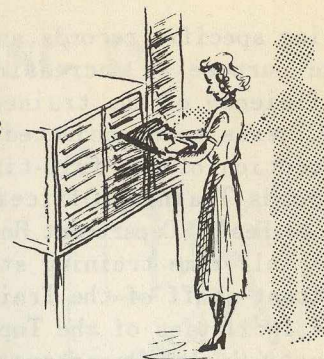


Practical Public Health Records Course Topeka, Kansas

Alpha Kenny, Training Officer



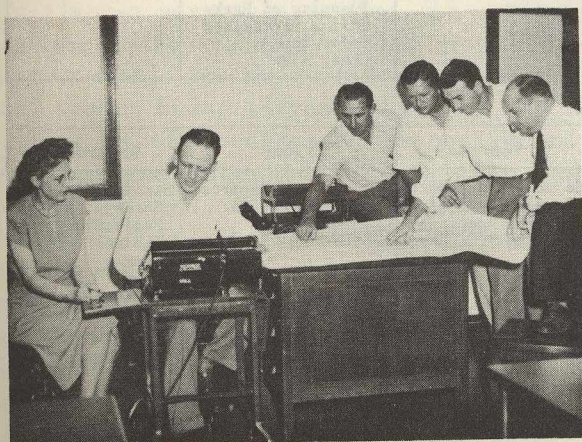
Recognition of the importance of the clerical position in local and State health departments, and of the lack of facilities offering an opportunity for training of secretaries and clerical workers in public health practices, created a demand for such a program. Public health administrative personnel expressed a need for this training. The health officers and administrators were sympathetic toward improving the qualifications of this type of personnel and increasing their job-interest.

A program of training based on the philosophy of "learning by doing" was offered to the administrators of the Kansas State Board of Health. This program was approved and presented to a selected group of qualified individuals. This "pilot course" had a two-fold objective:

(1) To improve the operational efficiency of the local and State health departments.

(2) To orient the clerical position in relation to public health organizations, emphasizing the value of the work and of opportunities in this field. Such work includes administrative work, personnel work, research and statistics, laboratory work, and nursing.

These objectives were obtained by acquainting the trainees with the programs of public health services offered by official and nonofficial agencies. Emphasis was placed on the position of the secretary in relation to the over-all public health practices of local, State, and Federal governments. Better understanding was gained by explaining the functions and responsibilities of the divisions of official agencies. Study and practice in the art of proper record-maintenance was offered,



Training officer and trainees discussing use of health department records in an informal class session.

using specific records and procedures for the purpose of increasing the personnel efficiency of the trainee.

Classes were conducted under the joint direction of the full-time Public Health Records Training Officer and the Kansas State Health Department Records Consultant. The full-time training staff and the consultant staff of the Training Center, and the facilities of the Topeka City-Shawnee County Health Department and the Kansas State Board of Health were available. The Chief of Records and Reports Section of the Bureau of States Services, U. S. Public Health Service, came to Topeka, to present the subject, "Records and Reports Requirements of Federal Agencies." The mode of instruction was by lectures, classroom discussions, visual aids, and supplementary reading.

Participation in the keeping of records under competent supervision was integrated

throughout the program. Opportunity to observe the facilities and functions of the local and State health departments was provided. Each trainee was required to prepare a manual containing local, State, and Federal reports and records. The completed manuals were retained by the trainees for reference. The systems of reports and records of various out-of-State local and State official agencies were studied and incorporated in the reference manuals. All classes were conducted in an informal manner and the trainees were encouraged to express their viewpoints freely.

The individual attention required by the trainees for this type of training limits the number of persons attending each session to eight. Preparation of the reference manuals requires accurateness in detail by the trainee and the instructor.

Schedule No. III depicts the day-by-day work during a 2-week period.

SCHEDULE NO. III

DAILY SCHEDULE OF PRACTICAL PUBLIC HEALTH RECORDS COURSE

FIRST WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.	Registration	The Work of a Local Health Department	The Work of a State Health Department	The Work of the U. S. Public Health Service	Secretarial Efficiency Correspondence Mailing Receptionist Duties Appointment Processing Records Preparing Reports Filing Planning of Work Office Procedures References Other Aids	Public Relations
P.M.	Introduction to Course	Observation Trip Local Health Department	Observation Trip Division of State Board of Health	Observation Trip Sanatorium and Clinics		

SECOND WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.	Administrative Records Financial Personnel Vital Statistics Reports Publicity	Service Records Communicable Diseases Individual Services Maternity Infant Pre-school School	Service Records Sanitation Laboratory Dental Medical Clinics	Records and Reports Requirements of Federal Agencies Working Procedures	Records and Reports of Local Health Departments	Special Reports Surveys Evaluations Tables Charts Maps Applied Drawing
P.M.				Records and Reports of the State Board of Health Working Procedures	Reports Source of Information Methods of Compiling Relation to Records Preparation	Reports of Trainees