

Visiting Nurse Association of Ambler and Vicinity  
Records, 1922-1987  
MC 92

**Extent:** 8.5 linear feet

**Provenance:** Visiting Nurse Association of Eastern Montgomery County

**Access:** This collection is unrestricted

**Citation:** Visiting Nurse Association of Ambler and Vicinity Records, Center *for* The Study of The History of Nursing, University of Pennsylvania

**Sponsorship:** 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

**Historical Sketch.** The agency 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).

The agency originated in the Red Cross home service branch in Ambler engaged in taking care of discharged soldiers and their dependents in 1918. As the war-time activities came to an end, 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. In 1941, Miss Mae Garrett was appointed director. She stressed such functions of public health nursing 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 T.B. programs continued. The staff was increased to four nurses. Health supervision was carried on in 7 area schools. In 1943, over five thousand nursing visits were made. In 1947, the child health clinic was re-established including a well-baby and a dental clinic. In 1955, the agency assisted in a program of Salk polio immunization at a local school. The advent of Medicare in 1966 brought about many changes 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.

**Summary.** 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).

**Series Description.** This collection has been arranged into eight series:

Series I. Institutional and Board records, 1922-1985

Series II. Committee records, 1953-1985

Series III. Administration, 1931-1987

Series IV. Financial file, 1923-1985

Series V. Publications, clippings and subject file, 1947-1983

Series VI. Other organizations, 1924-1983

Series VII. Photographs

Series VIII. Scrapbooks (newsclippings, etc.), 1935-1983

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

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

Series III. Administration. 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.

Series IV. Financial file. This series consists of budgets, annual financial statements, ledgers, etc.

Series V. Publications, clippings, and subject file. This series contains brochures, news clippings and other miscellaneous subject files.

Series VI. Other organizations. 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.

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

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

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## **Series I. Institutional and Board records, 1922-1985**

### Box 1

- f.1 History of the North Penn Community Center, [1935]
- f.2 History material, miscellaneous, [?- 1963]
- f.3 History of North Penn Visiting Nurse Association, [1969]
  - Bylaws
- f.4 1966
- f.5 1969
- f.6 1977
- f.7 1980
- f.8 Statement of Philosophy
  - Annual meeting
- f.9 1950
- f.10 1955-1965
- f.11 1977-1980
- f.12 Annual reports, 1955-1980
- f.13 Minutes Book of the early years, 1922-1924
  - Minutes Book of Board, Executive Committee and Administrative Committee
- f.14 1925-1935
- f.15 1935-1936 (pp. 1-38)
- f.16 1937-1938 (pp. 39-104)
- f.17 1939-1940 (pp. 105-164)
- f.18 1941-1942 (pp. 165-260)
- f.19 1943-1944 (pp. 261-366)

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- f.20 1945 (pp. 1-40)
- f.21 1946-1947 (pp. 41-118)
- f.22 1948-1949 (pp. 119-180)
- f.23 1950-1952 (pp. 181-224)
- f.24 1952 (pp. 225-246)

- f.25 1953-1955 (pp. 247-300)
- f.26 1955-1957 (pp. 1-40)
- f.27 1957-1960 (pp. 41-80)
- f.28 1960-1964 (pp. 83-126)
- f.29 1964-1966 (pp. 127-156)
- f.30 1966-1969 (pp. 157-194)
- f.31 1969-1971 (pp. 195-252)

Board of Directors, minutes

- f.32 OCT 1971-MAY 1972
- f.33 JUN 1972-MAR 1973
- f.34 APR 1973-DEC 1973
- f.35 JAN 1974-MAY 1974
- f.36 1974-1975
- f.37 1975-1976

Box 3

- f.38 1976-1977
- f.39 1978
- f.40 1979
- f.41 1980
- f.42 1981
- f.43 1982
- f.44 1983
- f.45 1984-1985

Board of Directors, correspondence

- f.46 1979-1982, president (Elizabeth Avery)
- f.47 1982

Board of Directors, Lists

- f.48 1957-1969
- f.49 1974-1975
- f.50 1976-1977
- f.51 1978-1979
- f.52 1982-1983

Board of Directors, Manual

- f.53 1969
- f.54 1972
- f.55 1975

Box 4

- f.56 1977-1978
- f.57 1979-1980
- f.58 1980-1981
- f.59 1981-1982

- f.60 1982-1983
- f.61 Board member orientation, agenda material, undated

## **Series II. Committee records, 1953-1985**

- f.1 Annual reports of committees and Executive Director, 1976-1979
  - Reports of Executive Directors
- f.2 1970-1976
- f.3 1977-1978
- f.4 1978-1979, monthly reports
- f.5 1979-1980
- f.6 Board Committees, composition and functions, 1979
- f.7 Board Orientation Committee, minutes, 1971
  - Executive Committee, minutes
- f.8 1975-1980
- f.9 1981-1982
  - Finance Committee
    - Minutes
- f.10 1970-1980
- f.11 1981-1983
- f.12 Report, 1976-1978
- f.13 Correspondence, 1976-1977
- f.14 Office file, 1977
- f.15 Fiscal Affairs Committee, minutes, 1983
- f.16 Medical Advisory Committee, minutes, 1970-1971
  - Nominating Committee
- f.17 Minutes, 1973-1980
- f.18 Report and member list, 1978-1979
- f.19 Correspondence, 1977
- f.20 Office file, 1977-1978
  - Nursing Committee, minutes
- f.21 1970-1971
- f.22 1973
  - Personnel and Program Committee
    - Minutes
- f.23 1973-1976
- f.24 1977-1978
- f.25 1978-1981
- f.26 1981-1983
- f.27 1984-1985
- f.28 Composition and functions, 1977
- f.29 Student report on clerkship, 1975
- f.30 Job descriptions, 1978

Box 5

Professional Advisory Committee

Minutes

- f.31 1969-1971
- f.32 1972
- f.33 1973
- f.34 1974-1975
- f.35 1976
- f.36 1977
- f.37 1978-1981
- f.38 1982-1983
- f.39 Consultation on Dental Clinic Services, 1971
- f.40 Composition and functions, 1976

Correspondence

- f.41 1976-1977
- f.42 1980
- f.43 Recommendations, 1978
- f.44 Membership list, 1976

Property Committee

- f.45 Minutes and reports, 1970-1983
- f.46 Transportation policies, 1973-1975
- f.47 Office file, 1977-1978

Public Relations Committee

Minutes

- f.48 1970-1971
- f.49 1973-1977
- f.50 1978-1980
- f.51 1981-1983
- f.52 Correspondence, 1977-1978
- f.53 Office file, 1977-1978

Utilization Review Committee

Minutes

- f.54 1970-1971
- f.55 1973-1976
- f.56 1978-1979
- f.57 Audit meeting minutes and statistics, 1975-1976
- f.58 Correspondence, 1976-1977
- f.59 Record review statistics summary, 1976-1977

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- f.60 Third quarter review statistics with questionnaires, 1976-1977
- f.61 Quarterly reviews, 1980-1981
- f.62 Welfare Committee, minutes, 1953
- f.63 Ad Hoc Pension Committee, minutes, 1984
- f.64 Ad Hoc Committee on Committee Functions, minutes, 1978
- f.65 Long Range Planning Committee, 1979-1981

- f.66 Occupational and Physical Therapists Meeting, minutes, 1970-1971  
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- f.67 Executive Committee, 1979-1981  
Finance and Budget Committee
- f.68 1979-1980
- f.69 1980-1981
- f.70 Nominating Committee, 1979-1981  
Personnel Committee
- f.71 1979-1980
- f.72 1980-1981  
Professional Advisory Committee
- f.73 1979-1980
- f.74 1980-1981
- f.75 Property Committee, 1979-1981
- f.76 Public Relations Committee, 1979-1981

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- f.1 Constitution and bylaws, 1972  
Minutes
- f.2 1971-1973
- f.3 1975-1977
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- f.7 Director/staff council representative meeting, minutes, 1972

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- f.8 Administrative staff meeting, minutes  
1975-1976
- f.9 1977-1978
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- f.12 Clerical staff meeting, 1977-1978  
Inservice Education Meeting, minutes
- f.13 1970-1971
- f.14 1975
- f.15 1976
- f.16 1977
- f.17 1978
- f.18 1979-1980
- f.19 1980-1981
- f.20 1981-1983
- f.21 Planning meeting, minutes, 1971

- f.22 Staff meeting minutes, 1970-1971
- f.23 Supervisors meeting, 1970-1971
- f.24 Admissions, monthly statistics summary, 1980-1981
- Agreements and contracts
- f.25 Agreement between North Penn VNA and Colony Club of Ambler re real estate property, 1931
- f.26 Certified public accountants (Niessen), contract and correspondence, 1981-1982
- f.27 Community Chest of Philadelphia, agreement, 1954
- f.28 Community Health Association, agreement and proposal for management services, 1982
- f.29 Contract between VNA of Ambler & Vicinity and North Penn VNA, 1977
- f.30 Contract for medical social service, 1986
- f.31 C.O.P.E., contract & correspondence re use of social workers, 1978-1979

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- f.32 GLS Associates, Inc., with correspondence, 1980
- f.33 Home Health Services of Chester County and Vicinity, 1982
- f.34 Medical Transcriptionist, 1981-1982
- f.35 Medox: contract for home health aides, 1982
- Montgomery County Homemaker-Home Health Aide Service
- f.36 1980-1981
- f.37 1981-1983
- f.38 Montgomery County Office of Economic Opportunity, 1975
- f.39 Montgomery County Office on Older Adults, agreement on social services for senior adults, 1977-1986
- f.40 Olsten Health Care Services, 1982-1983
- f.41 Physical therapists, 1979-1982
- f.42 Planned Parenthood Southeastern Pennsylvania, 1972-1981
- f.43 Schell, Ernest H., re public relations service, 1980-1981
- f.44 Speech Therapist, contract, 1978-1980
- f.45 United Fund of the Philadelphia Area, agreement for participation in the fund-raising, 1966
- f.46 Upjohn Healthcare Services, 1979-1980
- f.47 Boroughs and townships, health information, [1957]
- f.48 Certificate for membership of Health and Welfare Council, 1961
- f.49 Certificate of Registration under Solicitation Law, 1978
- f.50 Conditions of participation by home health agencies, 1969
- Correspondence
- f.51 Ambler Colony Club, re real estate property, 1948-1962
- f.52 Blue Cross, memos, 1966-1969
- f.53 Coopers and Lybrand, re auditing, 1980-1981
- f.54 Covenant House Health Services, 1976
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- f.56 1966-1970

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- f.58 Health and Welfare Retirement, 1950-1953
- f.59 Industrial nursing, 1960
- f.60 Medical College of Pennsylvania, re student field visits, 1976-1978
- f.61 Membership drive, 1972
- f.62 Merger of VNA of Ambler and Vicinity and VNA of Eastern Montgomery County, 1977-1978
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- f.66 Pediatric Associates of Plymouth, 1978-1979
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- f.68 President's correspondence (North Penn VNA), 1958
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Salary schedule and position offering correspondence
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- f.75 Donations record book, 1974-1978
- f.76 Emergency standing orders, undated  
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- f.77 1980-1981
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- f.79 Evaluation material on students' field experience in public health nursing, [1962]
- f.80 Fiftieth anniversary, annual meeting file, 1969
- f.81 Guide for agency program priorities, undated
- f.82 Guide for making and recording a nursing visit to chronically-ill patient, undated
- f.83 Head nurse's monthly report, 1936-1939
- f.84 Headquarters building description, undated
- f.85 Home evaluation guide, etc., undated
- f.86 Index of inactive file, undated
- f.87 Index to Minute Books (by subject), 1935-1945
- f.88 Instructions on transportation, undated
- f.89 List of employees, 1971
- f.90 Lists of numbers to be purged from clinics, undated
- f.91 Lists of school principals and doctors, [1964]
- f.92 Mailing lists, individuals and associations, 1962
- f.93 Luncheon to celebrate 20th anniversary, [1939]
- f.94 Medicare, statistics of billing, 1969-1970
- f.95 Meeting on re-certification of agency for medicare, 1969
- f.96 Monthly service statistics, 1972

- f.97 Organization chart (North Penn Visiting Nurse Association), undated
- f.98 PAHHA (Pennsylvania Assembly of Home Health Agencies), agenda material, 1975-1976
- f.99 PA legislation material re nurses, 1952-1967
- f.100 Patient records, diagnosis survey, undated

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- f.101 Petitioning to Pennsylvania legislature re the House bill #1942, [1973]  
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- f.102 Dental clinic policies, 1971
- f.103 Dental service policies and dentist contract forms, 1976
- f.104 Medical policies and standing orders, 1970
- f.105 Medical relationship policies, undated  
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- f.106 1970
- f.107 1971
- f.108 1976
- f.109 1980
- f.110 1981
- f.111 1984
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- f.113 Personnel practice policy manual, [1969-1970]  
Policy Manual
- f.114 1975
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- f.117-118 1979-1980
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- f.121 1979-1980
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- f.123 Policy statement, general, 1980
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- f.125 College settlement camps, 1965-1969
- f.126 Convalescent homes, lists and brochures, [1955]
- f.127 Dental clinic conference, 1973  
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- f.131 Statistics, 1974-1980
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- f.135 EPSDT (Early and Periodic Screening, Diagnosis and Treatment Program),  
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- f.136 Headstart 1970 health program, 1970
- f.137 Health course teaching at the Montessori school, 1970-1971
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- f.139 Home Health Aide Inservice Education, 1980-1981
- f.140 Home health aide orientation and training program, 1967
- f.141 Hospice program, statistics and reports, 1983
- f.142 NLN/APHA accreditation program, interim report, 1981
- f.143 North Penn VNA programs, 1954-1965
- f.144 Occupational and physical therapy, 1970  
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- f.145 Correspondence, 1970-1973
- f.146 Mission and policy, [1973]
- f.147 Program review and recommendations, 1973-1974  
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- f.149 Part II.
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- f.151 [1971-1972]
- f.152 minutes, 1974-1975
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- f.154 Physical therapy program, treatment policies and procedures, undated
- f.155 Polio clinic, procedural material, undated
- f.156 Utilization review program, quarterly and annual reports, 1979-1983
- f.157 Workshop on funding and resources, 1980
- f.158 Public health nursing activities, monthly report, 1972-1973
- f.159 Public relations, miscellaneous, 1965-1972
- f.160 Public relations, promotion material, 1981-1982
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- f.162 Questionnaire, agency status, undated
- f.163 Report of visit to North Penn VNA by maternal and child health nursing consultant,  
1972
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- f.165 Retirement plan, miscellaneous, 1968-1974
- f.166 Social audit of the North Penn Visiting Nurse Association, 1951-1956
- f.167 Staff continuing education record, 1980-1983
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- f.169 Utilization review, quarterly summary, 1977-1978
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- f.2 Budget, OEO (Office of Economic Opportunity), 1969-1972
- f.3 Detail of expenditure, 1980-1982
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Financial statements by certified public accountants
- f.5 1943-1951
- f.6 1955-1959
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- f.15 1936-1941
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- f.2 Clippings on merger and expansion, 1975-1978
- f.3 News clippings, 1960
- f.4 Pamphlet: nursing manual , 1947
- f.5 Speech by Eleanor Lefson on public health nursing at the 40th anniversary of North Penn VNA, 1959

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- f.1 Ambler-Pennlyn Neighborhood Council, 1970-1971
- f.2 Community Nursing Meeting, agenda and minutes, 1971  
Community Nursing Service of Chester and Vicinity
- f.3 Board manual, 1969
- f.4 Statistical data on services performed, 1971
- f.5 Montgomery County health units, surveys and statistics, 1956-1958
- f.6 National Association of Home Health Agencies, standards for in-home health services, 1976  
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- f.7 Board members forum proceedings, 1971  
Consultation visit
- f.8 Correspondence, 1982-1983
- f.9 Report to VNA of Ambler, 1983
- f.10 Correspondence, re merger of VNA of Ambler with Community Health Association of Ardmore, 1983

#### Box 15

- f.11 National Organization for Public Health Nursing, report on Penn Community Center at Ambler, 1924
- f.12 Pennsylvania Nurses Association, legislative bulletin, 1963  
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- f.13 Captions for photos sent to Ambler Gazette, undated
- f.14 Correspondence re auditing of North Penn VNA budgets, 1952-1962
- f.15 Policy manual, 1954
- f.16 Fund agency review of North Penn VNA, 1965
- f.17 Position statement on agency controversial activities, 1970
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- f.19 Allocation requests, monthly, 1970-1973
- f.20 Supplementary budget funds appeal, 1974
- f.21 Budget file, 1976-1978
- f.22 Instructions for preparing budgets and financial reports, 1973-1976
- f.23 Program service goals and objectives of VNA of Ambler, 1980-1981
- f.24 U.S. Department of Health, Education and Welfare, program evaluation in home health branch, 1969
- f.25 U.S. Senate Special Committee on Aging, report "Home Health Services in the United States," 1972
- f.26 Annual reports of VNA organizations in other counties and states, 1956-1963
- f.27 Brochures of other nursing institutions, 1961-1969
- f.28 Brochures of other visiting nursing associations, 1924-1964

#### **Series VII. Photographs, (in 2 folders, not processed yet)**

#### **Series VIII. Scrapbooks (newsclippings, etc.), 1935-1964**

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Scrapbook 8 Printing samples, 1941-1947  
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