

# Cumberland Area Health Education Center

An Organization in the Maryland Statewide Medical Education and Training System

The Algonquin - Suite 210  
Baltimore and Greene Streets  
Cumberland, Maryland 21502  
(301) 777-9150

## ANNUAL MEETING

Ballroom One  
Ali Ghan Shrine Club  
Cumberland, MD

May 20, 1981

6:00 p.m.

### AGENDA:

Call to Order . . . . . Dr. Robert Grooms, Chairperson

Report of the Board of Directors

Treasurer's Report . . . . . Dr. Guy Fiscus, Treasurer

### Caucus Reports

- Dental Caucus . . . . . - Dr. Frank LaParle
- Medical Caucus . . . . . - Dr. Raul Felipa
- Nursing Caucus . . . . . - Gail Mazzacco
- Pharmacy Caucus . . . . . - Richard Ottmar
- Social Work Caucus . . . . . - Louella McAloose

### Committee Reports

Interdisciplinary Health Education Council Report  
- Gail Mazzacco

Nominations and Membership Committee Report  
- Dr. Terry Williams

Director's Report . . . . . Donald L. Spencer

Other Business

Adjournment

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The INFORMAL RECEPTION will be held in the Lounge until  
7:15 p.m.

## BOARD OF DIRECTORS REPORT

May 20, 1981

The following list is a summary of the work of the Cumberland AHEC Board of Directors during fiscal year 1980-1981:

1. As the first Board for the new corporate structure, organized ourselves by designating terms of office for individual members, electing officers, and selecting committees.
2. Reviewed and approved contracts for funds with MSMETS.
3. Monitored financial status of organization during two-month period when MSMETS funding was not available.
4. Reviewed the financial system established for the new corporate structure.
5. Reviewed and approved bonding and insurance coverages.
6. Received reports on University planning from Dr. William Spicer.
7. Received regular reports on program activity from the IHEC Chairperson.
8. Approved recommended guidelines for a financial framework for continuing education work by the IHEC and staff.
9. Reviewed, modified and approved personnel policies and procedures for the staff.
10. Reviewed and approved an ad hoc committee recommendations that an Administrative Caucus not be established.
11. Received financial reports monthly in committee and quarterly as a full Board.
12. Received audit report in January from a CPA on the first half of the year's operations.
13. Reviewed, modified and approved public report on the Consumer Need Survey.
14. Established a planning committee to consider future alternatives for the organization.
15. Requested a brief survey of current and projected gaps in health care personnel at area hospitals, nursing homes and health departments.
16. Developed a plan for the development of an areawide nursing internship program.
17. Received periodic reports from the Executive, Finance and Nominations and Membership Committees.
18. Revised budgets as necessary during the year with the authorization of MSMETS.

19. Sent letters to Congressional leaders urging support for the Health Professions Educational Assistance Act.
20. Authorized the development of an application for funds from National Library of Medicine (NLM) for the Learning Resource Center.
21. Filled three vacancies on the Board throughout the year.
22. Provided guidance and direction on final decisions affecting arrangements for the Sexual Dysfunction Symposium.
23. Reviewed communications and provided guidance on developing contacts for physical therapy placements.
24. Received staff report on program operations for the current year.
25. Received a report on the AHEA/MSMETS meeting.
26. Developed budget plan for FY 1982.
27. Developed plan for the Annual Meeting and Preceptor Recognition Banquet.
28. Reviewed plans for presentation of annual report information in the newsletter, banquet program and annual meeting packet.

# FINANCIAL REPORT

May 1, 1981

## Introduction

The Cumberland Area Health Education Center operates three separate accounts for three separate types of funding - State, Federal and Local. These accounts are audited in January and July. This past January a mid-year audit of all accounts was completed for the Board of Directors by Arthur C. Crum, Certified Public Accountant. A year-end audit for the State accounts will be performed in July, 1981.

## Status of Accounts - April 30, 1981

### Corporate Office Account: Funds from the State of Maryland

Approved Contract	\$113,776.00
Expenditures to date	<u>90,021.71</u>
Balance on Contract	\$ 23,754.29
Percent of year remaining	- 16.7%
Percent of funds unexpended	- 20.9%
Fiscal year - July 1, 1980 - June 30, 1981	

### Health Professions Educational Assistance Act Funds: Federal Funds

Approved Contract	\$ 49,940.00
Expenditures to date	<u>23,869.14</u>
Balance on Contract	\$ 26,070.86
Percent of year remaining	- 41.7%
Percent of funds unexpended	- 52.2%
Fiscal year - October 1, 1980 - September 30, 1981	

### Local Accounts

Checking Account	\$ 1,281.63
Savings Account	<u>2,730.79</u>
Total on Accounts	\$ 4,012.42

Reported by Board Finance Committee

Dr. Guy Fiscus, Treasurer  
David Ramsey  
Rebecca M. Reuse  
Dr. Robert M. Wood

Donald L. Spencer, Exec. Director

5/20/81

IHEC ACTIVITY REPORT  
1980-1981

The following activities were representative of the responsibilities addressed by the Interdisciplinary Health Education Council during the academic and fiscal year 1980-1981.

1. Reviewed, modified and approved policy statements on continuing education activities.
2. Received and approved guidelines for the operation of the Learning Resource Center.
3. Received periodic reports on the student/resident placement program.
4. Received the Union List of Health Science Journals Located in Western Maryland Health Institutional Libraries completed by consultant Gayle Griffith and CAHEC staff.
5. Provided planning and guidance on the organization and dissemination of the Consumer Needs Survey information.
6. Provided planning and guidance on the gathering of primary care information as requested by MSMETS for the current year.
7. Provided review and oversight of plans and reports for CAHEC Symposia:
  - Diet and Disease Prevention (November)
  - Sexual Dysfunction (April)
  - Psychopathology in Late Life (May)
8. Developed and revised plans on another symposium planned for September 1981.
9. Reviewed and endorsed a proposal plan for expanding the Learning Resource Center in 1982 (National Library of Medicine).
10. Reviewed and endorsed a proposal plan for developing a multi-county nursing internship program in 1983 (ARC Funds).
11. Established guidelines for including student membership on IHEC.
12. Canvassed area health personnel training programs and selected area student representative.
13. Reviewed plans and provided guidance for the establishment of a Speaker's Bureau.
14. Developed a recommendation for the Board of Directors to establish a Psychology Caucus.
15. Reviewed reports and offered guidance on the development of an orientation to health careers for Allegany County School System guidance counselors.
16. Exploring possibility and feasibility for establishing an outreach bachelor's degree program for dental hygienists.
17. Reviewed and approved year end status report on services specified in the CAHEC agreement with MSMETS.
18. Authorized and analyzed survey of Caucus, Board and IHEC members on continuing education preferences for 1981-1982.
19. Reviewed, modified and approved plans for CAHEC continuing education events for 1981-1982.
20. Working on methodology for incorporating increased participation of caucuses in continuing education.



RECOMMENDED CHANGES IN THE CAHEC BYLAWS

Article VI - Section 2. Board Composition

The Board of Directors shall consist of one person elected by and from each caucus; five consumers and three at-large members elected by the Corporation; the Chairman of the Interdisciplinary Health Education Council; and two members appointed by the Vice Chancellor for Health Affairs of the UMAB. . . .

Change: Increase at-large members from two to three.

Rationale: Provides opportunity for additional interested health professionals to be included.

Article X - Section 2. Council Composition (IHEC)

The Council shall consist of one person elected by and from each caucus and three member-at-large and three consumers elected by the Corporation. In addition, there shall be two student members of the Council elected by the Council. . . .

Change: Increase at-large members from two to three.

Rationale: Provides an opportunity for additional interested health professionals to be included.

Addition: In addition . . . by the Council.

Rationale: Required by federal guidelines. Already implemented as per directives from MSMETS. Broadens input on student-related policies and programs.

Recommended by the  
Nominations and Membership Committee  
April 15, 1981

DLS:cb



## ON GARDENING AND HARVESTS

### An Annual Program Report

*"Planning without implementation is like gardening without a harvest."* So speaks an old adage. The Cumberland AHEC has been built by the plans, hopes and hard work of many local persons and individuals from the University of Maryland at Baltimore. During the past year more and more of these dreams seem to be taking shape in a manner whereby a harvest is being realized.

Throughout the year, most of the work of the **Board**, the **Interdisciplinary Health Education Council (IHEC)**, **Caucuses** and **staff** has centered around the implementation of individual steps outlined in this year's plan or else has been oriented toward reacting to issues as they have occurred. An Annual Program Report is an opportunity to reflect on ways in which changes have occurred and on ways harvests have been gained.

Of course, in some ways there is little change in the CAHEC services which have evolved steadily through the years since the first placements were based in Cumberland at the **Children's Medical Group**. Numbers of students and residents this past year rose to 38 individuals from five professional schools. Our number of different preceptors in the program for this year expanded to a record 41, but the same fundamental learning process involving the student and the preceptor has remained the staple substance of the **placement program**. At our preceptor recognition banquet we will review the report on approximately 23 former students and residents who have located in Cumberland and rural service areas.

There are many ways in which this year has been a different one. The seven point interdisciplinary program which was formalized during the spring of 1980 and which includes an orientation, tours, seminars, case presentations, visitations, interviews, and assessment has been operational throughout the year. Each week some facets of this program have been in progress, and the impact of the interdisciplinary sharing in the formal activities has increased significantly by the improved living arrangements at the Algonquin due to renovations completed during the summer of 1980. This year's program has also been enhanced by interaction with the chaplain interns located at the Memorial Hospital and the Finan Center.

The organization has changed too in terms of its educational services to professionals in the area. In February of 1980, the IHEC selected four topics to be the themes of interdisciplinary events planned in 1980 - 1981. Due to the funding of a Health Education Coordinator staff position, these events have been planned and are being implemented. They include day-long symposiums on *"Diet and Disease," "Sexual Dysfunction," "Psychopathology of Late Life,"* and *"Management of the Child Patient."* In addition, CAHEC has worked cooperatively in the development of continuing education opportunities with the Western Maryland Review Organization, the Geriatric AHEC, Memorial Hospital, the Finan Center as well as the University of Maryland at Baltimore. Other workshops have been generated through the help and cooperation of several more organizations and resource persons.

Another major change has been the development of the **Learning Resource Center**. This idea has been generated by IHEC during 1979, and through the support of MSMETS and the Bureau of Health Manpower, this dream has become a reality. We now have a well-qualified Information Specialist who operates our **MEDLARS terminal** which was established as of February 1 to provide computerized bibliographic search through the National Library of Medicine. In addition the UMAB School of Pharmacy has placed a 100,000 item **Iowa Drug Information Service** resource at the Center. Because of the availability of these resources and others developed by CAHEC, we are now able to respond rapidly to requests for information by librarians, practitioners, and students. During the past month CAHEC averaged one computerized bibliographic search each day.

Other plans which have been implemented are the development of a **Speaker's Bureau** to promote contact between health professionals and community organizations; initiation of contact with school guidance counselors to provide information on needed health-related careers; dissemination of information on the **consumer needs survey** conducted in 1980; development of a new system of financial procedures for CAHEC; and renovation of the Center offices.

A most important difference this year, perhaps, is that CAHEC's programs and services are becoming more clearly defined and delineated. With the various works of the Board and IHEC and with the assistance of our Information Specialist, CAHEC has been able to formulate descriptions of its services which have promoted wider understanding of CAHEC throughout our service area. In addition to a **quarterly newsletter**, a series of **brochures** have been completed which outline the way in which the organization is organized, the operation of the student/resident placement program, and the resources available through the Center.

Productive changes can only be grown in the context of an active organization. During this year there have been 20 meetings of the Board and its Committees, nine meetings of the IHEC, and 18 Caucus meetings. This type of internal schedule for the organization represents a significant contribution by the leaders of each group and the dedication of many members who have volunteered hours of service. Perhaps the most unsung heroes in our organization have been our Board and IHEC officers and our Caucus Chairpersons who have provided the essential *"grass roots"* leadership for us all.

The support from the representatives from **MSMETS** and from each of the **UMAB Schools** and professional programs with which we have worked has been superb. Each school representative has visited Cumberland at least once during the past year and made careful efforts to improve communication between our area and the University.

From my perception, the performance of the work by the CAHEC staff throughout this year has been excellent. It's a privilege for anyone to work with able and conscientious persons, and as Director, I am aware that the success of our organization in fulfilling each task outlined in our annual contract with MSMETS will be due in an important measure to their commitment.

There have been other accomplishments which have been realized during the year which this space is not large enough to include. We have also made mistakes and oversights which we do not like to think about, but from which I hope that we all will learn. We now begin to focus on our articulation of plans for a new year and on the opportunities for continuing our response to health education and placement needs for students, residents, and personnel in our area.

Even though we will have to contend with uncertainties in financial support, we can look ahead to a harvest which is grounded on the work that we have continued this year from the past, the changes that we have made, and the commitment of professionals in our area to the important relationship of educational process to quality and accessibility in health care.

*I suspect that the adage which ascribed the same importance of implementation to planning as harvesting is to gardening also bears a reverse message as well. To approach a new year without renewing our exploration of ways of improving our responsiveness to health manpower needs may be like trying to plant a garden with last year's seed sown in the same places. Results can lead to diminishing productivity. Let's continue on with our implementation of the services which have been developed, but remain resolved toward meeting the ever changing needs for which our organization has been established.*

DONALD L. SPENCER, Executive Director



# CALENDAR OF EVENTS

Classes, workshops, lectures and seminars listed represent information of health-related programs received by CAHEC. Persons or agencies wishing to list events should contact Mary Jo Maloney, Information Specialist, Cumberland Area Health Education Center, The Algonquin - Suite 210, Baltimore and Greene Streets, Cumberland, MD 21502 (301-777-9150).

## MAY

**5/20/81 FLUORIDES: Safety, Effectiveness and Application.** Sponsor: Dental Department of the Frederick County Health Services Division and Memorial Hospital Medical Staff in cooperation with the Preventive Medicine Administration Department of Health and Mental Hygiene. Place: Hood College, Frederick, MD. Time: 8:30 a.m. - 3:30 p.m. Credits: 0.5 CEU's from Maryland Nurses Association, 5 hours Category 1, AMA; others pending. Fees' \$8.00. Contact: Jill Poole (301) 694-1724.

**5/21/81 Western Maryland District Radiographers Educational Session. LICENSURE.** Place: Allegany Community College. Time: 5:30 p.m. - 9:30 p.m. Fees: none. Credits: none. Contact: (301) 724-7700, Ext. 272.

**5/22/81 POWER AND POLITICS.** Workshops for Registered Nurses. Place: Quality Inn, Towson, MD. Time: 9:00 a.m. - 4:00 p.m. Sponsor: Continuing Education Program, University of Maryland at Baltimore, School of Nursing. Fees: \$45. CEU's: 0.6. Contact: (301) 528-2767.

**5/22/81 Clinical Issues in Human Service Delivery Systems. PARENT CONSULTATION.** Sponsor: Department of Continuing Education, University of Maryland at Baltimore, School of Social Work and Community Planning. Place: Howard County Library. Time: 9:00 a.m. - 4:00 p.m. Fees: \$25, UMAB alumni; \$35, early registration; \$45, late registration. CEU's: .7. Contact: (301) 455-2017

## JUNE

**June PHYSICAL FITNESS PROGRAM** in June. 12 week session. Contact Bruce Lafew, Sacred Heart Hospital, 759-5236, for information on fees, credits and pre-screening.

**6/3, 6/4, 6/5/81 ECONOMIC, LEGAL AND POLITICAL ISSUES IN SOCIAL WELFARE: FOSTER CARE.** Sponsor: Department of Continuing Education and Training, University of Maryland at Baltimore, School of Social Work and Community Planning. Place: unk. Time: 9:00 a.m. - 4:00 p.m. Fees: \$25, UMAB alumni; \$35, early registration; \$45, late registration. CEU's: .7. Contact (301) 455-2017.

**6/3, 6/10, 6/17, 6/24/81 Clinical Issues in Human Service Delivery Systems. WORKING WITH DEAF CLIENTS.** Sponsor: Department of Continuing Education and Training, University of Maryland at Baltimore, School of Social Work and Community Planning. Place: Room 108, School of Nursing. Fees: \$25, UMAB alumni; \$35, early registration; \$45, late registration. CEU's: .4. Contact (301) 455-2017.

**6/7-12/81 FIFTH ANNUAL SUMMER INSTITUTE ON AGING.** Courses for practitioners working with the aged. Place: West Virginia University. Fees and Times: Vary with class; range from \$6 to \$18 plus \$10 conference registration fee. Credits: Vary with class; range from .6 to 1.8 CEU's; Contact: Dr. Nancy Lohmann, School of Social Work, West Virginia University, Morgantown, West Virginia 26506, (304) 293-3501.

**6/11/81 MIEMSS Field Nursing Workshops: CRISIS: Psycho-Social Aspects of Trauma: The Process of Adoption.** Time 8:30 a.m. - 12, **EYE EMERGENCIES.** Time: 1:00 - 4:30 p.m. Place: St. John's College, Annapolis. Fees: \$20. CEU'S: Pending. Contact: (301) 528-3930.

**6/12/81 ENVIRONMENTAL UNCERTAINTY - EFFECTS ON INTERNAL ORGANIZATIONAL PROCESSES.** Place: Room 103, School of Nursing, University of Maryland at Baltimore. Time: 9:00 a.m. - 4:00 p.m. Sponsor: Department of Continuing Education, University of Maryland at Baltimore, School of Social Work and Community Planning. Fees: \$25, UMAB alumni; \$35, early registration; \$45, late registration. CEU's: .7. Contact: (301) 455-2017

**6/13/81 Clinical Issues in Human Services Delivery Systems. GESTALT THERAPY WITH CHILDREN AND FAMILIES.** Place: Howard County Library, Columbia, MD. Time: 9:00 a.m. - 4:00 p.m. Leader: Alfred Lucco, Ph.D. Sponsor: Department of Continuing Education and Training, School of Social Work and Community Planning, University of Maryland at Baltimore. Fees: \$25, UMAB alumni; \$35, early registration; \$45, late registration. CEU's: .7. Contact: (301) 455-2017.

**6/18-19/81 GERIATRIC PSYCHIATRY.** Sponsor: Department of Psychiatry, University of Maryland at Baltimore, School of Medicine. Place: Medical School Teaching Facility, 10 South Pine, Auditorium. Time: 8:30 a.m. - . Fees: \$110, physicians, psychiatrists, psychologists; \$75, residents and other health professionals. Credits: 12 hours Category 1, AMA, LCCME, APA, Maryland Board of Examiners of Psychologists; 12 CEU's University of Maryland, School of Nursing and School of Social Work and Community Planning. Contact (301) 528-3956.

**6/21-25/81 MARYLAND PHARMACEUTICAL CONVENTION.** Place: Carousel Hotel, Ocean City, MD. Fees: \$60, members; \$55, spouses; free, children and students. Credits: 6 hrs. Contact: (301) 727-0746

**6/25-27/81 DERMATOLOGY DAYS.** Sponsor: Program of Continuing Education, University of Maryland School of Medicine. Place: Carousel Hotel, Ocean City, MD. Fee: \$165, physicians; \$135, residents and other health professionals. Credits: Category 1, AMA. Contact: (301) 528-3956.

**6/26/81 MIEMSS Field Nursing Workshops: LEGAL ASPECTS.** Place: Montgomery Junior College. Time: 8:30 a.m. - 4:00 p.m. Fees: \$20. CEU's .6. Contact: (301)528-3930.

**6/28-7/3/81 7th ANNUAL FAMILY MEDICINE REVIEW COURSE.** Sponsor: Department of Continuing Education, University of Maryland at Baltimore, School of Medicine. Place: Carousel Hotel, Ocean City, MD. Fees: \$315, physicians; \$270, residents and other health professionals. Credits: Category 1, AMA. Contact: (301) 528-3956.