

2 1974 United Fund Campaign May End Short of Goal Today

Today is your last chance.

Today is the last day of Duke's 1974 United Fund Drive and if you haven't turned in your pledge card, campaign chairman William Haas urges you to do so.

In a statement earlier this week, Haas said to "put this in the form of a plea—a plea to those who have not turned in their pledge cards, to turn them in as soon as possible.

"We're \$72,767 into the campaign, and if we don't get \$16,283 more, we won't even break even for this year," he said.

The 1974 university-wide UF goal is \$89,050 and the "Pacesetter Division," according to the campaign spokesman, is still down \$8,000 in contributions. University personnel have another \$5,000 to go, and bi-weekly employees at both the university and the medical center are also still "in the red."

Pledge cards may be turned in to Paul Vick's office at 03 Allen Bldg. or sent to Haas at the Central Warehouse, 117 South Buchanan Blvd.

"If there are any questions," Haas stressed, "contact Duke unit managers H.D. Maynard in Surgical PDC or Ralph Hawkins in Medical PDC.

...Personnel Paragraphs...

This is a column for and about employees, faculty and staff at the medical center. The subject matter will cover a wide spectrum of personal policies, bene fits, federal and state regulations, payroll information, wage and salary data, and many other matters affecting employees at Duke.

Questions from readers are encouraged. If you have a question, send it to:

Personnel Paragraphs

Box 3354, Duke Medical Center

All inquiries must be signed, but you may request that your name not be used if your letter is published. All questions will be answered or referred to an appropriate source, but only questions of wide, general interest will be published. "Personnel Paragraphs" is your column, so let us hear from you.

EMPLOYEE HEALTH

Q. My question concerns a very elementary and important aspect of preventive medicine — THE ANNUAL CHECKUP!

Which class, if any, of bi-weekly workers is entitled to a free annual physical examination?

Of course, those employees in a hazardous work area (e.g., exposure to infectious diseases) must be covered, but what is the policy for the rest of us?"

—Judith E. Robertson

A. According to Dr. Woodhall Stopford, director of Employee Health Services, all employees are offered physical examinations under the following schedule:

(1.) Employees **under age 40** are given the opportunity, through a scheduled appointment with the Employee Health Services Clinic, **every five years** to undergo a complete physical examination.

(2.) Employees **between the ages of 40 and 50** are given the opportunity to undergo a complete physical examination **every two years**.

(3.) Employees **over 50** are **eligible yearly** for complete physical examinations.

Dr. Stopford stressed that the physical examinations offered by the Employee Health Services are not mandatory. He said the health service receives, by computer print-out, a list of employees eligible for examinations each month, according to their anniversary dates.

The health service then makes appointments for each employee listed, but Dr. Stopford noted, "only about 60 per cent of the employees notified keep their appointments."

As mentioned, certain employees are eligible for annual examinations. Those in direct patient contact through the allied health fields, such as radiology; those in nursing, dietary, laundry or environmental services; or those handling animals are a few of the employee categories covered under the annual examination provision.

Also, under the provisions of this benefit, the university considers time spent by the employee receiving a required annual physical exam as "time worked" and pays the employee for that time at his normal rate.

According to personnel policy, the employee's time spent for the exam may not be charged to sick leave, nor may an employee take the exam at a time outside his regular work schedule in order to avoid payment.

All physical examinations offered employees by the Employee Health Services Clinic under the age categories cited are free of charge to the employee.

Intercom

is published weekly for Duke University Medical Center employees, faculty, staff, students and friends by the Medical Center's Office of Public Relations. Joe Sigler, director; William Erwin, medical writer; Miss Annie Kittrell, secretary.

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Trading Post

FOR SALE—White knit pantsuit, size 14, short sleeves. Practically new. \$5.00. Call 544-2744 after 6 p.m.

FOR SALE—Breakfast room table/4 chairs; couch, matching chair; roll-a-way bed; odd single mattress, portable Singer. See at 101 E. Maynard Ave. Call 477-5011.

WANTED—Someone to take up payments on a 1974 red Pinto station wagon. Has black interior, automatic transmission, luggage rack and 3,600 miles. Payments are \$145.59 per month. For additional information call 596-9460 after 6 p.m. and anytime on the weekend.

FOR SALE—Prefabricated fiberglass garage. \$500.00. Call 596-9460 after 6 p.m. and anytime on the weekend.



"P-R-I-D-E"—Spelled out, said Dennis Oehring, Environmental Services director, it means professionalism, responsibility, integrity, dependability and enthusiasm. Departmental managers and hospital administrators, left to right, Stan Clay, Robert Bevington, Dr. Anlyan, Dr. Stuart Sessoms and Ross Johnson joined in the program's initiation, which will end Nov. 27.

Pride Gets Shot-in-the-Arm From Environmental Services

Environmental Services' month-long "Pride Program" got a whalloping kick-off last week as approximately 150 of the department's employees met for some well-wishing from their managers and members of the hospital administration.

Joining in initiating the program, which will include a "Clean Equipment Contest," "White Glove Inspections" and a departmental "Open House," Dr. William Anlyan, Duke's vice-president for health affairs, told the assembly, "I'm on your team."

According to Anlyan, the hospital plant has grown tremendously in the last 25 years. "It wasn't designed to make keeping it clean easy, but you all do a remarkable job," he said.

As Dennis Oehring, environmental services director, put it: "Approximately 24,000 people visit this medical center every day. And," he said, "of those, about 2,000 could go into any given bathroom each day."

The department, which numbers 215 employees, has to keep more than just the bathrooms clean. Its employees may be found in the non-patient areas of the basement or the Davison building, working through the night, or in the patient areas which provide 800 beds for, as hospital director Dr. Stuart Sessoms said, "people who come here because they can't take care of themselves."

As part of a continuing program of cleanliness awareness, on-going inspections will be held by the department's managerial staff throughout the month. Awards of cash prizes totaling more than \$200.00 for winners in the "Clean Equipment Contest" will highlight the "Pride Program." Members of the hospital administrative staff will be on hand to present the awards at the department's "Open House" for all medical center employees on Nov. 27.

The battery of equipment in use by the environmental services staff ranges from electric rotos (buffers), automatic floor machines and aides' carts carrying a myriad of cleaning chemicals, to vacuum cleaners and stainless steel buckets.

The "Pride Program" was instituted in keeping with a ServiceMaster policy "of showing tribute and appreciation

for employees," said Dennis Stallings, department manager for patient care areas.

Each of the department's managers featured ingredients of "pride" at the kick-off rally. Speaking on

"Professionalism"

"Responsibility"

"Integrity"

"Dependability"

"Enthusiasm,"

were managers Carl Wilke, personnel and payroll; Stan Clay, non-patient areas; Stallings, Ross Johnson, night operations; and Robert Bevington, projects.

As one manager put it, "We might be the second largest department in the hospital, but we're not the second best."



"TEAMWORK"—That's the message Dr. William Anlyan delivered.