

# **Visiting Nurse Association of Ambler and Vicinity records**

**MC 92**

**Finding aid prepared by Center staff, updated by Bethany Myers.**

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Last updated on September 27, 2016.

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## Summary Information

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<b>Repository</b>	University of Pennsylvania: Barbara Bates Center for the Study of The History of Nursing
<b>Creator</b>	Visiting Nurse Association of Ambler and Vicinity.
<b>Title</b>	Visiting Nurse Association of Ambler and Vicinity records
<b>Call number</b>	MC 92
<b>Date [inclusive]</b>	1922-1987
<b>Extent</b>	8.5 linear feet
<b>Language</b>	English
<b>Abstract</b>	This collection contains the records of the Visiting Nurse Association of Ambler and Vicinity, which merged into the Visiting Nurse Association of Eastern Montgomery County in 1984. These records, which include board and committee minutes, agreements, policy manuals, and nine scrapbooks, document the development of a suburban visiting nurse association.

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## Biography/History

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The Visiting Nurse Association of Ambler and Vicinity was formally established in 1923 and incorporated in 1930 under the name of the North Penn Community Center. In 1954, it officially changed its name to the North Penn Visiting Nurse Association, and in July 1976, changed again to the Visiting Nurse Association of Ambler and Vicinity. In 1984, it merged into the Visiting Nurse Association of Eastern Montgomery County (See collection MC 25).

Throughout its time, the association addressed many local health issues. The agency originated in the Red Cross home service branch in Ambler. During its establishment, it cared for discharged soldiers and their dependents in 1918. As the wartime activities ended, interest in providing services to civilian cases developed. Mrs. George J. Cooke was appointed to study the situation and report to the Red Cross committee. In 1919, a social worker was engaged. In October 1920, the Colony Club of Ambler, at Mrs. Cooke's request, decided to join the Red Cross Committee in giving the newly formed service to the community. The first nurse was engaged in 1921. Two more were employed the next year. In 1923, baby clinics were started in three localities. The Red Cross Roll Call, the work of the Needlework Guild, and the Sale of Tuberculosis Seals also took place at the center. During the Depression years, the center engaged in relief work, dispensing aid to the unemployed.

Later, in 1941, Miss Mae Garrett was appointed director, and she stressed functions of public health nursing such as good nursing care, health instruction, referral for families with special problems, and assistance in the planning of a community health program. In April 1941, 169 patients were aided in an influenza epidemic. Maternity ward patients were referred to the center. Health lectures were given. Pre-school examinations and tuberculosis programs continued. The staff was increased to four nurses. Health supervision was carried on in seven area schools. In 1943, over 5,000 nursing visits were made. In 1947, the child health clinic was re-established and included well-baby and dental clinics. In 1955, the agency assisted in a program of Salk polio immunizations at a local school. The operations of the association changed even further with the advent of Medicare in 1966, especially in the policies, procedures, certifications, and other aspects of the agency.

In early years, funds were raised through an annual drive, rummage sales, and Salvage Shop. The agency's record of receiving funds from the Community Chest (the United Fund, and later the United Way of Philadelphia) started in early 1950's. Since 1955, appropriations have also been received from the townships and boroughs the agency serves as well as from the county. Other sources of income are the Department of Public Welfare, the American Cancer Society, the Veteran Administration, Blue Cross, and Medicare.

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## Scope and Contents

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The collection consists of a comprehensive variety of records documenting the development of the suburban visiting nurse association. Besides a large quantity of formal records (Board and committee records), it also contains all kinds of administration files (such as agreements, correspondence, policy manuals), financial file, and files of other organizations. Also included are some photographs and nine well-kept scrapbooks (mostly of newsclippings).

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## Administrative Information

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University of Pennsylvania, Barbara Bates Center for the Study of The History of Nursing  
Finding aid prepared by Center staff, updated by Bethany Myers.

## **Sponsor**

This collection was processed with funds provided by the National Historical Publications and Records Commission as part of the Nursing History Processing and Cataloging Project.

## **Access Restrictions**

This collection is unrestricted.

## **Use Restrictions**

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## **Immediate Source of Acquisition note**

Gift of Marilyn Harris, 1991-1992.

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## **Related Materials**

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### **Related Archival Materials note**

See also: MC 25, Visiting Nurse Association of Eastern Montgomery County records.

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## **Controlled Access Headings**

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### **CORPORATE NAME(S)**

- Visiting Nurse Association of Ambler and Vicinity.
- Visiting Nurse Association of Eastern Montgomery County (Pa.).

### **FORM/GENRE(S)**

- Administrative records
- Scrapbooks

**GEOGRAPHIC NAME(S)**

- Montgomery County (Pa.)

**OCCUPATION(S)**

- Public health nursing

**SUBJECT(S)**

- Community health nursing
- Visiting nurses

## Collection Inventory

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### **SERIES 1. INSTITUTIONAL AND BOARD RECORDS, 1922-1985.**

#### **Scope and Contents note**

This series consists mainly of history of the agency, its bylaws, and Board minutes from 1925 to 1985.

	Box	Folder
History of the North Penn Community Center, [1935].	1	1
History material, miscellaneous, [??- 1963].	1	2
History of North Penn Visiting Nurse Association, 1969.	1	3

#### **BYLAWS.**

	Box	Folder
1966.	1	4
1969.	1	5
1977.	1	6
1980.	1	7
	Box	Folder
Statement of Philosophy.	1	8

#### **ANNUAL MEETING.**

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	Box	Folder
1950.	1	9
1955-1965.	1	10
1977-1980.	1	11
	Box	Folder
Annual reports, 1955-1980.	1	12
Minutes Book of the early years, 1922-1924.	1	13

**MINUTES BOOK OF BOARD, EXECUTIVE COMMITTEE AND ADMINISTRATIVE COMMITTEE.**

	Box	Folder
1925-1935.	1	14
(pages 1-38), 1935-1936.	1	15
(pages 39-104), 1937-1938.	1	16
(pages 105-164), 1939-1940.	1	17
(pages 165-260), 1941-1942.	1	18
(pages 261-366), 1943-1944.	1	19
(pages 1-40), 1945.	2	20
(pages 41-118), 1946-1947.	2	21
(pages 119-180), 1948-1949.	2	22
(pages 181-224), 1950-1952.	2	23

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(pages 225-246), 1952.	2	24
(pages 247-300), 1953-1955.	2	25
(pages 1-40), 1955-1957.	2	26
(pages 41-80), 1957-1960.	2	27
(pages 83-126), 1960-1964.	2	28
(pages 127-156), 1964-1966.	2	29
(pages 157-194), 1966-1969.	2	30
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**BOARD OF DIRECTORS, MINUTES.**

	Box	Folder
October 1971-May 1972.	2	32
June 1972-March 1973.	2	33
April 1973-December 1973.	2	34
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**BOARD OF DIRECTORS, CORRESPONDENCE.**

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**BOARD OF DIRECTORS, LISTS.**

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	Box	Folder
Board member orientation, agenda material, undated.	4	61

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**SERIES 2. COMMITTEE RECORDS, 1953-1985.**

**Scope and Contents note**

Included in this series are records of all committees, mostly minutes, and committee manuals.

	Box	Folder
Annual reports of committees and Executive Director, 1976-1979.	4	1

**REPORTS OF EXECUTIVE DIRECTORS.**

	Box	Folder
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1970-1976.	4	2
1977-1978.	4	3
Monthly Reports, 1978-1979.	4	4
1979-1980.	4	5
	Box	Folder
Board Committees, composition and functions, 1979.	4	6
Board Orientation Committee, minutes, 1971.	4	7
<b>EXECUTIVE COMMITTEE, MINUTES.</b>		
	Box	Folder
1975-1980.	4	8
1981-1982.	4	9
<b>FINANCE COMMITTEE.</b>		
<b>MINUTES.</b>		
	Box	Folder
1970-1980.	4	10
1981-1983.	4	11
	Box	Folder
Report, 1976-1978.	4	12

Correspondence, 1976-1977.	4	13
Office file, 1977.	4	14
	Box	Folder
Fiscal Affairs Committee, minutes, 1983.	4	15
Medical Advisory Committee, minutes, 1970-1971.	4	16

**NOMINATING COMMITTEE.**

	Box	Folder
Minutes, 1973-1980.	4	17
Report and member list, 1978-1979.	4	18
Correspondence, 1977.	4	19
Office file, 1977-1978.	4	20

**NURSING COMMITTEE, MINUTES.**

	Box	Folder
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**PERSONNEL AND PROGRAM COMMITTEE.**

**MINUTES.**

	Box	Folder
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1977-1978.	4	24
1978-1981.	4	25
1981-1983.	4	26
1984-1985.	4	27
	Box	Folder
Composition and functions, 1977.	4	28
Student report on clerkship, 1975.	4	29
Job descriptions, 1978.	4	30

**PROFESSIONAL ADVISORY COMMITTEE.**

**MINUTES.**

	Box	Folder
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1974-1975.	5	34
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Consultation on Dental Clinic Services, 1971.	5	39
Composition and functions, 1976.	5	40

**CORRESPONDENCE.**

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	Box	Folder
Recommendations, 1978.	5	43
Membership list, 1976.	5	44

**PROPERTY COMMITTEE.**

	Box	Folder
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Transportation policies, 1973-1975.	5	46
Office file, 1977-1978.	5	47

**PUBLIC RELATIONS COMMITTEE.**

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**MINUTES.**

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1978-1980.	5	50
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	Box	Folder
Correspondence, 1977-1978.	5	52
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**UTILIZATION REVIEW COMMITTEE.****MINUTES.**

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1978-1979.	5	56
Audit meeting minutes and statistics, 1975-1976.	5	57
	Box	Folder
Correspondence, 1976-1977.	5	58
Record review statistics summary, 1976-1977.	5	59

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Third quarter review statistics with questionnaires, 1976-1977.	6	60
Quarterly reviews, 1980-1981.	6	61
	Box	Folder
Welfare Committee, minutes, 1953.	6	62
Ad Hoc Pension Committee, minutes, 1984.	6	63
Ad Hoc Committee on Committee Functions, minutes, 1978.	6	64
Long Range Planning Committee, 1979-1981.	6	65
Occupational and Physical Therapists Meeting, minutes, 1970-1971.	6	66

**COMMITTEE MANUALS.**

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**FINANCE AND BUDGET COMMITTEE.**

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**PERSONNEL COMMITTEE.**

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**PROFESSIONAL ADVISORY COMMITTEE.**

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	Box	Folder
Property Committee, 1979-1981.	6	75
Public Relations Committee, 1979-1981.	6	76

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**SERIES 3. ADMINISTRATION, 1931-1987.**

**Scope and Contents note**

This series contains minutes of all kinds of staff meetings, agreements and contracts, correspondence, policy manuals, and files documenting various kinds of programs and activities.

**STAFF COUNCIL.**

	Box	Folder
Constitution and bylaws, 1972.	6	1

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**MINUTES.**

	Box	Folder
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1975-1977.	6	3
1976-1979.	6	4
1979-1980.	6	5
1980-1983.	6	6
	Box	Folder
Director/staff council representative meeting, minutes, 1972.	6	7

**ADMINISTRATIVE STAFF MEETING, MINUTES.**

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	Box	Folder
Clerical staff meeting, 1977-1978.	7	12

**INSERVICE EDUCATION MEETING, MINUTES.**

	Box	Folder
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1980-1981.	7	19
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Staff meeting minutes, 1970-1971.	7	22
Supervisors meeting, 1970-1971.	7	23
Admissions, monthly statistics summary, 1980-1981.	7	24

**AGREEMENTS AND CONTRACTS.**

	Box	Folder
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Certified public accountants (Niessen), contract and correspondence, 1981-1982.	7	26
Community Chest of Philadelphia, agreement, 1954.	7	27

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Community Health Association, agreement and proposal for management services, 1982.	7	28
Contract between VNA of Ambler & Vicinity and North Penn VNA, 1977.	7	29
Contract for medical social service, 1986.	7	30
C.O.P.E., contract & correspondence re: use of social workers, 1978-1979.	7	31
GLS Associates, Inc., with correspondence, 1980.	8	32
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Blue Cross, memos, 1966-1969.	8	52
Coopers and Lybrand, re: auditing, 1980-1981.	8	53
Covenant House Health Services, 1976.	8	54
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President of the Board, 1968-1969.	9	69
President Samuel Trueblood's correspondence, 1977-1979.	9	70

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#### **EVALUATION, ANNUAL.**

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**POLICY MANUAL.**

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**OFFICE OF ECONOMIC OPPORTUNITY PROGRAM.**

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Mission and policy, [1973].

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Program review and recommendations, 1973-1974.

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**ORIENTATION PROGRAM, 1971.**

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Box

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Box

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Physical therapy program, treatment policies and procedures, undated.

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Polio clinic, procedural material, undated.	12	155
Utilization review program, quarterly and annual reports, 1979-1983.	12	156
Workshop on funding and resources, 1980.	12	157
Public health nursing activities, monthly report, 1972-1973.	12	158
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Utilization review, quarterly summary, 1977-1978.	12	169
Visits, monthly statistics summary, 1980-1981.	12	170
Workmen's compensation, 1979-1983.	12	171
Workshop agenda, 1980.	12	172

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**SERIES 4. FINANCIAL FILE, 1923-1985.**

**Scope and Contents note**

This series consists of budgets, annual financial statements, ledgers, etc.

	Box	Folder
Budgets, 1971-1982.	13	1
Budget, OEO (Office of Economic Opportunity), 1969-1972.	13	2
Detail of expenditure, 1980-1982.	13	3
Financial reports for the Board of Directors, 1969-1970.	13	4

**FINANCIAL STATEMENTS BY CERTIFIED PUBLIC ACCOUNTANTS.**

	Box	Folder
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	Box	Folder
Insurance and benefit, undated.	13	11

**LEDGERS.**

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	Box	Folder
Ambler Welfare Council, 1931-1939.	13	12

**NORTH PENN VNA.**

	Box	Folder
1923-1926.	13	13
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Medicare cost reports, 1968-1976.	14	17
Salary scales, 1985.	14	18

**Series 5. Publications, clippings, and subject file, 1947-1983.**

**Scope and Contents note**

This series contains brochures, news clippings and other miscellaneous subject files.

	Box	Folder
Brochures, 1951-1983.	14	1
Clippings on merger and expansion, 1975-1978.	14	2
News clippings, 1960.	14	3
Pamphlet: nursing manual, 1947.	14	4



Speech by Eleanor Lefson on public health nursing at the 40th anniversary of North Penn VNA, 1959.	14	5
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**SERIES 6. OTHER ORGANIZATIONS, 1924-1983.**

**Scope and Contents note**

Included in this series are files of all organizations that had business with the agency. The United Way of Philadelphia and Vicinity and the National League for Nursing are the two major ones. The series is arranged alphabetically by the names of the organizations.

	Box	Folder
Ambler-Pennlyn Neighborhood Council, 1970-1971.	14	1
Community Nursing Meeting, agenda and minutes, 1971.	14	2

**COMMUNITY NURSING SERVICE OF CHESTER AND VICINITY.**

	Box	Folder
Board manual, 1969.	14	3
Statistical data on services performed, 1971.	14	4
	Box	Folder
Montgomery County health units, surveys and statistics, 1956-1958.	14	5
National Association of Home Health Agencies, standards for in-home health services, 1976.	14	6

**NATIONAL LEAGUE FOR NURSING.**

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	Box	Folder
Board members forum proceedings, 1971.	14	7

**CONSULTATION VISIT.**

	Box	Folder
Correspondence, 1982-1983.	14	8

Report to VNA of Ambler, 1983.	14	9
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	Box	Folder
Correspondence, re merger of VNA of Ambler with Community Health Association of Ardmore, 1983.	14	10

	Box	Folder
National Organization for Public Health Nursing, report on Penn Community Center at Ambler, 1924.	15	11

Pennsylvania Nurses Association, legislative bulletin, 1963.	15	12
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**UNITED WAY (COMMUNITY CHEST OF PHILADELPHIA AND VICINITY, UNITED FUND).**

	Box	Folder
Captions for photos sent to Ambler Gazette, undated.	15	13

Correspondence re auditing of North Penn VNA budgets, 1952-1962.	15	14
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Fund agency review of North Penn VNA, 1965.	15	16
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Position statement on agency controversial activities, 1970.	15	17
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Supplementary budget funds appeal, 1974.	15	20
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Instructions for preparing budgets and financial reports, 1973-1976.	15	22
Program service goals and objectives of VNA of Ambler, 1980-1981.	15	23
	Box	Folder
U.S. Department of Health, Education and Welfare, program evaluation in home health branch, 1969.	15	24
U.S. Senate Special Committee on Aging, report "Home Health Services in the United States", 1972.	15	25
Annual reports of VNA organizations in other counties and states, 1956-1963.	15	26
Brochures of other nursing institutions, 1961-1969.	15	27
Brochures of other visiting nursing associations, 1924-1964.	15	28

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**SERIES 7. PHOTOGRAPHS - UNPROCESSED. 2 FOLDERS.**

**Scope and Contents note**

Photographs contained in this series have initially been sorted into two folders. They document all kinds of services provided by the agency.

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**SERIES 8. SCRAPBOOKS (NEWSCLIPPINGS, ETC.), 1935-1964.**

**Scope and Contents note**

This series consists of nine scrapbooks, six of which are of newsclippings from 1941 to 1983, and the remaining three are samples of printing matters and other miscellaneous items.

	Box
Scrapbook 1 Miscellaneous, 1935-1940.	16
Scrapbook 2 Newsclippings, 1941-1945.	16
Scrapbook 3 Newsclippings, 1945-1950.	17
Scrapbook 4 Newsclippings, 1951-1957.	17
Scrapbook 5 Newsclippings, 1958-1969.	18
Scrapbook 6 Newsclippings, 1975-1979.	18
Scrapbook 7 Newsclippings, 1976-1983.	18
Scrapbook 8 Printing samples, 1941-1947.	19
Scrapbook 9 Printing samples, 1948-1964.	19

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