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Constance Cole Waxter Collection

Dates: 1941-1980

Collection Reference Code Element: WaxCC

The Alan Mason Chesney Medical Archives
5801 Smith Avenue, Suite 235
Baltimore, MD 21209
4107356800
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Processing Information: The Constance Cole Waxter Collection was initially processed by Ruth Carver in 2006. Shannon Cooley processed a large accrual to the collection in 2012. Processing has been supported through a grant from the Johns Hopkins Nurses' Alumni Association.

Collection Overview

Extent: 8 boxes

Creator: Waxter, Constance Heard Cole

Administrative/Biographical History:

Constance Heard Cole Waxter

Constance Heard Cole Waxter was born in Baltimore, Maryland in 1921 to Mary Dunlap Heard, Johns Hopkins Hospital School of Nursing Class of 1917, and Osborne Overton Heard, who was a modeler at the Carnegie Institution of Washington, Department of Embryology. She attended Blue Ridge College from 1939 to 1941 before receiving her nursing diploma from Johns Hopkins Hospital School of Nursing in 1944. She was Head Nurse in the Johns Hopkins Wilmer Eye Institute from 1944 to 1945, on graduate duty in the Wilmer Institute in 1946, and was the 3-11 Supervisor in the Wilmer Institute in 1948. In 1951, she worked as Supervisor of Nurses at the Hillcrest Infirmary in Alabama. She returned to Johns Hopkins Hospital from 1956 to 1976 to work in positions as instructor of Surgical Nursing in the Halsted Clinic, instructor in the Women's Clinic, assistant director of obstetric and gynecological nursing, assistant director of the nursing department, staff assistant to the Women's Clinic and Department of Nursing, and finally as special assistant to the director of nursing service. She received her Bachelor of Science in Nursing from Johns Hopkins University in 1969. Waxter became the first president of the Nurses Association of the American College of Obstetricians and Gynecologists in 1969. She served as the president of the Johns Hopkins Nurses Alumni Association from 1976-1977. She died in Baltimore in 2022 at the age of 101.

JHH SON Class of 1944

Scope and Content:

The Constance Cole Waxter Collection consists of materials related to her professional nursing career. Included are materials related to her time as a student nurse at Johns Hopkins and member of the Cadet Nurse Corps, including photographs and uniforms. The bulk of the collection relates to Waxter's work at Johns Hopkins Hospital.

Included are materials relating to her work at the Johns Hopkins Hospital Women's Clinic, Center for Experimentation and Development in Nursing (CEDN) projects - particularly the A4B4 project, her time as Employee Relations Nurse - focusing on staff turnover rates, and redevelopment plans for the clinic, including blueprints. Also included are search materials for a new Johns Hopkins Hospital Director of Nursing, some curriculum related materials and lectures, nursing studies and reports, and scholarship committee work. The collection also documents her involvement with professional nursing organizations, including the Maryland Nurses Association, her founding presidency of the Nurses Association of The American College of Obstetricians and Gynecologists, and her work with and presidency of the Johns Hopkins Nurses Alumni Association .

Accruals Description: 2000-045, 2003-177, 2009-171, 2010-072, 2010-141, 2016-020

Language: English

Subject - Name:

Johns Hopkins Hospital. Center for Experimentation and Development in Nursing
Johns Hopkins Hospital. School of Nursing. Class of 1944

Table of Contents

- Series 1 Records related to service at Johns Hopkins Hospital
- Series 2 Records related to Johns Hopkins Nurses Alumni Association
- Series 3 Records related to the Maryland Nurses Association
- Series 4 Records related to Nurses Association of The American College of Obstetricians and Gynecologists
- Series 5 Records related to other nursing professional organizations
- Series 6 Material Culture

Series 1: Records related to service at Johns Hopkins Hospital

Sub-series 1.1: Women's Clinic

Scope and Content: Included are materials relating to Waxter's work at the Johns Hopkins Hospital Women's Clinic. During Waxter's tenure, the Women's Clinic was a test site for projects of the Center for Experimentation and Development in Nursing (CEDN). Subseries include materail related to CEDN projects, particularly the A4B4 project.

Subject - Johns Hopkins Hospital. Center for Experimentation and Development in Nursing

Folder : ["Cancer Research Progress" Article - 05/27/1974](#)

Extent: 1 folder

Scope and Content: Article cut out of The Sun newspaper

Folder : ["Nursing" Newborn Assessment: Identification of the High Risk Newborn](#)

Extent: 1 folder

Scope and Content: A pamphlet from the University of Oklahoma

Folder : ["Specipan" Information - 1973](#)

Extent: 1 folder

Scope and Content: Includes printed information and a handwritten evaluation based on use of the Specipan in the hospital

Item : A History of Medicine in Pictures

Extent: 1 oversize pamphlet

Scope and Content: Includes a copy of a painting, "The Hopkins: A Revolution in Medical Education," with description and identification of people

Folder : A4B4 Pilot Project - Done in Conjunction with Center for Experimentation and Development in Nursing - 1971

Extent: 1 folder

Scope and Content: Includes "Nursing from the Patients' Perspective: Woman's Clinic Pilot Project Survey," General Standards for Nursing of All Patients Admitted to Woman's Clinic, CEDN Report of the A4B4 Pilot Project April 19 - June 4, 1971, meeting minutes, and a meeting agenda

Folder : Abortion Seminar - 1973

Extent: 1 folder

Scope and Content: Includes an announcement of the seminar

Folder : American Nurses Association Position Paper on Education - 1965

Extent: 1 folder

Scope and Content: A position paper on education preparation for nurse practitioners and assistants to nurses

Folder : Articles on Abortion - 1968-1973

Extent: 1 folder

Scope and Content: Includes handwritten notes and various articles related to abortion from sources such as News Bulletin (Syntex Laboratories), Reader's Digest, US News & World Report, Johns Hopkins Magazine, Time Magazine, the American Journal of Psychiatry, Christianity and Crisis, The Regan Report on Nursing Law, Hospital Topics, and various newspapers

Folder : Articles: Obstetrics - Gynecology

Extent: 1 folder

Scope and Content: Articles include: Obstacles to Individualized Patient Care, Delegate! Delegate!, The Nature of Nursing, The Problem in Nursing's Middle Management, Upgrading LPNs to RNs, Effective and Ineffective Behavior of Teachers of Nursing as Determined by their Students, Potassium Imbalance, The Right to Die, Standardization of terminology, reporting of live births, fetal deaths, Mechanism of Action in Intrauterine Contraceptives in women, Results in program for maternity, infant care told at ACOG meeting, and a variety of short articles

Folder : Assistant Director Seminar - Communications - 02/16/1968

Extent: 1 folder

Folder : Cases from Workshop on Problem Oriented Medical Records - 11/17/1973

Extent: 1 folder

Scope and Content: Includes program of workshop schedule, working definitions of components, practice worksheets, bibliography, sample patient chart problems, a booklet on Problem Oriented Medical Records, Principles of Change, and a diagram of the Problem Oriented System

Folder : Center for Experimentation and Development in Nursing A4B4 Proejct - Current Work - 1970-1971

Extent: 1 folder

Scope and Content: Includes handwritten chart and notes, meeting minutes, "Future Planning" list, patient survey results, blank checklists, a blank nursing assessment, memos, Suggested Critical Path for Development and Conduct of Pilot Project, Purposes of the project, a description of The Present Nursing System and Proposed Nursing System, Critical Path to Development & Conduct of Pilot Project, a blank copy of the Nursing Interview, and notes from a Woman's Clinic Consultation Meeting

Folder : Center for Experimentation and Development in Nursing General Staff Meeting - 11/22/1971

Extent: 1 folder

Folder : Center for Experimentation and Development in Nursing Nursing Interview + Follow-up

Extent: 1 folder

Scope and Content: Includes blank copies of Nursing Admission & Discharged Checklist, Nursing Interview, Check List for Post-Operative Observation of Patient, Patient Nursing Profile & Standing Nursing Prescriptions, and Hospitalization Period forms

Folder : Center for Experimentation and Development in Nursing Practice Committee or Nursing Practitioner Interview Guide

Extent: 1 folder

Scope and Content: Consists of handwritten notes and a bibliography

Folder : Center for Experimentation and Development in Nursing Projects 1969 - 1969-1970

Extent: 1 folder

Scope and Content: Includes Role of the Center for Experimentation & Development in Nursing, handwritten notes and diagrams, information on phases in the treatment of patients with myomata uteri, notes and minutes from Woman's Clinic meetings and A4B4 Project meetings, handwritten notes on treatment of patients undergoing hysterectomies, correspondence, patient interviews, general report on the A4B4 project, evening and night observations of A4B4, staff memos, medical orders for patients on A4B4, a description of a patient's response to hospitalization, a description of the activities of nurses in Woman's Clinic, information on carcinoma of vulva, information on stress incontinence, and information on projects on various other units

Folder : Center for Experimentation and Development in Nursing Projects Review Committee - 1971

Extent: 1 folder

Scope and Content: Includes meeting minutes, Process to Coordinate Joint Endeavors between the

Center for Experimentation and Development in Nursing (CEDN) and Other Nursing Staff in Projects Related to Nursing Practice, diagrams, and handwritten notes

Folder : Center Staff Meetings - 1971

Extent: 1 folder

Scope and Content: Includes letter inviting Constance Waxter to become an Assistant Staff Member of Center for Experimentation and Development in Nursing during the A4B4 Project, a list of Woman's Clinic Budget Positions, and handwritten notes

Folder : Cesium and Cancer of the Cervix - 1969

Extent: 1 folder

Scope and Content: Includes handwritten notes and two papers: "Some Modern Radium Applicators and the Treatment Policies for Cancer of the Cervix" and "An After-Loading System Utilizing Cesium 137 for the Treatment of Carcinoma of the Cervix"

Folder : Committee on Nursing Practice - 1972

Extent: 1 folder

Scope and Content: Includes a memo on permissive procedure for ICU Nursing Personnel, a collection of guidelines on IV Fluids, a description of the Nursing Practice Committee, an article on "Rectals and vaginals: the OB nurse's job?" and an article on "The legal hazards of OB nursing" from RN, a memo on established procedures, a summary of meetings of the Committee on Guidelines for Nursing Practice, an article on resuscitation of the newborn infant, guidelines on rectal examinations, and summaries of questionnaire responses regarding the role of the nurse in various procedures

Folder : Dealing with Death and Dying Seminar - 10/9-30/1973

Extent: 1 folder

Scope and Content: Includes programs for four sessions, an article "Walk in the World for Me," and handwritten notes

Folder : Designing Nursing Systems - 1973

Extent: 1 folder

Scope and Content: Includes a handwritten Informal Report, a list of class assignments, a course outline and schedule, a handwritten Final Report, a handwritten copy of a paper titled "Designing Nursing Systems," loose handwritten pages, a handwritten copy of "A Nursing System Designed for Patients Undergoing Termination of Pregnancy (Part 2)" as well as a full copy, and a handwritten copy of "Supportive - Developmental: Part II,"

Folder : Diabetic Blindness - 1969

Extent: 1 folder

Scope and Content: A pamphlet written by Dr. Arnall Patz of the Wilmer Ophthalmological Institute, reprinted from Blindness 1969

Folder : Diagnostic Procedures - 1967

Extent: 1 folder

Scope and Content: Includes memos, guide on how to schedule diagnostic procedures, and handwritten notes

Folder : Electrolytes in Body Fluids - 1975

Extent: 1 folder

Scope and Content: Includes two articles from the American Journal of I.V. Therapy

Folder : Encounter Group

Extent: 1 folder

Scope and Content: Consists of a handwritten note and a proposal for a seminar on management

Folder : Estriol Procedure - 1970

Extent: 1 folder

Folder : Family-Centered Maternity Care - 1970

Extent: 1 folder

Scope and Content: Includes a booklet from ICEA News, an explanation of the goals of Family-Centered Maternity Care, and Regulations Governing Admission of Husbands in the Delivery Room

Folder : Feelings and their Medical Significance - 1971

Extent: 1 folder

Scope and Content: Includes two issues of "Feelings and their Medical Significance," published by Ross Laboratories, accompanied by handwritten notes

Folder : Graded Exercise Electrocardiographic Test - 1967

Extent: 1 folder

Scope and Content: Memo regarding the use of the GEET procedure

Folder : Head Nurse Meetings - 1973-1974

Extent: 1 folder

Scope and Content: Minutes from Head Nurse meetings in the Gynecology department, a draft of discharge summary guidelines

Folder : Head Nurse Meetings 1971 - 1971

Extent: 1 folder

Scope and Content: Includes minutes from meetings

Folder : Housekeeping Services - 04/19/1971

Extent: 1 folder

Scope and Content: Includes a memo regarding the appointment of a new Director of Housekeeping Services

Folder : Human Growth Foundation - 1973

Extent: 1 folder

Scope and Content: Includes a pamphlet and a letter from the Human Growth Foundation

Folder : Information for Private Duty Nurses - 1968

Extent: 1 folder

Folder : Information Related to Childbirth

Extent: 1 folder

Scope and Content: Includes several pamphlets: Mother and Baby, A New Chapter in Family Planning, and A Study in Maternal Attitudes. Also includes a Check List for Counselling Breast-Feeding Mothers and Guidelines to Use for Floor Orientation for Patients

Folder : Interviewing Patients: Assessment, History

Extent: 1 folder

Scope and Content: Includes example form for Patient Nursing Profile & Standing Nursing Prescriptions, a handwritten bibliography, "Twenty-One Nursing Problems" from the American Journal of Nursing with a blank copy of the Nursing History and Physical Form, notes from a Subcommittee Meeting of the Maternity Nurse Coordinating Group, a blank copy of an Adolescent Interview, a blank copy of the Maternity Nursing Interview, and a blank copy of the Woman's Clinic Nursing Interview

Folder : Johns Hopkins Hospital Employees Reception - 06/11/1974

Extent: 1 folder

Scope and Content: Includes an invitation and a program

Folder : Let's Discuss the Menopause - 1969

Extent: 1 folder

Scope and Content: Consists of a small booklet

Folder : Library Accessions - 1961-1971

Extent: 1 folder

Folder : Management Budget Meeting June 1964 - 07/04/1964

Extent: 1 folder

Folder : Management Seminar

Extent: 1 folder

Scope and Content: Includes a schedule of classes, a pamphlet on the complexities of groups, a copy of a speech on "\$ Incentives to Excellence," an issue of Point of View, a speech titled "As You Were Saying," information on Making Supervisory Rounds with a Purpose, a pamphlet on Nursing Leadership Behavior in General Hospitals, and Appraisal of Hospital Nursing Services

Folder : Miscellaneous Materials - 1963

Extent: 1 folder

Scope and Content: Includes a Maryland State Department of Health Monthly Bulletin from June 1963, "Every Nurse is an Instructor," "Continuing Education - a Legal Necessity," a blank Cardiovascular Resuscitation Report, and a quiz key from JHH Inservice Education

Folder : Miscellaneous Notes

Extent: 1 folder

Scope and Content: Consists of handwritten notes and drafts of letters

Folder : Narcotic Addiction in the Newborn - 1972

Extent: 1 folder

Scope and Content: Booklet published by Johnson+Johnson

Folder : New Nurse Orientation - 1974

Extent: 1 folder

Scope and Content: Includes Woman's Clinic Guidelines on Orientation for New Nurses, Surgical Procedures Done in Woman's Clinic, Common Terms Used in Woman's Clinic, and Commonly Done Surgical Procedures

Folder : Newspaper Clippings Related to Johns Hopkins Hospital

Extent: 1 folder

Scope and Content: Includes an article "[Raymond P. Sloan] Says Hospitals are Challenged" accompanied by an article "Nursing Schools Must Raise Standard, Surgeons are Told." Also included is an article on Surgical Sidelights, featuring Drs. Rankin, Higgins, Kennedy, and White

Folder : Nurse-Midwife - Clinical Specialist Discussions - 1973

Extent: 1 folder

Scope and Content: Includes information regarding appointment of Nurse Midwives as Associate Clinical Specialists, materials of the Maternity Nursing Coordinating Group, continuing education, and information on the role of nurse-midwives

Folder : Nurse-Patient Communication - 1960s

Extent: 1 folder

Scope and Content: Includes articles on Nonverbal Communication, The Initial Interview: Assessment of the Patient and his Difficulties, The Problem of Silences in a Nurse-Patient Relationship, and Interviewing in Nursing: Suggestions for Developing Communication Skills

Folder : Nursing Course Outline - School of Nursing: Gynecology - Obstetrics - 1965

Extent: 1 folder

Scope and Content: Includes Philosophy and Aims of the School of Nursing, Expectations for the Student while Assigned to the Obstetric Clinic, Philosophy and Objectives of Nursing Care, and a Gynecological Nursing Course Outline

Folder : Nursing Rounds - 1971-1972

Extent: 1 folder

Scope and Content: Includes minutes from the Nursing Rounds - Clinical Specialist Group meetings, a psychiatric case summary, a case summary of a cardiac surgical patient with psychosocial problems, a blank Adolescent Interview, a flowchart of nursing committees, various handwritten notes, and a diagram of fetal circulation

Folder : Nutrients Quiz

Extent: 1 folder

Folder : Objectives - Woman's Clinic Nursing Service - 1966

Extent: 1 folder

Folder : Operating Rooms - Philosophy, Standards, Quality Assurance

Extent: 1 folder

Folder : Ophthalmological Disorders

Extent: 1 folder

Scope and Content: Handwritten notes on capacities of and nursing care relating to patients with various ophthalmological disorders

Folder : Ostomy Material - 1970-1972

Extent: 1 folder

Scope and Content: Information related to colostomies and ileostomies. Includes Ostomy Catalog and Educational Training Manual, Ostomy Accessories Catalog, assorted pamphlets on medical devices, Ostomy Educational Folders, correspondence regarding educational booklets

Folder : Patient Care Committee - 1971

Extent: 1 folder

Scope and Content: Includes minutes and notes from Patient Care Committee meetings and Head Nurse meetings, Statement on the Role of the Nurse in the Administration of Oxytocic Medications, and a variety of notes, memos, and correspondence regarding administration of certain procedures, particularly the administration of oxytocic medications

Folder : Patient Discharge - 1973

Extent: 1 folder

Scope and Content: Includes Postoperative Discharge Instructions and a memo from the Department of Social Work regarding patient placement

Folder : Pre-Operative Teaching

Extent: 1 folder

Scope and Content: Includes Guidelines for Pre-Operative Teaching, handwritten and typed drafts of guidelines, handwritten notes, an article "Surgical Patients Receive Self-Help Tips from Films before Operation," Discharge Summary Guidelines for GYN Patients, Pre- & Post-Operative Visits Reference List, a handwritten bibliography, an article on Preop and Postop Visiting Procedure, Group Instruction in Preparation for Surgery, Suggestions for Division of Pre-Operative Teaching, and Objectives for Pre-Operative Teaching

Folder : Preparation for Childbirth Program

Extent: 1 folder

Scope and Content: Blue folder containing information on Relaxation Techniques, Characteristic Changes of Pregnancy, Guide to Analgesia and Anesthesia, Phases of Labor, Suggested Readings for Parents, Body Conditioning Exercises, Father's Reminder Sheet on How to Help Your Wife During Labor, Suggestions for your Hospital Suitcase, Postpartum Exercises

Book : Primiparas' Expressed Reasons for Choice of Bottle Feeding - 06/1962

Extent: 1 book

Scope and Content: Dissertation written by Sister Mary Charles Dresch. Handwritten inscription: "Constance W. Cole Assistant Director Nursing Woman's Clinic" "Gift from Sister Mary Charles Presentation School of Nursing Lourdes Hall Aberdeen, South Dakota"

Folder : Problem Oriented Medical Records - 1973

Extent: 1 folder

Scope and Content: Includes a blank Johns Hopkins Hospital Medical Records Problem List, a photocopy of medical records, a program, letter, and bibliography for a Workshop on Problem Oriented Medical Records, and a blank form on Nursing Perspectives and Nursing Admission and History

Folder : Prostaglandin Study

Extent: 1 folder

Scope and Content: Dose-Response Efficacy Study of PGF 2 alpha for Abortifacient Activity in Early Human Pregnancy

Folder : Requests for Articles to be Written - 1970-1971

Extent: 1 folder

Scope and Content: Includes article invitation from Hospital Topics, article request from Supervisor Nurse with follow-up correspondence, article "Women. The Impact of Advances in Fertility Control on their Future: A Presidential Address," and handwritten notes on article ideas

Folder : Resuscitation - Cardiopulmonary - 1973

Extent: 1 folder

Folder : Return to Patient Care: Obstacles and Strategies - 02/1974

Extent: 1 folder

Scope and Content: Copy of an article from Hospital Care written by Doris Weyl

Folder : Sex Education and Adolescent Pregnancy

Extent: 1 folder

Scope and Content: Consists of handwritten notes

Folder : Standards

Extent: 1 folder

Scope and Content: Includes General Standards for Nursing Practice, Standards for Obstetric-Gynecologic Patients, handwritten notes on Clinical Nursing Care Standard for Acutely and Subacutely Ill Patients, a memo to the Steering Committee, handwritten notes on Standards for Nursing Actions, Basic Standards for Obstetrical and Gynecological Nursing Care, Woman's Clinic Admission & Discharge Nursing Checklist, Postpartum Floor questionnaire, and miscellaneous handwritten notes

Folder : Standards - Operating Room - 1974

Extent: 1 folder

Scope and Content: Includes handwritten notes, minutes of the O.R. Aseptic Technique Committee meetings (typed and handwritten), Woman's Clinic Guidelines for Pre-Operative Teaching, Standards for O.R. Nursing Practice (one blank form, one filled out), Operating Room Audit (one blank, one with notes, one entirely handwritten copy), Standards of Nursing Practice: Operating Rooms, Reasons for Standards, Methodology for Evaluating the Patient Care Process in the O.R., Quality Control Check List: Children's Medical and Surgical Center, Objectives of Operating Room, Operating Room Philosophy statements and draft, Objectives for Nursing in the General Operating Rooms, an issue of Hospital Care newsletter, Patient's Bill of Rights, and Standards for the Department of Nursing

Folder : Standards: Nursing Department Committee Work - 1972-1973

Extent: 1 folder

Scope and Content: Includes Minutes of the Nursing Standards Committee, a memo to the Steering Committee from the Standards Committee, and drafts of a list of Nursing Standards

Folder : Study: Attitudes toward Legalized Abortion - 1970

Extent: 1 folder

Scope and Content: Correspondence with Kathleen Waller and a chapter from her thesis "A Study to Determine the Attitudes toward Legalized Abortion and the Presence and Reduction of Role Strain as seen in Professional Nurses"

Folder : Team Nursing - 06/10/1965

Extent: 1 folder

Scope and Content: Includes Team Nursing Guidelines, memo to Assistant Directors on recommendations regarding Team Nursing guidelines, and handwritten notes

Folder : Thank-You Notes - 01/28/1971

Extent: 1 folder

Scope and Content: Includes a note to Constance Waxter from Doris Armstrong

Folder : The Psychosocial Dynamics of Attitude Changes among Health Professionals Toward Abortion - 1972

Extent: 1 folder

Scope and Content: Includes the first draft of a research proposal written by Dr. Irvin Cushner, correspondence between Cushner and Constance Waxter, and an attitudinal survey regarding termination of pregnancy

Folder : The Stages of Illness - Psychosocial Approach - 03/1962

Extent: 1 folder

Scope and Content: An article from Nursing Outlook

Folder : Travel Applications

Extent: 1 folder

Scope and Content: Includes blank Johns Hopkins Hospital travel application forms

Folder : Tuberculin Testing

Extent: 1 folder

Scope and Content: A pamphlet on interpretation of tuberculin tests published by the National Tuberculosis Association

Folder : Ultrasound - 1974

Extent: 1 folder

Scope and Content: Includes a newspaper article and a collection of handwritten notes

Item : What is a Boy? - 1950

Extent: 1 item

Scope and Content: Large pamphlet written by Alan Beck and published by New England Mutual Life Insurance Co.

Item : What is a Girl? - 1950

Extent: 1 folder

Scope and Content: Large pamphlet written by Alan Beck and published by New England Mutual Life Insurance Co.

Folder : Woman's Clinic Meeting Schedule - 1974

Extent: 1 folder

Scope and Content: Includes a meeting schedule and a summary of projects

Sub-series 1.2: Nursing Employee Relations

Scope and Content: Files related to Waxter's role as Employee Relations Nurse.

Folder : Annual Report 1974-1975: Final Copy - 1974-1975

Extent: 1 folder

Scope and Content: Report from time as Employee Relations Nurse, with information on newly employed and resigning nurses

Folder : Annual Report 1974-1975: Work Copy - 1974-1975

Extent: 1 folder

Scope and Content: Report from time as Employee Relations Nurse, with information on newly employed and resigning nurses

Folder : Annual Report 1975-1976: Final Copy - 1975-1976

Extent: 1 folder

Scope and Content: Report from time as Employee Relations Nurse, with information on newly employed and resigning nurses

Folder : Annual Report 1975-1976: Work Copy - 1975-1976

Extent: 1 folder

Scope and Content: Information collected for writing a report from time as Employee Relations Nurse, with information on newly employed and resigning nurses

Folder : Bibliographies - 1970-1972

Extent: 1 folder

Scope and Content: Includes handwritten notes on sources, lists of suggested readings and bibliographies from various publications, an article on "O.R. liability burden may fall on hospital, not surgeon, new decision says" from Modern Hospital Law, "To Be an Effective Communicator - Think Negatively" from Personnel Journal, information on the LRI Nursing Leadership Monographs, "Let's Stop Deceiving Ourselves" from Personnel Journal, and "Evaluating the Quality of Nursing Care" from the Journal of the American Hospital Association

Folder : Changes in Nursing Service - 1971

Extent: Materials from a conference on Innovative Changes in Organization of Nursing Services held by the American Society for Hospital Nursing Service Administrators. Includes a program with the handwritten note "Attended by Doris Armstrong" and a list of small discussion groups.

Folder : Clinical Specialists in Osler - 09/26/1975

Extent: 1 folder

Scope and Content: Includes a description of what Clinical Nurse Specialists do

Folder : Current Bibliographies

Extent: 1 folder

Scope and Content: A collection of handwritten and typed bibliographies

Folder : Educational Level of Registered Nurses - 1975

Extent: 1 folder

Scope and Content: Includes a summary of responses to a questionnaire

Folder : End of Month Report - 1975-1976

Extent: 1 folder

Scope and Content: Includes handwritten notes on recruitment, orientation, interviews of newly employed nurses, turnover, and recommendations

Folder : Evaluation Guide - Student Nurses

Extent: 1 folder

Folder : Evaluation of Personnel

Extent: 1 folder

Scope and Content: Includes correspondence regarding who is responsible for personnel evaluation and a blank Performance Review

Folder : Hospital Staff Turnover Rates - 1974-1975

Extent: 1 folder

Scope and Content: Includes handwritten notes, copies of chapters from The Geographic Distribution of Nurses and Public Policy by Frank A. Sloan, a copy of an article "Nursing centers take action to reduce employee turnover" from Cross-Reference, an article on "Labor Turnover in Hospitals" from Personnel Journal, and an article on "Influence of Rewards and Incentives on Staff Nurse Turnover Rate" from Nursing Research

Folder : Information for Recruitment Committee

Extent: 1 folder

Scope and Content: Includes two articles: "Pre-Planned Question for Efficient Interviewing" from Personnel Journal and "Organizational and sociological factors affecting attrition in collegiate schools of nursing." Also includes a variety of handwritten notes regarding interview questions and ideal job candidate qualities

Folder : Information for Three Month Report for HDS

Extent: 1 folder

Scope and Content: Includes recommendations for short range programs, information on newly employed and resigning nurses

Folder : Information Regarding Search for Nursing Director - 1976

Extent: 1 folder

Scope and Content: Includes handwritten notes, memo regarding responsibilities of Clinical Nursing Director and Director of Nursing, a list of long-term objectives for the Department of Nursing, a Report of the Task Force, and a description of necessary qualities for a Director of Nursing

Folder : Interpersonal Relations Seminar

Extent: 1 folder

Scope and Content: Includes overview, outline, discussion questions, study questions (a couple of which are filled out and marked as keys), and an evaluation form (filled out)

Folder : Interview Notes - 07/1976

Extent: 1 folder

Scope and Content: Small notepads with notes jotted down during interviews of resigning nurses

Folder : Job Analysis - C. Waxter & R. Stolz - 1975

Extent: 1 folder

Scope and Content: Includes completed copies of job analysis questionnaires completed by Constance Waxter and Rosemarie Stolz

Folder : Job Performance and Evaluation - 1972-1973

Extent: 1 folder

Scope and Content: Materials from the Nursing Redirected Evaluation of Personnel Committee. Includes guidelines on conducting performance reviews, blank drafts of performance review forms, various memos and correspondence, an evaluation guide, meeting minutes, a merit rating policy guide, a "code for nurses with interpretive statements" pamphlet, gradation values, a blank nomination form for the High Intensity Supervisory Development Training Program, an outline of the Evaluation of Personnel Committee, Legal Responsibilities and Administrative Policies of Public Health Nursing Administration, Development of an Instrument to Measure Nursing Performance, How to Diagnose Organization Leadership, Appraising Managerial Performance, A Statement on Supervision and the Primary Functions and Qualifications for the Supervisor of Nursing, Expectations of Nursing Supervisors, and a Study of Appraisal Forms

Folder : Lecture Notes

Extent: 1 folder

Scope and Content: Includes notes on The Importance of Body Image, Health Associate Programs, The Spectrum of Suffering, Human Sexuality, Evaluating the Training of the Nurse Practitioner, Primary Nursing, Cardiac Rehabilitation, Research and Nurse Practitioners, Culture Shock, Drug Withdrawal, and Collaborative Relationships Between Service and Education

Folder : Lecture Notes: Graduate Staff Development

Extent: 1 folder

Scope and Content: Includes information on heart anatomy, Staphylococcus aureus, patients receiving treatments with radioactive sources, drugs and the fetus, aging, menopause, team nursing, sonography, death and dying, alcoholism, suicide, maternity care, chromosomal aberrations, etc.

Folder : Levels of Practice Committee

Extent: 1 folder

Scope and Content: Includes Levels of Practice flowchart, charts with descriptions of various levels of practice, and chart of tasks for certain job titles evaluated by individuals

Folder : Memos - 1976 - 1976

Extent: 1 folder

Scope and Content: Includes information about the hospital's Cost Improvement Program, Radiotracer Studies of the Heart, State Medical Assistance Prescription Changes, Blood Transfusion Practices, and House Bill 194

Folder : Memos - Oct 1973 to Dec 1975 - 10/1973-12/1975

Extent: 1 folder

Folder : Miscellaneous Notes Regarding Turnover

Extent: 1 folder

Folder : New Employee and Resignation Interviews - 1975-1976

Extent: 1 folders

Scope and Content: Summaries of interview comments made by newly employed and resigning

nurses

Folder : Notes for Evaluation of Nurses - 1969-1970

Extent: 1 folder

Scope and Content: Descriptions of nurse activities regarding various patients

Folder : Notes on Newly-Employed and Resigning Nurses - 1975

Extent: 1 folder

Folder : Nursing Turnover and Related Problems - 1974-1975

Extent: 1 folder

Scope and Content: Materials related to the development of a definition of "nursing turnover rate." Includes handwritten notes on reasons for nurses leaving job positions, correspondence, memos, notes, and correspondence on the definition of turnover and turnover rate, Proposed Research on Nurses' Job Satisfaction and Nursing Turnover, a list of numbers of nurse resignations from various departments in 1974-1975, and a Departmental Report Showing Resignations - RN Only

Folder : Objectives, Goals (Short-Long) Interview Questions - 1975-1976

Extent: 1 folder

Scope and Content: Includes a list of hospital objectives for 1975-1976, a variety of handwritten notes, an issue of Pediatric Nursing Currents with notes, and a list of Constance Waxter's objectives and goals as Staff Assistant

Folder : Organizational Determinants of Hospital Nurses' Job Satisfaction: A Pilot Study - 1976-1977

Extent: 1 folder

Scope and Content: Includes two copies of a paper written by Carol S. Weisman and Cheryl S. Alexander

Folder : Personnel - Employee Representative - 4/1975

Extent: 1 folder

Scope and Content: Includes job responsibilities for Personnel Employee Representative

Folder : Philosophy, Purpose, and Objectives: Why Do We Have Them? - 1971

Extent: 1 folder

Scope and Content: An article by Marjorie A. Moore from the Journal of Nursing Administration

Folder : Primary Nursing - Osler - 1977

Extent: 1 folder

Scope and Content: Includes a handwritten critique, a list of selected readings, and thought cues, a worksheet, and a reinforcement survey schedule with notes

Folder : Programs at Johns Hopkins Hospital to State Specialty Groups - 10/1975

Extent: 1 folder

Scope and Content: Includes pamphlets and programs from Natural Family Planning Federation of America, Developing the Nurse Manager, Nursing Audit Workshops, MNA Continuing Education, Supervisor Nurse, Advances in Fertility Management, and the Department of Inservice Education

Folder : Staff Assistant Job Description of Employee Relations Nurse - 1975

Extent: 1 folder

Folder : Staff Assistants, Supervisors, and Clinical Specialists Meetings - 1973-1974

Extent: 1 folder

Scope and Content: Includes minutes from Executive Staff Meetings, memos, a pamphlet on Instructions for Self Perineal Care, a Quick Reference for Obstetrical Nurses in Emergency Situations guide, a Unit Assessment Plan, notes on unit activities, an issue of the Johns Hopkins Gazette with an article on JHMI policy questions, a blank Audit of Nursing System form, a proposal for the structure of the clinic system, a list of job titles and responsibilities, and notes and roll call from Supervisor Meetings

Folder : Staffing and Responsibility Changes - 1974

Extent: 1 folder

Folder : The Interviewer's Manual - 1973

Extent: 1 folder

Folder : Weekly Activities as Staff Assistant 1973 - 1973

Extent: 1 folder

Scope and Content: Includes calendars, memos, notes, and progress reports

Folder : Work Copies of Interviews Jan-June 1976 - 01-06/1976

Extent: 1 folder

Scope and Content: Includes notes on resignation interviews

Folder : Work Folder - 1974-1975

Extent: 1 folder

Scope and Content: Includes an invitation to a reception in honor of Phyllis Conner, notes on the interviews regarding turnover, resumes, invitations to discussions and conferences, handwritten notes, information on volunteers, information on library registration, information on tuition reimbursement for nurses, a photograph with names written on back, nurse suggestions regarding parking, holiday schedules, and interviewing schedules

Sub-series 1.3: Nursing at Johns Hopkins Redirected - 1971-1972

Scope and Content: Materials relating to the restructuring of nursing practice and nursing administration throughout Johns Hopkins Hospital in 1971-1972, with a particular focus on nursing redevelopment in the Woman's Clinic. Includes materials related to the previous nursing structure, standards of care, project planning outlines, meeting minutes, descriptions of staff member roles and responsibilities, correspondence, nursing committee descriptions and membership lists, bibliographies, materials from Head Nurse meetings, and materials from a two-day conference held in September 1971.

Folder : Nursing at Johns Hopkins Redirected - Bibliography and Background Information - 1971-1973

Extent: 1 folder

Folder : Nursing at Johns Hopkins Redirected - Special Discussions: Head Nurses, Exec Committee, etc. - 1971-1972

Extent: 1 folder

Folder : Nursing at Johns Hopkins Redirected Two-Day Conference September 1971 - 9/23-24/1971

Extent: 1 folder

Scope and Content: Includes a Department of Nursing chart on beliefs, plans, goals, etc., a report on the two-day conference, a list of committee assignments, a list of conference participants, a conference schedule, a copy of "Nursing at the Johns Hopkins Hospital Redirected" submitted by the Brady and Emergency Department, a Summarization of Project Meetings for CMSC, a report of discussion meetings, a list of job descriptions, Statement of OPD Nurses Concerning "Nursing Re-Directed" at the Johns Hopkins Hospital, a report of the Osler Working Group, a report of Phipps Nursing Meetings, a report from the Park Building: Comprehensive Child Care Clinic, and a report of the Wilmer Discussion Group

Folder : Nursing Redirected - Head Nurse Discussions - 1971

Extent: 1 folder

Scope and Content: Includes a list of recommendations, notes from meetings, and a nursing checklist

Folder : Nursing Redirected - June 1972 meeting - 07/1972

Extent: 1 folder

Folder : Nursing Redirected - Miscellaneous Notes, Work folder, Planning - 1971-1972

Extent: 1 folder

Scope and Content: Includes correspondence regarding possible CEDN assistance in the development of nursing practice in the new oncology unit, various notes, including notes taken during meetings of the Woman's Clinic, list of project goals

Folder : Nursing Redirected - Nursing Standards Subcommittee - 1971-1972

Extent: 1 folder

Scope and Content: Includes minutes of Clinical Specialist Group meetings, "Implementing and Assessing Nursing Redirected," lists of Nursing Redirected committees with their functions and member locations, a report on a two day Nursing Department conference in September 1971, and minutes of the Nursing Redirected General Meeting of June 1972

Folder : Nursing Redirected - Planning - 1971

Extent: 1 folder

Scope and Content: Includes General Standards for Nursing of All Patients Admitted to Woman's Clinic, various memos and handwritten notes, information on the Woman's

Clinic Project and Woman's Clinic Project Conference on Project Administration, and tables and flowcharts of nursing systems

Folder : Nursing Redirected - Special Discussions - 1971-1972

Extent: 1 folder

Folder : Nursing Redirected Committees - 1972

Extent: 1 folder

Scope and Content: Includes a flowchart of committees, a list of members of all committees, a list of the functions of the various committees, and a list of the locations and phone extensions for all committee members

Folder : Nursing Redirected Meeting October 1972 - 10/28-28/1972

Extent: 1 folder

Scope and Content: Includes a description of the purpose of the meeting, a Background Statement for the Nursing Redirected Retreat, and a proposal for organizing nursing service

Folder : Nursing Redirected Minutes - Extra Copies - 11-12/1971

Extent: 1 folder

Sub-series 1.4: Johns Hopkins Hospital Redevelopment

Item : B5 Spot Detail Blueprint - 03/1974

Extent: 1 blueprint

Folder : Blueprints - Fifth Floor Plan

Extent: 1 folder

Scope and Content: Includes a blueprint of "Proposed Addition - Fifth Floor" from January 27, 1954 and a more modern Fifth Floor Plan

Item : Fertility Control Center Blueprints - 04-05/1974

Extent: 3 blueprints

Folder : Fertility Control Center Renovation Notes - 1974

Extent: 1 folder

Scope and Content: Includes handwritten notes, lists of RTKL general requirements

Item : Halsted & Osler Second Floor Renovation Alternative I Blueprint - 02/08/1974

Extent: 2 blueprints

Item : Halsted & Osler Second Floor Renovation Alternative II Blueprint - 01/08/1974

Extent: 2 blueprints

Item : Halsted & Osler Second Floor Renovation Alternative III Blueprint - 01/08/1975

Extent: 1 blueprint

Item : Halsted & Osler Second Floor Renovation Alternative IV Blueprint - 02/07/1974

Extent: 1 blueprint

Item : [Halsted/Osler Second Floor Renovation - 03/25/1974](#)

Extent: 1 blueprint

Bound volume : [Johns Hopkins Hospital OB/GYN Proposed Equipment Brochure - 04/30/1974](#)

Extent: 1 item

Item : [OB Nurseries / Nursing Units Blueprint - 03/12/1974](#)

Extent: 2 blueprints

Item : [OB/GYN Department Blueprint - 04/17/1974](#)

Extent: 1 blueprint

Scope and Content: A blueprint of the Obstetrical and Gynecological Department on Halsted Three

Folder : [Proposed Equipment Brochure - 06/07/1974](#)

Extent: 1 folder

Scope and Content: Bound volume, coming apart. Blue cover saying "Johns Hopkins Hospital OB/GYN/FCC Proposed Equipment Brochure: Elevations and Layout: Revised 06-07-74"

Item : [Recovery Room Blueprint - 04/19/1974](#)

Extent: 1 blueprint

Folder : [Redevelopment - Communications - 1974](#)

Extent: 1 folder

Scope and Content: Includes handwritten notes, an Interim Study Report on Tower Building Communication System Requirements, and information on the Closed-Circuit Television System

Folder : [Redevelopment - Duplicate Material - 1974](#)

Extent: 1 folder

Folder : [Redevelopment - Fertility Control, Recovery Room - 1974](#)

Extent: 1 folder

Scope and Content: Includes blueprints, information on surgical track lighting, the proposed equipment brochure for the FCC from May 16, 1974, Fertility Control Center procedures, and requirement lists for the Fertility Control Center, OB/Gyn Surgical Suite, and OB/Gyn Surgical Recovery

Folder : [Redevelopment - Labor-Delivery Unit - 1974](#)

Extent: 1 folder

Scope and Content: Includes handwritten notes on delivery rooms, a booklet on "Planning the Labor-Delivery Unit in the General Hospital" from the U.S. Department of Health, Education, and Welfare, minutes from meetings on the redevelopment project, sketches of blueprints, and requirements for various areas of the labor-delivery suite

Folder : Redevelopment - Nursery Space - 1974

Extent: 1 folder

Scope and Content: Includes a pamphlet from Ohio Neonatal Intensive Care Centers, blueprints, information on Full Term Nurseries Preliminary Equipment, correspondence with the State of Maryland Department of Health, a booklet on Planning Nurseries for Newborn in the General Hospital from the U.S. Department of Health, Education, and Welfare, and unit space requirements

Folder : Redevelopment - Obstetrical-Gynecological Beds - 1974

Extent: 1 folder

Scope and Content: Includes handwritten notes on requirements, alternative blueprints for Obstetrical Nursing Unit Bedrooms

Folder : Redevelopment - Operating Room - 1974

Extent: 1 folder

Scope and Content: Includes a meeting agenda, meeting minutes, and requirements for various areas of the OB/Gyn Surgical Suite

Folder : Redevelopment - Shared Services - 1974

Extent: 1 folder

Scope and Content: Includes requirements for the Anesthesiologist's Office, Anesthesia Storage, Frozen Section Laboratory, Dictation Area, On-Call Rooms, Janitor's Closet, Physicians' Locker Area, Physician Dressing Areas, Physicians Lounge, Staff Locker Area, Staff Dressing Areas, Study Area, Classroom, and Public Waiting Area

Folder : Redevelopment Plans - General - 1973

Extent: 1 folder

Scope and Content: Includes an article on "Designing an obstetrics department," handwritten notes, blueprints, information on a phone system, a list of communication needs of the nursing service, and a list of Phase IA New Construction Equipment Requirements

Folder : Redevelopment Requirements - Office Space - 10/1974

Extent: 1 folder

Scope and Content: Includes correspondence regarding carpeting, blueprints, unit space requirements, and handwritten notes

Item : Second Floor East Blueprints - 03/29/1974

Extent: 3 blueprints

Item : Second Level - All Areas - Early Plans - 1974

Extent: 1 blueprint

Item : Second Level - All Areas Blueprint - 1974

Extent: 1 blueprint

Item : Second Level - Recovery Room, Receiving and Delivery Unit Blueprint - 1974

Extent: 1 blueprint

Item : Second Level - Relationship of New Building to Halsted, Osler, Phipps Blueprint

Extent: 1 blueprint

Item : Second Level Detail Plans - Blueprint - 04/19/1974

Extent: 1 blueprint

Item : Second Level Details - Delivery Rooms, Supply Area Blueprints - 1974

Extent: 1 blueprint

Item : Second Level Details - R.R. Nurses' Station, Labor Rooms Blueprint - 04/19/1974

Extent: 1 blueprint

Item : Second Level Details - Recovery Room, Nurses' Station, Utility Rooms Blueprint - 1974

Extent: 1 blueprint

Item : Second Level Details of Delivery Rooms and Supply Area Blueprint - 1974

Extent: 1 blueprint

Item : Second Level Operating Room Details Blueprint - 04/15/1974

Extent: 1 blueprint

Bound volume : The Surgical Suite: Functional Programming Worksheets

Extent: 1 item

Item : Typical Nursing Floor Blueprint - 1973

Extent: 1 blueprint

Item : Women's Clinic New Building - First Plans

Extent: 1 blueprint

Sub-series 1.5: Johns Hopkins Publications

Folder : Drug Data

Extent: 1 folder

Scope and Content: Pharmaceutical brochures, including "Innovar Injection," "Premedication with Innovar Injection, Inapsine Injection, Sublimaze Injection," "The Therapeutic Spectrum of Commonly Used Antimicrobial Agents," "The Purpose and Techniques of Oxygen Therapy," "Dela' Hormones," "ACTH," "Heparin Sodium," "Latest Reports on the Use of Reserpine," and "Furacin"

Folder : Drug Letter - 07/1961-11/1968

Extent: 1 folder

Folder : Hospital Topics Forms - 1974

Extent: 1 folder

Scope and Content: Includes registration form for a conference on "Managing 'People Problems' at Work" and two order forms for yearbooks

Folder : Pharmacy & Therapeutics Committee Newsletter - 12/1968-05/1976

Extent: 1 folder

Folder : Staff Newsletter - 1975-1977

Extent: 1 folder

Scope and Content: Includes issues of the monthly Staff Newsletter from Johns Hopkins Hospital

Folder : The Department of Gynecology and Obstetrics: The Johns Hopkins Hospital Newsletter - 1971

Extent: 1 folder

Scope and Content: Includes the March and April 1971 issues of the newsletter

Folder : The Dome - 1975; 1976; 1973

Extent: 1 folder

Folder : The Hopkins Nurse - 1975-1976

Extent: 1 folder

Scope and Content: Includes issues of the monthly Hopkins Nurse newsletter

Folder : The Johns Hopkins Gazette - 1973-1979

Extent: 1 folder

Folder : The Johns Hopkins Hospital Circular - 1977; 1971

Extent: 1 folder

Folder : Under the Dome - 1971

Extent: 1 folder

Series 2: Records related to Johns Hopkins Nurses Alumni Association

Folder : Alumni Board 1973-1974 - 1973-1974

Extent: 1 folder

Scope and Content: Consists of minutes, notes, and correspondence

Folder : Alumni Events Between Meetings - 1976-1977

Extent: 1 folder

Scope and Content: Lists of upcoming events

Folder : Annual Dinner of the Johns Hopkins University Alumni Association - 1976

Extent: 1 folder

Folder : Annual Meeting 1976 - 1976

Extent: 1 folder

Scope and Content: Consists of minutes and agendas

Folder : Baltimore Alumni Program - 1977-1978

Extent: 1 folder

Scope and Content: Information on trips and events

Folder : Cancer Center Dedication - 1977

Extent: 1 folder

Folder : Committees - 1976-1977

Extent: 1 folder

Scope and Content: Election ballots and lists of committee chairs

Folder : Deaths and Sympathy Letters - 1977

Extent: 1 folder

Scope and Content: Consists of death notifications and drafts of sympathy letters written by Connie Waxter in her role as president

Folder : Endowed Bed Committee - 1971-1973

Extent: 1 folder

Scope and Content: Contains records of which alumni used the Endowed Bed in a particular year

Folder : Finance Committee - 1970-1977

Extent: 1 folder

Scope and Content: Consists of notes and budget reports

Folder : From the President's Pen

Extent: 1 folder

Scope and Content: Handwritten draft

Folder : Handbook

Extent: 1 folder

Scope and Content: Notes on the development of a handbook

Folder : Ideas as President 1976-1977 - 1976-1977

Extent: 1 folder

Scope and Content: Consists of handwritten notes and miscellaneous materials gathered during Connie Waxter's time as President of the Alumni Association

Folder : Ideas for Speech at End of Presidency - 1977

Extent: 1 folder

Scope and Content: Clippings and handwritten notes

Item : Investment Report 1974 - 12/31/1974

Extent: 1 oversize report

Item : Investment Report 1975 - 06/30/1975

Extent: 1 oversize report

Item : Investment Report 1976 - 06/30/1976

Extent: 1 oversize report

Item : Investment Report 1977 - 03/31/1977

Extent: 1 oversize report

Folder : JHH Alumni Board 1975-1976 - 1975-1976

Extent: 1 folder

Scope and Content: Contains Alumni Association materials from the period in which Connie Waxter served as President-Elect, including minutes

Folder : JHH Alumni Executive Board 1976-1977 - 1976-1977

Extent: 1 folder

Scope and Content: Consists of meeting minutes and agendas

Folder : JHH Alumni Executive Committee 1976-1977 - 1976-1977

Extent: 1 folder

Scope and Content: Consists of minutes from meetings of the Executive Committee

Folder : JHHSON Alumni Association Investment Reports - 1974-1977

Extent: 1 folder

Scope and Content: In oversize box with blueprints

Folder : JHU Alumni Association Awards - 1977-1979

Extent: 1 folder

Scope and Content: Consists of information related to the Heritage Award, Distinguished Alumnus Award, Certificate of Appreciation, and Fifty-Year Medallion. Includes list of Heritage Award recipients from 1973-1977, Heritage Award nominations for 1978, a nomination of Helen Brooke Taussig to receive the Distinguished Alumnus Award, and a nomination of Mary Sanders Price to receive the Distinguished Alumnus Award

Folder : JHU Alumni Association Executive Committee 1976-1977 - 1976-1977

Extent: 1 folder

Scope and Content: Contains meeting agendas and minutes, lists of members

Folder : JHU Alumni Association Executive Committee 1977-1978 - 1977-1978

Extent: 1 folder

Scope and Content: Contains meeting agendas and minutes, lists of members

Folder : JHU Alumni Association Finance - 1976-1978

Extent: 1 folder

Scope and Content: Includes financial reports and budgets

Folder : JHU Alumni Association Life Insurance - 1977

Extent: 1 folder

Folder : JHU Alumni Association Merchandising - 1977-1978

Extent: 1 folder

Folder : JHU Alumni Association Nomination Committee - 1977-1978

Extent: 1 folder

Folder : JHU Alumni Association Scholarships - 1977

Extent: 1 folder

Scope and Content: Includes notifications, lists of recipients, thank-you letters

Folder : JHU Alumni Association Student Placement Committee - 1977-1978

Extent: 1 folder

Folder : JHU Alumni Association Summary Pamphlet 1976 - 1976

Extent: 1 folder

Scope and Content: Consists of yellow pamphlet summarizing Alumni Association activities during 1976 and encouraging members to pay dues

Folder : JHU Alumni Association Trustees - 1978-1984

Extent: 1 folder

Folder : JHU Alumni Association Vacations - 1977-1978

Extent: 1 folder

Scope and Content: Consists of information on trips sponsored by the Alumni Association

Folder : JHU Alumni Board 1974-1975 - 1974-1975

Extent: 1 folder

Scope and Content: Consists of minutes, notes, and correspondence. Includes a letter announcing the merger of the Alumni Association of The Johns Hopkins University and the Alumni Association of The Johns Hopkins Hospital School of Nursing.

Folder : JHU Alumni College - 1977-1978

Extent: 1 folder

Folder : JHU Alumni Leadership Weekend - 09/15-18/1977

Extent: 1 folder

Scope and Content: Includes agenda drafts, final agenda, map of Homewood campus, list of branch presidents attending, information on relevant executive board meetings

Folder : JHU Centennial Pamphlets - 1976

Extent: 1 folder

Scope and Content: Includes "A Brief Academic History of The Johns Hopkins University - The Pioneer Century: 1876-1976" and an admissions information brochure

Folder : JHU Commencement - 05/27/1977

Extent: 1 folder

Scope and Content: Includes information about reception and cap presentation for nursing graduates

Folder : JHU Evening College Newsletter - 1976-1979

Extent: 1 folder

Folder : JHU Freshman Class Profile - 1977

Extent: 1 folder

Folder : JHU Homecoming 1977 - 05/06-08/1977

Extent: 1 folder

Scope and Content: Schedule of events

Folder : JHU Homecoming 1978 - 04/28-29/1978

Extent: 1 folder

Scope and Content: Includes an invitation and basic outline of events

Folder : JHU Memoranda - June 1974 - June 1979

Extent: 1 folder

Folder : JHU National Alumni Schools Committee - 1977-1978

Extent: 1 folder

Scope and Content: Includes information on recruitment and interviews of potential students

Folder : JHU Sports - 1977-1978

Extent: 1 folder

Scope and Content: Includes sport schedules and information on alumni seating section

Folder : Johns Hopkins Hospital School of Nursing Graduation 1970 - 06/20/1970

Extent: 1 folder

Scope and Content: Includes a graduation program

Folder : Johns Hopkins Journal - Summer 1976; Spring 1979

Extent: 1 folder

Folder : Membership Committee - 1974-1975

Extent: 1 folder

Scope and Content: Consists of notes, correspondence, and a membership report

Folder : Miscellaneous Committees - 1976

Extent: 1 folder

Scope and Content: Contains materials from the Roll Call, M.A. Nutting Endowment Fund, and Editorial committees

Folder : Miscellaneous JHSON Alumni Association Materials

Extent: 1 folder

Folder : Miscellaneous JHU Alumni Association Materials

Extent: 1 folder

Folder : Miscellaneous Notes

Extent: 1 folder

Scope and Content: Primarily handwritten notes relating to the Alumni Associations of The Johns Hopkins University and The Johns Hopkins Hospital School of Nursing

Folder : Nursing Program Admission Requirements: JHU School of Health Services - 1974-1975

Extent: 1 folder

Bound volume : On Duty In the Kitchen, Again - 1977

Extent: 1 bound volume

Scope and Content: A cookbook published by the Johns Hopkins Nurses' Alumni Association

Folder : Presidential Acceptance Speech - 09/19/1976

Extent: 1 folder

Scope and Content: Consists of a handwritten copy of Connie Waxter's acceptance speech upon being elected president of the Alumni Association

Folder : Program Committee - 1976-1977

Extent: 1 folder

Folder : RN License Issued to Former Corpsman - 1977

Extent: 1 folder

Scope and Content: Article on the granting of a Registered Nurse license to an Army medical corpsman with no formal education, and the Alumni Association's response

Folder : Scholarship Committee

Extent: 1 folder

Scope and Content: Contains application and guidelines

Folder : Schools Committee - 1976-1977

Extent: 1 folder

Folder : Sick Benefit Committee - 1971

Extent: 1 folder

Folder : Special Committee for the University School - 1970

Extent: 1 folder

Scope and Content: Handwritten notes

Folder : Ways & Means Cookbook Information - 1977

Extent: 1 folder

Scope and Content: Contains information related to the collection of materials for the development of the Ways & Means Cookbook

Series 3: Records related to the Maryland Nurses Association

**Folder : American Nurses Association Economic & General Welfare Department Hotline Newsletter
- 1974**

Extent: 1 folder

Scope and Content: Three issues of the newsletter from August-September 1974

Folder : Maryland League for Nursing, Inc. Annual Report - 10/1962

Extent: 1 folder

Folder : Miscellaneous Maryland Nurses Association and American Nurses Association Materials

Extent: 1 folder

Scope and Content: Includes handwritten notes, correspondence regarding an issue with the Ramada Inn, an article "Please Call Me Active," brochures on professional liability protection plans, schedule of ANA institutes for 1974-1976, information on ANA Certification in 1974, information on MNA procedure for handling alleged violations of the code for professional nurses, and information on review courses at the Nursing Examination Institute

Folder : MNA Annual Convention 1963 - 10/9/1963-10/11/1963

Extent: 1 folder

Scope and Content: Includes a program with schedule and registration information for the 1963 Annual Convention

Folder : MNA Annual Meetings 1972-1973 - 1972-1973

Extent: 1 folder

Scope and Content: Contains materials from the annual meeting as well as the annual business meeting

Folder : MNA Annual Meetings 1974 - 1974

Extent: 1 folder

Scope and Content: Contains materials from both the annual meeting and the annual business meeting

Folder : MNA Annual Meetings 1975 - 1975

Extent: 1 folder

Scope and Content: Contains materials from both the annual meeting and the annual business meeting

Folder : MNA Annual Meetings 1976-1977 - 1976-1977

Extent: 1 folder

Scope and Content: Contains materials from both the annual meetings and the annual business meetings

Folder : MNA Annual Reports 1962 - 10/10-12/1962

Extent: 1 folder

Folder : MNA Committee on Legislation - 1975-1976

Extent: 1 folder

Scope and Content: Includes materials related to the Maryland Rehabilitation Center, RN Coverage in Rural Hospitals, Home Health Care Provisions, the Nurse Training Act, Licensing of Nurses, and the Creation of Special Fund Agencies

Folder : MNA Continuing Education - 1974

Extent: 1 folder

Folder : MNA District 2 Minutes and Notes 1968-1970 - 1968-1970

Extent: 1 folder

Folder : MNA District 2 Minutes and Notes 1971-1972 - 1971-1972

Extent: 1 folder

Folder : MNA District 2 Minutes and Notes 1973-1974 - 1973-1974

Extent: 1 folder

Folder : MNA District 2 Minutes and Notes 1975-1977 - 1975-1977

Extent: 1 folder

Folder : MNA District 2 Program Committee 1977-1980 - 1977-1980

Extent: 1 folder

Scope and Content: Includes correspondence, meeting minutes, information brochures for programs, handwritten notes, annual committee reports, and meeting announcements

Folder : MNA District 2 Programs 1973-1976 - 1973-1976

Extent: 1 folder

Scope and Content: Includes registration forms for programs, program schedules, program descriptions

Folder : MNA Financial Statements - 06/30/1974

Extent: 1 folder

Folder : MNA Materials 1968 - 1968

Extent: 1 folder

Scope and Content: Includes candidate information for the 1968 Nursing Service Administrators Section election and the general MNA election, an official call to the 1968 Annual Convention, suggested bylaw amendments regarding membership dues, meeting minutes of the Nursing Service Administrators Section, and a booklet of Annual Reports distributed at the 1968 Convention

Folder : MNA Maternal and Child Health Division - 1974-1978

Extent: 1 folder

Scope and Content: Includes bylaws, 1974 meeting announcement, 1975 meeting announcement, information on the 1976 annual meeting, 1976 meeting announcement and minutes, biographical data on 1976 officers, report of the Joint Practice Committee, survey on meeting attendance, two 1976 newsletters, 1977 ballot and candidate biographies, a committee preference card, and a copy of the official newsletter, "In Touch," from 1978

Folder : MNA Nursing Service Administrators Occupational Group - 1966-1972

Extent: 1 folder

Scope and Content: Contains job description for Director of Nursing Service, 1972 meeting announcement, list of 1972 election candidates, bylaws, 1969 meeting announcement, Proposed Revisions to Minimum Employment Standards for Nursing Service Administrators and Supervisors, 1966 meeting announcements and minutes

Folder : Nurse Practice Act - 1975

Extent: 1 folder

Scope and Content: Includes Proposed Regulations of the Maryland State Board of Examiners of Nurses Governing Nursing Practice, Senate Bill No. 487, and handwritten notes

Folder : Social Security Pamphlets - 05/1973

Extent: 1 folder

Scope and Content: Pamphlets sent out by the American Nurses' Association following changes to Social Security and Medicare benefits

Folder : The Maryland Nurse - 1970-1974

Extent: 1 folder

Scope and Content: Four issues from 1970, 1972, and 1974 of a newsletter sent out by the Maryland Nurses Association

Series 4: Records related to Nurses Association of The American College of Obstetricians and Gynecologists

Bound volume : ACOG Manual of Standards in Obstetric-Gynecologic Practice - 04/1965

Extent: 1 folder

Scope and Content: Bound volume including forms and rules and directions for procedures. Handwritten in cover is "Woman's Clinic 10-20-65"

Folder : ACOG Newsletter 1971-1972 - 1971-1972

Extent: 1 folder

Scope and Content: Monthly newsletter published by ACOG including notes from the director, articles on awards, job postings, lists of educational programs, etc

Folder : ACOG Newsletter 1977-1979 - 1977-1979

Extent: 1 folder

Scope and Content: Monthly newsletter published by ACOG including notes from the director, articles on awards, job postings, lists of educational programs, etc

Folder : ACOG Washington Update - 1979

Extent: 1 folder

Scope and Content: Monthly newsletter published by ACOG containing primarily information on relevant legislative developments

Folder : ACOG/NAACOG Newsletters - Other

Extent: 1 folder

Scope and Content: Miscellaneous newsletters, including The NAACOG-Wheel, Feto-Scoop, News Bulletin, an order form for NAACOG publications, 22nd Annual Clinical Meeting News Bulletins, and NAACOG technical bulletins

Folder : Advisory Council News - 12/1977-10/1979

Extent: 1 folder

Scope and Content: Issues of a monthly newsletter published by NAACOG with information about membership, association activities, conferences, policy changes, etc.

Folder : Bulletin - 11/1977-10/1979

Extent: 1 folder

Scope and Content: Monthly newsletter published by NAACOG, including officer directories, information on member activities, upcoming meetings, etc

Folder : Committee on Nursing Functions and Standards - 05/01/1972

Extent: 1 folder

Folder : Conference Manual - 06/22/1973

Extent: 1 folder

Scope and Content: Guide for NAACOG conference planning and implementation

Folder : Conference on Obstetric, Gynecologic, and Neonatal Nursing: District III, Pittsburgh - 10/15-17/1969

Extent: 1 folder

Scope and Content: Includes a program, a handwritten list of names, ACOG TV Network guide, and some pamphlets on Pittsburgh

Folder : Conference on Obstetric, Gynecologic, and Neonatal Nursing: District IV, Washington D.C. - 10/22-25/1969

Extent: 1 folder

Scope and Content: Includes a program and tickets

Folder : Conference on Obstetric, Gynecologic, and Neonatal Nursing: District V, Niagara Falls - 09/18-20/1969

Extent: 1 folder

Scope and Content: Includes preliminary program, ACOG TV Network program, program, brochure on Niagara Falls, and handwritten notes on shock

Folder : District 4 Member List

Extent: 1 folder

Folder : JOGN Nursing Pilot Issue - 06/13/1972

Extent: 1 folder

Scope and Content: Pilot issue of the Journal of Obstetric, Gynecologic, and Neonatal Nursing. The pilot issue was released solely to advertisers.

Folder : Maryland Local Chapters

Extent: 1 folder

Scope and Content: A questionnaire on the development of local chapters and meetings in Maryland

Folder : Medical Device and Laboratory Product Problem Reporting Program

Extent: 1 folder

Folder : NAACOG 1971-1973 - 1971-1973

Extent: 1 folder

Scope and Content: Includes several issues of Nurses Notes, a "Maryland Local" newsletter, an issue of Feto-Scoop, and program schedules

Folder : NAACOG 1974 - 1974

Extent: 1 folder

Scope and Content: Includes several issues of Nurses Notes, a program from the fall conference, a few issues of Feto-Scoop, a list of section officers and representatives, memos, correspondence, a brochure on the 1974 Film Festival, a program and various pamphlets from the first national meeting of NAACOG held in Las Vegas, information on the Bradley Method of Husband-Coached Childbirth, handwritten notes, brochures for various medical devices, and a program from the winter conference

Folder : NAACOG 1977 - 1977

Extent: 1 folder

Scope and Content: Includes Model for Utilization of NAACOG Standards, folder with information on regional and national conferences and various pamphlets and bulletins, A Commitment to Care in OGN Nursing, correspondence, a membership survey, an ACOG policy statement on consultations prior to gynecologic surgery, a notice of accreditation, a NAACOG technical bulletin, an officer nomination request, information on the London Theater Holiday Tour Program, and a list of definitions of nursing titles

Folder : NAACOG 1978 - 1978

Extent: 1 folder

Scope and Content: Includes program and registration form for winter conference, an announcement for a conference on rape, Family-Centered Maternity/Newborn Care in Hospitals, information on the District IV Annual Conference, the 1978 Annual Report to the Membership, a handwritten note, Neonatal Intensive Care, a memo on the 26th Annual Clinical Meeting of ACOG, information on a tour of Greece, an issue of Feto-Scoop, information on officer candidates, Joint Certification in Maternal-Gynecological-Neonatal Nursing fact sheet, and a tentative program of the NAACOG Officer Orientation Seminar

Folder : NAACOG 1979 - 1979

Extent: 1 folder

Scope and Content: Includes The Obstetric-Gynecologic Nurse Practitioner: Role Definition, Role Description, and Guidelines for Educational Development booklet, Definitions of Nursing Titles, a program from the NAACOG Del-MD Meeting, a few issues of Feto-Scoop, NICHD: Research Highlights and Topics of Interest, an officer nomination request, information on a trip, a questionnaire on conference planning, a program for the Officer Orientation Seminar, the program for the District IV Annual Conference, an order form for NAACOG supplies, information on the NAACOG life insurance plan, an expense voucher from the second annual meeting, a continuing education booklet, a registration form for a conference on Parent- Infant Attachment, and an OGN Nursing Practice Resource

Folder : NAACOG Agenda: Committee on Nursing Functions and Standards - 01/28-31/1972

Extent: 1 binder

Folder : NAACOG Application Blanks

Extent: 1 folder

Folder : NAACOG Certification Corporation Certification Program - 1980

Extent: 1 folder

Folder : NAACOG Charter Membership Certificate - 1968

Extent: 1 folder

Scope and Content: Certificate in hard folder

Folder : NAACOG Correspondence, Forms, and Surveys

Extent: 1 folder

Scope and Content: Includes jewelry order form, information on life insurance, a revised chapter on membership for the Officer's Manual, information on a joint certification program with the ANA, an order form for NAACOG supplies, order forms for NAACOG education kits, a conference report form, a travel preference survey, and a survey on nurses' involvement with fetal monitoring

Folder : NAACOG Information Request - 08/28/1970

Extent: 1 folder

Scope and Content: Includes correspondence regarding an information request from Southern Baptist Hospital which was referred to Constance Waxter

Folder : NAACOG Membership Forms

Extent: 1 folder

Scope and Content: A variety of pamphlets for requesting more information about or applications for becoming a member of NAACOG

Folder : NAACOG Poster

Extent: 1 folder

Scope and Content: Large poster with slogan "We Can't Do It Alone"

Folder : Obstetrical and Gynecologic Society of Maryland - 04/21/1977

Extent: 1 folder

Scope and Content: Includes a registration form

Folder : Second National Meeting of NAACOG - 03/07-09/1979

Extent: 1 folder

Scope and Content: Includes a program, tickets, invitation to the Advisory Council Reception, handwritten notecards, poster, invitation booklet, correspondence, program proposals, hotel and city information, list of program moderators, instructions for moderators/monitors, course rosters, memos, information on the presidents' reception, and handwritten notes

Series 5: Records related to other nursing professional organizations

Folder : American Nurses Association Convention Journal 1962 - 05/15-18/1962

Extent: 1 folder

Folder : American Nurses Association Convention Journal 1964 - 06/15-19/1964

Extent: 1 folder

Folder : ANF Nursing Research Report - 1974-1975

Extent: 1 folder

Scope and Content: Two issues of a newsletter published by the American Nurses' Foundation

Folder : Dietetic Currents - 1975

Extent: 1 folder

Scope and Content: One issue of a Ross Timesaver newsletter published by Ross Laboratories in 1975

Folder : FDA Drug Bulletin - 1978-1979

Extent: 1 folder

Scope and Content: Five issues from April 1978 to January 1979

Folder : Institute on Obstetrical Nursing Administration - 03/16-19/1959

Extent: 1 folder

Scope and Content: Materials from a conference conducted by the American Hospital Association . Includes nametag, notepad with handwritten notes, program, Hospital Nursing newsletter, "Functions, Standards, and Qualifications for Practice of the General Duty Nurse," "Functions, Standards, and Qualifications for Practice for the Head Nurse," correspondence, Department of Hospital Nursing brochure, memo on Prevention and Control of Staphylococcus Infections in Hospitals, NLN brochure, certificate of course completion, registration list, "Communications" checklist for supervisors, "Group Development" materials, "How to Instruct," Report of the First Illinois Congress on Maternal Care, American Hospital Association Film Catalogue, Recommended Places for Dining and Entertainment in St. Louis, a press release, "The Expanding Role of the Obstetrical Supervisor from the Obstetrician's Viewpoint," list of necessary roles of the OR Supervisor, ANA Statements of Functions, Standards, and Qualifications, AHA Organizations and Services, Tuberculosis Nursing Advisory Services of the NLN Publications List, Institute on Nursing Service Administration Management Development Program, Supervisory Development outline, Health Center Hospital paper, Techniques of Counseling outline, Conference Techniques outline, "Childbirth Without Fear," University of Michigan University Hospital Orientation of Auxiliary Worker , U. of Michigan Class Outline - Nursing Aide Classes, Performance Evaluation of Head Nurse, Principles and Art of Supervision, and various charts and outlines

Folder : Johnson & Johnson OGN News & Reviews - 1975

Extent: 1 folder

Scope and Content: Four issues of the OGN News & Reviews newsletter published by Johnson & Johnson

Folder : Maryland Society of Training Directors Leadership Conference - 03/27/1962

Extent: 1 folder

Scope and Content: Includes information on how to set up a full instruction course, Human Relations Work Sheet for Analyzing a Job Relations Situation, Resume of Session #3

Folder : NLN Convention May 1963 - 05/13-17/1963

Extent: 1 folder

Scope and Content: Includes program, expense report, "Rehabilitation of the Colostomy Patient" booklet, Saunders Books for the Nursing Profession 1963-1964, the May 14th and 15th Convention Outlook newsletters, Biographies of Candidates for NLN Elections 1963, booth staffing schedule, and information on hotels and motels in the area

Folder : Pediatric Nursing Currents - 1970-1975

Extent: 1 folder

Scope and Content: Six issues of a Ross Timesaver newsletter published by Ross Laboratories , from 1970, 1973, and 1975. Handwritten notes are present on the 1970 and 1973 issues. The Johns Hopkins Hospital School of Nursing cap is featured in the 1970 issue.

Folder : Squibb Nurses Notes 1955-1958 - 1955-1958

Extent: 1 folder

Folder : Squibb Nurses Notes 1964 - 11/1964-12/1964

Extent: 1 folder

Scope and Content: One issue of the Nurses Notes newsletter published by Squibb

Series 6: Material Culture - 1940s-1970s

Scope and Content: Series consists of nursing uniforms worn by Waxter throughout her nursing career . It includes Cadet Nurse Corps uniforms as well as Johns Hopkins graduate student uniforms. There are two cadet nurse corps jackets, three long-sleeved uniforms, 2 short-sleeved uniforms, buttons, and belts.

Archival Arrangement: Items are catalogued individually in the artifact database.

Artifacts

White long sleeved, short skirt uniform form Constance Cole (Waxter), class of 1944
744A

White short-sleeved 1940s graduate uniform from Constance Cole (Waxter), class of 1944
647A