welcome.

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Revised Personnel Policies and Practices for non-union personnel of BUMC become effective January 1, 1965. In order to insure that all employees are informed, the policy statement is summarized below:

1. Credit Union: Membership in the Boston University Employees Credit Union is open to all full-time employees of the Medical Center, effective immediately. Full information, applications, etc. are available in the Personnel Offices of MMH and BUSM.
2. Holidays: The following are recognized holidays:

New Year's Day	January 1
Washington's Birthday	February 22
Patriot's Day	April 19
Memorial Day	May 30
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	October 12
Veterans' Day	November 11
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25

Except for the customary essential services in the day-to-day operations of the Hospitals, Center personnel may leave at 1:00 p.m. on any Monday through Friday immediately preceding Thanksgiving, Christmas, or New Year's Day. Permanent full-time personnel who must work a full eight hours on any Monday through Friday immediately preceding Thanksgiving, Christmas, or New Year's Day will be given a substitute four hours off with pay. When a recognized holiday falls on Saturday, regularly scheduled classes and other activities not essential to patient care directly or indirectly will be omitted. No substitute holiday will be authorized. Permanent full-time employees who actually work a holiday which falls on Saturday will be given substitute time off with pay. No additional holidays will be provided in relation to the days of the week in which Christmas and New Year's Day fall. The Medical Center becomes an exception to Boston University policy in this regard.

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3. Sick Leave: During the first year of employment, permanent full-time personnel will accrue sick leave at the rate of one-half day for each full month of continuous service. Thereafter, the rate shall be one day for each full month of continuous service. Sick leave is cumulative to a total of 54 working days. Eligible employees who have completed five or more years of continuous service and who have exhausted all earned sick leave may be granted extended sick leave at half pay at the rate of one week for each year of service beyond five years, not to exceed seven weeks. Permanent, part-time employees working at least 20 hours per week are eligible for sick leave benefits as stated above on a pro rata basis. No employee's sick leave allowance which has accrued and is unused on December 31, 1964, will be reduced by this policy.

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4. Vacations: The vacation entitlement for permanent employees, except those whose current allowance provides otherwise, will be based upon the following:
- a. Vacation time accumulates from July 1 through June 30.
 - b. An employee who has worked less than three months as of June 30 is not entitled to a vacation in that year.
 - c. An employee who has completed three, but less than twelve months of continuous service as of June 30 is entitled to vacation based upon the rate of 5/6 of a work day for each month of service.
 - d. An employee who has completed 12 but less than 24 months of continuous service as of June 30 is entitled to two weeks' vacation.
 - e. An employee who has completed 24 or more months of continuous service as of June 30 is entitled to three weeks' vacation.
 - f. Permanent part-time employees working at least 20 hours per week are eligible for vacation benefits as stated above on a pro rata basis.

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YOU ARE CORDIALLY INVITED to the annual BUMC Holiday Get-Together on Friday, December 18, from 2:30 to 4:30 p.m. on Evans 9, MMH. The Committee in charge is making a special effort to plan an unusual affair, and I am looking forward to seeing all of you there to extend my greetings and best wishes.



Lewis H. Rohrbaugh
Director