

APPENDIX III—continued.

Prof. Mott : A sub-committee of 2 laymen and 3 members of the medical staff should be appointed to consider applications. They should nominate, in order, a select list of candidates where more than three apply, stating reasons for placing candidates in the order named. Appointments should be made by full committee or board of the hospital.

6. What importance should be assigned to clinical records in the work of the hospital? On whom should be placed primarily the responsibility for the accuracy and completeness of the clinical records? In the organization of the hospital, what measures would you advise in order to insure the best results along these lines?

Prof. Fitz : Records should be under the control of the physician in charge, and should be carefully preserved and catalogued.

Prof. G. Thompson : Copy the entire new system of Bellevue Hospital recently adopted. It is being universally adopted. Write to the record clerk for information, or engage her to visit Toronto and start the system for you.

Prof. Stockton : The appointment on the attending staff of a director of records, whose sole official duty shall consist in directing the history-taking and record-filing by the house staff.

Prof. L. F. Barker : The clinical records are of very great importance for the work of the hospital, not only for the maintenance of a very high order of work all the time, but also for subsequent statistical study. Each department, medicine, surgery and obstetrics, should be responsible for the completeness of its own clinical records. This work should be under the supervision of the head of the department; there should be a paid registrar in each department; supplemented by a skilled medical typewriter for the mechanical part of the work. On organizing the hospital, it would be well for the heads of the departments to confer and decide upon as nearly a uniform system for the hospital as a whole as is possible. There should be no attempt to force any one department to conform rigidly to any general scheme.

Prof. Geo. Dock : The clinical records in such a hospital should be considered as of fundamental importance. They should give objective evidence of the character of work being done and can be made the basis of contributions of value to medical science. Without knowing the organization it is difficult to say on whom the responsibility for accuracy and completeness should be placed. Visiting physicians can rarely attend to this satisfactorily. An experienced resident physician in each service, with proper clerical assistance, commodious record rooms, and a good system