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 – 54th 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 – 75th Anniversary
- Hospital Week
- Interfaith Chapel Dedication
- West Wing
  Pamphlet: Fifty Years of Medicine in Rochester
  Box – Pictures of 75th 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
• 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:
• 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
- Ingenue article

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