

# **Finding Aid for the Highland Hospital Archives**

## **John R. Williams Sr. Collection**

### **Box 1**

- Correspondence
- Photographs

### **Box 2**

- Articles, Memos, Pamphlets
- Book: Writings

## **Hahnemann Hospital Collection**

### **Box 1**

#### **Hahnemann Hospital - History**

Folders:

- Appeals
- Articles of Incorporation
- Board of Directors Correspondence 1911 – 1919
- Buildings and Land
- First Annual Report 1890
- Hahnemann Hospital 1889-1899
- Hahnemann Hospital History and Reports 1900-1919
- Hahnemann Hospital 1920s
- Hahnemann Hospital Brochures
- Homeopathy
- Hospital charges and bills
- Ladies Board
- Letters from George Eastman
- Saturday Baskets
- Smoking Policy 1918
- Training School for Nurses

Notebook - Minutes of the Board of Hahnemann Hospital 1903-1919

Notebook – Buildings 1889-1913

## **Highland Hospital Collection**

### **Box 1**

#### **Alumnae Association**

Folders:

- Alumnae Association Minutes 1923-1939
  - Alumnae Association Minutes 1940-1949
  - Alumnae Association Minutes 1950-1956
  - Invitation – 54<sup>th</sup> Dinner Dance
  - Proposed revision of By-laws and Constitution; Miscellaneous forms
- (See also Membership binders on separate shelf in Archives)

## **Box 2**

### **Anniversaries, Celebrations, Dedications**

Folders:

- Centennial
- Family Medicine
- Golden Jubilee – 75<sup>th</sup> Anniversary
- Hospital Week
- Interfaith Chapel Dedication
- West Wing

Pamphlet: Fifty Years of Medicine in Rochester

Box – Pictures of 75<sup>th</sup> Anniversary

## **Box 3**

### **Annual Reports**

Folders:

- 1960-1969 Annual Reports
- 1970-1979 Annual Reports
- 1980-1989 Annual Reports
- 1990-1999 Annual Reports

## **Box 4**

### **Appeals**

Folders:

- Annual Appeals – Hahnemann Hospital
- Direction: Building on a Tradition of Excellence
- Highland Hospital – A Tradition of Excellence
- Foundation Annual Report 1987
- Foundation Appeal 1981
- Memorial Opportunities
- Rochester Hospital Fund – The Picture of Health

Notebook – The Commitment Begins

Calendar – Whose Responsibility

## **Box 5**

### **Board of Lady Managers; Women's Board**

Folders:

- Board of Lady Managers 1923

- Women's Advisory Boards 1920s
  - Women's Board - Papers 1949-1950
  - Women's Board – Minutes 1960-1963
  - Women's Board – Presidents
- Gray Binder – Women's Board 1955-1956

## **Box 6**

### **Building and Grounds**

Folders:

- Additions/Alterations Master Plan 1972
- Gilmore Room Blueprints
- Hahnemann Hospital
- Old Photos – Building and Ambulances
- Photos – Building and Grounds
- Photos – Construction 1965 - 1973
- Ramp Garage
- Sibley Building Renovations 1917-1938

## **Box 7**

### **General History**

Folders:

- 1930s Miscellaneous papers
- 1960s Miscellaneous papers
- 1970s Miscellaneous papers
- 1980s Miscellaneous papers
- 1982 Strike Plan
- Administrative Bulletin 1969-1973
- By-Laws 1921
- Cornerstone Laying 1937
- Dress Code 1971
- Highland Healthcare
- Highland Hospital papers, undated
- Histories
- JHACO
- John R. Williams Visiting Professorship
- Internal Disaster Plan Revision 1977
- Legionnaire's Disease article – July 20, 1982
- Rochester History
- Stationery

Memorial Opportunities in the Seven Hospitals of the Rochester Hospital Fund, Inc.

Survey of Practices and Procedures at Highland Hospital 1959

## **Box 8**

## **Highland Hospital Auxiliary**

Folders:

- Annual Reports
- By-laws
- HH Auxiliary 1974-1975
- Meetings and Reports
- Miscellaneous Papers

Member's yellow folder

## **Box 9**

### **Library**

Folders:

- Annual Reports - Library
- Collection Management
- Health websites
- History of the library (includes envelope of pictures)
- Library Committee 1955-
- Library 1960s
- Manual of Highland Library Procedure
- Medical Library Plans
- Miscellaneous Library Papers
- Newspaper articles
- Patient Library (includes lists of aides and their hours)
- Rochester Regional Library Council
- Women's Board Recommendation (1950s)

Gold binder – School of Nursing Library: Policy

## **Box 10**

### **Maintenance Reports**

Folders:

- Maintenance 1920s-1940s
- Maintenance 1950s
- Maintenance 1960s

## **Box 11**

### **Manuals and Handbooks:**

Folders:

- Employee Handbooks (2 folders)
- Environmental Services Handbook
- Patient Handbooks
- Volunteer Handbooks

Gray folder: Manual Interne Service Highland Hospital 1941

Gray folder: Patient Information...Volunteer Training 1990

## **Box 12**

### **Medical Records**

Folders:

- Men's Ward 1931
- Medical Photography – Records

Black Binders – 1950s

## **Box 13**

### **Pamphlets and Brochures A-D**

Folders:

- Alternate Level of Care Unit
- Appeals
- Baby Photos
- Breast Care Center
- Cancer Treatment Center
- Cardiac Rehabilitation
- Centennial
- Chapel
- Clinic Day
- Community Service Report 1993
- Diabetes HealthSource
- Dialysis Center
- Dietary Department
- Direction: Building on a Tradition of Excellence
- Discharge Quality Team

## **Box 14**

### **Pamphlets and Brochures E - I**

Folders:

- Educational Program
- Facts and Figures of 1992
- Family Medicine
- Family Medicine Residency Program
- For the Balance You Seek
- Foundation
- General, In-house Forms
- Guidebook 1991
- Healthy Living
- Highland Health Care
- Highland Health System
- Highland Hospital
- HH Community Service Report 1994
- The Highlands
- Internal Medicine Residency

## **Box 15**

### **Pamphlets and Brochures J - O**

#### Folders:

- Laboratory Newsletter
- Medical Photography
- Need a Physician
- Nursing
- Ob/Gyn – A Family is Born
- Ob/Gyn – Family Ties
- Oncology Center

## **Box 16**

### **Pamphlets and Brochures P - Z**

#### Folders:

- Pharmacy
- Primary Care Physicians
- Purchasing
- Recruitment Brochure 1969
- Review of 1989
- 75 Years at Highland
- Senior Healthsource
- Volunteer Pamphlets/Newsletters
- Women's HealthSource

## **Box 17**

### **Wills**

#### Folders:

- Various wills

## **Box 18**

### **People: Achievements, Lists,**

#### Folders:

- Amstey, Marvin
- Banting, Frederick Grant
- Bramlet, Roland C.
- Calihan, Dr. Walter A.
- Coors, Mary
- Egolf, Barbara
- Employee of the Year
- Graham, Billy – Memo 1988
- Hartung, William John
- Highland Hilites – featured people

- Holderman, Russell
- Hospital/Medical Staff
- Miller, Ginny
- Obituaries
- Pioneer Practitioners 1811-1830
- Retirement Announcements
- Stephens, John B.
- Stephens, John B., Housekeeping Technician
- Trombetta, Dr. George C.
- Volunteers

Pamphlet: Cindy Miller Recognition Dinner 1986

## **School of Nursing Collection**

### **Box 1**

#### **General History**

##### Folders

- Histories of Highland Hospital and School of Nursing
- Pictures – Hahnemann Hospital
- Hahnemann Hospital Nurses Strike
- Nursing Caps
- Calendar of Events 1891-1941
- Nursing Staff Superintendents 1889-1967
- Stationery sample
- Florence Nightingale Pledge

### **Box 2**

#### **Miscellaneous Papers 1893 - 1949**

##### Folders:

- 1900-1919 - Miscellaneous letters and pictures
- 1920-1929 - Mydriatic, Directions for Maternity Cases, Rules for Pupil Nurses, Announcement: School of Nursing 1927-28, Pamphlet: An Adequate Nurses' Home for Highland Hospital, Misc. papers and correspondences
- 1930-1939 - Envelope containing ring, etc. donated by family of Beatrice Hyde Wolf, Handbook for the Student Nurses at Highland Hospital 1936, Highland Hospital School of Nursing Bulletin 1938-1939
- 1940-1949 - Poem, "Our Cap" by Violet Prahler Class of '47, Invitation to Capping Exercises, US Cadet Nurse Corps, Gay Nineties Party, Bulletins, Nurses Handbook from Trudeau Sanatorium, Application of Julia Budynski, Acceptance Letter for Clara Houdorff, Rules for Pupil Nurses, Open House 1949, Announcement 1945-1946, Hospital Day in honor of Florence Nightingale May 1946

- Alumnae Association Constitution 1902-1903, Bylaws adoption
- Annual Reports 1931-1948, Director of Nursing
- Awards 1940
- Cadet Corp picture and emblems (currently in library display case)
- Exam answers 1890s
- Florence Nightingale Memorial Service and Portrait Presentation 1941
- Lectures 1891-1892
- List of Directresses of Nursing
- Nursing School Council Minutes 1946-1947
- Nursing School Council Minutes October 1948-May 1949
- Nursing Uniforms
- School of Nursing Committee 1/34-11/36
- Training School Committee, School of Nursing Committee 1/37-11/38
- Training School Committee, School of Nursing Committee 6/32-12/33

New York State Nurses Association Manual for Officers and Committees

### **Box 3**

#### **Miscellaneous Papers 1950s - 1960s**

Folders:

- 1950s: Note on Trudeau Sanatorium, Bulletin (Entrance requirements, Tuition Fees, etc. 1954-1955, 1955-1956), Open House 1954, 1955, 1959, Orientation Program for 1957 and 1962, Annual Secretary's Report, Class Night, Student Health Services, Information for Applicants, Hospital Day 1952, Alumnae Association 1953, miscellaneous letters, acceptance notices, State Board Results Class of '58, miscellaneous correspondence and lists, Narrative Report of the Educational Program in Nursing
- Admissions Trends Chart 1958-1968
- Manual for Vocational and Guidance Counselors, Schools of Nursing in the Rochester Region
- Minutes of the Annual Faculty Meetings 1959-1969
- Narrative Report of the Education Program in Nursing Jan. 1956
- Student Aids, Awards, Scholarships 1950s
- Tuitions, Fees
- Various Committees, minutes and reports

Monthly Log in binder

Nursing Aide Procedure Book

### **Box 4**

#### **Miscellaneous Papers 1960s**

Folders:



- Annual Clinic Day
- Admissions
- Outstanding Student Nurse Awards
- Highland Hospital Questions and Answers
- Pamphlets – Class Record 1966, Hospital School of Nursing
- Pediatric affiliation – Children’s Hospital of Buffalo
- Monroe Community College affiliation
- Student Handbook 1967
- Student Government
- Policies
- Coordinating Committee (became Medical Nursing Education Committee 1968-1974)
- Faculty Organization
- Student Welfare Meetings 1965 –
- Miscellaneous Papers
- *Ingenué* article

Notebook: Residence Committee

## **Box 5**

### **Miscellaneous Papers 1970s Part One**

Folders:

- Academic Standards Committee
- Accreditation Procedure
- Admissions Committee
- Admission Forms and Data
- Admissions 1970s
- Admissions records
- Class Rolls
- Clinical Instructors Meeting
- Commemorative Yearbook 1979
- Coordinating Committee
- Correspondence
- Faculty Communications Committee
- Faculty Organization 1975-1976

## **Box 6**

### **Miscellaneous Papers 1970s Part Two**

Folders:

- Handbook 1970
- Handbook 1976
- Library Committee
- Louise C. Thompson Scholarship 1975-1978
- Open House
- Patient Care Committee

- Pre-entrance Materials
- Residence Meetings
- School Closing News Releases 1971
- School of Nursing 1970s miscellaneous papers
- Student Government
- Student Welfare Committee
- Tuition and Fees

## **Box 7**

### **Graduations**

Folders:

- Early Graduation Invitations
- Graduation Programs - various years
- Graduation Exercises – various years
- Graduation 1950-1959
- Graduation 1960-1969
- Graduation 1970-1972
- Graduation 1973-1975
- Graduation 1976-1979

## **Box 8**

### **Graduation Lists, Photos, Class Lists**

Folders:

- Class Lists
- Class Pictures
- Graduate Lists
- Graduation Classes 1930s photos
- Lists of classes and alumnae (also photos)
- Miss Highland photos

1950s Graduation Folder

Notebook – Aides 1943-1945

## **Box 9**

### **State Education Department Part One**

Folders:

- Registration of the Highland Hospital School of Nursing
- Annual Report of Program

## **Box 10**

### **State Education Department Part Two**

Folders:

- Communications
- Certification of Preliminary & Professional Ed. (Form 20RN

- State Board Exam – Test Plan
- Enrollment Surveys
- Guide for Evaluating Basic Professional Programs for Registration
- Newsletters, Policy Changes``

### **Box 11**

#### **Nursing Photos**

Folders:

- 1890s
- Miscellaneous nursing photos

Photo album 1914-1939 (Includes news obituaries for Dr. John Williams Senior and Nellie Crowell Class of 1908.)

### **Box 12**

#### **Hi Nourice and Highland Fling**

Folders:

- Hi Nourice 1947, 1949
- Hi Nourice 1951
- Nourice photos
- Highland Fling 1940-1949

### **Box 13**

#### **Faculty Meetings**

Folders:

- Faculty Meetings 1965 - 1969
- Faculty Meetings 1970-1974
- Faculty Meetings 1975-1977

### **Box 14**

#### **National League of Nursing Test Results**

### **Box 15**

#### **Bulletins**

Folders:

- Training School for Nurses of the Hahnemann Hospital
- Entrance Requirements undated
- Bulletins by year
- Area Nursing Programs 1970-1971

### **Box 16**

#### **Admissions Office Part One**

- Miscellaneous papers

**Box 17**

**Admissions Office Part Two**

- Miscellaneous papers

**Box 18**

**Admissions Office Part Three**

- Miscellaneous papers

**Box 19**

**Correspondence**

Files:

- Approvals and Accreditation
- Contracts
- Grant Applications

**Box 20**

Accreditation

Interim Reports