



# **DIVISION OF HOSPITAL FACILITIES**

**KING EDWARD'S HOSPITAL FUND FOR LONDON,  
10, OLD JEWRY, LONDON, E.C.2.  
MONarch 2394.**

## **ESTABLISHMENT OF THE DIVISION**

For many years prior to the introduction into Parliament in 1946 of the National Health Service Bill, King Edward's Hospital Fund for London had made available to the voluntary hospitals in London, and other organisations interested in hospital work and practice, information and advice which it had obtained as the result of its routine activities and the carrying out, from time to time, of a number of special inquiries.

The coming into operation on July 5th, 1948, of the National Health Service Act, 1946, led to an intensification of interest in all phases of hospital work. This, combined with the growing complexity of modern hospital organisation and management, increased considerably the requests for information and advice. This development was not unforeseen by the Fund, and it decided that the new situation could best be met by the establishment of a Division of Hospital Facilities. This was done in November, 1948.

## **AIMS AND OBJECTS OF THE DIVISION**

The object of the Division, is to contribute to the efficiency of hospital service, and it aims at achieving this object by providing centrally, facilities for all who are interested in the subject. These facilities include:

1. Collecting and classifying information on all matters of administrative work and practice; planning and construction; equipment, etc.;
2. Promoting the exchange of information and ideas; acting as a central clearing house, and undertaking inquiries and surveys to secure facts and information;
3. Maintaining a reference library of books, journals, plans, etc.;
4. Conducting accounting and general advisory services.

In this and other ways it attempts to lighten the burdens on the shoulders of those charged with the management of hospitals in the new hospital service. Due to pressure of current affairs within their own organisations, it is becoming increasingly difficult for hospital authorities and their officers to keep abreast of knowledge and thought in the hospital field.

New problems are continually arising and widening the scope of inquiries to the Division.

## **WHAT THE DIVISION COMPRISES**

The Division comprises an information and consultation service. It is divided for convenience into three sections: (1) Hospital Accounting and Finance, including Statistics; (2) General Information and Advisory Service; and (3) Reference Library of hospital books, journals, and plans, British and foreign.

### **(1) Accounting Section**

The main functions of the Accounting Section are (1) to assist hospitals with information and advice on accounting, and financial and statistical matters; and (2) to develop a uniform system of departmental accounting with appropriate units of cost.

It is now generally accepted that hospital accounting is definitely an integral part of hospital administration and not as hitherto, merely a matter of book-keeping.

By reason of its long and intimate experience of hospital accounting of which it was the pioneer, the Fund is particularly interested in the developments in this field of hospital administration. It introduced the Revised Uniform System of Hospital Accounts in 1904 and, until the year 1947, it published annually a Statistical Summary, giving information of income and expenditure, beds, in-patients, out-patients, and costs, etc., of the voluntary hospitals in the Metropolitan Police District.

It is now carrying out a Costing Investigation at six groups of hospitals in the Metropolitan Regional Hospital Boards' Areas at the invitation of the Ministry of Health. Recently its Director took part in a private inquiry into the organisation and management of hospitals for another government department.

### **(2) General Information Bureau**

This section is concerned with the collection, classification, and supplying on request, of information on matters of hospital organisation and management, including planning, construction, equipment, procedures, etc.

All hospital and related journals, British and foreign, are currently examined for information which it is thought may be of use to hospitals and other authorities interested in hospital work.

Representatives of governments and hospital and allied organisations in other countries are calling in growing numbers and on their return they co-operate with the Division by sending information and

giving assistance in other ways. Exchange arrangements are in operation with hospital and health organisations in other countries. The direct link of the Division with the International Hospital Federation is proving to be of the greatest value in this connection.

Requests for information and advice are as varied as the sources from which they come. Many refer to information already available. Others often involve patient search and inquiries, securing literature and information from abroad and, in cases, are followed by visits to the offices of the Division, or by officers of the Division to the hospitals, for discussions. It is frequently more helpful to inquirers to discuss matters personally than to attempt to deal with subjects by correspondence and telephone.

Among the many subjects on which information and advice have been given are:—

#### **Constructional Work**

Hospital plans, building costs, flooring materials, heating and lighting, aluminium prefabricated buildings.

#### **Equipment**

Beds and other furniture, sterilizers, cubicle runners and curtains, plastic materials, wireless installations, patient-nurse call systems; sanitary chairs, paging systems, ceiling projectors, etc.

#### **Finance**

Financial organisation, investigation of accounting systems, mechanised accounting, stores accounts and records, cost accounts, salaries and wages systems, etc.

#### **General**

An important activity of the Division is that of receiving visitors from overseas and, where required, arranging tours of hospitals for them. In all cases, personal introductions are given to the hospital to be visited so that the fullest opportunities may be afforded visitors to obtain the maximum benefit from these visits with the minimum expenditure of time, energy—not an unimportant factor in some cases—and funds.

This activity is a two-way service, as hospital officers going abroad with personal introductions from the Division are assured of a warm welcome and every possible help.



*The Information Bureau.*



*A Corner of the Library.*

### (3) Reference Library

The reference library contains over 1,000 volumes covering every aspect of the administrative work of hospital organisation and management. It includes the most important books of America and many other countries, and it contains a number of publications not generally obtainable in Britain.

A catalogue of the library will be sent on application.

The following journals are currently available for reading: —

(A = American; B = British; C = Canadian)

Accountant, The (B)  
Almoner, The (B)  
Architects Journal (B)  
British Medical Journal (B)  
Building Digest (B)  
Business (B)  
Canadian Hospital, The (C)  
Cost Accountant (B)  
Hospital and Health Management (B)  
Hospital and Social Service Journal (B)  
Hospital Management (A)  
Hospital Officer, The (B)  
Hospitals (A)  
Hospital, The (B)  
Industrial Welfare (B)  
Institutions (A)  
International Hospital Federation Bulletin (B)  
Lancet, The (B)  
Laundry Record, The (B)  
Local Government Chronicle, The (B)  
Local Government Finance (B)  
Medical Officer, The (B)  
Medical Press (B)  
Medical Record, The (B)  
Modern Hospital, The (A)  
Municipal Journal, The (B)  
Personnel Management and Welfare (B)  
Planning (B)  
Public Administration (B)  
Purchasing Journal, The (B)  
Revue Hospitalière de France (Fr.)

Secretaries Journal (B)  
Secretary, The (B)  
Social Service (B)  
Trustee (A)  
Veska-Zeitschrift (Swiss)

The library contains a number of plans of all types of hospitals, British and foreign, including a full set of the publications of the United States Public Health Service on Planning, Construction and Equipment.

### **CLASSIFIED INDEX OF HOSPITAL LITERATURE**

Work has been started on the preparation of a Classified Index of Hospital Literature of the World, and much information has been collected, sifted, and classified for this purpose. At present, an immense amount of extremely valuable information is available but much of its value is lost because it is spread over a great number of isolated sources, British and foreign, e.g., hospitals, books, journals, plans, reports, memoranda, etc.

The need for such an Index is emphasized by the increasing number of requests made to the Division for complete sources of information on particular subjects.

### **RELATIONSHIPS**

Through its close link with the International Hospital Federation the Division is in direct relationship with the World Health Organisation and the governments and national hospital associations of over thirty countries.

### **A FREE SERVICE**

No charge is made for any of the services of the Division.



## PRINCIPAL OFFICERS

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